



Community Redevelopment Advisory Board Regular Meeting

Agenda

January 25, 2024 @ 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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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 the minutes of the regular meeting, November 9, 2023 1 Minute
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Action Items**
 - a. Community Center Enhancements 10 minutes
 - b. License Plate Reader (Parking) Improvements 15 minutes
 - 5. Non-Action Items**
 - a. Knowles Parking Refurbishment 20 minutes
 - 6. Staff Updates**
 - a. Staff Updates 5 minutes
 - 7. Board Comments**
 - 8. Upcoming Agenda Items**
 - 9. Adjournment**



Community Redevelopment Advisory Board

agenda item

item type

Consent Agenda

meeting date

January 25, 2024

prepared by

Charisma Lowery, Board Coordinator

approved by**subject**

Approve the minutes of the regular meeting, November 9, 2023

motion | recommendation**background****strategic objectives****alternatives | other considerations****fiscal impact****attachments**

1. CRAB-MIN -2023-11-09 DRAFT



Community Redevelopment Advisory Board Regular Meeting Minutes

November 9, 2023 at 5:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Matthew Downs, Jay Trent, Sherwin Sargeant, Anjali Vaya, Carlos Benitez

Absent

Lindsay Siddiqui, Maria Bryant

Staff Present

Director of Office of Management & Budget Peter Moore; Assistant Director of Economic Development/CRA Kyle Dudgeon; Board Coordinator Charisma Lowery

1. Call to Order

The meeting was called to order at 5:39 p.m.

2. Consent Agenda

- a. Approve the minutes of the regular meeting, September 29, 2023

**Motion made by Carlos Benitez to approve the minutes as presented;
seconded by Sherwin Sargeant. Motion carried unanimously with a 5-0 vote.**

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

4. Action Items

5. Non-Action Items

- a. CRA Extension & Expansion

Staff and GAI Consultants met in regards to potentially extending or expanding the Community Redevelopment Area. The delegation of authority is given by Orange County as the charter county to allow the CRA, shared redevelopment objectives between the City and County are to be achieved. The major elements brought forward for the extension are affordable housing, infrastructure resiliency & sustainability, and traffic safety. The CRA requested that three expansion areas be considered (Lee Road, Fairbanks Avenue and Orlando Avenue) however the County has indicated that they are only willing to consider the West Fairbanks Avenue corridor area. Staff presented a map showing the Fairbanks Avenue Gateway corridor area to be considered for inclusion in Winter Park CRA. Redevelopment strategies and capital projects were discussed. Staff

noted 36% of single-family homes in Winter Park have been supported by CRA grants. Further discussion followed.

b. Central Park Area Improvements: Public Facility

Staff have received approval from the Commission for the artist selection regarding the Memorial Corner. Additional funding for Martin Luther King (MLK) park has been allocated. Staff and the artist selected have coordinated regarding development and official licensure of the sculpture. Currently, staff are developing the scope of services for the playground, to be reviewed by the board. Continued work on the New York Avenue Streetscape Project is ongoing. Further updates to follow.

6. Staff Updates

a. Staff Updates

Staff opened the floor for board questions regarding ongoing improvements/projects listed in the agenda packet. A brief discussion ensued about upcoming meeting dates, and the December 14 meeting was canceled. The next meeting is scheduled for January 25, 2024.

7. Board Comments

Ms. Vaya brought attention to concerns regarding CRA's Affordable Housing and suggested staff schedule a meeting between the board members, staff and the Chair of West Winter Park Neighborhood to discuss the CRA extension and answer any questions that may arise. Staff will gather clarifying information and address this suggestion at a later date.

8. Upcoming Agenda Items

Due to a lack of action items for the December agenda, the meeting was canceled.

9. Adjournment

The meeting adjourned at 6:25 p.m.

Minutes approved by the board on _____
/s/ Charisma Lowery, Board Coordinator



Community Redevelopment Advisory Board

agenda item

item type

Action Items

meeting date

January 25, 2024

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by**subject**

Community Center Enhancements

motion | recommendation

Motion to approve payment of audio/video upgrades to the Community Center

background

The Winter Park Community Center opened its doors to the public on October 1, 2011. Approximately 38,000 square feet in size, it offers recreational opportunities for all ages. During its construction, several items required a bid and at that time, the purchasing policy dictated the lowest bid for equipment. Both staff and the general public use the Community Center rooms for activities, clubs and meeting spaces. Each of the meeting rooms; the Elm, Oak, Cedar and Cypress have varying degrees of audio and video capability. The requested improvements would provide consistent audio/video support for staff and the public who regularly use the room as the Community Center is often booked to capacity.

The current system is out of date and no longer supported by manufacturer. This makes it difficult to find capable repair services. Upgrades to the system would elevate the level of service of the community rooms by mitigating annual repair costs, reducing staff time when troubleshooting, and provide a high level of reliability.

Since the community center was developed, the Parks Department has been maintaining the center with general revenue funds. The CRA supports the Center with \$60,000 in programming support. This accounts for roughly 52,000 interactions per year from all ages of youth to senior. It does not account for brick and mortar improvements which this request is in line with and consistent with the CRA plan.

strategic objectives

alternatives | other considerations

Do not consider the request

fiscal impact

Cost to not exceed \$30,000.

attachments

1. Community Center AV quote



Scope of Work

Client	City of Winter Park
Contact	Sujay Sukhadia
Project	City of Winter Park Media Room
Date	September 16, 2020
Proposal Number	344265-1

The following design(s) contain owner furnished equipment (OFE) at the request of the client. All OFE equipment is considered to be in full working order, meeting or exceeding the original manufacturer's specifications and currently supported by the manufacturer(s). This includes software, firmware and or operating system(s) required to interface with the supplied AVI-SPL system design. All OFE devices are to be tested by AVI-SPL upon commencement of installation. Any and all defects, functional issues or equipment failures will be reported to client. Upon discovery of defects, it is the responsibility of the client that the OFE devices be repaired or replaced at additional cost to the client, not included in this scope of work. In the instance that additional equipment is needed, or repairs are required, the installation may be delayed or stopped until the defective owner furnished equipment is deemed suitable for installation. All owner furnished equipment is not covered under the provided warranty, unless noted and recorded in a separate service agreement.

Oak Ballroom

AVI-SPL will:

- De-install the existing switching system, audio processing system, wall plate inputs, touch panel interfaces and analog mixer. The existing speakers, audio amplifiers, projector, projector screen, control processor and rack system will be retained in the new system. All unused equipment will be handed over to a City of Winter Park representative.
- Provide and install a digital video and audio matrix, delivered via a stand-alone network infrastructure which will support resolutions up to 3840X2160 (UHD/4k). This switching system will be scalable (*based on bandwidth requirements of each endpoint*) and will support digital video, digital and analog audio and USB 2.0 routing. The system will include an appropriately sized network switch which can be either on or off the customer LAN. If the customer should decide to host all endpoints on their network a list of network requirements will be provided.
 - Ballroom A:
 - Outputs to include:
 - One (1) wall plate output equipped with one (1) HDMI output for connecting owner furnished display or projection. The output will mirror all other wall plate outputs in the system.
 - Ballroom B:
 - Sources to include:
 - One (1) wall plate input equipped with one (1) HDMI input.
 - Outputs to include:
 - One (1) wall plate output equipped with one (1) HDMI output for connecting owner furnished display or projection. The output will mirror all other wall plate outputs in the system.
 - Ballroom C:
 - Sources to include:
 - One (1) wall plate input equipped with one (1) HDMI input.
 - One (1) Blu-Ray disc player located at the rack enclosure.
 - Outputs to include:
 - One (1) owner furnished projection system.
 - Ballroom D:
 - Sources to include:
 - One (1) wall plate input equipped with one (1) HDMI input.

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- Outputs to include:
 - One (1) wall plate output equipped with one (1) HDMI output for connecting owner furnished display or projection. The output will mirror all other wall plate outputs in the system.
- Provide and install a new digital signal processor (DSP). The DSP will handle all audio related tasks including: equalization, signal compression, routing and feedback elimination.
 - Ballroom A:
 - Outputs to include:
 - One (1) owner furnished speaker zone.
 - Ballroom B:
 - Sources to include:
 - One (1) wall plate input equipped with one (1) 3.5 TRS and one (1) XLR female input. The input plate will route to the room zones based on the room's current combination mode.
 - Outputs to include:
 - One (1) owner furnished speaker zone.
 - Ballroom C:
 - Sources to include:
 - One (1) program audio feed from the switching system.
 - One (1) owner furnished wireless microphone system. The wireless microphone will follow the rooms current combination mode.
 - One (1) wall plate input equipped with one (1) 3.5 TRS and one (1) XLR female input. The input plate will route to the room zones based on the room's current combination mode.
 - Outputs to include:
 - One (1) owner furnished speaker zone.
 - One (1) owner furnished / existing assisted listening system.
 - Ballroom D:
 - Sources to include:
 - One (1) wall plate input equipped with one (1) 3.5 TRS and one (1) XLR female input. The input plate will route to the room zones based on the room's current combination mode.
 - Outputs to include:
 - One (1) owner furnished speaker zone.
 - Corridor:
 - Outputs to include:
 - One (1) owner furnished speaker zone.
- Modify the existing control system. The control system is to be accessed via a new touch panel interface. The touch panel interface shall be 10", wall mounted and hardwired in the rack room. The user interface will follow an AVI-SPL Framework and shall need to be approved by a customer representative prior to system installation. Accessible functions to include:
 - System on/off.
 - Room combination modes (*audio combination, video will distribute at all times*).
 - Video source selection (*Room C and all attached rooms based on combination mode*).
 - Audio source selection (per room).
 - Assisted listening source selection.
 - Wireless microphone reinforcement level and mute.
 - Audio level and mute.
- Install all new hardware into the owner furnished / existing rack enclosure. The existing power distribution will be retained.



Customer will:

- Provide power at the following locations:
 - Rack location.
- Provide cable path between the rack and each wall plate location.

Customer is responsible for any and all electrical, core drilling, drywall repair, painting or modifications to millwork. System will be fully tested after installation.

AVI-SPL

Customer

Print Name: _____



Community Redevelopment Advisory Board

agenda item

item type

Action Items

meeting date

January 25, 2024

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by**subject**

License Plate Reader (Parking) Improvements

motion | recommendation

Approve as recommended

background

In 2017-2018, city staff worked with consultant Kimley Horn as part of a comprehensive parking management plan to help support the public parking areas of downtown. Included were recommendations on policy, last mile considerations, and technology innovations. One of those innovations was an investment in License Plate Reader (LPR) software for more effective use of parking enforcement. During the study, parking enforcement accounted anywhere from 2,400-2,800 tickets per year, 87% of which were done by the city's parking enforcement officer (PEO). Additionally, it was determined on average a PEO can account for 500 spaces per hour. With roughly over 2,000 spaces in the downtown, efficiency becomes paramount to ensure proper turnover and effective utilization of each space.

Since that time, staff has seen a four-fold increase in the number of parking spaces reviewed during each shift by the city's PEO. As this was a technology that was introduced roughly five years ago, staff is requesting the opportunity to spend funds on improving the hardware and software as the useful life of each is expected to expire and become unsupported. Limited funds remain as part of a rollover capital project fund for this item, which means staff is not recommending any new money be considered.

strategic objectives**alternatives | other considerations**

Do not consider the purchase

fiscal impact

Costs are anticipated at roughly \$40,000

attachments

None



Community Redevelopment Advisory Board

agenda item

item type

Non-Action Items

meeting date

January 25, 2024

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by**subject**

Knowles Parking Refurbishment

motion | recommendation

N/A

background

From time to time, CRA staff receives requests regarding improvements to public infrastructure that are not within the realm of the city's general capital improvement plan. In this particular case, the Knowles area has largely been known as a parking area for merchants, residents, and guests. One of its major characteristics is its minimalist approach to parking spaces, curbing, and asphalt paving. As seen in the photo attachments, this approach over the years has started to lead to weathering of paint, cracks and broken curb, and standing water. The new design looks to mitigate some of these issues by repaving, providing larger parking spaces, updating stormwater runoff where applicable, and inserting new hardscaping around existing tree locations for aesthetics and shade. After staff review, there is an opportunity cost of a loss of 10 parking spaces. This delta is largely due to the protection of existing trees, repainting of areas for traffic flow, and expansion of hardscape areas for refuge islands and medians.

strategic objectives**alternatives | other considerations**

Do not consider the plan

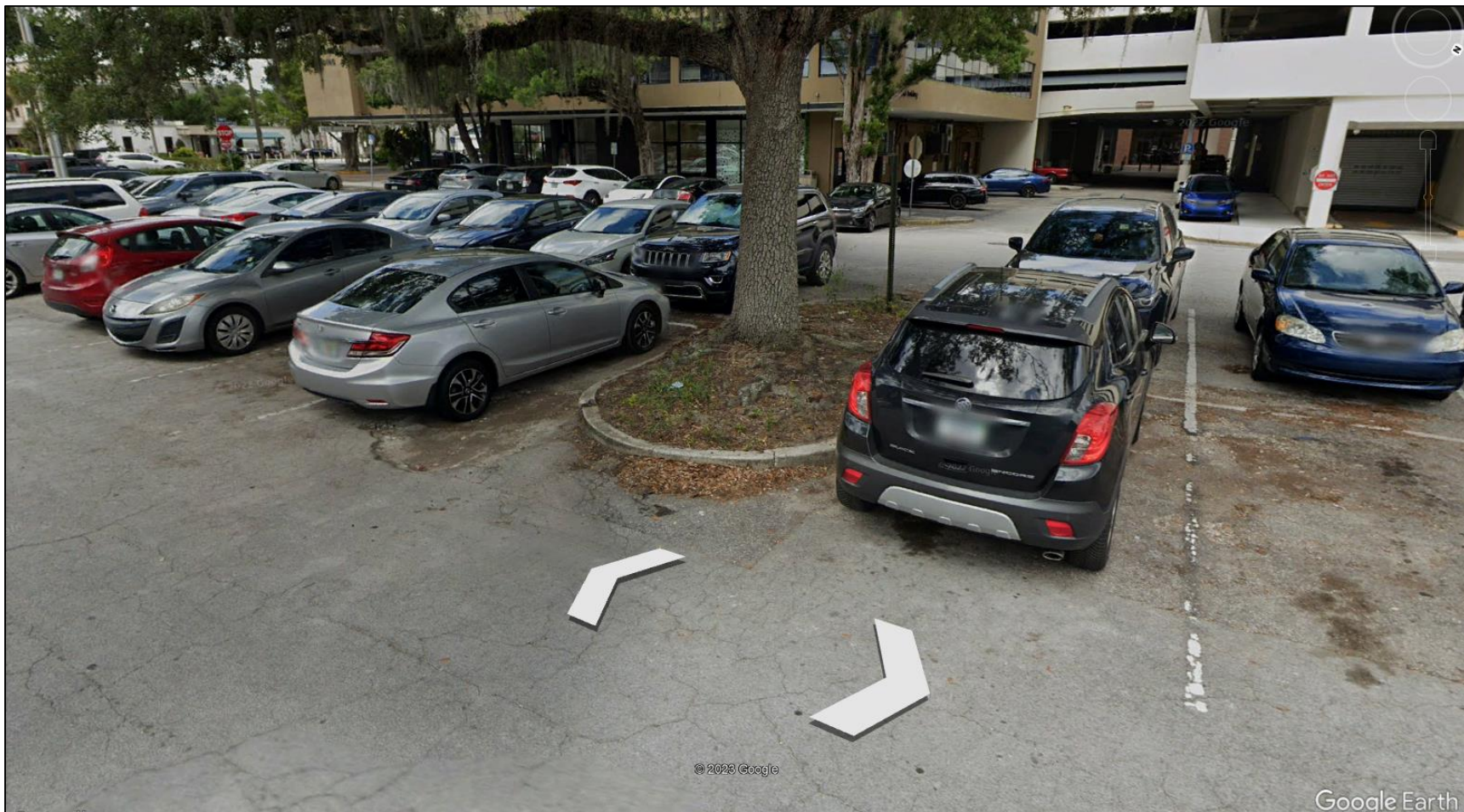
fiscal impact

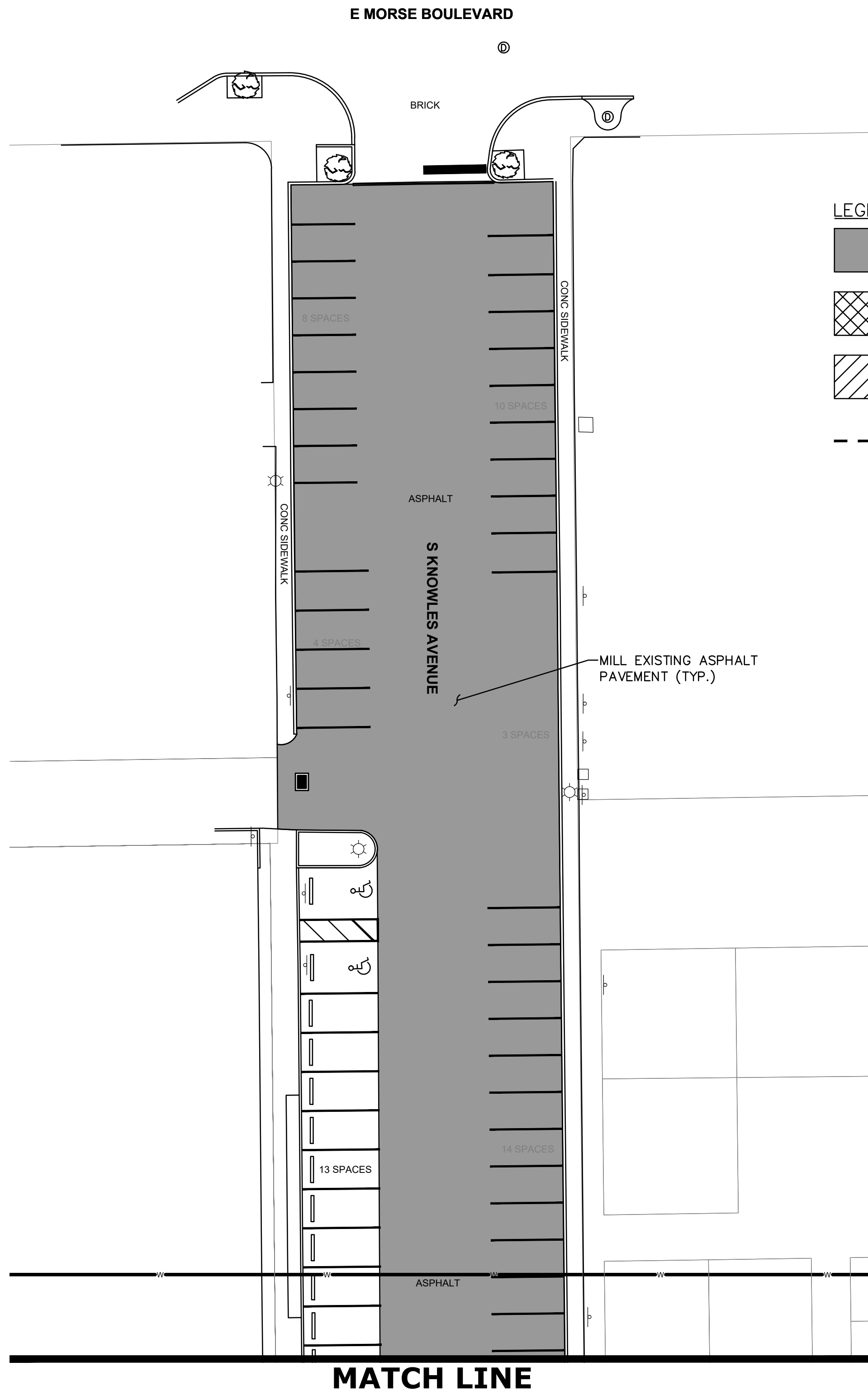
~\$120,000 from miscellaneous enhancements

attachments

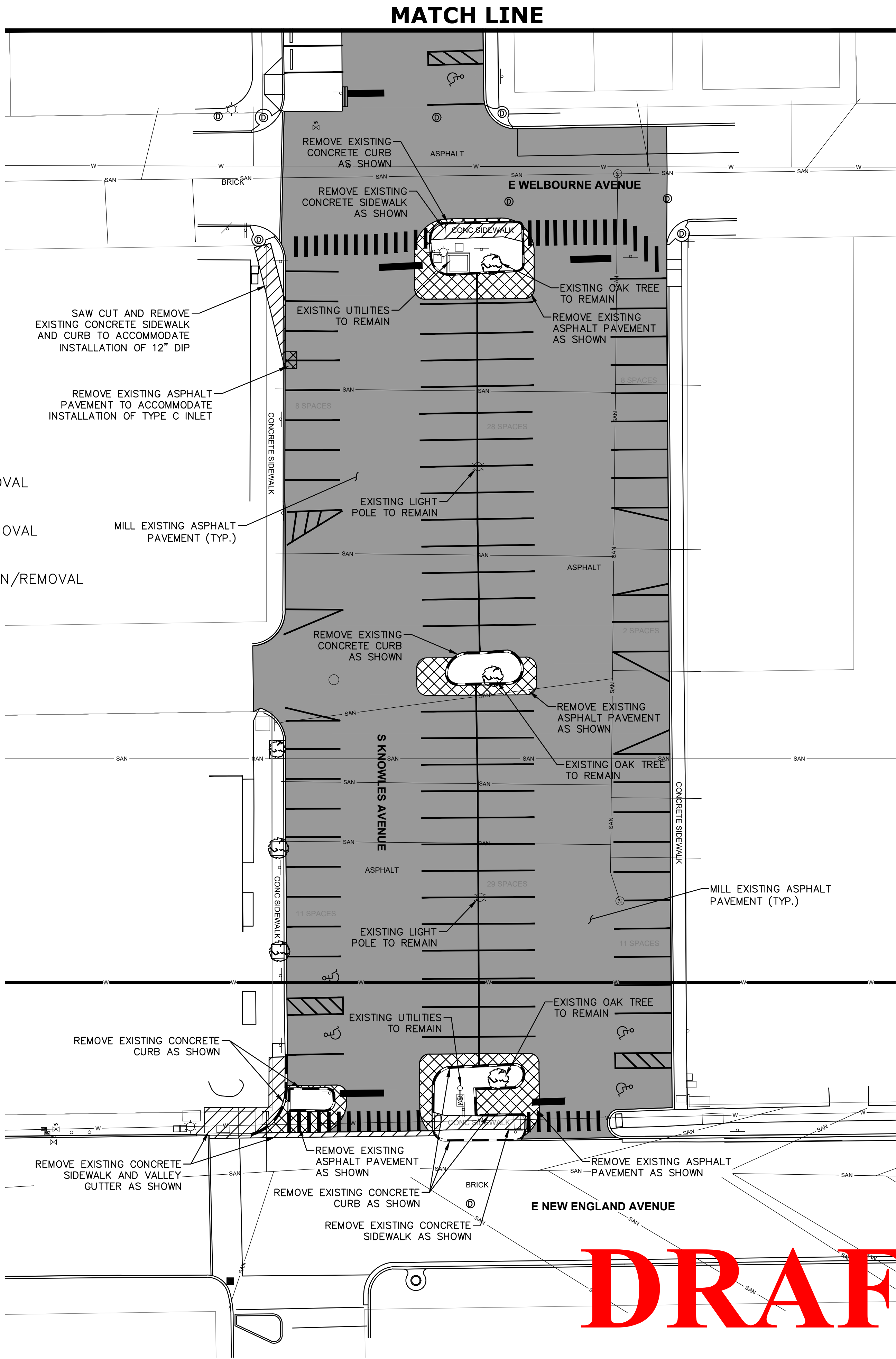
1. Knowles existing conditions
2. PLAN_DEMO-34x22
3. PLAN_SITE-34x22







- LEGEND:
- ASPHALT MILLING
 - ASPHALT DEMOLITION/REMOVAL
 - CONCRETE DEMOLITION/REMOVAL
 - CONCRETE CURB DEMOLITION/REMOVAL



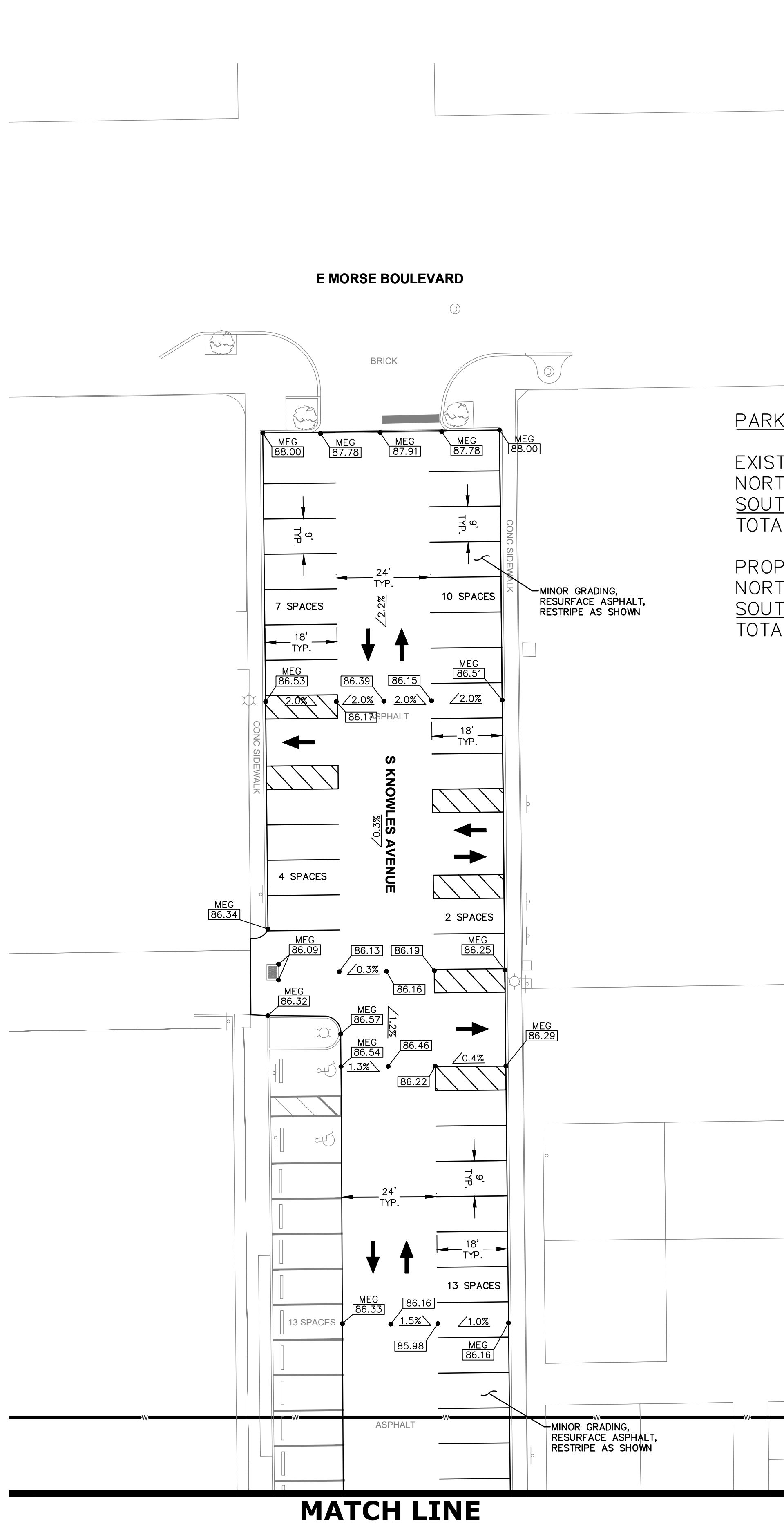
DRAFT

FILE NAME PLOT CODE CAD Plot.CTB	DATE	REVISED BY	CHKD. BY	REVISIONS	DESIGNED BY BLP	DRAWN BY BLP	CHECKED BY HL	APPROVED BY DM	PROJECT NUMBER 00-00-00	DATE 12-05-23	SHEET NO. 1	of 1	1 INCH = 20 FEET	S KNOWLES AVE. BETWEEN MORSE BLVD. AND NEW ENGLAND AVE.	SITE DEMOLITION PLAN	PROJECT NUMBER 00-00-00

City of Winter Park

401 Park Avenue South
Winter Park, Florida 32789
Telephone (407) 599-3399

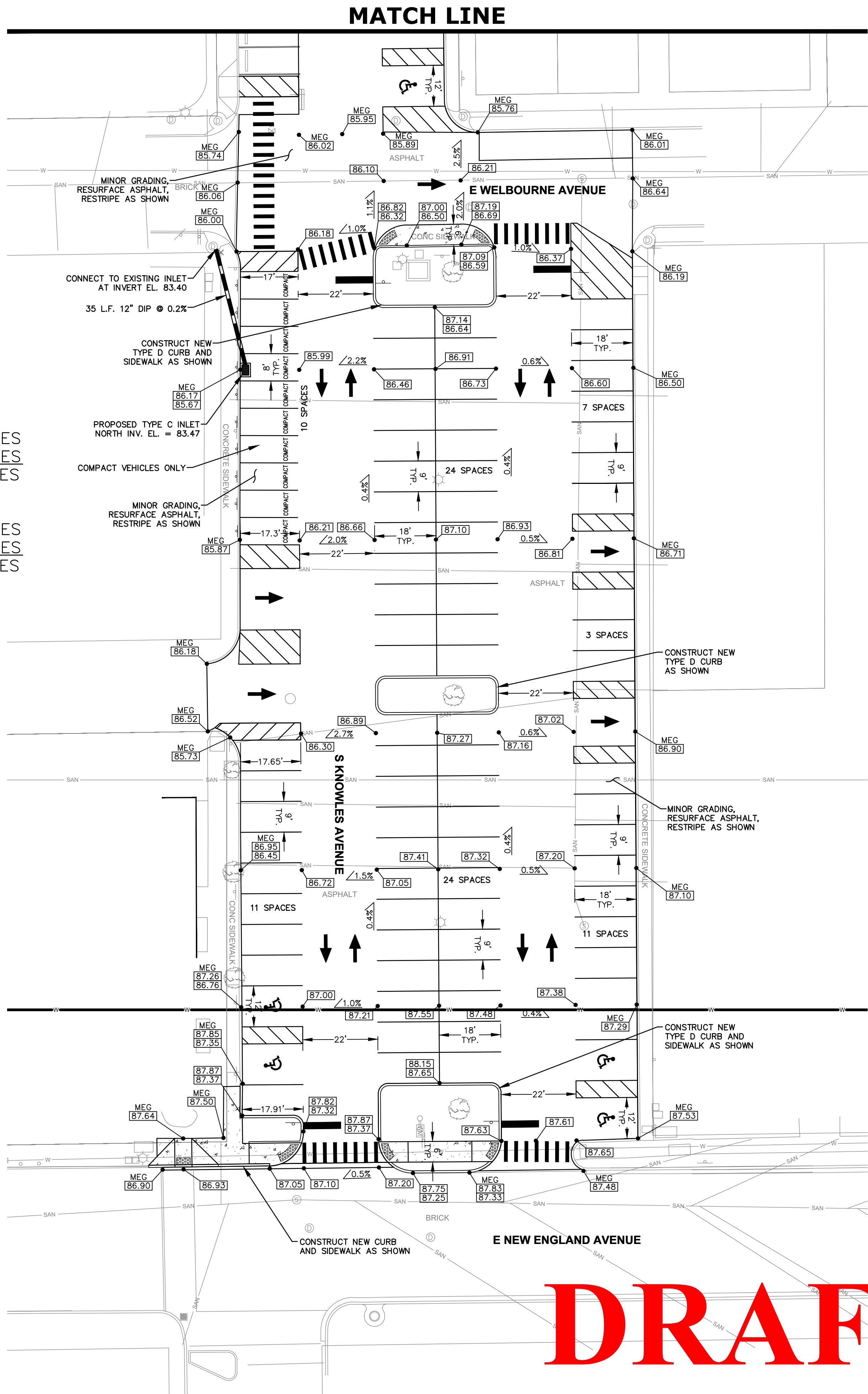
City of Winter Park



PARKING SUMMARY

EXISTING CONDITION:
NORTH OF WELBOURNE AVE. = 52 SPACES
SOUTH OF WELBOURNE AVE. = 97 SPACES
TOTAL PARKING = 149 SPACES

PROPOSED CONDITION:
NORTH OF WELBOURNE AVE. = 49 SPACES
SOUTH OF WELBOURNE AVE. = 90 SPACES
TOTAL PARKING = 139 SPACES



DRAFT

PROJECT NUMBER	00-00-00
	DATE
SHEET NO.	1
	of
S SITE CONSTRUCTION PLAN	
S KNOWLES AVE. BETWEEN	
MORSE BLVD. AND NEW ENGLAND AVE.	
Winter Park, Florida	
DESIGNED BY	BLP
	CHECKED BY
DRAWN BY	BLP
	APPROVED BY
DATE	
	REVISED BY
FILE NAME	
	PLAT CODE
CAD	Plot.CTB



Community Redevelopment Advisory Board

agenda item

item type

Staff Updates

meeting date

January 25, 2024

prepared by

Kyle Dudgeon, Assistant Division Director of
Economic Development/CRA

approved by

subject

Staff Updates

motion | recommendation

N/A

background

Staff is providing an update relative to the following topics. In general, these do not necessitate action by the board, but are included to provide the public the most up-to-date information regarding the status of various issues. The board may use this time to address discussion or viewpoints on these items.

New York Avenue Streetscape - Phase II intersection of New York at Comstock is complete. Morse is at 50% including removal of mast arm on the northeast corner. Remaining intersections at Welbourne (50%) and New England (50%).

W. Park Avenue Streetscape - Approved as part of the FY24 budget, the scope of the project included moving the curb on West Park Avenue to allow for an additional parking space and enclosure of the dumpster located at the end of the road. To date, the curb has been moved and parking added. Enclosure for the dumpster has also been done. Project complete.

Denning/Webster North Enhancements - Extension of mixed-use path north of Webster approved by CRA Agency on August 24 with a value of 500k. Design concept at 100% construction documents. Focus has been on the Denning/Fairbanks intersection improvements so work would begin post completion.

Denning/Fairbanks Improvements - FDOT permit acquired and solicitation complete with vendor contracted. Project underway.

Shady Park Enhancements - Staff has met with the artist and stakeholders regarding concept designs for the art piece. Molding and pouring of the pieces are currently underway. This phase and construction is estimated at 7 months. Additional improvements to Shady Park (fixture, hardscape, landscape) will be coordinated within this timeline. Staff has procured a general contractor for the work outside the scope of the artist.

MLK Park & Memorial Corner - Artist selection for the memorial corner is completed and approved by the Commission. Artist has development a concept with community stakeholders and staff receiving approval of

official licensure of the sculpture by Dr. King's estate. Community playground concept was approved by Agency in August. Staff is developing the scope of services for the playground, to be reviewed by the board. Copies of the latest information on MLK Park can be found at:
<https://cityofwinterpark.org/government/projects/mlk-jrpark-renovations-project/>

CRA Extension - Staff has met with the County regarding extension and expansion opportunities and are conceptually agreeable to the terms of a 10-year extension and expansion on Fairbanks Avenue. Staff is awaiting an updated plan document which would outline the purposes of the extension and expansion from their consultant GAI.

strategic objectives

alternatives | other considerations

fiscal impact

attachments

None