



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting Minutes

February 18, 2025 at 11:45 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Becky Distad, Terry Hotard, John Page, Zeina Matar-Ghantous, Sam Stark, Mark J. Yonker

Absent

Stephen Pategas

Staff Present

Director of Natural Resources & Sustainability Gloria Eby, Sustainability Manager Sara Miller, Sustainability Specialist Nicole Marshall, Natural Resources and Sustainability Administrative Coordinator Victoria Tabor

1. Call to Order

Sam Stark called the meeting to order at 11:45 a.m.

2. Consent Agenda

- a. Approve the minutes of January 21, 2025

Motion made by Becky Distad to approve the minutes, seconded by Terry Hotard. Motion carried unanimously with a 6-0 vote.

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

4. Action Items

5. Non-Action Items for Discussion

- a. Green Events

Ms. Eby introduced the Green Events initiative as an additional item to the agenda at the Board's request. Staff will assist in facilitating after the Board discusses its needs and vision. Ms. Matar-Ghantous suggested outlining a timeline to develop a green

events policy or guidelines, followed by the steps to achieve it. Ms. Eby suggested adopting a policy through an ordinance will involve the City Commission. She proposed a six-month timeline for the Board to draft the ordinance and prepare the necessary documents.

The Board focused the discussion on defining event types, concluding that they should include all City-owned events as well as any events that have been reviewed and approved by the City. Ms. Eby noted that the Green Events initiative will need to be discussed with the Parks and Recreation Board, as this Board is responsible for approving events.

Mr. Page inquired about the definition of Green Events. Ms. Matar-Ghantous referred the Board to the City of Orlando's Greenworks Event guide. Ms. Tabor will send the guide to both the Board and staff. Ms. Distad noted that the guide is a good starting point and can serve as a reference if needed. Ms. Matar-Ghantous suggested selecting 3 to 5 goals to achieve in a year or adopting the entire guide. Ms. Eby recommended establishing necessary parameters before setting a timeline for constituents, noting that there will be costs associated with the campaign.

Mr. Page asked about the benefits of being designated a Green Event and whether the City would require all events to be green. He also inquired about potential incentives, such as discounted permit fees. Mr. Stark questioned if there is a checklist or specific goals for events, or if organizers can choose which elements to implement. Ms. Distad recommended reviewing the Greenworks Event Guide to educate themselves on green events before meeting to set clear parameters.

Further discussions covered the feasibility for the City, the designated office for these initiatives, and staff requirements. It was suggested to attend the upcoming St. Patrick's Day parade to serve as a useful observation point. Enforcement is a concern, and Mr. Yonker highlighted that some vendors might meet the criteria while others might not. Clearer definitions and realistic expectations for implementation are needed.

Ms. Eby stated that there is a budget involved in events which affects citizens, vendors, and businesses. Mr. Stark inquired whether there are internal processes, guidelines, or policies in place, as it seems unreasonable to create a policy that City staff cannot or does not want to implement. She encouraged putting together a proposal that includes details such as the types of events, whether it will be a blanket policy or a checklist, the amount of resources needed, and who will enforce it. This proposal can then be presented to the City management. Staff is available to assist and guide throughout this process. She also recommended that the Board hold a work session to discuss ideas more strategically and involve the relevant departments that would be responsible for monitoring the new ordinance. Ms. Tabor will schedule this work session for one of the following dates: March 4, 5, 6, 13, or 19.

b. Earth Day

Ms. Miller announced that Earth Day will be on April 26 and the event will be similar to last years. Staff is working to secure a few new vendors and making some consolidations. It was determined that the events will not extend into the lawn area where the electric lawn was located.

For the tabling activities, the staff hopes to sell the Nature Photography greeting cards, host a craft activity, and turn old volunteer t-shirts into small bags. The Communications Department is creating graphics for the upcoming event and samples will be available at the next meeting. Ms. Miller requested ideas and suggestions from the Board.

The event will take place from 7:30 AM to 11:00 AM. Ms. Miller asked that Board members who are volunteering at the KWPB&S table arrive by 7:00 AM. Additionally, she requested that Mr. Stark present the Green Schools awards, as he did last year.

6. Staff Updates

a. Natural Resources & Sustainability

- KWPB&S Green Schools Grant Program
- Community Needs Assessment
- Food Insecurity Initiatives: Killarney Elementary Community Program & Community Gardens at Winter Park Housing Authority
- Landscape Ordinance Subcommittee Meeting
- Decorative Street Lights/ Utility Box Maintenance Update

Six schools have applied for the Green Schools Grant program, which will end on February 28. Staff will review applications and allocate funds at the next Board meeting. Awards will be issued at the Earth Day Block Party event. The awardees must complete their projects by September and present their results to the Board.

The Community Needs Assessment for the Community Redevelopment Area has no set end date. The purpose of the survey is to identify the community needs and available resources enabling us to prioritize, based on statistical needs due to limited funding.

Staff are still in discussions with 4Roots and Killarney Elementary and have not scheduled an upcoming event. Staff are organizing three volunteer events for the community gardens at The Meadows. The Board is invited to attend and interact with the community.

The Landscape Ordinance is halfway through editing. The Board will be updated as Staff finalize the revised version. That version will be forwarded to the Parks and Recreation Board and Planning & Zoning, and then to the City Commission.

Ms. Eby apologized for her absence at the presentation regarding the maintenance of decorative streetlights and utility boxes. She explained that she attended a meeting with the new electric utility director, City management, code enforcement, and the facilities maintenance division manager to discuss issues related to the utility boxes. An initiative has been launched, and there is a budget in place to support it.

Code enforcement is documenting the utility boxes that have graffiti and those that are rusted or in need of minor repairs. The undergrounding information is incorporated into the GIS system, which includes the transformers and ranks the utility boxes as good, fair, or poor. This ranking helps prioritize rehabilitation efforts. Facilities management is currently taking inventory of the boxes with graffiti and plans to rehabilitate those first. Mr. Hotard suggested prioritizing the installation of utility boxes in the downtown area before moving into the neighborhoods. He emphasized the importance of adhering to Land Development Code 58-73, ensuring that these boxes are placed in the appropriate locations.

Ms. Eby responded that the success of the undergrounding project and the resilience of the utility service teams allow for the rapid placement of utility boxes without the need to enter backyards. Mr. Hotard expressed his gratitude to Ms. Eby for leading the maintenance efforts for these boxes. After some discussion concerning the decorative painting of the boxes, Ms. Eby advised that it was agreed to keep the boxes green, and the Utilities Department will update the Utilities Advisory Board on this initiative.

b. Past & Upcoming Events

- Love the Earth Tree Planting - 2/8 9 a.m. @ Howell Branch Preserve
- Recycling Panel - 3/6 6 p.m. @ Winter Park Library Edyth Bush Theater
- Household Hazardous Waste Drop-off Event - 3/8 8 a.m. @ 2535 Cady Way (Cady Way Pool)
- Shoreline Restoration - 3/22 9 a.m. @ Lake Berry
- Candlelight Earth Hour Yoga Class - 3/22 7 p.m. @ Mead Botanical Garden
- The Great Duck Derby - 3/29 10 a.m. @ Mead Botanical Garden

Ms. Marshall presented the past events and spotlighted one of the outstanding volunteers, Hailey Manitz. The Board was invited to volunteer for the Duck Derby event.

7. Board Comments

The Board was encouraged to vote on March 11, 2025.

a. Green Minutes

Mr. Hotard suggested that the Communications Director, Clarissa Howard, present the Refresh Park Avenue program

b. New Business/Announcements

8. Upcoming Agenda Items

a. Discussion of Upcoming Agenda Items

Mr. Yonker announced that his term may be ending. Ms. Tabor directed the Board to the Boards and Commission page on the City website to review member terms.

9. Adjournment

The meeting adjourned at 12:37 p.m.

Approved by the board on March 18, 2025
/s/ Bahiyyah Layton, Board Coordinator