

**CITY OF MAITLAND
PARKS AND RECREATION DEPARTMENT
MEMORANDUM**

TO: Chairwoman Hattaway-Bengochea and Honorable Members of Planning and Zoning Commission

FROM: Jay Conn, Parks and Recreation Director

CC: Sara Blanchard, Senior Planner

DATE: Oct. 20, 2016

SUBJECT: Proposed Minnehaha Park Observation Deck Addition

The information below highlights details concerning the proposal to add a shoreline observation deck structure in Minnehaha Park at 1001 E. Horatio Ave. This is a new concept compared with the project that was presented to the Commission in the April 7, 2016 Planning and Zoning meeting in two regards:

1. This structure is on-shore as opposed to out over the water.
2. This structure does not promote boating uses in that it has a railing around the entirety of the 12' x 18' deck platform as well as the fact that it is onshore.

This project is being brought to you for approval as part of the Park Site Master Planning process outlined in the Maitland Parks and Recreation Master Plan. This planning process and further information regarding this project are outlined below.

Introduction

The conceptual idea of adding a lake viewing structure to Minnehaha Park was first introduced by Mr. Howard Schieferdecker in early 2015. Mr. Schieferdecker has offered to pay for \$12,000 towards the construction of this amenity. The idea of a viewing deck at this site was determined to be consistent with the will of the public obtained during a 2004 planning process for Minnehaha Park in which one of the identified attributes of the park was that the park should maintain an "open lake view." Because of this fact the idea of adding this structure was further explored and evaluated. In continuing with this evaluation it was further identified that the Maitland Parks and Recreation Master Plan requires that a Park Site Master Planning process be conducted for such a site addition. This planning process is further defined in the following section.

Park Site Master Planning and Approval Process

This proposed project is following the 8 step Park Site Master Planning and Approval Process as outlined in the Maitland Parks and Recreation Master plan which includes:

- Step 1. Creation of a Conceptual Park Plan
- Step 2. Parks and Recreation Advisory Board Public Hearing
- Step 3. Preliminary Park Plan Development
- Step 4. Parks and Recreation Advisory Board Public Hearing
- Step 5. Revisions to Park Plan Based on Public Hearings
- Step 6. Parks and Recreation Advisory Board Review and Recommendation
- Step 7. Planning and Zoning Commission Review and Recommendation**
- Step 8. City Council Action

In addition, any project involving waterfront access must receive a positive recommendation from the Lakes Advisory Board. Once the project has completed this 8 step process, this particular project would be required to go through the City of Maitland Dock Permit Process.

Quite a bit of deliberation and discussion have been held on this item during the latter part of 2015 and most of 2016 including:

- Two noticed public hearings and a noticed workshop by the Parks and Recreation Advisory Board
- Several discussions on this item by the Lakes Advisory Board
- Many discussions with City Staff members regarding different variations of this project
- A P&Z meeting on April 7, 2016
- A City Council discussion on April 25, 2016

It has been determined that the first six steps in this process have been successfully completed. This project is now at step 7 of the park site approval process which is the Planning and Zoning Review & Recommendation. This step is further described on page 50 of the Parks and Recreation Master Plan which includes the following:

The Planning and Zoning Commission shall review the park site master plan for compliance with the requirements of the Comprehensive Development Plan as defined by Article X. Site Plan Review Process, City of Maitland Code.

The Planning and Zoning Commission shall make its written recommendation to the City Council as outlined in City of Maitland Code. Before any park site master plan recommendation is forwarded to City Council, the Planning and Zoning Commission shall make a written finding certifying consistency with the Comprehensive Development Plan.

Other Applicable Project Information

Parks and Recreation Master Plan References

Several references in the Parks and Recreation Master Plan seem applicable to this project and include the following:

p. 41 – Minnehaha Park Development:

...Development may include playgrounds, benches, picnic areas, open space, waterfront access on Lake Minnehaha and the Nina Canal, on-site signage and bikeway access.

P. 39 – Waterfront Access Definition:

...Waterfront access is defined as an area adjacent to, or with a view of a lake or canal, which allows for passive viewing or shoreline access and is limited to non-boating activities.

Project Cost

Estimates have been obtained to approximate the probable cost of this structure and include the following:

\$16,516 – Deck structure and approach walkway (which would prevent any impermeable materials from being used within 50' of the normal high water elevation in order to comply with code regulations)

2,177 – Concrete sidewalk to tie in to the existing park sidewalk

\$18,693 – Total Cost

(12,000) – Less Donation amount

\$6,693 – Responsibility of the City of Maitland

It should also be noted that it has been determined that a contractor would need to be obtained for clearing the vegetation in this area where the deck would be constructed. An estimate for this cost is \$4,850. This area has not been maintained over time and current City staff have identified that this should have been practiced to preserve an “open lake view” from the park. Because this is proposed to be done regardless of whether the deck is installed it was not included in the cost calculations above.

If there is further information regarding this project that I can provide for you please do not hesitate to contact me at 407-539-6264 or jconn@itsmymaitland.com. Thank you.

Attachments:

- **Site Plan and Elevation**
- **4/23/16 City Council meeting minutes**
- **Lakes Advisory Board Recommendation**
- **Parks and Recreation Advisory Board Recommendation**
- **Construction Quotes**