

A workshop meeting of the City Commission was held on April 12, 2011 at 6:00 p.m. in the Commission Chambers at the Municipal Administration Building. The meeting was called to order by Mayor L. Jack Van Sickle.

**COMMISSIONERS PRESENT:** Michael S. Carter; Jonathan Thornhill; Terrye Y. Howell; John Paul Rogers; Mayor L. Jack Van Sickle.

**COMMISSIONERS ABSENT:** None.

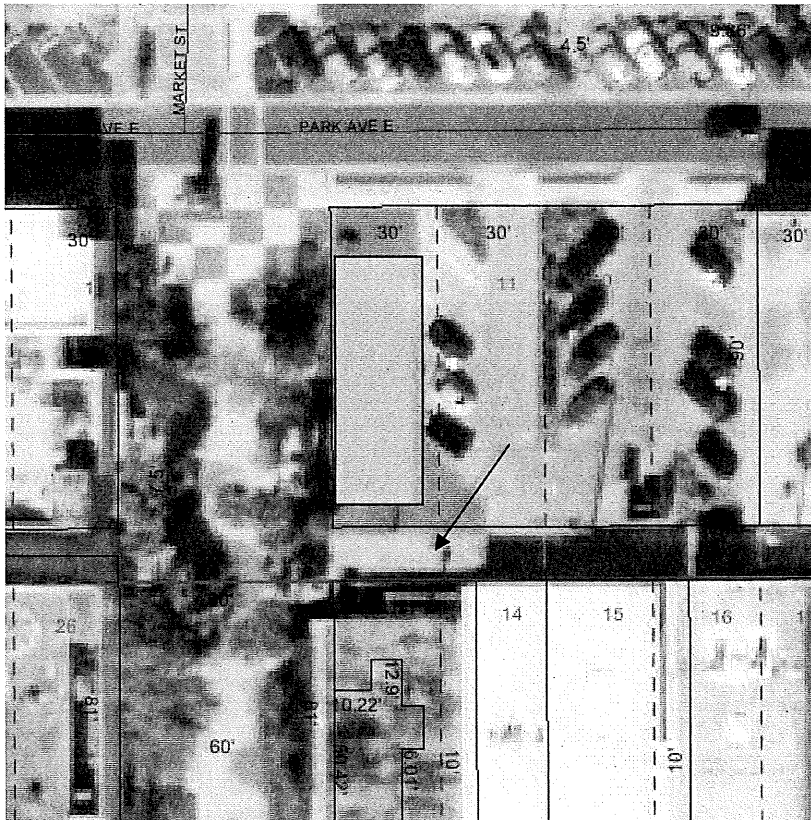
**CITY REPRESENTATIVES PRESENT:** Judith H. Delmar, City Manager; Albert C. Galloway, Jr., City Attorney; Clara VanBlargan, City Clerk; Jacquie Hawkins, Deputy City Clerk

**Agenda Item 1. Roll Call**

**Agenda Item 2 Proposed Marketplace Pavilion**

The full staff memo is incorporated into the minutes.

[Begin comments from Planning and Development Director Margaret Swanson]



Approximate location of proposed pavilion is shown shaded above. Dimensions 68'5" x 26'. Marketplace is 60 ft. wide. Parking lot east of proposed pavilion is 90' wide. Arrow from parking lot shows where accessible pedestrian connection is needed from parking area to alley and Marketplace.

Comments and questions on proposed plan as requested:

1. Concept The pavilion will provide a staging area for events downtown and will add to usable space by covering existing unusable retention area with a platform.

Q – Purpose of unroofed portion of structure on south end next to HP ramp?

2. Appearance/impact of structure Rendering and plan do not clearly show how the streetscapes of the Marketplace and Park Ave. will be altered.

Q – The parking area and Marketplace present a very open view from the sidewalk or Park Ave. The structure will change that view and close in both the parking area and Marketplace (60' wide). Additional renderings would be helpful in determining the visual impact of the structure on the streetscape.

Q – Design indicates that the "stage" can serve an audience in either the Marketplace or the parking area. No east (parking lot side) elevation is provided, however. The rendering shows the pavilion as viewed from the east, but is actually the west elevation. Is the east elevation essentially the same without the planters? Does it have the arch over the stairs? Presumably there will not be planters because of lack of space.

3. Function The stairs on the east side, into the parking lot, will be difficult to use because of the parking spaces with bumper stops immediately adjacent to the pavilion.

Q – Is it practical to have stairs going down to the parking lot? How are people going to navigate between the stairs and parking spaces? Even if there are no cars in the parking lot during an event, the bumper stops will be obstacles to safe pedestrian access.

Q – Is it really feasible to have the stage face the parking lot? The parking area is not well designed for an audience. (Martin and Vargas recommended that a parking lot designed for special events should have no bumper stops or center landscaping.) There are bumper stops and a center landscaped strip impeding pedestrian circulation.

Q – Could the stairs be changed to a small set, located at the south end of the structure in conjunction with the HP ramp? There is an existing problem for pedestrians getting from the parking lot to the alley in this area. (See arrow on photo above.) Pedestrians have to step over the curb to get to the alley. The shortest route from the parking area to the alley is through the grass. Can something be designed in the southeast corner of the structure to improve the access?

4. Trees There is a tree located at the foot of the stairs on the west side of the pavilion. It doesn't obstruct the way, but will block the view of the stage for the audience. The tree is slated to be replaced as part of the downtown streetscape project, now underway. There is no tree where shown on the rendering at the north end of the building.

5. Retention/under building The retention area for the parking lot will be under the building, and a chain-link fence is proposed to close in the area. A gate will be provided for clean-out.

Q – Will the fence keep animals from entering and causing problems under the structure?

[End comments from Planning and Development Director Margaret Swanson]

[Begin comments from Public Works Director Tom Moran]

I have reviewed the drawings provided; the following comments are forwarded:

- o The drawings are architectural; therefore most of the information provided on them is structural in nature.
- o I did not see any text or detail that indicates the slope of the handicap ramp.

I visited the Southwest Florida Water Management District (SWFWMD) website:

- o The area has a SWFWMD Environmental Resource Permit [46028304.00] (General Permit for a Minor System).
- o The permit was issued 02-17-05 and a statement of completion (SOC) was filed 07-19-05. The City of Lake Wales is the permittee. The permit was prepared by Boyle Engineering, Johnny Windsor signed the permit application and Cheri Stallings was the SWFWMD reviewer.
- o The permit requires that periodic inspections of the water management system be conducted; the inspections are scheduled by SWFWMD; the last inspection was conducted 03-28-08 and the

next inspection is due 08-31-11. The provided drawing, page 2 of 2, indicates that the proposed pavilion will have some type of chain link fence between finished floor and ground level; this fence will impede the conduct of any permit inspection.

- At a minimum, an official (hard copy) permit inquiry needs to be submitted to SWFWMD.

Additional comments / questions

- What is the purpose of the proposed pavilion; the rendering provided seems to indicate that it would be used as a stage for outdoor entertainment.
- The SEMCO estimate provided indicates a projected cost of @ \$250,000.00; where is this money coming from and what is the projected operating and maintenance cost?
- Will additional water be required for water fountains?
- Will the electric need to be upgraded to support sound equipment?
- During construction, I would imagine there will be some disruption to the pedestrian and vehicular traffic flow.
- This is probably a good idea to help boost sales for the local businesses in the downtown area.
- The location of the proposed building restricts the size of the audience. It may be better served to place this in a spot where there is more area (vicinity of Lake Wailes – north side).

This is an initial review and is not all-encompassing.

[End comments from Public Works Director Tom Moran]

Economic Development Director Harold Gallup gave a project overview of the proposed marketplace pavilion. Handouts were provided to the Commission before the meeting, which included comments from Planning and Development Director, Margaret Swanson and Public Works Director Tom Moran.

The following were points discussed:

- **Cost and the Construction:**
  - The approximately two hundred fifty thousand dollars (\$250,000) is hoped to be covered by a series of grants requiring no City match and therefore no cost to the taxpayer for the construction of the project.
  - The construction is designed to use low maintenance materials and be a low maintenance facility
  - Grants will be sought for an additional option of solar panels that would supply electricity for sound equipment.
  - As a water conservation measure, rainwater receptacles could supply the water needed for irrigation
- **Merchant Response:** The comments heard from downtown merchants have been favorable for the project. They especially liked the proposed location that would make use of the wasted space by building over the retention area.
- **Public Use:** It would most likely be available to the public for private use for a fee, which would be used to offset the cost of maintenance, though it is not presently seen as an income generator. It is likely that the downtown Main Street would be the managing agent at the direction of the City.
- **Types of Grants Sought:** Community Development Grants or any category of grant that may apply to this type project.
- **Permits:** SWFWMD would have to approve the project as it would be built over the drainage area and would have to be constructed in such a way as to not hinder its intended function.
- **Positive Aspects of the Project:**
  - It would be a potential economic development stimulus for downtown by bringing business to the downtown area during scheduled events

- It would draw tourists from surrounding areas
- It would draw the community together through volunteering. Mark Parlier already donated his time toward the conceptual design, the Care Center has volunteered to participate at some yet undefined level with the day to day "basic maintenance" and other businesses may be willing to donate time or money toward the construction, maintenance and operation of it.
- There would be a localized place for community activity
- **Problems that need to be addressed:**
  - The maintenance and operation issue and who will cover the cost. City staff is already overtaxed and can't take on more maintenance without hiring another employee.
  - Keeping it compatible with the Historic Downtown so it can keep its historic integrity. The Historic Regulatory Board would need to be involved to make sure it retains its historic classification.
  - If it is built over the retention area SWFWMD would not be able to spray to keep things like mosquitoes from breeding, and the proposed fence might impede permit inspections.

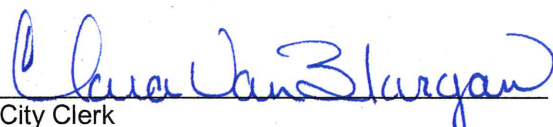
**Commission Direction to Staff:**

- To investigate the possibilities
- Find out the true cost
- Check with SWFWMD about what will be permitted
- Research possible grants

There being no further business, the meeting was adjourned.

  
\_\_\_\_\_  
Mayor/Commissioner

ATTEST:

  
\_\_\_\_\_  
City Clerk