

Stand-Down the Restaurant Subcommittee under the Master Planning Committee

February 22, 2022

ISSUE: The Restaurant Subcommittee, under the Master Planning Committee (MPC), formed at the request of the LHCC board of directors in April 2021 was given the action to prepare and implement a community wide restaurant survey. With the close of the survey on Dec. 31, 2021, further action and next steps should be overseen directly by the board. Per PRP 12, Committees, the Board has the authority to establish as a working group, defined as follows:

Working Groups: Periodically the board may deem it appropriate to appoint a number of Board Members to accomplish a specific task, further research a topic, prepare a document or strategy, etc. This "working group" will normally include only Board Members, be in existence for a relatively short period of time, and operate directly as an extension of the Board of Directors. Community members with specialized or unique qualifications directly relevant to that working group's particular task or objective may be invited by the Board to join the working group.

BACKGROUND: In May 2021, at the request of the board [Board Book Materials | Lake Holiday \(lakeholidaycc.org\)](https://www.lakeholidaycc.org), a Restaurant Subcommittee was formed as a new MPC subcommittee. The actions to be completed by the subcommittee were as follows:

- Subcommittee will be formed as part of the MPC, will report to the MPC Chair as they develop Survey Questions, will follow all LHCC Committee Protocols (Member in Good Standing, Attendance/Quorum requirements, etc.).
- MPC approved Survey Questions will then be submitted to the Board for final approval before community distribution.
- Microsoft Teams will be used as the Survey Platform with assistance provided by John Stover (Technical Committee as needed).

The MPC provided the following documented guidance:

- Vote in subcommittee leaders (Note that the same leaders were reinstated per subcommittee vote in Nov. 2021):
 - Chair, Sean Winfrey and Co-Chair, Stephanie Ryan
 - Secretary, Stephanie Ryan
 - Board Liaison, Robert Adams
- Focus on the survey first, then restaurant cost and feasibility study, site plan, talk to prospective restaurant owners, etc.
- Announce meetings via the LHCC calendar/message board (must be open to the community to attend).
- Restaurant Subcommittee will define the first phase of community restaurant study to explore the viability of a restaurant operating at Lake Holiday.
- Draft survey questions will be presented at an upcoming MPC monthly meeting for discussion.
- Once approved, the survey will be presented as a tab at a future Board of Directors meeting. Once approved by the BoD, the subcommittee will work with the TechComm to send out to membership using an existing (free) online survey tool.

RECOMMENDATION: The MPC has the primary charter to serve as the committee responsible for creating strategic plans based on receiving all committee requests for capital improvement projects. As presented by the Restaurant Subcommittee, no CIP funding, nor investment of any kind from the community is to be required, and therefore, next steps do not need to be overseen by the MPC.

PROPOSED MOTION/ACTION:

Motion: Disband the Restaurant Subcommittee, formed under the MPC in 2021, and establish a board-directed Working Group for 2022. All further actions and next steps will be overseen by the board and the LHCC General Manager.

Actions:

- Present a tab at an upcoming Board of Directors meeting that includes a summary of the Restaurant Survey results (see 2017 summary below as an example). Upon board approval, publish the results in the official LHCC newsletter.
- Initiate the identification of prospective restaurant investors/owners/vendors and present a list to the board.
- Draft a Request for Information (RFI) for board review and approval. The RFI should require but not be limited to the following: a letter of interest, business plan, financial statement(s), feasibility study, market analysis, operating plan (hours of operation, staffing plan, licenses, and insurance, etc.), and site plan (facility impact, fire and safety code compliance, structural assessment, separation of utilities, cleaning, security, etc.). Other requirements may be identified for inclusion by the board and/or community members with specialized or unique qualifications that are invited by the Board to join the working group.
- As the official LHCC representative, Mike Goodwin, General Manager, will oversee the distribution of the RFI and receipt of all materials from interested parties.

2017 Survey Data Supplement and Comments – Example Summary of Survey Results

2017 Commercial Services – Restaurant. Respondents do favor the idea of a restaurant at Lake Holiday by a ratio of over 6 to 1. Almost 58% of the responses favored a privately operated restaurant with public access from Redland Road. Over 20% of the respondents indicated they would be willing to become a member of a restaurant club by paying monthly fees that could be used as credits when dining. If verified and extrapolated to the entire community, that could be enough support for this concept. Almost 30% indicated they would visit the restaurant weekly while over 38% indicated they would patronize the restaurant monthly. Further study is recommended before taking any actions to promote a privately owned and operated restaurant at Lake Holiday.

SPONSOR: Cathy Melcher, Board of Directors Member and MPC Chair