



Lakes & Waterways Board Regular Meeting

Agenda

August 8, 2023 @ 12:00 pm

City Hall Commission Chambers

401 S Park Ave.

Winter Park, FL

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. Approve minutes of the regular meeting July 11, 2023 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Public Hearings**
(Public participation and comment on these matters must be in-person.)
 - a. Boathouse / Dock Application (BLDR-2023-0466) 630 Palmer Ave 10 Minutes
 - b. Boathouse / Dock Application (BLDR-2023-0526) 1466 Alabama Drive 10 Minutes
 5. **Action Items**
 - a. CIP 5 Year Plan 10 Minutes
 6. **Non-Action Items**
 7. **Staff Updates**
 - a. Winter Park Police Department 10 Minutes
 - b. Lakes Management 10 Minutes
 - c. Stormwater Management 10 Minutes
 8. **Board Comments**
 - a. Discussion of Public Comments Received 5 Minutes
 9. **Upcoming Agenda Items**
 - a. Discussion of Upcoming Agenda Items 5 Minutes
 10. **Adjournment**



Lakes & Waterways Board

agenda item

item type	Consent Agenda	meeting date	August 8, 2023
prepared by	Tatia Ghviniashvili	approved by	
board approval			
strategic objective			

subject

Approve minutes of the regular meeting July 11, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Draft Minutes.pdf](#)



Lakes & Waterways Board Meeting Minutes

July 11, 2023 at 12:00 p.m.

City Hall, Commission Chambers
401 S. Park Avenue | Winter Park, Florida

Present

Justin Vermuth, Pamela Saffran, Warren Blood, Ed Webman, and William Swartz.

Absent

George (Trevor) Vietor and David March.

Staff Present

Director of Natural Resources & Sustainability Gloria Eby; Assistant Director of Public Works Don Marcotte; Public Works Engineer Shannon Monahan; Lakes Division Manager Joseph Cordell; Winter Park Police Department Officer John Combas; Natural Resources & Sustainability Administrative Coordinator Victoria Tabor; Virtually: Board Coordinator Tatia Ghviniashvili.

1) Call to Order

The meeting was called to order at 12:01 p.m.

2) Consent Agenda

- a. Approve minutes of the regular meeting June 13, 2023

Motion made by Justin Vermuth to approve the minutes as presented; seconded by Warren Bloom. Motion carried unanimously with a 5-0 vote.

3) Public Comments (for items not on the agenda):

There were none.

4) Public Hearings (Public participation and comment on these matters must be in-person.)

There were none.

5) Action Items

There were none.

6) Non-Action Items

There were none.

7) Staff Updates

a. Winter Park Police Department

Officer Combas provided various updates, noting that the Police Department is up-to-date on safety inspections. Last year there were a total of 81 safety inspections, and staff have already exceeded that amount this year. The Police Department has been attending public engagement events to educate the public on boat/lake safety.

A brief discussion ensued about acquiring decals and properly parking at the lakes.

b. Lake Management

Mr. Cordell briefly introduced the City of Winter Park's new lake intern from Rollins College.

Staff gave NRCS updates, and highlighted that the vendor is exclusively working on the Winter Park 18 Golf Course to remove sediment buildup as a result of Hurricane Ian. This project is about 80% complete, and once completed, the vendor will move to Lake Killarney, followed by Lake Berry and the chain of lakes. A secondary vendor is coming on board to help with that list, and are also set to work in Lake Killarney first. The board will be kept updated on projects as they move forward.

Hydrilla treatments have been completed on Lake Bell, and staff is seeing good results. The chain of lakes has been receiving spot treatments- mostly on Lake Osceola and Maitland. Eelgrass efforts continue, with staff collecting it from the chain of lakes on a weekly basis. There has been expansion of eelgrass in Lake Virginia (after major loss suffered due to Hurricane Ian), which staff notes is contributing to better clarity in the lake.

Staff is awaiting shipment of the telemetry stations from the manufacturer, at which point installations will begin. The board will be updated with a timeline as more shipping information becomes available.

A brief update was provided on the new online boat decal service, with 44 decals submitted since the launch. Staff is currently working on a graphic to help educate citizens on the availability of this feature- will be advertised on social media and various other platforms. A brief discussion followed.

July is Lakes Appreciation Month- following the North American Lake Management Society- and staff is advertising material on social media, and sharing a lakes appreciation calendar which gives residents various events/activities to do in/around the city lakes. The calendars will be sent to the board after the meeting.

A restoration planting event did occur at MLK Jr. Park, with removal of torpedo grass and planting of natives along the shore. Staff also informed the board that the Loch Haven chain of lakes- which discharges into Lake Sue and the Winter Park chain of lakes- has received legislative appropriation of \$1.35 million to conduct a nutrient study and staff is working with the City of Winter Haven on the study.

c. Stormwater Management

Mr. Marcotte provided a Capital Improvement Project (CIP) update, noting that staff will work on pipe failures and the installation of additional inlets. Staff noted that the five-year plan will be analyzed in depth internally, before being brought to this board for review and approval at the August meeting.

A brief update was provided on dredging efforts, with staff identifying priority outfalls.

8) Board Comments

a. Discussion of Public Comments Received

No public comments were received; therefore, no discussion was held.

9) Upcoming Agenda Items

a. Discussion of Upcoming Agenda Items

Ms. Saffran asked for an update about the Mead Garden seawall, and staff noted that as of this meeting, one contractor has provided a cost estimate for the project, and staff is waiting on another contractor for comparison.

10) Adjournment

The meeting adjourned at 12:30 p.m.

Minutes approved by the board on _____.
/s/ Tatia Ghviniashvili, Board Coordinator



Lakes & Waterways Board

agenda item

item type Public Hearings (Public participation and comment on these matters must be in-person.)	meeting date August 8, 2023
prepared by Victoria Tabor	approved by
board approval	
strategic objective	

subject

Boathouse / Dock Application (BLDR-2023-0466) 630 Palmer Ave

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[BLDR-2023-0466](#)



LAKE SHORELINE BOATHOUSE/DOCK APPLICATIONS

BLDR-2023-0466

Address: 630 Palmer Ave

- Applicant: Andre Vidrine
- Contractor: Q-Ice Builders
- Permitting Agent: Peter Fleck
- Structure: Boathouse
- New/Existing: Existing
- Waterbody: Osceola

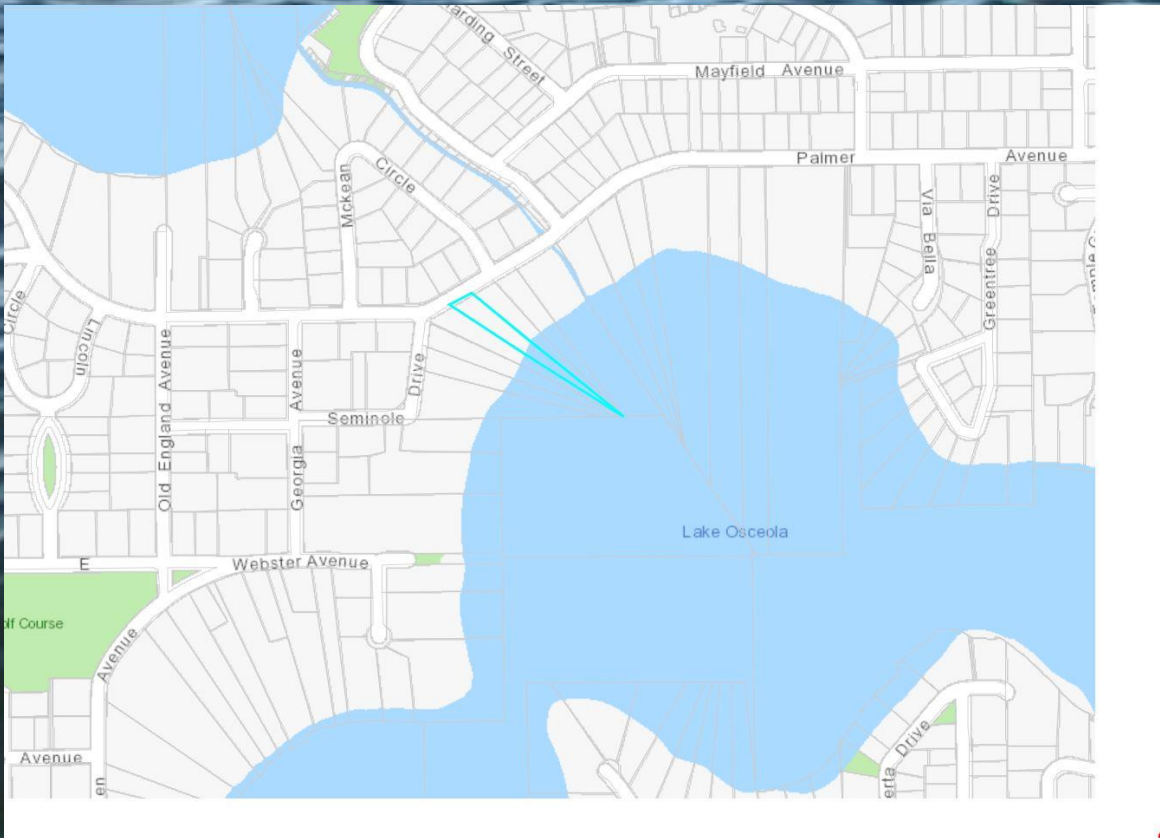
Parameters

Dock Parameter	Proposed	Allowed	Variance Req.?
Total Area (ft ²)	600	600 max	No
Length from OHW (ft)	34.8	30'	Yes
Height of Roof (ft above deck)	12	11 max	Yes
Height of Deck (ft above OHW)	2	2 max	No
Enclosures?	80	80 ft ² max (no plumbing/water allowed)	No
Side Yard Setback(s) (ft)	2	10 min*	Yes
Meet Vegetation Criteria?	No	50% may be cleared	N/A

Staff Recommendation: **Denial**
Reviewed by: Joey Cordell

Map View

Basemap



Aerial View



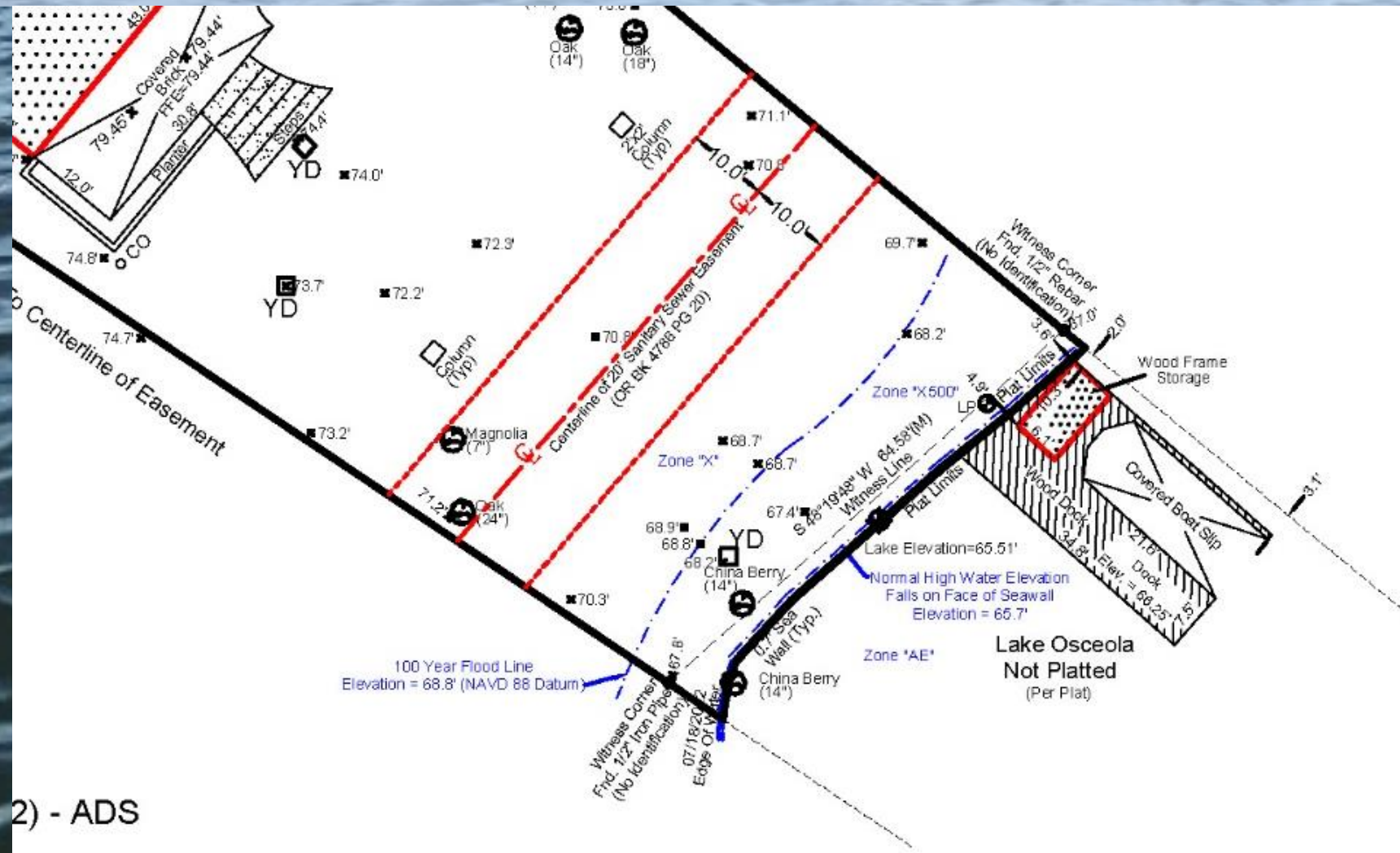
Photos



Photos



Survey

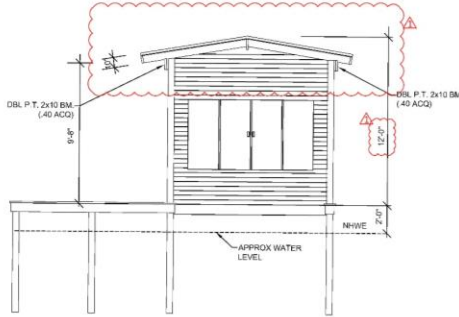


2) - ADS

The site plan illustrates the layout of Lake Osceola, including the following features and dimensions:

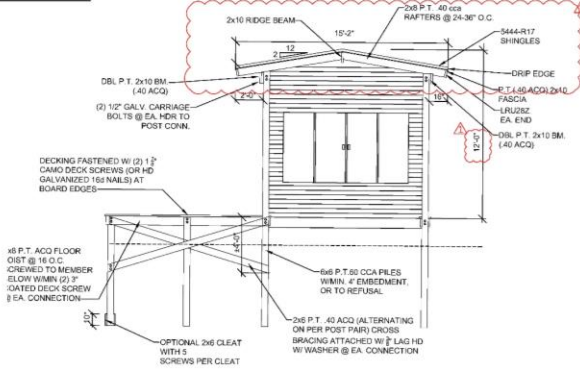
- 100 Year Flood Line:** Elevation = 66.8 (NAVD 89 Datum).
- Witness Corner:** End 1/2" Iron Pipe (No Identification).
- Centerline of 20" Sanitary Sewer Easement:** (OF BK 4786 PG 20).
- Columns:** 2x2" Column (Typ) and 4x4" Column (Typ).
- Dimensions:** 10.0' and 10.0' segments.
- Zone "X":** A designated area along the shoreline.
- Zone "X500":** A designated area near the dock.
- Zone "AE":** A designated area near the dock.
- Witness Corner:** End 1/2" Reflat (No Identification).
- Wood Frame Storage:** Located near the dock.
- Wood Dock:** Dimensions include 10.7', 7.5', 4.6', 3.4', 2.0', 3.1', 12.4', 13.3', 8.6', and 22.4'.
- Covered Boat Slip:** Dimensions include 17.0' and 12.4'.
- Dock Elev.:** 66.25'.
- Normal High Water Elevation:** Falls on Face of Seawall Elevation = 65.7'.
- Lake Elevation:** 65.51'.
- 0.7' Sea Wall (Typ.):** Located near the dock.
- Witness Corner:** End 1/2" Reflat (No Identification).
- Edge Of Water:** Indicated near the dock.
- TURBIDITY CURTAIN:** Located near the dock.
- Plat Limits:** Indicated near the dock.
- S 48° 19' 48" W 64.58' (M):** A line segment near the dock.
- Witness Line:** Located near the dock.
- Lake Osceola Not Platted:** (Per Plat).

Plans



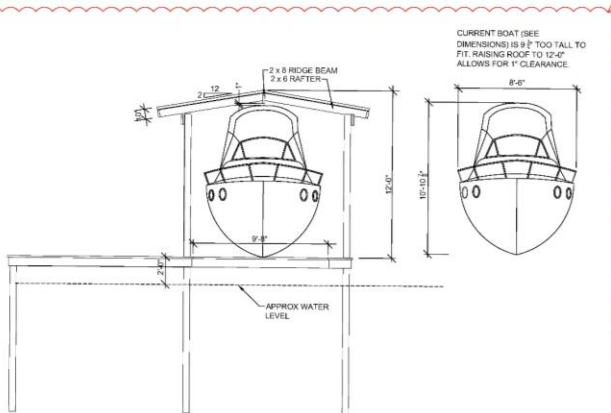
REAR ELEVATION

SCALE 1/4" = 1'-0"



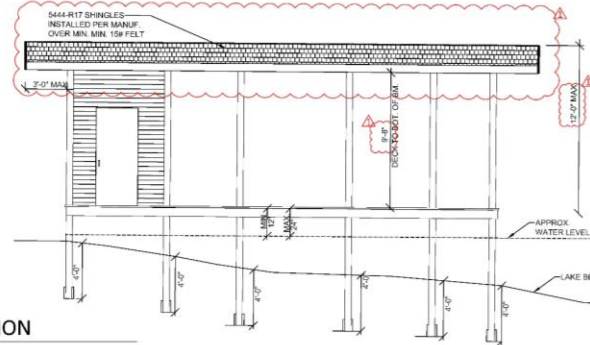
FRONT ELEVATION

~~SCALE 1/4" = 1'-0"~~



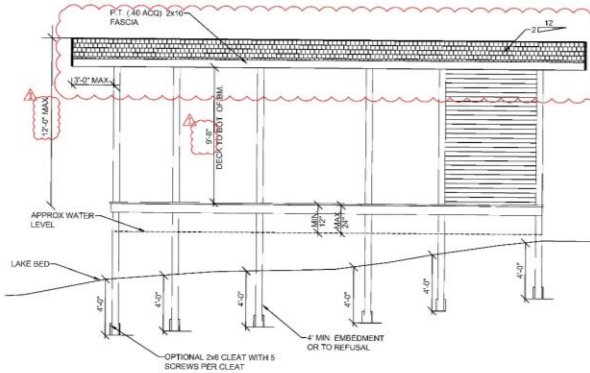
BOAT ELEVATION

SCALE 1/4" = 1'-0"



RIGHT ELEVATION

SCALE 1/4" = 1'-0"



LEFT ELEVATION

SCALE 1/4" = 1'-0"



Andrew M. Valiente, P.E.
State of Florida #23-0409.000
PROJECT NO.: 23-0409.000
SCALE: NONE
DATE: JULY, 2023
DRAWING: C3.0



IDG

INTEGRATIVE
DESIGN/ENGINEERING
GROUP

IDG

INTEGRATIVE
DESIGN/ENGINEERING
GROUP

INTEGRATIVE
DESIGN/ENGINEERING
GROUP

630 PALMER AVE

WINTER PARK, FLORIDA

ELEVATIONS

DOCK PLANT FOR

630 PALMER AVE

WINTER PARK, FLORIDA

ELEVATIONS

INTEGRATIVE
DESIGN/ENGINEERING
GROUP

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WINTER PARK, FLORIDA

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WINTER PARK, FLORIDA

ELEVATIONS

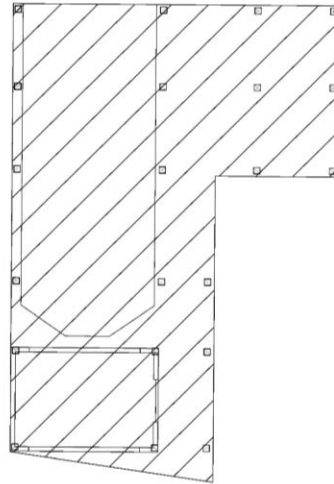
Digitally signed by Andre Vidrine
Reason: This item has been digitally signed and sealed. Andre M. Vidrine (on the adjacent tab) is the seal. Print copies of this document are not considered signed and sealed and the signature can be verified on any electronic copies.
2023.07.17 12:39:41-040



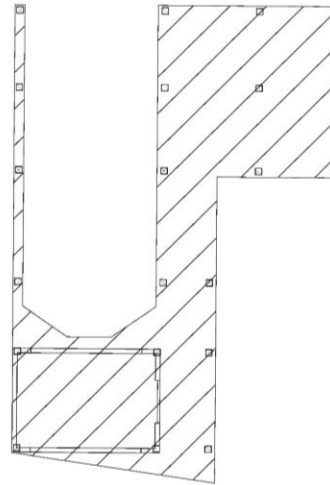
Andre M. Vidrine, P.E.
State of Florida # 84538
PROJECT NO.:
23-0409.000
SCALE:
NONE
DATE:
JULY, 2023
DRAWING:
C3.0

Plans

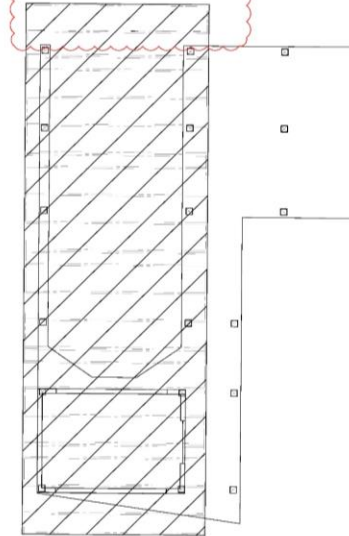
*TOTAL TERMINAL PLATFORM
(MINUS O.H.) - 600 SQ. FT



*TERMINAL PLATFORM
DECKING - 381 SQ. FT



*ROOF - 506 SQ. FT



S.F. CALCULATIONS

*TOTAL TERMINAL PLATFORM
(MINUS O.H.) - 600 SQ. FT
*TERMINAL PLATFORM
DECKING - 330 SQ. FT
*ROOF - 506 SQ. FT
*STORAGE - 80 SQ. FT

SQUARE FOOTAGES

SCALE 1/4" = 1'-0"

Digitally signed by Andre Vidrine
Reason: This item has been
digitally signed and sealed by
Andre M. Vidrine on the date
adjacent to the seal. Proper
copies of this document are
not considered signed and
sealed and the signature must
be verified on any electronic
copies.
2023.07.11 12:38:43 CDT

IDG
INTEGRATIVE
DESIGN GROUP

IDG
ANDRE M. VIDRINE, P.E.
State of Florida # 84538
PROJECT NO:
23-0409.000

SCALE:
NONE
DATE:
JULY, 2023
DRAWING:
C4.0

PLANS

DOCK PLAN FOR
630 PALMER AVE
WINTER PARK, FLORIDA
DO NOT SCALE THIS DRAWING - DIMENSIONS AND NOTES TAKE PRECEDENCE

NO.	DATE	DESCRIPTION	BY
1	7/12/2023	ADDRESS CITY COMMENTS	

DESIGNED BY	DESIGNED BY	DESIGNED BY	DESIGNED BY
DAVID B.	DAVID B.	DAVID B.	DAVID B.

Letter of No Objection

AFFECTED ADJACENT PROPERTY OWNER
NOTARIZED STATEMENT OF NO OBJECTION
TO BOAT DOCK SIDE-SETBACK WAIVER REQUEST

The following is to be completed by the affected adjacent property owner as required by Section 58-87, Winter Park Code. Section 58-87(c)(3) states: "All new docks and boathouses shall be constructed ten feet from a side lot line".

I Audley Murphy, a legal property owner of property located at 700 Palmer Ave, Winter Park, FL 32789,
(Adjacent Property Owner Name) (Address)

have reviewed the attached Exhibit 'A' and Exhibit 'B' representing the proposed new dock design dated 7/12/2023, for the property located at

630 Palmer Ave, Winter Park, FL 32789, and have no objections.

Summary: The homeowner of 630 Palmer Ave. is requesting to reconstruct the existing Boathouse utilizing the dock's existing side setbacks, dock length, and desires to reconfigure the existing footprint shown in Exhibit A and raise the roof height to 12' to accommodate boat dimensions shown in Exhibit B. The homeowner has the support of the adjacent property owner if any variance is required.

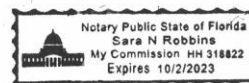
Audley O. Murphy
(Signature — Adjacent Affected Property Owner)
Audley Murphy
(Print Name — Adjacent Affected Property Owner)

July 17, 2023
(Date)

ACKNOWLEDGEMENT:

STATE OF FLORIDA
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 17th day of March, 2023, by Audley Murphy.



Sara N. Robbins
(Signature of Notary Public — State of Florida)

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced _____



item type Public Hearings (Public participation and comment on these matters must be in-person.)	meeting date August 8, 2023
prepared by Victoria Tabor	approved by
board approval	
strategic objective	

subject

Boathouse / Dock Application (BLDR-2023-0526) 1466 Alabama Drive

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[BLDR-2023-0526](#)



LAKE SHORELINE BOATHOUSE/DOCK APPLICATIONS

BLDR-2023-0526

Address: 1466 Alabama Dr

- Applicant: Will & Ashleigh Torres
- Contractor: Summertime Deck and Dock
- Permitting Agent: Robin Lopez
- Structure: Boathouse
- New/Existing: Existing
- Waterbody: Maitland

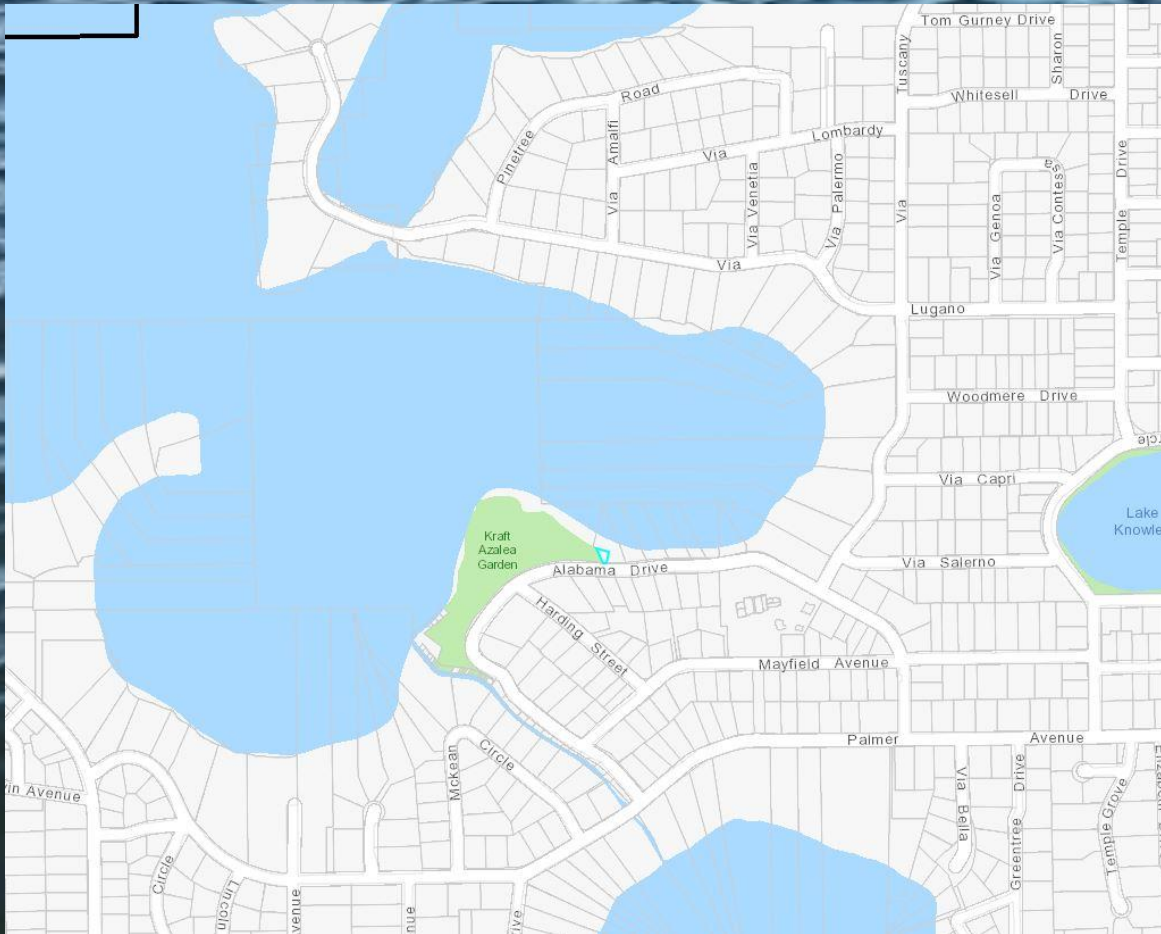
Parameters

Dock Parameter	Proposed	Allowed	Variance Req.?
Total Area (ft ²)	600	600 max	No
Length from OHW (ft)	38'	30'	Yes
Height of Roof (ft above deck)	11'	11 max	No
Height of Deck (ft above OHW)	1.5'	2 max	No
Enclosures?	No	80 ft ² max (no plumbing/water allowed)	No
Side Yard Setback(s) (ft)	5	10 min*	Letter of No Objection
Meet Vegetation Criteria?	Yes	50% may be cleared	N/A

Staff Recommendation: **Approval**
Reviewed by: Joey Cordell

Map View

Basemap



Aerial View

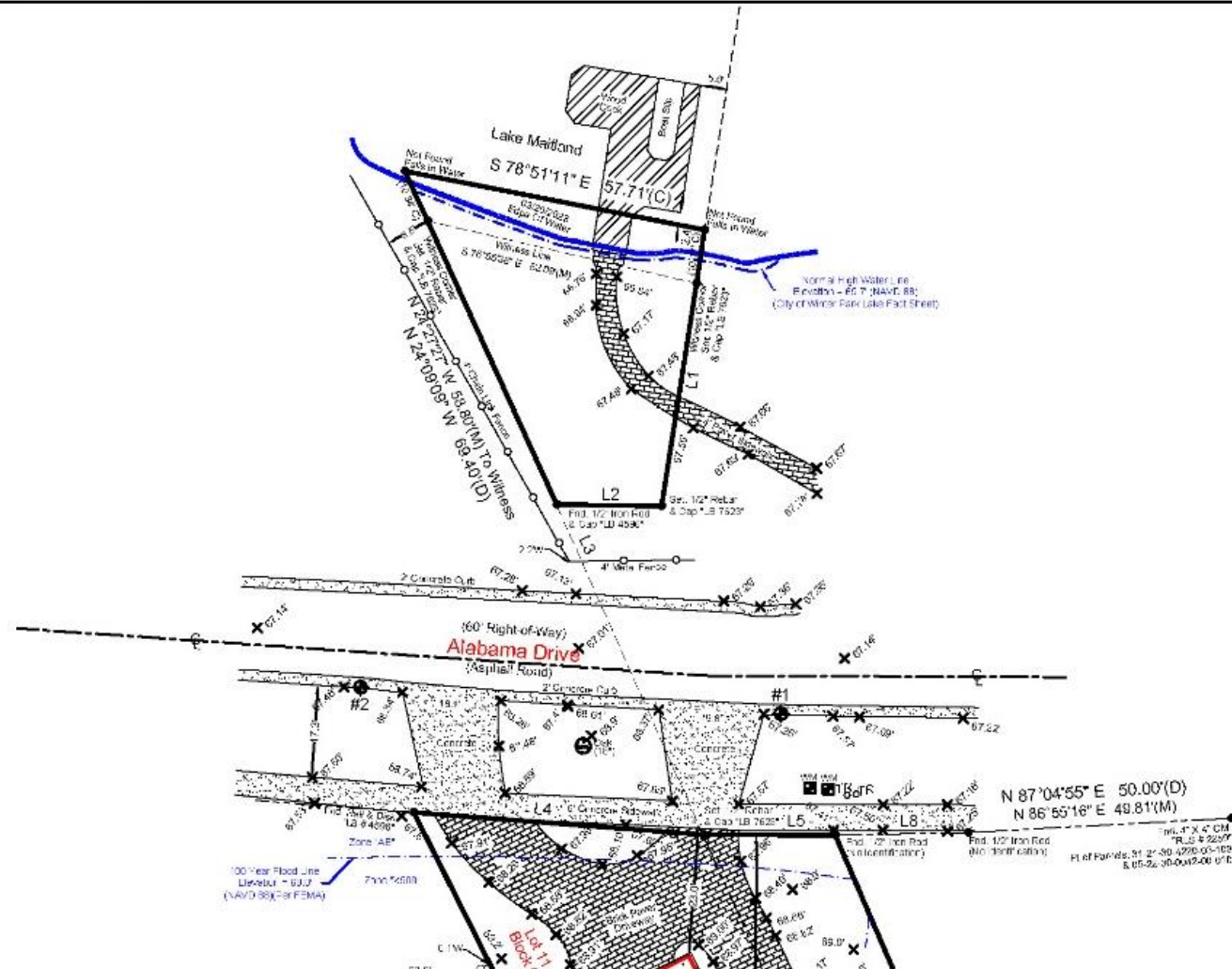


Photos



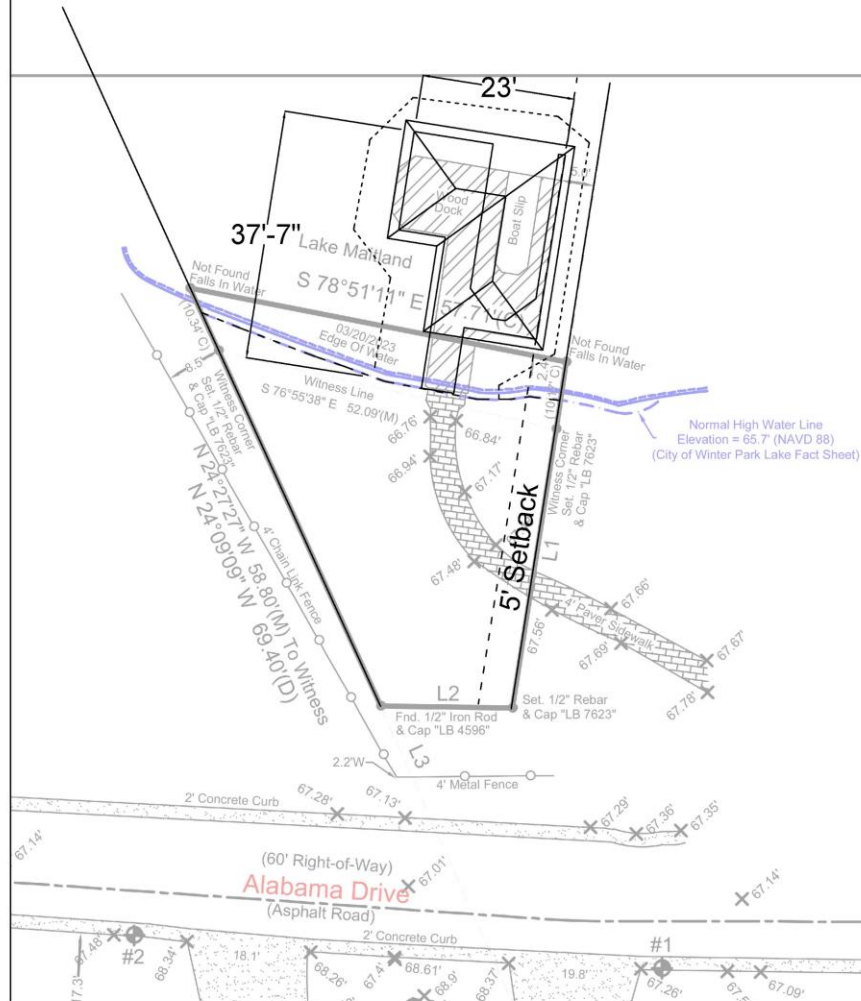
Survey

WIL TORRES



Plans

WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE L
OD ELEVATION OF 68.0). THIS PROPERTY WAS FOUND IN CITY OF WINTER PARK, COMMUNITY NUMBER



*Existing Dock to be Removed

*Turbidity Barrier to be Installed
Around Perimeter throughout Construction



GRAPHIC SCALE
(IN FEET)

$$1/16'' = 1'-0''$$

101. GENERAL NOTES

101.1 DETAILS SHOWN ON PLANS MAY BE FOR TYPICAL CONDITIONS. FOR CONDITIONS NOT SHOWN, PROVIDE DETAILS OF A SIMILAR NATURE, OR IF NOT CERTAIN HOW TO PROCEED, CONTACT THE ENGINEER OF RECORD.

101.2 DIMENSIONS SHOWN ON THESE PLANS SHALL BE VERIFIED BY THE CONTRACTOR OR BUILDER PRIOR TO CONSTRUCTION. THESE PLANS MAY NOT BE DRAWN TO SCALE. SCALING OF DRAWINGS IS STRONGLY DISCOURAGED.

101.3 THE CONTRACTOR SHALL COORDINATE ALL NEW WORK WITH EXISTING CONDITIONS AND SHALL REPORT ANY DISCREPANCIES TO THE ENGINEER OF RECORD IMMEDIATELY AND BEFORE PROCEEDING WITH WORK.

101.4 OBTAIN APPROVAL FROM THE ENGINEER OF RECORD FOR ALL STRUCTURAL MODIFICATIONS OR SUBSTITUTIONS.

101.5 CONTRACTOR IS RESPONSIBLE FOR ALL CONSTRUCTION PRACTICES, INCLUDING TECHNIQUES, PROCEDURES, SHORING, AND THE SEQUENCE OF CONSTRUCTION. CONTRACTOR SHOULD NOTIFY THE ENGINEER OF RECORD IF A CONFLICT ARISES DUE TO VARIATIONS OR OTHER PROBLEMS WITH THE CONSTRUCTION DOCUMENTS.

102. APPLICABLE CODES AND STANDARDS

CONSTRUCTION SHALL CONFORM TO THE REQUIREMENTS OF THESE STRUCTURAL SPECIFICATIONS AND THE REQUIREMENTS CONTAINED IN THE FOLLOWING CODES AND STANDARDS. WHEN A DIFFERENCE EXISTS BETWEEN THESE SPECIFICATIONS AND ANY OTHER GOVERNING CODE, THE MORE STRINGENT SHALL CONTROL. ANY OTHER ITEMS NOT COVERED THEREIN SHALL BE COMMENSURATE WITH SOUND ENGINEERING AND STANDARD CONSTRUCTION PRACTICE.

102.1 2020 FLORIDA BUILDING CODE - RESIDENTIAL.
102.2 AISC MANUAL OF STEEL CONSTRUCTION - 13TH
EDITION.

102.3 ACI BUILDING CODE REQUIREMENTS FOR
REINFORCED CONCRETE - ACI 318-14
102.4 AMERICAN WOOD COUNCIL - NATIONAL DESIGN
SPECIFICATIONS FOR WOOD CONSTRUCTION - 2018

102.5 ASCE 7-16 MINIMUM DESIGN LOADS FOR BUILDINGS AND OTHER STRUCTURES

103. DESIGN LOADS

THIS STRUCTURE HAS BEEN DESIGNED FOR THE FOLLOWING LOADS. DESIGN LOADS INDICATED ARE IN POUNDS PER SQUARE INCH UNLESS NOTED OTHERWISE. IF ANY PERMANENT MATERIALS EXCEED THESE LOADS, THE ENGINEER OF RECORD SHALL BE CONTACTED TO REVISE THE STRUCTURAL DESIGN AND CONSTRUCTION DOCUMENTS.

103.1 DEAD LOADS: WEIGHT OF STRUCTURE AND ALL THINGS PERMANENTLY ATTACHED.
DECK - 10 PSF ROOF - 10 PSF - BOTTOM CHORD

103.2 LIVE LOADS:
DECK - 40 PSF
WIND SPEED - 140 MPH
EXPOSURE - D

INTERNAL PRESSURE COEFFICIENT - 0.0 (COMPLETELY OPEN)
BUILDING TYPE: I - RISK FACTOR 1.0
CHASSISAIL C AND HANDRAIL C 200 DFE

GUARDRAILS AND HANDRAILS - 200 PSF
GUARDRAILS IN-FILL COMPONENTS - 50 PSF
STAIRS - 40 PSF

104. STRUCTURAL LUMBER FRAMING (DIMENSIONAL LUMBER)

104.1 UNLESS NOTED OTHERWISE, ALL STRUCTURAL LUMBER SHALL BE SOUTHERN YELLOW PINE (SYP) #2 OR BETTER

104.2 STRUCTURAL LUMBER EXPOSED TO WEATHER SHALL BE PRESSURE TREATED OR MANUALLY SEALED AT TIME OF CONSTRUCTION.

104.3 ALL FASTENERS TO BE HOT DIPPED GALVANIZED (HDG) OR STAINLESS STEEL.

104.4 ALL DECKING SHALL BE SOUTHERN YELLOW PINE (SYP) #2 OR BETTER OR WOOD/PLASTIC COMPOSITE CONFORMING WITH ASTM D7032.

104.5 HANDRAILS
HANDRAILS SHALL BE PROVIDED ON AT LEAST ONE SIDE
ON EACH CONTINUOUS RUN OF TREADS OR FLIGHT WITH
FOUR OR MORE RISERS

104.6 ILLUMINATION
ALL STAIRS SHALL BE PROVIDED WITH ILLUMINATION IN
ACCORDANCE WITH SECTION R303.7

Prepared for:

SUMMERTIME
deck & dock

Summertime Deck and Dock, LLC
2120 33rd St
Orlando, FL 32839
(407) 863-6251
www.summertimebooks.com

Jennifer Teliga, P.E.
2501 Bluestem Ln.
Clermont, FL 34714
P.E. #64521
(321) 662-7503

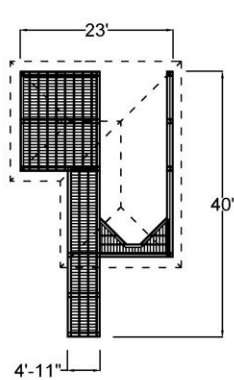
Torres Dock
1466 Alabama Dr
Winter Park, FL 32789

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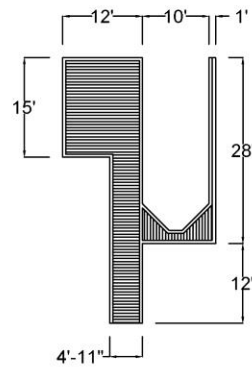
Project:
SDD-2023-33

S0

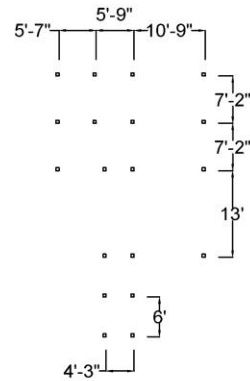
Plans



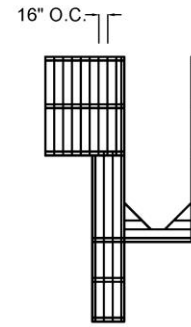
Plan View (Top View)



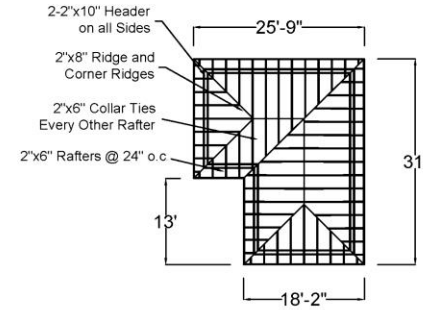
Decking Layout



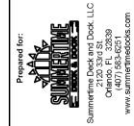
Piling Layout



Framing Layout



Roof Layout



Prepared for:
Summerline Docks and Dock, LLC
2801 Blueskies Ln.
Clermont, FL 34714
www.summerlinedocks.com

Jennifer Teliga, P.E.
2801 Blueskies Ln.
Clermont, FL 34714
(352) 662-7503

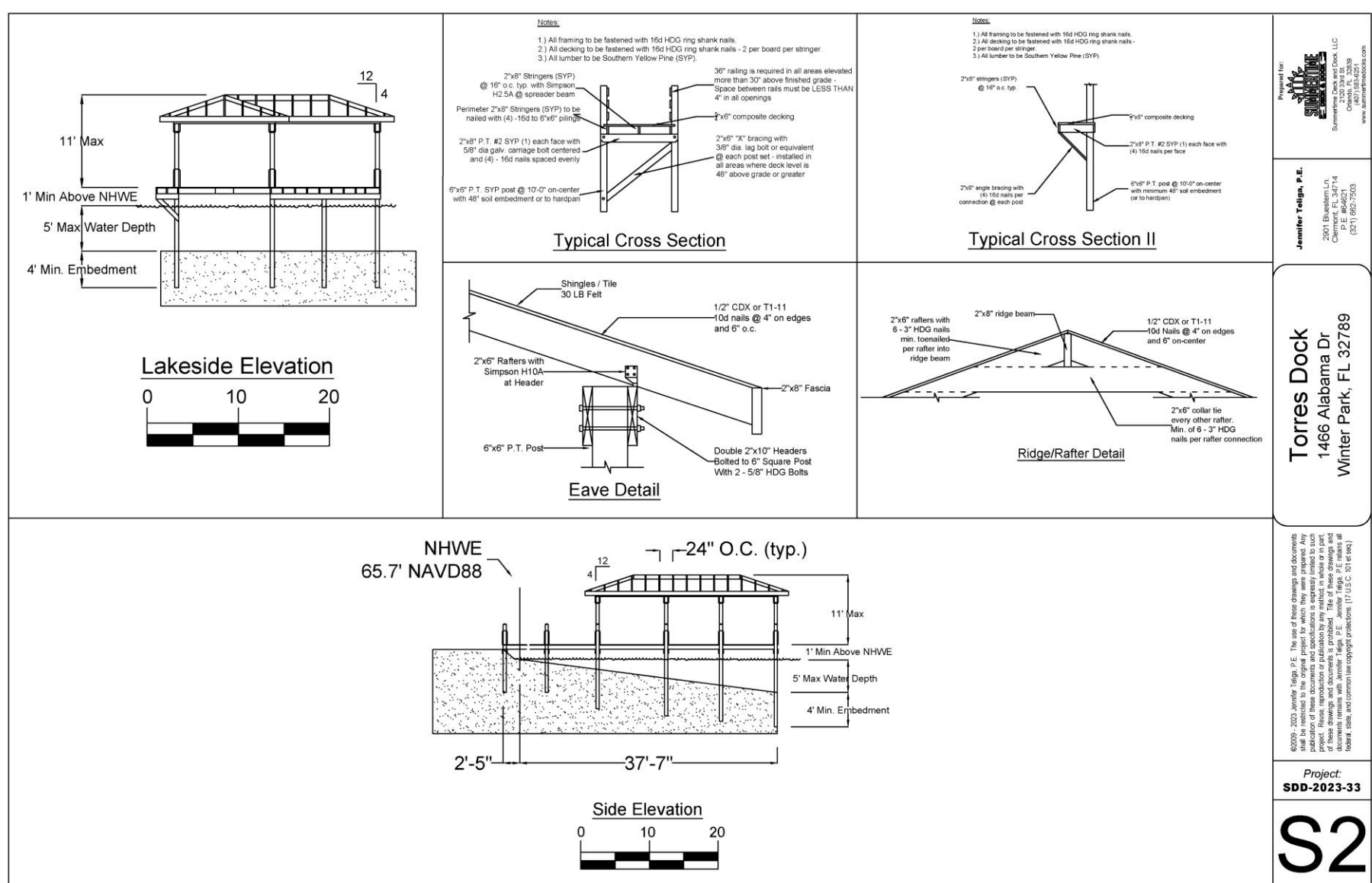
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Project:
SDD-2023-33

S1

1/16" = 1'-0"

Plans





Lakes & Waterways Board

agenda item

item type	Action Items	meeting date	August 8, 2023
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

CIP 5 Year Plan

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[FY'24 CIP 5yr Plan](#)

**CITY OF WINTER PARK
SUMMARY OF CAPITAL PROJECTS
STORMWATER CAPITAL PROJECTS FUND**

Approved by the City Commission on October ____, 2023

Description	Estimated 5 Yr. Contribution	Current Balance	FY 2024	FY 2025	FY 2026	FY 2027	FY 2028	Est. Cost
Stormwater Improvements - Various in-house stormwater projects scheduled for 2022-23 - Shultz Avenue pipe repair, Greentree Drive, Cherokee Avenue drainage improvements, dredging various stormwater outfalls	1,000,000	77,041	200,000	200,000	200,000	200,000	200,000	Ongoing
N Lakemont Seminole County Ditch Piping - cost share with Seminole County	-	733,395						737,600 City portion
Temple Dr Drainage Improvements	750,000				250,000	250,000	250,000	1,200,000
Lake Bell Weir Outfall Improvements	-	69,223						
Canton at Knowles Drainage Improvements	250,000			250,000				250,000
Curb Implementation	250,000		50,000	50,000	50,000	50,000	50,000	500,000
CDS Unit on Fawsett Road	200,000		200,000					200,000
Corrugated Metal Pipe Replacement	600,000			200,000	200,000	200,000		600,000
Nicolet Avenue Stormwater Pond		200,000						200,000
Stirling Bridge Replacement	250,000		250,000					250,000
Lakes Nutrient Budget Studies	200,000						200,000	200,000
Totals	3,500,000	1,079,659	700,000	700,000	700,000	700,000	700,000	



Lakes & Waterways Board

agenda item

item type	Staff Updates	meeting date	August 8, 2023
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Winter Park Police Department

motion / recommendation

background

alternatives / other considerations

fiscal impact



Lakes & Waterways Board

agenda item

item type	Staff Updates	meeting date	August 8, 2023
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Lakes Management

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Lakes Update 2023.08](#)

ATTACHMENTS:

[AFFECTED ADJACENT PROPERTY OWNER LONO](#)

ATTACHMENTS:

[Val Run Weedoo Comp](#)



Lakes and Waterways Advisory Board

August 2023

Lakes Updates

- Treatments
 - Lake Baldwin Hydrilla – 6 acres
 - Chain of Lakes - Spot Treatments
 - City of Maitland – Crested Floating Heart, Hydrilla
 - Winter Park Owned Shorelines
- Eelgrass Efforts
- Telemetry Stations
- Online Boat Decal
- Monthly Dock Party – Lakes Maitland and Osceola August 26th at Kraft Azalea



AFFECTED ADJACENT PROPERTY OWNER NOTARIZED STATEMENT OF NO OBJECTION BOAT DOCK SIDE-SETBACK WAIVER REQUEST

The following side-setback waiver is to be completed by the affected adjacent property owner and serve as written approval following City of Winter Park Code Sec.58-87(c)(3) "All new docks and boathouses shall be constructed ten feet from a side lot line. This side setback can be reduced to five feet if written approval is presented from the adjacent property owners."

I, _____ [Affected Adjacent Property Owner Name], residing at
_____ [Address], on Lake _____ [Name of Lake],
have reviewed my adjacent property owner's proposed dock construction plans dated _____, for the
property located at _____ [Address], and have no objections.

The dock construction plans include a side setback waiver request of _____ feet, in lieu of the minimum 10 feet required by Code.

Signature: _____ Date: _____

Print Name: _____

ACKNOWLEDGEMENT:

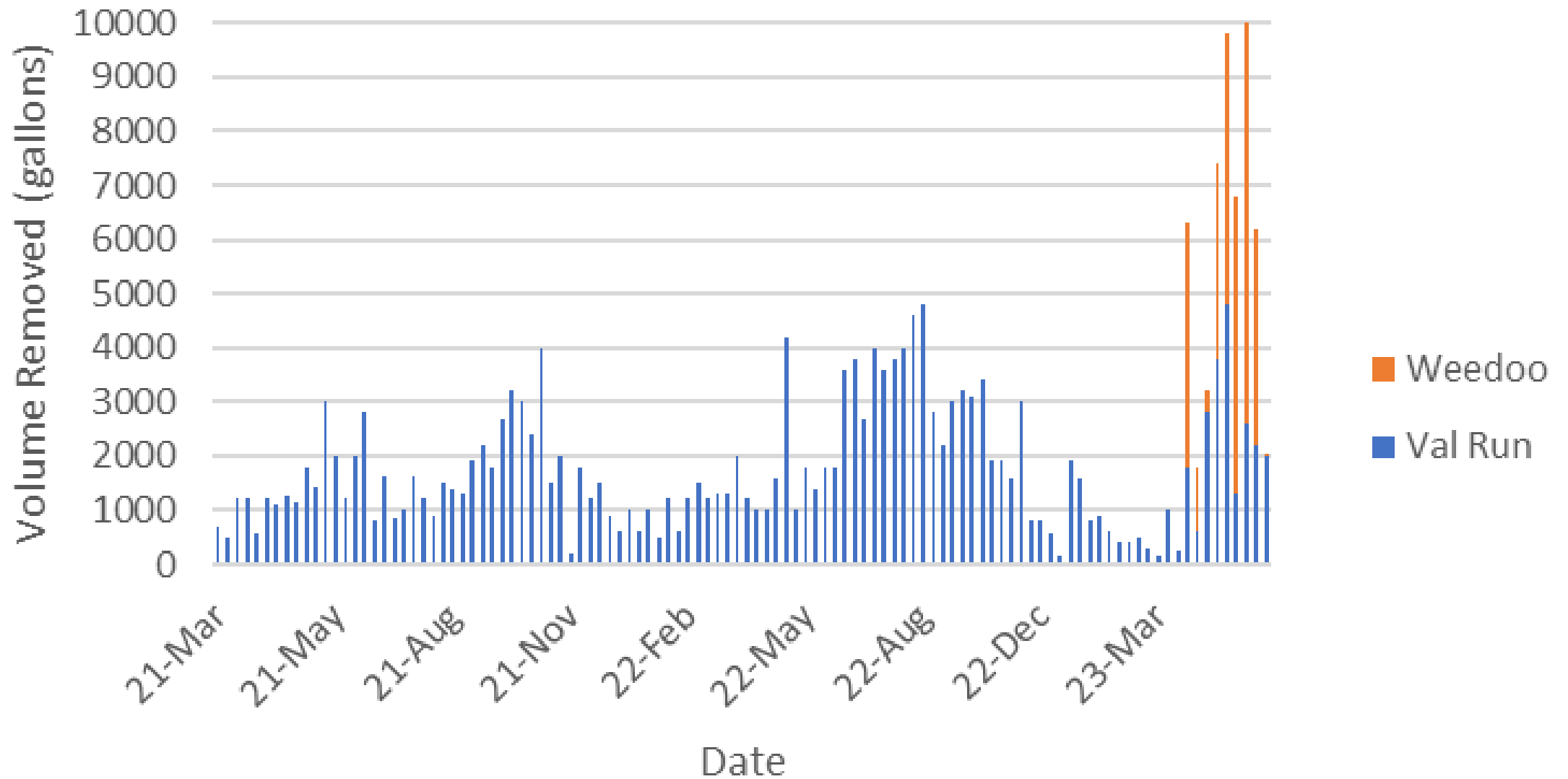
STATE OF FLORIDA COUNTY OF: _____

The foregoing instrument was acknowledged before me this _____ day of _____ 20____, by
_____.

(Notary Seal)

Signature of Notary Public- State of Florida: _____

Val Run v. Weedoo





Lakes & Waterways Board

agenda item

item type	Staff Updates	meeting date	August 8, 2023
prepared by	Victoria Tabor	approved by	
board approval			
strategic objective			

subject

Stormwater Management

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SW Update](#)

ATTACHMENTS:

[CRS_Participation_GeosyntecProposal 2023-06-29](#)

Staff Update

Stormwater Management

Stormwater Management – CIP

CITY OF WINTER PARK - STORMWATER CAPITAL IMPROVEMENT PROJECTS UPDATE 7/11/2023

ACCT #	CIP Title & Description	Original Year Funded	Current Balance	Status/Comments
565200	Drainage Improvements - Recent years of unusually heavy rainfall events have revealed several substandard drainage conditions in various locations throughout the City.	Annually Funded	\$77,041	Several in-house drainage improvements projects for 2023-24 - Completed replacement of 70ft of 24 inch RCP crossing Joeline Court, and 120ft of 18 inch HDPE at the north end of Laurel Road. Upcoming - add another inlet and outfall pipe at 1622 Arbor Park Drive, increase pipe size at 1642 Arbor Park Drive, storm pipe replacement/relocate at 2601 & 2631 Temple Drive.
				1) <u>Palmer at Old England outfall repair</u> - Stormwater outfall pipe replacement required. Design is 30% complete.
				2) <u>Stormwater Outfall Dredging</u> - The City recently entered a new contract for dredging and is developing a schedule for several stormwater outfalls.
				3) <u>Ward Park ponds construction</u> - Estimated cost \$150k. NE and NW Pond excavation and sodding is complete. The piping to be installed in August 2023.
				4) <u>357 E Lake Sue Ave</u> - Increase storm sewer inlet capacity at the low point in Lake Sue Ave.
565203	Lk. Bell Weir Outfall Improvements -	2009	\$69,223	Repairs may be required on the Lake Bell outfall weir. Met with consultant on June 30, 2023, scope of services is being prepared.
565221	Seminole County Ditch Piping (along Arbor Park Dr) – Drainage ditch behind the homes along Arbor Park Drive has a shared drainage basin with Seminole County. Funding is provided for the design and construction to pipe the ditch.	2016	\$733,395	The Interlocal Agreement was approved by the City Commission on October 13, 2021 and by the Seminole County Commission on December 14, 2021. 60% plans completed and submitted to Seminole County. Process to permit with SJRWMD currently underway.
565205	Nicolet Ave Stormwater Pond – complete the design and construction of a stormwater treatment pond on City purchased properties located at 796 & 808 Nicolet Avenue	2023	\$200,000	Commission approved \$200,000 in the City's FY'23 budget. Project manager to be assigned, project schedule to be developed, best management practice analysis to be performed. SJRWMD permit exemption is being requested.
	TOTALS			
3023406	ACTIVE STORMWATER CIP's		\$1,079,658.79	BALANCE TOTAL

Additional Stormwater Updates

- Stormwater CIP 5 Year Plan
- Stormwater Outfall Dredging
- CRS Participation Analysis

June 29, 2023

Mr. Don Marcotte, PE

Assistant Public Works Director – City Engineer
City of Winter Park Public Works Department
1409 Howell Branch Road
Winter Park, Florida 32789

Subject: **Proposal for Winter Park CRS Participation Analysis**
Continuing Contract for Professional Stormwater Management & Design Services
City of Winter Park, Florida

Dear Mr. Marcotte:

Geosyntec Consultants, Inc. (Geosyntec) is pleased to provide this proposal for providing our services for the above referenced project.

BACKGROUND

The City of Winter Park (City) is interested in evaluating the costs and benefits of joining the FEMA National Flood Insurance Program (NFIP) Community Rating System (CRS) program. This analysis will consider the estimated costs, potential benefits, and level of effort required. By conducting a thorough analysis of costs, benefits, and resources required, the City of Winter Park will have the necessary information to make an informed decision about participating in the CRS program.

SCOPE OF WORK

The consultant will perform the following engineering services under this task order:

1. Project Kick Off

- 1.1. Coordinate with City to initiate the project
- 1.2. Attend one initial project meeting (2 Geosyntec staff) to discuss project goals, proposed project scope, and data collection coordination across City departments.

2. Data Evaluation

2.1. Data Collection – It is anticipated that the City will make the following data readily available:

- Floodplain maps
- Elevation certificates
- Stormwater management plans
- Mitigation efforts
- Emergency response plans
- Floodplain management regulations
- Flood warning systems
- Flood insurance coverage data
- Community outreach and education programs information

- Post-flood assessment reports
 - Other Relevant GIS data
 - Other documentation of CRS - credited activities
- 2.2. Data Compilation and Analysis - Review and compile relevant documentation collected to identify and assess Winter Park's eligibility, obligations, and potential benefits of participating in the CRS program. An evaluation of buildings in the Special Flood Hazard Areas will be performed along with an assessment of the impact anticipated due to Risk Rating 2.0.
3. **CRS Participation Analysis** – Conduct analyses of CRS participation at existing, low to medium (Optional – Section 6), and high additional levels of effort (Optional – Section 6). At each level of effort, the initial cost and effort, ongoing rating maintenance expenses, premium reduction benefits, and other non-monetary benefits will be evaluated.
- 3.1. Existing Practices Participation Analysis – Conduct analysis of expected CRS rating based on existing City practices. Evaluate initial costs and efforts, ongoing effort to maintain status, premium percentage and cost reduction calculations, funding considerations, and other benefits.
4. **Technical Memo**
- 4.1. Memo Narrative
- *Introduction and Background* - study goals and expectations.
 - *Data Collection and Review* - description of data collected, relevancy and usage of data.
 - *CRS Participation Analysis* – summary of CRS participation at each of the levels analyzed. A plan for implementation at each level will be outlined in the report.
 - *Summary* - Report will include a comprehensive wrap-up of report data and results of CRS participation analysis.
- 4.2. Compile Backup Data (Appendices and Electronic Data) – compile all relevant back-up data to be delivered electronically and into report appendices where appropriate.
- 4.3. QA/QC Review - Draft Report
- 4.4. Assemble and Transmit Draft Report PDF
- 4.5. Address City Comment and Prepare Final Memo
5. **Project Management**
- This task includes efforts to ensure proper project administration, effective communication within the project team and to the City, as well as technical procedures and guidelines are followed throughout the project duration. This will allow for successful project delivery to the City. The project management tasks will include:
- 5.1. Setup & administration
- 5.2. Status meetings / schedule updates / miscellaneous correspondence / monthly project tracking & status reports
6. **Optional City Commission Meeting** - this task will include preparing a presentation to disseminate the results of this project to the City Commission. This effort will include the following:
- 6.1. Meeting with City staff to discuss appropriate approach to commission meeting, presentation content, etc.

- 6.2. Prepare presentation to City Commission
- 6.3. Attending the Commission Meeting and present project results – 2 Geosyntec staff
- 6.4. Capture Commission Meeting input and summarize a brief memo to the City.

7. Optional CRS Participation Analysis - Not Included in Current Budget

- 7.1. Optional - Low to Medium Additional Effort Participation Analysis – Identify low to medium effort and cost activities that could enhance the City’s CRS rating if implemented. Evaluate additional initial costs and efforts, ongoing effort to maintain status, premium percentage and cost reduction calculations at the anticipated CRS rating, funding considerations, and other benefits.
- 7.2. Supplemental Technical Memo – Update the Technical Memo to include the findings of the “Low to Medium Additional Effort Participation Analysis”.
- 7.3. Optional - High Additional Effort Participation Analysis – Identify higher effort and cost that could further enhance the City’s CRS rating if implemented. Evaluate additional initial costs and efforts, ongoing effort to maintain status, premium percentage and cost reduction calculations at the anticipated CRS rating, funding considerations, and other benefits.
- 7.4. Supplemental Technical Memo – Update the Technical Memo to include the findings of the “High Additional Effort Participation Analysis”.

DELIVERABLES

- Minutes from kickoff and other meetings
- Technical Memo in PDF format
- Optional
 - Low to Medium Additional Effort Participation Analysis & Updated Technical Memo
 - High Additional Effort Participation Analysis & Updated Technical Memo

SCOPE ASSUMPTIONS

- 1. The scope does not include meetings or permitting with FEMA or regulatory agencies.
- 2. It is assumed all project meetings will be remote.
- 3. Hydrologic/hydraulic modeling is not required as part of the data evaluation and analysis process.
- 4. The consultant will not be involved in any public involvement meetings regarding this project during its duration.
- 5. No field investigations or site visits are included.
- 6. Surveying services and ecological/environmental assessments are not part of the scope for this project.
- 7. Detailed engineer's cost estimates, technical specifications, and geotechnical services are not included in the scope of the data evaluation and CRS participation analysis.
- 8. No public meeting preparation or attendance support is included in the scope of the memorandum and implementation plan.
- 9. Deliverables will be provided in electronic format only - digital PDF copy on disk with all backup data. No hard copies are anticipated.

BUDGET ESTIMATE

Geosyntec proposes to provide the services discussed herein for **\$35,382.05**, in accordance with the terms and conditions specified herein and pursuant to Geosyntec's April 2023 contract for professional services with the City. The not to exceed fee amount is based on our estimated budget for performing these services, which includes the labor and other direct costs necessary to complete the work scope described in the proposal, as detailed in Attachment A.

Project efforts will be billed to the City on a task percent complete basis, based on the major tasks defined in the cost build-up spreadsheet in Attachment A. Invoices will be structured to list project tasks (and subconsultant / combined other direct cost) with accomplished percent complete, then corresponding budget invoiced, overall budget expended and overall budget remaining. A separate status report will be provided to the City's project manager providing a narrative of work accomplished supporting the invoice.

SCHEDULE

Geosyntec can begin work immediately upon receipt of the Notice to Proceed (NTP). The scope task schedule will be commensurate with the project team's overall delivery schedule. It is anticipated the following time frames for deliverables:

- Project Kick Off – within 1 week of NTP
- Data Evaluation – 2 months
- CRS Participation Analysis – 2 months
- Technical Memo – 1 month
- Project Management – continuous

CLOSURE

We appreciate the opportunity to work with the City on this project. Should you have any questions or comments regarding this proposal, please do not hesitate to contact us at (407) 321-7030.

Sincerely,
Geosyntec Consultants, Inc.



Thomas Amstadt, PE, CFM
Principal Engineer
tamstadt@geosyntec.com



Ahmed Hamed, PE, CFM
Project Professional - Project Manager
ahmed.hamed@geosyntec.com



Gloria Teague PE, CFM
Senior Professional
gteague@geosyntec.com

Attachments

A – Project Budget Estimate

ATTACHMENT A

BUDGET ESTIMATE

EXHIBIT A - FEE ESTIMATE

Winter Park CRS Participation Analysis														Date: 06/29/23			
Winter Park, Florida														Contract: RFQ6-23			
Activity	Principal Engineer		Senior Professional Engineer		Professional Engineer		Sr. Staff Professional		Staff Professional		Project Administrator		Basic Activity Amount	Man-hours by Activity	Average Hourly Rate		
	Rate = \$274.00		Rate = \$254.00		Rate = \$198.00		Rate = \$178.00		Rate = \$154.00		Rate = \$85.00						
	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost	Manhours	Cost					
1 PROJECT KICK OFF																	
1.1	Project Coordination		1	\$274.00	2	\$508.00	2	\$396.00		\$0.00		\$0.00		\$0.00	\$1,178.00	5	\$235.60
1.2	Initial Project Meeting		2	\$548.00	2	\$508.00	3	\$594.00		\$0.00		\$0.00	0.5	\$42.50	\$1,692.50	7.5	\$225.67
SUBTOTAL			3	\$822.00	4	\$1,016.00	5	\$990.00	0	\$0.00	0	\$0.00	0.5	\$42.50	\$2,870.50	12.5	\$229.64
2 DATA EVALUATION																	
2.1	Data Collection		1	\$274.00	6	\$1,524.00		\$0.00	8	\$1,424.00		\$0.00		\$0.00	\$3,222.00	15	\$214.80
2.2	Data Compilation and Analysis			\$0.00	6	\$1,524.00		\$0.00	8	\$1,424.00		\$0.00		\$0.00	\$2,948.00	14	\$210.57
SUBTOTAL			1	\$274.00	12	\$3,048.00	0	\$0.00	16	\$2,848.00	0	\$0.00	0	\$0.00	\$6,170.00	29	\$212.76
3 CRS PARTICIPATION ANALYSIS																	
3.1	Existing Practices Participation Analysis		2	\$548.00	6	\$1,524.00	10	\$1,980.00	16	\$2,848.00		\$0.00		\$0.00	\$6,900.00	34	\$202.94
SUBTOTAL			2	\$548.00	6	\$1,524.00	10	\$1,980.00	16	\$2,848.00	0	\$0.00	0	\$0.00	\$6,900.00	34	\$202.94
4 TECHNICAL MEMO																	
4.1	Memo Narrative			\$0.00	4	\$1,016.00	8	\$1,584.00	4	\$712.00		\$0.00		\$0.00	\$3,312.00	16	\$207.00
4.2	Compile Backup Data (Appendices and Electronic Data)			\$0.00		\$0.00		\$0.00	2	\$356.00		\$0.00		\$0.00	\$356.00	2	\$178.00
4.3	QA/QC Review		4	\$1,096.00		\$0.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,096.00	4	\$274.00
4.4	Assemble and Transmit Draft Report PDF			\$0.00	2	\$508.00		\$0.00	2	\$356.00		\$0.00		\$0.00	\$864.00	4	\$216.00
4.5	Address City Comment and Prepare Final Memo		1	\$274.00	2	\$508.00	6	\$1,188.00	3	\$534.00		\$0.00		\$0.00	\$2,504.00	12	\$208.67
SUBTOTAL			5	\$1,370.00	8	\$2,032.00	14	\$2,772.00	11	\$1,958.00	0	\$0.00	0	\$0.00	\$8,132.00	38	\$214.00
5 PROJECT MANAGEMENT																	
5.1	Project setup & administration			\$0.00	3	\$762.00		\$0.00		\$0.00		\$0.00	4	\$340.00	\$1,102.00	7	\$157.43
5.2	Project status and tracking		6	\$1,644.00	6	\$1,524.00		\$0.00		\$0.00		\$0.00	4	\$340.00	\$3,508.00	16	\$219.25
SUBTOTAL			6	\$1,644.00	9	\$2,286.00	0	\$0.00	0	\$0.00	0	\$0.00	8	\$680.00	\$4,610.00	23	\$200.43
6 OPTIONAL CITY COMMISSION MEETING																	
6.1	Meeting with City staff		2	\$548.00	2	\$508.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,056.00	4	\$264.00
6.2	Prepare presentation to City Commission		1	\$274.00	4	\$1,016.00	4	\$792.00	4	\$712.00		\$0.00	2	\$170.00	\$2,964.00	15	\$197.60
6.3	Attending the Commission Meeting and present project results – 2 Geosyntec staff		2	\$548.00	2	\$508.00		\$0.00		\$0.00		\$0.00		\$0.00	\$1,056.00	4	\$264.00
6.4	Capture Commission Meeting input and summarize a brief memo to the City			\$0.00	2	\$508.00		\$0.00		\$0.00		\$0.00	1	\$85.00	\$593.00	3	\$197.67
SUBTOTAL			5	\$1,370.00	10	\$2,540.00	4	\$792.00	4	\$712.00	0	\$0.00	3	\$255.00	\$5,669.00	26	\$218.04
7 OPTIONAL CRS PARTICIPATION ANALYSIS - Not Included in Current Budget																	
7.1	Low to Medium Additional Effort Participation Analysis		2	\$548.00	6	\$1,524.00	10	\$1,980.00	16	\$2,848.00		\$0.00		\$0.00	\$6,900.00	34	\$202.94
7.2	Supplemental Technical Memo - Low to Medium Additional Effort Participation Analysis		2	\$548.00	4	\$1,016.00	6	\$1,188.00	5	\$890.00		\$0.00		\$0.00	\$3,642.00	17	\$214.24
7.3	High Additional Effort Participation Analysis		2	\$548.00	6	\$1,524.00	10	\$1,980.00	16	\$2,848.00		\$0.00		\$0.00	\$6,900.00	34	\$202.94
7.4	Supplemental Technical Memo - High Additional Effort Participation Analysis		2	\$548.00	4	\$1,016.00	6	\$1,188.00	5	\$890.00		\$0.00		\$0.00	\$3,642.00	17	\$214.24
SUBTOTAL			8	\$2,192.00	20	\$5,080.00	32	\$6,336.00	42	\$7,476.00	0	\$0.00	0	\$0.00	\$21,084.00	102	\$206.71
GRAND TOTALS			22	\$6,028.00	49	\$12,446.00	33	\$6,534.00	47	\$8,366.00	0	\$0.00	11.5	\$977.50	\$34,351.50	162.5	
Percent Breakdown			14%	18%	30%	36%	20%	19%	29%	24%	0%	0%	7%	3%	100%	100%	
SUBCONSULTANTS																	
NameAmountPercentage																	
(1)0.0%																	
(2)0.0%																	
(3)0.0%																	
(4)\$-0.0%																	
Total Subconsultant Fees:\$-0.0%																	
TOTAL LUMP SUM FEE COMPUTATIONS																	
(1) Professional Fees (from above) = \$34,351.50																	
(2) Communications Fee (3% of Professional Fees) + \$1,030.55																	
(3) Direct Expenses (from attached sheet) + \$0.00																	
(4) Subtotal (Consultant's Fees) [(1)+(2)+(3)] = \$35,382.05																	
(5) Subconsultant's Fees (from left) + \$0.00																	
Proposed Total Lump Sum Fee [(3)+(4)+(5)] = \$35,382.05																	



Lakes & Waterways Board

agenda item

item type Board Comments	meeting date August 8, 2023
prepared by Victoria Tabor	approved by
board approval	
strategic objective	

subject

Discussion of Public Comments Received

motion / recommendation

background

alternatives / other considerations

fiscal impact



item type Upcoming Agenda Items	meeting date August 8, 2023
prepared by Victoria Tabor	approved by
board approval	
strategic objective	

subject

Discussion of Upcoming Agenda Items

motion / recommendation

background

alternatives / other considerations

fiscal impact