



City Commission Regular Meeting

Agenda

March 12, 2025 @ 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ 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. Meeting Called to Order**
- 2. Invocation - Pastor Mark Frenier, Encounter Christian Church**
- 3. Pledge of Allegiance**
- 4. Approval of Agenda**
- 5. Mayor's Report**
- 6. City Manager's Report**
- 7. City Attorney's Report**
- 8. Non-Action Items**

9. Public Comments | 5 p.m. or soon thereafter

(If the meeting ends earlier than 5 p.m., public comments will be at the end of the meeting. Three minutes are allowed for each speaker.)

10. Consent Agenda

- a. Approve the minutes of the regular meeting, February 26, 2025. 1 minute
- b. Approve the minutes of the work session, February 27, 2025. 1 minute
- c. Approve the following piggyback contracts: 1 minute
 1. JMD Global Developers, Inc. - City of Cocoa Contract #B-21-30-COC-A - Concrete Sidewalks, Curbs & Gutter Construction Services; additional funding for upcoming CRA projects, brick road improvements and concrete upgrades during the term of the agreement through December 20, 2026; Amount: \$1,200,000
 2. BluSky Restoration Contractors, LLC - Orange County Public Schools Contract #RFP24005 - Emergency Response Disaster Recovery Restoration Remediation; for services on an as-needed basis during the term of the agreement through September 24, 2027; Amount: \$500,000
 3. PCL Construction Services, Inc. - City of Orlando Contract #RFQu24-0024-6 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
 4. Carr & Collier, Inc. - City of Orlando Contract #RFQu24-0024-3A - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis

- during the term of the agreement through February 9, 2027;
Amount: \$400,000
5. Cathcart Construction Company - City of Orlando Contract #RFQu24-0024-1 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
 6. Gibbs & Register, Inc. - City of Orlando Contract #RFQu24-0024-3B - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
 7. J. Malever Construction Company, Inc. - City of Orlando Contract #RFQu24-0024-5 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
 8. Schuller Contractors, Inc. - City of Orlando Contract #RFQu24-0024-7 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
 9. Gresco Utility Supply Inc. - City of Ocala Contract # ELE/190961 - Transformer Supply and Delivery Services - Renewal; for services on an as-needed basis during the term of the agreement through July 5, 2025; Amount: \$200,000
 10. Fausnight Stripe & Line, Inc. - Seminole County Contract #IFB-604562-23LNF - Roadway Markings, Striping & Brick Surfacing; additional funding for services on an as-needed basis during the term of the agreement through August 28, 2026; Amount: \$200,000
 11. Xylem Dewatering Solutions, Inc. - Florida Sheriff's Association Contract #FSA23-EQU21.0 - Equipment: Mobile Pump; for goods on an as-needed basis during the term of the agreement through September 30, 2025; Amount: \$450,000

d. Approve the following contracts:

1 minute

1. Faster Asset Solutions - Fleet Management Software as a Service (SaaS) Agreement; Amount: \$135,000
2. RFP2-23 - Foundation Risk - Liability Insurance Agent/Broker of Record - Renewal; for services on an as-needed basis during the term of the agreement through March 19, 2026; Amount: \$1,850,000

e. Approve the following purchases:

1 minute

-
1. ABM Industries Group, LLC - Janitorial Services & Equipment;
Amount: \$750,000

11. Action Items Requiring Discussion

- a. Donation of property located at 1825 Gipson Green Lane for a park. 10 minutes
- b. Non-Profit Grant Program 10 minutes

12. Public Hearings: Quasi-Judicial Matters

(Public participation and comment on these matters must be in-person.)

- a. Ordinance amending Article VIII Historic Preservation of Chapter 58, concerning the process and procedures for certificates of review subject to public notice and public hearing, and penalties for unauthorized significant alterations or demolitions. (1st reading) **Tabled from January 8, 2025. Request from Staff to table to May 14th.** 5 minutes
- b. Ordinance 3332-25 - Vacating and abandoning a portion of Cypress Avenue between the FDOT Sunrail right-of-way and Palmetto Avenue. (2nd reading) 10 minutes
- c. Request of Presbyterian Retirement Communities, Inc. to: re-establish the Conditional Use approval, which expired in November 2018, for the amended 16,650-square foot Lifelong Learning Center addition to the Winter Park Towers facility, located at 1111 S. Lakemont Avenue, zoned R-4. 15 minutes

13. Public Hearings: Non Quasi-Judicial Matters

(Public participation and comment on these matters may be virtual or in-person.)

14. City Commission Reports

15. Summary of Meeting Actions

16. Adjournment



City Commission

agenda item 10.a

item type

Consent Agenda

meeting date

March 12, 2025

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Approve the minutes of the regular meeting, February 26, 2025.

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

1. Minutes 02-26-2025



City Commission Regular Meeting Minutes

February 26, 2025 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Mayor Sheila DeCiccio, Commissioners Marty Sullivan, Craig Russell, Kris Cruzada and Todd Weaver; City Manager Randy Knight; Assistant City Manager Michelle del Valle; City Attorney Dan Langley and City Clerk Rene Cranis.

1. Meeting Called to Order

Mayor DeCiccio called the meeting to order at 3:30 p.m.

2. Invocation - Pastor Ron Camblin, Aloma Church

3. Pledge of Allegiance

4. Approval of Agenda

Motion made by Commissioner Sullivan to approve the agenda; seconded by Commissioner Cruzada. The motion carried unanimously by a 5-0 vote.

5. Mayor's Report

- a. Proclamation: Multiple Sclerosis Awareness Week

Mayor DeCiccio read a proclamation for Multiple Sclerosis Awareness Week, March 9-15, 2025.

- b. Proclamation: Irish American Heritage Month

Mayor DeCiccio read and presented a proclamation designating March 2005 as Irish American Heritage Month to Greg Sean Canning, Ancient Order of Hibernians, who gave a brief history of Irish American heritage and thanked the city for the proclamation.

6. City Manager's Report

- a. Strategic Plan Update

There were no questions or comments.

7. City Attorney's Report

8. Non-Action Items

9. Public Comments | Heard after Public Hearings.

Gigi Papa, 1440 Hibiscus Avenue, asked for better notice for community meetings, that meetings are at times more convenient for working residents and that public comment be allowed at all meetings.

10. Consent Agenda

- a. Approve the minutes of the regular meeting, February 12, 2025.
- b. Approve the minutes of the work session, February 13, 2025.
- c. Approve the following piggyback contracts:
 1. SiteOne Landscape Supply, LLC - Lee County Contract #B240067AVR - Irrigation Parts and Related Items; for goods on an as-needed basis during the term of the agreement through March 18, 2027; Amount: \$250,000
 2. EPS International - FMPA Contract #ITB 2022-034 - Substation & Generating Station Maintenance - Renewal; for services on an as-needed basis during the term of the agreement through February 28, 2026; Amount: \$300,000
 3. BluSky Restoration Contractors, LLC - Orange County Public Schools Contract #ITB2004132 - Asbestos-Mold-Environmental Remediation Services; for services on an as-needed basis during the term of the agreement through August 25, 2025; Amount: \$200,000
 4. The Scarlett Group - TIPS Contract #23010401 - Trades, Labor, and Materials (NON-JOC); for fleet equipment purchases during the term of the agreement through April 30, 2028; Amount: \$100,000
- d. Approve the following contracts:
 1. SS25-2 - Data Flow System, Inc. - TAC II SCADA System; for services on an as-needed basis through September 30, 2025; Amount: \$300,000

Motion made by Commissioner Russell to approve the Consent Agenda, seconded by Commissioner Sullivan. The motion carried unanimously by a 5-0 vote.

11. Action Items Requiring Discussion

- a. Park Avenue Refresh Project Update & Design Approval

Director of Communications Clarissa Howard provided the background of the project. Alex Stringfellow, Stringfellow Planning & Design, reviewed the project and Phase I components. The plan is to present the decorative light pole design for approval in April and the final budget in August. Discussion followed on design details.

Motion made by Commissioner Weaver to approve the overall design and recommendations for Phase I, seconded by Commissioner Sullivan. The motion carried unanimously by a 5-0 vote.

12. Public Hearings: Quasi-Judicial Matters

- a. Ordinance - Vacating and abandoning a portion of Cypress Avenue between the FDOT Sunrail right-of-way and Palmetto Avenue. (1st reading - Tabled from February 12, 2025)

Attorney Langley read the ordinance by title. Zane Williams, applicant, reviewed the site plan for the proposed development of the area. He noted that 14 on-street parking spaces are being added, allowing for two-way traffic, and reconstructing sidewalks. The vacated area will provide approximately 14 marked spaces. In response to questions, he said the intent is for this area to remain private parking, and he would like time to consider Commissioner Cruzada's request to allow public parking after regular business hours. He noted the 14 on-street parking spaces are for public use and are not used to meet parking requirements for the project.

Gigi Papa, 1440 Hibiscus Avenue, supported this request.

Motion made by Mayor DeCiccio to approve the ordinance on first reading, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

- b. Request from Frank LoCascio for properties at 2137 Oglesby Avenue and 725 Formosa Avenue:
 - ORDINANCE 3329-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, PROVIDING FOR THE ANNEXATION OF APPROXIMATELY 1.07 ACRES OF REAL PROPERTY LOCATED AT 2137 OGLESBY AND 725 FORMOSA AVENUE, AS MORE SPECIFICALLY DESCRIBED HEREIN, INTO THE MUNICIPAL BOUNDARIES OF THE CITY OF WINTER PARK; REDEFINING THE CITY BOUNDARIES TO GIVE THE CITY OF WINTER PARK JURISDICTION OVER SAID PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.
 - ORDINANCE 3330-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE I, "COMPREHENSIVE PLAN" FUTURE LAND USE MAP SO AS TO ESTABLISH COMMERCIAL FUTURE LAND USE ON THE ANNEXED PROPERTY AT 2137 OGLESBY AVENUE AND 725 FORMOSA AVENUE, AND TO INDICATE THE ANNEXATION ON THE OTHER MAPS WITHIN THE COMPREHENSIVE PLAN, MORE PARTICULARLY DESCRIBED HEREIN; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.
 - ORDINANCE 3331-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58, "LAND DEVELOPMENT CODE", ARTICLE III, "ZONING" AND THE OFFICIAL ZONING MAP SO AS TO ESTABLISH COMMERCIAL (C-3) ZONING ON THE ANNEXED PROPERTIES AT 2137 OGLESBY AVENUE AND 725 FORMOSA AVENUE, MORE PARTICULARLY DESCRIBED HEREIN; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE (2nd Readings)

Attorney Langley read the ordinances by title. A simultaneous public hearing was held on these ordinances. There were no public comments.

Motion made by Commissioner Sullivan to adopt Ordinance 3329-25, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

Motion made by Commissioner Sullivan to adopt Ordinance 3330-25, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

Motion made by Commissioner Sullivan to adopt Ordinance 3331-25, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Weaver and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

13. Public Hearings: Non-Quasi-Judicial Matters

- a. ORDINANCE 3328-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 2, ARTICLE III, SECTION 2-47 LISTING SUBSIDIARY BOARDS OF THE CITY OF WINTER PARK; AMENDING CHAPTER 2, ARTICLE III, SECTION 2-48 DESCRIBING GENERAL RULES APPLICABLE TO SUBSIDIARY BOARDS; REPEALING CHAPTER 2, ARTICLE III, SECTION 2-68 REGARDING THE TREE PRESERVATION BOARD; AMENDING CHAPTER 2, ARTICLE III, SECTIONS 2-103 AND 2-106 REGARDING THE JURISDICTION AND POWERS OF THE CODE COMPLIANCE BOARD; AMENDING CHAPTER 58, ARTICLE V, DIVISION 6 GOVERNING TREE PRESERVATION AND PROTECTION; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE. (2nd reading)

Attorney Langley read the ordinance by title. Commissioner Sullivan said he feels this board is needed for the protection of the tree canopy and that lack of board member attendance is not a reason to disband. Parks Manager Josh Nye spoke about staff's efforts to obtain quorums for meetings and the expertise and dedication of city staff to protect the city's tree canopy. He responded to comments about the removal of oak trees which, in some cases, received a permit for removal for various reasons or after an inspection resulted in code violations.

Commissioner Weaver expressed reluctance to disband this board. Mayor DeCiccio said she feels the Code Compliance Board can manage appeals that were heard by the Tree Preservation Board. Mr. Nye expressed confidence in the Code Compliance Board to hear appeals and the Planning and Zoning Board to consider code changes and apply code to plan reviews.

There were no public comments.

Motion made by Mayor DeCiccio to adopt Ordinance 3328-25, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Russell and Cruzada and Mayor DeCiccio voted yes. Commissioners Sullivan and Weaver voted no. The motion carried by a 3-2 vote.

14. City Commission Reports

Commissioner Russell –

- Encouraged parents to speak with their children about the safety and use of e-scooters and e-bikes and urged drivers to be aware of those riders.

Commissioner Cruzada –

- Commended staff and the Public Arts Advisory Board on Arts Weekend.

Commissioner Weaver –

- Noted the St. Patrick's Day Parade is Saturday, March 1st.

Mayor DeCiccio –

- Thanked everyone who contributed to the success of Arts Weekend.
- Spoke about the loss of a plant vendor at the Saturday Farmers Market. Director of Parks and Recreation Jason Seeley spoke about efforts to recruit a new plant vendor, in addition to a revised layout of the Market.

15. Summary of Meeting Actions

- Presented proclamations for Multiple Sclerosis Week and Irish American Heritage Month.
- Approved the Consent Agenda.
- Approved Phase I of the Park Avenue Refresh project.
- Approved ordinance on first reading abandoning a portion of Cypress Avenue.
- Adopted ordinances relating to annexation, land use and zoning of 2137 Oglesby Avenue and 725 Formosa Avenue.
- Adopted ordinance disbanding the Tree Preservation Board and reassigning duties.

16. Adjournment

The meeting was adjourned at 4:57 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis



City Commission

agenda item 10.b

item type

Consent Agenda

meeting date

March 12, 2025

prepared by

Rene Cranis, City Clerk

approved by

Randy Knight, City Manager

subject

Approve the minutes of the work session, February 27, 2025.

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

1. CC-min-2025 -02-27 ws Election Code



City Commission Work Session Minutes

February 27, 2025 at 3:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Mayor Sheila DeCiccio, Commissioners Craig Russell and Kris Cruzada, City Manager Randy Knight; Assistant City Manager Michelle del Valle; and City Clerk Rene Cranis.

Absent

Commissioners Marty Sullivan and Todd Weaver.

1. Meeting Called to Order

Mayor DeCiccio called the meeting to order at 3:03 p.m.

2. Discussion Item

a. Revisions to Election Code

City Clerk Rene Cranis noted the following changes:

- Removal of language covered by State Statute.
- Addition of provision for electronic filing of campaign reports and electronic signature.
- Revision of qualifying dates to begin at noon on December 1st, or the first business day thereafter, ending at noon on the fifth business day following the first day of qualifying.

Commissioner Cruzada arrived at 3:06 p.m.

Mrs. Cranis informed the commission that a bill was filed yesterday stating that "each election for every municipal office within a county must be held on the same date as the General Election." Because the city could have a runoff election, the general election would occur on what is typically the primary date in August, and the run-off, if necessary, will be in November. Discussion followed on the potential impact of the bill on municipal elections if passed. The Commission asked Mrs. Cranis to keep them updated on the status of the bill.

Mrs. Cranis will send the code changes to the city attorney to draft the ordinance and will be on the March 26th commission agenda.

3. Adjournment

The meeting adjourned at 3:14 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis



City Commission

agenda item 10.c

item type

Consent Agenda

meeting date

March 12, 2025

prepared by**approved by****subject**

Approve the following piggyback contracts:

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

None



City Commission

agenda item 10.c.1

item type

Consent Agenda

meeting date

March 12, 2025

prepared by

Rebecca Watt, Procurement Agent

approved by

Randy Knight, City Manager

subject

1. JMD Global Developers, Inc. - City of Cocoa Contract #B-21-30-COC-A - Concrete Sidewalks, Curbs & Gutter Construction Services; additional funding for upcoming CRA projects, brick road improvements and concrete upgrades during the term of the agreement through December 20, 2026; Amount: \$1,200,000
2. BluSky Restoration Contractors, LLC - Orange County Public Schools Contract #RFP24005 - Emergency Response Disaster Recovery Restoration Remediation; for services on an as-needed basis during the term of the agreement through September 24, 2027; Amount: \$500,000
3. PCL Construction Services, Inc. - City of Orlando Contract #RFQu24-0024-6 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
4. Carr & Collier, Inc. - City of Orlando Contract #RFQu24-0024-3A - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
5. Cathcart Construction Company - City of Orlando Contract #RFQu24-0024-1 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
6. Gibbs & Register, Inc. - City of Orlando Contract #RFQu24-0024-3B - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
7. J. Malever Construction Company, Inc. - City of Orlando Contract #RFQu24-0024-5 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000
8. Schuller Contractors, Inc. - City of Orlando Contract #RFQu24-0024-7 - Rapid Response Construction Services; pre-qualified contractors will be requested to bid on projects for services on an as-needed basis during the term of the agreement through February 9, 2027; Amount: \$400,000

9. Gresco Utility Supply Inc. - City of Ocala Contract # ELE/190961 - Transformer Supply and Delivery Services - Renewal; for services on an as-needed basis during the term of the agreement through July 5, 2025; Amount: \$200,000
10. Fausnight Stripe & Line, Inc. - Seminole County Contract #IFB-604562-23LNF - Roadway Markings, Striping & Brick Surfacing; additional funding for services on an as-needed basis during the term of the agreement through August 28, 2026; Amount: \$200,000
11. Xylem Dewatering Solutions, Inc. - Florida Sheriff's Association Contract #FSA23-EQU21.0 - Equipment: Mobile Pump; for goods on an as-needed basis during the term of the agreement through September 30, 2025; Amount: \$450,000

motion | recommendation

Commission approve items as presented and authorize Mayor to execute.

background

1. The Originating Agency (City of Cocoa) issued a formal solicitation to award this contract in FY21.
2. The Originating Agency (Orange County Public Schools) issued a formal solicitation to award this contract in FY24.
- 3-8. The Originating Agency (City of Orlando) issued a formal solicitation to award this contract in FY24.
9. The Originating Agency (City of Ocala) issued a formal solicitation to award this contract in FY20, and it has been renewed in accordance with the terms of the original contract.
10. The Originating Agency (Seminole County) issued a formal solicitation to award this contract in FY23.
11. The Cooperative Purchasing Agency (Florida Sheriff's Association) issued a formal solicitation to award this contract FY23.

alternatives | other considerations

N/A

fiscal impact

Total expenditures included in the following approved budgets:

1. General Fund
2. General Fund
- 3-8. General Fund, Stormwater Fund, Capital Projects Fund, Stormwater Capital Projects Fund
9. Electric Utility Fund
10. General Fund
11. Water & Wastewater Fund

attachments

None



City Commission

agenda item 10.d

item type

Consent Agenda

meeting date

March 12, 2025

prepared by**approved by****subject**

Approve the following contracts:

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

None



City Commission

agenda item 10.d.1

item type

Consent Agenda

meeting date

March 12, 2025

prepared by

Rebecca Watt, Procurement Agent

approved by

Randy Knight, City Manager

subject

1. Faster Asset Solutions - Fleet Management Software as a Service (SaaS) Agreement; Amount: \$135,000
2. RFP2-23 - Foundation Risk - Liability Insurance Agent/Broker of Record - Renewal; for services on an as-needed basis during the term of the agreement through March 19, 2026; Amount: \$1,850,000

motion | recommendation

Commission approve items as presented and authorize Mayor to execute.

background

1. This agreement includes the upgrade, cloud-based implementation, and subscription for fleet management, covering vehicle maintenance history, parts inventory, and the billing/work order system.
2. A formal solicitation was issued in FY23 and has been renewed in accordance with the original executed agreement.

alternatives | other considerations

N/A

fiscal impact

Total expenditures included in the following approved budgets:

1. Vehicle Replacement Fund
2. General Insurance Fund

attachments

None



City Commission

agenda item 10.e

item type

Consent Agenda

meeting date

March 12, 2025

prepared by**approved by****subject**

Approve the following purchases:

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

None



City Commission

agenda item 10.e.1

item type

Consent Agenda

meeting date

March 12, 2025

prepared by

Rebecca Watt, Procurement Agent

approved by

Randy Knight, City Manager

subject

1. ABM Industries Group, LLC - Janitorial Services & Equipment; Amount: \$750,000

motion | recommendation

Commission approve item as presented and authorize Mayor to execute.

background

1. Staff has deemed it to be most advantageous to continue utilizing janitorial services with the ongoing vendor through September 30, 2025, while resoliciting these services during the interim.

alternatives | other considerations

N/A

fiscal impact

Total expenditures included in the following approved budgets:

1. General Fund

attachments

None

**item type**

Action Items Requiring Discussion

meeting date

March 12, 2025

prepared by

Randy Knight, City Manager

approved by

Randy Knight, City Manager

subject

Donation of property located at 1825 Gipson Green Lane for a park.

motion | recommendation

Accept the donation of 1825 Gipson Green Lane to be used as a neighborhood park.

background

Dr. Alan Price owns a vacant residential lot located at 1825 Gipson Green Lane adjacent to a city-owned stormwater pond. It is currently maintained by Dr. Price and is used as a neighborhood passive park. He wishes to donate the property to the City if we agree to keep it as a park in perpetuity. It is also adjacent to Dr. Price's home and he plans to continue to maintain it while he is healthy enough to do so. Ultimately, it will be the City's responsibility to maintain. According to Jason Seeley, Director of Parks and Recreation, the maintenance will be minimal as there is no grass, and it is mostly trees and large plant materials with natural paths throughout. It is a beautiful piece of property. There was a second lot next to it that Dr. Price recently sold to a neighbor for \$1,225,000 and that property owner plans to keep it in its natural state as well. The property he wishes to donate to the city was appraised at \$1,225,000. Copy of appraisal attached.

As stated above, Dr. Price wants the lot deed restricted so that it remains a park in perpetuity.

I attempted to negotiate a time limit on the restriction such as 20 years, but he would not agree to that. Attached is a copy of the donation agreement drafted by our city attorney and agreed to by Dr. Price.

Also attached is the property record and map from OCPA. On the map the property being donated is lot 10. Tract A, adjacent to the west of the property is a city stormwater pond.

Immediately west of the stormwater pond is the Maitland city limits. Lot 9 is where Dr. Price lives and lot 11 is the property that was sold to the neighbor that lives on Lot 12.

alternatives | other considerations

Decline the donation.

fiscal impact

Under city ownership, the property will come off the tax roll. The Winter Park taxes on that property this year were \$2,080. The additional cost would be maintenance of the property which is expected to be minimal.

attachments

1. Land Donation Agreement (Price Family Trust) Gipson Green
2. Appraisal Gipson Green property
3. OCPA Record
4. Map of Lot 10 Gipson Green

LAND DONATION AGREEMENT

THIS LAND DONATION AGREEMENT (the "Agreement") is made this ____ day of _____ 2025, by and between CITY OF WINTER PARK, a municipal corporation of the State of Florida ("City"), and ALAN D. PRICE, as the Trustee of the PRICE FAMILY TRUST AGREEMENT dated December 19, 2019 ("Price Trust").

RECITALS:

WHEREAS, Price Trust is the fee simple owner of that certain 0.37 acres +/- property located at 1825 Gipson Green Lane, Winter Park, FL 32789, more particularly described as Lot 10, BOILEY GREEN SUBDIVISION, as recorded in Plat Book 32, Pages 124 and 125, Public Records of Orange County, Florida and having Orange County Tax Parcel Identification Number 31-21-30-0655-00-100 (the "Price Trust Property");

WHEREAS, the Price Trust desires to donate to the City the Price Trust Property described in Exhibit "A" attached hereto and incorporated herein;

WHEREAS, Price Trust has agreed to donate the Price Trust Property to the City on the terms and conditions set forth in this Agreement;

WHEREAS, the City and Price Trust now desire to enter into this Agreement to describe the terms and conditions under which the Price Trust will donate the Price Trust Property to the City.

NOW, THEREFORE, for \$10.00 and other valuable consideration, the receipt and adequacy of which are hereby acknowledged, the parties do hereby agree as follows:

1. Purchase Price. The Price Trust Property is being conveyed as a donation to the City, and there is no purchase price or other monetary consideration from the City to Price Trust. The Price Trust Property shall include any trees and landscaping located thereon and all improvements thereon, if any.

2. Title. Price Trust shall convey good, marketable and insurable title to the Price Trust Property to the City by special warranty deed, which shall expressly be made subject only to the matters approved or waived by the City as set forth below. Without limiting the generality of the foregoing, the conveyance of the Price Trust Property shall not be subject to any (i) mortgage, security agreement, judgment, lien or claim of lien, or any other title exception or defect that is monetary in nature, (ii) any leases, rental agreements or other rights of occupancy of any kind, whether written or oral, (iii) any easement, restriction, or encumbrance that would prevent the use of the Price Trust Property by the City except those of matters of record, or (iv) any ad valorem taxes incurred prior to the date of Closing.

City, at its expense, may obtain a commitment for title insurance covering the Price Trust Property to confirm title is free and clear of encumbrances. If the City objects to the status of title as to non-monetary matters which Price Trust does not agree to cure, then the City shall have the right to terminate this Agreement, or accept such matters and proceed to Closing.

Within five (5) days from the Effective Date of this Agreement, Price Trust shall disclose to the City and the Closing Agent loan and mortgage information for any existing mortgages and liens against the Property. At least ten (10) business days prior to Closing, Price Trust shall obtain an executed release of mortgage releasing the Price Trust Property from any mortgage lien (and

related recorded instruments) and provide the same to the Closing Agent for recording at the Closing. It shall be the Price Trust's obligation, at its expense, to obtain any release of mortgages and liens as necessary to make the Price Trust Property free and clear from mortgages and other liens. The City shall have the right to extend the Closing for up to an additional six (6) months if Price Trust cannot secure the release of mortgages and liens or recorded lease(s) as needed to clear the title from mortgage liens.

3. Deed Restriction. The City agrees that the special warranty deed executed and recorded for the conveyance of the Price Trust Property will include a deed restriction requiring the Price Trust Property to be used for open space and park purposes in perpetuity.

4. Donation Acknowledgment. The City acknowledges that Price Trust may seek a tax credit or deduction for the donation of the Price Trust Property from the federal government. Additionally, the City acknowledges that the Price Trust Property has been appraised at a fair market value of \$1,225,000.00 and recognizes this valuation for the purposes of accepting this donation. In general, charitable contributions to municipalities are tax-deductible under section 170(c)(1) of the Internal Revenue Code if made for a public purpose. The City has no objection to Price Trust utilizing the donation for a federal tax deduction; however, the City is not providing any City levied or controlled tax incentives, breaks, or credits in exchange for the donation. Price Trust acknowledges that it is solely responsible for determining and substantiating any tax benefits associated with this transaction. The City will provide Price Trust with its Federal Identification Number for filing purposes.

5. Price Trust's Warranties and Representations. To the best of the Price Trust's knowledge and without further investigation Price Trust warrants and represents to the City the following:

(a) Price Trust has good, marketable and indefeasible fee simple title to the Price Trust Property. Title is free and clear of all conditions, exceptions or reservations, except for current year's taxes and matters of public record.

(b) There are no adverse or other parties in possession of the Price Trust Property, other than Price Trust. No party has been granted any license, lease or other right relating to the use or possession of the Price Trust Property, or any part thereon. Possession of the Price Trust Property will be delivered to the City at Closing.

(c) Price Trust warrants that there is no outstanding contract for the sale of the Price Trust Property to any person or persons whomsoever except for the City, nor any unrecorded deed, mortgage, lease or other conveyances affecting the title to the Price Trust Property.

(d) Price Trust has received no notice from any governmental authority of the existence of any violation or potential violation of any environmental statute, rule or regulation with respect to the Property, and City has no knowledge of any environmental conditions, hazardous wastes, or underground or above-ground storage tanks on the Property.

(e) The person executing this Agreement and the documents described herein on behalf of Price Trust have, and at the time of execution of such documents, shall have, the authority to bind Price Trust in accordance with the terms hereof and of such documents. Price Trust is a non-foreign entity and will sign an affidavit to that effect at Closing; as well as such other closing documents (including without limitation a seller's or owner's affidavit)

in form and substance as Closing Agent or City shall reasonably require to consummate the closing contemplated herein.

(f) Price Trust warrants that there have been no improvements made upon the Property within the past ninety (90) days for which there remain any outstanding and unpaid bills for labor, materials or supplies for which a lien or liens might be claimed by anyone.

(g) Price Trust warrants that there are no facts known to Price Trust materially affecting the value of the Price Trust Property described herein which are not readily observable by City or which have not been disclosed to the City, including but not limited to petroleum, hazardous waste and other environmental contamination.

(h) From and after the date of this Agreement to the Closing Date, Price Trust shall maintain the Price Trust Property at its expense in the same condition in which the Price Trust Property exists on the date of this Agreement, natural wear and tear excepted, and Price Trust shall pay in due commercial course, all uncontested taxes, charges and assessments against the property and all other costs and expenses of maintaining and operating the Price Trust Property.

6. City Investigation. From the date of execution of this Agreement and for a period of sixty (60) days thereafter ("Feasibility Period"), the City and its agents and representatives shall be entitled to enter upon the Price Trust Property for inspection, soil tests, examination, surveying, and such other matters and investigations as the City deems necessary and appropriate in the City's sole judgment, all at the City's sole cost and expense. The City shall have the right to waive any portion of the Feasibility Period and proceed to Closing. Subject to the limitations and caps on liability under Section 768.28, Florida Statutes regardless of the nature or basis of any claim, City hereby covenants and agrees to indemnify and hold Price Trust harmless from any and all loss, liability, costs, claims, demands, damages, actions, causes of action, and suits (including without limitation, litigation costs and reasonable attorneys' fees whether incurred at or prior to trial or on appeal) arising out of or in any manner related to the exercise by the City of City's right of entry under this paragraph.

At any time prior to the expiration of the Feasibility Period, the City may terminate this Agreement if, in its sole discretion, City determines that the Price Trust Property is not acceptable to the City. The City may terminate this Agreement by delivering written notice thereof to Price Trust within the period provided, whereupon neither party shall have any further obligation or liability to the other under this contract except for those provisions, which specifically survive the termination of this Agreement.

7. Time, Place and Expenses of Closing.

(a) The Closing hereunder shall take place by mail away closing or at Winter Park City Hall, 401 S Park Ave, Winter Park, FL 32789, or at such other place as may be designated by the parties in writing, not more than fifteen (15) days after the expiration of the Feasibility Period described in Section 5 above, or sooner, at the election of the City, but upon three (3) business days' notice to City. The date of closing is referred to herein as the "Closing Date."

(b) Ad valorem taxes and non-ad valorem assessments for the past years and the current year attributable to the Price Trust Property shall be paid by Price Trust in accordance with general law. The City is tax exempt and does not pay ad valorem taxes and such taxes incurred prior to the conveyance to the City are the responsibility of Price Trust. The Closing Agent shall

have the right to require Price Trust to pay at Closing an amount equal to Price Trust's pro-rated share of estimated ad valorem taxes and non-ad valorem taxes to the date of Closing and such amount (if collected) shall be paid to the Orange County Tax Collector; however, in the event this does not occur, Price Trust remains responsible for paying such amounts to the Orange County Tax Collector. Notwithstanding anything to the contrary contained herein, the provisions of this paragraph shall survive the closing.

(c) City shall pay documentary stamp taxes and recording cost for recording the deed. City will pay for the closing document preparation and services of the Closing Agent and for any title search and title insurance policy the City elects to purchase. Price Trust will pay all expense necessary to have the Price Trust Property released from any mortgage lien or other title encumbrance or title defect. The parties will bear their own expenses relating to the preparation, negotiation and review of this Agreement.

8. Notices. All notices, demands and requests and other communications required or permitted hereunder shall be in writing, and shall be deemed to be delivered, when received, if delivered in person or by facsimile, or whether actually received or not three (3) business days after the deposit thereof in a regularly maintained receptacle for the United States mail, registered or certified, return receipt requested, postage prepaid, addressed to the parties at the following addresses:

City:

City of Winter Park
Attention: Randy Knight, City Manager
401 S Park Ave.
Winter Park, FL 32789

With copy to:
Daniel W. Langley
Fishback Dominick LLP
1947 Lee Road
Winter Park, Florida 32789
Facsimile: 407-262-8402

Price Trust:

PRICE FAMILY TRUST
1831 Gipson Green Lane
Winter Park, FL 32789

9. Escrow Agent/Closing Agent: Price Trust and City agree that the Fishback Dominick LLP law firm shall serve as counsel to City, the Escrow Agent, Title Agent and Closing Agent, and in the event of any dispute, conflict or lawsuit, either between Price Trust and City, Price Trust and City and the Fishback Dominick LLP or otherwise, Price Trust and City agree that the Fishback Dominick LLP may serve as Escrow Agent, Title Agent, Closing Agent and attorneys for City in this transaction and in any dispute concerning or arising from this Agreement. Further, in the event of any dispute, conflict or lawsuit, involving any deposit, or this Agreement or the transaction or obligations or rights under this Agreement, the Escrow Agent may interplead the disputed funds or documents with the Clerk of the Circuit Court. Price Trust and City shall each pay the Fishback Dominick LLP reasonable attorneys' fees and costs related to any dispute, conflict and litigation relating to this Agreement, or the transaction, or obligations or rights provided

in this Agreement. Further, Price Trust and City each indemnify and hold harmless Fishback Dominick LLP and its attorneys from all losses, damages, claims, disputes, lawsuits, interests, and other adverse matters caused by the Fishback Dominick LLP excluding gross negligence or intentional wrongdoing of the Fishback Dominick LLP. Monies held by the Fishback Dominick LLP under this Agreement, if any, shall be placed in a non-interest bearing account.

10. No Brokers. This Agreement was not brought about, directly or indirectly, by any real estate agency or broker and no commission or fee will be payable on the sale hereunder. Price Trust shall indemnify City against and hold City harmless from all liabilities, costs, damages and expenses (including reasonable attorneys fees), arising from any claims for commissions or other similar fees in connection with the transactions covered by this Agreement, based upon alleged arrangements or agreements made by Price Trust.

11. Complete Agreement. This Agreement embodies the complete agreement between the parties hereto and cannot be varied or terminated except by the written agreement of the parties.

12. Parties Bound. This Agreement shall be binding upon and inure to the benefit of City and Price Trust, and their respective heirs, personal representatives, successors and assigns.

13. Default. If the City fails to perform any of the covenants of this Agreement, Price Trust shall have as its sole and exclusive remedy the right to terminate this Agreement and have the parties released therefrom. Price Trust releases and waives any rights to claim or seek monetary damages against the City for a default under this Agreement. If Price Trust fails to perform any of the covenants of this Agreement, the City shall (i) have the right to terminate this Agreement (or the remaining obligations of the City under this Agreement if breach occurs post-closing), (ii) seek specific performance of this Agreement, or (iii) any and all remedies available at law or in equity. The prevailing party in any lawsuit filed concerning the breach of this Agreement shall be entitled to reimbursement of attorney's fees and litigation costs incurred in such lawsuit against the non-prevailing party.

14. Disclosures. In the event the property subject to this Agreement is held by an entity or form of ownership as set forth in Section 286.23, Florida Statutes, Price Trust agrees to fully comply with said statutes disclosure requirements and such disclosures shall be made under oath, subject to the penalties prescribed for perjury and provided at or before Closing.

15. Attorneys' Fees. In the event of any litigation between the parties to enforce any provision or right under this Agreement, the unsuccessful party covenants and agrees to pay to the successful party all costs and expenses expressly including, but not limited to, reasonable attorneys' fees incurred by such party in connection with the litigation.

16. Miscellaneous. Time is of the essence in this Agreement. In the event any date or time period in this Agreement falls on a Saturday, Sunday or legal holiday recognized by the State of Florida, the date or time period shall be extended to the next business day.

17. Counterparts. This Agreement may be executed simultaneously in two or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute one and the same instrument. Facsimile or electronic signatures shall be deemed to be originals.

18. Governing Law/Venue. All of the terms and conditions stated herein shall be construed under the laws of the State of Florida. Venue for any lawsuits filed in State Court relating to this Agreement shall be in Orange County, Florida and for federal lawsuits, the venue shall be in the Federal District Court for the Middle District of Florida.

19. Date of Agreement. This Agreement is subject to approval by the Winter Park City Commission at a public meeting. The effective date of this Agreement for all purposes shall be the date when the Winter Park City Commission approves this Agreement at a public meeting and the last one of City and Price Trust has executed same.

20. Radon Gas Notification. In accordance with the requirements of Florida Statutes Section 404.056(5) the following notice is hereby given:

"RADON GAS: Radon is a naturally occurring radioactive gas that, when it has accumulated in a building in sufficient quantities, may present health risks to persons who are exposed to it over time. Levels of radon that exceed federal and state guidelines have been found in buildings in Florida. Additional information regarding radon and radon testing may be obtained from your county public health unit."

IN WITNESSES WHEREOF, the parties have executed this document on the dates written below.

CITY OF WINTER PARK, A FLORIDA MUNICIPAL CORPORATION

By: _____
Randy Knight, City Manager

Date Executed: _____

PRICE FAMILY TRUST AGREEMENT dated
December 19, 2019

By: _____
ALAN D. PRICE, Trustee

Date Executed: _____

SUBJECT Broker Property Address 1825 Gipson Green Ln City Winter Park Legal Description Lot 10 Booley Green State FL Zip Code 32789 Census Tract 0158.01 County Orange Date of Sale Loan Term yrs Property Rights Appraised ☒ Fee ☐ Leasehold ☐ De Minimis PUD Actual Real Estate Taxes \$ 9,057 (6) Loan charges to be paid by seller \$ 0 Other seller's concessions Lender/Client Estate of Martha Sue Price Address 1825 Gipson Green Ln Occupant Vacant Appraiser Robert Poynter Instructions to Appraiser Market Value as of Day of Passing 12/24/2023		NEIGHBORHOOD Location ☐ Urban ☒ Suburban ☐ Rural Du Up ☐ Over 75% ☐ 25% to 75% ☐ Under 25% Growth Rate ☐ Rapid ☐ Steady ☐ Slow Property Values ☒ Increasing ☐ Stable ☐ Declining Demand/Supply ☒ Shortage ☐ In Balance ☐ Oversupply Marketing Time ☒ Under 3 Mos ☐ 4-6 Mos ☐ Over 6 Mos Present 100% One Unit ☐ 2-4 Unit ☐ Apts ☐ Condo ☐ Commercial Land Use % Industrial % Vacant Changes in Present Land Use ☐ Not Likely ☐ Likely () ☐ Taking Place () Predominant Occupancy ☐ Owner ☐ Tenant % Vacant One Unit Price Range \$ 1,220 to \$ 5,290 Predominant Value \$ 1,575,000 One Unit Age Range 1 yrs to 95 yrs Predominant Age 39 yrs Comments including those factors favorable or unfavorable affecting marketability (e.g. public parks, schools, view, noise) Older, established upscale neighborhood dating from the 1950's. The area has easy access to shopping, employment and schools. This is a popular neighborhood with many homes having been renovated or older homes demolished for new construction.																																																													
SITE Dimensions see plat 16,201 Zoning Classification R-1AA Highest and Best Use ☐ Present Use ☒ Other (Specify) A new single family use is the only legally permitted use for the lot. Etc ☒ Street Access ☒ Public ☐ Private Gas ☒ Surface two lane asphalt Water ☒ Maintenance ☒ Public ☐ Private San Sewer ☒ Storm Sewer ☒ Curb/Gutter ☒ Underground Eject & Tel ☐ Sdk work ☒ Street Lights Present Improvements ☐ Do ☐ Do Not Conform to Zoning Regulations Topo slight slope Slope slightly smaller than typical for this neighborhood. Shape general rectangle View N, Res; Drainage Excellent Is the property located in a FEMA Special Flood Hazard Area? ☐ Yes ☒ No Comments (favorable or unfavorable including any apparent adverse easements, encroachments, or other adverse conditions)		MARKET DATA ANALYSIS The undersigned has received the following recent sales of properties most similar and proximate to subject and has considered these in the market analysis. The description includes a dollar adjustment reflecting market reaction to those items of significant variation between the subject and comparable properties. If a significant item in the comparable property is superior to or more favorable than the subject property, a minus (-) adjustment is made, thus reducing the indicated value of subject. If a significant item in the comparable is inferior to or less favorable than the subject property, a plus (+) adjustment is made, thus increasing the indicated value of the subject.																																																													
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Comments and Conditions of Appraisal The valuation is of the date of December 24, 2023.																																																															
Final Reconciliation The cost approach was given all the weight. The nearby lots above lend strong support for a conclusion of \$1,225,000.																																																															
RECONCILIATION I (WE) ESTIMATE THE MARKET VALUE OF THE SUBJECT PROPERTY AS OF 01/24/2024 TO BE \$ 1,225,000 Appraiser Robert Poynter Supervisory Appraiser (if applicable) Date of Signature and Report 01/24/2024 Date of Signature Title Title State Certification # RZ2372 ST FL State Certification # ST Or State License # ST Or State License # ST Expiration Date of State Certification or License 11/30/2024 Expiration Date of State Certification or License Date of Inspection (if applicable) 01/24/2024 ☐ Did ☐ Did Not Inspect Property Date of Inspection																																																															

2024 Taxable Value and Certified Taxes

Taxing Authority	Assd Value	Exemption	Tax Value	Millage Rate	Taxes	%
Public Schools: By State Law (Rle)	\$950,000	\$0	\$950,000	3.2160 (1.36%)	\$3,055.20	29 %
Public Schools: By Local Board	\$950,000	\$0	\$950,000	3.2480 (0.00%)	\$3,085.60	30 %
Orange County (General)	\$482,155	\$0	\$482,155	4.4347 (0.00%)	\$2,138.21	20 %
City Of Winter Park	\$482,155	\$0	\$482,155	4.0923 (0.00%)	\$1,973.12	19 %
City Of Winter Park Debt 2017 & 2020	\$482,155	\$0	\$482,155	0.2207 (-7.23%)	\$106.41	1 %
St Johns Water Management District	\$482,155	\$0	\$482,155	0.1793 (0.00%)	\$86.45	1 %
					15.3910	\$10,444.99

2024 Non-Ad Valorem Assessments

Levying Authority	Assessment Description	Units	Rate	Assessment
CITY OF WINTER PARK	WP B.GREEN SUB - STREET LIGHTS - (407)599-3381	1.00	\$28.92	\$28.92
				\$28.92

Tax Savings

2025 Estimated Gross Tax Total:	\$10,904.35
Your property taxes without exemptions would be	\$14,621.45
Your ad-valorem property tax with exemptions is	– \$10,875.43
Providing You A Savings Of	= \$3,746.02

Property Features

Property Description

BOILEY GREEN SUB 37/124 LOT 10

Total Land Area

16,201 sqft (+/-)		0.37 acres (+/-)	GIS Calculated
-------------------	--	------------------	----------------

Land

Land Use Code	Zoning	Land Units	Unit Price	Land Value	Class	Unit Price	Class Value
0001 - Vacant Residential	WP-R-1AA	1 Units	working...	working...	working...	working...	working...

Buildings

Extra Features

Description	Date Built	Units	Unit Price	XFOB Value
There are no extra features associated with this parcel				

Sales

Sales History

Sale Date	Sale Amount	Instrument #	Book/Page	Deed Code	Seller(s)	Buyer(s)	Vac/Imp
12/19/2019	\$100	20200016289	/	Warranty Deed - Multiple Parcels			Vacant
02/20/1998	\$100	19980103489	05438 / 4854	Warranty Deed - Multiple Parcels			Vacant

Similar Sales

Address	Sale Date	Sale Amount	\$/SQFT	Deed Code	Beds/Baths	Instrument #	Book/Page
12811 Charmed Dr	12/30/2034	\$736,000	\$260	Special Warranty Deed	5/4	20250002784	/
3682 Kings Canyon Dr	10/16/2034	\$269,400	\$95	Special Warranty Deed - Multiple Parcels	4/3	20240608955	/
3464 Major Oak Blvd	10/24/2029	\$348,000	\$232	Special Warranty Deed	3/2	20240621289	/
12644 Clear Sapphire Dr	10/21/2028	\$44,632	\$16	Special Warranty Deed	4/4	20240606586	/
1661 Pinecliff Dr	11/24/2027	\$397,000	\$214	Special Warranty Deed	3/2	20240687922	/
942 Pointe Emerson Blvd	01/27/2025	\$666,000	\$184	Warranty Deed	5/4	20250050563	/
5458 Hayloft Dr	01/24/2025	\$490,000	\$177	Special Warranty Deed	5/3	20250050736	/
124 N Pine Hills Rd	01/24/2025	\$175,000		Warranty Deed - Multiple Parcels	0/0	20250049112	/
385 Lady Palm St	01/24/2025	\$601,300	\$271	Warranty Deed	3/2	20250050807	/
242 E 12Th St	01/24/2025	\$38,200		Tax Deed	0/0	20250045375	/

Services for Location

TPP Accounts At Location

Account	Market Value	Taxable Value
There are no TPP Accounts associated with this parcel.		

Schools

Dommerich (Elementary)

Principal	Laura Permenter
Office Phone	407.623.1407
Grades	2023:

Winter Park (High School)

Principal	Matthew Arnold
Office Phone	407.622.3200
Grades	2023:

Maitland (Middle School)

Principal

Aski Melik Brown

Office Phone

407.623.1462

Grades

2023:

Utilities/Services**Electric**

Winter Park

Water

Winter Park

**Recycling (Thursday,
Monday)**

Winter Park/Waste
Pro

Trash (Monday, Thursday)

Winter Park/Waste
Pro

Yard Waste (Wednesday)

Winter Park/Waste
Pro

Elected Officials

County Commissioner

Kelly Martinez Semrad

State Representative

Anna Eskamani

State Senate

Jason Brodeur

US Representative

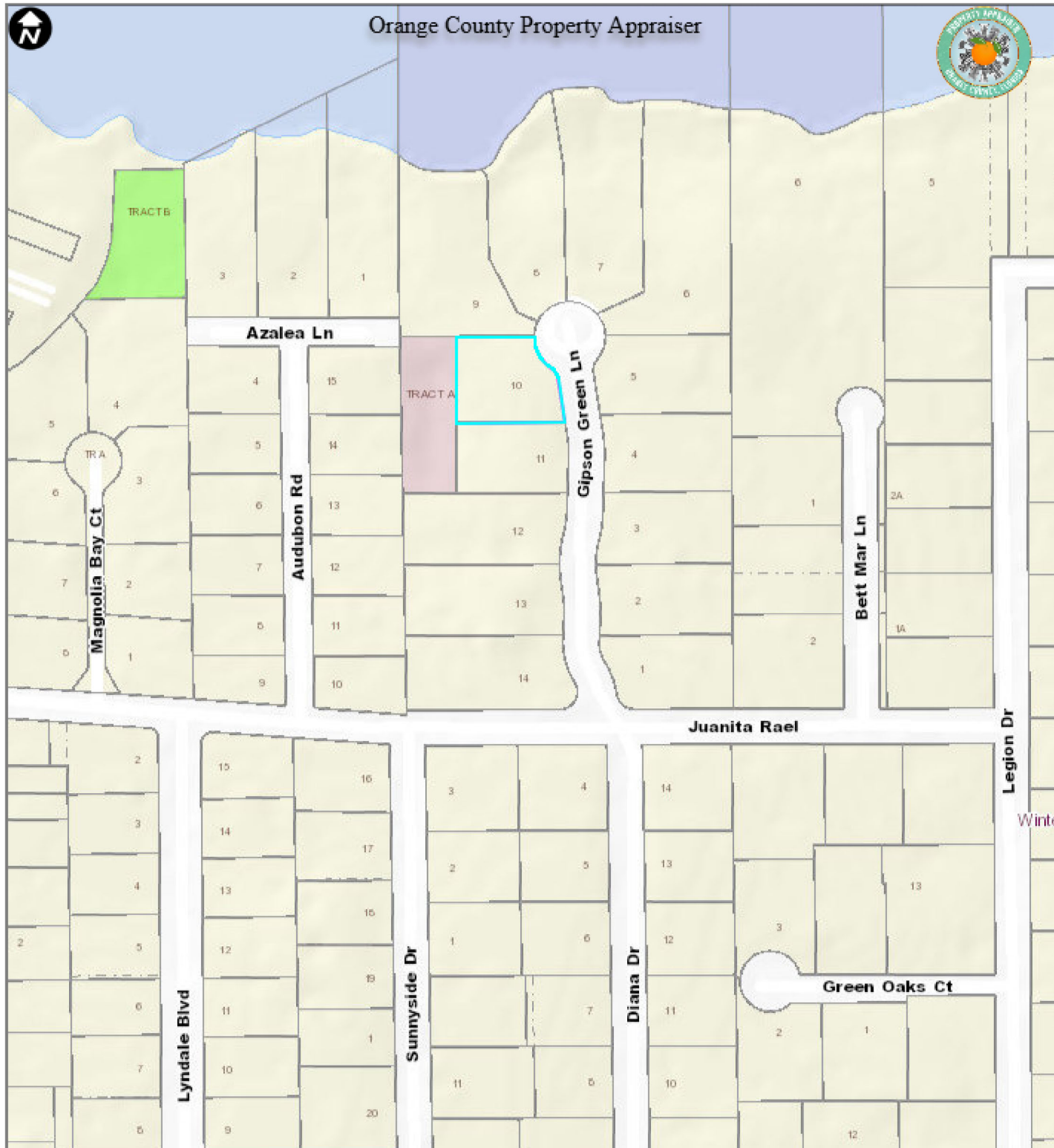
Maxwell Alejandro Frost

School Board Representative

Stephanie Vanos

Orange County Property
Appraiser

Amy Mercado



**item type**

Action Items Requiring Discussion

meeting date

March 12, 2025

prepared by

Peter Moore, Director of Office of Management and Budget

approved by

Randy Knight, City Manager

subject

Non-Profit Grant Program

motion | recommendation

Approve the Non-Profit Grant Program for a trial period of one-year.

background

At the City Commission worksession on 2/12/25, Staff presented the concept of a non-profit grant program that would provide \$10k grants to eligible organizations that are promoting the arts, culture, history, and sciences, within the city. This would be supported by \$100k from the organizational support fund which is made up of contributions from the city's three largest funds: General Fund, Water Fund, and Electric Utility. This program's goal is to provide an opportunity that is both transparent and competitive and allows a myriad of non-profits to receive funding for small projects, events, or programs that will enrich the community of Winter Park.

At the worksession, the City Commission asked that staff expand the definition of eligible non-profits to include social services and education, and to not prohibit organizations that propose projects that may have a cost to the community, such as hosting a fundraiser, or a run, or a showcase, or program that may come with a donation or small fee to participants. The attached guidelines have been amended to include these eligibility changes. The City Commission also asked that staff include a report template that non-profits can use to provide the feedback to the city about the results of the use of their funding. That template has been created and is attached to this item. Additional documents include the application as well as the selection committee guidelines.

If these amendments are accepted and the Commission approves the changes, it is staff's intention to begin advertising this opportunity to the non-profits of the city and to open the application period in May. Staff will also work with the relevant advisory boards that will nominate a member to serve on the selection committee for the grant round and those members will be expected to attend two selection meetings where proposals are ranked and

then reviewed for recommendation of final award. The final recommendation will then go to the City Commission as part of their annual budget approval process, and funding will be disbursed at the beginning of the new fiscal year in October.

alternatives | other considerations

Decline the program offering.

fiscal impact

The city has approximately \$420k annually dedicated to nonprofit support in the city through its approved policy of providing 0.25% of gross revenues from the General Fund, Water & Wastewater Fund, and Electric Fund towards this funding pool. In FY25, \$333k was dedicated to 8 organizations and because the city's obligation to Dr. Philips Performing Arts Center has ended, there is room to afford this program proposal moving forward into FY26.

attachments

1. Non-Profit Grant Program Guidelines
2. Non-Profit Grant Proposal Application
3. Non-Profit Grant Project Final Report Template
4. Non-Profit Grant Selection Committee Member Guidelines



The City of Winter Park provides competitive funding of \$10,000 to support specific, relevant, and meaningful, arts, science, history, social services, and educational experiences of value to the local community. For the purposes of this funding opportunity, The City of Winter Park defines “community” as any group that an organization is intentionally working to serve (e.g. members, students, performance-visual artists, participants, audience, geographic community, ethnic heritage, cultural traditions, social services, and educational programs).

Funds may be used for programs, activities, events, or created works that relate to arts, culture, science, history, social services, or educational programs that have a public-facing component that is accessible to all.

Purpose:

The purpose of this policy is to advance non-profit partners within the city and to ensure that The City of Winter Park is fiscally responsible in the allocation of city funds to nonprofit organizations and to ensure that the award and use of such funds are adequately documented. This policy creates a uniform procedure for the submission, review, approval and accounting of funding requests to the City from nonprofit organizations.

Maximum Request Amount: \$10,000

Funding is competitive; not all projects of merit are able to be funded. Award amounts are not partial and all applicants must submit proposals that utilize the entirety of the funds.

City of Winter Park funds must be used to support eligible project-related activities within the one-year grant period. Applicants will be notified if they include ineligible expenses in their project budget/application. The grant period will start on October 1st of each city fiscal year.

Organizational Eligibility:

- Applicant organizations must have current 501(c)(3) status and current good standing with the state of Florida Division of Corporations as a nonprofit organization. The City of Winter Park will verify with www.irs.gov and sunbiz.org.
- The nonprofit 501(c)(3) must be in The City of Winter Park municipal boundary.
- Faith-based organizations who have 501(c)(3) status, as long as the event is a non-faith-based program open to any segment of the population, are eligible.
- Applicant organizations must be in good standing with the City of Winter Park.

Project Eligibility:

- Projects must be based in arts and culture, science, history, social services, or educational and take place in The City of Winter Park and open to the public.



- Exhibits, performances, festivals, education, outreach programs, and art/cultural-based community development activities are examples of eligible projects.
- Projects do not have to be free to the public but they cannot be for-profit.
*Note charging for a project or event is permitted but may impact the selection committees evaluation.

Organization Eligibility Restrictions:

Organizations are NOT eligible if they are:

- Organizations that are connected to or operated by a for-profit business. (Ex. If a corporation creates a charity that primarily serves its own business interests, that charity would be considered an adjunct to the for-profit company and would not qualify)
- A public or private entity governed by an agency of government.
- Political causes, candidates, organizations, or campaigns.
- Already receiving more than \$10k in funding annually from the City of Winter Park.
- Receiving any other government funding for this specific project.

Note:

***In all cases, final eligibility decisions are made by the approving panel.
Approval of a previous project grant funding carries no assurance of continued funding in subsequent years.**

***If receiving funding, a final report form will be provided upon project completion.
This report will be due 30 days after the final project/event to maintain eligibility for future funding**

Accountability:

Nonprofit agencies shall adhere to accountability standards set by this policy. Compliance with these standards is a criterion for funding. These standards include but are not limited to:

- Complying with all financial requirements including the submission of financial statements or audits as specified.
- Complying with program performance measurement requirements and reporting.
- Complying with all other application terms, including meeting all deadlines.

Unallowable Activities:

- Projects benefiting for-profit organizations.
- Projects outside of The City of Winter Park.



- Project costs supported by any other government funding. This includes federal funding received either directly from a federal agency or indirectly from a pass-through organization.
- Subgranting or regranting awarded funds.
- Contributions and donations to other entities.
- Cash reserves and endowments.
- Costs for the creation of new organizations.
- Costs incurred before the beginning or after the completion of the official period of performance.
- Costs to bring a project into compliance with federal grant requirements. This includes environmental or historical assessments or reviews and the hiring of individuals to write assessments or reviews or to otherwise be in compliance.
- Expenditures related to compensation to foreign nationals and/or travel to or from foreign countries when those expenditures are not in compliance with regulations issued by the U.S. Treasury Department Office of Foreign Assets Control.
- General miscellaneous or contingency costs.
- Stipends/fees to individuals who are incarcerated.
- Marketing expenses that are not directly related to the project.
- Fines and penalties, bad debt costs, deficit reduction or any other comparable financial costs.
- Audit costs
- Rental costs for home office workspace owned by individuals or entities affiliated with the applicant organization.
- Generally, courses/coursework in degree-granting institutions.
- Literary publishing
- Voter registration drives and related activities.
- Lobbying, including activities intended to influence the outcome of elections or influence government officials regarding pending legislation, either directly or through specific lobbying appeals to the public.
- Alcoholic beverages/tobacco products.
- Awards to individuals or organizations to honor or recognize achievement.
- Purchase and/or use of gift cards and gift certificates to support project costs.
- Social activities such as receptions, parties, galas, community dinners, picnics, and potlucks.
- Gifts and prizes, including cash prizes as well as other items (e.g., electronic devices, gift certificates) with monetary value.
- Commercial (for-profit) enterprises or activities, including concessions, food, T-shirts, artwork, or other items for resale. This includes online or virtual sales/shops.
- Private events closed to the public and activities restricted to an organization's membership.

**Evaluation Criteria:**

Criteria	Description	Points Available
Respondents Experience & Qualifications	-Applicants are evaluated based on their experience on similar projects, the quality of those projects, the schedule, problems encountered, and the means to solve them -Applicants are also evaluated based on the qualifications and relevant experience of the key personnel for the project. This includes relevant knowledge and experience on similar projects that will translate into the successful execution of the project	25
Project Proposal & Approach	-Applicants are evaluated based on the project proposed and how relevant the project is to this grant opportunity. -Applicants are evaluated based on the work plan, team organization, understanding of the scope of work, project management, and communication plan, and provide services in a timely manner. -Clearly defined goals and/or proposed outcomes and an appropriate plan to determine if those goals and/or outcomes are met.	40
Community Impact	-Describe the benefit to the community, the target audience and the desired outcomes of the project completion. -Engagement with individuals whose opportunities to experience the arts are limited by geography, race or	15



	ethnicity, economics, or disability. *Accessibility for the public including potential ticket pricing may impact score. Please feel free to use the links below to help inform a response: o Social Impact o Economic Impact	
Budget & Financials	-Realistic planning and financial sustainability. Is the budget appropriate? Are the goals achievable with the resources? -Evidence of the ability to carry out the project based on such factors as the appropriateness of the budget, clarity of the project activities, and resources involved	20
Total Maximum Points		100



Requirements During the Grant Period:

- *Legal:* Grantees must comply with fair labor standards and a drug-free workplace, and provide business EIN or social security number for tax purposes.
- *Insurance:* Best practice industry standards dictate that applicants maintain appropriate insurance coverage. Acquire general liability coverage with a limit of liability of not less than \$1,000,000 per occurrence and in the aggregate, for bodily injury and property damage.
 - Coverage shall not contain any endorsement(s) excluding or limiting Product/Completed Operations, Contractual Liability, or Separation of Insureds.
 - The General Aggregate limit shall either apply separately to this contract or shall be at least twice the required occurrence limit.
 - Alternatives if your organization does not have general liability insurance. Event Insurance purchased through a venue.
 - Event Insurance purchased through an insurance company. Numerous insurance companies provide event or special event insurance. This short-term liability coverage protects organizations during events, festivals, etc. If the organization does not have a general liability insurance policy, and the venue does not have the option to purchase insurance through it, then this might be an option.
- *Inclusion:* Grantees must provide equal access and opportunity in employment and services and may not discriminate based on race, color, ethnicity, religion, gender, ancestry, national origin, geography, age, varying abilities, pregnancy, sexual orientation, gender identity, marital status, familial status, citizenship status, or socioeconomic status.
- *Acknowledgement:* Grantees must acknowledge the grant in all project publicity and materials (whether printed, online, verbal, or other), with the City of Winter Park logo and statement “This project is funded in part by The City of Winter Park, the city of arts and culture”.
- *Recordkeeping:* Grantees must keep information (including description and photos of the project, press or publicity about the project, including use of logo or acknowledgement statement, audience demographics, and financial records) for the final report.
- *Final Report:* A final report form will be provided upon project completion. This report will be due 30 days after the final project/event to maintain eligibility for future funding.



Important Dates (These are subject to change):

- Application Open: May 1st
- Application Deadline: June 30th
- Grant Review Panels: July & August (2 meetings)
- Board Approval: September Budget Hearings
- Notification of Award: After Second Reading of Budget Approval
- Funding Period: October 1st – September 30th
- Impact Report Due: November 1st (or 30 days after the project ends)

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**City of Winter Park
Non-Profit Grant Program**

FY26 Non-Profit Grant Proposal Application

I. Organization Information:

Legal Name of Organization	
DBA (if applicable)	
Mailing Address	
CEO/President	
Contact Person	
Telephone	
Email	
Website	
Organization Fiscal Year	
Funding Panel	

II. Supporting Documents Checklist:

Instructions: In the order listed below, attach the following items to the application. Place an “X” in all boxes indicating what you have **included** or **not included**.

	Included	Not Included
501(c)(3) Letter from IRS		
Current By-Laws & Articles of Incorporation		
Audited Financial Statement (if org budget >\$250K)		
Last two (2) years tax returns (if org budget <\$250K)		
IRS Form 990 (most recent)		
Any IRS Correspondence Received in Last 12 Months		
Organization Chart		
Annual Report (if available)		
Proposed, Current, and Past Year Budget/Financials		
Insurance Certificate and Endorsements		
Licenses and Certificates		
Strategic Plan (if available)		
Board of Directors Policies (Oversight, Diversity, Expertise, Ethics, Disclosure, etc.) (if available)		
Letters of Partnerships & Collaborations or Memorandums of Understanding (MOU) with any other agencies or organizations		

Provide and explanation for any requested documents not attached:



City of Winter Park Non-Profit Grant Program

III. Respondents Experience & Qualifications:

Mission Statement:

2-3 sentences

Brief History of Organization:

In 2-3 sentences, briefly describe the organization. This serves as an introduction of the organization to the review panel.

Organization Affiliation: (if applicable)

Major Organization Activities & Accomplishments:

Organization Partnerships and/or Collaborations: (if applicable)

Detail the prior experience of the organization relevant to the project being proposed:

Who are the key personnel that will be accomplishing this project proposal? Include relevant resumes and supporting information:

Provide any prior relevant work samples: Link to and / or attach videos, articles, or other forms of reviews, or media coverage of past projects.

IV. Project Proposal & Approach:

Programs or Projects the Organization Wishes to Accomplish with Public Dollars:

Project Location:

Please include venue name and physical address here if applicable.

Project Narrative:

- In 2-3 paragraphs, describe the proposed project. Address the following details:
 - What exactly will occur
 - Detailed explanation of the project /event
 - Who is involved in making this project happen and what are their roles
 - Key Staff / Volunteers
 - Identify any Community Partners / Leaders
 - Project relevancy to arts, culture, history, science, social services, or education
 - Project accessibility to the community

Provide a description of project delivery dates including expected start date and any events that fall within the designated grant period (10/1/25 - 9/30/26). Be as specific as possible as this information will be used by Panel Reviewers to score the project's merit. Feel free to share this information in the format of a bulleted list.



City of Winter Park Non-Profit Grant Program

V. Community Impact:

Project Potential/Impact Goals:

Provide a narrative to describe potential project impact. Be as specific as possible as this information will be used by Panel Reviewers to score the project's potential community impact:

Audience:

- Who is the target audience?
- How will the target audience engage with this project/event?
- How will success be measured?
- Will this project have a cost to the community?

VI. Budget & Financials:

Describe how the award will be sufficient to complete the goals of the project:

Organization Reserves: Answer the following questions about the organization's funding reserve.

- a) Does the organization currently have a funding reserve?
- b) If Yes, what is the balance of the organizations funding reserve?
- c) How does the organization fund the funding reserve?
- d) Provide the organizations guidelines for utilizing funds in the funding reserve
- e) If the organization does not have a funding reserve, what is the organizations contingency plan in the event there is a shortfall in operational funding?

Budget/Financials: Please provide a detailed line-item description of how grant funds will be budgeted and used for this project proposal.

VII Final Report:

*Note that a final report will be requested upon project completion. This will be due 30 days after the project or event has taken place and will be required to maintain eligibility for future funding opportunities.

Please provide a brief explanation of how the projects success will be measured. (Surveys, Reviews, Formed Partnerships, etc.)



City of Winter Park Non-Profit Grant Program

City of Winter Park Non-Profit Grant Final Report

For Arts, Science, History, Social Services, and Education Experiences

Grant Recipient: _____

Project/Event Title: _____

Date(s) of Project/Event: _____

Report Submission Date: _____

1. Project/Event Overview

Provide a brief summary of your project/event, including its purpose, key activities, and intended impact. (2-4 sentences)

2. Community Impact

Describe how your project/event benefited the community. If applicable, please include the specific groups served (e.g., students, artists, general public, geographic community, ethnic heritage groups, cultural traditions, social service beneficiaries, educational participants).

3. Attendance & Participation

Approximate Total number of participants/audience members: _____

Demographics of participants (if available):

- Age groups: _____
- Geographic location: _____
- Special populations served: _____



City of Winter Park Non-Profit Grant Program

4. Measurable Outcomes

Explain how you measured the success of your project. Provide quantitative and qualitative data where possible (e.g., survey results, testimonials, increased engagement, partnerships formed).

5. Challenges & Lessons Learned

Discuss any challenges encountered and how they were addressed. What lessons did you learn that could help improve future projects?

6. Budget Summary

Provide a brief financial summary of how the grant funds were used. Attach a detailed expense report if necessary.

Expense Category	Amount Spent
	\$
	\$
	\$
	\$
	\$
	\$
Total:	\$

7. Supporting Documentation

Attach any supporting materials, including photos, marketing materials, participant feedback, and media coverage.

8. Additional Comments

Is there anything else you'd like to share about your experience with this grant and its impact on your organization or community?



City of Winter Park Non-Profit Grant Program

Certification:

I certify that the information provided in this report is accurate and reflects the outcomes of the funded project/event.

Signature: _____

Printed Name: _____

Organization Name: _____

Date: _____

Submit completed reports to: [Insert Contact Information]



City of Winter Park Non- Profit Grant Program

Selection Committee Guidelines

These guidelines help ensure that the selection process for grant applications is transparent, fair, and consistent while maintaining the highest ethical standards.

Responsibilities:

Each member of the Selection Committee has the responsibility to read, understand, and comply with the provisions of this document.

- Responsibility for maintaining the integrity of the overall evaluation process;
- Scheduling and posting, in accordance with Florida Statutes, all committee meeting dates, times, and locations
- Audio recording and storing of all committee actions (note: during the evaluation meetings, the audiotape is always on);
- Documenting members' scoring and ranking information; and
- Communicating the Committee's recommendation(s) to the City Commission.

Guidelines for the Grant Selection Committee

1. Roles & Responsibilities

a. Chairperson:

- Oversee the entire selection process, from initial application review to final selection.
- Ensure the process adheres to established rules, timelines, and ethical standards.
- Facilitate committee meetings and ensure balanced discussion.

b. Committee Members/Reviewers:

- Independently review, evaluate, and score applications based on the set criteria.
- Participate in deliberations and provide insights to reach a consensus on top applicants.
- Maintain objectivity and impartiality in all evaluations.

c. Representatives

- The Selection Committee will include one member from each of the following five boards:
 - Historic Preservation Board
 - Public Art Advisory Board
 - Economic Development Advisory Board (EDAB)
 - Keep Winter Park Beautiful (KWPB)
 - Parks & Recreation Advisory Board



2. Conflict of Interest Policy

- **a. Identification of Conflicts:**
 - Committee members must disclose any personal, financial, or professional relationships with applicants or organizations seeking grants.
 - A conflict of interest may arise if a committee member stands to gain personally from the outcome, has close personal relationships with applicants, or works closely with a competing organization.
- **b. Handling Conflicts:**
 - Committee members with conflicts must recuse themselves from reviewing or scoring that particular application.
 - If a member has multiple conflicts, consider whether they should continue to participate in the process.
 - Maintain transparency by documenting and addressing conflicts of interest.

3. Evaluation Process

- **a. Evaluation Criteria:**
 - Use the predefined scoring rubric that reflects the grant's goals and priorities.
- **b. Scoring System:**
 - Assign numerical scores for each criterion, with clear explanations for each score.
 - Provide qualitative feedback to justify scoring decisions, particularly for very high or low scores.
- **c. Consistency & Fairness:**
 - Ensure all applications are evaluated using the same criteria and process.
 - Reviewers should aim to be consistent in their scoring to ensure equity.
 - Encourage committee members to avoid biases based on personal preferences or other non-relevant factors.

4. Confidentiality

- **a. Handling of Information:**
 - Committee members must treat all applications, discussions, and scoring outcomes as confidential.
 - Avoid sharing sensitive applicant information or deliberations outside the committee.
 - Applications should only be discussed within the context of formal committee meetings.
- **b. Security of Materials:**
 - All documents related to the applications (physical or digital) should be securely stored.
 - Ensure that digital documents are only shared through secure platforms and are password protected if necessary.
 - Upon completion of the review process, all materials should be returned or securely disposed of.



c. Accordance to Sunshine Law

- https://issuu.com/cityofwinterpark/docs/board_member_handbook

5. Fairness and Transparency

- **a. Non-Discrimination:**
 - Ensure that the selection process is free from bias related to race, gender, age, religion, disability, or other protected characteristics.
 - Every applicant should have an equal opportunity to be evaluated based solely on merit and the alignment of their proposal with the grant's objectives.
- **b. Transparency in Process:**
 - Maintain openness regarding the criteria, deadlines, and procedures for decision-making.
 - Share selection timelines with applicants and stick to the announced schedule.
 - Keep records of all key decisions for transparency and accountability.

6. Committee Deliberations

- **a. Open Discussion:**
 - Encourage all committee members to share their perspectives on each application.
 - Reviewers should be prepared to explain their scores and evaluations during deliberations.
 - Avoid domination by any single committee member; foster balanced, respectful debate.
- **b. Consensus Decision-Making:**
 - Aim for consensus on top applications through discussion and compromise.
 - If a consensus cannot be reached, use majority voting or further deliberation to finalize decisions.
 - Ensure that differences of opinion are respected and considered before the final decision.

7. Ethical Considerations

- **a. Integrity and Objectivity:**
 - Committee members must act with the highest level of integrity, ensuring decisions are based solely on the merit of the applications.
- **b. Avoidance of Improper Influence:**
 - Avoid allowing personal relationships, external pressure, or political considerations to influence decisions.
 - Report any attempts to unduly influence the decision-making process.
- **c. Commitment to the Grant's Mission:**
 - Ensure the grant selections reflect the overarching mission and values of the funding body.



8. Feedback and Communication with Applicants

- **a. Providing Constructive Feedback:**
 - Offer detailed feedback to applicants, particularly unsuccessful ones, to help them improve for future opportunities.
 - Ensure feedback is specific, balanced, and focuses on the strengths and weaknesses of the application.
- **b. Communication of Results:**
 - Communicate decisions to applicants in a clear, professional, and timely manner.
 - Maintain a supportive tone, especially when communicating rejections.
 - Provide information on further opportunities or support services if applicable.

DRAFT



item type

Public Hearings: Quasi-Judicial Matters

meeting date

March 12, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Randy Knight, City Manager

subject

Ordinance amending Article VIII Historic Preservation of Chapter 58, concerning the process and procedures for certificates of review subject to public notice and public hearing, and penalties for unauthorized significant alterations or demolitions. (1st reading) **Tabled from January 8, 2025. Request from Staff to table to May 14th.**

motion | recommendation

The Historic Preservation Board has recommended approval of this ordinance. Staff is requesting the Commission table this item until May 14, 2025.

background

Update from January 8th Meeting:

Per City Commission direction, staff held a community meeting on the proposed changes to the Historic Preservation ordinance on February 20th. Approximately 45 people attended the community meeting, with 16 attendees speaking. Opinions were evenly split on the issue of adding fines for demolition without approval, with half in favor and half opposed. However, there was general agreement that the ordinance should be clearer and more predictable. Overall, all attendees supported updating the ordinance in some fashion. Next steps include incorporating the feedback into further revisions and presenting the updated ordinance to the Historic Preservation Board before bringing it to the Commission. To allow time for these revisions and additional review, staff recommends that the Commission table the matter until the May 14th meeting.

Staff Report from January 8th Meeting:

The Historic Preservation Board (HPB) has proposed and is recommending approval of Ordinance changes to incorporate amended procedures to be used in the review of applications for construction on historic properties, as referred to in the code as 'certificates of review' and to incorporate procedures and penalties for unauthorized alterations or demolitions.

Proposed Review Process Codification

The existing code sets forth a procedure that asks applicants to meet with the HPB staff prior

to a formal application and then the code sets forth the formal process with notice requirements for the public hearing, at which time, the HPB may act on the application. The HPB has suggested incorporating a "recommendation" to applicants for a preliminary review by the HPB prior to the formal public noticed application. In that way, an applicant can visit the HPB informally with concept plans to determine the feasibility of the request and obtain design direction before spending more money on design plans for a formal noticed public hearing review. If an applicant does not want to spend that time for a preliminary review, they can choose at their initiative to proceed directly with an advertised public hearing review. Also, for most small requests that do not involve additions to the existing structures, the staff will direct the applicant to combine the preliminary and final approvals in order to expedite the process.

Review of Construction Plans

The HPB is also proposing a post approval review of the building permit plan submissions in order to ensure that the building permit plans incorporate the design and materials as was agreed upon by the HPB, prior to issuance of the building permit. This change is welcomed by the staff as many issues that have occurred in the past relate to changes made during the construction plan completion process. This should not result in a time delay for applicants as the building permit review time is typically more than one month in length, and this step can occur at the same time as the other departments of the city are reviewing the initial permit submission.

Authentic Reconstructions when Non-Contributing Structures are Demolished

The code is not clear that any permitted demolitions of non-contributing structures in a historic district must be replaced with authentic replicas of architectural styling from the era of development of the district, which typically is the 1920's-1940's. It has been the practice and policy of the HPB to require such, and this will codify that design requirement.

Unauthorized Alteration or Demolition

While the code is clear that an HPB approval is needed for significant alterations to the exterior of historic structures or for demolitions of historic structures, in whole or in part, this Ordinance proposes code clarifications dealing with the outcome of unauthorized exterior alterations or demolitions exceeding the scale and scope of what may have been approved. This ordinance would codify such actions as may be applied to such occurrences. The Ordinance also clarifies the overlapping roles of the Code Compliance Board and the Historic Preservation Board.

There are two scenarios. One scenario is that "out of the blue" someone demolishes part of, or all of a historically designated structure with no permit and no approval by the HPB. This is a scenario that occurred when the front porch was demolished from the Victorian farmhouse at 1331 Aloma Avenue. Workers showed up on a Saturday and by Monday the porch was in ruins. In such cases, the referral is to the Code Compliance Board, who can require an authentic replica to be reconstructed and who may also impose a fine or penalty of up to \$500/day until such is completed.

Another scenario is when a certificate of review has been approved by the HPB and demolition or significant alteration has occurred that was not permitted by the HPB. The code is clear that one must restore or replicate what has been demolished. What the HPB fears is that

unauthorized demolitions will occur if the only penalty is the reconstruction of replicas. This code amendment clarifies that the HPB may revoke setback variances previously approved (because those setback variances would not have been granted if the structure was approved to be demolished). The code amendment also clarifies that the property owner may propose financial compensation if they wish to retain the previously authorized variance approvals.

In order to provide a framework for such financial remedies, this ordinance bases that upon the value of the building. Since there can be legitimate disagreements over valuations of structures (cost to rebuild) and to avoid such disagreements so that the HPB does not have to arbitrate such, the value of the building improvements (not land) on the OCPA tax rolls is what the City uses in other code sections. The proposed financial compensation could be up to a maximum percentage (30%) of the OCPA value, in addition to incorporating the authentic replication of the previous structure. It would be at the discretion of the property owner whether to offer and agree to such financial compensation and the level of such compensation would be a decision by the HPB with this not to exceed number.

It is also important to note that any such financial decision by the HPB can be appealed to the City Commission. The HPB is not an unelected board that makes decisions about the approval of certificates of review, the granting of variances or any compensation requirements for unauthorized actions. All of those decisions of the HPB can be appealed to the City Commission.

alternatives | other considerations

fiscal impact

attachments

1. Update to Historic Preservation Regs. Ord_. 10-31-2024 DL 11-5-2024 clean

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA
AMENDING ARTICLE VIII HISTORIC PRESERVATION OF
CHAPTER 58 OF THE LAND DEVELOPMENT CODE
CONCERNING THE PROCESS AND PROCEDURES FOR
CERTIFICATES OF REVIEW SUBJECT TO THE PUBLIC
NOTICE AND PUBLIC HEARING PROCESS, PENALTIES FOR
UNAUTHORIZED SIGNIFICANT ALTERATIONS OR
DEMOLITIONS; PROVIDING FOR CONFLICTS,
CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Winter Park (the "City") recognizes that the preservation of historic homes is important to the health, safety and general welfare of the community; and

WHEREAS, the City Commission recognizes that the Historic Preservation Board plays an important role in the review of changes, modification to historically designated structures and contributing structures within historic districts; and

WHEREAS, the City Commission has received a recommendation from the Historic Preservation Board for improvements to the Historic Preservation regulations concerning the process for certificates of review and for occasions of unauthorized significant alterations to or demolitions; and

WHEREAS, in accordance with section 163.3174, Florida Statutes, and section 58-372 of the City Code of Ordinances, the City's local planning agency, which is the designated Planning and Zoning Board, has also reviewed and made recommendations as to the amendments set forth herein;

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA:

SECTION I: RECITALS. The above recitals are true and correct, are adopted and incorporated herein, and constitute the legislative findings of the City Commission of the City of Winter Park.

SECTION II: Portions of Chapter 58, Land Development Code, Article VIII, Historic Preservation, is hereby amended to read as shown in Section III, and words with single underlined type shall constitute additions to the original text and ~~strike-through~~ shall constitute deletions to the original text. Sections and provisions not included are not being amended.

SECTION III: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Division 4 – Certificate of Review, Section 58-467; Section 58-473 (d); Section 475; Section 58-479 (6); Section 58-481 (9); Section 58-482 and Section 58-500 are hereby amended to read as follows:

DIVISION 4. - CERTIFICATE OF REVIEW

Sec. 58-466. - Purpose.

The purpose of the certificate of review process is to assist owners of historical landmarks or resources and owners in historic districts who plan to rehabilitate, restore or redevelop their property for contemporary use to achieve their goals and take advantage of incentive programs while preserving the historic character, architecture and materials, to the greatest extent possible.

Sec. 58-467. - Pre-application conference/preliminary review.

(a) Before entering binding commitments or incurring substantial expense in the preparation of plans, surveys and other data, and before submitting an application for a certificate of review, an applicant shall confer with the city HPB staff to obtain information and guidance. The purpose of such conference is to further discuss and clarify conservation objectives and design guidelines in cases that do not conform to established objectives and the Land Development Code. In no case shall any statement or representation made prior to the official application review be binding on the HPB, the city commission or any city departments.

(b) Applicants must submit a design concept plan to the HPB for a preliminary review prior to the formal advertised and noticed review for a final decision. The purpose of the HPB preliminary review is for the applicant to receive non-binding input from the HPB on what aspects and features of the design concept plan and variance requests appear to be acceptable or not. For minor requests that do not include additions to any structures, the city staff may allow an applicant to skip the preliminary review of the design concept plan under this subsection.

Sec. 58-473. - Certificates of review.

(a) An applicant for a special certificate of review whether for new construction, exterior alteration, rehabilitation, restoration, renovation, addition, demolition, or relocation shall submit an application to the HPB accompanied by photographs, elevations, site plans, floor plans, and samples of materials as deemed appropriate by the HPB to fully describe the proposed appearance, materials and architectural design of the building(s), other outbuildings and site plan. The application shall include floor area ratio, impervious lot coverage and height and setback calculations as well as landscape and hardscape plans if applicable. The applicant shall provide adequate information to enable the HPB to visualize the effect of the proposed action on the applicant's building and its adjacent buildings and streetscapes. If such application involves a designated archaeological zone, the applicant shall provide full plans and specifications of work that may affect the surface and subsurface of the archaeological site.

(b) In the event that the applicant is requesting a special certificate of review for demolition, the HPB shall be provided with the details for the proposed disposition of the site. The HPB may require architectural drawings, financial plans or other information regarding any proposed new construction. Proposed demolitions shall be reviewed subject to the considerations in section 58-479.

(c) The HPB will rule upon applications for a certificate of review during a public hearing. A notice of the hearing shall be published in a newspaper of general circulation within the city at least 13 days in advance of the hearing. Written notice of the time and place of the hearing and the proposed action to be taken shall be mailed to all owners of record of property within 500 feet of the property requesting a certificate of review. A notice shall also be posted upon the property at least 15 days in advance of the hearing.

(d) All approvals of certificates of review shall be conditioned (whether specifically enumerated or not) upon a subsequent review and approval by the HPB of the construction plans in order to insure the plans and representations made at the public hearing are in fact being incorporated accurately into the building permit plans and application submissions. This review of the building permit plans may occur during the same time period that such plans are undergoing review by city departments for the building permit so as not to add time or delay for the project. Applicants are advised to insure such submittals to HPB and for building permit include specific detail on the exterior materials to be used for the project including roof type, wall materials and coverings, window detail including fenestration and mullin detail, garage and other doors, shutters, if applicable, and all other relevant details as shown on the plans previously approved by the HPB. The certificate of review shall not become effective until such building permit review and approval by the HPB is accomplished. An approved certificate of review and any accompanying variance(s) shall expire one year after the date of approval if the approved construction, rehabilitation, restoration, renovation, addition, demolition, or relocation has not physically commenced on the property within such time period. Upon the request of the property owner, staff may administratively extend the approval for an additional year. Thereafter, upon request by the property owner one additional one-year extension may granted by the HPB upon good cause.

Sec. 58-475. - Time limit.

Within 30 days after receiving an application, the city staff will review the application for completeness and notify the applicant of deficiencies, if any. Thereafter, the HPB shall act upon an application within 60-120 days of the city staff determining that the city has received receipt of a complete application requesting the proposed action. The time limits under this section may be waived at any time by mutual written consent of the applicant and the city staff or HPB.

Sec. 58-479. - Guidelines for demolition of designated properties or properties within historic districts.

In addition to all other provisions of this article, in determining whether to approve or deny an application involving significant changes to the exterior façade(s) or the demolition of designated structures on properties ~~or properties~~ located within designated historic districts, the HPB shall consider the following criteria:

(1) The structure is of such interest or quality that it would reasonably meet national, state or local criteria for designation as a historic landmark.

(2) The structure is of such design, craftsmanship or material that it could be reproduced only with great difficulty and/or expense.

(3) The structure is one of the last remaining examples of its kind in the city, the county, or the region.

(4) The structure contributes to the historic character and scale of a designated historic district.

(5) Retention of the structure promotes the general welfare of the city by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage.

(6) There are definite plans for reuse of the property presented to the HPB for approval, if the proposed demolition is carried out, and such plans shall be for an authentic re-creation of architectural styling prevalent during the era of the predominant development of the district and there is an explanation of what the effect of those plans will be on the character of the surrounding area.

Noncontributing elements (see section 58-481 (9)) are exempt from the provisions of subsections (1) through (5) above.

Sec. 58-481. - Procedure for demolition of buildings and structures on properties designated on the Winter Park Register of Historic Places, or located within designated historic districts or as identified in the Florida Master Site File or the historic survey.

(9) *Noncontributing structures.* Owners of noncontributing structures within any historic district shall not be required to show economic hardship in applying for a certificate of approval for demolition for such structures. However, the new construction proposed as a replacement must conform to the adopted design guideline standards of the historic district, when such design standards have been adopted and if no design standards have been adopted, then the replacement shall be an authentic re-creation of an architectural style that reflects a prevalent architectural style of the era of development of the district.

Sec. 58-482. - Reconstruction of destroyed historic landmarks.

The loss of local historic landmarks, resources or contributing structures within a historic district that have been destroyed by fire or other natural disaster may be ameliorated by efforts to reconstruct the resource. Reconstruction means the process of reproducing by new construction the exact form and detail of a demolished building structure or object as it appeared at a certain point in time. The HPB shall encourage reconstruction when deemed appropriate and when such reconstruction is based upon evidence of the size, form, architectural style and detail of the demolished building. The reconstruction will be recognized as such in the Winter Park Register of Historic Places. This section shall only apply as indicated above to circumstances an individually designated historic landmark structure or a contributing historic structure within a local or national register historic district has been damaged or destroyed by fire, tornado or other natural disaster.

Sec. 58-500. - Violations.

(a) Any person who carries out or causes to be carried out any work in violation of this article shall be required to restore the subject improvement, landscape feature or site either to its appearance prior to the violation or in accordance with a certificate of review approved by the HPB. This civil remedy shall be in addition to and not in lieu of any criminal prosecution and civil penalty otherwise provided in section 2-107 in this Code.

~~(b) Any person who carries out or causes to be carried out any work in violation of this article that causes irreparable or irreversible damage to a designated historic resource, or to any contributing or noncontributing resource within a designated historic district a fine not to exceed three times the amount per violation provided for in section 2-107 in this Code. Any person who violates this article is subject to code enforcement fines and lien imposed by the Code Compliance Board. Without limiting the foregoing, the Code Compliance Board has the authority to order the restoration of any unauthorized removal or significant alteration to the exterior of a structure, or demolition in part or in whole, to a designated historic structure, or to any contributing or noncontributing structure within a designated local or national register historic district to exactly the same condition and exterior materials as existed prior to the alteration or demolition and impose a fine for each day until such is achieved. Further, the Code Compliance Board has the authority to enforce the HPB's decision under subsection (c) and impose a fine for each day until compliance is achieved.~~

(c) In violation cases where there exists a certificate of review approval by the HPB for said property or structure and no such specific HPB approval has been granted for such unauthorized significant alterations to the exterior or demolitions, the HPB, after conducting a noticed public hearing and giving the applicant an opportunity to be heard, may (i) revoke the certificate of approval and any variances previously granted by the HPB and require full restoration, which may include an authentic replica with authentic exterior materials; (ii) amend the certificate of approval and revoke some or all variances previously granted by the HPB; or (iii) impose further conditions on an amended certificate of approval and variances, which may include

requiring the applicant to make a monetary contribution for historic preservation purposes. Any monetary contribution for historic preservation purposes required by the HPB as set forth above shall not exceed an amount equal to thirty (30) percent of the value of the improperly altered building on the most recent tax roll of the Orange County Property Appraiser.

SECTION IV: CONFLICTS. If any Ordinances or parts of Ordinances are in conflict herewith, this Ordinance shall control to the extent of the conflict.

SECTION V: SEVERABILITY. If any section, subsection, sentence, clause, phrase, provision, or word of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity or unconstitutionality shall not be held to invalidate or impair the validity, force, or effect of any other remaining provisions of this Ordinance.

SECTION VI: CODIFICATION. Sections III of this Ordinance shall be codified and made a part of the City of Winter Park Land Development Code, and the sections of this Ordinance may be renumbered or re-lettered to accomplish this intention. The word "Ordinance" may be changed to "Section," "Article," or other appropriate word. The City Clerk is given liberal authority to ensure proper codification of this Ordinance, including the right to correct scrivener's errors.

SECTION VII: This Ordinance shall become effective immediately following approval by the City Commission at its second reading.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2025.

City of Winter Park

Sheila DeCiccio, Mayor

Attest: _____
Rene Cranis, City Clerk



City Commission

agenda item 12.b

item type

Public Hearings: Quasi-Judicial Matters

meeting date

March 12, 2025

prepared by

Donald Marcotte, Assistant Director of Public Works/City Engineer

approved by**subject**

Ordinance 3332-25 - Vacating and abandoning a portion of Cypress Avenue between the FDOT Sunrail right-of-way and Palmetto Avenue. (2nd reading)

motion | recommendation

Move to adopt ordinance to vacate that portion of Cypress Avenue lying between the FDOT Sunrail right of way and Palmetto Avenue as shown on attached sketch.

background

The City of Winter Park received a request from Z Properties, Inc. to vacate a portion of the Cypress Avenue right-of-way between the FDOT Sunrail right of way and Palmetto Avenue.

This portion of the right-of-way is a dead end and has been historically used as parking for the adjacent property owner, formally Allen Trovillion.

Hearing the request to approve the Ordinance for this right-of-way vacation on February 12, 2025, the City Commission agreed to table the request for two weeks. Tabling allowed commissioners a chance to visit the site and Z Properties a chance to prepare exhibits for the proposed future use of the property. Letter and presentation submitted by the applicant are attached.

alternatives | other considerations

Deny the request.

fiscal impact

None.

attachments

1. Ordinance 3332-25 - Cypress Avenue abandonment
2. Cypress Abandonment Exhibit A

3. Letter from applicant
4. Applicant presentation
5. Utility Companies ROW Release

After Recording Return To:
City of Winter Park
City Clerk's Office
401 Park Avenue South
Winter Park, Florida 32789

ORDINANCE 3332-25

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, VACATING AND ABANDONING AN UNIMPROVED 50 FOOT-WIDE PORTION OF THE CYPRESS AVENUE RIGHT OF WAY DEDICATED BY THE PALMETTO COMPANY'S ADDITION TO WINTER PARK, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK "E", PAGE 14, OF THE PUBLIC RECORDS OF ORANGE COUNTY, SAID PORTION TO BE VACATED IS SHOWN HEREON AS EXHIBIT "A" ATTACHED HERETO AND DESCRIBED AS BEING SITUATED BETWEEN ORANGE COUNTY FLORIDA TAX PARCEL IDENTIFICATION NUMBER 12-22-29-6600-01-600 TOGETHER WITH PARCEL 12-22-29-6600-01-601 ON THE WEST AND FLORIDA TAX PARCEL IDENTIFICATION NUMBER 12-22-29-6600-01-630 ON THE EAST AND DESCRIBED HEREIN; PROVIDING FOR CONFLICTS, RECORDING AND AN EFFECTIVE DATE.

WHEREAS, Z 14 BUILDING, LLC ("Applicant") is the fee simple owner of address 1242 Palmetto Avenue AND address 1260 Palmetto Avenue and address 1280 Palmetto Avenue DESCRIBED AS BEING SITUATED BETWEEN ORANGE COUNTY FLORIDA TAX PARCEL IDENTIFICATION NUMBER 12-22-29-6600-01-600 TOGETHER WITH PARCEL 12-22-29-6600-01-601 ON THE WEST AND FLORIDA TAX PARCEL IDENTIFICATION NUMBER 12-22-29-6600-01-630 ON THE EAST.

WHEREAS, the Applicants have petitioned the City of Winter Park ("City") for the partial vacation and abandonment of the 50 feet wide right-of-way as set forth herein; and

WHEREAS, the 50.00 feet wide right-of-way was dedicated to the public by the PALMETTO COMPANY'S ADDITION TO WINTER PARK, as recorded in Plat Book E, Page 14, Public Records of Orange County, Florida; and

WHEREAS, it has been determined that Applicants have caused the publication of the required notice of intent to vacate pursuant to general law and have paid all outstanding ad valorem taxes for ADDRESSES: 1260 Palmetto Avenue, 1280 Palmetto Avenue and- 1242 Palmetto Avenue, Winter Park, Florida;

WHEREAS, the City has the authority to adopt this Ordinance by virtue of its home rule powers and Charter with respect to abandoning and vacating rights-of-way no longer needed for public purposes; and

WHEREAS, the City has determined that this portion of Cypress Avenue right-of-way being vacated and abandoned by this Ordinance is no longer needed by the City of Winter Park or for any public purpose.

BE IT ENACTED by the People of the City of Winter Park, Florida as follows:

Section 1. The City Commission of the City of Winter Park, Florida hereby vacates and abandons that certain portion of the 50 feet wide public right-of-way described in **EXHIBIT "A"** attached hereto ("Vacation Area"), subject to a reservation by the City of Winter Park of a perpetual utilities easement over, under and through the Vacation Area for the construction, installation, repair, replacement, reconstruction, maintenance, control, operation, use, and modification of public utilities and facilities, including but not limited to sewer lines, water lines, reclaimed water lines, gas lines, electric lines, cable television lines, telecommunications lines, stormwater drainage lines, fiber optic cables and other public utilities facilities of every type, including without limitation, mains, pipes, inlets, grates, pumps, valves, wires, structures, boxes, manholes, electrical controls, cables and similar appurtenances, including the right of ingress and egress to and from adjacent public rights-of-way for the purposes of the easement.

Section 2. Any error in the legal description or in depiction of the Vacation Area may be corrected by subsequent curative document(s) prepared, executed, and/or recorded by the City Manager and/or his or her designee, if any such error is determined to exist by the City Manager or City Commission.

Section 3. In the event of any conflict between this Ordinance and any other ordinance or portions of ordinances, this Ordinance controls.

Section 4. After adoption, this Ordinance shall be recorded in the public records of Orange County, Florida.

Section 5. This Ordinance shall take effect immediately upon its passage and adoption.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held at City Hall, Winter Park, Florida, on the 12th day of March, 2025.

Sheila DeCiccio, Mayor

ATTEST:

Rene Cranis, City Clerk

NOTES:

- 1) THIS IS A GRAPHIC DEPICTION OF THE RIGHT OF WAY BEING PETITIONED FOR VACATION AND ABANDONMENT OF RIGHT OF WAY.
- 2) THE AREA TO BE VACATED IS SHOWN ON THE GRAPHIC DEPICTION BELOW SUBJECT TO CORRECTIONS BY GROUND SURVEYS.
- 3) THIS DEPICTION IS NOT A SURVEY.

EXISTING RIGHT OF WAY TO BE VACATED:

ALL OF THAT PART OF THE UNIMPROVED RIGHT OF WAY PLATTED AS CYPRESS AVENUE BY THE PALMETTO COMPANY'S ADDITION TO WINTER PARK AS PLATTED IN PLAT BOOK "E", PAGE 14, OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA LYING EAST OF PALMETTO AVENUE (AS IT MAY BE AMENDED FROM TIME TO TIME) AND LYING WEST OF THE FLORIDA DEPARTMENT OF TRANSPORTATION SUNRAIL COMMUTER LINE RIGHT OF WAY.



CITY OF WINTER PARK
PUBLIC WORKS DEPARTMENT
ENGINEERING DIVISION
SURVEY SECTION
500 N. Virginia Avenue
Winter Park, Florida 32789
Phone: (407) 599-3233

PREPARED BY THOMAS L. CONNER, CITY SURVEYOR
FLORIDA LICENSED SURVEYOR AND MAPPER 164340

SKETCH OF DESCRIPTION
A PORTION OF CYPRESS AVENUE
RIGHT OF WAY TO BE VACATED
SECTION 12, TWP 22 S, RGE 29 E
CITY OF WINTER PARK, ORANGE COUNTY, FL
PALMETTO VACATE SKETCH AND DESCRIPTION.DWG



I am writing to formally request the vacation and abandonment of a portion of Cypress Avenue, between the FDOT SunRail ROW and Palmetto Avenue. This request will benefit the property at 1242-1360 Palmetto Avenue and aligns with the Orange Avenue Overlay Guidelines.

Our goal is to breathe new life into the existing buildings by repurposing them, rather than letting them remain neglected or be demolished.

The project has always relied on the City ROW for its functionality, and as we move forward with upgrades, exclusive use of the ROW is becoming increasingly vital. Our ownership of this property would help eliminate existing liabilities for the City. Additionally, at our own expense, we are replacing the 9 spots on Cypress with 14 new on-street parking spots on City-owned property, which we do not own or have exclusivity over. This addition will help alleviate parking congestion along Palmetto Avenue.

The timing of this project is especially favorable with the opening of the new Seven Oaks Park. The development of high-end, low-density commercial space would complement the park and support the ongoing growth and beautification of the Orange Avenue corridor.



CYPRESS AVE RIGHT OF WAY PROPOSAL

Palmetto Ave, Winter Park, FL 32789



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No.	Project Number
-------------	----------------

Developer	Z PROPERTIES
Name	219 W Comstock Ave, Winter Park, FL 32789
Address	407.929.3303
Tel:	Zane@zpropertiesinc.com
Email	

Design:	Z PROPERTIES
Name	219 W Comstock Ave, Winter Park, FL 32789
Address	407.929.3303
Tel:	Zane@zpropertiesinc.com
Email	

Structure:	
Name	
Address	
Address	
Tel:	
Email	

Trusses:	
Name	
Address	
Address	
Tel:	
Email	

Pool:	
Name	
Address	
Address	
Tel:	
Email	

Pool:	
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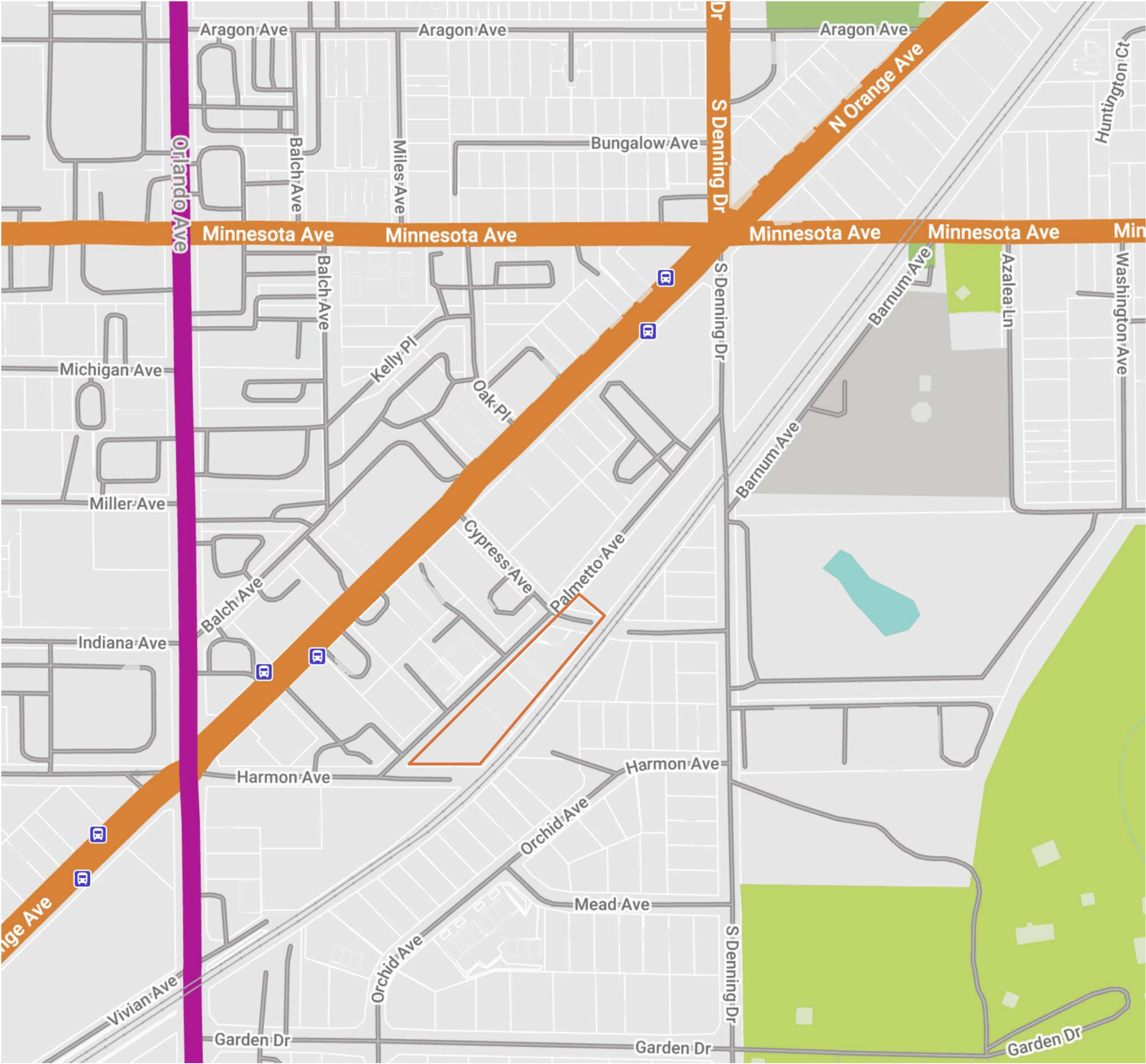
Rev.	Date
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Date	2/20/2025
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Scale	Cover
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Sheet No.	
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1

AERIAL VIEW

SCALE: N.T.S

2

LOCATION MAP

SCALE: N.T.S

PROJECT DATA

PARCEL ID 12-22-29-6600-01-600
CITY WINTER PARK
ACREAGE 0.24

PROPERTY DESCRIPTION
PALMETTO ADD TO WINTER PARK E/14 LOTS 160 161 & 162 (LESS BEG AT PT ON NLY LINE LOT 162 S 82 DEG E 45.78 FT FROM NWLY COR SAID LOT RUN N 82 DEG W 45.78 FT TO SAID NWLY COR S 45 DEG W ALONG SELY R/W PALMETTO AVE 60 FT TO SW COR LOT 161 S 44 DEG E 50.1 FT NELY 53.10 FT NWLY 14 FT TO PT 35.18 FT SWLY OF BEG TH NELY TO BEG)

ZONING
O-1



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number

Developer
Name Z PROPERTIES
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Design:
Name Z PROPERTIES
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Structure:
Name
Address
Address
Tel:
Email

Trusses:
Name
Address
Address
Tel:
Email

Landscape Architect:
Name
Address
Address
Tel:
Email

Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address
Address
Tel:
Email

Interior Design: NOT PART OF PERMIT SET
Name
Address
Address
Tel:
Email

Rev.	Date

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Date 2/20/2025

Scale
Project Data

A001

Sheet No. Page 71 of 124



Cypress Ave Proposal

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Structure:
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Trusses:
Name
Address
Address
Tel:
Email

Landscape Architect:
Name
Address
Address
Tel:
Email

Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address
Address
Tel:
Email

Interior Design: NOT PART OF PERMIT SET
Name
Address
Address
Tel:
Email

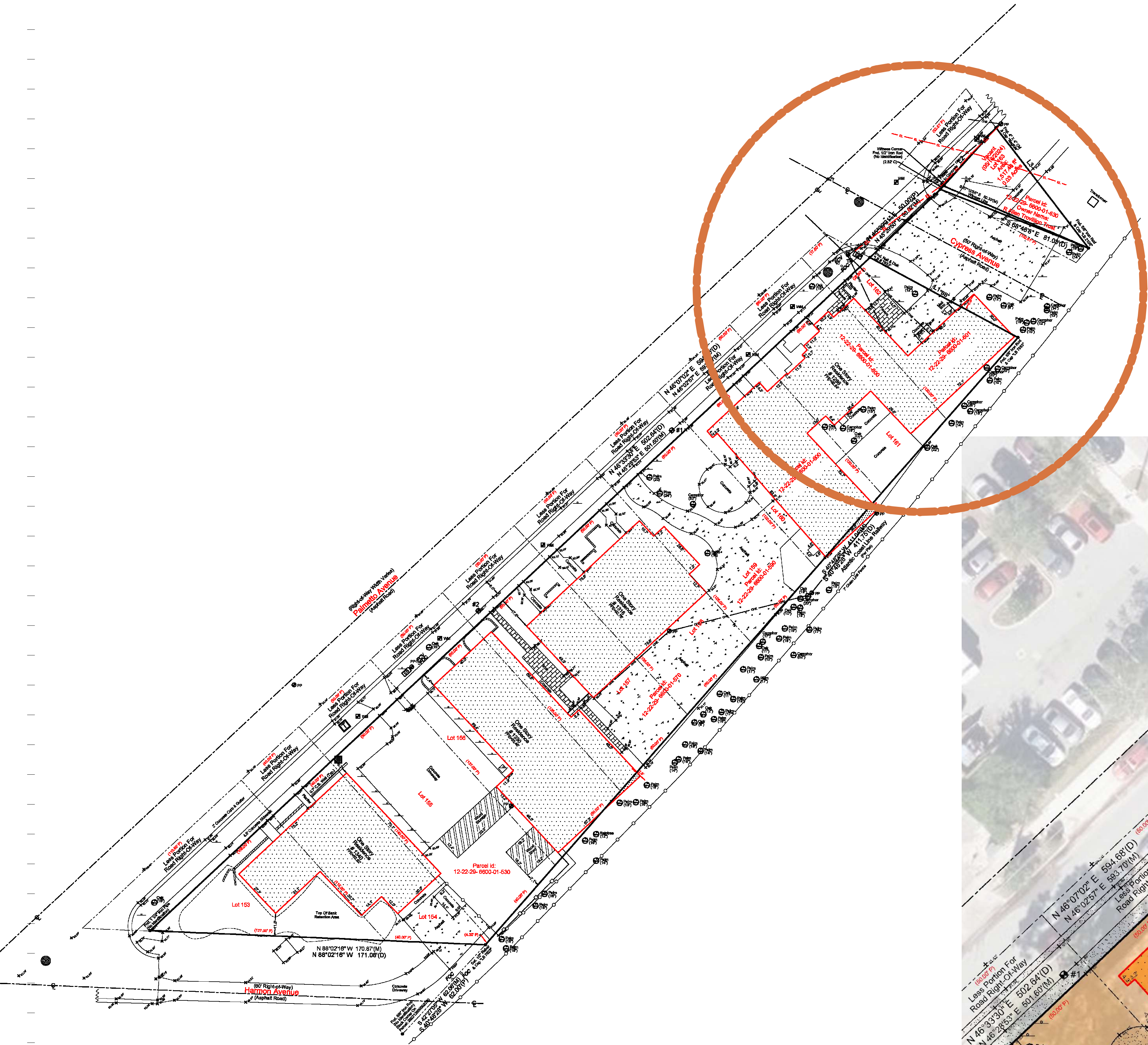
Rev.	Date

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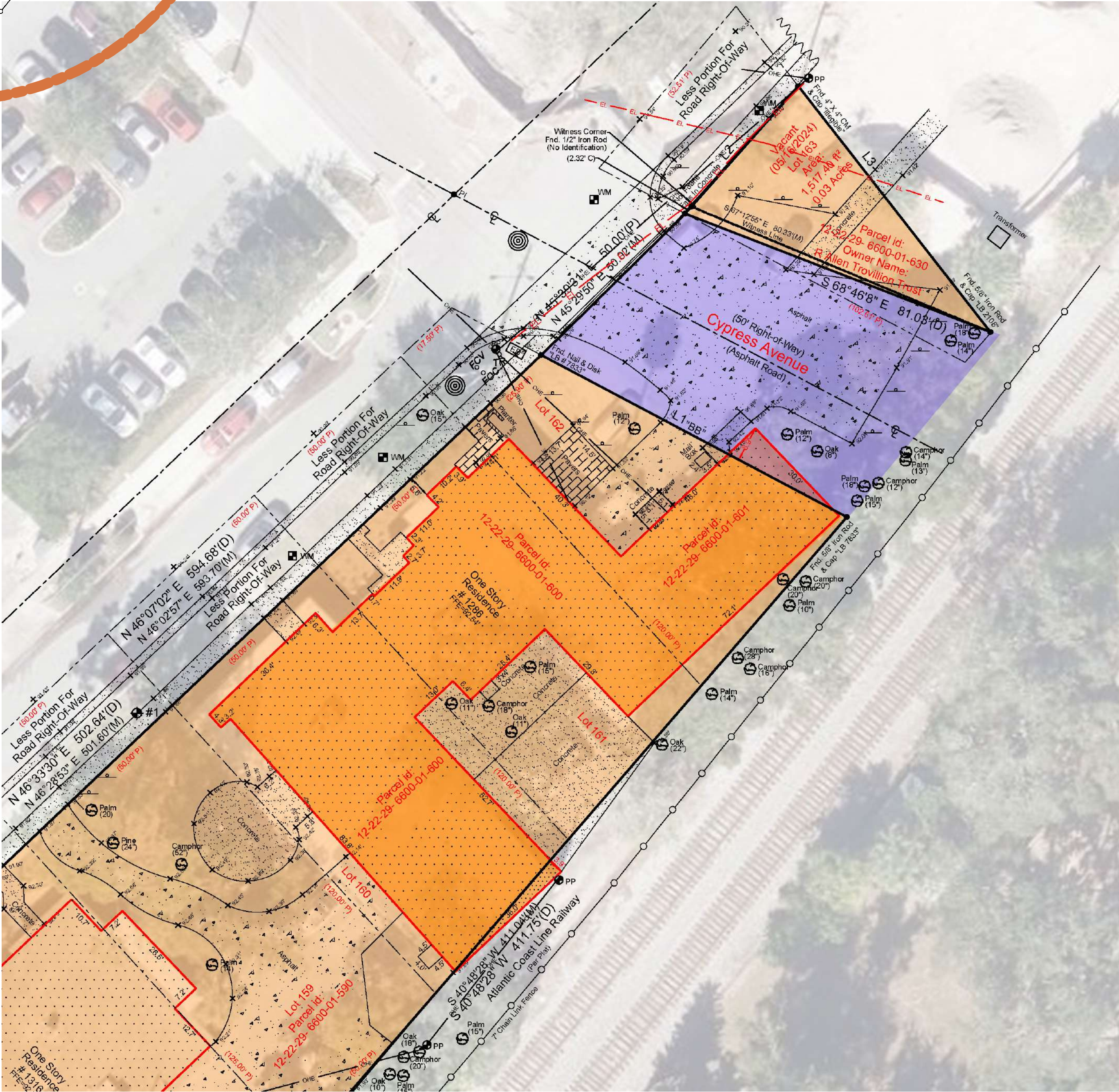
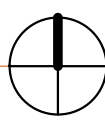
Date 2/20/2025

Scale
Survey

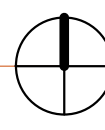
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1 SURVEY
SCALE: N.T.S



2 SURVEY CLOSE UP
SCALE: N.T.S



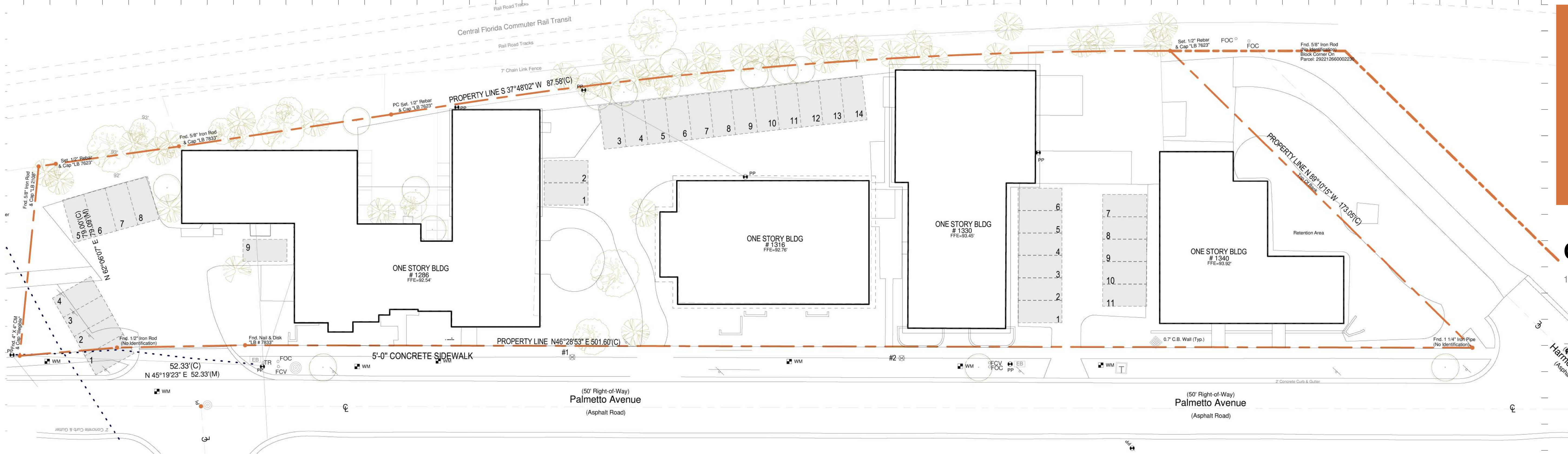
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Cypress Ave Proposal

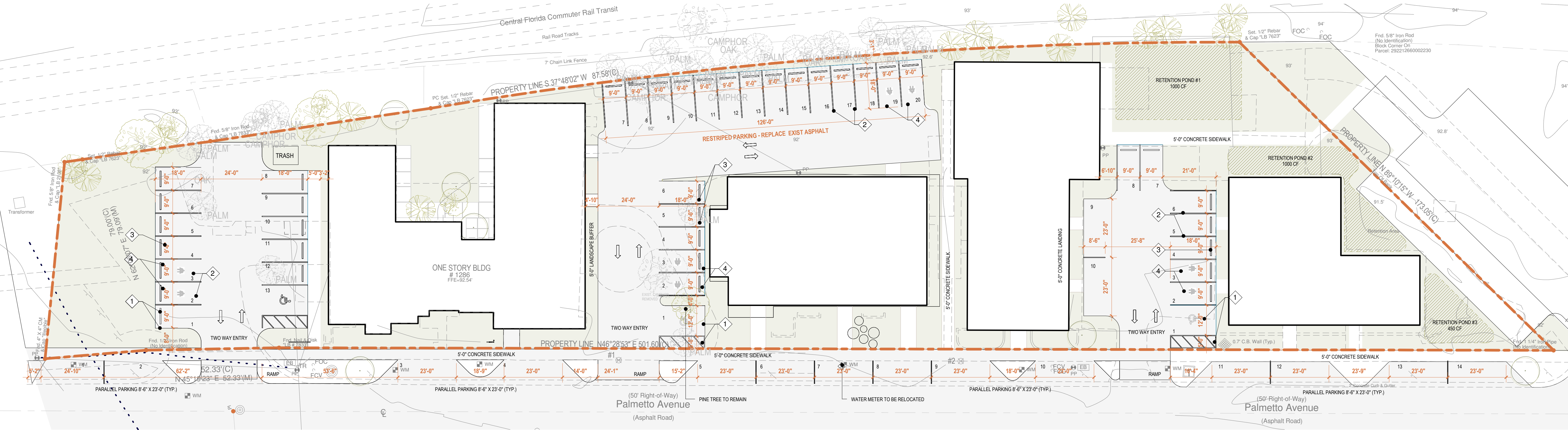
1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number



1 EXISTING SITE PLAN
3/64" = 1'-0"

EXISTING COMMERCIAL 20,660 SF



2 PROPOSED SITE PLAN
3/64" = 1'-0"

PROPOSED COMMERCIAL 19,333 SF | TOTAL PARKING ONSITE 43 P.S.

KEY NOTE

- ◇ ADA STRIPPING AND SIGNAGE; FDOT INDEX 17346, PAGE 15. SEE DETAILS.
- ◇ 6" PARKING SPACE STRIPPING (WHITE TRAFFIC PAINT)
- ◇ CURB STOP TO PROVIDE 2' VEHICLE OVERHANG. SEE DETAILS.
- ◇ FUTURE EV CHARGING, TYP.

PARKING CALCS

EXISTING	PARKING SPACES
4 ONE STORY BLDGS = 20,660 SF	34
PROPOSED	
4 EXIST. ONE STORY BLDGS = 19,333 SF	
TOTAL ON-SITE PARKING PROVIDED	43
PARKING SPACE DISTRIBUTION SUMMARY	
PARKING SPACE: 9'x 18' -STANDARD SPACE	40
ADA PARKING SPACE: 12' x 18' (WITH 5' AISLE)	3
ADDITIONAL OVERFLOW STREET SIDE PARKING SPACE: 8-6" X 23'	14
TOTAL PARKING ALLOCATED	57
TOTAL EV PARKING PROVIDED @43 X20%	8

IMPERVIOUS / PERVIOUS

LOT AREA	58,200 SF	
IMPERVIOUS ALLOWED	49,470 SF	85%
PROPOSED	38,540 SF	66%
PROPOSED IMPERVIOUS		
4 EXIST. ONE STORY BLDGS	19,000 SF	
PARKING LOT	16,560 SF	
SIDEWALKS & PATHWAYS	2,980 SF	
PROPOSED PERVIOUS		
GREEN AREAS	19,650 SF	

RETENTION CALCS

EXISTING	18,739 SF
2 ONE STORY BLDGS	11,889 SF
PARKING LOT	6,350 SF
SIDEWALKS & PADS	500 SF
PROPOSED	22,735 SF
2 ONE STORY BLDGS	10,545 SF
PARKING LOT	7,650 SF
SIDEWALKS & PADS	700 SF
OFF SITE PARALLEL PARKING	3,840 SF
IMPERVIOUS	22,735 SF
1/2" RUNOFF	
REQUIRED RETENTION	947.29 CF
PROPOSED RETENTION POND #1	1,000 CF

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Civil:
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Email

Pools: NOT PART OF PERMIT SET
Name
Address
Address
Tel:
Email

Interior Design: NOT PART OF PERMIT SET
Name
Address
Address
Tel:
Email

Rev.	Date

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Date 2/20/2025

Scale 3/64" = 1'-0"

Overall Site Plan

A003

Sheet No.



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number

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Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel: -
Email

Interior Design: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel: -
Email

Rev.	Date
1	BLDG. FIRE REVIEW #1 08.08.22

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Date 2/20/2025

Scale
Front Elevation Renders

A004

Sheet No.



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

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Interior Design: NOT PART OF PERMIT SET
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Address -
Address -
Tel: -
Email

Rev.	Date

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Date 2/20/2025

Scale
Renderings 2

A005

Sheet No.



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number

Developer
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Design:
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Structure:
Name
Address
Address
Tel:
Email

Trusses:
Name
Address
Address
Tel:
Email

Landscape Architect:
Name
Address
Address
Tel:
Email

Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel:
Email

Interior Design: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel:
Email

Rev.	Date

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF Z PROPERTIES INC., AND MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE EXPRESS WRITTEN CONSENT OF Z PROPERTIES INC.

Date 2/20/2025

Scale
Renderings 3

A006

Sheet No.



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number

Developer
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Design:
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Structure:
Name
Address
Address
Tel:
Email

Trusses:
Name
Address
Address
Tel:
Email

Landscape Architect:
Name
Address
Address
Tel:
Email

Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel: -
Email -

Interior Design: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel: -
Email -

Rev.	Date

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF Z PROPERTIES INC., AND MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE EXPRESS WRITTEN CONSENT OF Z PROPERTIES INC.

Date 2/20/2025

Scale
Existing Photos

A007

Sheet No.



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number

Developer
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Design:
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Structure:
Name
Address
Address
Tel:
Email

Trusses:
Name
Address
Address
Tel:
Email

Landscape Architect:
Name
Address
Address
Tel:
Email

Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel: -
Email -

Interior Design: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel: -
Email -

Rev.	Date

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF Z PROPERTIES INC., AND MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE EXPRESS WRITTEN CONSENT OF Z PROPERTIES INC.

Date 2/20/2025

Scale

Existing Photos

A008

Sheet No.



Cypress Ave Proposal

1242-1260 PALMETTO AVE, WINTER PARK, FL

Project No. Project Number

Developer
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Design:
Name **Z PROPERTIES**
Address 219 W Comstock Ave, Winter Park,
Address FL 32789
Tel: 407.929.3303
Email Zane@zpropertiesinc.com

Structure:
Name
Address
Address
Tel:
Email

Trusses:
Name
Address
Address
Tel:
Email

Landscape Architect:
Name
Address
Address
Tel:
Email

Civil:
Name
Address
Address
Tel:
Email

Pools: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel:
Email

Interior Design: NOT PART OF PERMIT SET
Name
Address -
Address -
Tel:
Email

Rev.	Date

ALL DRAWINGS AND WRITTEN MATERIAL APPEARING HEREIN CONSTITUTE THE ORIGINAL AND UNPUBLISHED WORK OF Z PROPERTIES INC., AND MAY NOT BE DUPLICATED, USED, OR DISCLOSED WITHOUT THE EXPRESS WRITTEN CONSENT OF Z PROPERTIES INC.

Date 2/20/2025

Scale
Renderings

A009

Sheet No. Page 79 of 124

UTILITY COMPANY APPROVAL OF EASEMENT OR RIGHT OF WAY RELEASE

Date: July 1, 2024

City of Winter Park
401 Park Avenue South
Winter Park, FL 32789

Dear Tara Lamoureux :

I am in the process of requesting the City of Winter Park vacate an (easement/right of way) as shown on the copy of the enclosed tax map. The site is located at (address) 1242 Palmetto Avenue, Winter Park, FL 32789 (Cypress Avenue) in Winter Park. In order to have this action heard, I must provide letters of no objection from utility companies serving the neighborhood.

Please review your records, complete the form, below, and return this letter to me at chanel@zpropertiesinc.com. If you have any questions, please contact Chanel Magid 407-949-8639

Sincerely

Name: Z Properties Group, Inc.
Address: 219 W. Comstock Avenue
City, State, Zip Code: Winter Park, FL 32789

☐ The subject parcel is not within our service area.

☒ The subject parcel is within our service area. We do not have any facilities within the easement/right of way. We have no objection to the vacation.

☐ The subject parcel is within our service area. We object to the vacation.

Additional comments: _____

Signature: Tara Lamoureux

Print Name: Tara Lamoureux

Title: Assistant Water & Wastewater Utility Director

Date: 7/19/2024

UTILITY COMPANY APPROVAL OF EASEMENT OR RIGHT OF WAY RELEASE

Date: July 1, 2024

City of Winter Park
1409 Howell Branch Road
Winter Park, FL 32789

Dear Mourad Belfakih :

I am in the process of requesting the City of Winter Park vacate an (easement/right of way) as shown on the copy of the enclosed tax map. The site is located at (address) 1242 Palmetto Avenue, Winter Park, FL 32789 (Cypress Avenue) in Winter Park. In order to have this action heard, I must provide letters of no objection from utility companies serving the neighborhood.

Please review your records, complete the form, below, and return this letter to me at chanel@zpropertiesinc.com. If you have any questions, please contact Chanel Magid 407-949-8639

Sincerely

Name: Z Properties Group, Inc.
Address: 219 W. Comstock Avenue
City, State, Zip Code: Winter Park, FL 32789

☒ The subject parcel is not within our service area.

☐ The subject parcel is within our service area. We do not have any facilities within the easement/right of way. We have no objection to the vacation.

☐ The subject parcel is within our service area. We object to the vacation.

Additional comments: _____

Signature: _____

Print Name: Mourad Belfakih

Title: Electrical Enginmeer Manager

Date: 7-23-2024

UTILITY COMPANY APPROVAL OF EASEMENT OR RIGHT OF WAY RELEASE

Date: July 1, 2024

TECO Peoples Gas
600 W. Robinson / PO BOX 2433
Orlando, FL 32802

Dear Shawn Winsor **:**

I am in the process of requesting the City of Winter Park vacate an (easement/right of way) as shown on the copy of the enclosed tax map. The site is located at (address) 1242 Palmetto Avenue, Winter Park, FL 32789 (Cypress Avenue) in Winter Park. In order to have this action heard, I must provide letters of no objection from utility companies serving the neighborhood.

Please review your records, complete the form, below, and return this letter to me at chanel@zpropertiesinc.com. If you have any questions, please contact Chanel Magid 407-949-8639

Sincerely

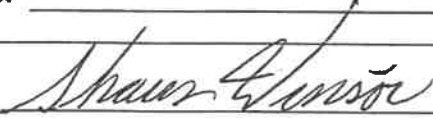
Name: Z Properties Group, Inc.
Address: 219 W. Comstock Avenue
City, State, Zip Code: Winter Park, FL 32789

☐ The subject parcel is not within our service area.

☒ The subject parcel is within our service area. We do not have any facilities within the easement/right of way. We have no objection to the vacation.

☐ The subject parcel is within our service area. We object to the vacation.

Additional comments: _____

Signature: 

Print Name: Shawn Winsor

Title: Gas Design Project Manager

Date: 7-17-24

UTILITY COMPANY APPROVAL OF EASEMENT OR RIGHT OF WAY RELEASE

Date: July 1, 2024

Century Link Lumen
3621 All American BLVD
Orlando, FL32712

Dear Robert Godek :

I am in the process of requesting the City of Winter Park vacate an (easement/right of way) as shown on the copy of the enclosed tax map. The site is located at (address) 1242 Palmetto Avenue, Winter Park, FL 32789 (Cypress Avenue) in Winter Park. In order to have this action heard, I must provide letters of no objection from utility companies serving the neighborhood.

Please review your records, complete the form, below, and return this letter to me at chanel@zpropertiesinc.com. If you have any questions, please contact Chanel Magid 407-949-8639

Sincerely

Name: Z Properties Group, Inc.
Address: 219 W. Comstock Avenue
City, State, Zip Code: Winter Park, FL 32789

 The subject parcel is not within our service area.

X The subject parcel is within our service area. We do not have any facilities within the easement/right of way. We have no objection to the vacation.

 The subject parcel is within our service area. We object to the vacation.

Additional comments: We do have facilities within the easement/right of way in the area but vacating would not interfere with our services. We have no objection to the vacation.

Signature:



Print Name: Jason Castillo-Reyes

Title: Associate Engineer

Date: 07/12/2024

Construction Department
3767 All American Blvd
Orlando FL 32810



July 17, 2024

Chanel Magid
Chief Operating Officer
219 W. Comstock Ave

Re: Vacate of Right of way; Cypress Ave

Dear Ms. Magid:

Spectrum has reviewed your request to vacate this portion of Cypress Ave right of way adjacent to parcel 12-22-29-6600-01-601

Spectrum has no object to the vacation of right of way as shown below,



If you need and additional information, please contact me at my office 407-532-8511.

Sincerely,

Tracey Domostoy

Tracey Domostoy
Construction Supervisor
Charter- Spectrum

Cc: E-mailed Chanel Vicari <chanel@ZPropertiesinc.com>

**item type**

Public Hearings: Quasi-Judicial Matters

meeting date

March 12, 2025

prepared by

John Harbilas, Senior Planner

approved by

Randy Knight, City Manager

subject

Request of Presbyterian Retirement Communities, Inc. to: re-establish the Conditional Use approval, which expired in November 2018, for the amended 16,650-square foot Lifelong Learning Center addition to the Winter Park Towers facility, located at 1111 S. Lakemont Avenue, zoned R-4.

motion | recommendation

Staff recommendation is for approval.

background

In 2016, the Westminster Winter Park Towers received conditional use approval for a 16,650-square foot Lifelong Learning Center addition to their current facility at 1111 S. Lakemont Avenue, zoned R-4. City Code requires that a building permit is received and construction begin within a three year period from the final Commission approval. However, due to financial and economic challenges, Westminster was unable to get the project off the ground until now, which is beyond the three-year window from approval. Under Sec 58-90(d)2, the Commission has the ability to re-establish an expired conditional use approval.

The current request is for a revised, smaller, Lifelong Learning Center, at 15,555 square feet, as an amenity for the residents of the Winter Park Towers. The proposed building addition is located between the main WP Towers building and the Parking Garage. The centerpiece of the project is an auditorium/stage to accommodate approximately 375 persons. The facility could host speakers, music productions, theatre performances and such for the entertainment and enlightenment of the residents of the Winter Park Towers. The floor plans also show a lobby and breakout area for social gatherings and an outdoor patio on the main level.

This portion of the WP Towers property is zoned R-4. The addition of this building floor area brings the total square footage of the R-4 portion of the WP Towers to a floor area ratio of 102%. R-4 maximum FAR is 200%. That total floor area of 102% includes the "garden apartment building" that is part of the WP Towers master plan to be built at a future time. The proposal is set in the same location as previously. There have been some amendments to footprint and architecture, but the overall size and scale remains consistent with the previous

approval.

alternatives | other considerations

fiscal impact

attachments

1. Letter to City re_ WP Towers CUP
2. Renderings
3. WWP CEC - BUILDING PERMIT DRAWINGS_v1
4. Civil Plans Westminster 2024
5. Commission Nov 2016 - Winter Park Towers



M. REBECCA WILSON

Shareholder

rebecca.wilson@lowndes-law.com

215 North Eola Drive, Orlando, Florida 32801-2028

T: 407-418-6250 | F: 407-843-4444

MAIN NUMBER: 407-843-4600



February 14, 2025

Allison McGillis
Director, Planning and Zoning
amcgillis@cityofwinterpark.org

Re: Re-Establishment of Conditional Use Permit

Dear Allison:

As you know this firm represents Presbyterian Retirement Communities, Inc. which is the owner of the property known as Winter Park Towers. On November 28, 2016, the City approved a Conditional Use Permit to build a new Lifelong Learning Center Building (16,650 sf) at 1111 S. Lakemont Avenue ("2016 CUP Approval").

Unfortunately, the project was delayed due to cost. When my client then considered moving forward again the Covid Pandemic caused additional delay.

The Lifelong Learning Center is interior to the site. Since the 2016 CUP Approval, the square footage has reduced from 16,650 sf to 15,555 sf. In addition, we believe that the architecture has improved (see attached).

Accordingly, please consider this our request to re-establish the 2016 CUP in accordance with City Code Section 58-90(d)(2).

Very truly yours,

M. Rebecca Wilson
Shareholder

MRW/kej









WESTMINSTER WINTER PARK - CULTURAL ENRICHMENT CENTER

Westminster Winter Park
1111 S. Lakemont Ave.
Winter Park, FL 32792

PERMIT SET
DECEMBER 23, 2024



Owner

WESTMINSTER COMMUNITIES OF FLORIDA
80 West Lucerne Circle,
Orlando, FL, 32801
Phone: 407.839.5050

Architect

STEWART & CONNERS ARCHITECTS, PLLC
3731 Latrobe Drive
Suite 100
Charlotte, NC 28211
Phone: 704.365.3941
Fax: 704.365.3942

Structural Engineer

MCELROY ENGINEERING, LLC.
1835 Edgewater Drive
Orlando, Florida 32804
Phone: 407.245.8775
Fax: 407.245.8744

P/M Engineer

EIERMAN ENGINEERING, INC.
1015 Webster Avenue
Orlando, Florida 32804
Phone: 407.296.6991

Electrical Engineer

CLEAR ENGINEERING LLC
13651 Crystal River Drive
Orlando, Florida 32828
Phone: 407.227.3431

Fire Protection Engineer

G&P ENGINEERING LLC
PO Box 196725
Winter Springs, Florida 32719
Phone: 407.476.3031

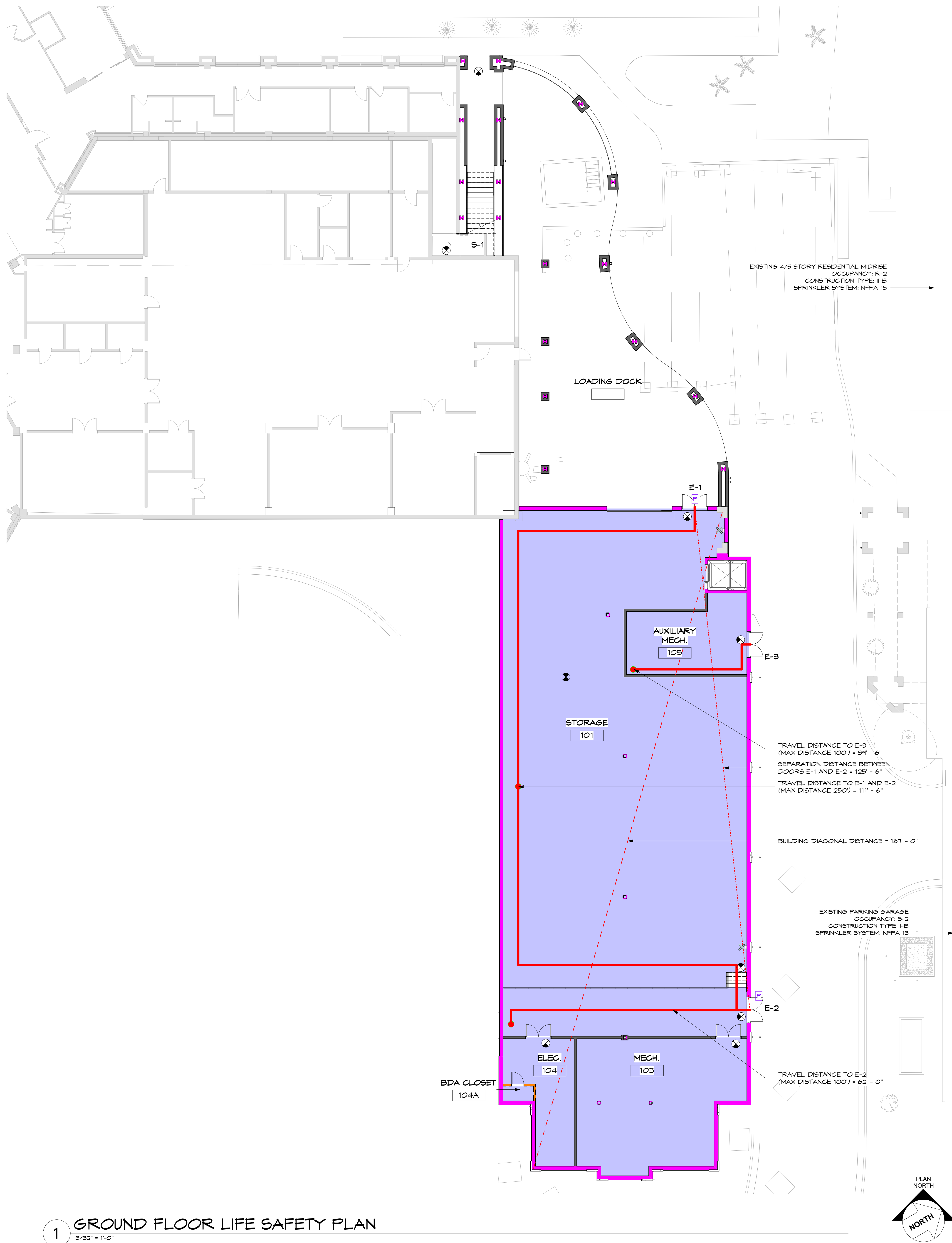
Civil Engineer

FLORIDA ENGINEERING GROUP
5127 S. Orange Avenue
Suite 200
Orlando, Florida 32809
Phone: 407.895.0324
Fax: 407.895.0325

Interior Designer

INTERIOR DESIGN ASSOCIATES, INC.
618 Church Street
Suite 400
Nashville, TN 37219
Phone: 615.320.7550

Address: 2024 / NWP / LLC 2024 / NWP / Licensing Learning Center / 2024



LEGEND:	
	3 HOUR RATED (FOR STRUCTURE)
	2 HOUR RATED (FOR STRUCTURE)
	2 HOUR RATED FIRE BARRIER
	1 HOUR RATED FIRE BARRIER
	1 HOUR RATED FIRE PARTITION
	NON-RATED PARTITION
---	BUILDING DIAGONAL DISTANCE
---	DIAGONAL DISTANCE BETWEEN DOORS
---	TRAVEL DISTANCE
X	FIRE EXTINGUISHER CABINET (75' TRAVEL DISTANCE)
X	EXIT SIGN
X	PANIC HARDWARE
X	HOLD-OPEN DEVICE
AREA AND OCCUPANCY CALCULATIONS (FBC SECTION 1004):	
NEW BUILDING	
AREA:	
ASSEMBLY (A-3) OCCUPANCY	= 11,896 SQ.FT.
STORAGE (S-1) MODERATE	= 9,569 SQ.FT.
OCCUPANT LOAD (GROUND FLOOR):	
STORAGE (S-1) MODERATE	= 6,192 SQ.FT. / 300 = 20
- AUX. MECHANICAL ROOM	= 576 SQ.FT. / 300 = 2
- STORAGE ROOM	= 678 SQ.FT. / 300 = 2
- MECHANICAL ROOM	= 1,019 SQ.FT. / 300 = 3
- ELECTRICAL ROOM	= 595 SQ.FT. / 300 = 2
TOTAL GROUND FLOOR LOAD	= 29 OCCUPANT LOAD
OCCUPANT LOAD (MAIN FLOOR):	
ASSEMBLY (A-3) OCCUPANCY	
- MULTI-PURPOSE ROOM	
- NO PARTITIONS IN PLACE	= 4,459 SQ.FT. / 7 = 639
- PARTITION (A) IN PLACE	
- AREA A	= 2,178 SQ.FT. / 7 = 312
- AREA B & C	= 2,281 SQ.FT. / 7 = 327
- PARTITION (A) & (B) IN PLACE	
- AREA A	= 2,178 SQ.FT. / 7 = 312
- AREA B	= 914 SQ.FT. / 7 = 140
- AREA C	= 1,307 SQ.FT. / 7 = 187
- PLATFORM	= 1,671 SQ.FT. / 15 = 112
- GREEN ROOM & TOILET	= 158 SQ.FT. / 15 = 10
- PRE-FUNCTION	= 4,054 SQ.FT. / 15 = 324
- PATIO	= 732 SQ.FT. / 15 = 49
STORAGE (S-1) MODERATE	
- STORAGE 1	= 219 SQ.FT. / 300 = 1
- STORAGE 2	= 235 SQ.FT. / 300 = 1
- STORAGE 3	= 61 SQ.FT. / 300 = 1
TOTAL MAIN FLOOR LOAD	= 1,131 OCCUPANT LOAD
RENOVATION TO EXISTING BUILDING	
AREA:	
ASSEMBLY (A-3) OCCUPANCY	= 493 SQ.FT.
BUSINESS	= 603 SQ.FT.
OCCUPANT LOAD	
ASSEMBLY (A-3) OCCUPANCY	= 512 SQ.FT. / 15 = 35
BUSINESS	
- OFFICE 1	= 216 SQ.FT. / 150 = 2
- OFFICE 2	= 212 SQ.FT. / 150 = 2
- MKTG. OFFICE	= 252 SQ.FT. / 150 = 2
TOTAL LOAD	= 41 OCCUPANT LOAD
EXISTING BUILDING	
AREA:	
ASSEMBLY (A-3) OCCUPANCY	= 4,542 SQ.FT.
OCCUPANT LOAD	
ASSEMBLY (A-3) OCCUPANCY	
- EXISTING MULTI-PURPOSE ROOM	= 2,502 SQ.FT. / 15 = 166
- EXISTING TERRACE	= 1,330 SQ.FT. / 15 = 89
- EXISTING LIBRARY	= 760 SQ.FT. / 50 = 15
TOTAL EXISTING BUILDING LOAD	= 269 OCCUPANT LOAD
<i>*HALF OF THE EXISTING BUILDING OCCUPANT LOAD IS ACCOUNTED FOR IN THE NEW BUILDING EXTING. CALCULATIONS WHILE THE OTHER HALF OF THE OCCUPANT LOAD IS TO REMAIN THROUGH THE EXISTING BUILDING.</i>	
EGRESS SIZING CALCULATIONS (FBC SECTION 1005):	
BUILDING EXITS	
GROUND FLOOR LOAD = 29	
E-1 (EXIT TO GRADE)	
REQUIRED	= 14 x 0.2' = 2.8'
PROVIDED	= 12' / 0.2' = 360
E-2 (EXIT TO GRADE)	
REQUIRED	= 13 x 0.2' = 2.6'
PROVIDED	= 12' / 0.2' = 360
E-3 (EXIT TO GRADE FROM AUX. MECHANICAL ROOM ONLY)	
REQUIRED	= 2 x 0.2' = 0.4'
PROVIDED	= 12' / 0.2' = 360
TOTAL	
REQUIRED	= 29 x 0.2' = 5.8'
PROVIDED	= 12' + 12' + 12' = 36'
MAIN FLOOR LOAD = 1,131	
E-4 (EXIT TO STAIR)	
REQUIRED	= 160 x 0.2' = 32'
PROVIDED	= 32' / 0.2' = 160
E-5A (EXIT TO GRADE)	
REQUIRED	= 320 x 0.2' = 64'
PROVIDED	= 64' / 0.2' = 320
E-5B (EXIT TO GRADE)	
REQUIRED	= 320 x 0.2' = 64'
PROVIDED	= 64' / 0.2' = 320
E-6 (EXIT TO GRADE)	
REQUIRED	= 160 x 0.2' = 32'
PROVIDED	= 64' / 0.2' = 320
E-7 (EXIT TO GRADE)	
REQUIRED	= 171 x 0.2' = 35.4'
PROVIDED	= 64' / 0.2' = 320
TOTAL	
REQUIRED	= 1,131 x 0.2' = 227.4'
PROVIDED	= 34' + 68' + 68' + 68' + 68' + 68' = 266'
STAIR WIDTHS	
S-1 (STAIR WIDTH)	
REQUIRED	= 160 x 0.3' = 48'
PROVIDED	= 64' / 0.3' = 213
OCCUPANCY TYPE LEGEND:	
	ASSEMBLY (A-3)
	BUSINESS
	STORAGE (S-1) MODERATE
	EXISTING ASSEMBLY
NOTES:	
1. RESERVED	
2. RESERVED	
3. RESERVED	

SC

STEWART & CONNERS ARCHITECTS, PLLC

3731 Latrobe Drive, Suite 100
Charlotte, NC 28211
p: 704-365-3941
f: 704-365-3942

Title:

WESTMINSTER WINTER PARK - CULTURAL ENRICHMENT CENTER

Location:

Westminster Winter Park
1111 S. Lakemont Ave.
Winter Park, FL 32792

seals:

STATE OF FLORIDA
CUA THAO HESTER
AR102076
REGISTERED ARCHITECT

This item has been electronically signed and sealed by Cua Thao Hester, RA on the Date/ or Time Stamp shown using a digital signature.

Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

© 2024 by Stewart & Connors Architects, PLLC

sca project date: 33-01-400 12/23/2024

drawn by: checked by: DH CH

revisions:

key plan:

PERMIT SET

sheet name: GROUND FLOOR LIFE SAFETY PLAN

sheet number: G004A

1 GROUND FLOOR LIFE SAFETY PLAN
3/32" = 1'-0"

Page 92 of 124

Title:

WESTMINSTER
WINTER PARK -
CULTURAL
ENRICHMENT
CENTER

Location:

Westminster
Winter Park
1111 S. Lakemont
Ave.
Winter Park, FL
32742

seals:

This item has been electronically signed and
sealed by Cua Thao Hester, RA on the Date and/or
Time Stamp shown using a digital signature.Printed copies of this document are not
considered signed and sealed and the signature
must be verified on any electronic copies.

© 2024 by

Stewart & Connors Architects, PLLC

sca project date:

33-01-400 12/23/2024

drawn by: checked by:

DH CH

revisions:

key plan:

PERMIT SET

sheet name:

MAIN FLOOR
LIFE SAFETY
PLAN

sheet number:

G004B

LEGEND:

- 3 HOUR RATED (FOR STRUCTURE)
- 2 HOUR RATED (FOR STRUCTURE)
- 2 HOUR RATED FIRE BARRIER
- 1 HOUR RATED FIRE BARRIER
- 1 HOUR RATED FIRE PARTITION
- NON-RATED PARTITION
- BUILDING DIAGONAL DISTANCE
- DIAGONAL DISTANCE BETWEEN DOORS
- TRAVEL DISTANCE
- FIRE EXTINGUISHER CABINET (75')
- TRAVEL DISTANCE
- EXIT SIGN
- PANIC HARDWARE
- HOLD-OPEN DEVICE

AREA AND OCCUPANCY CALCULATIONS (FBC SECTION 1004):

NEW BUILDING	
AREA	
ASSEMBLY (A-3) OCCUPANCY	= 11,996 SQ.FT.
STORAGE (S-1) MODERATE	= 9,569 SQ.FT.
OCCUPANT LOAD (GROUND FLOOR):	
STORAGE (S-1) MODERATE	= 6,192 SQ.FT. / 300 = 20
- AUX. MECHANICAL ROOM	= 576 SQ.FT. / 300 = 2
- STORAGE ROOM	= 678 SQ.FT. / 300 = 2
- MECHANICAL ROOM	= 1,014 SQ.FT. / 300 = 3
- ELECTRICAL ROOM	= 595 SQ.FT. / 300 = 2
TOTAL GROUND FLOOR LOAD	= 29 OCCUPANT LOAD
OCCUPANT LOAD (MAIN FLOOR):	
ASSEMBLY (A-3) OCCUPANCY	
- MULTI-PURPOSE ROOM	= 4,459 SQ.FT. / 71 = 639
- NO PARTITIONS IN PLACE	
- PARTITION (A) IN PLACE	= 2,178 SQ.FT. / 71 = 312
- PARTITION (A) & (B) IN PLACE	= 2,281 SQ.FT. / 71 = 327
- AREA A	= 2,178 SQ.FT. / 71 = 312
- AREA B	= 974 SQ.FT. / 71 = 140
- AREA C	= 1,307 SQ.FT. / 71 = 187
- PLATFORM	= 1,677 SQ.FT. / 15 = 112
- GREEN ROOM & TOILET	= 158 SQ.FT. / 15 = 11
- PRE-FUNCTION	= 4,684 SQ.FT. / 15 = 324
- PATIO	= 732 SQ.FT. / 15 = 49
STORAGE (S-1) MODERATE	
STORAGE 1	= 213 SQ.FT. / 300 = 1
STORAGE 2	= 235 SQ.FT. / 300 = 1
STORAGE 3	= 61 SQ.FT. / 300 = 1
TOTAL MAIN FLOOR LOAD	= 1,137 OCCUPANT LOAD

RENOVATION TO EXISTING BUILDING:

AREA	
ASSEMBLY (A-3) OCCUPANCY	= 493 SQ.FT.
BUSINESS	= 683 SQ.FT.
OCCUPANT LOAD	
ASSEMBLY (A-3) OCCUPANCY	
- WAITING ROOM	= 512 SQ.FT. / 15 = 35
BUSINESS	
- OFFICE 1	= 216 SQ.FT. / 150 = 2
- OFFICE 2	= 212 SQ.FT. / 150 = 2
- MKTG OFFICE	= 252 SQ.FT. / 150 = 2
TOTAL LOAD	= 41 OCCUPANT LOAD

EXISTING BUILDING

AREA	
ASSEMBLY (A-3) OCCUPANCY	= 4,542 SQ.FT.
OCCUPANT LOAD	
ASSEMBLY (A-3) OCCUPANCY	
- EXISTING MULTI-PURPOSE ROOM	= 2,502 SQ.FT. / 15 = 166
- EXISTING TERRACE	= 1,330 SQ.FT. / 15 = 89
- EXISTING LIBRARY	= 760 SQ.FT. / 50 = 15
TOTAL EXISTING BUILDING LOAD	= 264 OCCUPANT LOAD
<i>"HALF OF THE EXISTING BUILDING OCCUPANT LOAD IS ACCOUNTED FOR IN THE NEW BUILDING EXISTING CALCULATIONS WHILE THE OTHER HALF OF THE OCCUPANT LOAD IS TO REMAIN THROUGH THE EXISTING BUILDING."</i>	

EGRESS SIZING CALCULATIONS (FBC SECTION 1005):

BUILDING EXITS	
GROUND FLOOR LOAD = 29	
E-1 (EXIT TO GRADE)	
REQUIRED	= 14' x 0.2' = 2.8'
PROVIDED	= 12' / 0.2' = 360
E-2 (EXIT TO GRADE)	
REQUIRED	= 13' x 0.2' = 2.6'
PROVIDED	= 12' / 0.2' = 360
E-3 (EXIT TO GRADE FROM AUX. MECHANICAL ROOM ONLY)	
REQUIRED	= 2' x 0.2' = 0.4'
PROVIDED	= 12' / 0.2' = 360
TOTAL	
REQUIRED	= 29 x 0.2' = 5.8'
PROVIDED	= 12' + 12' + 12' = 36'
MAIN FLOOR LOAD = 1,137	
E-4 (EXIT TO STAIR)	
REQUIRED	= 160' x 0.2' = 32'
PROVIDED	= 32' / 0.2' = 160
E-5A (EXIT TO GRADE)	
REQUIRED	= 320' x 0.2' = 64'
PROVIDED	= 64' / 0.2' = 320
E-5B (EXIT TO GRADE)	
REQUIRED	= 320' x 0.2' = 64'
PROVIDED	= 64' / 0.2' = 320
E-6 (EXIT TO GRADE)	
REQUIRED	= 160' x 0.2' = 32'
PROVIDED	= 64' / 0.2' = 320
E-7 (EXIT TO GRADE)	
REQUIRED	= 171' x 0.2' = 35.4'
PROVIDED	= 64' / 0.2' = 320
TOTAL	
REQUIRED	= 1,137 x 0.2' = 227.4'
PROVIDED	= 34' + 68' + 68' + 68' + 68' = 288'

STAIR WIDTHS

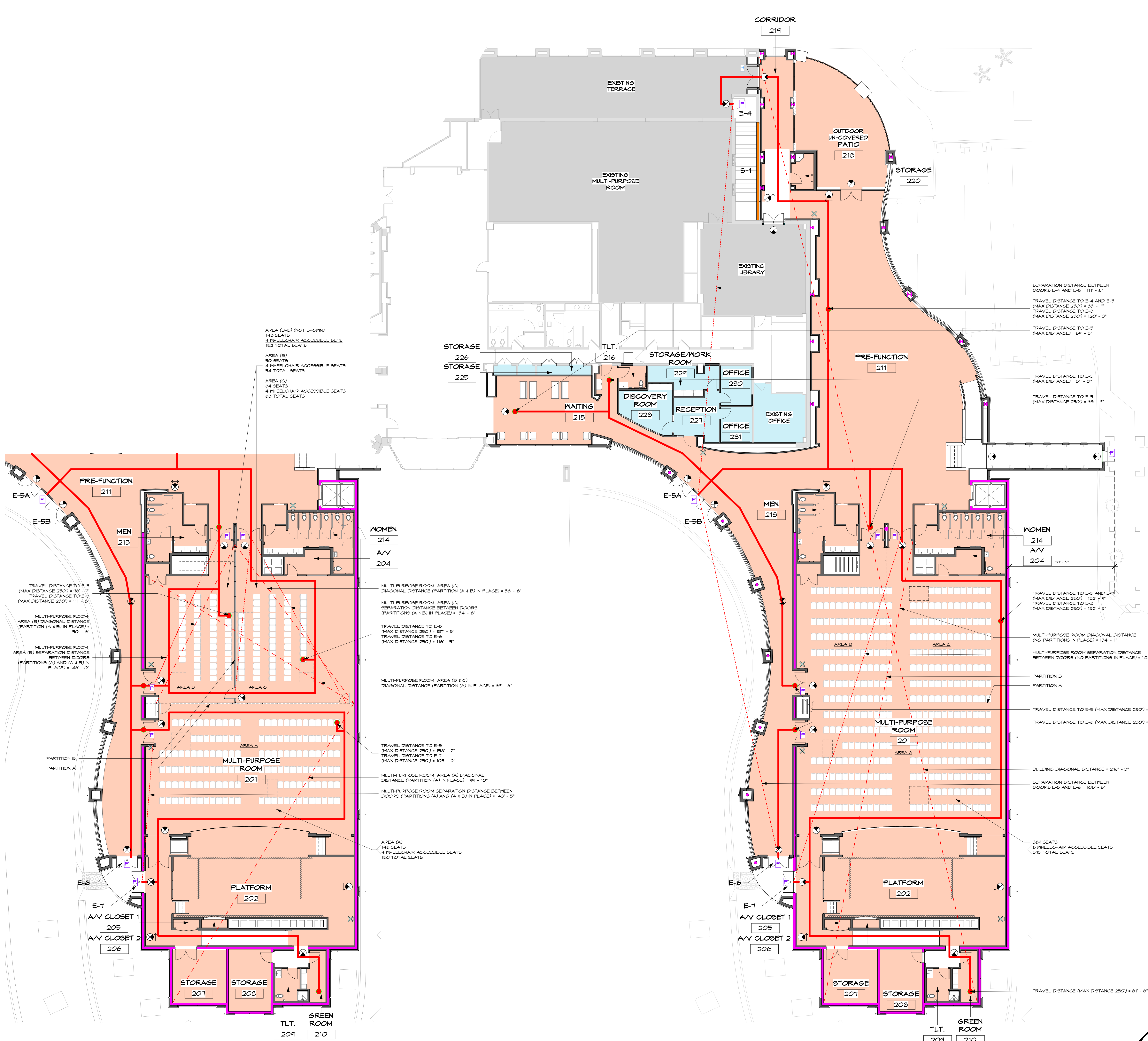
S-1 (STAIR WIDTH)	
REQUIRED	= 160' x 0.3' = 48'
PROVIDED	= 64' / 0.3' = 213

OCCUPANCY TYPE LEGEND:

- ASSEMBLY (A-3)
- BUSINESS
- STORAGE (S-1) MODERATE
- EXISTING ASSEMBLY

NOTES:

- RESERVED
- RESERVED
- RESERVED



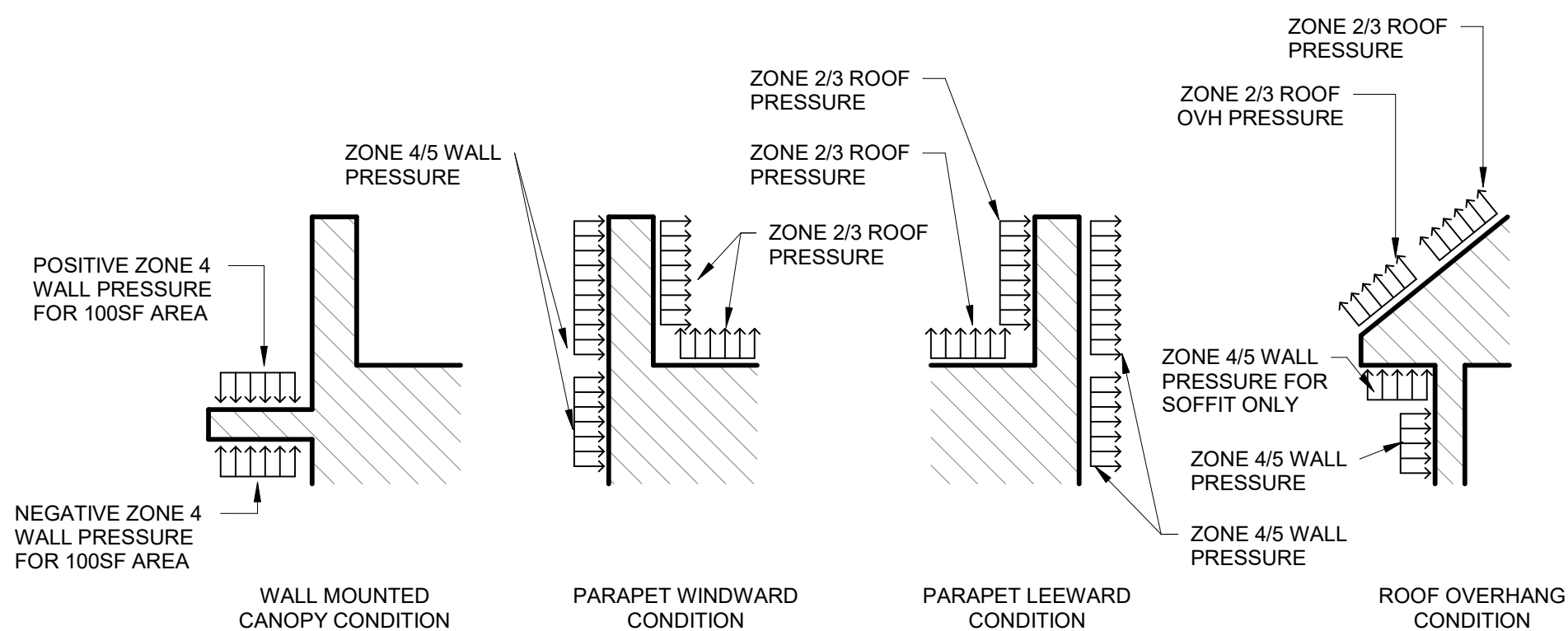
2 MAIN FLOOR LIFE SAFETY PLAN W/ PARTITIONS

1 MAIN FLOOR LIFE SAFETY PLAN

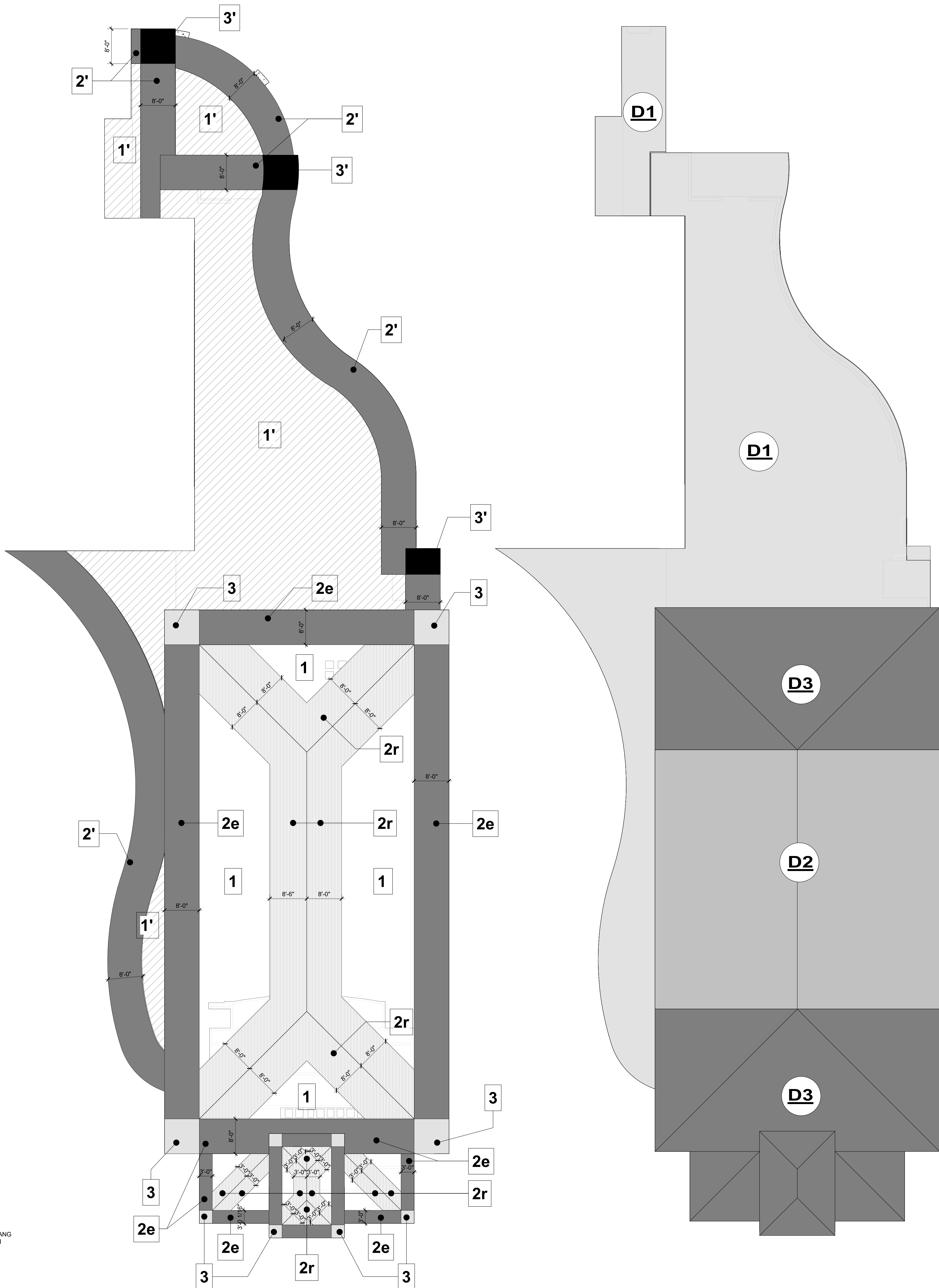
TABLE 1: DESIGN LOADS			
LIVE LOAD		WIND LOAD	
SLAB ON GRADE	100 PSF	BASIC WIND SPEED (3 SEC. GUST)	144 MPH
AUDITORIUM	100 PSF	BUILDING CATEGORY	III
STAGE	150 PSF	EXPOSURE	C
ROOF	20 PSF	INTERNAL PRESSURE COEFFICIENT, ENCLOSED	+/- .18
DEAD LOAD		VELOCITY PRESSURE, qh	50.2 PSF
		COMPONENT & CLADDING PRESSURE	SEE TABLES BELOW
		WINDOWS AND DOORS	SEE TABLES BELOW
		INTERIOR WALLS (U.N.O.)	
TYPICAL ROOF DL (U.N.O.)			
MEP (ALLOWABLE)	10 PSF		
ROOFING (ALLOWABLE)	10 PSF		
MISC. DL (ALLOWABLE)	5 PSF		
TYPICAL ROOF DL		25 PSF	

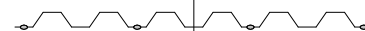
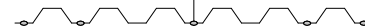
TABLE 2: DESIGN WIND PRESSURE (ULT)									
ULTIMATE COMPONENT AND CLADDING PRESSURES AT EXTERIOR WALLS									
EFFECTIVE AREA OF WALL	ZONE 4				ZONE 5				
	POSITIVE		NEGATIVE		POSITIVE		NEGATIVE		
≤ 10 SF	55.2		-61.6		55.2				-113.0
20 SF	52.7		-61.6		52.7				-113.0
50 SF	49.4		-58.4		49.4				-100.0
≥ 100 SF	46.9		-55.9		46.9				-90.2
ULTIMATE COMPONENT AND CLADDING PRESSURES AT MAIN HIPPED ROOF									
EFFECTIVE AREA OF COMPONENT	ZONE 1		ZONE 2a		ZONE 2r		ZONE 3		
	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	
≤ 10 SF	41.2	-69.2	41.2	-92.6	41.2	-123.0	41.2		-92.6
20 SF	35.5	-69.2	35.5	-85.1	35.5	-109.0	35.5		-85.1
50 SF	28.1	-61.2	28.1	-75.0	28.1	-93.1	28.1		-75.0
≥ 100 SF	22.5	-55.2	22.5	-67.5	22.5	-81.1	22.5		-67.5
ULTIMATE COMPONENT AND CLADDING PRESSURES AT FLAT ROOF									
EFFECTIVE AREA OF COMPONENT	ZONE 1'		ZONE 2'		ZONE 3'				
	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE			
≤ 10 SF	22.5	-90.2	22.5	-142.0	22.5	-193.0			
20 SF	21.0	-85.1	21.0	-134.0	21.0	-184.0			
50 SF	19.2	-78.4	19.2	-125.0	19.2	-172.0			
≥ 100 SF	17.8	-73.4	17.8	-118.0	17.8	-163.0			
NOTES:									
WIND PRESSURES IN THE TABLES ABOVE ARE BASED ON CALCULATIONS FROM ASCE 7-22									

TABLE 2: DESIGN WIND PRESSURE (ASD)								
ALLOWABLE COMPONENT AND CLADDING PRESSURES AT EXTERIOR WALLS								
EFFECTIVE AREA OF WALL	ZONE 4			ZONE 5				
	POSITIVE	NEGATIVE		POSITIVE		NEGATIVE		
≤ 10 SF	33.4	-37.3		33.4		-68.4		
20 SF	31.9	-37.3		31.9		-68.4		
50 SF	29.9	-35.3		29.9		-60.5		
≥ 100 SF	28.4	-33.8		28.4		-54.6		
ULTIMATE COMPONENT AND CLADDING PRESSURES AT MAIN HIPPED ROOF								
EFFECTIVE AREA OF COMPONENT	ZONE 1		ZONE 2a		ZONE 2c		ZONE 3	
	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE
≤ 10 SF	24.9	-41.9	24.9	-56.0	24.9	-73.0	24.9	-56.0
20 SF	21.5	-41.9	21.5	-51.5	21.5	-65.8	21.5	-51.5
50 SF	17.0	-37.1	17.0	-45.4	17.0	-56.3	17.0	-45.4
≥ 100 SF	13.6	-33.4	13.6	-40.8	13.6	-49.1	13.6	-40.8
ULTIMATE COMPONENT AND CLADDING PRESSURES AT FLAT ROOF								
EFFECTIVE AREA OF COMPONENT	ZONE 1'		ZONE 2'		ZONE 3'			
	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE	POSITIVE	NEGATIVE		
≤ 10 SF	13.6	-54.6	13.6	-85.6	13.6	-117.0		
20 SF	12.7	-51.5	12.7	-81.3	12.7	-111.0		
50 SF	11.6	-47.5	11.6	-75.7	11.6	-104.0		
≥ 100 SF	10.8	-44.4	10.8	-71.4	10.8	-98.4		
NOTES:								
WIND PRESSURES IN THE TABLES ABOVE ARE BASED ON CALCULATIONS FROM ASCE 7-22								



COMPONENTS AND CLADDING SPECIAL LOADING DIAGRAMS



METAL ROOF DECK SCHEDULE					
ZONE	DECK TYPE	INTERIOR FASTENER	FASTENING PATTERN	SIDE LAP FASTENER	FASTENER PER SPAN
D1	3" - 19 GAGE TYPE N	5/8" DIA. PUDDLE WELDS	24/8	#10 TEK SCREW	8
NOTES: 1. FASTEN ALL DECK EDGES ALONG PERIMETER TO CONT. L50 GANGLE WITH 5/8" DIA. PUDDLE WELDS SPACED AS INDICATED FOR EACH ZONE.					
FASTENING PATTERNS:					
				24/4	
				24/8	
ZONE	DECK TYPE	INTERIOR FASTENER	FASTENING PATTERN	SIDE LAP FASTENER	FASTENER PER SPAN
D2	1-1/2" 20 GAGE TYPE B	#12 TEK SCREWS	36/4	#10 TEK SCREW	5
D3	1-1/2" 20 GAGE TYPE B	#12 TEK SCREWS	36/7	#10 TEK SCREW	5
NOTES: 1. FASTEN ALL DECK EDGES ALONG PERIMETER TO CONT. L40x14" (LLH) GANGLE WITH 20" DIA. PUDDLE WELDS SPACED AS INDICATED FOR EACH ZONE.					
FASTENING PATTERNS:					
				36/4	
				36/5	
				36/7	
				36/14	

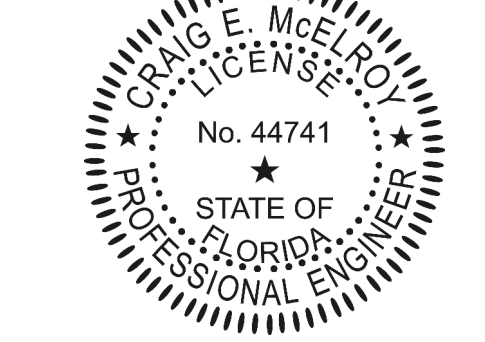
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ARCHITECTS, PLLC
 3731 Latrobe Drive, Suite 100
 Charlotte, NC 28211
 p: 704-365-3941
 f: 704-365-3942

title:
**LIFELONG
LEARNING CENTER**

Location:
**Westminster Winter
Park 1111 S.
Lakemont Ave
Winterpark, FL 32792**



Craig E. McElroy P.E. - FL No. 44741



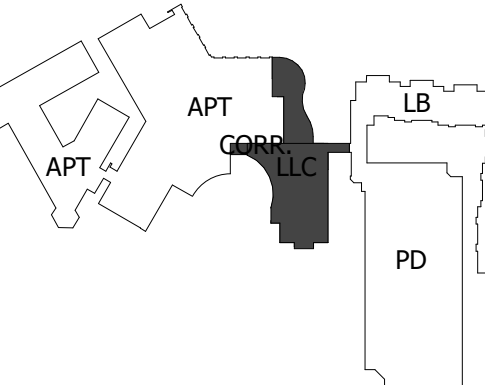
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drawn by:	checked by:
PDM/TMN	CEM

revisions:

key plan:



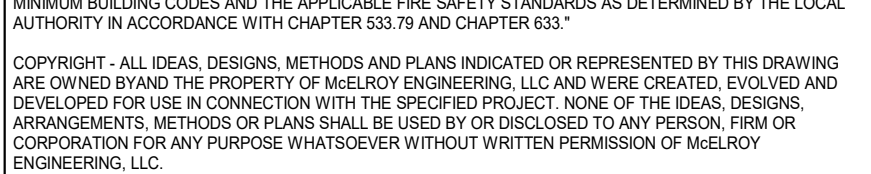
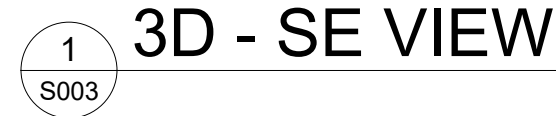
CONSTRUCTION DOCUMENTS

sheet name:

GENERAL NOTES

sheet number: _____

S002



title: WESTMINSTER
WINTER PARK -
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ENRICHMENT
CENTER

Location:
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Ninter Park, FL
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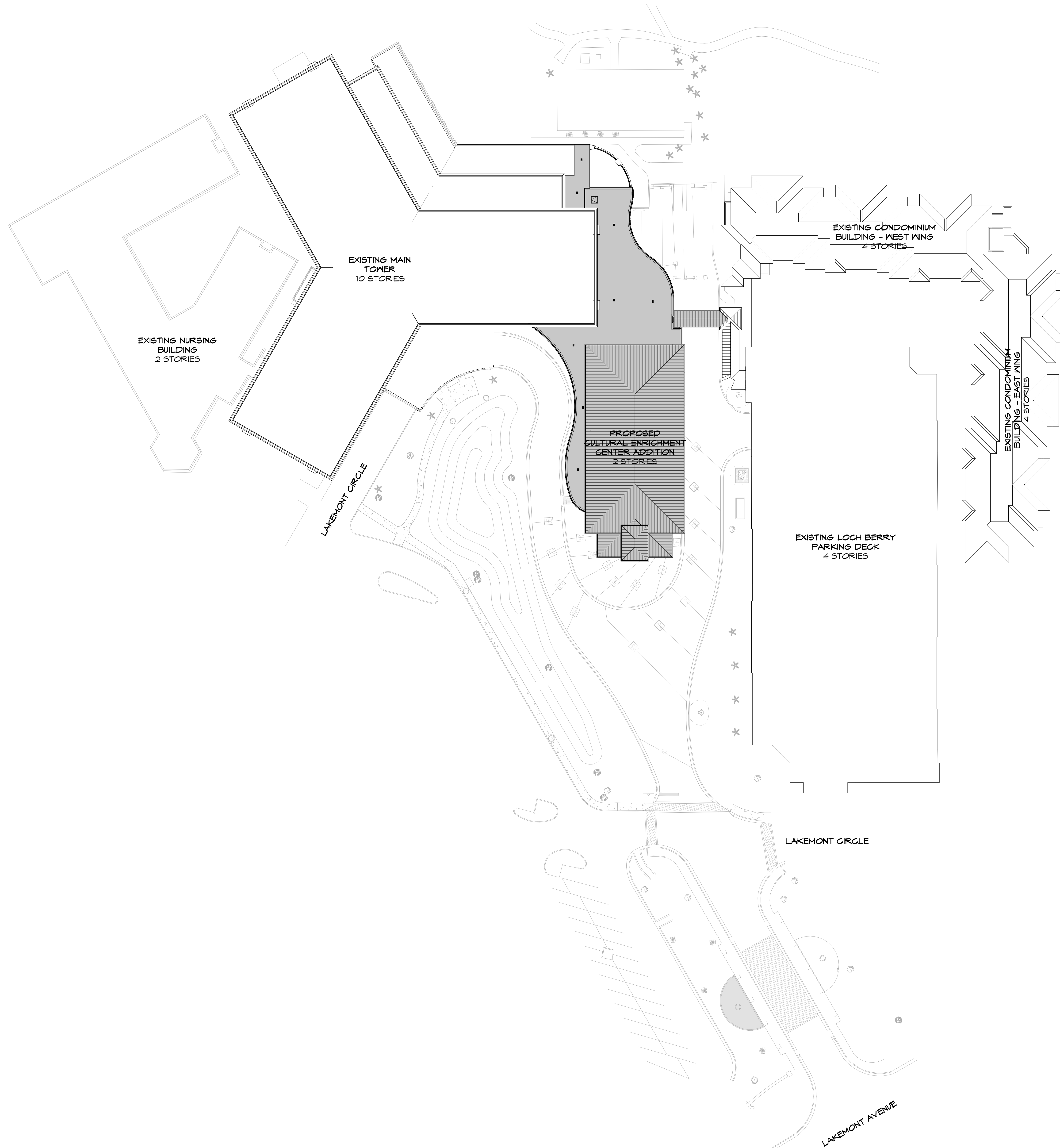
PERMIT SET

sheet name:

ARCHITECTURAL
SITE PLAN

sheet number:

A100



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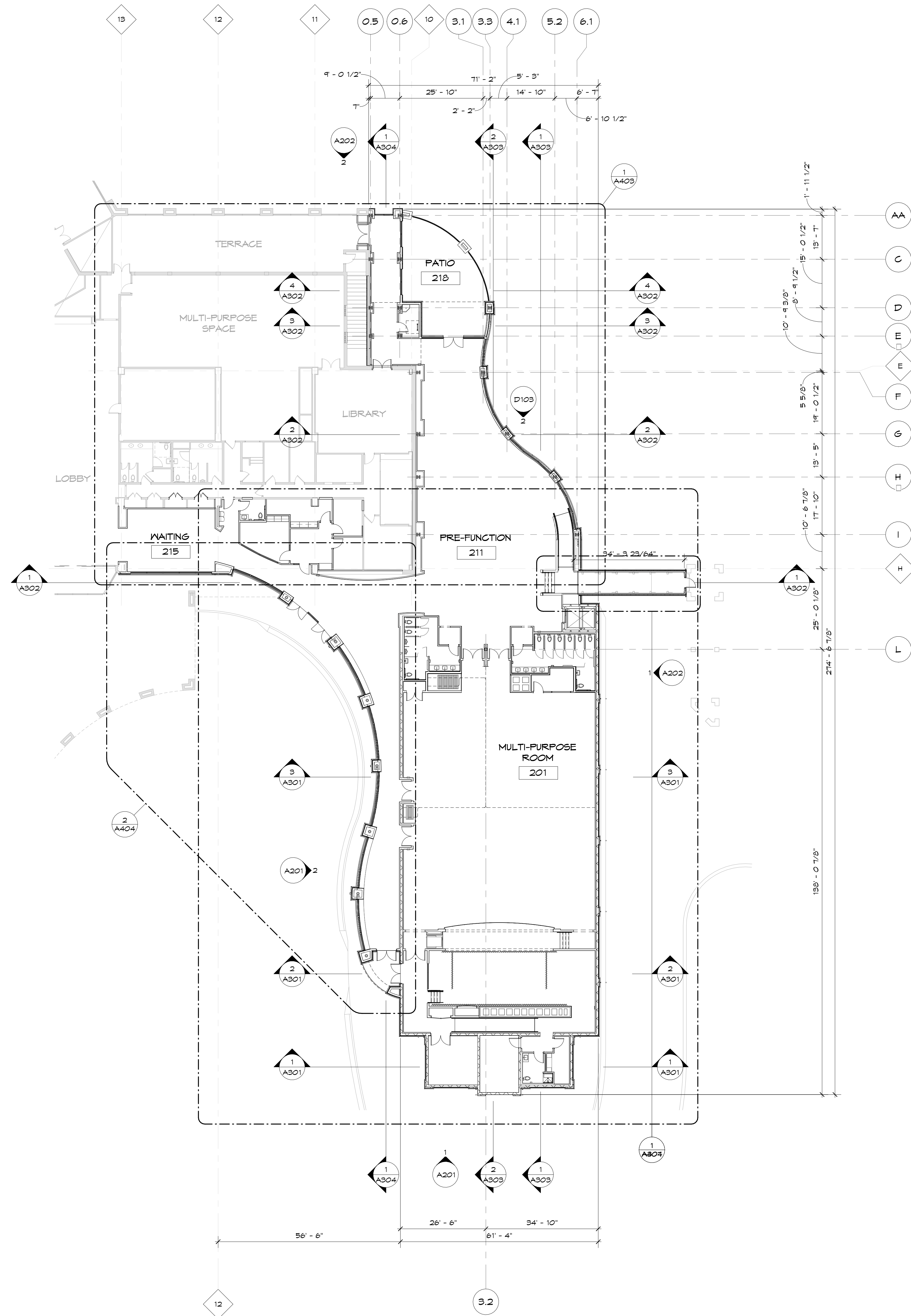
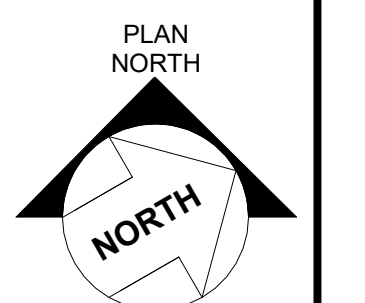
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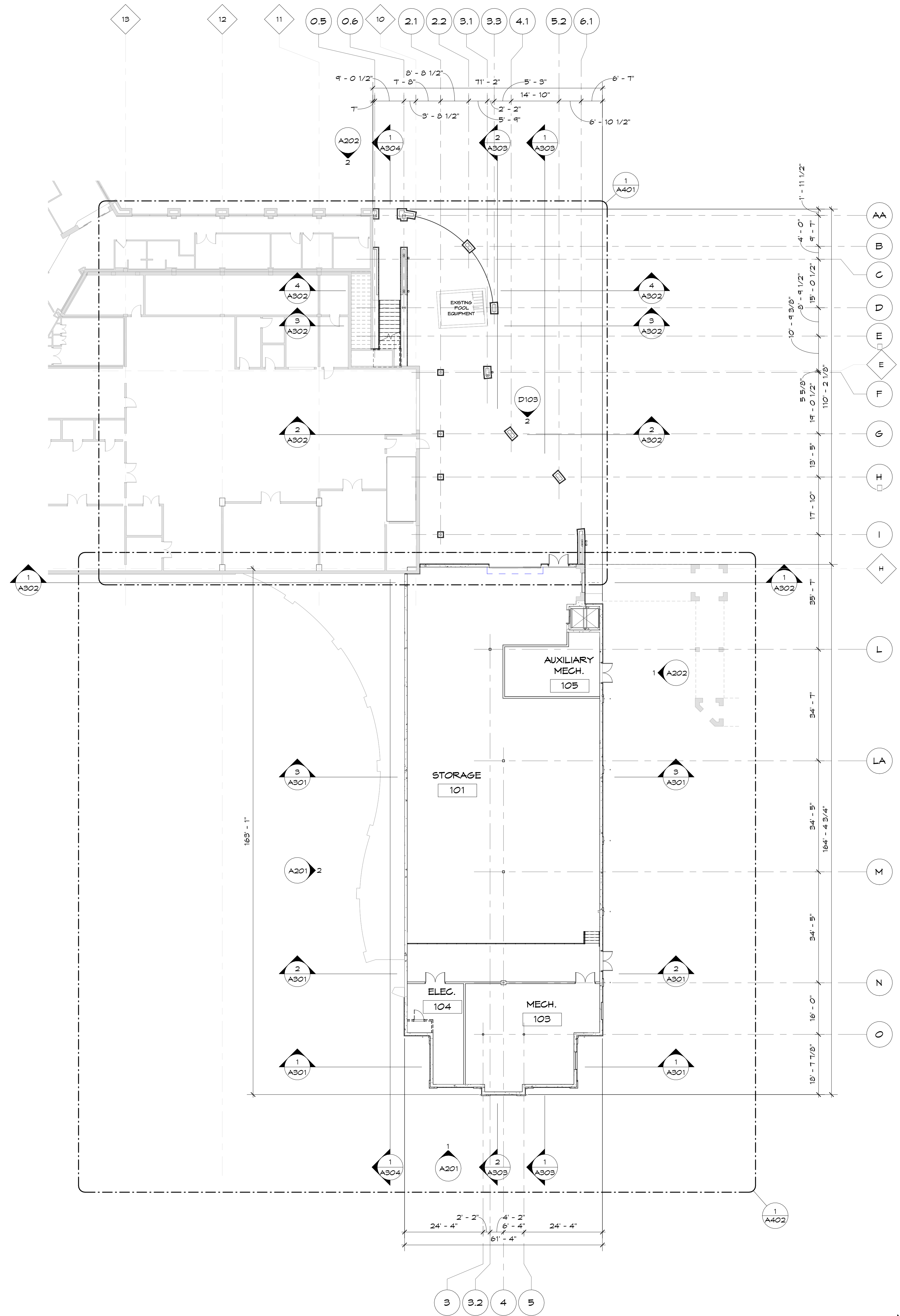
GROUND AND MAIN FLOOR PLAN

sheet number: _____

A101



2 MAIN FLOOR PLAN



1 GROUND FLOOR PLAN



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ARCHITECTS, PLLC

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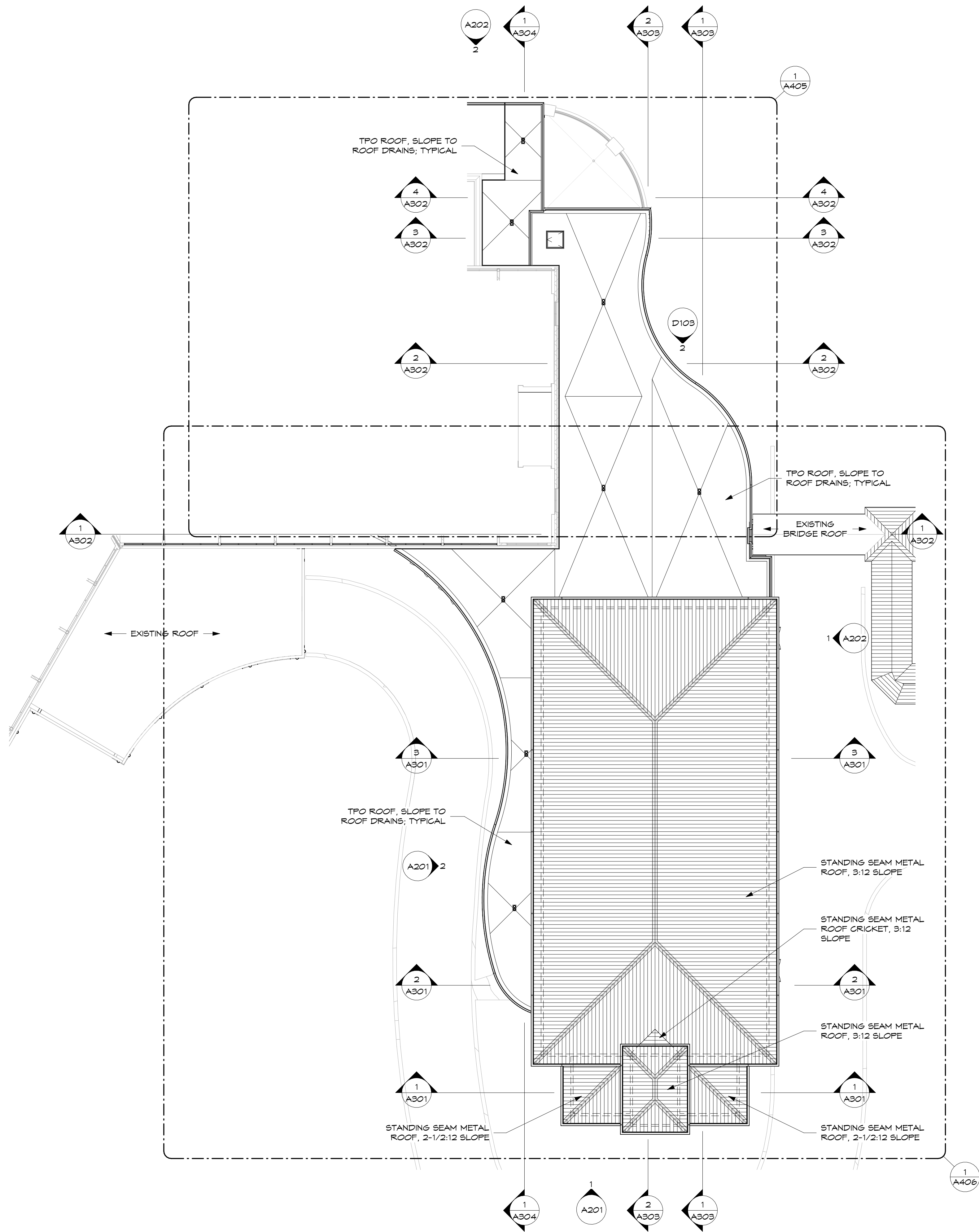
key plan:

PERMIT SET
sheet name:

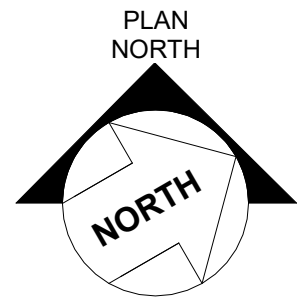
ROOF PLAN

sheet number:

A102



1 ROOF PLAN
1/16" = 1'-0"



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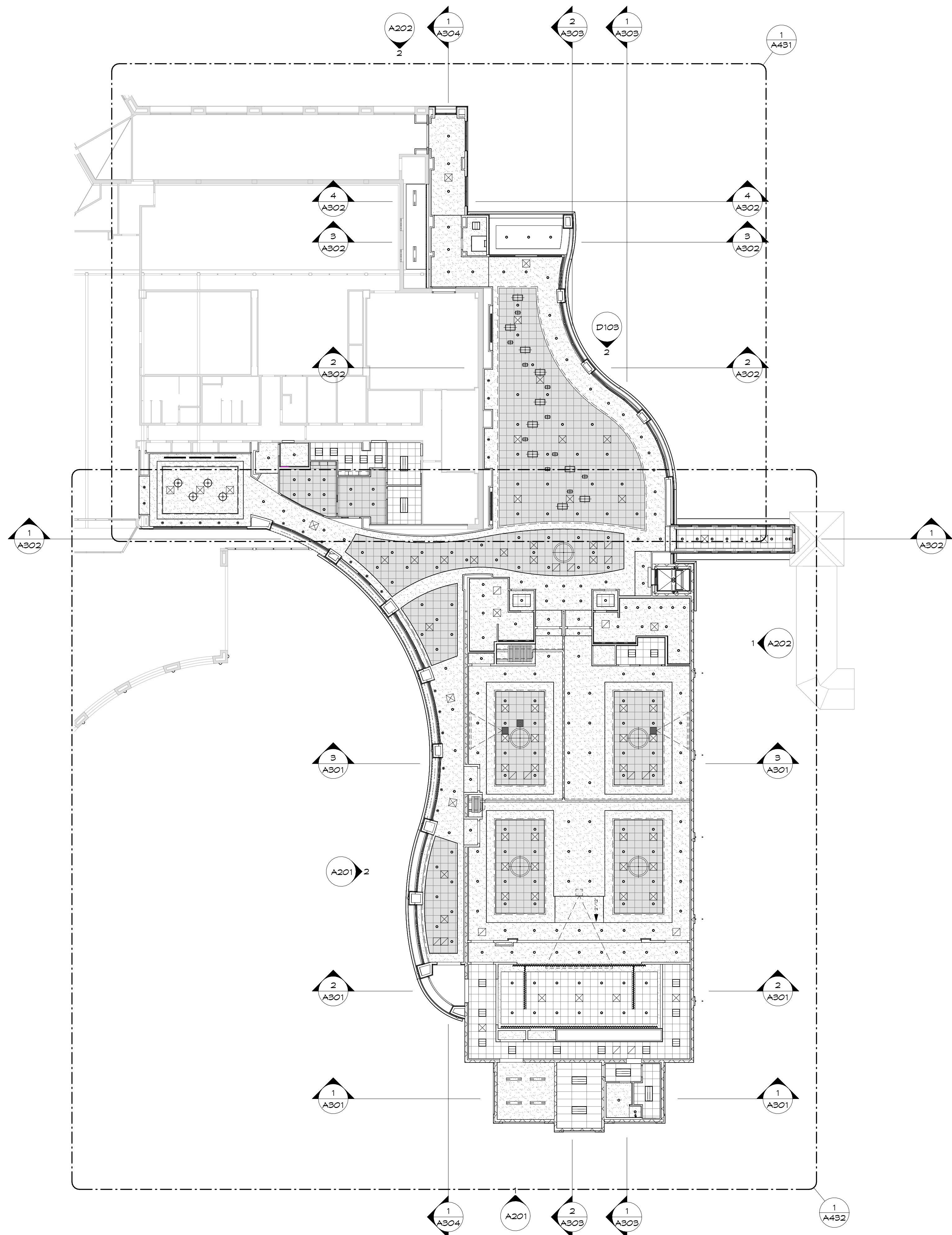
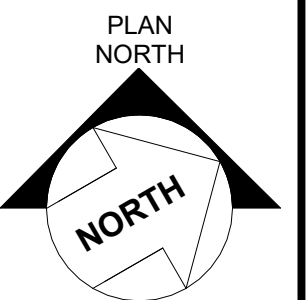
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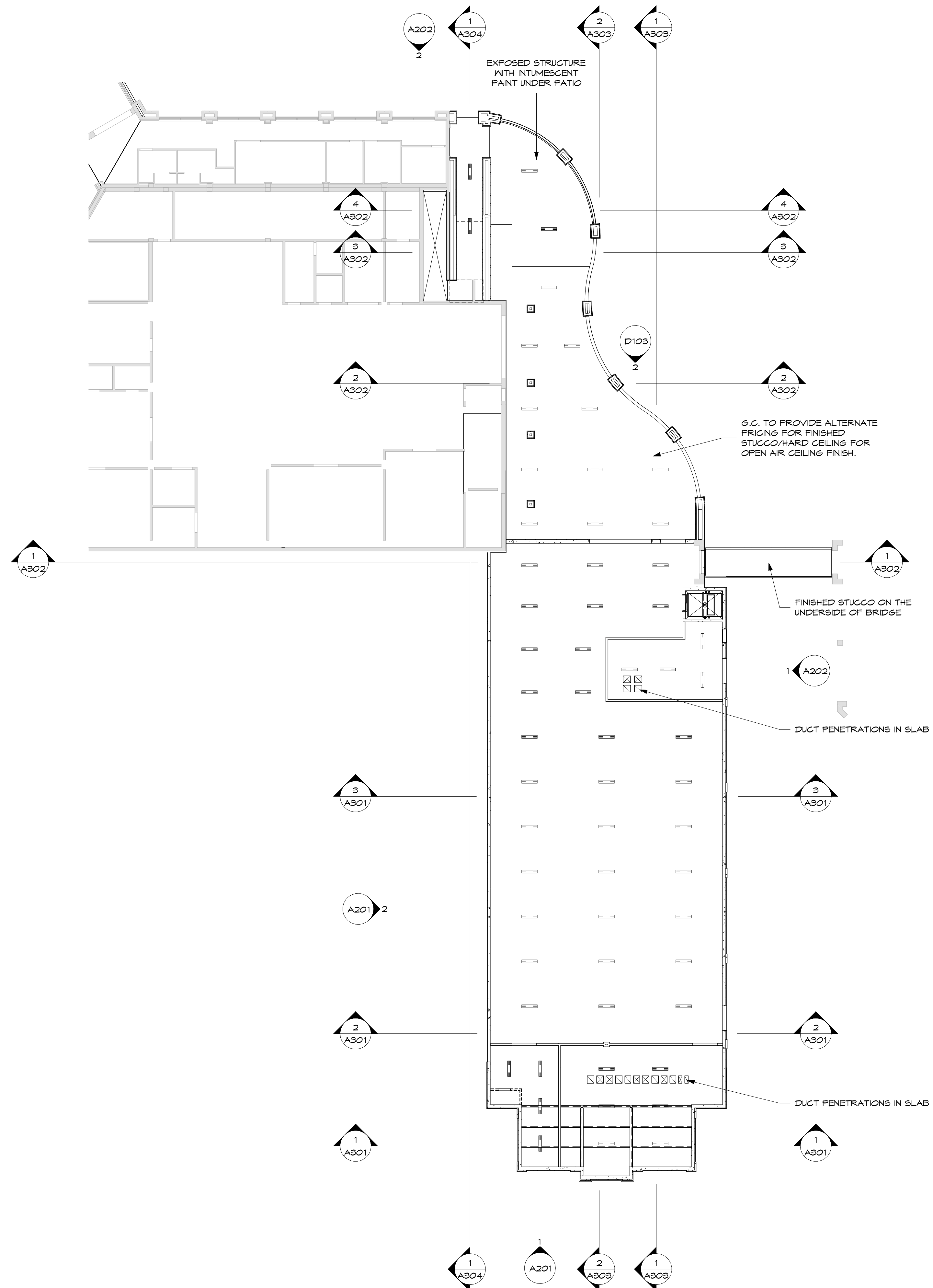
GROUND AND MAIN FLOOR REFLECTED CEILING PLAN

Sheet number:

A111



2 REFLECTED CEILING PLAN - MAIN FLOOR
1/16" = 1'-0"



1 REFLECTED CEILING PLAN - GROUND FLOOR
1/16" = 1'-0"

* EXPOSED STRUCTURE WITH SPRAY INSULATION AND INTUMESCENT PAINT; TYPICAL UNLESS NOTED.

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Revisions:

Key plan:

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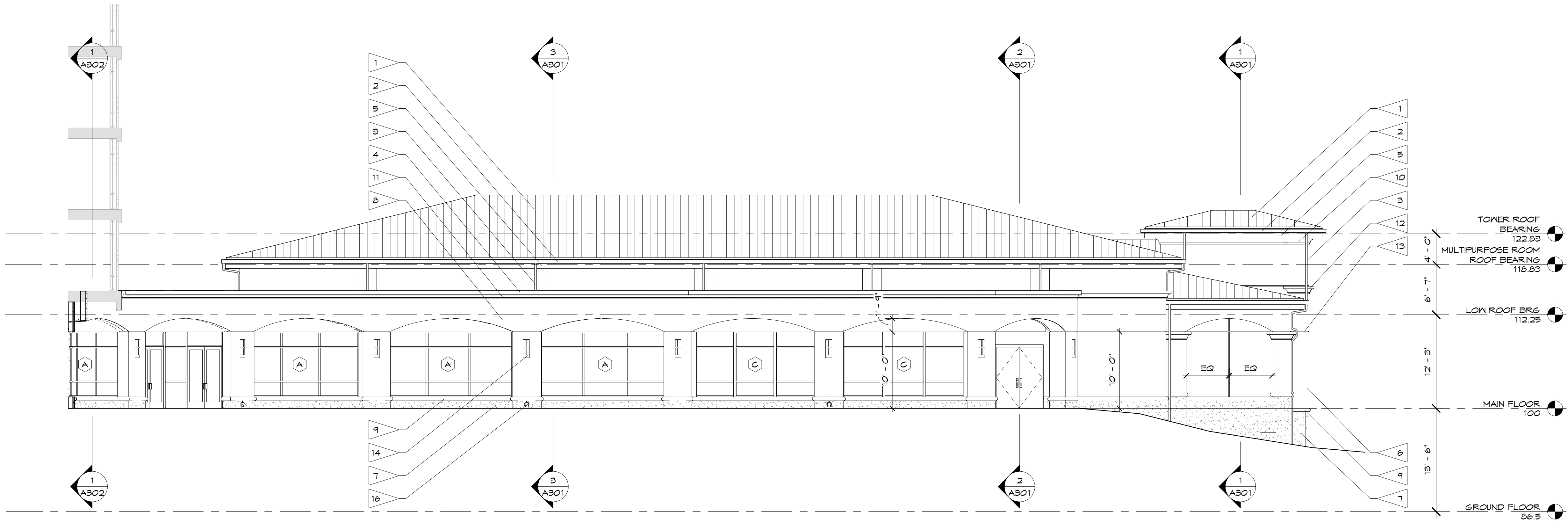
EXTERIOR
ELEVATIONS

Sheet number:

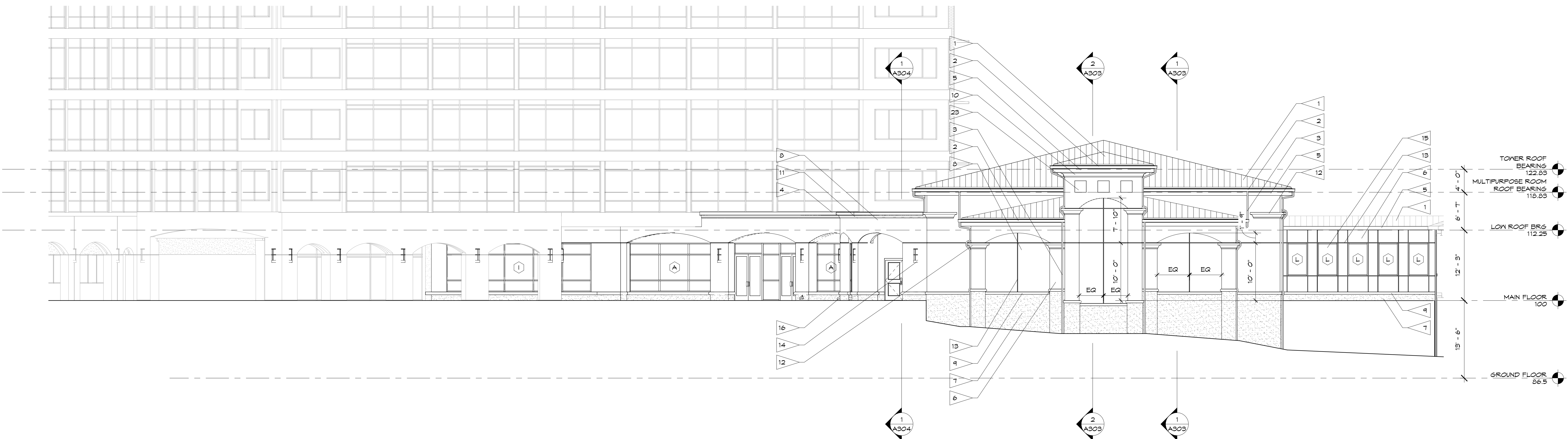
A201

ELEVATION KEYNOTES

1	STANDING SEAM METAL ROOF
2	REFINISHED ALUMINUM GUTTER
3	REFINISHED ALUMINUM DOWNSPOUT
4	REFINISHED ALUMINUM GRAVEL STOP
5	4/4 x 9/14" COMPOSITE TRIM BOARD
6	3-COAT STUCCO SYSTEM - FIELD COLOR
7	3-COAT STUCCO SYSTEM - BASE COLOR
8	3" STUCCO SHOE 1 - MATCH EXISTING
9	STUCCO SHAPE #1 - ACCENT COLOR
10	STUCCO SHAPE #2 - ACCENT COLOR
11	STUCCO SHAPE #3 - ACCENT COLOR
12	STUCCO SHAPE #4 - ACCENT COLOR
13	1" STUCCO CONTROL JOINT AND REVEAL COMBINATION
14	EXTERIOR WALL SCIENCE
15	KAYNBER STOREFRONT WINDOW SYSTEM
16	CONG TONGUE OVERFLOW OUTLET
17	PERMANENT ALUMINUM HANGAR
18	CONCRETE T-RAIL WITH DRIP EDGE
19	SCREEN SYSTEM
20	MANUFACTURED STONE CAP
21	ROOF HATCH AND ACCESS LADDER
22	REFINISHED MECHANICAL WALL LOUVER
23	RECESSED WALL
24	ROOF DRAIN
25	EXPANSION JOINT

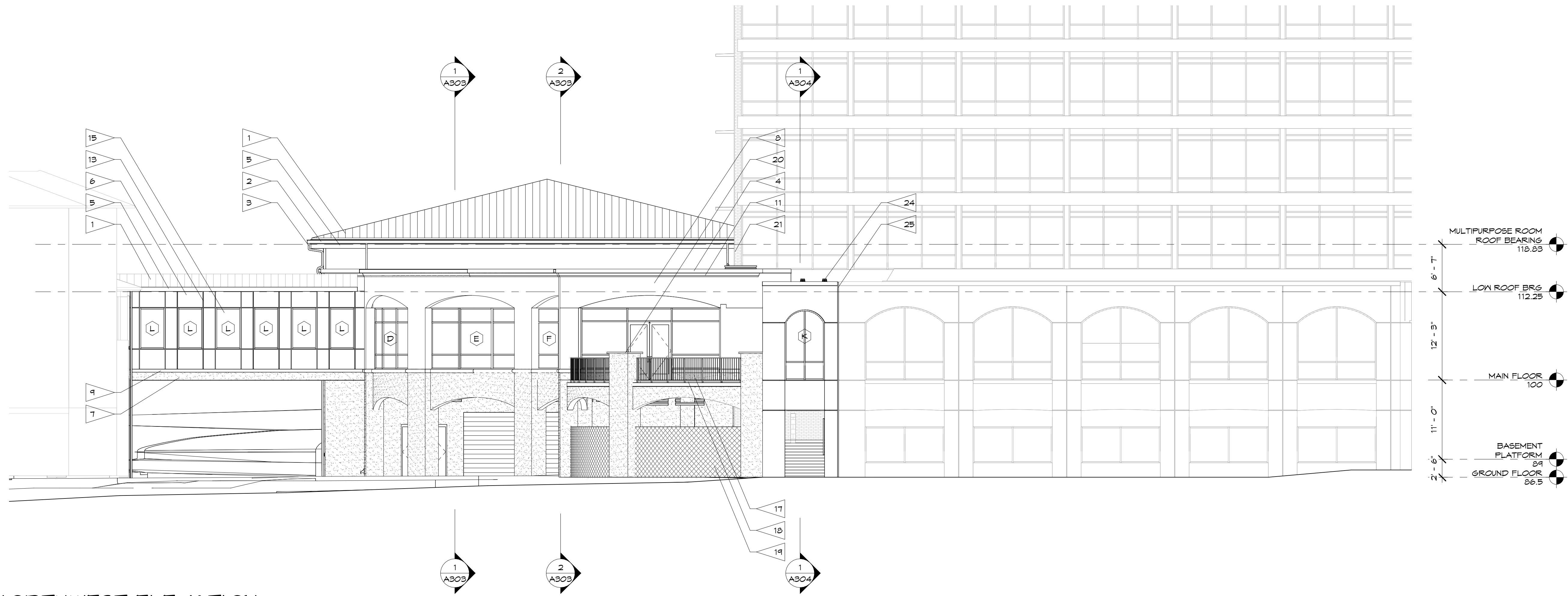


2 SOUTHWEST ELEVATION

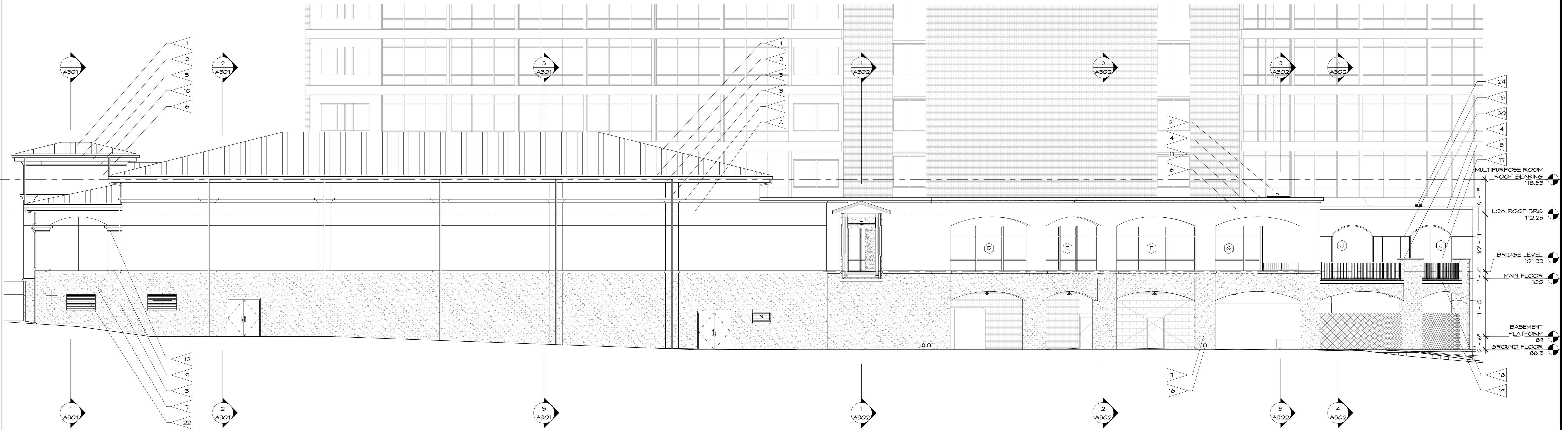


1 SOUTHEAST ELEVATION
1/8" = 1'-0"

ELEVATION KEYNOTES	
1	STANDING SEAM METAL ROOF
2	REFINISHED ALUMINUM GUTTER
3	REFINISHED ALUMINUM DOWNSPOUT
4	REFINISHED ALUMINUM GRAVEL STOP
5	4/4 x 9-1/4" COMPOSITE TRIM BOARD
6	3-COAT STUCCO SYSTEM - FIELD COLOR
7	3-COAT STUCCO SYSTEM - BASE COLOR
8	3-COAT STUCCO SYSTEM - TO MATCH EXISTING
9	STUCCO SHAPE #1 - ACCENT COLOR
10	STUCCO SHAPE #2 - ACCENT COLOR
11	STUCCO SHAPE #3 - ACCENT COLOR
12	STUCCO SHAPE #4 - ACCENT COLOR
13	1" STUCCO CONTROL JOINT AND REVEAL COMBINATION
14	EXTERIOR WALL SCIENCE
15	KAPNEER STOREFRONT WINDOW SYSTEM
16	GONS TONGUE OVERFLOW OUTLET
17	ORIENTAL ALUMINUM HANDRAIL
18	CONCRETE T-RAIL WITH DRIP EDGE
19	SCREEN SYSTEM
20	MANUFACTURED STONE GAP
21	ROOF HATCH AND ACCESS LADDER
22	REFINISHED MECHANICAL WALL LOUVER
23	REGRESSED WALL
24	ROOF DRAIN
25	EXPANSION JOINT



2 NORTHWEST ELEVATION
1/8" = 1'-0"



1 NORTHEAST ELEVATION

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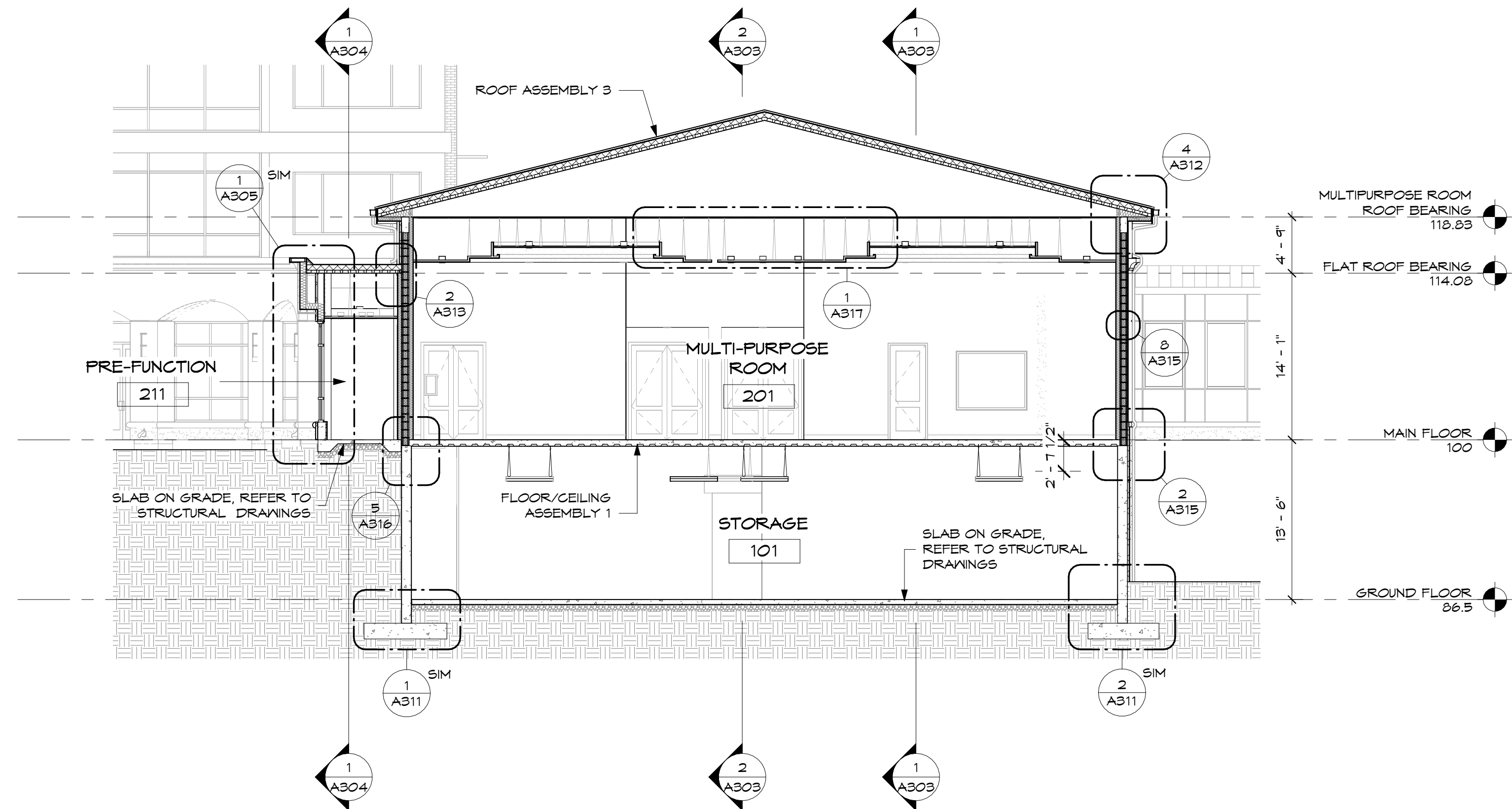
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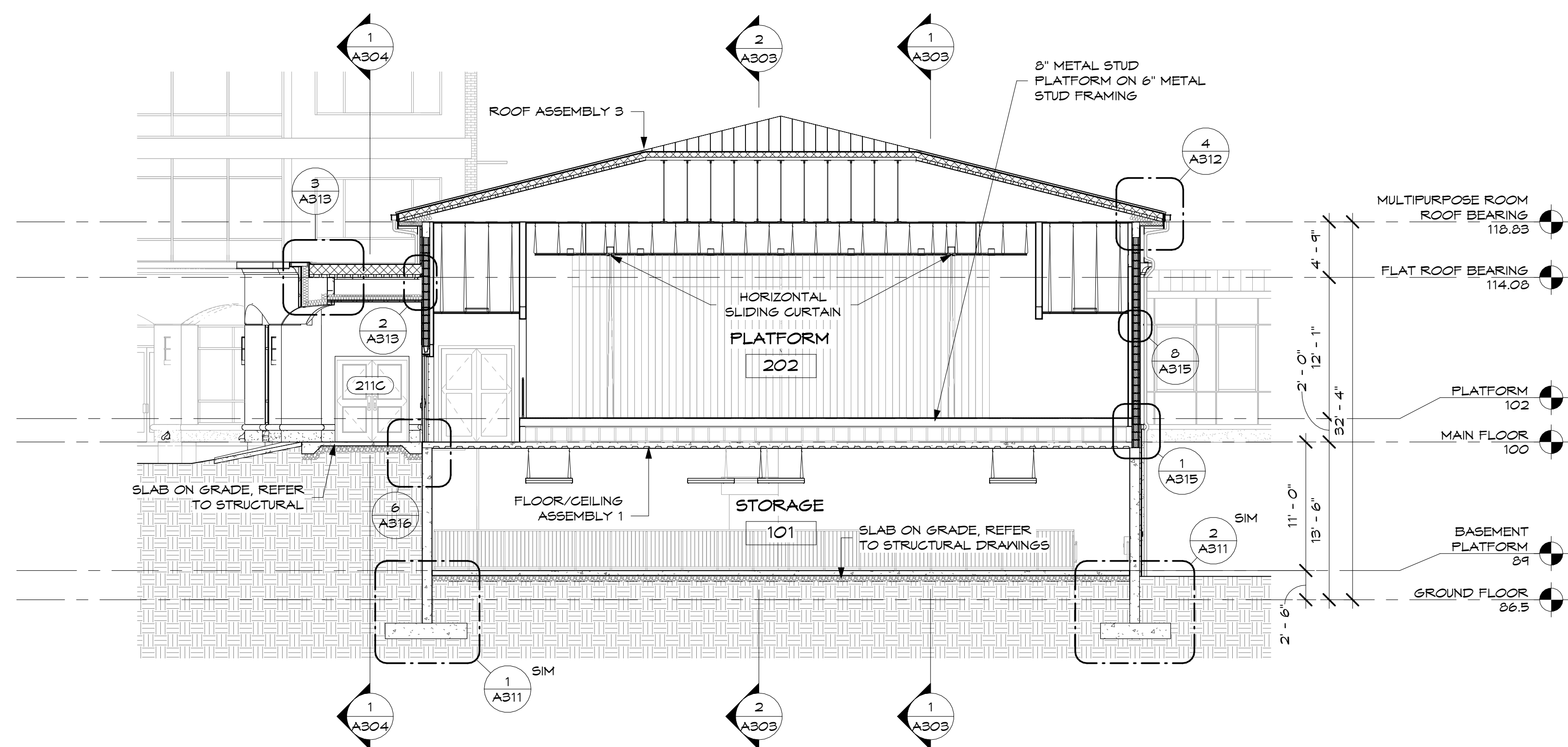
BUILDING SECTIONS

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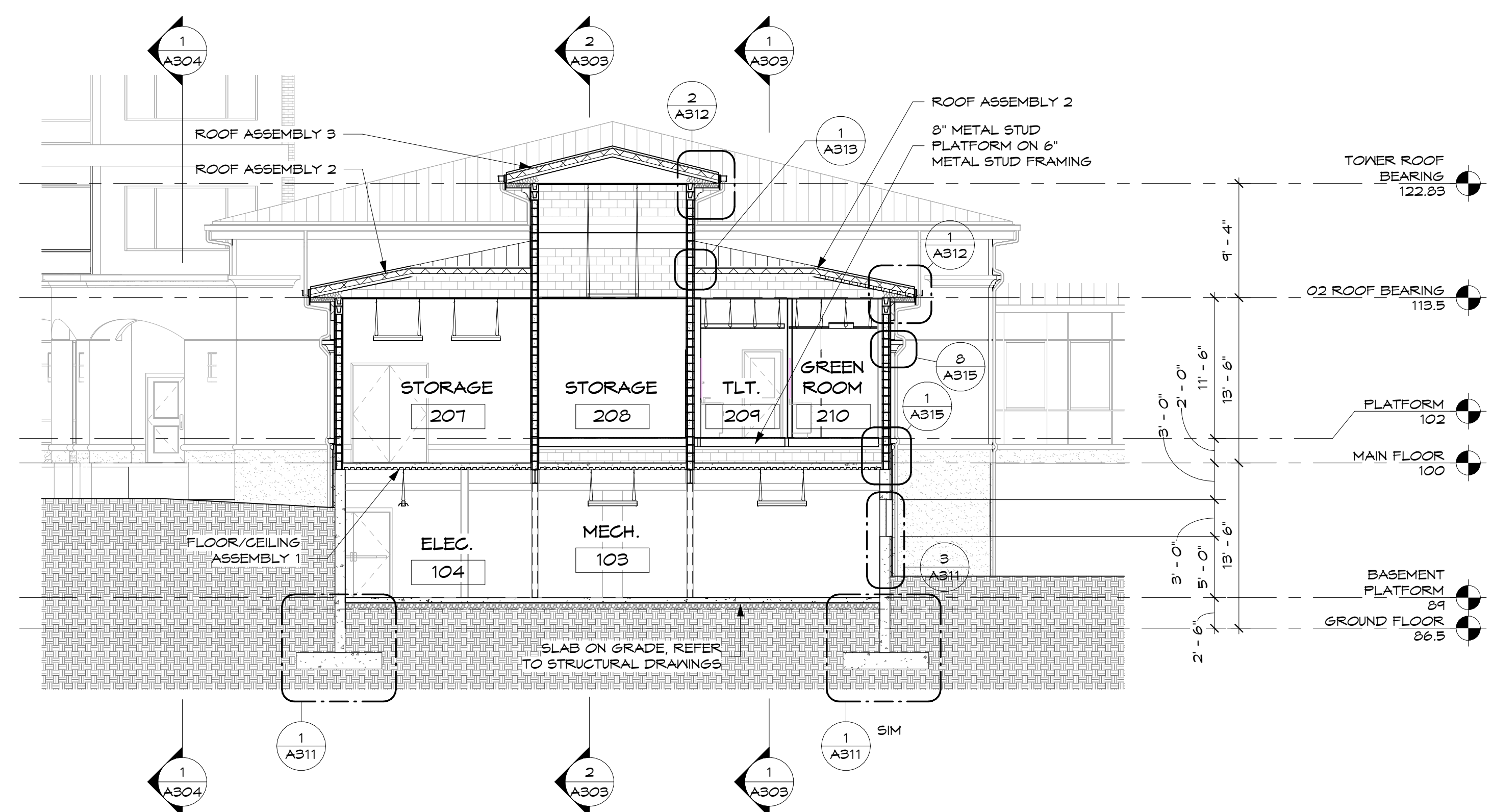
A301



3 BUILDING SECTION



2 BUILDING SECTION



1 BUILDING SECTION
1/8" = 1'-0"

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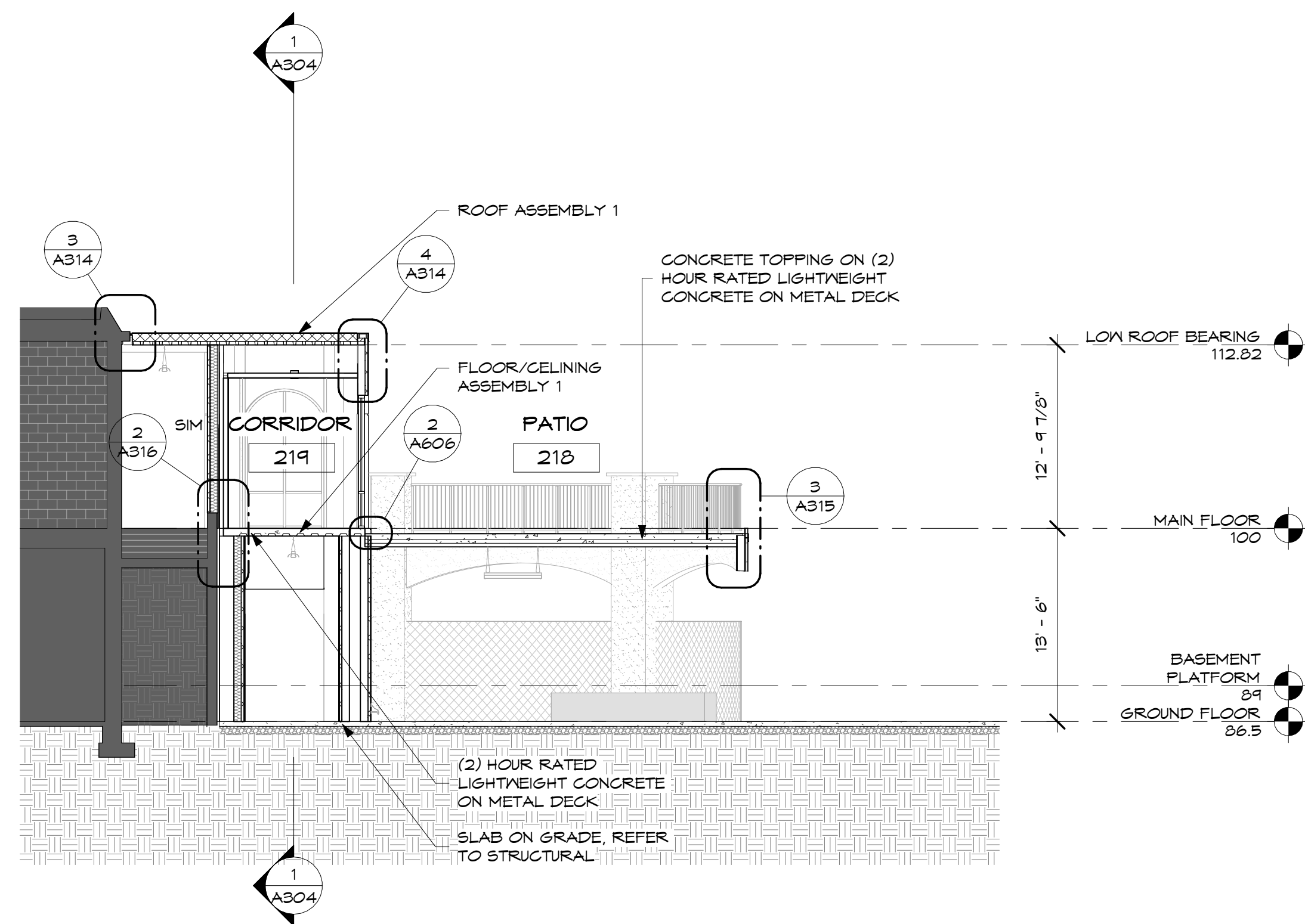
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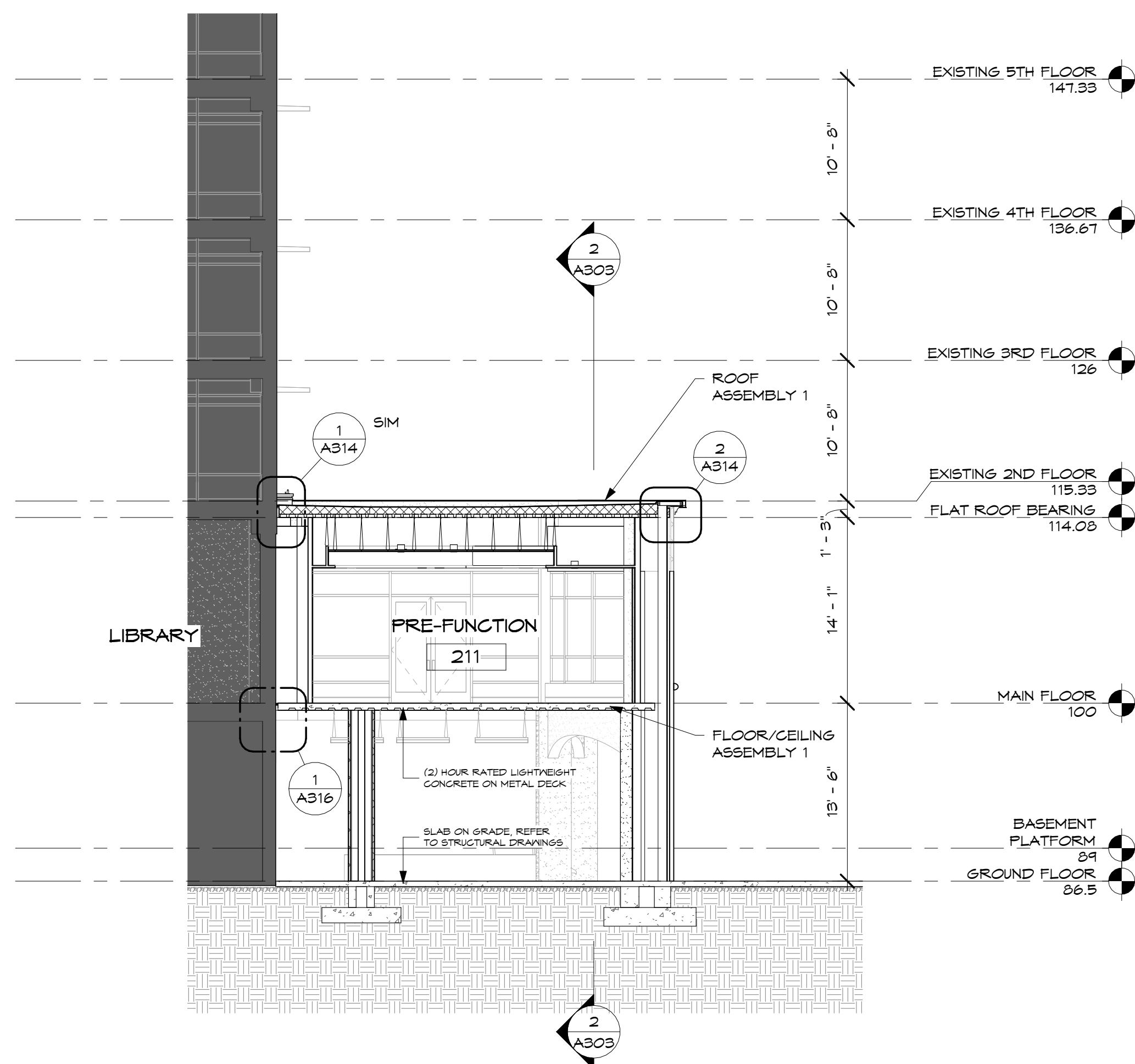
BUILDING
SECTIONS

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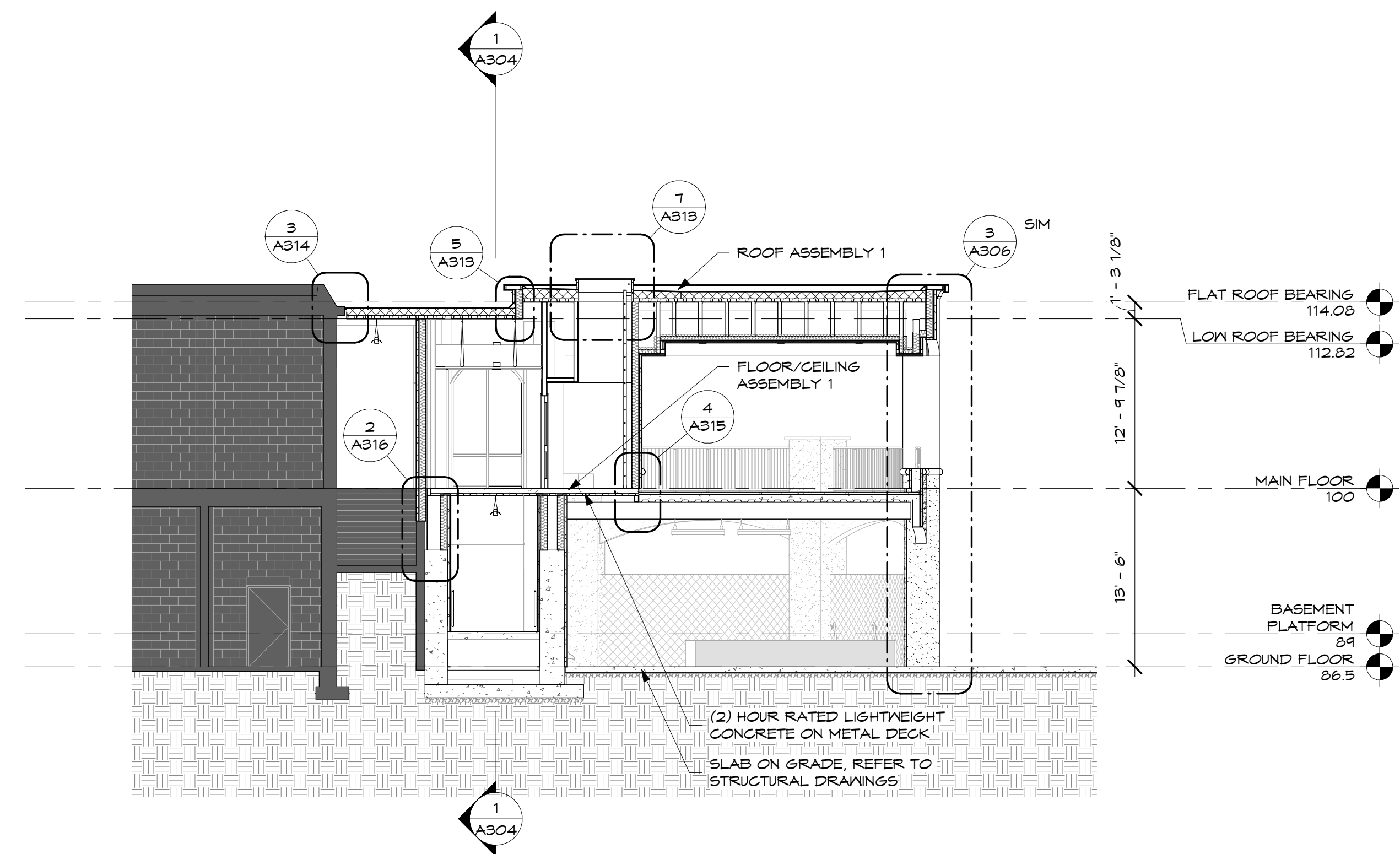
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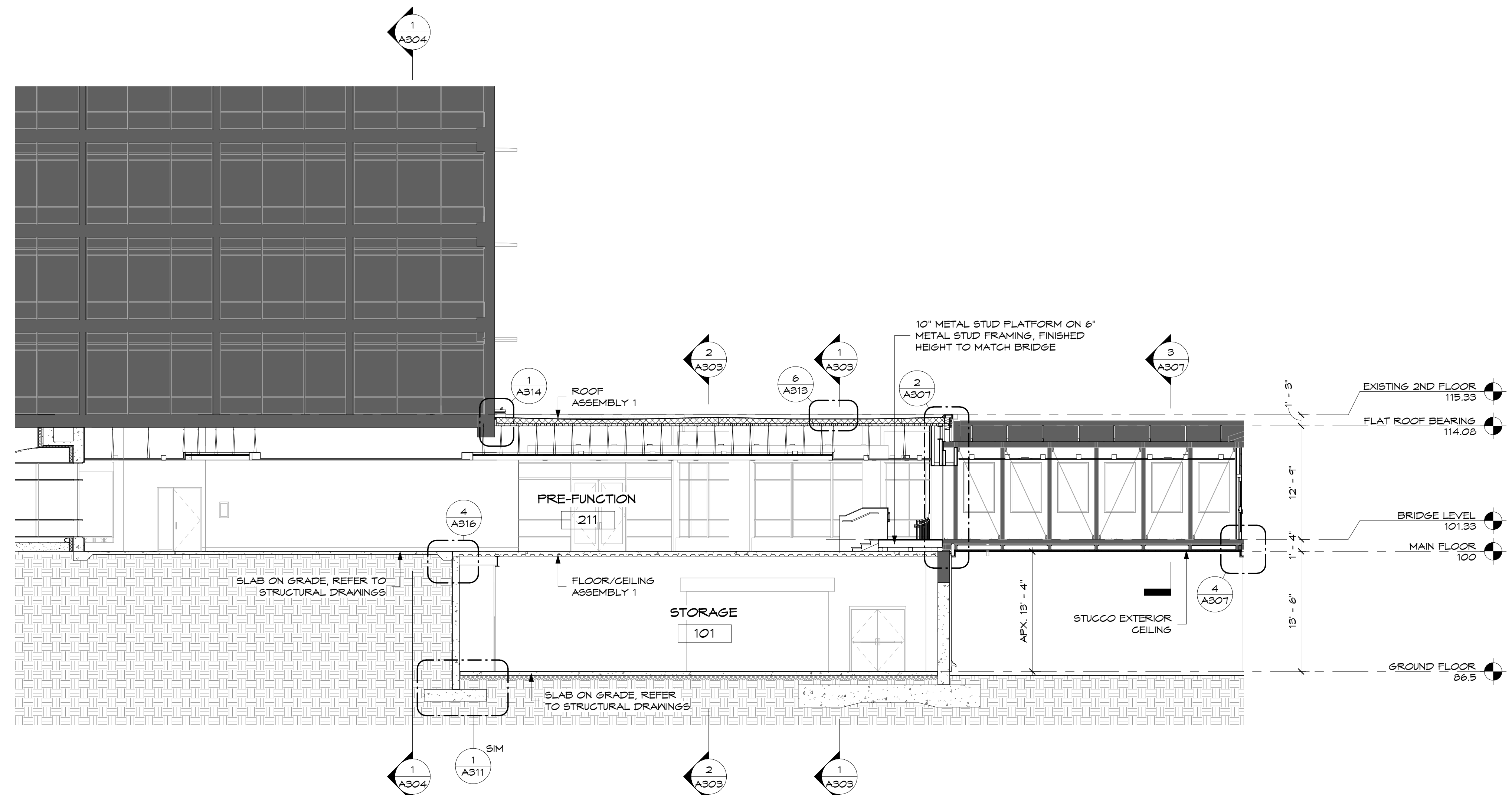
4 BUILDING SECTION



2 BUILDING SECTION



3 BUILDING SECTION



1 BUILDING SECTION
1/8" = 1'-0"

Title: WESTMINSTER
 WINTER PARK -
 CULTURAL
 ENRICHMENT
 CENTER

Location:
Nestminster
Ninter Park
111 S. Lakemont
Ave.
Ninter Park, FL
32792

seals: 

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sca project number: 33-01-400 date: 12/23/2024

drawn by: DH/AJ checked by: DH

revisions:

key plan:

PERMIT SET

sheet name:

BUILDING SECTIONS

sheet number:

A303



Title:
WESTMINSTER
WINTER PARK -
CULTURAL
ENRICHMENT
CENTER

Location:
Westminster
Winter Park
1111 S. Lakemont
Ave.
Winter Park, FL
32792



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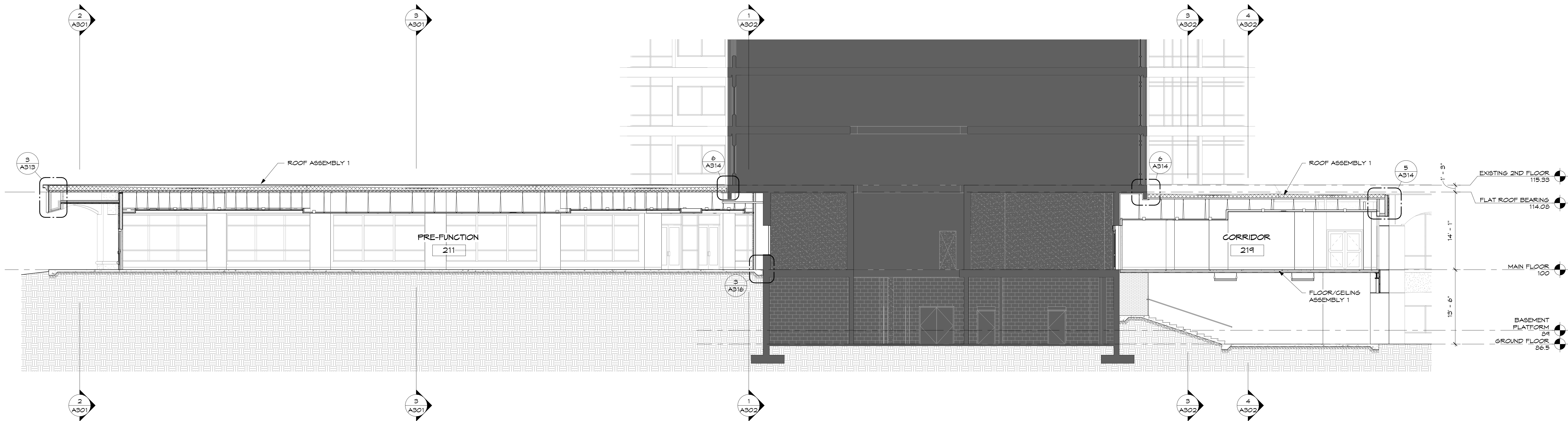
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sca project: 2024-400 date: 12/23/2024
drawn by: DH/AJ checked by: DH
revisions:

key plan:

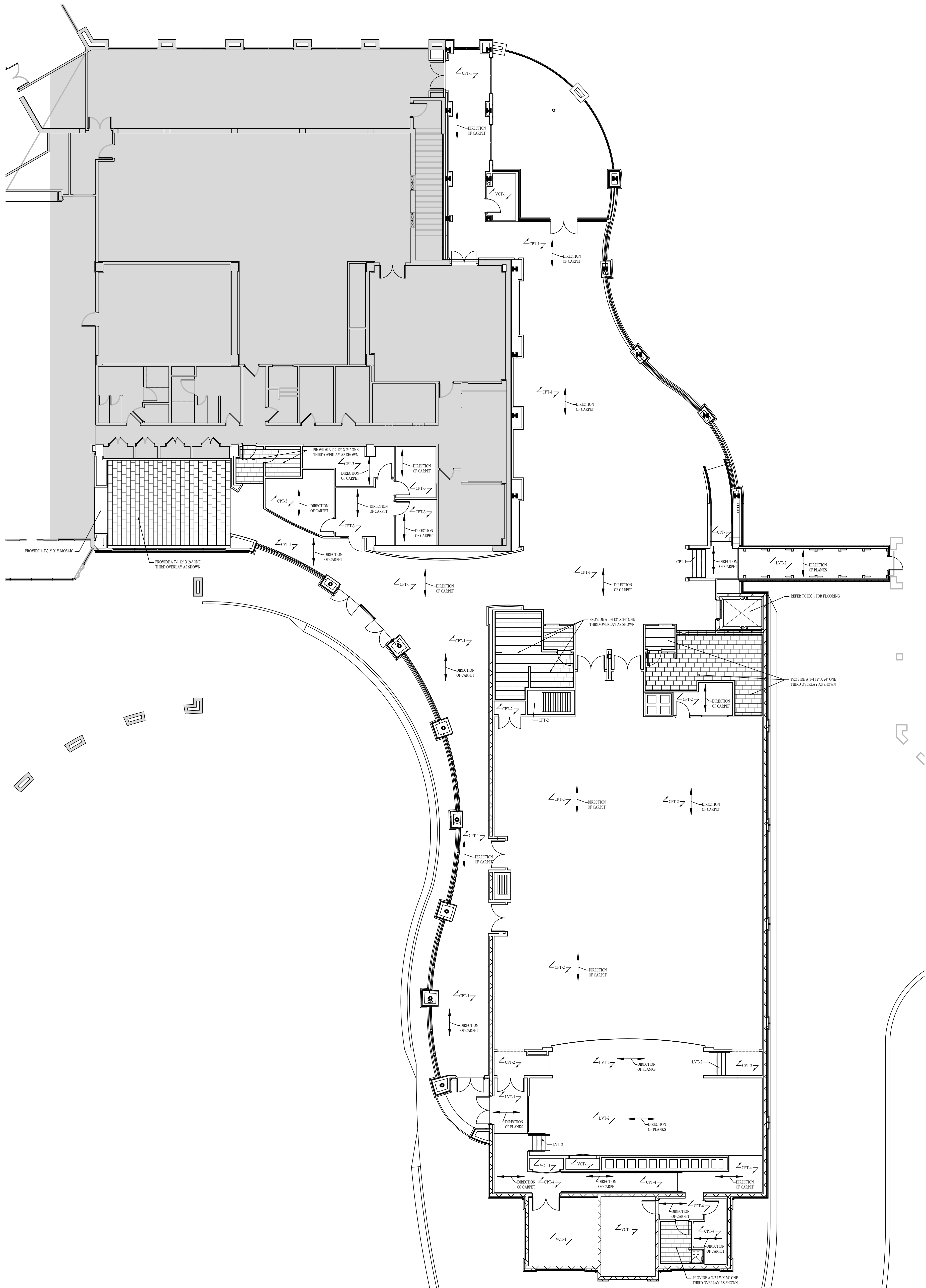
PERMIT SET
sheet name:
BUILDING
SECTIONS

sheet number:

A304



1 BUILDING SECTION
1/8" = 1'-0"



MAIN FLOOR - EXTENT OF FLOOR FINISH PLAN
SCALE: 3/32" = 1'-0"

NOTE: THE TERM "G.C." REFERS TO THE GENERAL CONTRACTOR.
UNLESS IT IS NOTED ON THE DRAWINGS AS "PROVIDED BY IDA" ALL CONSTRUCTION
ITEMS WILL BE THE SOLE RESPONSIBILITY OF THE GENERAL CONTRACTOR (G.C.).

REVISIONS:		TITLE
NO.	DATE	

DATE: 12-23-24

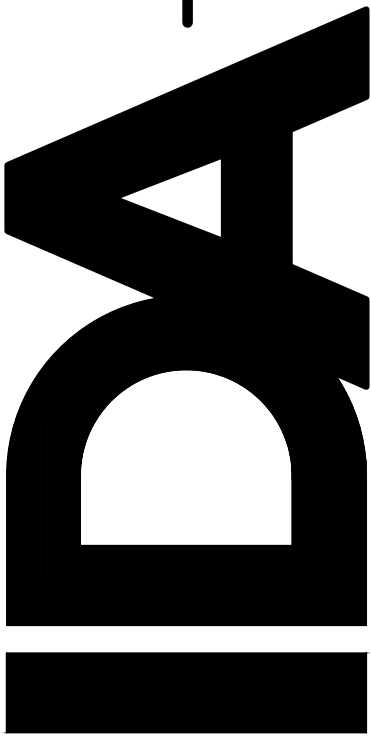
PERMIT SET

ID3.2

MAIN FLOOR - EXTENT OF FLOOR FINISH PLAN

CULTURAL ENRICHMENT CENTER
WESTMINSTER WINTER PARK
WINTER PARK, FLORIDA

INTERIOR DESIGN ASSOCIATES, INC.
618 CHURCH STREET SUITE 400
NASHVILLE, TENNESSEE 37219
615-320-7550
© Interior Design Associates, Inc.
FL #IB26000971



WESTMINSTER WINTER PARK TOWERS CULTURAL ENRICHMENT CENTER SITE CONSTRUCTION PLANS 1111 S. LAKEMONT AVENUE , WINTER PARK, FLORIDA

08-22-30-0000-00-003
08-22-30-0000-00-012

OWNER/ APPLICANT: PRESBYTERIAN RETIREMENT COMMUNITIES, INC.
80 WEST LUCERNE CIRCLE
ORLANDO, FL 32801
PHONE: (407)839-5050

ARCHITECT: STEWART & CONNERS ARCHITECTS, PLLC
3731 LATROBE DRIVE, SUITE 100
CHARLOTTE, NC 28211
PHONE: (704) 365-3941
FAX: (704) 365-3942

LANDSCAPE ARCHITECT: VERLANDER LANDSCAPE ARCHITECTURE, LLC
706 TURNBULL AVENUE, SUITE 201
ALTAMONTE SPRINGS, FL 32701
PHONE: (407) 834-4104
FAX: (407) 834-2919

PARCEL "A" LEGAL DESCRIPTION
BEGINNING AT THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 22 SOUTH, RANGE 30 EAST, ORANGE COUNTY, FLORIDA, RUN NORTH 393.03 FEET; THENCE WEST 559 FEET; THENCE NORTH 54 DEGREES 10 MINUTES WEST TO THE SHORE OF LAKE BERRY; THENCE SOUTHWESTERLY ALONG SHORE OF LAKE BERRY 250 FEET MORE OR LESS TO A POINT BEING 372.64 FEET NORTH AND 881.9 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 22 SOUTH, RANGE 30 EAST; THENCE SOUTH 477.61 FEET; THENCE EAST 881.9 FEET; THENCE NORTH 104.97 FEET TO POINT OF BEGINNING (LESS EAST 30 FEET FOR ROAD). AND IN ADDITION THERETO, THE FOLLOWING DESCRIBED PROPERTY: BEGINNING AT THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 22 SOUTH, RANGE 30 EAST, ORANGE COUNTY, FLORIDA, RUN NORTH 393.03 FEET; THENCE WEST 559 FEET; THENCE NORTH 54 DEGREES 10 MINUTES WEST TO SHORE OF LAKE BERRY AND THE POINT OF BEGINNING; THENCE CONTINUE NORTH 54 DEGREES 10 MINUTES WEST TO A POINT IN LAKE BERRY, WHICH SAID POINT IS NORTH OF A POINT 372.64 FEET NORTH AND 881.9 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 22 SOUTH, RANGE 30 EAST; THENCE SOUTH TO SAID POINT WHICH IS 372.64 FEET NORTH AND 881.9 FEET WEST OF THE SOUTHEAST CORNER OF SECTION 8, TOWNSHIP 22 SOUTH, RANGE 30 EAST; THENCE NORTHEASTERLY ALONG THE SHORE OF LAKE BERRY 250 FEET, MORE OR LESS TO THE POINT OF BEGINNING.
PARCEL "B" LEGAL DESCRIPTION
BEGIN AT A POINT 393 FT. NORTH OF THE SOUTH EAST CORNER OF SECTION 8, TOWNSHIP 22 SOUTH, RANGE 30 EAST, RUN WEST 559 FT. NORTH 54° WEST TO THE SHORE LINE OF LAKE BERRY, NORTH WEST TO THE NORTH WEST CORNER OF THE SOUTH HALF OF THE SOUTH EAST 1/4 OF THE SOUTH EAST 1/4, EAST TO THE NORTH EAST CORNER OF THE SOUTH HALF OF THE SOUTH EAST 1/4 OF THE SOUTH EAST 1/4, SOUTH 267 FT. TO THE BEGINNING (LESS THE ROAD) AND THE SOUTH HALF OF THE NORTH HALF OF THE SOUTH EAST 1/4 OF THE SOUTH EAST 1/4.

SITE VICINITY MAP



NOT TO SCALE

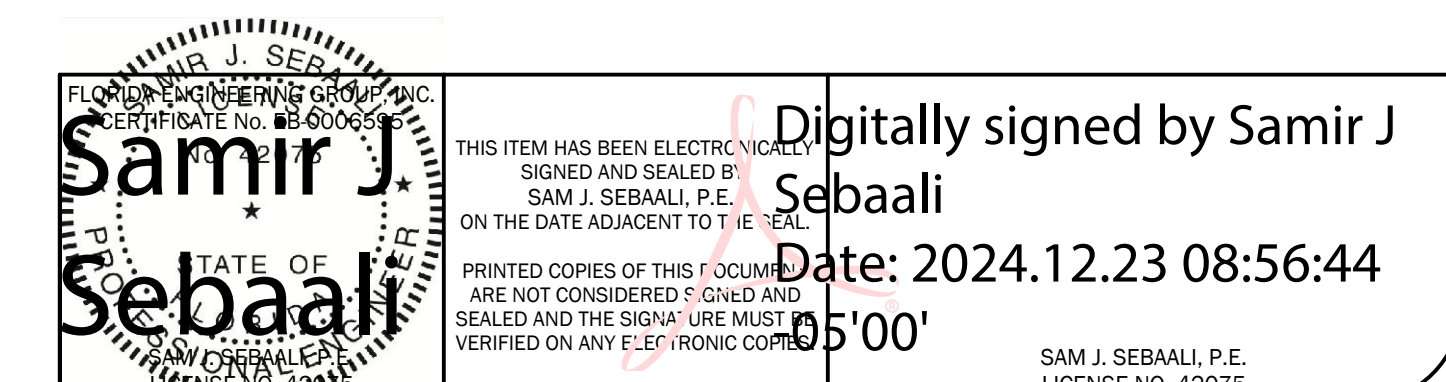
PLAN INDEX

- C-1 COVER SHEET
- C-2 TOPOGRAPHIC SURVEY
- C-3 LEGEND, NOTES, AND SPECIFICATIONS
- C-4 APPROVED CONDITIONAL USE PLAN
- C-5A SITE DEMOLITION AND STORMWATER POLLUTION PREVENTION PLAN
- C-5B SITE DEMOLITION AND STORMWATER POLLUTION PREVENTION NOTES
- C-6 SITE GEOMETRY PLAN
- C-7 SITE PAVING, GRADING, AND DRAINAGE PLAN
- C-8A SITE UTILITY PLAN
- C-8B SITE UTILITY CROSSING DETAILS
- C-9 SITE CONSTRUCTION DETAILS AND CROSS SECTIONS



5127 S. Orange Avenue, Suite 200
Orlando, FL 32809
Phone: 407-895-0324
Fax: 407-895-0325

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I:\T17B51\dwg\T17B51-NEW.dwg

TOPOGRAPHIC SURVEY
OF WINTER PARK TOWERS

A PORTION OF SECTION 8,
TOWNSHIP 22 SOUTH, RANGE 30 EAST
ORANGE COUNTY, FLORIDA

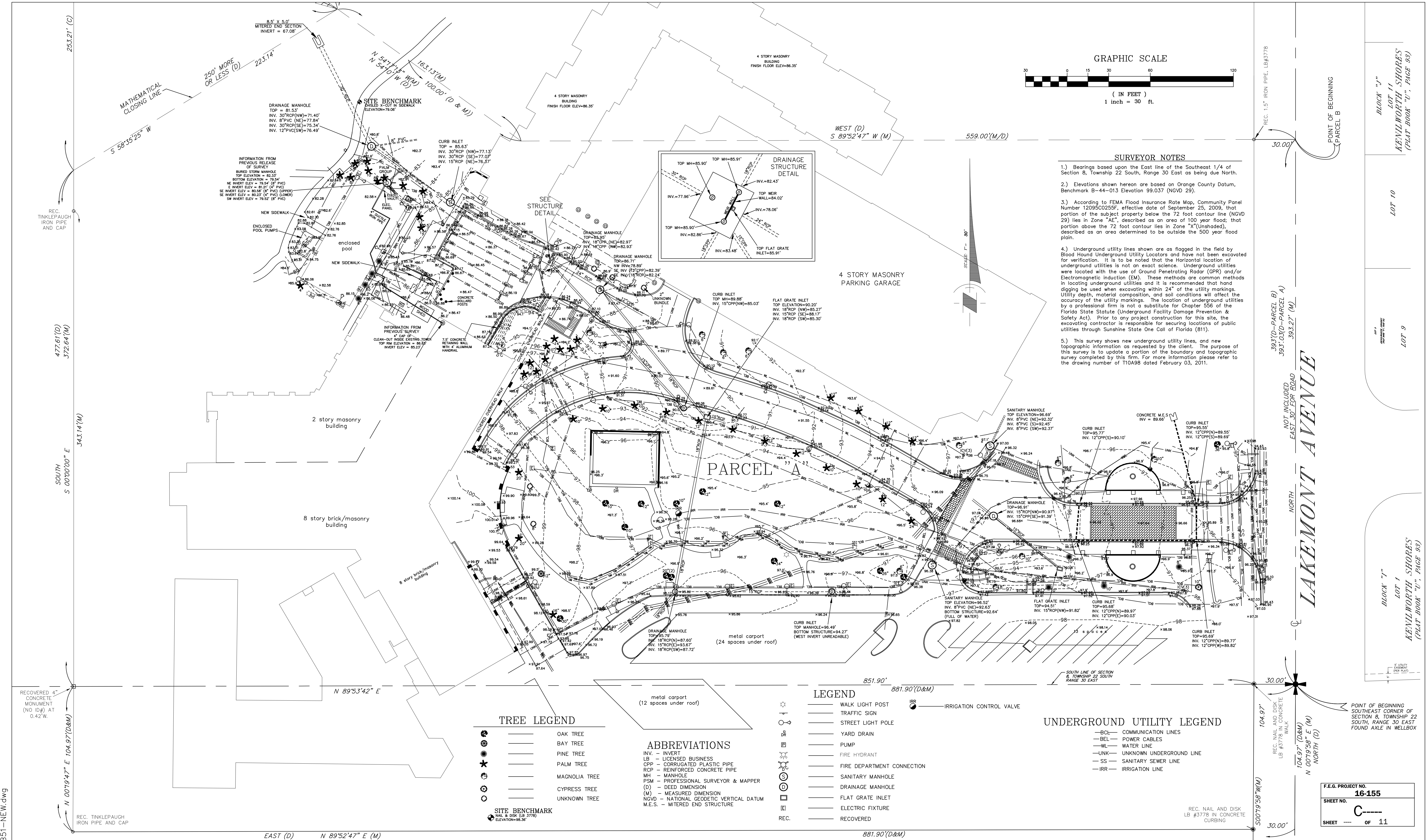
NO.	DATE	REVISIONS	BY

I hereby affirm that this survey represented hereon is true and correct to the best of my knowledge and belief. It has been prepared in accordance with the Standards set forth in Chapter 5J-17, F.A.C., pursuant to Chapters 177 and 472, Florida Statutes and unless it bears the signature and the original raised seal of a Florida Licensed Surveyor and Mapper, this drawing, sketch, plat or map is for informational purposes only and is not valid.

ROBERT W MONACO P.S.M. No. 5980

FIELD BY:	RW/BP	SURVEY DATE:	9/15/17
DRAWN BY:	W.C.Ganung	ORDER NO.:	T17B51
SCALE:	1"=30'	SHEET	1 OF 1

CENTRAL FLORIDA SURVEYS, INC. dba:
Tinklepaugh
SURVEYING SERVICES INC.
5125 Adanson Street, Suite 800 • Orlando, Florida 32804
Tele. No. (407) 282-0957 LICENSED BUSINESS NO. 3778
FILE No. SX-1562-(17)



3. THESE GENERAL NOTES APPLY TO ALL WORK IN THIS SET OF DRAWINGS.
2. IT WILL BE THE RESPONSIBILITY OF THE CONTRACTOR(S) TO ENSURE THAT ALL REQUIRED PERMITS ARE OBTAINED AND ARE IN HAND AT THE JOB SITE PRIOR TO THE COMMENCEMENT OF CONSTRUCTION. CONTRACTOR SHALL ABIDE BY ALL CONDITIONS CONTAINED THEREIN.
3. THE SPECIFICATIONS, NOTES AND PLANS CALL ATTENTION TO CERTAIN REQUIRED FEATURES OF THE CONSTRUCTION BUT DO NOT PURPORT TO COVER ALL DETAILS OF DESIGN AND CONSTRUCTION. HOWEVER, THE CONTRACTOR SHALL FURNISH AND INSTALL THE WORK IN ALL DETAILS AND READY FOR OPERATION.
4. ALL EQUIPMENT SHALL BE HANDLED, STORED, INSTALLED, TESTED AND OPERATED IN STRICT ACCORDANCE WITH THE APPLICABLE MANUFACTURER'S WRITTEN INSTRUCTIONS.
5. ALL WORK SHALL BE ACCOMPLISHED TO THE HIGHEST QUALITY CRAFTSMANSHIP STANDARDS AS APPROVED BY THE ENGINEER.
6. ALL WORK SHALL BE ACCOMPLISHED IN STRICT ACCORDANCE WITH ALL APPLICABLE FEDERAL, STATE, AND LOCAL CODES, ORDINANCES AND REGULATIONS.
7. APPARENT ERRORS, DISCREPANCIES OR OMISSIONS ON THE DRAWINGS SHALL BE BROUGHT TO THE ENGINEER'S ATTENTION BEFORE BIDDING.
8. AFTER COMPLETION OF CONSTRUCTION, THE CONTRACTOR SHALL PERFORM SITE CLEAN-UP OPERATION FOR REMOVAL OF ALL TRASH, DEBRIS, EXCESS MATERIAL AND EQUIPMENT. IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO PRESENT THE PROJECT SITE CLEAN AND IN GOOD ORDER AT THE TIME OF FINAL ACCEPTANCE.
9. THE CONTRACTOR SHALL COMPLY WITH ALL RULES, REGULATIONS, AND SPECIFICATIONS OF CITY OF WINTER PARK FOR SITE IMPROVEMENT IN THE ABSENCE OF A PARTICULAR REQUIREMENT.
10. FLORIDA LAW (F.S. 553.851) PROTECTION OF UNDERGROUND PIPELINES MANDATES THAT "NO EXCAVATOR SHALL COME INTO OR PERFORM ANY EXCAVATION IN ANY PUBLIC OR PRIVATE STREET, ALLEY, RIGHT-OF-WAY DEDICATED TO THE PUBLIC USE, OR GAS UTILITY EASEMENT, WITHOUT FIRST OBTAINING INFORMATION CONCERNING THE LOCATION OF ANY PIPELINES IN THE AREA OF THE PROPOSED EXCAVATION." THIS INCLUDES ANY OPERATION UTILIZING HAND TOOLS OR POWER TOOLS WHICH MOVES OR REMOVES ANY STRUCTURE, EARTH, ROCK, OR OTHER MASS OF MATERIAL BY SUCH METHODS AS DIGGING, BACKFILLING, DEMOLITION, GRADING, DITCHING, DRILLING, BORING AND CABLE PULPING. THE EXCAVATOR MUST NOTIFY THE GAS UTILITY A MINIMUM OF 48 HOURS AND A MAXIMUM OF 5 DAYS PRIOR TO EXCAVATING (EXCLUDING SATURDAYS, SUNDAYS, AND LEGAL HOLIDAYS).
11. CONTRACTOR SHALL NOTIFY ALL APPROPRIATE UTILITY COMPANIES OF PROPOSED START OF WORK IN ACCORDANCE WITH THEIR STANDARD REQUIREMENTS; HOWEVER, BUT NOT LIMITED TO WATER, SEWER, GAS, TELEPHONE, AND CABLE TV.
12. ANY DIFFERING SITE CONDITIONS FROM THAT WHICH IS REPRESENTED HEREIN, WRITING ABOVE, ON OR BELOW THE SURFACE OF THE GROUND, SHOULD BE BROUGHT TO THE IMMEDIATE ATTENTION OF THE ENGINEER AND OWNER IN WRITING. NO CLAIM FOR EXPENSES INCURRED BY THE CONTRACTOR DUE TO DIFFERING SITE CONDITIONS WILL BE ALLOWED IF CONTRACTOR FAILS TO PROVIDE THE REQUIRED WRITTEN NOTIFICATION OF SUCH CONDITIONS FOR REVIEW BY THE ENGINEER AND OWNER.
13. THE CONTRACTOR SHALL FURNISH OWNER WITH ACCURATE RECORD DRAWINGS PREPARED BY A LICENSED SURVEYOR SHOWING AS-CONSTRUCTED HORIZONTAL AND VERTICAL DIMENSIONING OF THE WORK. THE SUBMITTAL COPY OF THE RECORD DRAWINGS WILL NOT BE RETURNED. THE RECORD DRAWING OR RECORD SURVEY MUST BE PREPARED BY ENGINEER. THE RECORD SHALL BE CERTIFIED BY THE CONTRACTOR AS CORRECT. ALL INFORMATION WHICH IS UNCHANGED AND CURRENT SHALL BE NOTED BY CHECKING OFF OR CIRCLING. ALL REVISED INFORMATION SHALL BE CROSSED THROUGH AND NEW DATA ADDED. ADDITIONAL REQUIREMENTS ARE NOTED IN PAVING, GRADING AND DRAINAGE AND WATER AND SEWER NOTES.
14. ALL PRIVATE AND PUBLIC PROPERTIES AFFECTED BY THIS WORK SHALL BE RESTORED TO A CONDITION EQUAL TO OR BETTER THAN EXISTED UNLESS OTHERWISE EXCEPTED BY PLANS. THE COST FOR SUCH RESTORATION SHALL BE INCIDENTAL TO OTHER CONSTRUCTION AND NO EXTRA COMPENSATION WILL BE ALLOWED.
15. THE CONTRACTOR SHALL FOLLOW THE GEOTECHNICAL ENGINEER'S RECOMMENDATIONS IN PREPARING THE SITE FOR CONSTRUCTION. THIS INCLUDES REMOVAL OF ANY EXISTING ORGANIC SOILS, DELETERIOUS MATERIAL, VEGETATION, AND/OR DEBRIS FROM WITHIN THE LIMITS OF CONSTRUCTION AS IDENTIFIED BY THE ENGINEERING ENGINEER; PROOFROLLING OF THE NATURAL SOILS WHERE REQUIRED; AND OTHER GENERAL SITE PREPARATION REQUIREMENTS. SPECIFIC PROOFROLLING COMPACTION REQUIREMENTS SHOULD BE CONSISTENT WITH THE APPLICABLE DESIGN DOCUMENTS AND GEOTECHNICAL ENGINEER'S RECOMMENDATIONS. IF THERE IS A CONFLICT BETWEEN THE GEOTECHNICAL ENGINEER'S RECOMMENDATIONS AND THE DESIGN DOCUMENTS, THE MORE STRINGENT REQUIREMENT SHALL APPLY.

1. THESE PLANS ARE BASED ON A SURVEY PREPARED FOR THE OWNER BY TINKLEPAUGH SURVEYING SERVICES, INC. AND DATED SEPTEMBER 15, 2017.
2. REFER TO SHEET C-2 FOR REFERENCED BENCHMARK.
3. CONTRACTOR SHALL TAKE ALL IMPROVEMENTS USING THE GEOMETRIC DATA PROVIDED. IT IS THE CONTRACTOR'S SOLE RESPONSIBILITY TO COMPLETELY STAKE AND CHECK ALL IMPROVEMENTS TO ENSURE ADEQUATE POSITIONING, BOTH HORIZONTAL AND VERTICAL, PRIOR TO THE INSTALLATION OF ANY IMPROVEMENTS. THE CONTRACTOR SHALL NOTIFY THE ENGINEER IF ANY APPARENT DISCREPANCIES ARE FOUND.
4. ALL DIMENSIONS ARE TO THE FACE OF CURB OR EDGE OF PAVEMENT UNLESS OTHERWISE NOTED.
5. CONTRACTOR SHALL VERIFY THE ACCURACY OF THE BUILDING GEOMETRY SHOWN WITH THAT IN THE FINAL ARCHITECTURAL DRAWINGS, PRIOR TO STAKE-OUT AND SHALL NOTIFY OWNER AND ENGINEER IMMEDIATELY OF ANY DISCREPANCIES.

1. ALL MARKINGS MUST COMPLY WITH THE F.D.O.T. ROADWAY & TRAFFIC DESIGN STANDARDS, MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION, & THE CITY OF WINTER PARK LAND DEVELOPMENT CODE. PARKING SPACES MAY BE F.D.O.T. RATED PAINT. ALL OTHER MARKINGS MUST BE WHITE PLASTIC.
2. HANDICAP PARKING SPACES SHALL BE PROPERLY SIGNED & STRIPED IN ACCORDANCE WITH FLORIDA STATUTE 316, THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES & OTHER APPLICABLE STANDARDS. REFER TO F.D.O.T. ROADWAY & TRAFFIC DESIGN STANDARDS INDEX 17355 FOR HANDICAP SYMBOL.
3. HANDICAP SIGN SHALL BE F.D.O.T. SPECIFICATION FTP 25.
4. ALL REGULATORY SIGNAGE SHALL BE IN ACCORDANCE WITH F.D.O.T. STANDARDS. SIGN MOUNTING HEIGHTS SHALL BE PER F.D.O.T. & CITY OF WINTER PARK STANDARDS & SPECIFICATIONS.
5. CONTRACTOR SHALL REFER TO PLANS PREPARED BY VERLANDER LANDSCAPE ARCHITECTURE, LLC AND STEWART & CONNERS ARCHITECTS, LLC FOR SIGNAGE CONSTRUCTION DETAILS INCLUDING FINISH MATERIAL, SIGNS & POST DESIGN & FINISHES, & OTHER CONSTRUCTION REQUIREMENTS. FCC'S PLANS ARE INTENDED TO PROVIDE SIGNAGE DETAILS BASED ON REGULATORY AGENCY REQUIREMENTS & ARE NOT INTENDED TO SPECIFY CONSTRUCTION DETAILS OR FINISHES.

1. ALL CONSTRUCTION SHALL BE IN ACCORDANCE WITH THE CITY OF WINTER PARK CONSTRUCTION SPECIFICATIONS AND OTHER CITY GENERAL AND SPECIAL SPECIFICATIONS, THE LATEST EDITION OF THE FLORIDA DEPARTMENT OF TRANSPORTATION STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION.
2. SUBSURFACE INFORMATION PROVIDED WITH THESE DRAWINGS WAS OBTAINED FOR USE IN ESTABLISHING DESIGN CRITERIA FOR THE PROJECT. THE ACCURACY OF THIS INFORMATION IS NOT GUARANTEED AND IS NOT TO BE CONSTRUED AS PART OF THE PLANS GOVERNING CONSTRUCTION OF THE PROJECT.
3. THE LOCATIONS OF EXISTING UTILITIES AND STORM DRAINAGE SHOWN ON THE PLANS HAVE BEEN DETERMINED FROM THE BEST INFORMATION AVAILABLE AND ARE GIVEN FOR THE CONVENIENCE OF THE CONTRACTOR. ENGINEER ASSUMES NO RESPONSIBILITY FOR INACCURACY. PRIOR TO THE START OF ANY CONSTRUCTION ACTIVITY, IT SHALL BE THE CONTRACTOR'S RESPONSIBILITY TO MAKE ARRANGEMENTS FOR FIELD LOCATIONS AND FOR ANY RELOCATIONS OF THE VARIOUS EXISTING UTILITIES WITH THE UTILITY OWNERS, WHICH SHALL BE DONE IN A TIMELY FASHION TO MINIMIZE IMPACT ON THE CONSTRUCTION SCHEDULE. ANY DELAY OR INCONVENIENCE CAUSED BY THE CONTRACTOR BY THE RELOCATION OF THE VARIOUS UTILITIES SHALL BE INCIDENTAL TO THE CONTRACT AND NO EXTRA COMPENSATION WILL BE ALLOWED.
4. ALL FILL MATERIAL IN IMPROVEMENT AREAS SHALL BE COMPACTED TO 95% OF THE SOIL'S MODIFIED PROCTOR MAXIMUM DRY DENSITY AS DETERMINED BY AASHTO T-180. SPECIFIC SITE PREPARATION METHODS AND TYPE OF FILL TO BE USED FOR PARKING, BUILDING, AND DRAINAGE RETENTION AREAS SHALL BE IN ACCORDANCE WITH THE GEOTECHNICAL ENGINEER'S RECOMMENDATIONS AND AS SPECIFIED ON THE PLANS. REFER TO THE GEOTECHNICAL REPORT BY TERRACON DATED NOVEMBER 6, 2017. REFER TO PLANS AND DETAILS FOR SPECIFIC PAVEMENT SECTION MATERIAL AND PAVEMENT REQUIREMENTS.
5. ALL UNDERGROUND UTILITIES INCLUDING CONDUIT FOR ELECTRICAL, CABLE TV, AND TELEPHONE SHALL BE INSTALLED PRIOR TO PAVEMENT CONSTRUCTION.
6. CONTRACTOR SHALL IMMEDIATELY NOTIFY THE ENGINEER OF ANY PROBLEMS REQUIRING DEVIATION FROM THESE PLANS AND SPECIFICATIONS.
7. THE CONTRACTOR SHALL SUBMIT DETAILED SHOP DRAWINGS OF ALL MAJOR ITEMS PROPOSED FOR THIS PROJECT TO THE ENGINEER PRIOR TO ORDERING ANY OF THE EQUIPMENT. UPON THE CONTRACTOR'S RECEIPT OF APPROVED SHOP DRAWINGS FROM THE ENGINEER, THE CONTRACTOR MAY PROCEED WITH THE WORK.
8. ALL DISTURBED AREAS MUST BE SODDED UNLESS OTHERWISE NOTED ON THE PLANS. ALL SODDING MUST BE DONE IN ACCORDANCE WITH SECTION 570 OF THE FLORIDA DEPARTMENT OF TRANSPORTATION'S STANDARD SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION.
9. PROVIDE HANDICAP ACCESS WHERE SIDEWALKS MEET CURBS.

1. ALL EROSION AND SEDIMENT CONTROL WORK SHALL CONFORM WITH CITY OF WINTER PARK SPECIFICATIONS, SUBJECT TO AUTHORIZED AND APPROVED VARIANCES, WAIVERS AND/OR CONDITIONAL CHANGES.
2. EROSION AND SEDIMENT CONTROL MEASURES ARE TO BE PLACED PRIOR TO OR AS THE FIRST STEP IN CONSTRUCTION. SEDIMENT CONTROL PRACTICES WILL BE APPLIED AS A PERMETER DEFENSE AGAINST ANY TRANSPORTATION OF SILT OFF THE SITE.
3. CONTRACTOR SHALL SUBMIT AN EROSION CONTROL PLAN AT THE PRE-CONSTRUCTION MEETING. THE CONTRACTOR SHALL USE BEST MANAGEMENT PRACTICES IN CONTROLLING EROSION AND SEDIMENTATION DURING CONSTRUCTION.
4. ALL CLEARED AREAS FOR IMPROVEMENT AND/OR CONSTRUCTION SHALL BE WATERED TO PREVENT WIND EROSION.
5. PRIOR TO LAND CLEARING THE CONTRACTOR SHALL PROVIDE TREE PROTECTION BARRIERS TO MEET THE REQUIREMENTS OF CITY OF WINTER PARK.
6. THE CONTRACTOR SHALL SELECTIVELY CLEAR ONLY THE AREAS REQUIRED FOR CONSTRUCTION AND STABILIZE ANY POTENTIAL EROSION AREAS IMMEDIATELY FOLLOWING COMPLETION OF CONSTRUCTION.

1. IT SHALL BE THE RESPONSIBILITY OF THE DEVELOPER/CONTRACTOR TO ENSURE THAT ALL REQUIRED PERMITS ARE IN HAND BEFORE BEGINNING ANY CONSTRUCTION.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR LOCATING AND VERIFYING ALL EXISTING UTILITIES PRIOR TO CONSTRUCTION, AND FOR NOTIFYING THE APPROPRIATE UTILITY COMPANIES TO MAKE THE NECESSARY ARRANGEMENTS FOR ANY RELOCATION, TEMPORARY DISRUPTION OF SERVICE, OR CLARIFICATION OF ACTIVITY REGARDING SAID UTILITY. THE CONTRACTOR SHALL EXERCISE CAUTION WHEN CROSSING AN UNDERGROUND UTILITY, WHETHER SHOWN ON THESE PLANS OR FIELD LOCATED. ALL UTILITIES WHICH INTERFERE WITH THE PROPOSED CONSTRUCTION SHALL BE RELOCATED BY THE CONTRACTOR AT HIS OWN RISK. THE CONTRACTOR SHALL COOPERATE WITH THEM DURING THE RELOCATION OPERATIONS. ANY DELAY OR INCONVENIENCE OF THE VARIOUS UTILITIES SHALL BE INCIDENTAL TO THE CONTRACT AND NO EXTRA COMPENSATION WILL BE ALLOWED.
3. THE CONTRACTOR SHALL DISINFECT ALL SECTIONS OF THE WATER DISTRIBUTION SYSTEM IN ACCORDANCE WITH THE F.D.E.P. WATER PERMIT & THE CITY OF WINTER PARK CODE OF ORDINANCES & UTILITY SPECIFICATIONS & RECEIVE APPROVAL THEREOF FROM THE LOCAL WATER UTILITY, ENGINEER OF RECORD, & F.D.E.P., PRIOR TO PLACING IN SERVICE. IT IS THE CONTRACTOR'S RESPONSIBILITY TO OBTAIN COPIES OF THE F.D.E.P. WATER & SEWER PERMITS FROM THE OWNER & MAKE THEM AVAILABLE ON THE JOB SITE AT ALL TIMES. THE DISINFECTION OF WATER MAINS SHALL BE IN COMPLIANCE WITH "RULES OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION" - CHAPTER 62-655 "PERMITTING & CONSTRUCTION OF PUBLIC WATER SYSTEMS." THE PROCEDURE WILL MEET & EXCEED THE REQUIREMENTS SET FORTH IN ANSI/AWWA STANDARDS C651 & SHOULD BE WITNESSED BY CITY PERSONNEL. WATER LINE SHALL BE INSTALLED, CLEANED, FLUSHED, DISINFECTED & BACTERIOLOGICALLY TESTED & CLEARED FOR SERVICES IN ACCORDANCE WITH THE LATEST AWWA STANDARDS & FDEP RULES & REGULATIONS. ALL WATER DISTRIBUTION SYSTEMS SHALL BE FLUSHED CLEAN OF ALL DELETERIOUS MATERIAL PRIOR TO ANY TESTING. FULL DIAMETER FLUSHING IS REQUIRED. WATER LINE SHALL BE PRESSURE TESTED IN ACCORDANCE WITH AWWA-C600 SPECIFICATIONS FOR DUCTILE IRON PIPE & C605/M23 FOR PVC PIPE, RESPECTIVELY, AT 150 PSI & WITNESSED BY CITY OF WINTER PARK PERSONNEL.
4. CROSS CONNECTION CONTROL SHALL BE IN ACCORDANCE WITH RULES AND REQUIREMENTS OF THE DEPARTMENT OF ENVIRONMENTAL PROTECTION - CHAPTER 62-655 "PERMITTING AND CONSTRUCTION OF PUBLIC WATER SYSTEMS."
5. ENGINEER RESERVES THE RIGHT TO WITHHOLD APPROVAL FOR ANY PORTION OF THE WATER OR SEWER PIPE WORK WHICH HAS NOT BEEN TESTED (OBSERVED BY ENGINEER) AND REPORTED TO CONFORM TO PROJECT SPECIFICATIONS.
6. CONTRACTOR SHALL VERIFY SIZE AND TYPE OF EXISTING MAIN PRIOR TO ORDERING TAPPING MATERIALS FOR TIE-INS. CONTRACTOR SHALL MAINTAIN A SET OF RECORD DRAWINGS MARKED UP WITH HORIZONTAL AND VERTICAL AS-BUILT INFORMATION ON LOCATION OF WATER MAINS, FITTINGS, AND WATER SERVICES LOCATED FROM CENTERLINE OF NEAREST FIRE HYDRANT OR NEAREST MANHOLE.
7. CONTRACTOR SHALL NOT ACTIVATE WATER SERVICE UNTIL THE FDEP HAS CLEARED THE SYSTEM FOR USE AND THE CLEARANCE LETTER HAS BEEN RECEIVED BY THE OWNER.
8. EXISTING WATER MAINS SHALL BE PROTECTED FROM CONTAMINATION DURING THE FILLING, FLUSHING, AND TESTING OF NEW LINES IN ACCORDANCE WITH THE APPLICABLE PROVISIONS OF AWWA C651. SEE JUMPER DETAIL.
9. A FLORIDA DEP PERMIT FOR THE WATER DISTRIBUTION SYSTEMS SHALL BE REQUIRED PRIOR TO COMMENCEMENT OF CONSTRUCTION.
10. A FLORIDA DEP PERMIT FOR THE WASTEWATER COLLECTION AND TRANSMISSION SYSTEMS SHALL BE REQUIRED PRIOR TO COMMENCEMENT OF CONSTRUCTION.
11. A STAMPED APPROVED SET OF PLANS BY THE CITY OF WINTER PARK SHALL BE PRESENT ON THE SITE AT ALL TIMES.
12. INSTALLATION OF MATERIALS AND/OR STRUCTURES PRIOR TO SHOP DRAWING APPROVAL IS DONE AT THE CONTRACTOR'S OWN RISK.
13. A PRE-CONSTRUCTION MEETING SHALL BE SCHEDULED BY THE CONTRACTOR, IF REQUIRED, WITH THE CITY OF WINTER PARK PRIOR TO START OF CONSTRUCTION. ADEQUATE NOTICE MUST BE PROVIDED PER CITY REQUIREMENTS.
14. ALL MECHANICAL JOINTS SHALL BE RESTRAINED. THRUST BLOCKS ARE NOT ALLOWED FOR CITY MAINTAINED INFRASTRUCTURES.
15. MAINTAIN A MINIMUM OF 36" COVER OVER ALL PIPES TO THE FINISH GRADE FOR EACH 300 FEET OF PIPE AND FOR EVERY 100 SQUARE FEET OF BACKFILL AROUND STRUCTURES.
16. MANHOLES SHALL BE INSTALLED 12" ABOVE FINISH GRADE. ALL 12" AND 18" PIPE SHALL BE GREEN IN COLOR (FOR SEWER), BLUE IN COLOR (FOR WATER) AND PURPLE IN COLOR (FOR REUSE) OR SHALL HAVE A CONTINUOUS 2" WIDE, PERMANENT GREEN/BLUE/PURPLE STRIPE ON THE TOP OF THE PIPE.
17. A CONTINUOUS, INSULATED TO GAUGE COPPER WIRE SHALL BE INSTALLED, TAPED TO THE TOP OF THE PIPE AND BE ACCESSIBLE AT EACH VALVE BOX.
18. IN GENERAL, ONE COMPACTION TEST SHALL BE TAKEN FOR EACH 12" LAYER OF FILL FROM THE SPRINGLINE OF THE PIPE TO CONTRACTOR TO PROVIDE MATERIAL CLASSIFICATION FOR WATER SERVICES AND RESILIENT WEDGE GAGE VALVES TO THE CITY OF WINTER PARK PRIOR TO CONSTRUCTION.
19. ALL CONSTRUCTION WORK SHALL BE IN ACCORDANCE WITH THE LATEST CITY OF WINTER PARK STANDARDS AND SPECIFICATIONS.

LOCATION OF PUBLIC WATER SYSTEM MAINS IN ACCORDANCE WITH F.A.C. RULE 62-555.31			
Other Pipe	Horizontal Separation	Crossings (1)	Joint Spacing of Crossings (All Joint Catershed)
Storm Sewer, Stormwater Force Main, Reclaimed Water (2)	3 ft. minimum	42 inches in the minimum, except for storm sewers, then 6 inches in the minimum and 22 inches is preferred	42 inches in the minimum, except for storm sewers, then 6 inches in the minimum and 22 inches is preferred
Vacuum Sanitary Sewer	10 ft. preferred 3 ft. minimum	62 inches preferred 6 inches minimum	62 inches preferred 6 inches minimum
Gravity or Pressure Sanitary Sewer, Sanitary Sewer Force Main, Reclaimed Water (4)	6 ft. preferred 3 ft. minimum (1)	42 inches in the minimum, except for gravity sewers, then 6 inches in the minimum and 22 inches is preferred	42 inches in the minimum, except for gravity sewers, then 6 inches in the minimum and 22 inches is preferred
On-Site Storage Treatment and Disposal System (4)	10 ft. minimum	42 inches in the minimum, except for gravity sewers, then 6 inches in the minimum and 22 inches is preferred	42 inches in the minimum, except for gravity sewers, then 6 inches in the minimum and 22 inches is preferred

(1) Water mains should cross above other pipes. When water mains are below other pipes, the minimum separation is 12 inches.

(2) Reclaimed water regulated under Part III of Chapter 350.01, F.A.C.

(3) 3 ft. for gravity sanitary sewers where the bottom of the water main is laid at least 6 inches above the top of the gravity sanitary sewer.

(4) Reclaimed water not regulated under Part III of Chapter 350.01, F.A.C.

Revised: 11/2018. This document is a property of your city or county. Please email: fa.c.62-555.31@dot.state.fl.us for additional information or comments.

1. NEW OR RELOCATED, UNDERGROUND WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL CROSS ANY EXISTING OR PROPOSED GRAVITY- OR VACUUM-TYPE SANITARY SEWER OR STORM SEWER SHALL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST SIX INCHES ABOVE THE OTHER PIPELINE OR AT LEAST 12" BELOW THE OTHER PIPELINE; AND NEW OR RELOCATED, UNDERGROUND WATER MAINS THAT ARE INCLUDED IN THIS PROJECT AND THAT WILL CROSS ANY EXISTING OR PROPOSED PRESSURE-TYPE SANITARY SEWER, WASTEWATER OR STORMWATER FORCE MAIN, OR PIPELINE CONVEYING RECLAIMED WATER SHALL BE LAID SO THE OUTSIDE OF THE WATER MAIN IS AT LEAST 12 INCHES ABOVE OR BELOW THE OTHER PIPELINE.

2. AT THE UTILITY CROSSINGS DEPICTED ABOVE, ONE FULL LENGTH OF WATER MAIN PIPE SHALL BE CENTERED ABOVE OR BELOW THE OTHER PIPELINE SO THE WATER MAIN JOINTS WILL BE AS FAR AS POSSIBLE FROM THE OTHER PIPELINE OR THE PIPES SHALL BE ARRANGED SO THAT ALL WATER MAIN JOINTS ARE AT LEAST THREE FEET FROM ALL JOINTS IN VACUUM-TYPE SANITARY SEWERS, STORM SEWERS, STORMWATER FORCE MAINS, OR PIPELINES CONVEYING RECLAIMED WATER REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C., AND AT LEAST SIX FEET FROM ALL JOINTS IN GRAVITY- OR PRESSURE-TYPE SANITARY SEWERS, WASTEWATER FORCE MAINS, OR PIPELINES CONVEYING RECLAIMED WATER NOT REGULATED UNDER PART III OF CHAPTER 62-610, F.A.C.

NEW OR RELOCATED, UNDERGROUND WATER MAINS INCLUDED IN THIS PROJECT SHALL BE LAID TO PROVIDE A HORIZONTAL DISTANCE OF AT LEAST THREE FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED VACUUM-TYPE SANITARY SEWER OR PRESSURE-TYPE SANITARY SEWER (OR A HORIZONTAL DISTANCE OF AT LEAST SIX INCHES BETWEEN THE OUTSIDE OF THE WATER MAIN, F.A.C.; A HORIZONTAL DISTANCE OF AT LEAST SIX FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED GRAVITY-TYPE SANITARY SEWER (OR A HORIZONTAL DISTANCE OF AT LEAST THREE FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND THE OUTSIDE OF ANY EXISTING OR PROPOSED PRESSURE-TYPE SANITARY SEWER) AND THE OUTSIDE OF ANY EXISTING OR PROPOSED WASTEWATER FORCE MAIN, OR PIPELINE CONVEYING REGULATED WATER NOT REGULATED UNDER PART III OF CHAPTER 62-010, F.A.C.; AND A HORIZONTAL DISTANCE OF AT LEAST TWO FEET BETWEEN THE OUTSIDE OF THE WATER MAIN AND ALL PARTS OF ANY EXISTING OR PROPOSED ON-SITE SEWAGE TREATMENT AND DISPOSAL SYSTEM.

1. THE PERMITEE SHALL BE SEPARATELY RESPONSIBLE FOR APPROPRIATE CONSTRUCTION, DISINFECTION & TESTING BEYOND THE METER TO ASSURE POTABILITY AT THE POINT OF USE.
2. POTABLE WATER PIPES WILL BE DISINFECTED IN ACCORDANCE WITH AWWA SPECIFICATIONS C651.
3. POTABLE PIPES WILL BE HYDROSTATICALLY TESTED IN ACCORDANCE WITH SPECIFICATION NUMBERS C600 & C605/M23 FOR DUCTILE IRON & STEELS, RESPECTIVELY.
- A. POTABLE WATER PIPES MUST BE MANUFACTURED IN ACCORDANCE WITH THE FOLLOWING AWWA SPECIFICATIONS:
- B. DUCTILE IRON PIPE (3" TO 64") - AWWA C150/AWWA C151; LINING PER AWWA C104, COATING PER AWWA C116, ENCASEMENT PER AWWA C117, FLANGED PIPE PER AWWA C115, GASKET JOINTS PER AWWA C111 AND FITTINGS PER AWWA C110 OR AWWA C153.
- C. PVC (WITH NATIONAL SANITATION FOUNDATION SEAL)
 1. AWWA C900/ASTM 1784 (4" TO 12") WITH DR25 MINIMUM;
 2. AWWA C905 (14" TO 48")
3. PRESSURE RATED PIPE (SDR SERIES) SHALL BE ASTM D2241, SCHEDULE 40, 80, & 120 PVC PIPES PER ASTM D1785. THE COMPOUNDS USED FOR EITHER OF THESE TYPES SHALL BE PER ASTM D1784.
- D. POLYETHYLENE PIPE (1/2" - 3") - AWWA C901 WITH VALVES & FITTINGS (AWWA C800);
- E. POLYETHYLENE PIPE (4" - 63") - AWWA C906.
- F. FIRE HYDRANTS & VALVES PER AWWA SERIES C500 THROUGH C560.
- G. METERS PER AWWA SERIES C700 THROUGH C710.
- H. NON-AWWA PVC PIPES (ALLOWED ONLY FOR SIZES LESS THAN 4 INCHES) MUST HAVE A MINIMUM PRESSURE CLASS OF 200 PSI AND MUST BEAR THE NSF MARK ON EACH INSTALLED LENGTH.

1. PAVING MATERIALS SHALL CONFORM WITH FDOT STANDARDS AND SPECIFICATIONS FOR ROAD AND BRIDGE CONSTRUCTION, LATEST EDITION.
2. STORM DRAINS SHALL BE REINFORCED CONCRETE PIPE, PER ASTM C-76 CLASS III, UNLESS OTHERWISE SPECIFIED. LIFTING HOLES ARE PROHIBITED.
3. ALL STORM STRUCTURES SHALL CONFORM WITH FDOT STANDARD INDEX DRAWINGS AND SPECIFICATIONS EXCEPT THAT DITCH BOTTOM INLETS IN PAVED AREAS SHALL HAVE TRAVERSABLE, TRAFFIC BEARING, GRATES SUPPORTED BY STEEL ANGLE SEATS OR SUPPORTED ON FOUR SIDES. ALL GRATES IN PAVED AREAS TO BE BICYCLE SAFE, STEEL GRATES WITH RETICULINE BARS.
4. ALL TYPE "P" STRUCTURE BOTTOMS SHALL BE ROUND UNLESS OTHERWISE SPECIFIED AND SHALL HAVE 4 FEET MINIMUM DIAMETER.

MATERIAL USED IN THE CONSTRUCTION OF THE WATER DISTRIBUTION SYSTEM SHALL ADHERE TO THE REQUIREMENTS OF THE CITY OF WINTER PARK. THE FOLLOWING INFORMATION IS TO PROVIDE GENERAL GUIDANCE IN THE PREPARATION OF CONSTRUCTION PLANS & SPECIFICATIONS, & IN NO WAY LIMITS THE CITY'S RIGHT TO APPROVE OR DISAPPROVE PLANS, SPECIFICATIONS OF INSTALLATIONS.

- A. TWO INCH (2") WATER MAINS SHALL BE CLASS 200 SDR21 POLYVINYL CHLORIDE (PVC) PIPE, USED ONLY AT DEAD ENDS OF CUL-DE-SACS.
- B. FOUR INCH (4") WATER MAINS SHALL BE EITHER PRESSURE CLASS 350 DUCTILE IRON (D.I.) IN ACCORDANCE WITH ANSI/AWWA C150/A21.50-96 & ANSI/AWWA C151/A21.51-86 OR, AS CONDITIONS WARRANT, C900 SDR18 CLASS 150 PVC PIPE.
- C. SIX INCH (6") THROUGH TWENTY FOUR INCH (24") WATER MAINS SHALL BE PRESSURE CLASS 350 D.I. PIPE IN ACCORDANCE WITH ANSI/AWWA C150/A21.50-96 & ANSI/AWWA C151/A21.51-86.
- D. THIRTY INCH (30") & LARGER WATER MAINS SHALL BE PRESSURE CLASS 250 D.I. PIPE IN ACCORDANCE WITH ANSI/AWWA C150/A21.50-96 & ANSI/AWWA C151/A21.51-86.

NOTE:

1. THE USE OF 2" &/OR 4" PVC PIPE MUST BE APPROVED BY THE CITY UTILITY DEPARTMENT.
2. PVC PIPE MUST BE BLUE IN COLOR OR HAVING CONTINUOUS BLUE MARKINGS TO CONFORM TO AWWA COLORS WITH N.S.F. LOGO FOR POTABLE WATER USE.

2. ALL PIPE FITTINGS 4" UP TO 30" SHALL BE CEMENT LINED (CLASS 350) DUCTILE IRON, WITH MECHANICAL JOINT ENDS. ALL PIPE FITTINGS 30" OR LARGER SHALL BE CEMENT LINE (CLASS 250) DUCTILE IRON, WITH MECHANICAL JOINT ENDS.
3. A. SERVICE MATERIAL FOR 3/4" & 1" SHALL INCLUDE SOFT ANNEALED TYPE-K COPPER TUBING.
B. SERVICE MATERIAL FOR 2" SHORT SIDE SERVICES SHALL INCLUDE 2" CTS TYPE-K HARD COPPER TUBING.
C. SERVICE MATERIAL FOR 2" LONG SIDE SERVICES SHALL INCLUDE 2" RESTRAINED JOINT (SDR 17/CLASS 250) PVC PIPE (IPS-O.D.).

4. SERVICE MATERIAL (CORP. STOPS, CURB STOPS, ETC.) FOR 3/4", 1", & 2" SERVICES SHALL BE BRASS COMPRESSION FITTINGS. FLARED FITTINGS ARE ACCEPTABLE UNDER CONTROLLED CONDITIONS. AN AWWA (C) THREADING IS REQUIRED ON ALL 3/4" & 1" CORPORATION STOPS USED WITH DIRECT PIPE TAPPING ON DUCTILE IRON PIPE OR WITH SERVICE CLAMPS ON PVC PIPE. INSTALLATION OF THE SERVICES REQUIRING SERVICE CLAMPS & ACCOMMODATE 1 1/2" OR 2" METERS. 2" BALL GATE VALVE. 1" CTS X FLANGES OR 1" CTS WITH TAPPED HOLES ON THE FLANGE FACE ARE REQUIRED. PADLOCK WINGS MUST BE INCLUDED ON EACH CURB STOP OR BALL METER VALVE.
5. FIRE HYDRANTS SHALL BE TRAFFIC DRY BARREL TYPE & MEET THE CITY OF WINTER PARK UTILITY'S SPECIFICATIONS. MANUFACTURERS ACCEPTED – MUELLERA-423 (CENTURIUM), KENNEDY K-81A, U.S. PIPE & FOUNDRY COMPANY (METROPOLITAN), AMERICAN – DARLING 884B, & H VALVE COMPANY #929.
6. ALL VALVES 4" & LARGER SHALL BE RESILIENT SEAT/WEDGE GATE VALVES WITH EPOXY COATING INTERNALLY/EXTERNALLY & CONFORM TO ANSI/AWWA STANDARD C509-94 OR LATEST REVISION.

7. ALL VALVE BOXES SHALL BE CAST IRON SLIDING TYPE. SCREW TYPE ARE NOT APPROVED.

1. PVC GRAVITY SEWER PIPE

- a. PVC GRAVITY SEWER PIPE (4"-15"), ASTM D3034, SDR 35. UNIFORM MINIMUM "PIPE STIFFNESS" AT FIVE (5) PERCENT DEFLECTION SHALL BE 46 PSI. THE JOINTS MANUFACTURED IN ACCORDANCE WITH ASTM D3212 AND ASTM F477. APPLICABLE UNI-BELL PLASTIC PIPE ASSOCIATION STANDARD IS UNI-B-4.
 - b. PVC GRAVITY SEWER PIPE (18"-27"), ASTM F679, SDR35. UNIFORM MINIMUM "PIPE STIFFNESS" AT FIVE (5) PERCENT DEFLECTION SHALL BE 46 PSI. THE JOINTS SHALL BE INTEGRAL BELT ELASTOMERIC GASKET JOINTS MANUFACTURED IN ACCORDANCE WITH ASTM D3212 AND ASTM F477. APPLICABLE UNI-BELL PLASTIC PIPE ASSOCIATION STANDARD IS UNI-B-7.
 - c. ALL PVC PIPE SHALL BEAR THE NSF-DW SEAL. THE MINIMUM STANDARD LENGTH OF PIPE SHALL BE THIRTEEN (13) FEET.
 2. ALL PIPE SHALL HAVE A HOMING MARK ON THE SPIGOT PROVIDED BY THE MANUFACTURER. ON FIELD CUT PIPE, CONTRACTOR SHALL PROVIDE HOMING MARK ON THE SPIGOT IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS. REINFORCED CONCRETE PIPE SHALL HAVE MARKINGS INCLUDING THE MINOR AXIS OF THE ELLIPTICAL REINFORCEMENT.
 3. JOINTS MATERIALS
 - a. PVC SEWER PIPE JOINTS SHALL BE FLEXIBLE ELASTOMERIC SEALS PER ASTM D 3212.
 - b. JOINTS BETWEEN PIPES OF DIFFERENT MATERIALS SHALL BE MADE WITH A FLEXIBLE MECHANICAL COMPRESSION COUPLING WITH NO. 304 STAINLESS STEEL BANDS. REFER TO CITY MANUAL FOR APPROVED MANUFACTURERS' LIST.
 4. FITTINGS
 - a. UNLESS OTHERWISE SPECIFIED, WYE BRANCHES SHALL BE PROVIDED IN THE GRAVITY SEWER MAIN FOR SERVICE LATERAL CONNECTIONS. WYES SHALL BE SIX (6) INCHES INSIDE DIAMETER, UNLESS OTHERWISE APPROVED BY THE CITY. ALL FITTINGS SHALL BE OF THE SAME MATERIAL AS THE PIPE.
 - b. PLUGS FOR STUB OUTS SHALL BE OF THE SAME MATERIAL AS THE PIPE, AND GASKETED WITH THE SAME GASKET MATERIAL AS THE PIPE JOINT, OR BE OF MATERIAL APPROVED BY THE CITY. THE PLUG SHALL BE SECURED TO WITHSTAND TEST PRESSURES SPECIFIED BY THE CITY.

	POLE SIGN
	SMALL PYLON SIGN
	LARGE PYLON SIGN
	RIGHT TURN DIRECTIONAL ARROW
	STRAIGHT DIRECTIONAL ARROW
	LEFT TURN DIRECTIONAL ARROW
	STRAIGHT AND LEFT TURN DIRECTIONAL ARROW
	STRAIGHT AND RIGHT TURN DIRECTIONAL ARROW
	HANDICAP PARKING SYMBOL
	F.D.O.T. TYPE "D" CURB
	F.D.O.T. TYPE "F" CURB AND GUTTER
	GATE VALVE BOX, WV= WATER, FV= FIRE, IV= IRRIGATION, & SSV= SANITARY SEWER
	CHAINLINK FENCE
	DECORATIVE WOOD OR ALUMINUM FENCE
	BARB WIRE FENCE
	HANDRAIL
	SCREEN/RETAINING WALL, AS NOTED
	BIKE RACK
	PARKING COUNT SYMBOL PER ROW
	ROAD CENTERLINE SYMBOL

	F.D.O.T. TYPE "C" DRAINAGE INLET
	F.D.O.T. TYPE "D" DRAINAGE INLET
	F.D.O.T. TYPE "E" DRAINAGE INLET
	F.D.O.T. TYPE "1" DRAINAGE INLET
	F.D.O.T. TYPE "2" DRAINAGE INLET
	F.D.O.T. TYPE "3" DRAINAGE INLET
	F.D.O.T. TYPE "4" DRAINAGE INLET
	F.D.O.T. TYPE "5" DRAINAGE INLET
	F.D.O.T. TYPE "6" DRAINAGE INLET
	STORM DRAINAGE MANHOLE
	STORM DRAINAGE PIPE
	MITERED END SECTION
	DRAINAGE FLOW DIRECTIONAL ARROW
	DRAINAGE STRUCTURE BUBBLE
	GRADE ELEVATION
	CONDUIT ELEVATION
	EROSION CONTROL SILT FENCE

	DCDA – DOUBLE CHECK DETECTOR ASSEMBLY
	DCVA – DOUBLE CHECK VALVE ASSEMBLY
	RPZ – REDUCED PRESSURE ZONE DEVICE
	DOMESTIC METER
	IRRIGATION METER
	GATE VALVE
	BLOW-OFF GATE VALVE
	REDUCER
	WET WELL
	11.25" PIPE BEND
	22.5" PIPE BEND
	30" PIPE BEND
	45" PIPE BEND
	60" PIPE BEND
	90" PIPE BEND
	TEE
	CROSS
	FIRE HYDRANT ASSEMBLY W/ UNOBSTRUCTED AREA CLEARANCES AS REQUIRED BY FIRE MARSHALL
	FIRE DEPARTMENT CONNECTION
	CLEAN OUT
	LIFT STATION
	GREASE TRAP
	SITE LIGHTING
	DECORATIVE SITE LIGHTING
	UTILITY POLE

	DATE	REVISIONS	BY	CHECKED

111 S. LAKEMOND AVENUE, WINTER PARK, FLORIDA



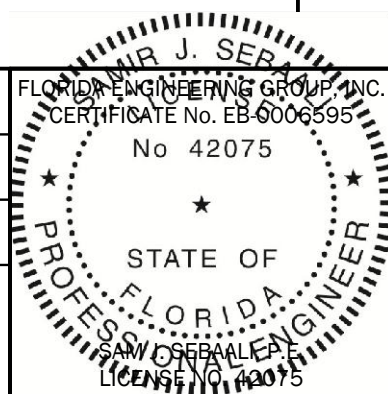
5127 S. Orange Avenue, Suite 200
Orlando, FL 32809
Phone: 407-895-0324
Fax: 407-895-0325

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DESIGNED BY SIS	DRAWN BY IT	CHECKED BY SIS	APPROVED BY SIS
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DESIGNED BY SJS	DRAWN BY JT	CHECKED BY SJS	APPROVED BY SJS
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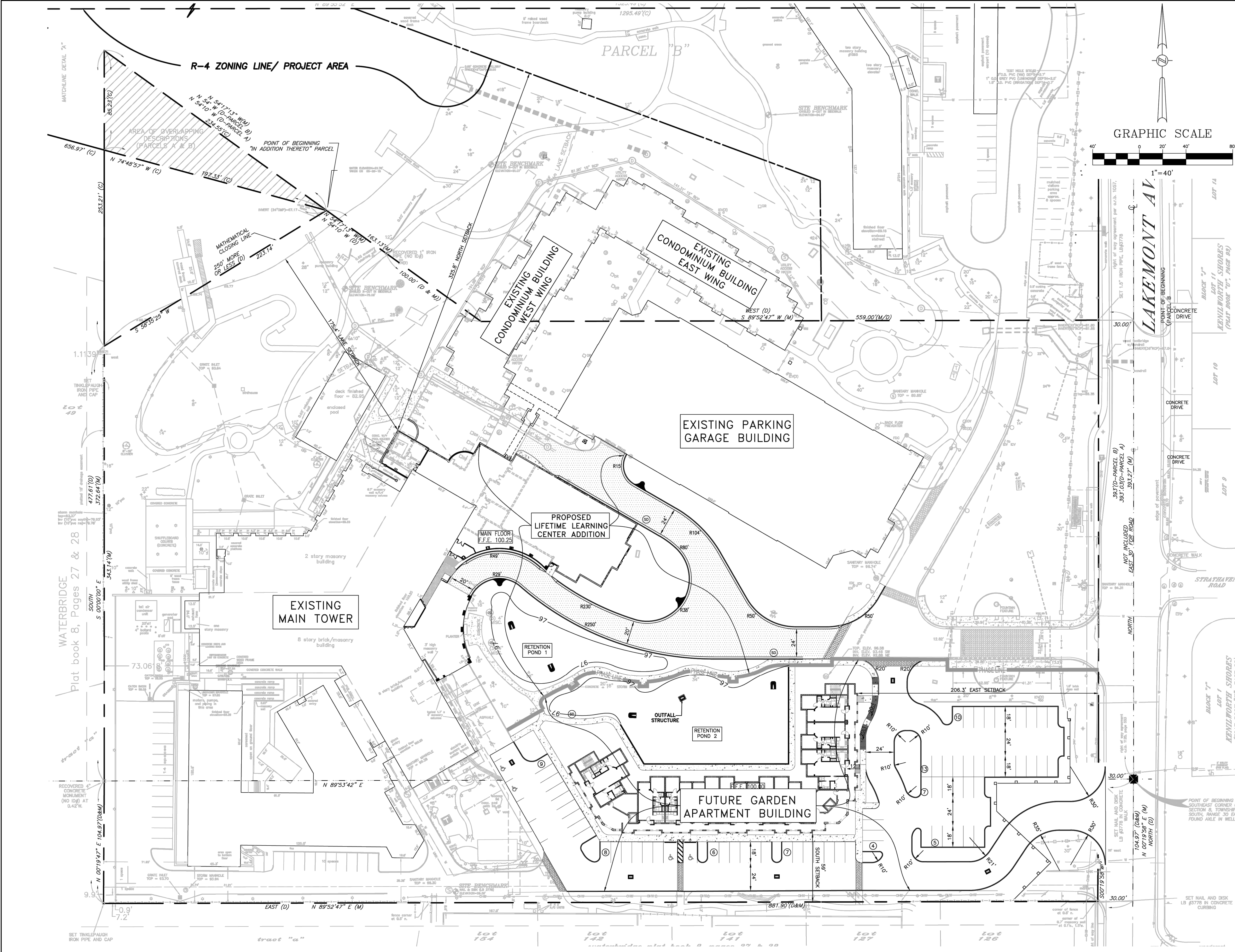
PROJECT NO.	16-155
SCALE	N.T.S.
DATE	DECEMBER 23, 2024
SHEET NO.	C-3
SHEET 3	OF 11



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SAM J. SEBAALI, P.E.
ON THE DATE ADJACENT TO THE SEAL.

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16-155_GeneralNotes.dwg



SITE DATA	
PROPERTY LOCATION:	1111 S. LAKEMONT AVENUE, WINTER PARK, FLORIDA
PROJECT AREA	13.456± ACRES
PROJECT NET AREA (LESS LAKE SURFACE WATER)	11.454± ACRES
PROPERTY FUTURE LAND USE DESIGNATION:	HIGH DENSITY RESIDENTIAL (HDR)
PROPERTY ZONING:	R-4
EXISTING USE:	ASSISTED LIVING FACILITY/MULTI-FAMILY RESIDENTIAL
PROPOSED USE:	ASSISTED LIVING FACILITY/MULTI-FAMILY RESIDENTIAL
PROPOSED DEVELOPMENT:	
FUTURE GARDEN APARTMENTS UNITS:	20 UNITS
LIFELONG LEARNING CENTER ADDITION:	16,650 S.F.

GROSS FLOOR AREA WITHIN R-4 ZONING/PROJECT AREA:	
EXISTING MAIN TOWER AND OTHER BUILDINGS:	280,583 SF
EXISTING CONDOMINIUM BUILDING:	84,828 SF
EXISTING PARKING GARAGE BUILDING (EXCLUDE BASEMENT 29,837 SF):	101,179 SF
FUTURE GARDEN APARTMENTS BUILDING:	28,314 SF
LIFELONG LEARNING CENTER ADDITION:	16,650 SF
TOTAL BUILDING AREA	511,554 SF

ALLOWABLE FLOOR AREA:	907,616 S.F.
ALLOWABLE FLOOR AREA RATIO:	1.83

PROPOSED FLOOR AREA:	511,554 S.F.
PROPOSED FLOOR AREA RATIO:	1.03

BUILDING SETBACKS (REQUIRED)	BUILDING SETBACKS (PROPOSED)
REAR (WEST) (FROM EL. 70.0') 110'	REAR (WEST) (FROM EL. 70.2') 175±
	FRONT (EAST) 206±
	SIDE (NORTH) 325±
	SIDE (SOUTH) 59±

MAXIMUM ALLOWABLE BUILDING HEIGHT	BUILDING HEIGHT PROPOSED
LIFELONG LEARNING CENTER 55'	LIFELONG LEARNING CENTER <42'
FUTURE GARDEN APARTMENT BUILDING 55'	FUTURE GARDEN APARTMENT BUILDING 34'-2"*

*MEASURED FROM AVERAGE ELEVATION OF THE EXISTING LOT GRADE @ THE FRONT OF THE BUILDING TO THE HIGHEST POINT ON THE ROOF TOP (EXISTING AVERAGE GRADE ELEVATION 92.25' AT THE FRONT OF BLDG.)

**MEASURED FROM AVERAGE ELEVATION OF THE EXISTING LOT GRADE @ THE FRONT OF THE BUILDING TO THE HIGHEST POINT ON THE ELEVATOR TOWER (APPROX. AVERAGE EL. 98.5' AT THE FRONT OF BLDG.)

BUILDING CONSTRUCTION TYPE	
LIFELONG LEARNING CENTER	II-B
FUTURE GARDEN APARTMENT BUILDING	V-A

PARKING	
PARKING REMOVED	
STANDARD PARKING REMOVED - SURFACE	150 SPACES
TOTAL SURFACE EXISTING PARKING REMOVED	150 SPACES

NEW & EXISTING PARKING TO REMAIN	
STANDARD PARKING SPACES - SURFACE	67 SPACES
HANDICAP PARKING - SURFACE	2 SPACES
STANDARD PARKING SPACES - GARAGE	379 SPACES
HANDICAP PARKING - GARAGE	8 SPACES
TOTAL PARKING PROVIDED	456 SPACES

SITE AREA CALCULATIONS			
BUILDING FOOTPRINT	137,029 S.F.		
PAVING	105,357 S.F.		
SIDEWALK	31,787 S.F.		
IMPERVIOUS AREA	274,173 S.F.	6.294 AC.	46.78 %
PERVIOUS AREA	311,957 S.F.	7.162 AC.	53.22 %
TOTAL PROJECT AREA	586,130 S.F.	13.456 AC.	100.00 %

MAXIMUM IMPERVIOUS COVER ALLOWED	80 %
IMPERVIOUS COVER PROPOSED	47 %

NOTE: IMPERVIOUS COVER ON-SITE COULD INCREASE AS A RESULT OF FINAL DESIGN; HOWEVER, IT WILL BE LIMITED TO THE MAXIMUM 80% ALLOWED.

FLOOD ZONE
FLOOD ZONE "AE" AND "X" PER FEMA F.I.R.M. PANEL 12095C0255E, DATED SEPTEMBER 25, 2009. FLOOD ZONE "AE" IS DEFINED AREAS WITH A 1% ANNUAL CHANCE OF FLOODING WHERE BASE FLOOD ELEVATIONS ARE PROVIDED.
FLOOD ZONE "X" IS DEFINED AS AREAS AREA OF MODERATE FLOOD HAZARD, USUALLY THE AREA BETWEEN THE LIMITS OF THE 100-YEAR AND 500-YEAR FLOODS.
FLOOD ZONE "AE" IS ESTABLISHED AT ELEVATION 70.7 FT. NAVD 88.
THE RE-DEVELOPMENT AREAS ARE LOCATED WITHIN FLOOD ZONE "X" AND ALL BUILDINGS FINISHED FLOOR ELEVATIONS ARE SET ABOVE FLOOD ELEVATION OF 70.7 FT. FOR LAKE BERRY.
NO WORK IS PROPOSED IN THE 100-YEAR FLOOD ZONE.

SOILS
BASINGER, CANDLER, SMYRNA
WETLAND STATEMENT
THERE ARE NO JURISDICTIONAL WETLANDS WITHIN THE PROPOSED IMPROVEMENTS/RE-DEVELOPMENT AREAS

TREES & LANDSCAPING
REFER TO LANDSCAPE PLANS FOR TREE REMOVAL & TREE PRESERVATION & OTHER LANDSCAPE REQUIREMENT

LIGHTING
SITE LIGHTING SHALL MEET CITY OF WINTER PARK REQUIREMENTS.

DATE	REVISIONS	BY	CHECKED

WESTMINSTER WINTER PARK TOWER
CULTURAL ENRICHMENT CENTER
SITE CONSTRUCTION PLANS
1111 S. LAKEMOND AVENUE, WINTER PARK, FLORIDA

FEG

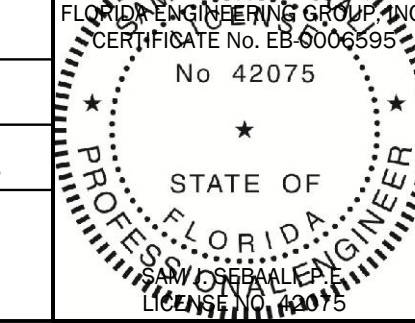
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GROUP

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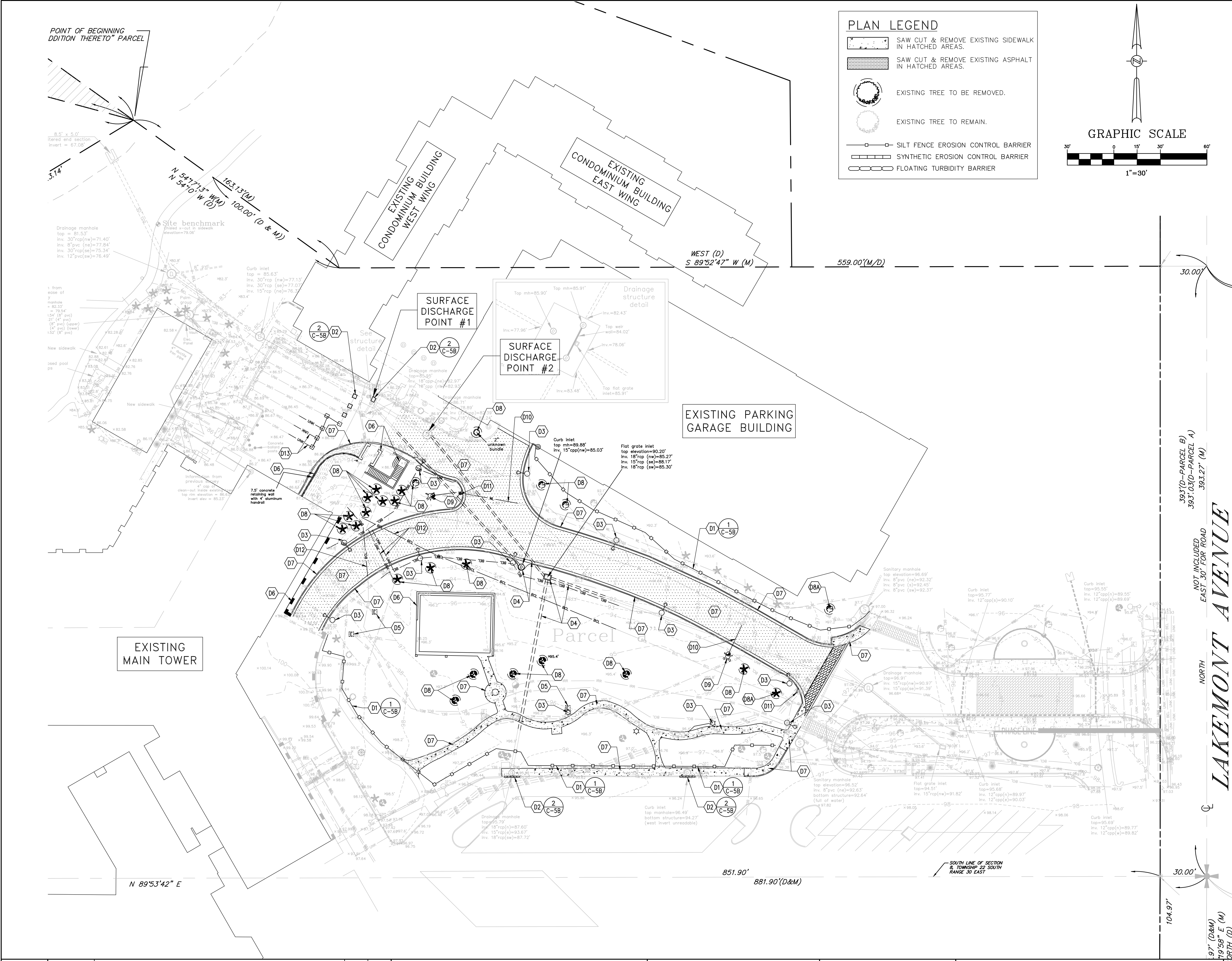
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Orlando, FL 32809
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APROVED CONDITIONAL USE PLAN			
DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED BY
SJS	JT	SJS	SJS

PROJECT NO.	16-155
SCALE	1"=40'
DATE	DECEMBER 23, 2024
SHEET NO.	C-4
SHEET 4	OF 11



THIS ITEM HAS BEEN ELECTRONICALLY
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ON THE DATE ADJACENT TO THE SEAL.
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- ### DEMOLITION KEYNOTES
- D1. F.D.O.T. TYPE "III" SILT FENCE EROSION CONTROL BARRIER PER INDEX No. 102, TYPICAL.
 - D2. SYNTHETIC EROSION CONTROL BARRIER, TYPICAL.
 - D3. REMOVE AND SLAVAGE EXISTING LIGHT POLE. REFER TO SITE LIGHTING ELECTRICAL PLAN FOR RELOCATION REQUIREMENTS.
 - D4. REMOVE EXISTING INLET & ASSOCIATED PIPING WITHIN LIMITS SHOWN IN DARK HIGHLIGHT. SEE UTILITY DEMOLITION, ABANDONMENT, & RELOCATION NOTES.
 - D5. RELOCATE EXISTING ELECTRICAL BOX. SEE UTILITY DEMOLITION, ABANDONMENT, & RELOCATION NOTES.
 - D6. REMOVE AFFECTED EXISTING WALLS AND STRUCTURES FROM IMPROVEMENT AREAS. COORDINATE REMOVAL LIMITS, PROTECTION OF AREAS TO REMAIN, AND OTHER RELATED ITEMS WITH ARCHITECTURAL PLANS AND STRUCTURAL PLANS PRIOR TO ANY DEMOLITION. CIVIL PLANS REFLECTS GENERAL DESIGN INTENT ONLY.
 - D7. SAW CUT AND REMOVE EXISTING CONCRETE, ASPHALT, CURB & SIDEWALK WHERE SHOWN.
 - D8. REMOVE EXISTING TREE. REFER TO LANDSCAPE PLANS FOR ALL REQUIREMENTS RELATED TO TREE & PLANT REMOVAL, RELOCATION, AND REPLACEMENT PRIOR TO REMOVAL OR DEMOLITION OF ANY TREE OR PLANT MATERIAL. TREE REMOVAL OR RELOCATION TO BE PER LANDSCAPE PLANS.
 - D8A. RELOCATE EXISTING TREE. SEE LANDSCAPE PLAN FOR DETAILS.
 - D9. REMOVE, SALVAGE, AND RELOCATE EXISTING FIRE HYDRANT ASSEMBLY (FIRE HYDRANT & VALVE) SEE UTILITY DEMOLITION, ABANDONMENT, & RELOCATION NOTES.
 - D10. REMOVE EXISTING WATER PIPE. EXISTING SERVICE TO TOWER BUILDING SHALL BE MAINTAINED DURING CONSTRUCTION UNTIL NEW SERVICE IS CLEARED AND ACTIVATED. SEE UTILITY DEMOLITION, ABANDONMENT, & RELOCATION NOTES.
 - D11. REMOVE, SALVAGE AND RELOCATE EXISTING STOP SIGN. SEE GEOMETRY PLAN FOR NEW LOCATION.
 - D12. EXISTING UTILITY LINE TO BE RELOCATED. (SEE UTILITY DEMOLITION, ABANDONMENT, & RELOCATION NOTES).
 - D13. REMOVE EXISTING EXFILTRATION SYSTEM PIPES WITHIN LIMITS SHOWN. COORDINATE WITH PAVING, GRADING AND DRAINAGE PLAN.

- ### LANDSCAPE & TREE REMOVAL NOTES:
- 1. THE CONTRACTOR SHALL REVIEW THE LANDSCAPE PLANS FOR ALL REQUIREMENTS RELATED TO TREE AND PLANT REMOVAL, RELOCATION, AND REPLACEMENT PRIOR TO ANY DEMOLITION OR CONSTRUCTION TO ENSURE THAT ANY TREE OR PLANT MATERIAL, WHICH IS TO BE RELOCATED OR PROTECTED IS IDENTIFIED PRIOR TO ANY WORK. ANY DISCREPANCY SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER PRIOR TO ANY WORK.
 - 2. CONTRACTOR SHALL PROVIDE TREE PROTECTION BARRIERS CONSISTENT WITH CITY OF WINTER PARK REQUIREMENTS AT ALL TREES, WHICH ARE TO REMAIN.
 - 3. COORDINATE ALL TREE REMOVAL AND/OR RELOCATION WITH TREE REMOVAL/PROTECTION PLAN PREPARED BY PAUL VERLANDER LANDSCAPE ARCHITECT. THE CIVIL ENGINEERING PLANS ONLY ILLUSTRATE THE INTENT ASSOCIATED WITH TREE REMOVAL FROM THE EXISTING LOCATIONS.
 - 4. COORDINATE REMOVAL AND/OR RELOCATION OF ALL LANDSCAPE BEDS WITH THE LANDSCAPE ARCHITECT AND THE OWNER. LANDSCAPE MATERIALS TO BE SALVAGED SHALL BE HANDLED WITH CARE AND RELOCATED OR STORED AS SPECIFIED BY LANDSCAPE ARCHITECT OR OWNER.

- ### UTILITY DEMOLITION, ABANDONMENT, & RELOCATION NOTES:
- 1. PRIOR TO ANY DEMOLITION WORK, THE CONTRACTOR SHALL FAMILIARIZE THEMSELVES WITH THE SITE CONDITIONS, ALL PLAN DESIGN REQUIREMENTS, & PROJECT INTENT. A PRE-DEMOLITION MEETING WITH OWNER, ENGINEER, AND OTHER DESIGN TEAM MEMBERS IS REQUIRED FOR THAT PURPOSE.
 - 2. PRIOR TO ANY DEMOLITION WORK, ALL UTILITIES SHALL BE RE-ROUTED/INSTALLED AROUND THE PROPOSED DEMOLITION/ WORK SITE AREA TO ENSURE THAT EXISTING FACILITIES, WHICH ARE TO REMAIN ARE OPERABLE & NO INTERRUPTION OF SERVICE TAKES PLACE TO EXISTING FACILITIES, WHICH ARE TO REMAIN.
 - 3. ANY SHUT OFF, WHICH IS REQUIRED FOR THE EXISTING FIRE DISTRIBUTION MAIN FOR RELOCATION OF FIRE HYDRANTS OR OTHER NEEDED ADJUSTMENTS SHALL BE COORDINATED WITH THE CITY OF WINTER PARK PRIOR TO ANY DISRUPTION FOR EXISTING FIRE SYSTEM. ADEQUATE FIRE PROTECTION SUPPLY SHALL BE MAINTAINED TO THE EXISTING BUILDING AND OTHER HYDRANTS AT ALL TIMES DURING CONSTRUCTION UNLESS APPROVED, OTHERWISE BY THE CITY OF WINTER PARK FIRE OFFICIAL.
 - 4. ANY WATER, SEWER & STORM UTILITY LINES DEMOLISHED OR REMOVED FROM THE SITE SHALL BE INSPECTED FOR THE PRESENCE OF ASBESTOS AND SHALL BE PROPERLY DISPOSED OF IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE, & FEDERAL REGULATIONS.
 - 5. ANY WATER, SEWER & STORM UTILITY LINES ABANDONED IN PLACE SHALL BE PROPERLY FILLED WITH CONCRETE GROUT OR CRUSHED IN PLACE. MATERIAL CONTAINING ASBESTOS SHALL BE ABANDONED IN ACCORDANCE WITH ALL APPLICABLE LOCAL, STATE, & FEDERAL REGULATIONS. THE GEOTECHNICAL ENGINEER SHALL CONFIRM PROPER ABANDONMENT FOR ALL UTILITY LINES WITHIN PROPOSED STRUCTURAL IMPROVEMENT AREAS (I.E. BUILDINGS, PAVEMENTS, ETC.)
 - 6. THE CONTRACTOR SHALL VERIFY THE PURPOSE OF ALL ELECTRICAL, TELEPHONE, AND FIBER OPTIC CABLES OR OTHER UTILITIES SHOWN TO BE DEMOLISHED PRIOR TO DEMOLITION WORK TO ENSURE THAT THE UTILITIES DO NOT PROVIDE SERVICE TO THE EXISTING TOWER OR OTHER EXISTING ON-SITE FACILITIES, WHICH ARE TO REMAIN. IF THE UTILITIES PROVIDE SERVICE TO THE EXISTING FACILITIES, WHICH ARE TO REMAIN, THEN PROPER MEASURES INCLUDING NOTIFICATION AND COORDINATION SHALL BE MADE WITH THE OWNER AND UTILITY COMPANIES TO RELOCATE AND RE-ROUTE THE EXISTING UTILITIES PRIOR TO DE-ACTIVATION OR DEMOLITION WORK TO MINIMIZE ANY INTERRUPTION IN SERVICE TO THE EXISTING RESIDENTS. ALL ELECTRICAL, TELEPHONE, AND FIBER OPTIC CABLES OR OTHER UTILITIES TO BE DEMOLISHED SHALL BE PROPERLY DEACTIVATED PRIOR TO DEMOLITION WORK.
 - 7. THE CONTRACTOR SHALL VERIFY THE PURPOSE OF ALL IRRIGATION LINES SHOWN TO BE DEMOLISHED PRIOR TO DEMOLITION WORK TO ENSURE THAT THEY DO NOT PROVIDE SERVICE TO EXISTING LANDSCAPE AREAS, WHICH ARE TO REMAIN. IF THE IRRIGATION LINES PROVIDE SERVICE TO EXISTING LANDSCAPE AREAS, WHICH ARE TO REMAIN, THEN PROPER MEASURES SHALL BE MADE WITH THE OWNER AND LANDSCAPE ARCHITECT TO RELOCATE AND RE-ROUTE EXISTING IRRIGATION LINES AROUND THE PROPOSED IMPROVEMENTS AREA PRIOR TO DE-ACTIVATION OR DEMOLITION WORK TO ENSURE PROPER IRRIGATION IS MAINTAINED TO ALL AFFECTED EXISTING LANDSCAPE AREAS.
 - 8. ALL SITE LIGHTING & OTHER FIXTURES, WHICH ARE TO BE REMOVED SHALL BE SALVAGED BY CONTRACTOR AND KEPT IN CLEAN OPERABLE CONDITION TO EITHER BE RELOCATED ELSEWHERE ON THE SITE OR PROVIDED TO OWNER.

DATE	REVISIONS				BY [CHECKED]

WESTMINSTER WINTER PARK TOWER
CULTURAL ENRICHMENT CENTER
SITE CONSTRUCTION PLANS
1111 S. LAKEMOND AVENUE, WINTER PARK, FLORIDA

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ENGINEERING
GROUP
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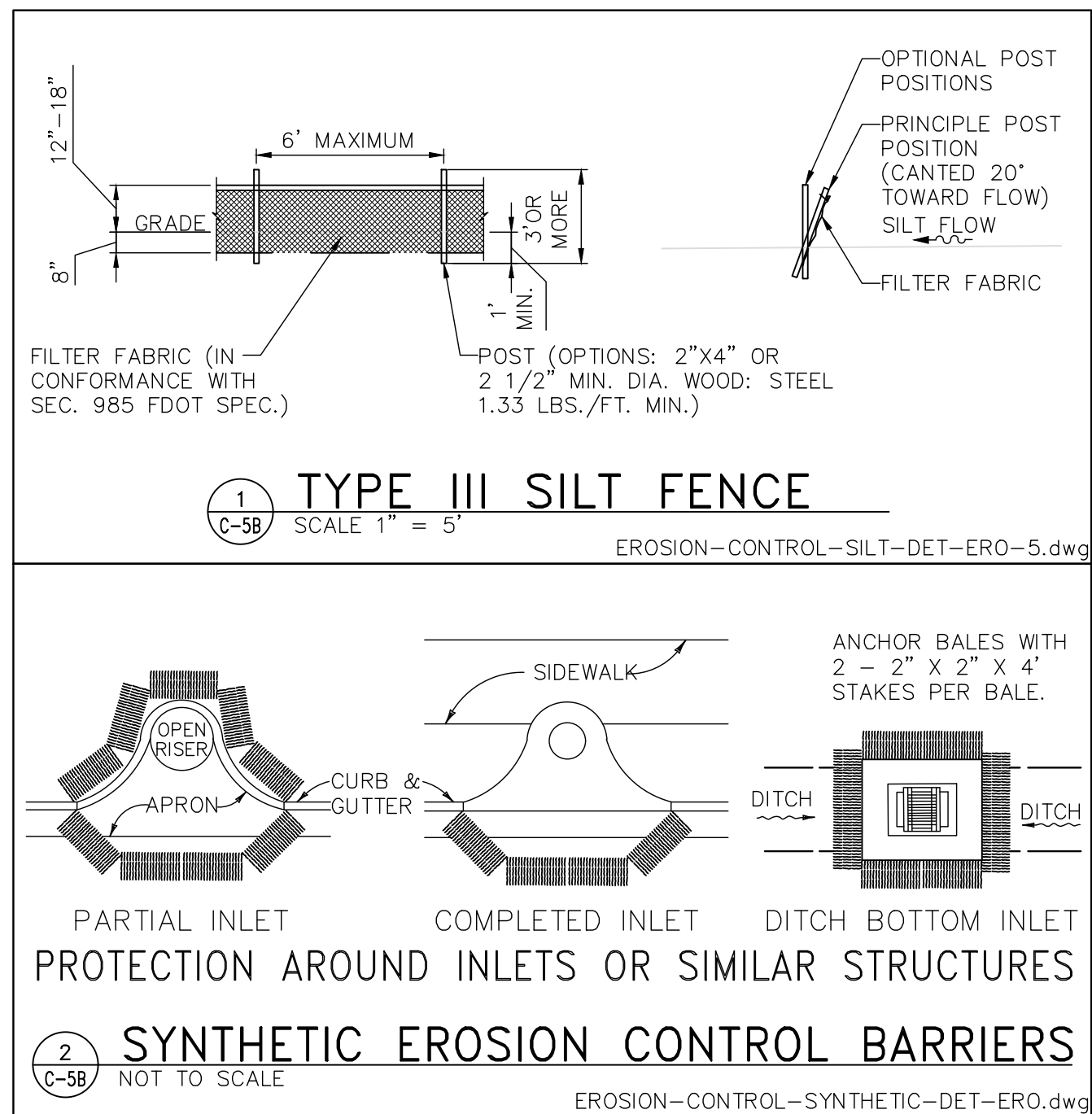
5127 S. Orange Avenue, Suite 200
Orlando, FL 32809
Phone: 407-895-0324
Fax: 407-895-0325
www.feg-inc.us

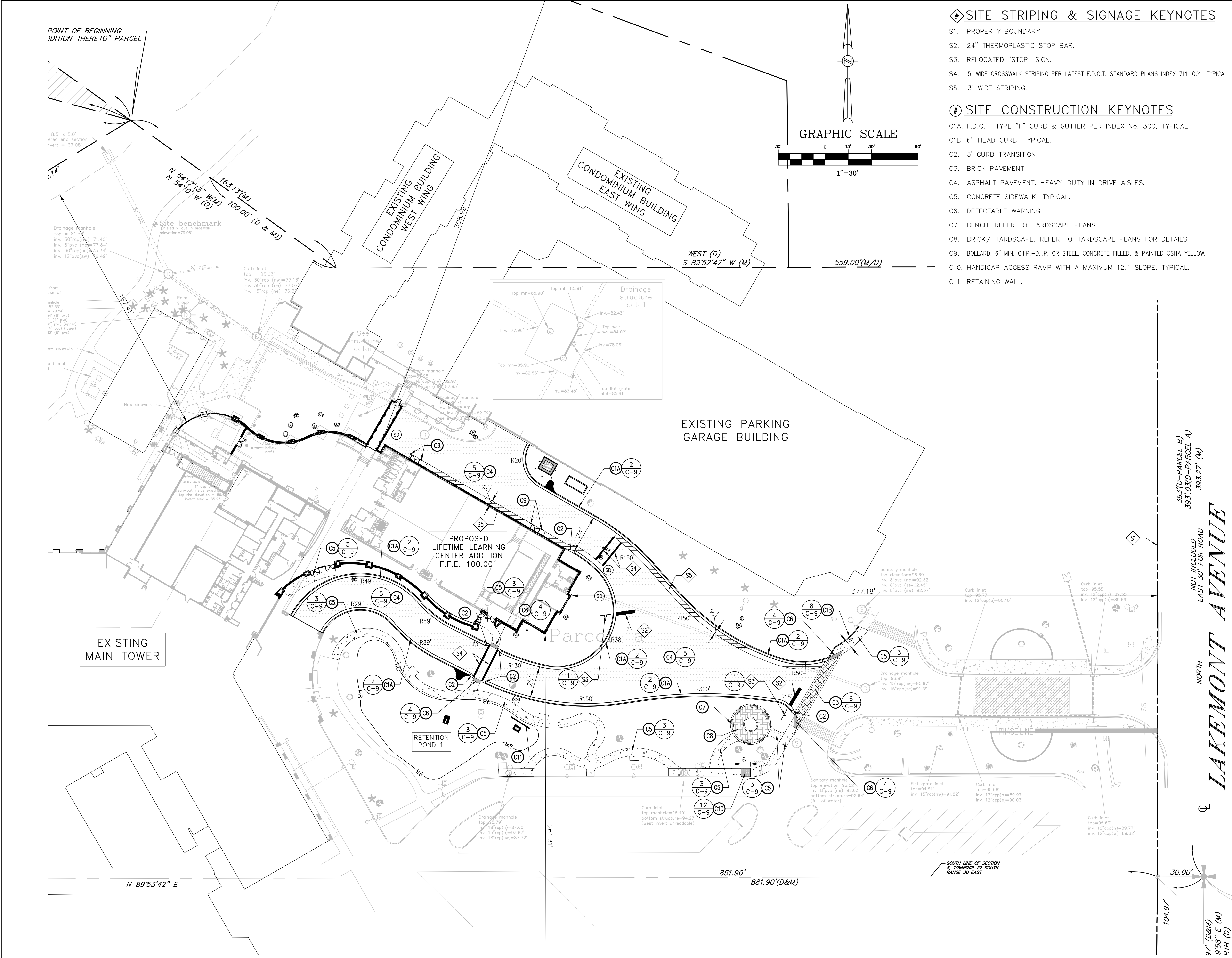
SITE DEMOLITION AND STORMWATER POLLUTION PREVENTION PLAN			
DESIGNED BY SJS	DRAWN BY JT	CHECKED BY SJS	APPROVED BY SJS

PROJECT NO. 16-155
SCALE 1"=30'
DATE DECEMBER 23, 2024
SHEET NO. C-5A
SHEET 5 OF 11

FLORIDA
ENGINEERING
GROUP, INC.
CERTIFICATE No. EB 0006595
No 42075
STATE OF
FLORIDA
Professional Engineer
S. J. Seball

THIS ITEM HAS BEEN ELECTRONICALLY
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SAM J. SEBALL, P.E.
ON THE DATE ADJACENT TO THE SEAL.
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◆ SITE STRIPING & SIGNAGE KEYNOTES

- S1. PROPERTY BOUNDARY.
- S2. 24" THERMOPLASTIC STOP BAR.
- S3. RELOCATED "STOP" SIGN.
- S4. 5' WIDE CROSSWALK STRIPING PER LATEST F.D.O.T. STANDARD PLANS INDEX 711-001, TYPICAL.
- S5. 3' WIDE STRIPING.

◆ SITE CONSTRUCTION KEYNOTES

- C1A. F.D.O.T. TYPE "F" CURB & GUTTER PER INDEX No. 300, TYPICAL.
- C1B. 6" HEAD CURB, TYPICAL.
- C2. 3' CURB TRANSITION.
- C3. BRICK PAVEMENT.
- C4. ASPHALT PAVEMENT. HEAVY-DUTY IN DRIVE AISLES.
- C5. CONCRETE SIDEWALK, TYPICAL.
- C6. DETECTABLE WARNING.
- C7. BENCH. REFER TO HARDSCAPE PLANS.
- C8. BRICK/ HARDSCAPE. REFER TO HARDSCAPE PLANS FOR DETAILS.
- C9. BOLLARD. 6" MIN. C.I.P.-D.I.P. OR STEEL, CONCRETE FILLED, & PAINTED OSHA YELLOW.
- C10. HANDICAP ACCESS RAMP WITH A MAXIMUM 12:1 SLOPE, TYPICAL.
- C11. RETAINING WALL.

SITE DATA

PROPERTY LOCATION: 1111 S. LAKEMONT AVENUE, WINTER PARK, FLORIDA

PROJECT AREA 13.456± ACRES
PROJECT NET AREA (LESS LAKE SURFACE WATER) 11.454± ACRES

PROPERTY FUTURE LAND USE DESIGNATION: HIGH DENSITY RESIDENTIAL (HDR)
PROPERTY ZONING: R-4
EXISTING USE: ASSISTED LIVING FACILITY/MULTI-FAMILY RESIDENTIAL
PROPOSED USE: ASSISTED LIVING FACILITY/MULTI-FAMILY RESIDENTIAL

PROPOSED DEVELOPMENT:

CULTURAL ENRICHMENT CENTER GROSS FLOOR AREAS: BASEMENT: 13,840 S.F.
GROUND FLOOR: 15,555 S.F.
TOTAL: 29,395 S.F.

GROSS FLOOR AREA WITHIN R-4 ZONING/PROJECT AREA:
EXISTING MAIN TOWER AND OTHER BUILDINGS: 280,583 SF
EXISTING CONDOMINIUM BUILDING: 84,828 SF
EXISTING PARKING GARAGE BUILDING (EXCLUDE BASEMENT 29,837 SF): 101,179 SF
CULTURAL ENRICHMENT CENTER (EXCLUDE BASEMENT): 15,555 SF
TOTAL BUILDING AREA 482,145 SF

ALLOWABLE FLOOR AREA: 907,616 S.F.
ALLOWABLE FLOOR AREA RATIO: 1.83

PROPOSED FLOOR AREA: 482,145 S.F.
PROPOSED FLOOR AREA RATIO: 0.97

BUILDING SETBACKS (REQUIRED) REAR (WEST) (FROM EL. 70.0') 110'
BUILDING SETBACKS (PROPOSED) REAR (WEST) (FROM EL. 70') 167'±
FRONT (EAST) 377'±
SIDE (NORTH) 309'±
SIDE (SOUTH) 261'±

MAXIMUM ALLOWABLE BUILDING HEIGHT CULTURAL ENRICHMENT CENTER 55'
BUILDING HEIGHT PROPOSED CULTURAL ENRICHMENT CENTER 36'±

*MEASURED FROM AVERAGE ELEVATION OF THE EXISTING LOT GRADE @ THE FRONT OF THE BUILDING TO THE HIGHEST POINT ON THE ROOF TOP (EXISTING AVERAGE GRADE ELEVATION 92.25' AT THE FRONT OF BLDG.

BUILDING CONSTRUCTION TYPE: II-B, SPRINKLERED

SITE AREA CALCULATIONS

BUILDING FOOTPRINT	140,186 S.F.		
PAVING	103,446 S.F.		
SIDEWALK	33,641 S.F.		
IMPERVIOUS AREA	277,173 S.F.	6.363 AC.	47.29%
PERVIOUS AREA	308,957 S.F.	7.093 AC.	52.71%
TOTAL PROJECT AREA	586,130 S.F.	13.456 AC.	100.00%

MAXIMUM IMPERVIOUS COVER ALLOWED 80 %
IMPERVIOUS COVER PROPOSED 47 %

FLOOD_ZONE

FLOOD_ZONE "AE" AND "X" PER FEMA F.I.R.M. PANEL 12095C0255F DATED SEPTEMBER 25, 2009. FLOOD_ZONE "AE" IS DEFINED AREAS WITH A 1% ANNUAL CHANCE OF FLOODING WHERE BASE FLOOD ELEVATIONS ARE PROVIDED. FLOOD_ZONE "X" IS DEFINED AS AREAS AREA OF MODERATE FLOOD HAZARD, USUALLY THE AREA BETWEEN THE LIMITS OF THE 100-YEAR AND 500-YEAR FLOODS. FLOOD_ZONE "AE" IS ESTABLISHED AT ELEVATION 70.7 FT. NAVD 88. THE RE-DEVELOPMENT AREAS ARE LOCATED WITHIN FLOOD_ZONE "X" AND ALL BUILDINGS FINISHED FLOOR ELEVATIONS ARE SET ABOVE FLOOD ELEVATION OF 70.7 FT. FOR LAKE BERRY. NO WORK IS PROPOSED IN THE 100-YEAR FLOOD_ZONE.

SOILS

BASINGER, CANDLER, SMYRNA

WETLAND STATEMENT

THERE ARE NO JURISDICTIONAL WETLANDS WITHIN THE PROPOSED IMPROVEMENTS/RE-DEVELOPMENT AREAS.

TREES & LANDSCAPING

REFER TO LANDSCAPE PLANS FOR TREE REMOVAL & TREE PRESERVATION & OTHER LANDSCAPE REQUIREMENTS.

LIGHTING

SITE LIGHTING SHALL MEET CITY OF WINTER PARK REQUIREMENTS.

DATE	REVISIONS	BY	CHECKED

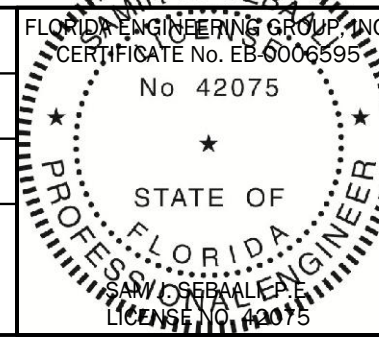
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SITE GEOMETRY PLAN			
DESIGNED BY	DRAWN BY	CHECKED BY	APPROVED BY
SJS	JT	SJS	SJS

PROJECT NO.	16-155
SCALE	1"=30'
DATE	DECEMBER 23, 2024
SHEET NO.	C-6
SHEET 7	OF 11



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POINT OF BEGINNING
DIRECTION THERETO PARCEL

8.5' x 5.0'
red end section
vert. = 67.00'

Drainage manhole
top = 81.53'
inv. 30"cp(nw)=71.40'
inv. 8"pvc (ne)=77.84'
inv. 30"cp(se)=75.34'
inv. 12"pvc(sw)=78.49'

rom
se of
10.33'
(8" pvc)
(4" pvc)
(6" pvc)
(8" pvc)

sidewalk
x 100.00'
x 100.00'

id pool
x 100.00'

New sidewalk
x 100.00'

previous
top rim elevation = 85.03'
invert elev. = 85.03'

EXISTING MAIN TOWER

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163.13'(M)
100.00' (D & M)

Site benchmark
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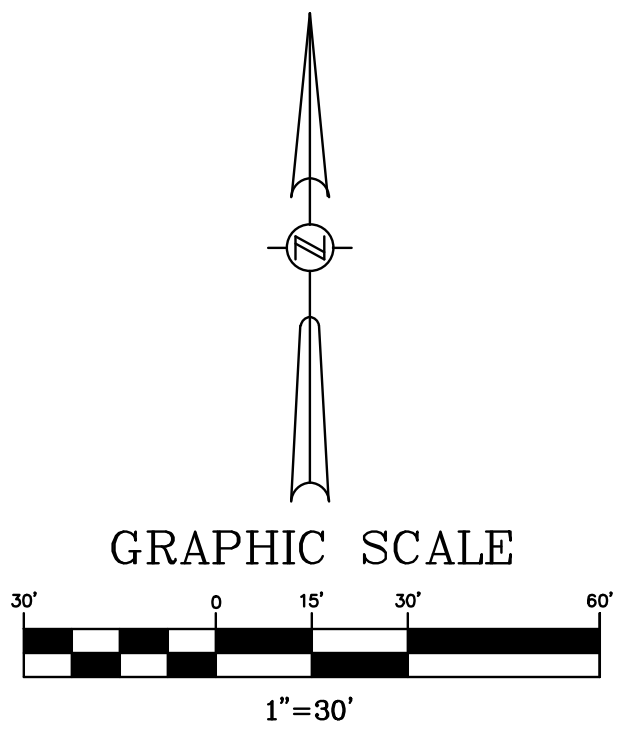
SEE SPECIFIC NOTE
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ACCESSIBILITY NOTE:
ACCESSIBLE RAMPS WITH DETECTABLE WARNING SHALL BE PROVIDED AT ALL SIDEWALKS CROSSING ROADWAYS OR DRIVEWAYS. A MINIMUM OF 1% AND A MAXIMUM OF 2% CROSS SLOPE SHALL BE PROVIDED FOR ALL CROSSWALKS.

EROSION CONTROL NOTE:
PROVIDE AND MAINTAIN SYNTHETIC SEDIMENT BARRIERS AT ALL INLETS DURING CONSTRUCTION. THIS IS REQUIRED IN ADDITION TO THE REQUIREMENTS SHOWN ON THE SWPPP.

F.F.E. NOTE:
THE CONTRACTOR SHALL VERIFY THAT PROPOSED F.F.E. WORKS WITH EXISTING BUILDING F.F.E. PRIOR TO ANY CONSTRUCTION AND NOTIFY ENGINEER OF FINDINGS.

SPECIFIC NOTE:
ALL EXISTING UTILITIES WITHIN THE PROPOSED POND/ SWALE SHALL BE LOCATED HORIZONTALLY AND VERTICALLY PRIOR TO ANY CONSTRUCTION TO ENSURE THAT THEY ARE AT SUFFICIENT DEPTH TO ALLOW THE PROPOSED GRADES WITH SUFFICIENT COVER REMAINING AFTER GRADING ACTIVITIES ARE COMPLETED. UTILITY RELOCATION OR ADJUSTMENTS MAY BE REQUIRED AND SHOULD BE IDENTIFIED PRIOR TO STARTING ANY GRADING ACTIVITIES.



⑦ SITE DRAINAGE KEYNOTES

- D1. F.D.O.T. STORM DRAINAGE MANHOLE PER LATEST F.D.O.T. STANDARD PLANS INDEX 425-001, TYPICAL.
- D2A. F.D.O.T. CURB INLET TYPE "4" PER INDEX 425-020, TYPICAL.
- D2B. F.D.O.T. CURB INLET TYPE "3" PER INDEX 425-020, TYPICAL.
- D3. HDPE STORM CLEAN OUT. ALL CLEAN-OUTS IN PAVEMENT AREAS SHALL HAVE BRASS TOPS PER CLEAN-OUT DETAIL, TYPICAL.
- D4. 6" HDPE @ 1.0% SLOPE FROM DOWNSPOUT. SEE PLAN FOR LENGTH.
- D5. F.D.O.T. 4:1 MITERED END SECTION PER INDEX No. 272, TYPICAL.
- D6. OUTFALL STRUCTURE.
- D7. EXISTING MANHOLE.
- D8. 12" HP STUB OUT @ 1.0% SLOPE FOR BUILDING FOUNDATION DEWATERING SYSTEM. SEE PLAN FOR LENGTH.
- D9. EXFILTRATION SYSTEM PIPE TO MATCH EXISTING SIZE AND INVERTS.
- D10. 12" HP STUBOUT @ 1.0% SLOPE FOR BUILDING DOWNSPOUTS.

⑧ GRADING KEYNOTES

POINT OF BEGINNING
ADDITION THERETO PARCEL

8'5" x 5'0"
eroded end section
vert = 67.00'

N 54°10'13" W (D)
100.00' (D & M)

163.13' (M)
100.00' (D & M)

Site benchmark
Elev. = 79.55'

Drainage manhole
top = 81.53'
inv. 30" rcp (nw) = 71.40'
inv. 8" pvc (ne) = 77.84'
inv. 30" rcp (se) = 75.34'
inv. 12" pvc (sw) = 76.49'

Curb inlet
top = 85.63'
inv. 30" rcp (nw) = 77.15'
inv. 30" rcp (se) = 77.02'
inv. 15" rcp (ne) = 76.32'

from
top of
grade
82.33'
= 79.54'
1" (8" pvc)
1" (6" pvc)
8" (copper)
4" (copper)
4" (8" pvc)

new sidewalk
red pool

New sidewalk

CONNECT NEW SERVICE AT THE SAME
LOCATION AS EXISTING SERVICE FEED INTO
BUILDING. CONTRACTOR SHALL FIELD
LOCATE AND ADJUST WATER FEED BASED
ON EXISTING AND PROPOSED BUILDING
CONDITIONS AND WATER SERVICE LOCATION.

EXISTING WATER
LINE TO REMAIN
UNTIL NEW WATER
LINE IS CLEARED
AND ACTIVATED.

EXISTING
MAIN TOWER

EXISTING BUILDING
WEST WING

EXISTING BUILDING
EAST WING

EXISTING PARKING
GARAGE BUILDING

TRANSFORMER

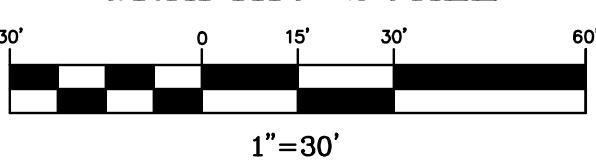
GENERATOR

JUMPER CONNECTION

RELOCATED EXISTING
FIRE HYDRANT

LINE STOP TO BE INSTALLED
AFTER CLEARANCE AND
ACTIVATION OF NEW WATER
SERVICE AND PRIOR TO
ABANDONING EXISTING SERVICE.

GRAPHIC SCALE



WATER UTILITY KEYNOTES

- W1. WET TAP AND CONNECT TO EXISTING 6" POTABLE WATER SERVICE LINE.
- W2A. 6" PVC C-900 DR-18 WATER LINE.
- W2B. 2-1/2" SCH 80 PVC WATER LINE.
- W3. BEND WITH RESTRAINED JOINTS TYPICAL, SEE PLAN FOR ANGLE.
- W4. TEE, TYPICAL, SEE PLAN FOR SIZE.
- W5. WET TAP AND CONNECT TO EXISTING 8" FIRE LINE.
- W6. 6" PVC C-900 DR-18 WATER MAIN.
- W7. RELOCATED FIRE HYDRANT ASSEMBLY.

SANITARY SEWER UTILITY KEYNOTES

- S1. CONNECT TO EXISTING SANITARY MANHOLE.
- S2. 6" PVC ASTM D3034 SDR 26 SANITARY SEWER LINE, SEE PLAN FOR LENGTH AND SLOPE.
- S3. 8" PVC ASTM D3034 SDR 26 SANITARY SEWER LINE, SEE PLAN FOR LENGTH AND SLOPE.
- S4. SANITARY CLEAN-OUT, SEE PLAN FOR INVERT ELEVATION.
- S5. SANITARY MANHOLE.
- S6. EXISTING SANITARY MANHOLE.

EXISTING SANITARY SEWER MANHOLE	SANITARY SEWER MANHOLE
EXISTING TOP ELEV. 96.52	TOP ELEV. 97.85
INV. ELEV. 92.80 NW *	INV. ELEV. 93.70 SE
INV. ELEV. 93.80 NE *	INV. ELEV. 93.80 NE

NOTE:
CONTRACTOR SHALL VIDEO EXISTING DOWNSTREAM SYSTEM TO
ENSURE THE CONTINUITY OF THE SYSTEM AND PROPER
FUNCTIONALITY PRIOR TO START CONSTRUCTION.

SPECIFIC WATER UTILITY NOTES

- ALL EXISTING UTILITIES SHALL BE FIELD VERIFIED BY THE CONTRACTOR AT ALL POINTS OF CONNECTION & AREAS OF CONFLICT PRIOR TO START OF CONSTRUCTION. THE CONTRACTOR SHALL MAKE PROVISIONS TO AVOID CONFLICTS WHILE MAINTAINING THE DESIGN INTENT & MEETING THE CITY OF WINTER PARK & F.D.E.P. SEPARATION REQUIREMENTS & CONSTRUCTION STANDARDS. ANY CHANGES TO THE DESIGN INTENT SHALL BE BROUGHT TO THE ATTENTION OF THE ENGINEER OF RECORD. THE ENGINEER SHALL COORDINATE ANY DISCREPANCIES W/ THE CITY OF WINTER PARK.
- REFER TO CITY OF WINTER PARK DETAILS FOR ALL UTILITY DESIGN INFORMATION. ALL WATER & SANITARY SEWER UTILITY CONSTRUCTION TO BE PER CITY OF WINTER PARK REQUIREMENTS. PUMPED FIRE LINE CONSTRUCTION & TESTING TO BE PER THE CITY OF WINTER PARK FIRE RESCUE DIVISION REQUIREMENTS.
- CONTRACTOR SHALL COORDINATE ANY UTILITY CONFLICTS TO MEET THE DESIGN INTENT BASED ON THE PROPOSED CONDITION OF THE STORMWATER PIPES ILLUSTRATED ON THE PLAN SHEETS AND SHALL IMMEDIATELY NOTIFY THE ENGINEER OF RECORD OF ANY CONDITION WHICH REQUIRES DEVIATION FROM THE PROPOSED CONDITION.

SANITARY SEWER SERVICE NOTES

- CONSTRUCTION OF THE WATER SANITARY SEWER SERVICE SYSTEM SHALL MEET CITY OF WINTER PARK & FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION REQUIREMENTS.
- ALL PLUMBING WORK SHALL EXTEND TO CLEAN OUT LOCATION ADJACENT TO BUILDING AND IS TO BE COORDINATED BETWEEN SITE AND BUILDING/ PLUMBING CONTRACTOR AS TO SIZE, LOCATION, AND ELEVATION PRIOR TO ANY BUILDING PLUMBING, SITE SEWER SYSTEM, OR MAJOR INFRASTRUCTURE WORK.

CLEAN-OUT NOTE

CLEAN-OUT TOPS SHALL MATCH SIDEWALK FINISHED GRADES OR DIRT GRADES AS APPLICABLE. ALL CLEAN-OUTS IN PAVED OR WALKWAY AREAS SHALL HAVE BRASS RING & PLUG TOPS. REFER TO CITY OF WINTER PARK DETAILS FOR CLEAN-OUTS IN TRAFFIC BEARING AREAS. ALL SANITARY CLEAN-OUT TOPS SHALL HAVE COVERS WHICH ARE IDENTIFIED AS "SANITARY".

393.03 (D-PARCEL B)
393.03 (D-PARCEL A)

NOT INCLUDED
EAST 30' FOR ROAD

NORTH
LAKEMONT AVENUE

30.00'

30.00'

30.00'

104.97'

97' (D&M)
9°58" E (M)
RTH (D)

WESTMINSTER WINTER PARK TOWER
CULTURAL ENRICHMENT CENTER
SITE CONSTRUCTION PLANS
1111 S. LAKEMOND AVENUE, WINTER PARK, FLORIDA



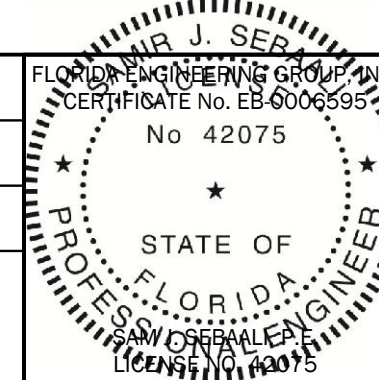
5127 S. Orange Avenue, Suite 200
Orlando, FL 32809
Phone: 407-895-0324
Fax: 407-895-0325

www.feg-inc.us

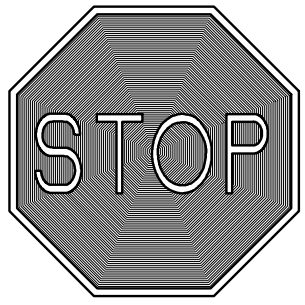
SITE UTILITY PLAN

DESIGNED BY SJS	DRAWN BY JT	CHECKED BY SJS	APPROVED BY SJS
--------------------	----------------	-------------------	--------------------

PROJECT NO. 16-155
SCALE 1"=30'
DATE DECEMBER 23, 2024
SHEET NO. C-8A
SHEET 9 OF 11



THIS ITEM HAS BEEN ELECTRONICALLY
SIGNED AND SEALED BY:
SAM J. SEBAALI, P.E.
ON THE DATE ADJACENT TO THE SEAL.
PRINTED COPIES OF THIS DOCUMENT
ARE NOT CONSIDERED SIGNED AND
SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.

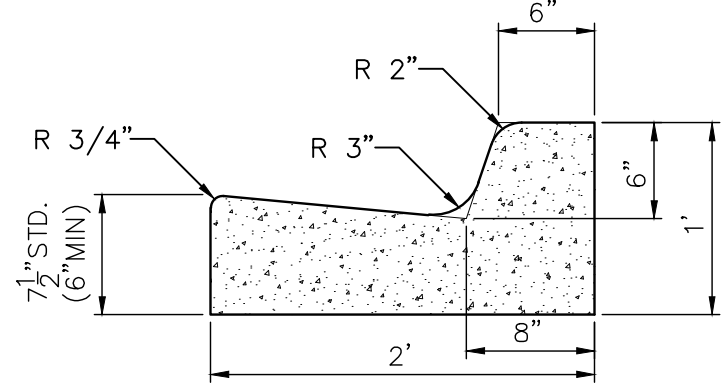


30" HIGH INTENSITY REFLECTORIZED MATERIAL REFER TO MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES, LATEST EDITION

1 R1-1 STOP SIGN DETAIL

C-9 NOT TO SCALE

SIGN-STOP-DET.dwg

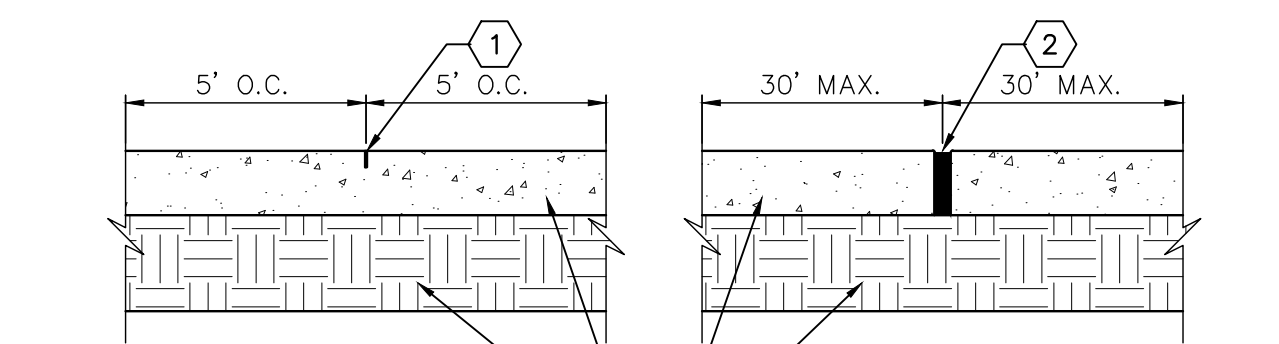
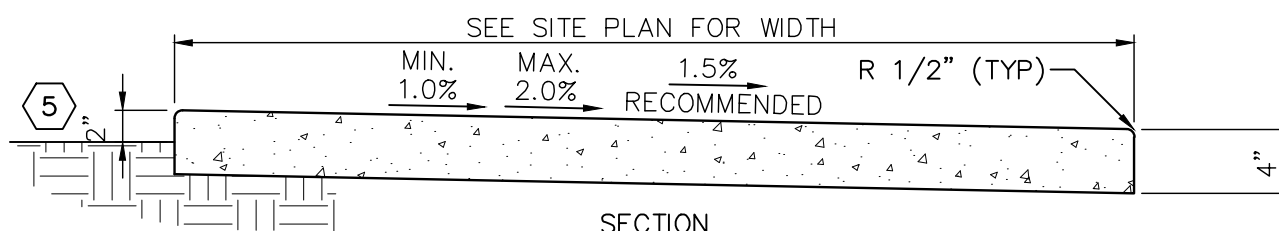


SEE F.D.O.T. INDEX 300.

2 F.D.O.T. TYPE "F" CURB

C-9 SCALE 1" = 1'

CURB-TYPE-F-DET.dwg



CONTRACTION JOINT(C.J.) EXPANSION JOINT(E.J.) MAX. 2.0% SLOPE IN ANY DIRECTION

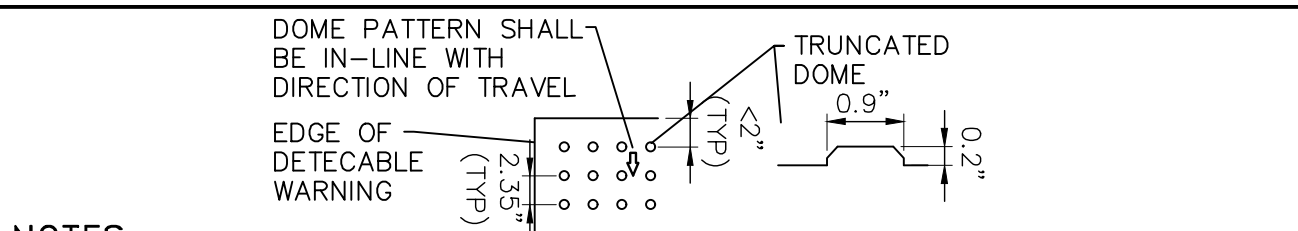
#KEYNOTES

- 1" DEEP 1/8"R TOOLED JOINT.
- PREMOLDED EXPANSION JOINT FILLER STRIP & JOINT SEALER W/1/8"R TOOLED EDGES.
- 6" COMPACTED SUBGRADE
- 3000 P.S.I. CONC. W/FIBER MESH(TYP)
- FINISHED GRADE (TYP.)

3 CONCRETE SIDEWALK

C-9 SCALE 1" = 1'

SW-CONC-PS-PLAN.DWG

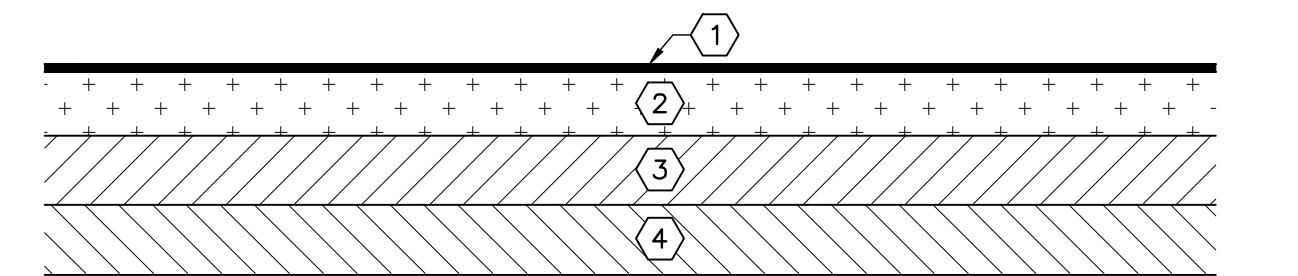


NOTES:

- ALL SIDEWALK CURB RAMPS SHALL HAVE DETECTABLE WARNING SURFACES THAT EXTEND THE FULL WIDTH OF THE RAMP AND IN THE DIRECTION OF TRAVEL 24 INCHES (610 MM) FROM THE BACK OF CURB. COLOR RED.
- CURB RAMP DETECTABLE WARNING SURFACES SHALL EXTEND THE FULL WIDTH OF THE RAMP & IN THE DIRECTION OF TRAVEL 24" FROM THE BACK OF CURB. DETECTABLE WARNING SURFACES SHALL BE CONSTRUCTED BY TEXTURING A TRUNCATED DOME PATTERN IN CONFORMANCE W/ U.S. DEPARTMENT OF JUSTICE A.D.A. STANDARDS FOR ACCESSIBILITY DESIGN, A.D.A. ACCESSIBILITY GUIDELINES, SECTION 4.29.2. TRANSITION SLOPES ARE NOT TO HAVE DETECTABLE WARNINGS.

4 CURB RAMP DETECTABLE WARNING DETAIL

C-9 NOT TO SCALE



#KEYNOTES

- 2-1/4" MINIMUM, TYPE S-II ASPHALTIC CONCRETE WEARING SURFACE COMPACTED TO 95% OF LAB DENSITY (MINIMUM MARSHALL STABILITY OF 1500 LBS.) ASPHALT TO BE PLACED IN 2 LAYERS (1" INITIAL LAYER & 1-1/4" FINAL LAYER. FINAL LAYER TO BE PLACED AFTER MAJOR SITE ACTIVITIES ARE COMPLETED IN ORDER TO PROVIDE A CLEAN PAVED SURFACE FINISH AT JOB COMPLETION.)
- 8" LIMEROCK BASE (LBR 100) COMPACTED TO AT LEAST 98% OF THE MODIFIED PROCTOR MAXIMUM DRY DENSITY VALUE (ASTM D-1557, AASHTO T-180). GRADATION TO MEET F.D.O.T. STANDARD SPECIFICATIONS OF ROAD & BRIDGE CONSTRUCTION.
- 12" STABILIZED SUBBASE FBV 75 PSI COMPACTED TO 95% OF THE MODIFIED PROCTOR DENSITY (ASTM D-1557, AASHTO T-180). STABILIZATION OF THE SUB-BASE WITH COARSE AGGREGATE SUCH AS WELL-GRADED CRUSHED CONCRETE OR F.D.O.T. APPROVED LIMEROCK STABILIZATION MATERIAL SHOULD BE REQUIRED. GIVEN THE NATURAL SILTY FINE SAND AS SUBGRADE LEVEL, WE ESTIMATE THAT 4 INCHES OF WELL-GRADED COARSE STABILIZATION MATERIAL MIXED WITH 5 INCHES OF ONSITE SANDS WOULD PROVIDE THE 75 PSI FBV OR ABOUT 20% LIMEROCK BEARING RATIO.
- 12" OF PREPARED SUB-GRADE AND 95% OF MODIFIED PROCTOR DENSITY (ASTM D-1557, AASHTO T-180).

5 HEAVY DUTY ASPHALT PAVING SECTION

C-9 NOT TO SCALE

ASPHALT-PAVE-SECT-HVYDTY 2.25-LIMEROCK.dwg

- CONCRETE UNIT PAVERS
- 1-1/2" SAND SETTING BED OR FINES
- 8" LIMEROCK BASE (LBR 100) COMPACTED TO AT LEAST 98% OF THE MODIFIED PROCTOR MAXIMUM DRY DENSITY (ASTM D-1557, AASHTO T-180). GRADATION TO MEET F.D.O.T. STANDARD SPECIFICATIONS OF ROAD & BRIDGE CONSTRUCTION.

- FINISH GRADE
- POURED-IN-PLACE CONCRETE BAND - GRADE TO BE FLUSH WITH ADJACENT UNIT PAVERS AND CONCRETE PAVEMENT. (REFER TO THE PROPOSED 1' FLUSH CURB DETAIL)

- FULL DEPTH EXPANSION JOINT WHERE ABUTTING CONCRETE PAVEMENT OR STRUCTURES
- ROADWAY PAVEMENT (REFER TO PAVING SECTION DETAIL)

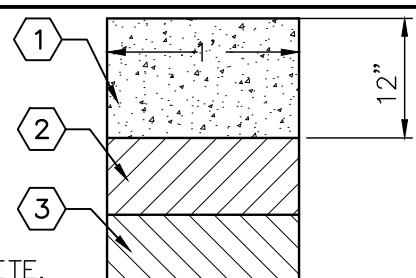
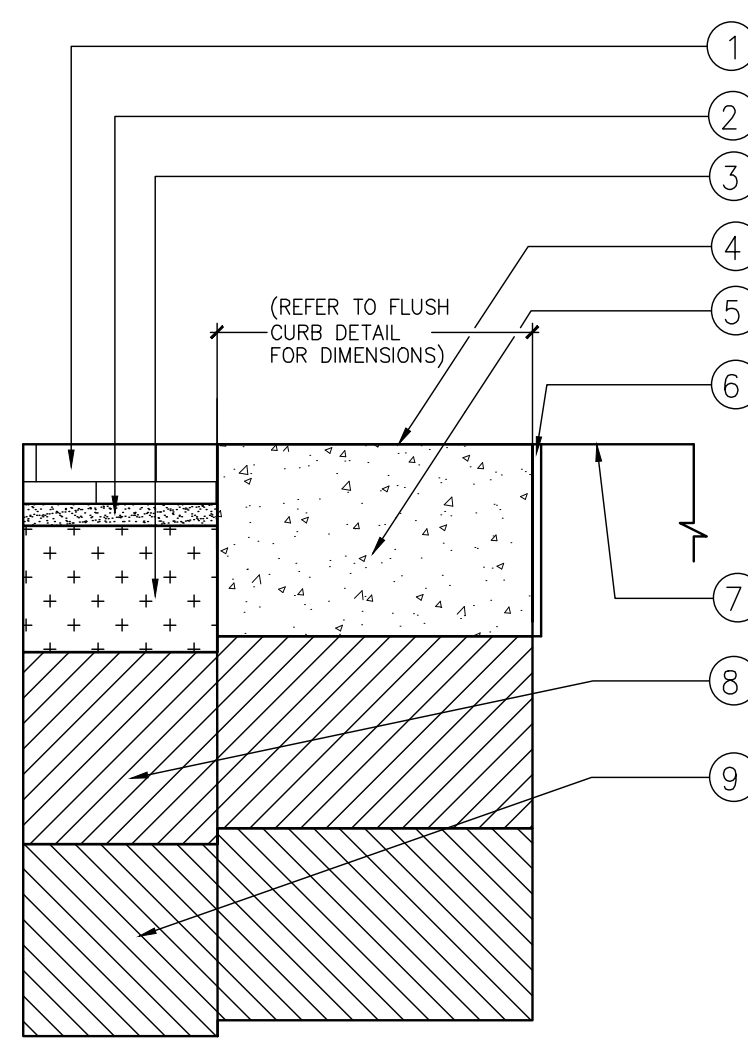
- 12" STABILIZED SUBBASE FBV 75 PSI, COMPACTED TO 95% OF THE MODIFIED PROCTOR DENSITY (ASTM D-1557, AASHTO T-180). STABILIZATION OF THE SUB-BASE WITH COARSE AGGREGATE SUCH AS WELL-GRADED CRUSHED CONCRETE OR F.D.O.T. APPROVED LIMEROCK STABILIZATION MATERIAL SHOULD BE REQUIRED. GIVEN THE NATURAL SILTY FINE SAND AS SUBGRADE LEVEL, WE ESTIMATE THAT 4 INCHES OF WELL-GRADED COARSE STABILIZATION MATERIAL MIXED WITH 5 INCHES OF ONSITE SANDS WOULD PROVIDE THE 75 PSI FBV OR ABOUT 20% LIMEROCK BEARING RATIO.
- 12" OF PREPARED SUB-GRADE AND 95% OF MODIFIED PROTOR DENSITY (ASTM D-1557, AASHTO T-180)

6 BRICK DRIVEWAY DETAIL

C-9 NOT TO SCALE

NOTES:

CONTRACTOR SHALL SUBMIT SAMPLE OF DENSE AGGREGATE AND SAND FOR REVIEW AND APPROVAL

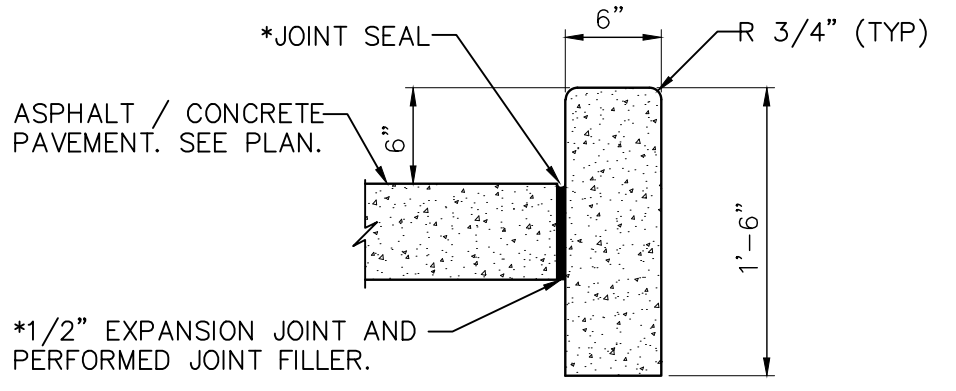


- MINIMUM 3000 P.S.I. CONCRETE.
- 12" STABILIZED SUBBASE FBV 75 PSI, COMPACTED TO 95% OF THE MODIFIED PROCTOR DENSITY (ASTM D-1557, AASHTO T-180). STABILIZATION OF THE SUB-BASE WITH COARSE AGGREGATE SUCH AS WELL-GRADED CRUSHED CONCRETE OR F.D.O.T. APPROVED LIMEROCK STABILIZATION MATERIAL SHOULD BE REQUIRED. GIVEN THE NATURAL SILTY FINE SAND AS SUBGRADE LEVEL, WE ESTIMATE THAT 4 INCHES OF WELL-GRADED COARSE STABILIZATION MATERIAL MIXED WITH 5 INCHES OF ONSITE SANDS WOULD PROVIDE THE 75 PSI FBV OR ABOUT 20% LIMEROCK BEARING RATIO.
- 12" OF PREPARED SUB-GRADE AND 95 PERCENT OF MODIFIED PROCTOR DENSITY (ASTM D-1557, AASHTO T-180).

7 1' FLUSH CURB DETAIL

C-9 SCALE 1" = 1'

CURB-1ft-FLUSH-DET MOD.dwg

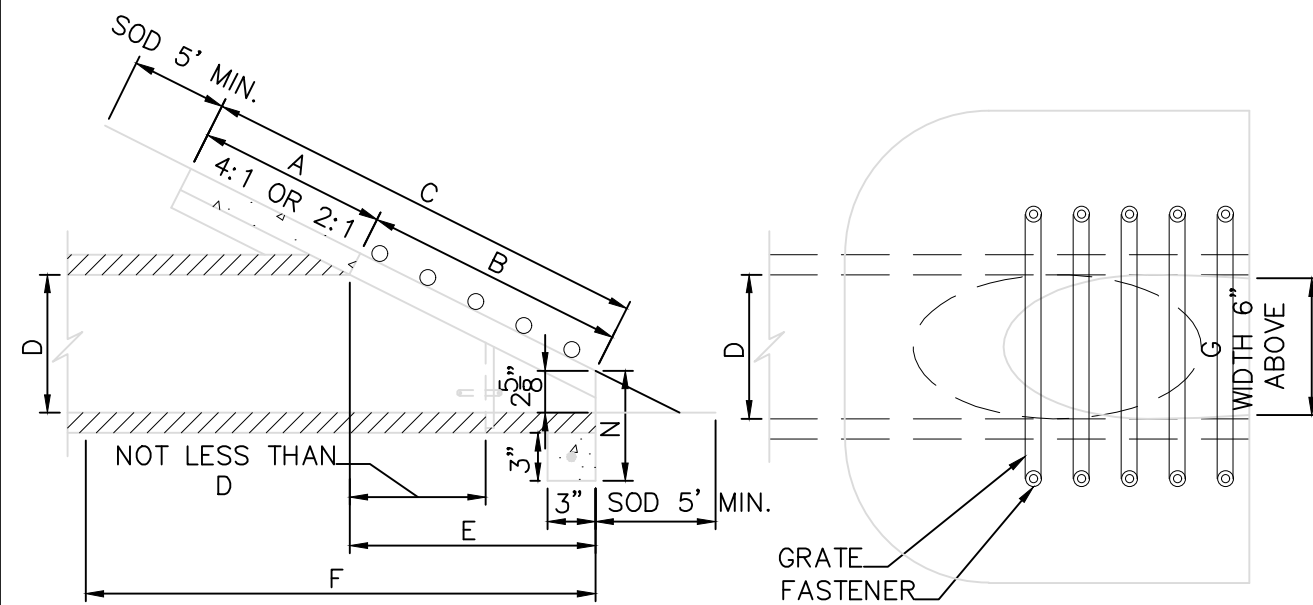


- PROVIDE 1/8" CONTROL JOINTS @ 10' O.C.
- * PROVIDE EXPANSION JOINT WHERE CONCRETE CURB ABUTS CONCRETE PAVEMENT, CURB AND ANY FIXED STRUCTURE.

8 HEAD CURB

C-9 SCALE 1" = 1'

CURB-HEAD-DET.dwg



SECTION

PLAN

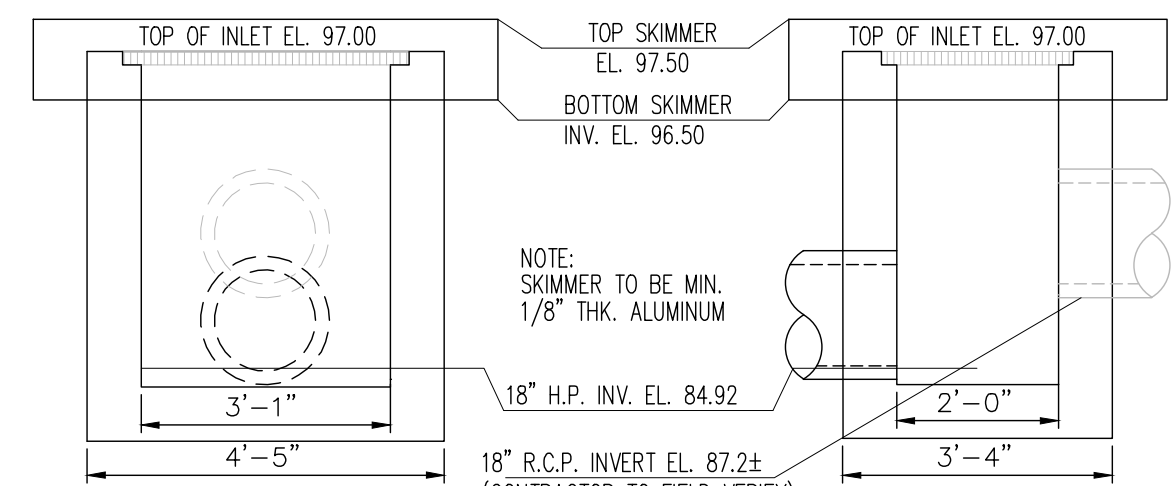
NOTES

- LETTERS REFER TO F.D.O.T. DESIGN STANDARDS "DIMENSIONS AND QUANTITIES CHART" INDEX NUMBER 272.
- REFER TO F.D.O.T. INDEX No. 272 FOR ALL DESIGN CRITERIA, TYPICAL.
- PLACEMENT OF ENTRANCE BARRIERS SHALL BE ACCORDING TO F.D.O.T. DESIGN STANDARDS.

9 F.D.O.T. MITERED END SECTION

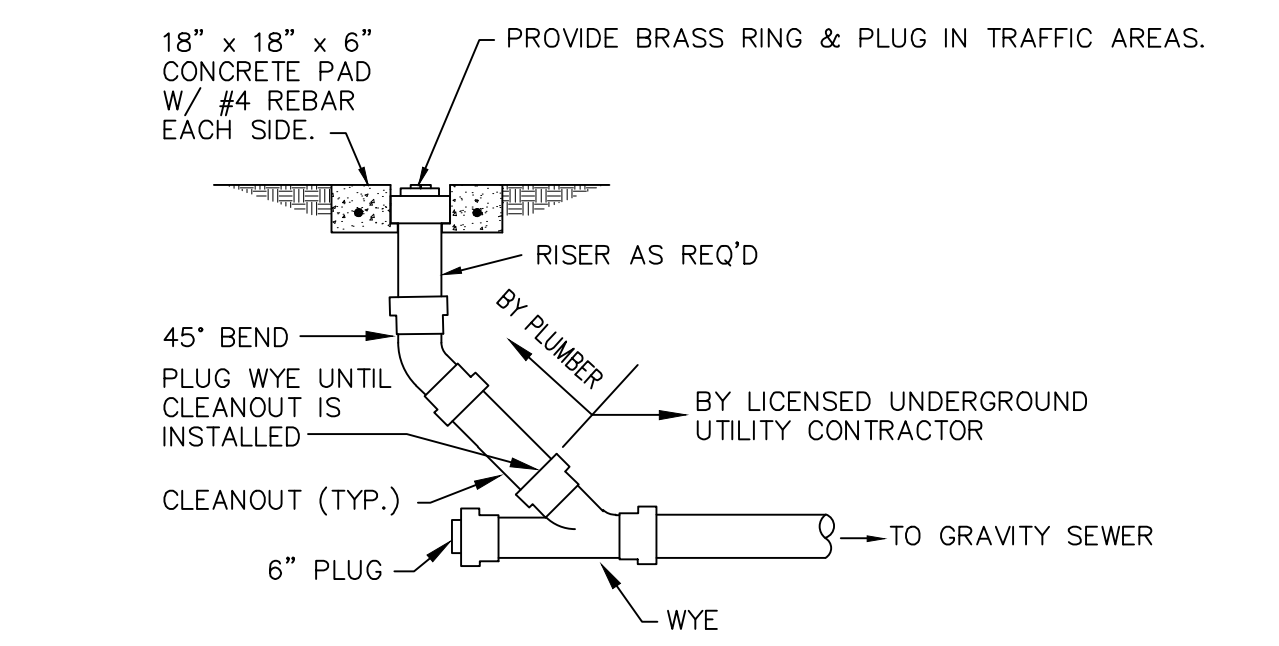
C-9 NOT TO SCALE

MES-DET-PGD.dwg



11 F.D.O.T. TYPE "C" OUTFALL STRUCTURE DETAIL OS-1

C-9 N.T.S.



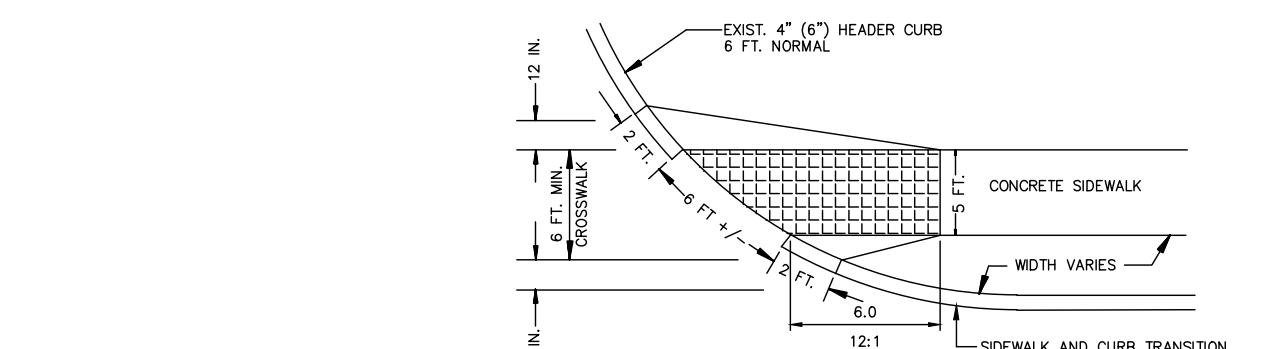
NOTES

- ALL CLEANOUTS AND CONCRETE PADS TO BE FLUSH WITH FINISH GRADE.
- UTILITY CONTRACTOR TO INSTALL & PRESSURE TEST WYE AND INSTALL PLUG. PLUMBER TO REMOVE PLUG, INSTALL CLEANOUT AND CONCRETE PAD.
- INSTALL 2 1/2" CURB MARKER WHERE LATERAL CROSSES BENEATH CURB.
- ALL COMMERCIAL AND RESIDENTIAL SINGLE LATERALS SHALL HAVE 6" CLEANOUTS.
- ALL RESIDENTIAL DOUBLE LATERALS SHALL HAVE 4" CLEANOUTS.
- MAINTAIN A MINIMUM OF 3' CLEARANCE FREE OF ALL PLANTINGS & STRUCTURES AROUND CLEANOUT.

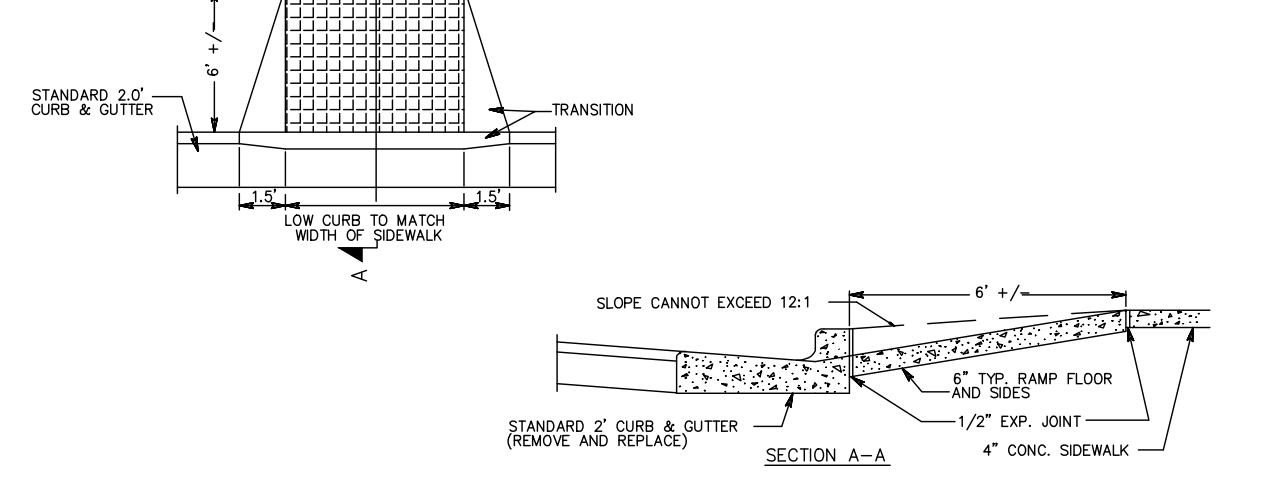
10 CLEANOUT DETAIL

C-9 NOT TO SCALE

CLEANOUT-DETAIL.dwg



- ENTIRE EXISTING CURBSIDE SECTION SHALL BE REMOVED AND REPLACED.
- LOW CURB AND TRANSITION MAY BE FORMED AT THE TIME OF CURB CONSTRUCTION.
- CONSTRUCT WITH CLASS A (3000 PSI) CONCRETE.
- REFER TO 2018 F.D.O.T. STANDARDS PLANS INDEX 022-002.



12 WHEELCHAIR RAMP-STRAIGHT

C-9 N.T.S.

SW-HC-RAMP-FDOT-DET.dwg

WESTMINSTER WINTER PARK TOWER
CULTURAL ENRICHMENT CENTER
SITE CONSTRUCTION PLANS

1111 S. LAKEMOND AVENUE, WINTER PARK, FLORIDA



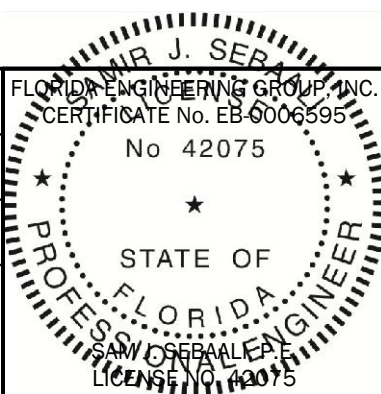
5127 S. Orange Avenue, Suite 200
Orlando, FL 32809
Phone: 407-895-0324
Fax: 407-895-0325

www.feg-inc.us

SITE CONSTRUCTION DETAILS AND CROSS SECTIONS

DESIGNED BY SJS DRAWN BY JT CHECKED BY SJS APPROVED BY SJS

PROJECT NO. 16-155
SCALE NOTED
DATE DECEMBER 23, 2024
SHEET NO. C-9
SHEET 11 OF 11



THIS ITEM HAS BEEN ELECTRONICALLY
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ON THE DATE ADJACENT TO THE SEAL.
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SEALED AND THE SIGNATURE MUST BE
VERIFIED ON ANY ELECTRONIC COPIES.

16-155_CrossSections&Details.dwg



city commission public hearing

Item type	Public Hearing	meeting date	November 28, 2016		
prepared by	Jeff Briggs	approved by	☒ City Manager		
department	Planning and Community		☒ City Attorney		
division	Development		☐ N/A		
board approval	Planning and Zoning Board	☒ yes ☐ no ☐ N/A	7-0	final vote	
vision themes	☒ Cherish and sustain city's extraordinary quality of life. ☒ Plan growth through a collaborative process that protects city's scale and character. ☒ Enhance city's brand through flourishing arts and culture. ☐ Build and embrace local institutions for lifelong learning and future generations.				

Subject: Request of the Winter Park Towers for Conditional Use Approval for a Lifelong Learning Center Building.

The Winter Park Towers is requesting Conditional Use Approval to build a new Lifelong Learning Center building addition of 16,650 square feet at 1111 S. Lakemont Avenue.

Planning and Zoning Board Recommendation:

Motion made by Mr. Gottfried, seconded by Mr. Slocum to approve the Conditional Use request of the Winter Park Towers to build a new Lifelong Learning Center building addition of 16,650 square feet at 1111 South Lakemont Avenue. Motion carried unanimously with a 7-0 vote.

Summary: The project proposal is to build a Lifelong Learning Center amenity for the residents of the Winter Park Towers. The proposed building addition is located between the main WP Towers building and the Parking Garage. The centerpiece of the project is an auditorium/stage to accommodate approximately 400 persons. The facility could host speakers, music productions, theatre performances and such for the entertainment and enlightenment of the residents of the Winter Park Towers. The floor plans also show a lobby and breakout area for social gatherings and an outdoor patio on the main level.

This portion of the WP Towers property is zoned R-4. The addition of this building floor area brings the total square footage of the R-4 portion of the WP Towers to a floor area ratio of 103%. R-4 maximum FAR is 200%. That total floor area of 103% includes the "garden apartment building" that is part of the WP Towers master plan to be built at a future time.

The setback from the ordinary high water elevation of Lake Berry is 175 feet to the closest point of this building addition which exceeds the setback required for the height of this building. The existing swimming pool is also in between this building and the lake. Elevations are included to show the image of this building addition both from the lake view as well as the front view. The facility will not generate the need for added parking. However, to the extent that family members come to join their parents for a performance, there is ample visitor parking in the parking garage. There are no exceptions or variances requested for this project.

Planning and Zoning Board Summary: The P&Z Board was supportive of this Project, especially as it supports the "vision" for the City of enhancing arts and culture. There are no impacts on adjacent properties or variances requested.

Planning and Zoning Board Minutes – Nov. 1, 2016:

**REQUEST OF THE WESTMINSTER WINTER PARK TOWERS FOR:
CONDITIONAL USE APPROVAL TO BUILD A NEW LIFELONG LEARNING
CENTER BUILDING ADDITION OF 16,650 SQUARE FEET AT 1111 SOUTH
LAKEMONT AVENUE, ZONED R-4, AND PROVIDING FOR AMENDMENT OF
THE EXISTING DEVELOPMENT AGREEMENT.**

Planning Manager Briggs announced that the request to amend the existing Development Agreement which would allow expansion into the Waterbridge subdivision has been withdrawn by the applicant.

Mr. Briggs explained that the applicant, The Westminster Winter Park Towers is requesting the following:

1. Conditional Use Approval to build a new Lifelong Learning Center building addition of 16,650 square feet at 1111 S. Lakemont Avenue; and
- ~~2. To amend their Development Agreement to provide for this expansion. and also to permit the acquisition of other residential homes by the WP Towers within the Waterbridge subdivision.~~

He first explained that the portion of the originally advertised request (with strike-thru above) was withdrawn by the applicant and would not be part of the public hearing request. As a result only the Lifelong Learning center building addition would be discussed and Mr. Briggs provided a description of the proposed project. He stated that the amenity will be for the residents of the Winter Park Towers and will be located between the main WP Towers building and the Parking Garage. The centerpiece of the project is an auditorium/stage to accommodate approximately 400 persons. He reviewed the zoning, Future Land Use, FAR and setbacks from Lake Berry. Parking for the project will be available in the visitor parking garage. The applicants are not requesting any variances or exceptions. Staff recommended approval of the Preliminary and Final Conditional Use for the Lifelong Learning Center facility and to amend the Development Agreement to provide for the addition of this facility.

Attorney Rebecca Wilson, 215 North Eola Drive, used a Power Point presentation to give details of the request. The new building will fit between the existing Towers building and the new development. There will be no visual obstructions because in order to see the building you would have to be on the campus. The new building is for residents only, and there will be no

retail ticket sales to the general public. Parking will be available in the large parking garage. She noted that no variances are being requested; therefore, the applicant requested final approval at tonight's meeting.

Cissy Bergman, Residence Counsel President and Cultural Endowment Chair for the Winter Park Towers, spoke in support of the request.

The following people spoke in opposition to the request: Dan Morris, 1747 Demetree Drive; Rena Williams, 1760 Via Genoa; Gopal Basisht, 1751 Lake Berry Drive; Jay Plotkin, 1733 Lake Berry Drive; and Anne Domescek, 1208 Germaine Drive. The resident's expressed concern with language in the 2011 development agreement that prohibited construction of additional structures and also the requirement to construct a privacy wall bordering Waterbridge that has not been fulfilled and added traffic.

Mr. Briggs responded that the wall issue has to do with privacy for lighting and sound. Staff was made aware of the wall situation and that has been turned over to the City's Code Compliance Section to pursue further. He also explained that the applicant made a request to amend the Development Agreement in order to allow the development of the lifelong learning center building.

No one else wished to speak concerning the issue. Public Hearing closed.

Attorney Wilson responded that the official violation notice has been received. She assured that the issue will be addressed before the November 14th compliance date.

The Board members expressed support of the addition for the development. Mr. Hahn noted that the "Vision" for the City included enhancements to City as a home for arts and culture and this would provide opportunities for the residents of the WP Towers for such learning and cultural programs that does not currently exist. Mr. Sacha noted that the parking garage has ample parking for visitors if family members decided to join their parents for a performance. Mr. J. Johnston also noted that the added traffic if a family member came to a performance would be minimal.

Motion made by Mr. Gottfried, seconded by Mr. Slocum to approve the conditional use request of the Winter Park Towers to build a new lifelong learning center building addition of 16,650 square feet at 1111 South Lakemont Avenue, and amend the Development Agreement to provide for the addition of this facility. Motion carried unanimously with a 7-0 vote.

Prepared by:
Asst. City Attorney
City of Winter Park
P.O. Box 2873
Orlando, FL 32802-2873

Return to:
City Clerk
City of Winter Park
401 Park Avenue South
Winter Park, FL 32789

**FIRST AMENDMENT TO WINTER PARK TOWERS
DEVELOPMENT AGREEMENT**

THIS FIRST AMENDMENT TO WINTER PARK TOWERS DEVELOPMENT AGREEMENT (this "First Amendment") is entered into this ____ day of _____, 2016, by **Presbyterian Retirement Communities, Inc.**, a Florida non-profit corporation, d/b/a Westminster Towers f/k/a Winter Park Towers (hereinafter referred to as "Owner"), having an address of 80 West Lucerne Circle, Orlando, Florida 32801, and the **City of Winter Park**, a Florida municipal corporation (hereinafter referred to as "City"), having an address at 401 Park Avenue South, Winter Park, Florida 32789.

WHEREAS, Owner and the City entered into that Certain Winter Park Towers Development Agreement dated December 27th, 2010 and recorded January 28, 2011 in Official Records Book 10166, Page 1670 of the Public Records of Orange County, Florida (the "Agreement"), wherein the parties set forth certain conditions and restrictions with respect to the Project and CUP (as both terms are defined in the Agreement);

WHEREAS, the owner is proposing a new Lifelong Learning Center ("LLC") to be built adjacent to the existing assisted living tower;

WHEREAS, the purpose of the LLC is to provide enrichment activities for the seniors residing at Westminster Towers; and

WHEREAS, the parties desire to enter into this First Amendment to amend the terms of the Agreement as more fully set forth herein.

NOW THEREFORE, in consideration of Ten Dollars and no/100 (\$10.00), each in hand paid to the other and other good and valuable consideration, receipt and sufficiency of which is hereby acknowledged, the parties do hereby agree as follows:

1. Recitals. The foregoing Recitals are true and correct and are hereby incorporated herein. Any capitalized terms not defined herein shall have those meanings ascribed in the Agreement.

2. Conditional Use Permit. Section 2 of the Agreement shall include the following sentence: "The CUP also includes approval of the Lifelong Learning Center as depicted on Exhibit "C" ("Lifelong Learning Center Master Plan")."

3. Successors and Assigns. This First Amendment and the terms and conditions thereof shall be binding upon and inure to the benefit of CITY and OWNER and their respective successors in interest. The terms and conditions of this First Amendment similarly shall be binding upon the Property and shall run with the title to the same.

4. Counterparts. This First Amendment may be executed in one or more counterparts, each of which shall be deemed to be an original but all of which shall constitute one and the same agreement.

5. Conflict. If there is a conflict between the terms of the Agreement and this First Amendment, the terms of this First Amendment shall control.

6. Ratification. Except as herein expressly amended, each and every other term of the Agreement shall remain unchanged and in full force and effect without modification, and Owner and City hereby ratify and affirm the same.

[SIGNATURES TO FOLLOW]

[Attached to First Amendment to Winter Park Towers Development Agreement]

IN WITNESS WHEREOF, the parties have caused this First Amendment to be executed as follows:

WITNESSES:

PRESBYTERIAN RETIREMENT
COMMUNITIES, INC., a Florida non-profit
corporation d/b/a WINTER PARK TOWERS

By: _____

Print name: _____

(print)

Title: _____

(print)

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this _____ day of _____, 2016, by _____ the _____ of PRESBYTERIAN RETIREMENT COMMUNITIES, INC., a Florida non-profit corporation, d/b/a WINTER PARK TOWERS (check one) ☐ who is personally known to me or ☐ who produced _____ as identification.

Notary Public – State of Florida
Print Name: _____
My Commission expires: _____

[Attached to First Amendment to Winter Park Towers Development Agreement]

WITNESSES:

CITY OF WINTER PARK, a Florida
municipal corporation

By: _____

Print name: _____

Title: _____

ATTEST:

By: _____
City Clerk

Date: _____

(print)

(print)

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this _____ day of _____,
2016, by _____ the _____ of the CITY OF WINTER
PARK, a Florida municipal corporation, (check one) ☐ who is personally known to me or ☐ who
produced _____ as identification.

Notary Public – State of Florida
Print Name: _____
My Commission expires: _____