Regular Workshop – December 11, 2013
Agenda Item 5

Agenda Item: Request for Temporary Closure of Roadways within the Village for a Holiday Parade

Presenter: Town Manager

Summary: The Town has received correspondence from Mr. Michael Drake requesting authorization to close various roadways within the Village for a Holiday Parade. This community event is anticipated to last approximately forty-five minutes from 3:30 p.m. to 4:15 p.m. on December 14, 2013. The Town Commission is asked to approve this request as the property owner of the streets to be utilized for the event.

Attachments: 12-3-13 Memo, Town Manager to Commission;
12-2-13 Letter from Michael Drake;
Map Depicting Parade Route;
Public Forum Permit Application.

Recommended Action: Approval of the Consent Agenda will forward this item to the December 11, 2013, Special Meeting for formal action.

M E M O R A N D U M

Date: June 03, 2013

TO: Town Commission

FROM: Dave Bullock, Town Manager

SUBJECT: Request for Temporary Closure of Various Roadways within the Village for a Holiday Parade on December 14, 2013 Between the Hours of 3:30 P.M. and 4:15 P.M.

The Town has received a request from Mr. Michael Drake requesting authorization to utilize various roadways and street right-of-way for a Holiday Parade within the Village area, as follows:

- staging on Palm Street
- commence parade on Broadway proceeding to Longboat Drive North, Longboat Court, Longboat Drive East, Russell Street, and Bayside Drive
- concluding at Moore's Restaurant.

Mr. Drake requests Town Commission consideration for the temporary closure of the roadways between the hours of 3:30 p.m. and approximately 4:15 p.m. for this event to allow for the parade and for safety of the participants during the event. (See attached correspondence dated December 2, 2013.)

Town Code provisions require Town Commission authorization for temporary road closures. Mr. Drake is in the process of securing a Public Forums Permit as required by the Town Code and has advised that there are no costs to the Town associated with the event.

This request is placed on the December 11, 2013, Regular Workshop Meeting for Commission consideration and subsequently the Special Meeting following the Workshop for formal action by the Commission.

Please let me know if you have any questions concerning this item.

Attachment

Michael D. Drake
6821 Longboat Drive South
Longboat Key, Florida 34228

December 2, 2013

Town of Longboat Key
c/o Trish Granger, Town Clerk
Longboat Key, FL. 34228

Re: Christmas Parade in the Village

Dear Trish,

On December 14, 2013 at 3:30pm we would like to utilize the following street right of ways for a Holiday Parade within the Village. We would like to stage the parade on Palm Street and start the parade on Broadway to Longboat Drive North, Longboat Court, Longboat Drive East, Russell Street, and Bayside Drive and end up at Moore's restaurant. We anticipate the parade to take a half an hour, so ending at approximately 4:00pm.

Please let me know if there is anything further we need to do for this event.

Respectfully submitted,

Michael D. Drake

Event committee:
Judy Rudd
Robert Hicks
David Miller
Michael Drake

Holiday Parade Route

Legend

This map was developed by the Manatee County Geographic Information Systems division. It is provided for general reference, is subject to change, and is not warranted for any particular use or purpose. Errors from non-coincidence of features from different sources may be present.
Printed at 17:04 on 2013-12-03

Application 2013039

PLEASE PRINT AND FAX, EMAIL OR MAIL COMPLETED FORM

TOWN OF LONGBOAT KEY PUBLIC FORUMS PERMIT APPLICATION

Attention: Public Works Department, 600 General Harris Street, Longboat Key, FL 34228
Phone: (941) 316-1988 Fax: (941) 316-1984 Email: dspencer@longboatkey.org

Name: Michael Drake

Address: 6821 Longboat Dr. S. City: Longboat Key State: FL. Zip: 34228

Phone: 383-9346 Fax: 383-2727 Email address: amdrake@comcast.net

APPLICATIONS MUST BE RECEIVED BY THE TOWN AT LEAST 30 DAYS PRIOR TO YOUR EVENT. ALL FEES AND INDEMNIFICATION DOCUMENTS MUST BE RECEIVED PRIOR TO APPROVAL.

Number expected to attend: 30-40ppl.

Description of Event: *Please include the location, date, time (include preparation and clean-up), and a description of your event. For larger events, a site plan sketch is also required. Please note you may need to coordinate with one or more Town Departments, fees may apply. All fees must be paid prior to permit approval. Attach additional pages for your description if necessary.*

Date of Event: 12/14/13 Time Needed for Event: From: 3:30pm To: 4:15pm

Location (Name of Park, Address of Beach Access or Event): Street Parade w/Santa Claus

Details of Event: Parade stagging on Palm Street, Turn right on Broadway, left on Longboat Dr.N., to Longboat Court, Right on Longboat Dr.E., Left on Russell Street, right on Bayside Drive, end up at Moore's Restaurant.

Please see attached e-mail for brief description of parade components.

Finance Department – Risk Management (316-1999) (Insurance or hold harmless agreement)
Fire Department – Fire Marshal (316-1944) (Fireworks, flame retardant materials, cooking facilities, generators or structures such as tents or canopies)
Planning, Zoning & Building Department (316-1966)

- ☐ Electrical (Ch. 153, Electric Code)
- ☐ Plumbing (Ch. 155, Plumbing Code)
- ☐ Temporary Structures

Police Department (316-1977) (Parking assistance/traffic control)
Public Works Department (316-1988)

RECEIVED
DEC 3 2013
By

AFFIDAVIT OF COMPLIANCE

I swear/affirm that I will comply with all of the terms and conditions of this permit application.

Date: 12/2/13 Signature: Michael D. Drake

(Departments: List required fees and date paid; if denied, list criteria (Ord. 2011-09) upon which your denial is based. Return to Public Works following your review.)

Department Review	Approved	Denied	Fee
Planning, Zoning & Building Comments:			
Police Department Comments: Approval implies applicant is aware of and will comply with Town Code §130.02, Sound Regulations (copy attached).			
Fire Department Comments:			
Public Works Department Comments: All guests, any temporary structures (i.e. arbor) and chairs shall refrain from intruding into dune vegetation and avoid all marked seashore bird nesting and/or sea turtle nesting sites. Condition of beach is not guaranteed on date of event. (Sea Turtle nesting season – May 1 to October 31. Seashore bird nesting season – February 1 to August 31.) Beach Renourishment Project - Summer/Fall 2013			
Finance Department (Indemnification) Comments:			

Donna Spencer

From: Michael Drake [amdrake@comcast.net]
Sent: Tuesday, December 03, 2013 2:24 PM
To: Donna Spencer
Subject: Re: Public Forums Permit Application Received

It will be walkers, vehicles, golf carts mostly walkers. I think maybe five vehicles and a boat from Cannons and six golf carts.

Respectfully,

Michael D. Drake

From: Donna Spencer
Sent: Tuesday, December 3, 2013 2:15 PM
To: 'amdrake@comcast.net'
Subject: Public Forums Permit Application Received

Thanks, I'll get started on this right away.

Questions: Staging of what – what will the parade consist of, please? Walkers, riders, vehicles, how many and what kind

Sounds like fun!

Donna Spencer
Public Works Office Manager
Town of Longboat Key
600 General Harris Street
Longboat Key FL 34228

www.LongboatKey.org
dspencer@longboatkey.org
Office: (941) 316-1988
Fax: (941) 316-1984

Please consider the environment before printing this email.

End of Agenda Item