

# Memorandum

*From the Town of Juno Beach Planning & Zoning Department*

**To:** Joseph Lo Bello, Town Manager  
**From:** Ruben Cruz, Director of Planning & Zoning   
**Date:** March 3, 2016  
**Subject:** Special Event Request – Town of Jupiter Turtle Trot 5K Run

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## Background

Staff received a request for a special event from Julie Wolnewitz, Recreation Supervisor for the Town of Jupiter. The event is called “Turtle Trot 5K Run” and will begin on Marcinski Road, proceed onto Ocean Drive, and end at Ocean Kay Park. The entire event will take place within the Town of Jupiter, but will require the roadway closure of Ocean Drive, starting at Donald Ross Road. Participants will start at Marcinski Road, head north on Ocean Drive, then turn around just north of Beach Access #47, and finish at Ocean Kay Park. The closure of Ocean Drive starting at Donald Ross Road was recommended by the Juno Beach Police Department for added safety to participants and vehicular traffic during the event. **This event is a recurring event in Town at the same location along Ocean Drive, therefore it is being placed on the consent portion of the agenda. This is the same course as last year’s event that included the road closure of Ocean Drive within the Town of Juno Beach. As a note, staff is working with the applicant (Town of Jupiter) and recommends waiving all fees due to the applicant being the Town of Jupiter.**

## Discussion

The location of this event will take place at Ocean Kay Park, located in the Town of Jupiter (along Marcinski Road and Ocean Drive) and extends into the Town via Ocean Drive with only the road closure north of Donald Ross Road. The event will require the roadway (Ocean Drive) to be closed during the event (Saturday, May 7, 2016 from 6:30am to 10:30am). Staff recommends the Town of Jupiter not be charged the Permit Fee of \$100 and a \$500 Security Deposit for this event as they are an adjacent Municipality seeking an Off-Site Special Event. Staff also recommends that the minimal required costs for outside assistance by Police, or any other necessary support also be waived based on mutual aid.

Based on the event type the applicant will be responsible to provide all required items and Staff will apply all of the regular conditions for such an event plus any identified by the Town Council.

The event is an athletic event and is expected to attract up to 600 athletes. The Town of Jupiter is both producing and managing this event with a support staff of 75 individuals.

## Recommendation

Staff recommends that the Town Council consider the request for the Off-Site Special Event proposed in Juno Beach as stated above, subject to all conditions and requirements of the application, including any additional agency reviews and approvals.



TOWN OF JUNO BEACH  
RECEIVED

2016 FEB 24



Town of Juno Beach  
340 Ocean Drive; Juno Beach, FL 33408  
Phone: (561) 626-1122; Fax: (561) 775-0812

**Application for Off-Site Special Event**

*Note: The issuance of any Special Event permit from the Town of Juno Beach does not exempt the applicant from obtaining the appropriate Business Tax License (occupational license) and temporary liquor license from the State of Florida, Division of Alcoholic Beverages and Tobacco under Florida Statute, or, any other county or state required permits.*

**Fee Schedule:**

<u>Event Type</u>	<u>Deadlines Application/Obligations</u>	<u>Application Fee</u>	<u>Permit Fee*</u>	<u>Security Deposit</u>	<u>Deadline Late Fee</u>
Low-Impact (Up to 999 attendees)**	60/14 days prior to event	\$100	\$100/day	\$500	\$200
Medium-Impact (1000-4999 attendees)	120/45 days prior to event	\$200	\$500/day	\$1,000	\$400
High-Impact (5000+ attendees)	120/45 days prior to event	\$300	\$1,000/day	\$5,000	\$600

\*Permit Fee will be determined by the Town Council for off-site events lasting 4 or more consecutive days.

\*\*Low-Impact events consisting of 25 attendees or less will be approved administratively.

**Notes: Please initial each item below to confirm your understanding:**

- JW* Application Fee is due at time of Application submittal and is not refundable.
- JW* Deadline Late Fee is an additional charge and is not refundable.
- JW* Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.
- JW* Permit Fees and Security Deposit are due 14/45 days prior to the event. These fees may be refunded if the event is canceled or postponed at least 7/14 days prior to the event date.
- JW* After the event, Security Deposit, or a portion of, may be returned after an inspection is completed by Town Staff. The Town shall determine what portion of the Security Deposit may be returned.
- JW* Failure to comply with restrictions imposed automatically forfeits the Security Deposit.
- JW* Town Staff will determine if application will require additional conditions to be added or existing conditions modified, dependent upon each individual event.
- JW* Failure to provide the required obligations, fees and deposits 14 or 45 days prior to the event date, as indicated above, will subject the applicant to the Late Fee and/or cancellation of event.
- JW* Additional charges may apply for Police and/or Public Works services, Town Staff will determine what services are required. Please read Sections III and IV. Deadline for these fees are 14 or 45 days prior to the event date, as indicated above, subject to Late Fee and/or cancellation of event.

**Section I      Instructions for Applicant**

1. Applicant shall complete Section II of this application. (Town Staff will review the Applicants submittal and complete other sections as required.)
  
2. Attach the following with this application:
  - a) Attach Application Fee, and Late Fee if applicable. (All fees are Payable to the Town of Juno Beach.)
  - b) Plot/Site Plan (drawing/sketch), showing the site upon which you are proposing your special event, identifying parking areas, adjacent roadways, existing structures, proposed (temporary) structures/items, road closures, barricades/fences, etc.;
  - c) Attach letter(s) of approval from all outside agencies: (i.e. Palm Beach County (PBC) Parks and Recreation, PBC-Traffic Division, PBC-Fire Rescue, Florida Department of Transportation, Department of Environmental Protection, Environmental Resources Management, Coast Guard, etc.)
  - d) Copy of current insurance certification(s) with the **Town of Juno Beach** listed as **“Additionally Insured” with a minimum amount of \$1,000,000.00 liability coverage**; (or state your ability to provide it with all other obligations).
  - e) Notarized Letter of approval from property owner(s).
  - f) Copy of Driver License.
  
3. Sign and date this application at the end of Section II.

**Section II      Required Information**

▪ **Regarding the Applicant:**

Name of Applicant/Sponsor: Town of Jupiter Recreation Phone: 561-741-2252  
Relationship to Organization Represented: Julie Wolnewitz - Recreation Supervisor  
Address of Applicant/Sponsor: 210 Military Trail, Jupiter, FL 33458  
\_\_\_\_\_  
Name, Address, Phone of Organization Represented: same  
\_\_\_\_\_  
Principal contact person on Event Day/Phone: Brian Benton (561) 313-1532  
\_\_\_\_\_  
Alternate contact person on Event Day/Phone: Kristin George (561) 309-1135  
\_\_\_\_\_

▪ **Regarding the Subject Location (where the proposed special event is being requested):**

Address/Location: Ocean Cay Park, Jupiter

Name of Subdivision: N/A

▪ **Regarding the Special Event Specifics:**

Please describe the special event being requested: Town of Jupiter 26th Annual Turtle Trot 5K

Indicate roadway(s) to be closed: AIA (Beach Rd.) close at Donald Ross Rd.

Indicate if amusement rides (type/quantity) are part of the event: None

Indicate if alcohol will be served at the event and who will serve: None

Indicate types of equipment, tents, trailers or other temporary structures that will be part of the event: N/A All event equipment will be located in Ocean Cay Park

Number of employees/volunteers working the event: 75

Number of anticipated attendees for the event: 500-600

Length of time proposed for the event to take place, including set-up and tear down, (dates/times): Road will close approx. 6:30am-10:00am

▪ **Regarding other Town Services:**

If Police and/or Public Works services are being requested, please indicate your anticipated duties: (Regardless of your anticipated need, Town staff may determine that Police and/or Public Works services are required for your event, refer to letter of approval):

Police detail at Donald Ross/AIA to divert traffic to US1

▪ **Please initial to confirm attachments:**

- N/A Application Fee, and Late Fee, if applicable. (Payable to Town of Juno Beach)
- Q/D Plot/Site Plan
- Q/D Outside agency letter(s) of approval
- Q/D Insurance Certificate
- Q/A Notarized Letter from property owner
- N/A Copy of Driver License

**Indicate items not submitted and reasons for non-submittal:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Hold Harmless Agreement:**

In accordance with the Town of Juno Beach Code of Ordinances, in permitting any special event, the applicant shall meet all requirements set forth in Chapter 34 and is subject to Town Council approval. In addition, Town Staff shall prescribe appropriate conditions and safeguards and obligations and fees as required.

By submittal of this application, the sponsor agrees to indemnify and hold harmless the Town of Juno Beach, its officers, employees and agents from and against all loss, costs, expenses, including attorney's fees, claims, suits and judgments, whatsoever in connection with injury to or death of any person or persons or loss of or damage to property resulting from any and all operations performed by sponsor, its officers, employees, and agents under any of the terms of this Special Event Application.

*If any unforeseen circumstance(s) occur and/or the sponsor fails to meet the requirements the Town has set forth, the Town Manager or Police Chief shall have the right to cancel or stop the event either before commencement of the event and/or during the event.*

Applications are not approved, nor Permit granted, until applicant has received a "Letter of Approval" from the Planning and Zoning Director outlining obligations and fees.

Julie Wolnewitz \_\_\_\_\_  
Applicant/Sponsor Signature Date

Julie Wolnewitz  
Print Name

<b><u>Office Use Only:</u></b>	
_____	_____
Received By	Date (Please Date Stamp)
<b>Town Calendar has been reviewed and event "Tentatively" Scheduled with 2 day alert.</b>	
_____	_____
Completed By	Date
<b>Event status shall be updated when approved. Completed by:</b> _____	

**Section III Police Department-Special Event Requirements**



The following are additional obligations your organization may have to meet. As part of the Special Event review process the Police Department may impose fees for services as deemed appropriate for the type and impact of the proposed event. The Police Department may schedule a meeting to review the event specifics and Police Operational or Action Plan as determined by the Town. Items reviewed in the Plan include, but are limited to, the following:

- Operations Command Post needs, Incident Management;
- Traffic Control Plan, Road Closures, Parking Plan, Event Route management;
- Staffing needs, Day and Night patrol, Coordination with other agencies;
- Vendor setup and security;
- Attendee/Pedestrian access, security, monitoring and control;
- Equipment needs motorized and non-motorized, Communications;
- Providing of adequate volunteers, Volunteer meeting(s) with Police representative prior to, or on event day(s);
- The Principal of the event shall remain accessible to the Police Supervisor at all times during the event to provide necessary event management and control.

The Police Department will attempt to place officers during the requested dates and hours. Because of unforeseen circumstances, this application may not be filled when requested. Juno Beach Police Officers will not work in the capacity of a "bouncer" at a bar or other establishment where alcohol is served.

**Rates**

*Officer - \$45.00                      Supervisor (if required) - \$55.00*  
*(Rates are subject to a \$15.00 an hour premium on Town designated Holidays.)*

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) OFFICERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF POLICE SERVICES MUST BE MADE 48-HOURS IN ADVANCE OR A THREE (3)-HOUR, PER OFFICER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND JSHAVER@JUNOBEACHPD.COM.***

**Office Use Only:**

\_\_\_\_\_ Officers        @ \$45.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ Supervisors    @ \$55.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_

Payment Due Date: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Payment Received: Y / N  
 \* ***Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.***

Reviewed By: \_\_\_\_\_

Approved by Police Chief/Designee: \_\_\_\_\_

**Section IV Public Works Department-Special Event Requirements**

As part of the Special Event review process the Public Works Department may impose fees for services as deemed appropriate for the type and impact of the proposed event.

Public Works services include, but are not limited to, the following:

- Delivery, set-up and removal of traffic or parking control devices including portable message boards, barricades, signs, stakes, traffic cones and/or any other devices requested by the Town's Police Department.
- Random event site inspections to insure the Applicant removes trash/litter or debris from the event site as needed. Event usage area final inspection of public properties to insure adequate cleaning at event's end/closing and prior to release of security deposits, if applicable.
- Public Works staff time to clean, remove and dispose of any and all residual debris, trash or to repair damaged property incurred by the Applicant or Applicant's agents on the event site public property.

**Rates**

<i>Regular Staff</i>	<b>\$30.00</b>
<i>Supervisor (if required)</i>	<b>\$40.00</b>

- ***THERE IS A THREE (3)-HOUR MINIMUM FOR ALL EXTRA-DUTY EMPLOYMENT.***
- ***IF MORE THAN THREE (3) STAFF MEMBERS ARE REQUIRED FOR THE EVENT, A SUPERVISOR IS REQUIRED.***
- ***ALL CANCELLATIONS OF PUBLIC WORKS SERVICES MUST BE MADE 48-HOURS IN ADVANCED OR A THREE (3)-HOUR, PER STAFF MEMEBER CHARGE WILL BE FORFEITED. PLEASE CONTACT FDAVILA@JUNO-BEACH.FL.US AND AMERIANO@JUNO-BEACH.FL.US.***

**Office Use Only:**

\_\_\_\_\_ Regular Staff @ \$30.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_  
 \_\_\_\_\_ Supervisors @ \$40.00/hour: total of \_\_\_\_\_ hours = \$ \_\_\_\_\_

Payment Due Date: \_\_\_\_\_ Total Amount Due: \$ \_\_\_\_\_ Payment Received: Y / N

**\* Payment shall be received no later than 14/45 days prior to event date, as indicated in Fee Schedule.**

Reviewed By: \_\_\_\_\_

Approved by Director of Public Works/Designee: \_\_\_\_\_

**Section V Application Review**

\_\_\_\_\_  
Director of Planning & Zoning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

\_\_\_\_\_  
Date

**Section VI Post Event Inspection and Security Deposit Status**

Post event Comments, Issues List and recommended Security Deposit withheld:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* \_\_\_\_\_ *Amount and Date Returned of the Security Deposit.*  
*Amount                      Date*

\_\_\_\_\_  
Director of Planning & Zoning

\_\_\_\_\_  
Date

\_\_\_\_\_  
Police Chief

\_\_\_\_\_  
Date

\_\_\_\_\_  
Public Works Director

\_\_\_\_\_  
Date

\_\_\_\_\_  
Finance Director

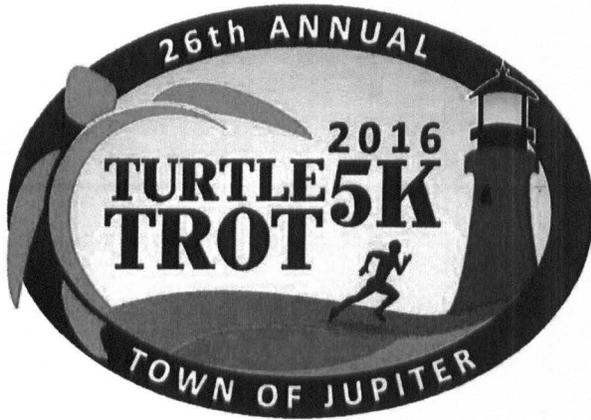
\_\_\_\_\_  
Date

\_\_\_\_\_  
Town Manager

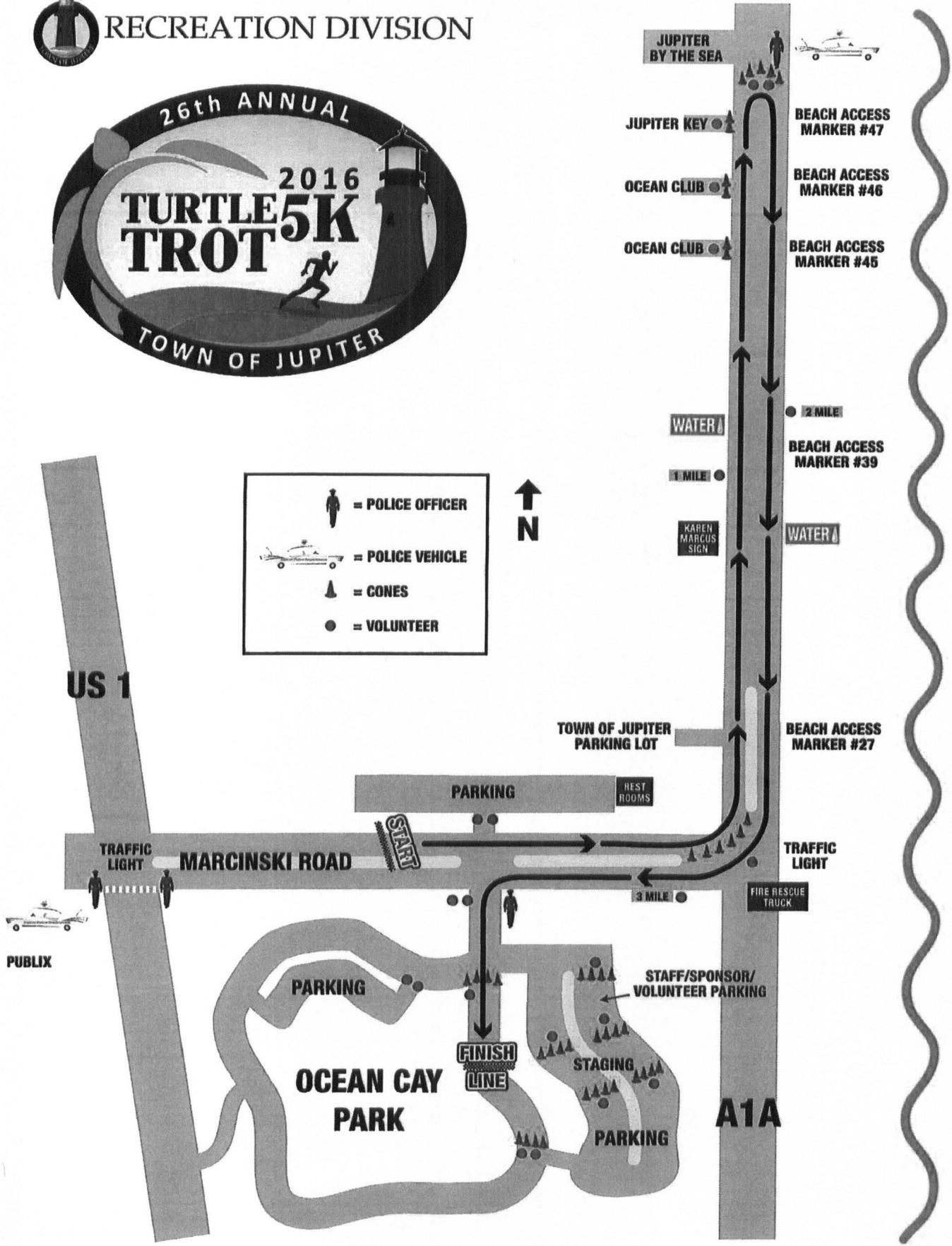
\_\_\_\_\_  
Date



RECREATION DIVISION



	= POLICE OFFICER
	= POLICE VEHICLE
	= CONES
	= VOLUNTEER





**Department of Engineering  
and Public Works**

P.O. Box 21229  
West Palm Beach, FL 33416-1229  
(561) 684-4000  
FAX: (561) 684-4050  
www.pbcgov.com

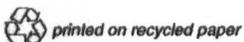
**Palm Beach County  
Board of County  
Commissioners**

Mary Lou Berger, Mayor  
Hal R. Valeche, Vice Mayor  
Paulette Burdick  
Shelley Vana  
Steven L. Abrams  
Melissa McKinlay  
Priscilla A. Taylor

**County Administrator**

Verdenia C. Baker

"An Equal Opportunity  
Affirmative Action Employer"



February 11, 2016

Ms. Julie Wark Wolnewitz  
Recreation Supervisor  
Town of Jupiter Recreation Division  
210 Military Trail  
Jupiter, FL 33458

**SUBJECT: 26<sup>th</sup> ANNUAL TURTLE TROT 5K RUN - 2016**

Dear Ms. Wark Wolnewitz:

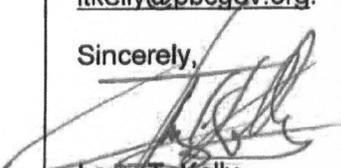
Palm Beach County has reviewed your request to close County Road A1A (South Ocean Blvd.) from Donald Ross Road to Ocean Way on Saturday, May 7, 2016, beginning at approximately 6:30 a.m. to 10:30 a.m.

This request has been approved.

It is our understanding that the Town of Jupiter Police Department will assume responsibility for traffic control and will coordinate with other emergency departments.

If you have any further questions, please contact me at 684-4030 or email to [ltkelly@pbcgov.org](mailto:ltkelly@pbcgov.org).

Sincerely,

  
Larry T. Kelly  
Construction Coordinator  
Traffic Division

LTK:saf

Attachment: Route Map

ec: Lisa De La Rionda, Director, Department of Public Affairs  
Heather C. Shrim, Web Design Coordinator, Department of Public Affairs  
Javier H. Lopez, Web Site Specialist, Department of Public Affairs  
Giri Jeedigunta, P.E., Traffic Signal Sys. Mgr., Traffic Division  
Jean Milord, P.E., Professional Engineer - Traffic Division  
Steve Shreve, P.E., Sr. Professional Engineer, Traffic (ITS) Division  
Andrew H. Holzinger, Recreation Programs Coordinator, Parks & Rec. Dept.  
Steve T. Anderson, Senior Planner, Palm Tran Coordinator  
Frank Kitzerow, Town of Jupiter Chief of Police

File: General - Special Events  
Roads - CR A1A (S Ocean Blvd)

N:\TRAFFIC\LTK\2016\SPECIAL EVENT - 26th Annual Turtle Trot 5K Run @ Ocean Cay Park 2-10-16 doc.doc



**PALM BEACH COUNTY ENGINEERING AND PUBLIC WORKS DEPARTMENT**  
**TRAFFIC DIVISION**  
 2300 North Jog Road  
 West Palm Beach, Florida 33411-2750  
 (561)684-4030

**Special Event Application for Temporary Road Closure *Less Than 24 Hours***  
**(Parade, Walk, Marathon)**  
 (Submit 30 days prior to event)

**Applicant Information**

Applicant Name Town of Jupiter Recreation / Julie Wolnewitz Email juliew@jupiter.fl.us  
 Applicant Address 200 Military Trail, Jupiter 33458 Telephone 561-741-2400  
 Anticipated Attendance 600

**Description of Special Event**

Event Title Turtle Trot 5K Event Location Ocean Cay Park, Jupiter  
 Date of Event May 7, 2016 Event Hours 7am-10am

**Law Enforcement Agency Responsible for Traffic Control (if applicable)**

Name of Agency Jupiter Police Department Telephone 772-979-2238  
 Contact Name Capt. Sam Miller Email 0191@jupiter.fl.us

Provide/confirm the following:

- Race Map attached to email Event Location/Detour Route (attach map)
- PD plan attached Maintenance of Traffic Plan (attach map)
- email contacted Notification to the applicable police department having jurisdiction over the subject roadway(s)
- Waiting on invoice Notification to the applicable fire rescue department having jurisdiction over event location

The Applicant shall protect, defend, reimburse, indemnify and hold the Palm Beach County Board of County Commissioners, its agents, employees and elected officers harmless from and against all claims, liability, expense, loss, costs, damages or causes of action of every kind or character, including attorney's fees and costs, whether at trial or appellate levels or otherwise, arising during and as a result of their performance due to the acts or omissions of the Applicant.

The Applicant will assume all risk of and indemnify, defend and save harmless the Palm Beach County Board of County Commissioners from and against any and all loss, damage, cost or expense arising in any manner on account of the exercise of this event.

The Applicant shall be responsible for maintaining the portion of the County road it occupies for the duration of this event and providing a safe environment to the public. The Applicant shall provide general insurance in an amount not less than \$1,000,000 and shall name Palm Beach County as both certificate holder and additional insured.

Signature of Applicant *Julie Wolnewitz* Date 2/11/16

Approved by Traffic Division: *[Signature]* Date: 2/11/16