



Parks & Recreation Advisory Board Regular Meeting

Agenda

September 20, 2023 @ 5:30 pm

City of Winter Park City Hall

401 Park Ave

Winter Park, FL 32789

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. [Approval of the August 16, 2023 Minutes](#) 2 Minutes
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Fee Waiver Request - Peace and Justice Institute Annual Conference](#) 10 Minutes
 - b. [Fee Waiver Request - 18th Annual Fast Start Track & Field International](#) 10 Minutes
 - c. [Park Acreage and Comp Plan](#) 45 Minutes
 - d. [Winter Park Chamber of Commerce Fee Waiver](#) 20 Minutes
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Staff Update](#) 10 Minutes
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	September 20, 2023
prepared by	Laura Halsey	approved by	
board approval			
strategic objective			

subject

Approval of the August 16, 2023 Minutes

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0816.23 Minutes \(Draft w attachment\).pdf](#)



Parks & Recreation Advisory Board Minutes

August 16, 2023 at 5:30 p.m.

City Hall Commission Chamber
401 Park Ave, South
Winter Park, FL 32789

Board Members Present

Michael Perelman, Leah Bonich, Frank Baker, and Shannon Sarkarati
Craig Russell(@5:53pm)

Board Members Absent

Krystal Dawkins and Robert Bendick V - non-participating)

1. Call to Order

Meeting Called to order by Chairman Perelman at 5:30 pm

2. Consent Agenda

a. Approve Regular Meeting Minutes - July 19, 2023

Motion made by Frank Baker, seconded by Shannon Sarkarati, to approve the minutes.
Motion carried unanimously.

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

There were no public comments

4. Action Items

a. FY23-24 Fee Schedule

Mr. Seeley, Parks & Recreation Director, reviewed the fee schedule and asked the Board if they had any specific items they would like to discuss. Discussion ensued pertaining to the cost of living and the resident vs non-resident rates and increases. Mr. Perelman inquired about the rate differences between the two cemeteries. Staff explained the two cemeteries have had different rates going back 30+ years, but were in line with fees for similar cemeteries for what is offered at each. Staff also mentioned that Palm has a higher cost in part due to the location and high quality of the grounds. Mr. Perelman responded to this response by asking why one cemetery is better maintained than the other. Staff then explained the longer history of the two site and that maintenance is the same level, but that the City investment into Pineywood didn't begin until the 70's when we took ownership while Palm Cemetery has been owned, operated, and invested in by the City for over 100 years.

Mr. Perelman inquired about the fees for kids under 12 playing tennis or golf. Mrs. Daus, Parks & Recreation Assistant Director, clarified on the newly proposed golf fees and Mr. McCosker, Parks & Recreation Assistant Director, clarified on the newly proposed tennis fees. Ms. Sarkarati feels the fees are fine as is. Mrs. Daus suggested changing the fees to read as: Ages 13 - 21, \$250.00 and Ages 12 - Under, \$150.00.

Public comments related to the FY23-24 schedule - Mr. Bill Schwartz, 2020 Taylor Ave., spoke in opposition of the cemetery fees differing between Caucasian veterans and ethnic veterans. He would like the fees to be the same for both parties at both cemeteries. Mr. Schwartz generally was requesting a lower fee for resident veterans and not strictly to the veteran section. Mr. Seeley addressed Mr. Schwartz's comment regarding race, stating the cemeteries are not segregated and race plays no role in the policy related to burial. He went on to explain to PRAB members that Pineywood cemetery was originally exclusive to African American families but that ended a very long time ago.

Mr. Perelman inquired where we are in comparison with other cemeteries and Mrs. Daus informed the board Winter Park cemeteries are cheaper than surrounding cemeteries. Mr. Perelman would like to know what the comparative costs are in the region for public & private, why we charge differently for each cemetery, and what deductions there are for veterans. Mr. Perelman feels veterans should receive a discount whether they choose to be in the veterans' section or not. He would like Staff to come back at the next meeting with additional information.

Mr. Seeley pointed out that due to time constraints on presenting the fee schedule to City Commission, staff will not be able to bring the fee schedule back to the Board for further discussion. He advised the Board to provide staff with direction regarding fees based on the information provided and staff would ensure their position was shared with submittal of the fee schedule to City Commission.

Motion made by Mr. Perelman, seconded by Frank Baker, to approve the fee schedule changes in general with a couple of caveats: 1) Differential pricing for children 12 and under compared to kids 13 - 21 for golf & tennis, 2) Veterans section fee that was established can remain, and 3) Fee for Veterans on general cemetery spaces should receive discount similar to fee deduction we allot to Active Military and First Responders for other services

Motion carries unanimously.

b. West Meadows Restroom

Mr. Seeley presented renderings of the proposed restroom structure and site overlay for the proposed West Meadow restroom. PRAB was asked to provide feedback on projected project ranging from footprint size, location within the park, preference for pavilion structure rather than as presented.

Mr. Seeley shared several slides containing images and dimensions of the proposed structure and grounds. He informed the Board that if there a concern about shading, a temporary solution could be implemented until the trees and foliage are mature enough to provide shade through use of sails at a minimal height as to be subtler than sail systems used in other park

Discussion ensued regarding which events this would benefit, where the crosswalks are located, and what the timeline for construction is.

Motion made by Mr. Perelman, seconded by Shannon Sarkarati, to support the plans as presented, with a shade structure over seating area. Motion carries unanimously.

5. Non-Action Items

a. Parks & Recreation Land Assessment

Mr. Seeley provided the Board with visuals of which areas have park accessibility within a half mile along with comparisons for neighboring cities and counties. Some of those included City of Orlando, City of Maitland, City of Winter Springs, Seminole County & Orange County. Golf Courses were factored into the calculations as well. Mr. Perelman wanted clarification on what is defined as greenspace such as golf courses and cemeteries, etc. Discussion ensued on what should be included in that definition and what the Board's goal is as far as meeting greenspace goals.

Mr. Seeley covered a distribution map with the Board as well showing where larger parks are located, potential annexation parcels, and the impacts of doing so.

6. Staff Updates

a. Update on Smoking Ordinance from July 2023 meeting

Mr. Seeley informed the Board that City Attorney feels the adopted language is what they're moving forward with. It's going to be enforced by City staff so training will play a big part in making sure staff understands when an item is "medically necessary".

b. Project Update

Mr. Seeley presented the Board with a brief update on the various projects that are currently active or in the planning/design phase

- MLK Park - Unity Corner is going to City Commission by September, anticipating hardscape in January 2024.
- Showalter Field Conversion - The new field turf project is about two weeks out from completion and the concession stand is expected to begin around the last week of August, and the softball field conversion is anticipated to begin early September.
- Howell Branch Preserve - Awaiting a response from St. John's Water Management before the project can move forward. Hopefully that will happen in early September.
- Mead Gardens - Pre-construction has started and the project should be ready to move forward within the next week.
- Seven Oaks Park - Construction should begin late September
- WP Pines - Renovations slated to start in September.

7. Board Comments

Ms. Sarkarati requested the Winter Park Chamber of Commerce Fee Waiver item be heard again at the next regularly scheduled meeting, September 20, 2023. Board members Frank Baker, Leah Bonich, and Craig Russell were all in support of revisiting the item.

8. Upcoming Agenda Items

Winter Park Chamber of Commerce Fee Waiver Request for FY24, originally heard at the July 19, 2023 Parks & Recreation Advisory Board Meeting.

9. Adjournment

The meeting was adjourned by Mr. Perelman at 7:37 pm

Minutes approved by the board on: September 20, 2023

/s/ Laura Halsey

MLK Playground Design Process and Tentative Project Timeline

June 2022 – MLK Playground Community Meeting

July, 2022 - MLK Playground Community Meeting

DESIGN STAGE

February 2022 – MLK Playground Community Meeting

March 2023 - CRA/PRAB Joint Work Session

April 2023 - PRAB and CRAB Approval

August 2023 – CRAA approval of conceptual design

Procurement and Pre-Construction

September 2023 – Preparation of solicitation document and pre qualifications

October 2023 – Solicitation document review by PRAB

December 2023 – Solicitation response period complete. Procurement staff review for pre-qualification standards; Selection of Vendor and negotiation of contract

January 2023 – Contract with selected vendor moves to City Commission/CRAA for approval

March 2024 – Initial design. Vendor completes initial design for playground with alternative equipment or structure options that are consistent with conceptual and budget where applicable for consideration by residents.

March 2024 – MLK Playground Community Meeting - Design presentation and community feedback. Vendor in conjunction with staff

April 2024 – PRAB/CRAB and Commission approve final design

Construction

May 2024 – Community Playground, Adjacent Parking Lot, Pavilion Area and Restroom Close.

May 2024 - Construction begin on non playground elements (new restroom, periphery sidewalks, new pavilion)

June 2024 – Construction and Site Work for playground begin; equipment ordered (apprx. 16 weeks)

December 2024 – Construction of all elements of Community Playground ‘node’ completed

Public Input and Communication

Public Meetings**

(CRA Advisory, Parks and Recreation Advisory)

**MLK Playground as advertised agenda item

- **Wed, March 16th** @ WP City Hall - PRAB/CRAA Joint Work Session
- **Wed, April 16th** @ WP City Hall – PRAB Regular Meeting April 23
- **Thu, April 27th** @ WP City Hall – CRA AB Regular Meeting April 23

MLK Playground Community Meetings

- **Tues, July 19th** @ WPCC -Approximately 60 residents of various ages in attendance
- **Thu, February 6th** @ WPCC- Approximately 60 residents of various ages in attendance

MLK, Jr. Park Renovations Project

City of Water Park > Government > Projects > MLK, Jr. Park Renovations Project

Martin Luther King, Jr. (MLK) Park is anchored by a tranquil lake featuring a relaxing fountain and a community-built Unity Bridge. This peaceful setting encompasses 23 acres of beautiful scenery, sports and recreation facilities, and the popular Community Playground. The park is perfect for family picnics, fishing from the bridge, sports outings, or just walking along the half-mile trail surrounding the lake.

To further enhance MLK Park while honoring the legacy of Dr. King and the historic Hannibal Square neighborhood, this project is focusing on better neighborhood and internal connections, integrating recreational and cultural programming, and strengthening environmental sustainability.

MLK, Jr. Park Conceptual Plan

Access full-size map



MLK, Jr. Park Presentations

- [Revised Community Playground + Splash Pad Presentation by Dix-Hite](#) (04/07/23)
- [Community Playground + Splash Pad Presentation by Dix-Hite](#) (01/06/23)
- [City Commission Work Session Master Plan Presentation by Dix-Hite](#) (07/28/22)
- [City seeks public input on renovations to 33-year-old Community Playground](#) (00/13/22)

APPENDIX A: PLAYGROUND & SPLASH PAD COMMUNITY WORKSHOP

“WHAT WE HEARD”

TOP TAKE AWAYS

- Play:
 - Variety of equipment appealing to multiple ages
 - Naturalistic in material, aesthetic, form
 - Structure to be low maintenance
 - Multiple surfaces & textures
 - Safe
 - Simple
- Splash Pad:
 - Incorporate multiple depths
 - Mimic nature
 - Inclusive / accessible
 - Multi-generational
 - Clear surveillance from multiple seating points
 - Improve parking lighting
 - Provide more color & interest among surrounding plant material

PLAY & SPLASH PAD

- Include composite material or alternative to wood
- Incorporate different materials & surfaces
- Keep elements of play connected
- Relate to nature & natural elements when possible
- Provide ample spaces to foster imagination & creativity
- Incorporate more colors
- Pay homage to original structure with a modern update
- Keep visibility of structures & tunnels clear
- Love vertical elements that allow for climbing
- Incorporate elements for multiple age groups & levels of play
- Provide ample seating around playground for parents
- Love rope swing options
- Density over spread is key for play structures
- Incorporate stepping & weaving motions
- Scale play equipment to accommodate popular features
- Include multiple bridge access points to castle structure
- Improve upon existing castle with additional viewing & clear areas
- Include a variety of difficulty levels on castle bridges
- Love swinging areas being located away from main castle structure
- Provide seating in direct view of playground elements
- Include shade over areas of water interaction
- Provide variety of water depth levels for varying levels of difficulty
- Be sure to include accessible water interaction opportunities
- Include safe water interactions for a variety of ages

QUESTIONS & CONCERNS

- No proposed areas for dogs - should there be?
 - Dog run & water fountains
 - Keep existing dog bag stations
- Shade options need to be provided for all structures & amenities
- Reference other proposed and existing parks in the area for problems
- Provide enough trash receptacles to keep the park clean
- What type of fencing is used? How opaque should it be?
- Are there going to be auto-closing gates?
- Should a park attendant be hired to watch over the splash pad?
 - Summer months would be preferred to have a member on staff
 - Observation from watchtower building or office
- Ensure accessibility coming from the Memorial corner
- Incorporate ample lighting around edges of play & parking areas
- Questionable visibility with the longer tunnels - shorten?
- Is exercise equipment going to be incorporated anywhere?
 - Integrated on site or nearby?
- Are there designated areas for stroller parking? Bike parking?
- Is there a way to prevent / discourage people from sleeping in tunnels?
- How can sound be incorporated into equipment or plant material?
- Can we provide sensory elements along a designated trail?
 - Can these tie into the trail leading to the library?

Updates and information publicly available on City website...



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	September 20, 2023
prepared by	Laura Halsey	approved by	
board approval			
strategic objective			

subject

Fee Waiver Request - Peace and Justice Institute Annual Conference

motion / recommendation

Staff recommends approval of the waiver

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Signed_Parks and Recreation Fee Waiver Application.pdf](#)

ATTACHMENTS:

[TAX EXEMPT FORM Consumer's Certificate of Exemption 2023-2028.pdf](#)

Fee Waiver Application



In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

- | | | |
|---|---|--------------------------|
| 1. Non Profit Organization with current exemption. | ✓ | ☐ |
| 2. Organization based within corporate limits of Winter Park. | ✓ | ☐ |
| 3. The event is not in support of a candidate for public office. | ✓ | ☐ |
| 4. The event benefits the city and its residents. | ✓ | ☐ |
| 5. The event type is consistent with the city's recreation plan. | ✓ | ☐ |
| 6. The applicant has a demonstrated need for the reduction or waiver. | ✓ | ☐ |

Section One - Applicant Information

Applicant Name:	Sofiya Asedrem	Email Address:	sofiya@peacejusticeinstitute.org	
Organization Name:	Peace and Justice Institute	Phone Number:	703-853-6364	
Address:	1331 Palmetto Ave, Suite 201	Fax Number:		
City:	Winter Park	State:	Florida	Zip: 32789
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:				
Organization Mission:	Making a difference by intentionally engaging in principles and practices that explore, advocate and honor the dignity of self, others and the earth.			
Reason for request:	Our nonprofit is invested in the wellbeing of the community, and with limited finances, and the intent to make this event accessible to all (through scholarships, etc.), we feel that it is necessary to partner with the city through a fee waiver, in order to make this event a success and be able to cover all the costs associated with this program (speakers, staffing, food, etc).			

Section Two - Event Information

Event Type:	Annual Conference	Event Date:	April 11, 2024
Event Name:	2024 Creating a Resilient Community Conference	Event Hours:	8:15-4:00pm
Venue:	Winter Park Events Center	Expected Attendance:	250-300
If charging admission, proceeds benefit:	Speaker costs, food, staffing, etc.	Event Admission Fee:	Free-\$120 (for 2 days)
Will sponsorships be sold? If yes, describe levels and pricing: Yes. Sponsors have the ability to give any amount, and in the past have given up to \$7500.			
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. ** Speaker - \$8,000, Tech Support - \$400, Food - \$7200			
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:		Yes, at Winter Park Events Center on May 11, 2023.	

Section Three - Instruction

- Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
- This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
- Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
- To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
- Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:	<i>Sofiya Asedrem</i>	Date:	September 13, 2023
Print Name	Sofiya Asedrem	Title:	Community Resilience Manager

FOR OFFICE USE ONLY			
Directors Signature:	_____	Approved:	_____ % Disapproved: _____
Date of Approval/Disapproval	_____		
Parks Board Review if Necessary:	Date _____	Approved:	_____ % Disapproved: _____



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 01/18

85-8019056264C-2	03/10/2023	03/31/2028	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

PEACE AND JUSTICE INSTITUTE
1331 PALMETTO AVE
WINTER PARK FL 32789-4963

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 01/18

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions about your exemption certificate, please call Taxpayer Services at 850-488-6800. The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	September 20, 2023
prepared by	Laura Halsey	approved by	
board approval			
strategic objective			

subject

Fee Waiver Request - 18th Annual Fast Start Track & Field International

motion / recommendation

Staff recommends approval of the waiver

background

Fast Start a very small non-profit, is hosting its' annual no-cost event for nine WPHS feeder elementary schools.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[COWP Field Request and Fee Waiver 082823 - Fast Start Management.pdf](#)

ATTACHMENTS:

[Fast Start Track and Field - Scott Millson.pdf](#)



City of Winter Park

Athletics Division

Field Request Form

Contract sent: 8/28/23

Received by: _____

Received: _____

Date: _____

Date: 8/28/23

Name: Scott Milson

Team/ League Name: Fast Start Management

Billing Address 1140 Whitsell Dr

City Winter Park State FL Zip Code 32789

Phone Number 407.466.8036 Youth or Adult League Youth

email scottmilsonjames.com # Expected Participants 1,000

Activity/ Sport: Track & Field Adult Cross Play Y/N N

Check the boxes you are requesting
Fields

☐ Practice ☒ Games

- | | |
|---|--|
| ☐ MLK 1 | ☐ Cady Way 9 |
| ☐ MLK 2 | ☐ Cady Way 10 |
| ☐ MLK 3 | ☒ Showalter Track |
| ☐ Ward A1 | ☒ Showalter Field |
| ☐ Ward A2 | ☒ Showalter Concession |
| ☐ Ward B | ☒ Showalter Equipment |
| ☐ Ward C | ☒ Showalter Stadium |
| ☐ Little League
Field # _____ | ☐ Showalter East 1 |
| | ☐ Showalter East 2 |

Date Range

(Start Date To
End Date)

Note any dates
in range you DO
NOT WANT

1/27/24
single day
event

	Time
Sunday	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	<u>6:00am - 3pm</u>

☐ Field Prep/ Lines- Single Lining/Prep \$50; Multi/Specialty Lining/Prep \$100

Single Field Lines/Prep **X \$50=** _____

+TAX

Number of Weeks ☐ Multi/Specialty Field Lines/Prep **X \$100=** _____

+TAX

☒ Proof of Insurance-----NO INSURANCE= NO PLAY Send Copy of Insurance with this form

After the Parks Department receives this form and based upon field availability, a rental agreement will be sent to the contact listed above. Until a signed agreement is in possession by both parties, NO RENTALS ARE CONFIRMED. Reservation Requests must be made at least 3 business days in advance. Unscheduled or late reservations may result in an additional fee. Please see the current fee schedule for all fees. Field capacity is 400 hours per season based on 2 seasons per year. Submittal period: Winter/Spring season (Jan-June) Priority users: Sept. 1- Sept. 15 Open application Sept. 29. Summer/Fall season (July-Dec) Priority users: April 15-April 29 Open application May 13.

Background Checks are REQUIRED for all sports involving youth.

Please attach Field Dimensions Form with this Request Form

Signed By _____

Date 8/28/23

Fee Waiver Application



Parks & Recreation
department

In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

1. Non Profit Organization with current exemption.
2. Organization based within corporate limits of Winter Park.
3. The event is not in support of a candidate for public office.
4. The event benefits the city and its residents.
5. The event type is consistent with the city's recreation plan.
6. The applicant has a demonstrated need for the reduction or waiver.

☒
☒
☒
☒
☒
☒

Section One - Applicant Information

Applicant Name:	SCOTT Millson	Email Address:	SCOTT@millsonjames.com
Organization Name:	Fast Start Management	Phone Number:	407-466-8036
Address:	1140 Whitesell Dr	Fax Number:	-
City:	Winter Park FL	State:	FL
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:		Zip:	32789
Organization Mission:	Foster a love of running and promote a healthy lifestyle for the children of our community		
Reason for request:	We are a very small non-profit. We rely 100% on donations from local businesses and foundations. We do not charge any entry fee for participation		

Section Two - Event Information

Event Type:	Track & Field Meet for 9 elementary schools that	Event Date:	1/27/24
Event Name:	18th Annual Fast Start Track & Field Invitational	Event Hours:	8-3
Venue:	Shawnee	Expected Attendance:	1,000
If charging admission, proceeds benefit:	N/A	Event Admission Fee:	N/A
Will sponsorships be sold? If yes, describe levels and pricing:		Gold - \$1,000, Silver - \$750, Bronze - \$500	

Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **

N/A

** If there is onsite cooking, an additional permit is required

Has this event been held previously? If yes, describe when/where:

Yes, last 17 years at Shawnee

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:		Date:	8/28/23
Print Name:	SCOTT A MILLSON	Title:	Founder / Chairman

FOR OFFICE USE ONLY

Directors Signature:	_____	Approved:	_____ %	Disapproved:	_____
Date of Approval/Disapproval	_____				
Parks Board Review if Necessary:	Date _____	Approved:	_____ %	Disapproved:	_____

City of Winter Park Facility Contract



Receipt # 1219068
Payment Date: 08/31/23
Household: 6719

Community Center
 721 West New England Ave.
 Winter Park FL 32789
 Phone: (407)599-3275
 Visit us on the Web at: www.cityofwinterpark.org

Fast Start Management, Inc
 1140 Whitesell Dr
 Winter Park FL 32789
 scott@millsonjames.com
 Hm Ph: (407)466-8036

Reservation Details: Ward Park, Showalter Stadium

Address: 250 S. Perth Lane, Winter Park, FL, 32792
Reserv. Contact: Scott Millson
Phone Number: (407)466-8036
Reserv. Number: 37390
Status: Firm
Purpose: Track and Field Meet

	<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
	Sat 01/27/2024 7:00A to 3:00P	1,250.00	1,250.00	0.00	0.00	1,250.00
Discounts:	\$1,250.00	Deposit: 1,000.00	1,000.00	0.00	0.00	1,000.00
Facility Comments	Lights are shut off no later than 10:00PM at Lake Island, Ward A, Showalter East and Cady Way 9 & 10, Ward B and Ward C. For field issues call the Park Ranger: 407-473-3346. FIELD LINING MUST BE DONE BY CITY OF WINTER PARK STAFF, NO GROUP WILL BE ABLE TO LINE ANY FIELDS! Rental of a field does not include goals, lining, or any other specialized equipment. Rentee is required to ensure that all league or tournament field/venue specifications are met.					

Cancellations with less than 7 days notice will result in no refund. Cancellations made 8-90 days will result in 25% of rental fee retained, cancellations made over 90 days notice will result in a \$20 processing fee. The City reserves the right to cancel.

Reservation Details: Ward Park, Showalter Track Equipment

Address: 250 S. Perth Lane, Winter Park, FL, 32792
Reserv. Contact: Scott Millson
Phone Number: (407)466-8036
Reserv. Number: 37390
Status: Firm
Purpose: Track and Field Meet

	<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
	Sat 01/27/2024 7:00A to 3:00P	100.00	100.00	0.00	0.00	100.00
Discounts:	\$100.00					

Reservation Details: Ward Park, Showalter Concession

Address: 250 S. Perth Lane, Winter Park, FL, 32792
Reserv. Contact: Scott Millson
Phone Number: (407)466-8036
Reserv. Number: 37390
Status: Firm
Purpose: Track and Field Meet

	<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
	Sat 01/27/2024 7:00A to 3:00P	175.00	175.00	0.00	0.00	175.00
Discounts:	\$175.00					

City of Winter Park Facility Contract

**Receipt #****1219068**

Payment Date:

08/31/2023

Household:

6719

Processed on 08/31/23 @ 1:31P by JLand

Total New Deposit Fees	1,000.00
Total New Fees	3,050.00
Discount Applied	1,525.00
Total New Taxes	0.00

Total Due	2,525.00
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Total Fees Paid	0.00
Total Taxes Paid	0.00

Total Paid	0.00
-------------------	-------------

Balance From Receipt	2,525.00
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Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	2,525.00

City of Winter Park Facility Contract



Receipt #

1219068

Payment Date:

08/31/2023

Household:

6719

Incidentals deposits will generally be refunded 4-6 weeks after the event by check in mail to the address on the contract. The City of Winter Park reserves the right to retain the deposit, or a portion of the deposit, due to violation of contract rules and regulations (Please see Rules & Standards for Use Packet)

If contract lists the Organization Name, the deposit check will be made out in the Organization Name and mailed to the address on the contract

If contract lists an Individual Name ONLY, the deposit check will be made out in the Individual Name and mailed to to the address on the contract

I have received and read the Recreation Rules & Standards for Use Packet PLEASE INITIAL _____

The City of Winter Park Parks and Recreation hereby grants Fast Start Management, Inc, Scott Millson permission to use the facilities as outlined subject to the terms and conditions of the agreement herein and attached hereto all of which form part of this agreement. By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities. By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet, until this contract is signed and all applicable fees have been paid, no reservations are confirmed.

Signature _____ Date Signed: _____
Fast Start Management, Inc,
Scott Millson 1140 Whitesell Dr



item type Action Items	meeting date September 20, 2023
prepared by Jason Seeley	approved by
board approval	
strategic objective	

subject

Park Acreage and Comp Plan

motion / recommendation

- Provide recommendations on definitions to improve clarity and continuity in assessment long term and across departments.
- Provide input and recommendations on comp plan open space items that are with the scope of parks and recreation.
- Come to consensus on a recommendation regarding acreage totals and how they are applied to comp plan.

background

Continuation of PRAB discussion regarding park acreage and how we tabulate totals as it applies to comprehensive plan and current use of park acreage.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Parks and Rec Open Space and Land Use Report Sept 20.pptx](#)

Parks and Rec Open Space and Land Use September 20th 2023

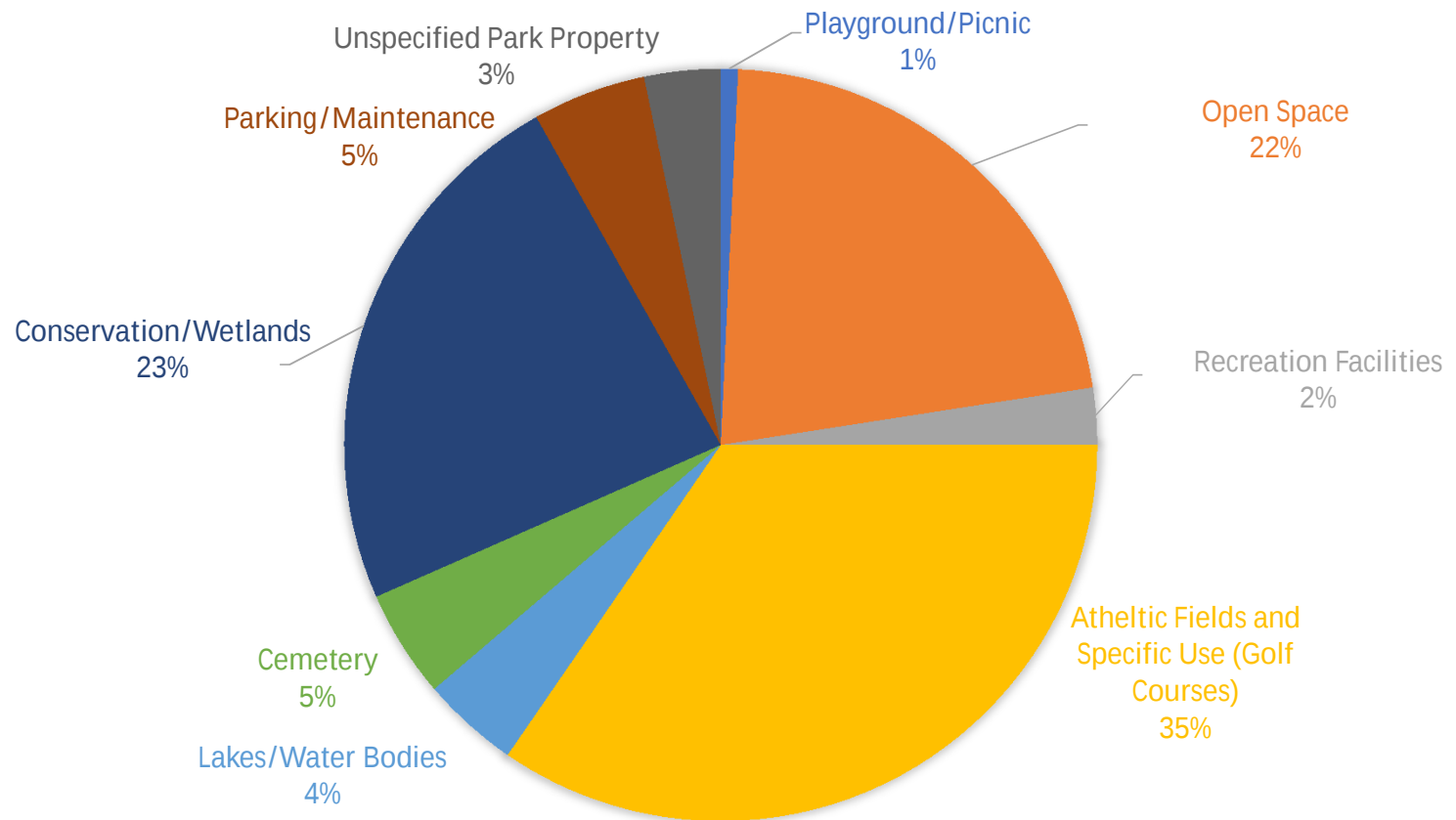
Purpose and Objectives

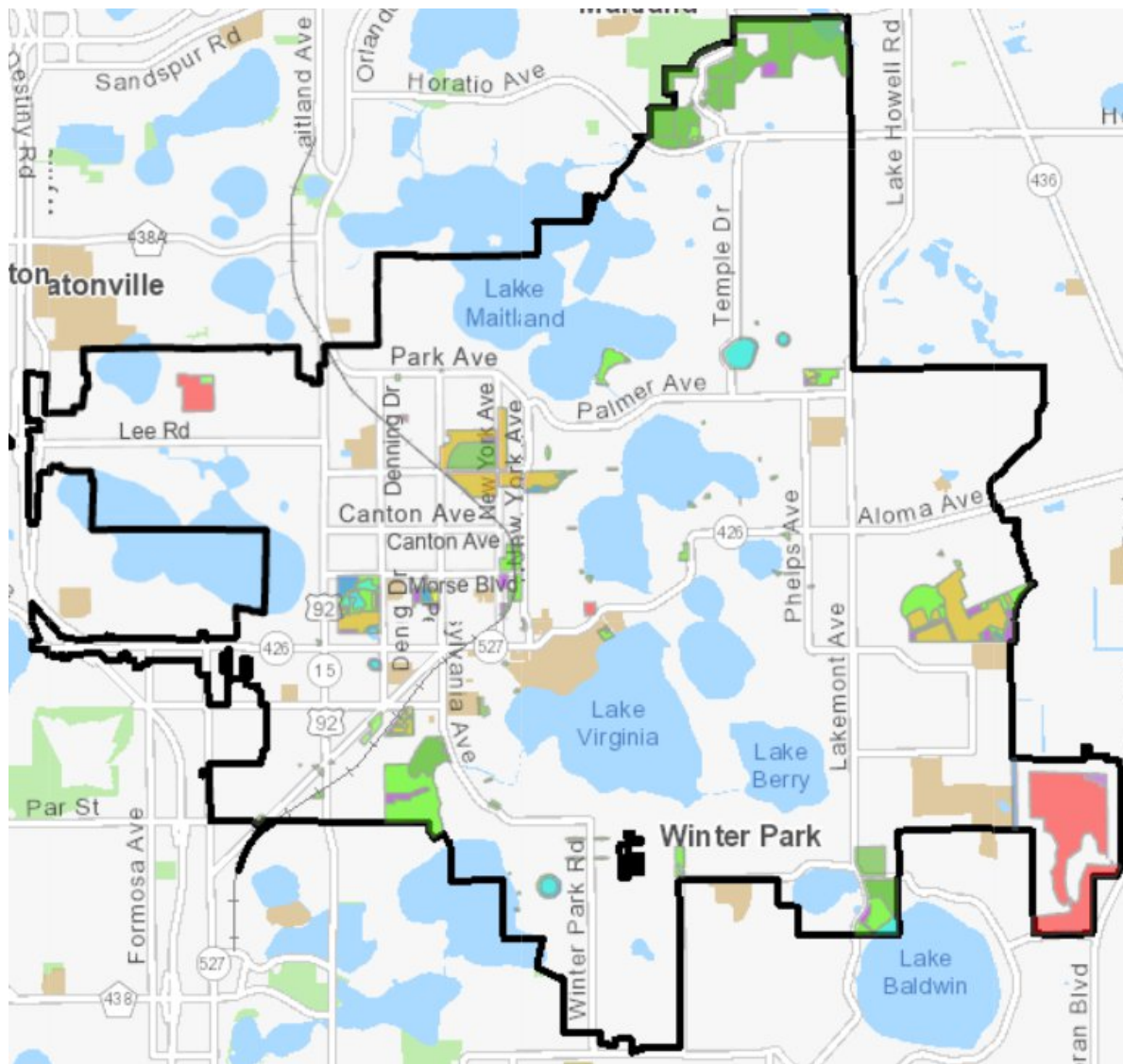
- Define clear definitions and hierarchy of terms such as Open Space, Green Space, Park Land so that future residents and stakeholders are working from same place.
- Make comment and suggestion on term adopted by Sustainability SAP goals.
- Comment and make recommendations on Comprehensive Plan items related to goals for Park Land, Green Space, and Open Space.
- Discuss and make recommendations as it relates to if certain acreage should or should not count towards current acreage totals.

Green Space Acreage Totals by Classification Type

Use Classification	Acres
Playground/Picnic	3.84
Open Space	113.79
Recreation Facilities	12.75
Athletic Fields and Specific Use (Golf Courses)	180.36
Lakes/Water Bodies	21.83
Cemetery	24.13
Conservation/Wetlands	122.35
Parking/Maintenance	25.45
Unspecified Park Property	17.08
	521.58

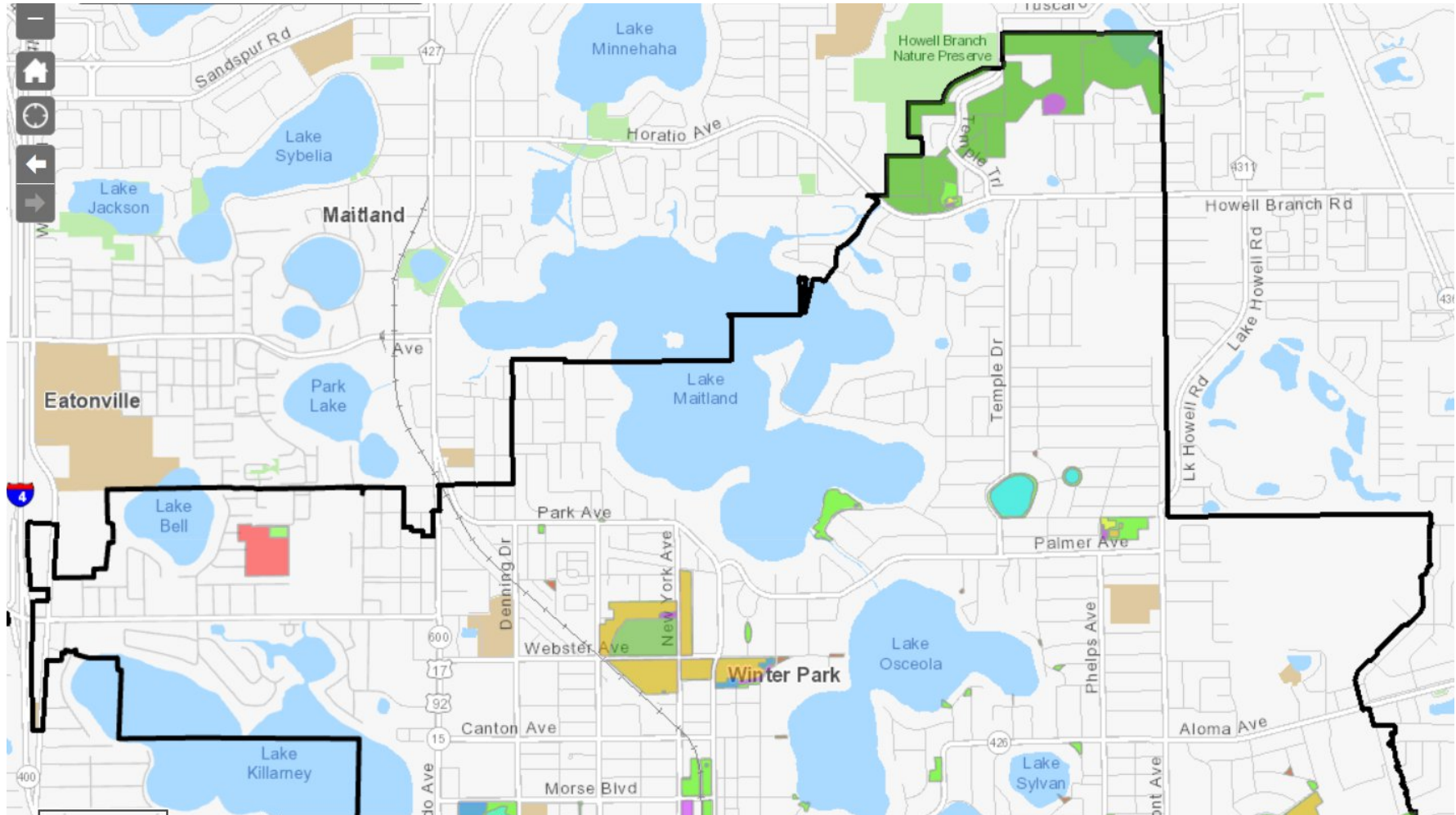
Green Space Acreage Composition by Classification



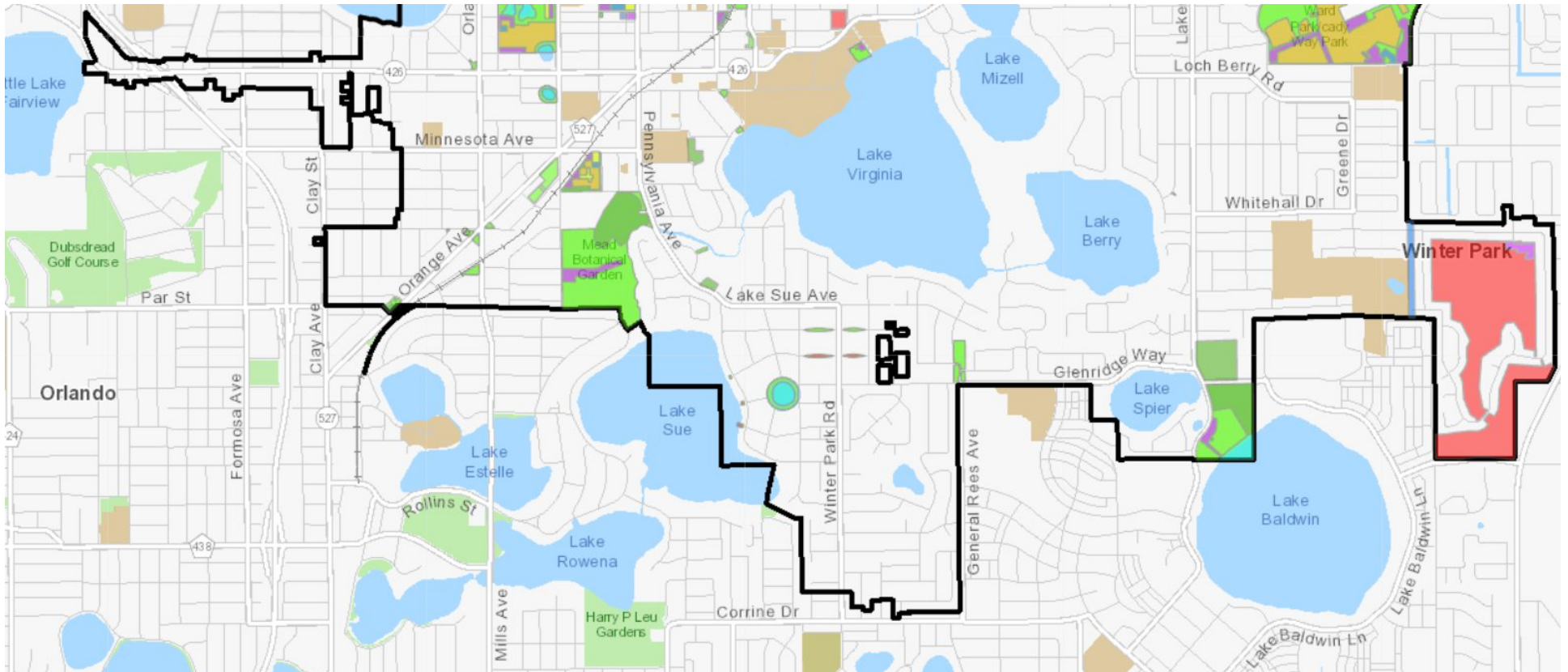


GIS Land Park Land Type Maps

North of Morse



South of Morse



City of WP Current Comprehensive Plan

Policy 6-1.1.1: Provide Minimum Level of Service of 10 Acres of Parkland per 1,000 Residents

Except within Ravaudage, the City shall provide a minimum of ten (10) acres of publicly owned parkland and conservation lands for each one thousand (1,000) residents. For the purpose of calculating this level of service, 'open space' shall be defined as publicly-owned passive or active recreational land and land left in its natural state for conservation purposes. Specifically excluded are the water area of city lakes, except for Lakes Chelton, Knowles, Midget, Wilbar, and Mendsen within Martin Luther King, Jr. Park, private garden areas or plazas in high-density or mixed-use developments and roadway landscaped median areas except for Kings Way and Reading Way median rights of way, Park Grove triangle, AJ Hanna Park, Sunset/Chestnut triangle, Golfview median, Lasbury/Maiden triangle, and Pulsifer Park triangle.

Policy 6-2.2.1: Park Accessibility to Neighborhoods

Neighborhoods shall be planned with park lands and open spaces intermixed with residential development and accessible within walking distance to residents. Park land within neighborhoods shall be designed to foster opportunities for social interaction and shall serve as a focal point for the surrounding residential areas.

Policy 6-2.2.2: Equitable Distribution of Park Land

The City shall emphasize future park acquisitions that equitably distribute park land throughout the City. All expenditures for parks and recreation land acquisition purposes shall be prioritized in accordance with the Parks and Recreation priority list for Community Parks (with a goal of two acres of Community Parks per 1,000 residents of the total LOS of ten acres) and Neighborhood Parks (with a goal of two acres of Neighborhood Parks per 1,000 residents of the total LOS of ten acres), as such list may be amended by the Parks and Recreation Board from time to time.

Acreage Comparison at Local Level

City of Winter Park – approximately 17.6 developed/undeveloped; 13.8 acres if HBP outer parcels considered undeveloped until trail system constructed.

City of Orlando

Our Growth Management Plan requires 3.25 acres per 1,000 residents which equates to needing to add 325 acres of park space in the next 25 years.

City of Maitland

5 acres per 1000 residents (currently short of it)

City of Winter Springs

8 acres per 1000 residents; 4 City owned/4 acres from state or county services

Seminole County

3.6 park acreage per 1000 residents with 1.8 developed and 1.8 undeveloped

Orange County

14,200 acres - 4,200 acres activity based (developed) or 5.96 per 1000 residents

10,000 acres resource based (undeveloped) 14.625 per 1000 residents

Acreage Comparison Nationally per NRPA Benchmarking Report

9.86 acres per 1000

EPA Definition of Open Space and Green Space

Open space is any open piece of land that is undeveloped and is accessible to the public. In your community, there could be many creative opportunities for open space preservation that could help connect the community and revitalize its economy and social connectivity. Some opportunities for community open space can include:

- ☐ **Schoolyards**
- ☐ **Playgrounds**
- ☐ **Public seating areas**
- ☐ **Public plazas**
- ☐ **Vacant lots**
- ☐ **Green space** (*land that is partly or completely covered with grass, trees, shrubs, or other vegetation*)
 - ✓ **Parks**
 - ✓ **Community gardens**
 - ✓ **Cemeteries**

FDEP/NPRA Classification and Definitions of Park Types

Mini Park

The mini park is used to address limited, isolated, or unique recreation needs of concentrated populations. Mini parks typically serve a quarter-mile radius. The size of a mini-park ranges between 2,500 square feet and one acre in size. These parks may be either active or passive, but address a specific recreational need rather than a particular population density, although a high population density may create a specific recreation need. Recommended improvements for mini parks may include a small pavilion, picnic area, park benches, and a 6 foot-wide perimeter trail. Off-street parking is not recommended.

Neighborhood Park

Neighborhood parks serve a variety of age groups within a limited area or neighborhood. They range in size from 1 to 15 acres and generally serve residents within a quarter- to half-mile radius. The neighborhood park includes areas for active recreation activities such as field games, court games, playgrounds, etc. Passive recreation activities may include walking, viewing, sitting, and picnicking. Facilities are generally unlighted and off-street parking is not recommended.

Community Park

Community parks are larger than neighborhood parks and serve several neighborhoods. They range in size from 16 to 99 acres and generally serve a user area of one to two miles in radius. The community park may include areas for intense recreation activities such as competitive sports, swimming, tennis, playgrounds, volleyball, etc. There may also be passive recreation opportunities such as walking, viewing, sitting, and picnicking.

Metropolitan Park

Metropolitan parks are large park facilities that serve multiple communities. They range in size from 100 to 499 acres and serve the entire city. The metropolitan park includes natural areas or developed areas for a variety of outdoor recreation activities such as ball fields, playgrounds, boating, fishing, swimming, picnicking, and trail systems.

Special Use Area

Special use areas and parks are for specialized or single-purpose recreation activities. NPRA defines these parks as historical areas, nature centers, marinas, golf courses, zoos, conservatories, arboretums, arenas, amphitheaters, plazas, or community squares. There are no specific standards for size or acreage since each site will vary. Special use parks may carry a double classification.

Linear Park / Linkages

Linear parks and linkages are built connections or natural corridors that link parks together. Typically, the linear park is developed for one or more modes of recreational travels such as walking, jogging, biking, in-line skating, hiking, horseback riding, and canoeing. Linear parks may include active play areas. The NPRA does not stipulate specific standards for linear parks other than they should be sufficient to protect the resource and provide maximum usage.

Conservancy

Conservancies include areas for protection and management of the natural / cultural environment with recreation use as a secondary objective. Recreation use might include passive recreation such as viewing and studying nature and wildlife habitat. The NPRA does not indicate specific acreage or size standards for the conservancy other than they should be sufficient to protect the resource and provide appropriate usage.

Distribution of Parks by Type 6.222 and 6.221

Distribution Map

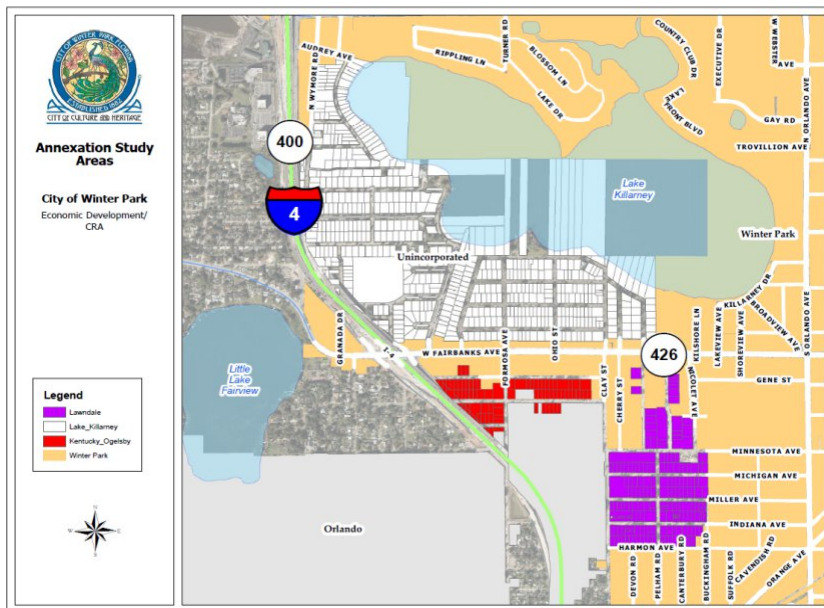
Current Community Parks include Central Park, WP Community Center/Shady Park, Dink Dock, Lake Baldwin, MLK Jr., Mead Botanical, Ward Park/Cady/Show, Winter Park Farmers Market, and Seven Oaks Park totaling approximately 185 acres (184.69) at approximately 29,500 residents for over 6.9 acres per 1000 residents. Light green circle is 1m radius.

Neighborhood Parks include Kraft Azalea, Orwin Manor, Phelps Park, Trismen Park, Villa View Park, Harland Park, Howell Branch Preserve (existing developed space) consists of 27.19 acres with an additional 47.19 acres of community park functioning as neighborhood for totaling 76.32 serving 29,500 residents. This provides 2.59 per 1000 residents w/o counting any mini parks. Light blue circle with yellow outline 1mi radius.

Park Acreage by Type Applies to 6.111/6.222

Park Land Acreage By Category

Type	# of Sites	Acres	Acres/Comp Plan Goal
Special Purpose		140.13	
Community Parks	9	135.56	60
Neighborhood Parks	7	27.19	
Community Park Acreage Serving as Neighborhood Park		49.13	
Neighborhood Parks		76.32	60
Mini Parks	36	27.58	
Linear Recreation	1	3.72	
Conservation	5	102.67	
Total Park Land Acreage		399.55	300



Distances from Closest Existing Parks

- Central Park - 1.5-2m
- MLK Park - .75m – 1m
- Orwin Manor Park - .25m (Lawdale) - .75m
- Mead/7 Oaks/Azalea Lane - .5m – 1.5m

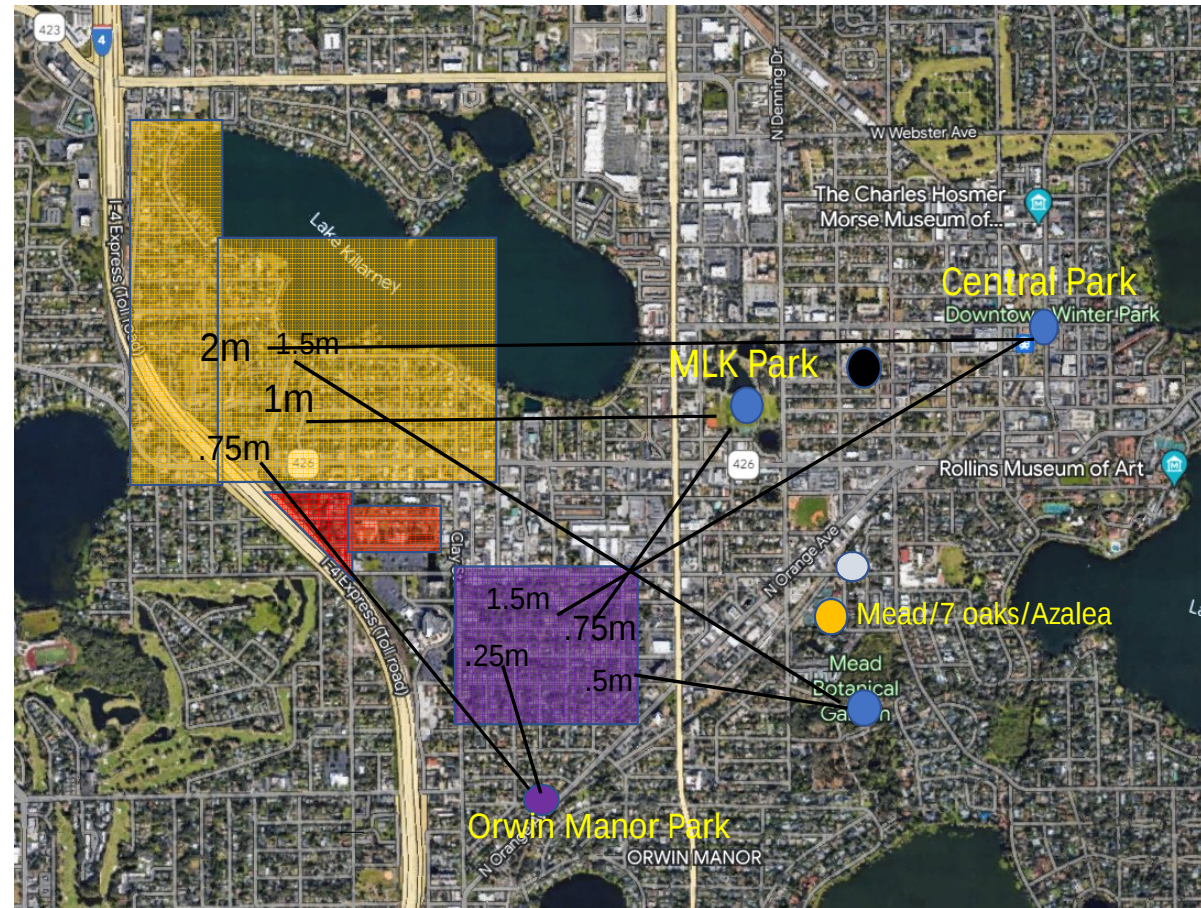
Closest Park and Distance by Annex section

LAWNDALE - .25miles to Orwin Manor Park

LAKE KILLARNEY – Orwin Manor and MLK .75 -1m

Kentuck-Ogelsby – Orwin Manor .5m and MLK .75m

K-O annex area minimal residential



Annexation Areas	Killarney	Kentucky-Ogelsby	Lawndale
Est. Population	1,261	55	470
Est. Households	595	19	226

Potential Annexation Areas and Impacts



item type	Action Items	meeting date	September 20, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Winter Park Chamber of Commerce Fee Waiver

motion / recommendation

If will of board, reopen the item for new motion and decision related to fee waiver items in question.

background

This item was part of the July 2023 meeting agenda. The first motion, approving a full fee waiver for all Chamber events, failed to pass with a 3-3 vote. At the end of the August 14 meeting, a board member requested that item be brought back to board for discussion at next meeting. Members agreed to bring the item back for further discussion. The board member requesting the item be brought back for discussion was on the prevailing side of a 4-2 on second motion allowing item to be brought back to board.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Winter Park Chamber Events "Unapproved.pptx"](#)

ATTACHMENTS:

[WP Chamber Fee Waiver Request for Approved by PRAB.pptx](#)

Winter Park Chamber Events – Unapproved

Thursday, January 25, 2024 – Cheers to You – WPEC – 175 people– 5 to 8pm

Cost: \$1350/ Director Approved Fee Waiver: \$675/ **Remainder: \$675**

Thursday, January 25, 2024 WPEC Rooftop Meeting Room – 25 people – 9am to 12pm

Cost: \$750/ Director Approved Fee Waiver: \$375/ **Remainder: \$375**

Tuesday, July 23, 2024 – Soiree – WPEC – 200 people – 5 to 8pm

Cost: \$1350/ Director Approved Fee Waiver: \$675/ **Remainder: \$675**

Tuesday, June 18, 2024 – Political Mingle – WPEC – 200 people – 5:30-7:30pm (held in 2022 at WPEC)

Cost: \$900/ Director Approved Fee Waiver: \$450/ **Remainder: \$450**

WP Chamber Fee Waiver Request for FY24

Thursday, January 25, 2024 – Cheers to You – WPEC – 175 people– 5 to 8pm

WPEC Rooftop Meeting Room – 25 people – 9am to 12pm

Tuesday, July 23, 2024 – Soiree – WPEC – 200 people – 5 to 7:30pm

Saturday, October 12, 2024 – AAF Saturday Night Artist Party - WP Farmers' Market– 300 people – 5 to 7pm - Approved

Tuesday, June 18, 2024 – Political Mingle – WPEC – 200 people – 5:30-7:30pm (held in 2022 at WPEC)

Saturday and Sunday, October 12 th-13 th, 2024 - Autumn Art Festival – Central Park/Park Ave - Approved

Tuesday, October 29, 2024 – Best of Winter Park – WP Farmers' Market – 300 people – 5 to 7:00pm - Approved

Christmas Weekend events – Central Park/Park Ave - Approved

December 6, 2024 - Winter on the Ave

December 7, 2024 - Parade alternatives / other considerations



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	September 20, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Staff Update

motion / recommendation

NA

background

Update regarding projects. Additional report related to cemetery fees and costs will be provided.

alternatives / other considerations

fiscal impact