



# Lakes & Waterways Board Regular Meeting

## Agenda

**July 8, 2025 @ 12:00 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/](http://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. Call to Order**

**2. Consent Agenda**

- a. Approve the minutes of June 10, 2025 1 Minute

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

**4. Public Hearings (Public participation and comment on these matters must be in person.)**

- a. Boathouse/Dock Application (BLDR-2025-0570) 1602 Summerland Ave. 10 Minutes
- b. Seawall Application (SAP-2025-0006) 1602 Summerland Ave. 10 Minutes
- c. Boathouse/Dock Application (BLDR-2025-0518) 314 Salvador Sq. 10 Minutes

**5. Action Items**

**6. Non-Action Items**

**7. Staff Updates**

- a. Winter Park Police Department Update 10 Minutes
- b. Lakes Management Update 10 Minutes
- c. Upcoming Events 5 Minutes
  - Fix It! Don't Pitch it! - September 6th 8am @ Winter Park Community Center
  - Orange County Lake Killarney Advisory Board Meeting - September 11th 5pm @ Public Safety Building (500 N. Virginia Ave.)
  - Paddleboard Cleanup - September 13th 9am @ Kraft Azalea/Lake Maitland
- d. Stormwater Management Update 10 Minutes

**8. Board Comments**

- a. Discussion of Public Comments Received 5 Minutes

**9. Upcoming Agenda Items**

- 
- a. Discussion of Upcoming Agenda Items

5 Minutes

**10. Adjournment**



**item type**

Consent Agenda

**meeting date**

July 8, 2025

**prepared by**

**approved by**

**subject**

Approve the minutes of June 10, 2025

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. LWB-mins-2025-06-10 DRAFT SM edits



# Lakes & Waterways Board Regular Meeting Minutes

**June 10, 2025 at 12:00 PM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

David F. March, Ed Webman, George T. Vietor, Matthew Johnson, Nicole Seybold

## **Absent**

Clark Sprinkel

## **Staff Present**

Assistant Director of Public Works Don Marcotte; Public Works Engineer Shannon Monahan, Lakes Manager Joseph Cordell, Administrative Assistant Victoria Tabor

## **1. Call to Order**

The meeting was called to order at 12:07 pm.

## **2. Selection of Chair and Vice Chair**

**Motion made by Mr. Webman to nominate Mr. Vietor as Chair, seconded by Mr. March. Mr. Vietor accepted. Agreed by consensus.**

**Motion made by Mr. Vietor to nominate Mr. Johnson as Vice Chair, seconded by Mr. March. Mr. Johnson accepted. Agreed by consensus.**

## **3. Consent Agenda**

- a. Approve the minutes of May 13, 2025

**Motion made by Mr. Johnson to approve the minutes, seconded by Mr. March. Motion carried unanimously with a 5-0 vote.**

## **4. Public Comments (for items not on the agenda)**

## **5. Public Hearings (Public participation and comment on these matters must be in person.)**

- a. Seawall Application (SAP-2025-0005) 400 Lakewood Dr.

Mr. Cordell presented the revetment application SAP-2025-0005 for the property located at 400 Lakewood Drive. The applicant is Albert Prast, the contractor is Solitude Lake Management, and the permitting agent is Jennifer Bustos-Fitz. This application is for a soft armor revetment on Lake Osceola. Photographs were shown, and details regarding the parameters and technology for the soft armor revetment were provided, along with information on the required revegetation. Staff recommends approval of the application.

Albert Prast stated that the goal is to protect the wildlife and maintain the property's pristine condition through lawn extension and revegetation efforts.

**Motion made by Mr. Vietor to approve application SAP-2025-0005; seconded by Mr. Marsh. The motion carried unanimously by a 5-0 vote.**

**6. Action Items**

**7. Non-Action Items**

**8. Staff Updates**

a. Winter Park Police Department

Sergeant Combas and MPO Billy Branch from the Winter Park Police Department presented the police report. The new law has been enacted which eliminates the requirement for inspections of large vessels as a basis for primary stops. The main problems have been occurring in the afternoons between 5:00pm and 7:00pm. An effort has been made to increase patrols on the lakes more often, seven days a week, from 3:00pm to 7:00pm.

Paddle boarders, kayakers, and canoeists often overlook that they are operating vessels, which require specific equipment, primarily life vests and whistles. There has been significant time spent educating the public about this, detailing that each violation incurs a \$143 fine. However, at some point, education must cease, and enforcement must begin. According to the Florida Fish and Wildlife website, paddleboards qualify as vessels, and therefore, vests and whistles are mandatory on board. Additionally, children aged six and under must wear their vests at all times.

b. Lakes Management

Mr. Cordell presented the quarterly data updates for sampled lakes. He reported that this is the season for hydrilla and noted all the treatments for hydrilla in the lakes.

The plant of the month is the Cuban Bulrush, an invasive from South America. It forms mats as it grows upon itself.

c. Upcoming Events

Mr. Cordell announced the upcoming events, particularly the Board Appreciation event. Ms. Tabor will share the link to the board orientation meeting held on June 5 with the board members.

- Board Appreciation Event - 6/12 5:30pm @ Winter Parks Event Center
- Litter Clean-up with Rep. Anna Eskamani - 6/21 8am @ Howell Branch Preserve
- Paddleboard Clean-up - 6/28 9am @ Lake Virginia & Lake Mizell
- "Filth" of July Clean-up - Self-Directed During the Week of July 4th
- Ballroom Dance Lessons - Monday Nights @ Community Center (See Attached Flyer)

- Power Your Self-Resilience: Wisdom & Practice - Fridays @ 12pm (See Attached Flyer)

Mr. Cordell introduced the new intern, Bella Naples.

d. Stormwater Management

Ms. Monahan displayed the CIP and explained that the city is moving forward with the ditch clearing work at the Interlachen Golf Course. The Killarney Drive drainage improvement project is ongoing, and photos will be brought to the next meeting. Active work is underway to install the first of two drain wells at Lake Spier. Photos and a short video were shown, along with an overview of the process.

**9. Board Comments**

- a. Discussion of Public Comments Received

**10. Upcoming Agenda Items**

- a. Discussion of Upcoming Agenda Items

Ms. Seybold recently became active in placing lake weeds on her deck for pickup and wanted to ensure that the information about this service is shared with lake residents. Mr. Cordell explained that the pickup service is on Thursday and advised that the intern, Bella, will post the service on social media, following up on Ms. Seybold's suggestion. Mr. Johnson recommended posting flyers about the service for the neighbors.

**11. Adjournment**

The meeting adjourned at 12:53 p.m.

Approved by the board on \_\_\_\_\_  
/s/ Bahiyyah Layton, Board Coordinator



**item type**

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

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Boathouse/Dock Application (BLDR-2025-0570) 1602 Summerland Ave.

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. BLDR-2025-0570 - 1602 Summerland Ave



**LAKE SHORELINE**  
**BOATHOUSE/DOCK APPLICATIONS**

# BLDR-2025-0570

## 1602 Summerland Ave

- Applicant: Lauren Bagley
- Contractor: Z Properties
- Permitting Agent: Chanel Magid
- Structure: Boathouse/Dock
- New/Existing: New
- Waterbody: Maitland

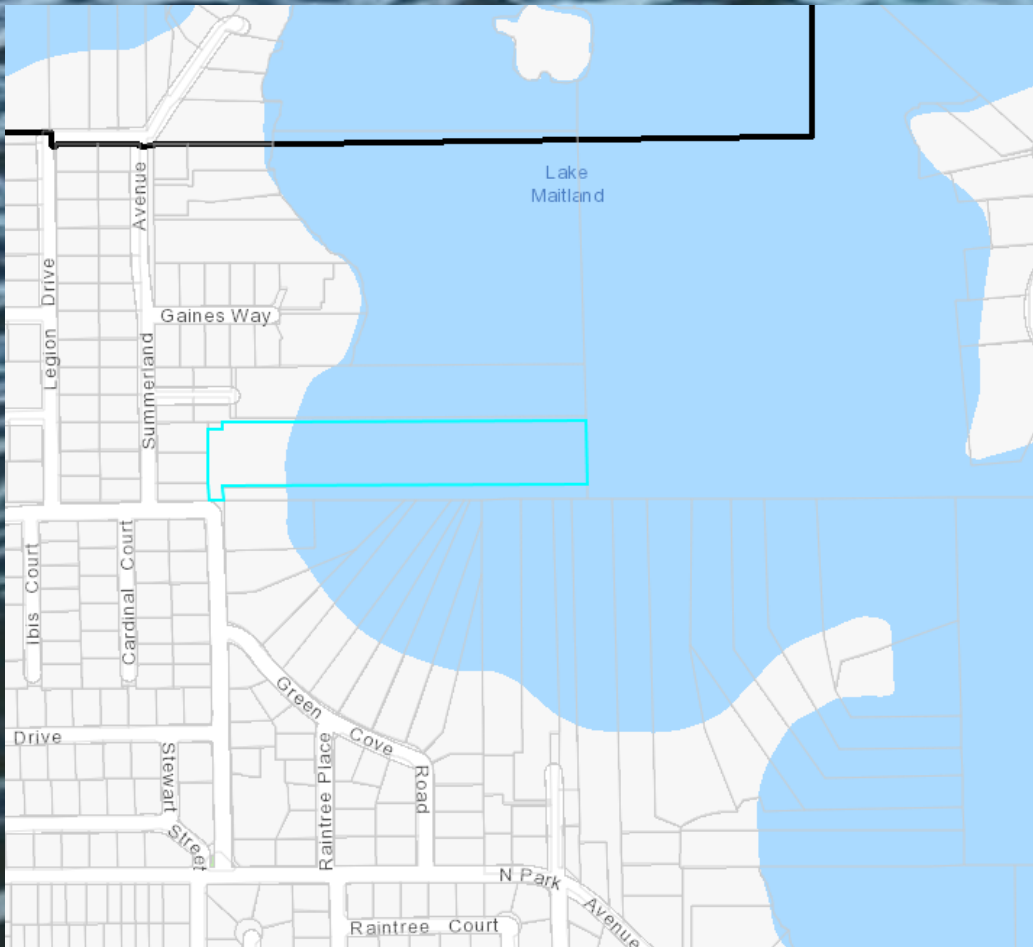
# Parameters

Dock Parameter	Proposed	Allowed	Variance Req.?
Total Area (ft <sup>2</sup> )	594	600max	No
Length from OHW (ft)	24' 4"	30'	No
Height of Roof (ft above deck)	11'	11 max	NA
Height of Deck (ft above OHW)	1' 10"	2 max	No
Enclosures?	No	80 ft <sup>2</sup> max (no plumbing/water allowed)	NA
Side Yard Setback(s) (ft)	10'	10' min (5' with Letter of No Objection)	No
Meet Vegetation Criteria?	No	50% may be cleared	N/A

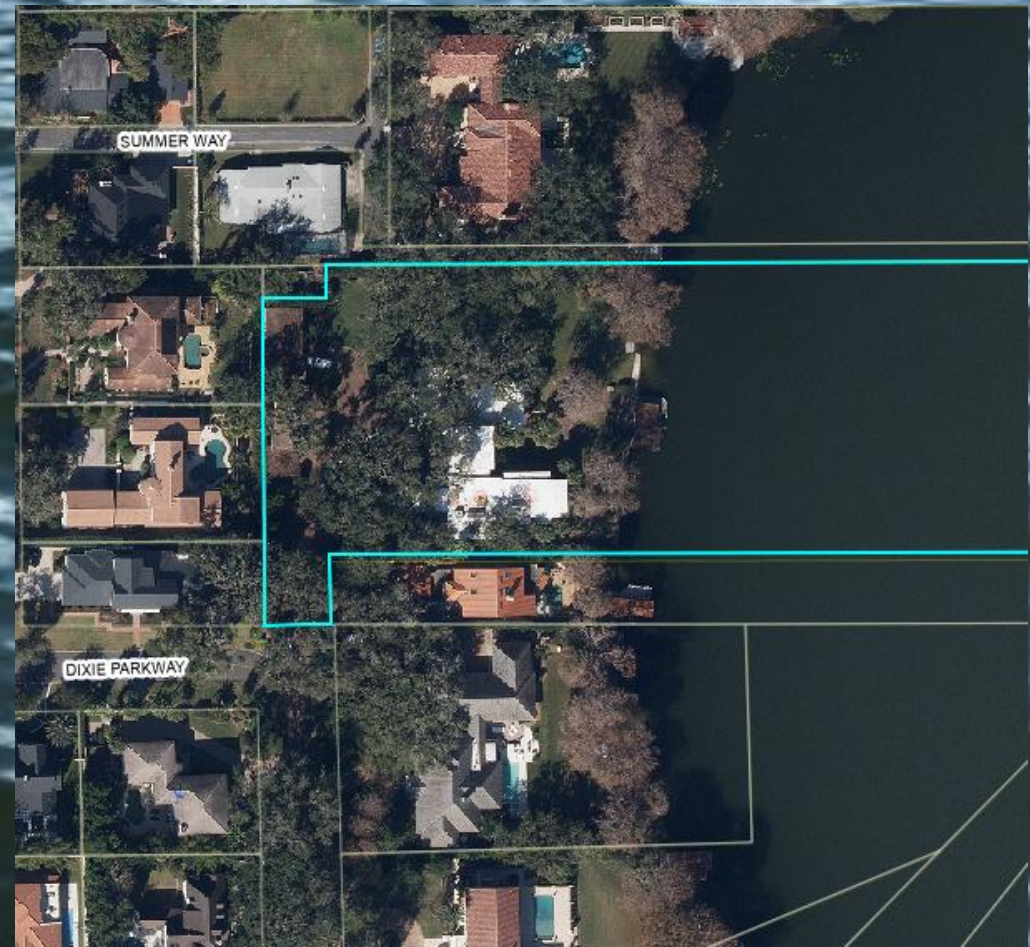
**Staff Recommendation: Approval. Require additional revegetation.  
Reviewed by: Joey Cordell**

# Map View

**Basemap**



**Aerial View**



# Birdseye



# Photos

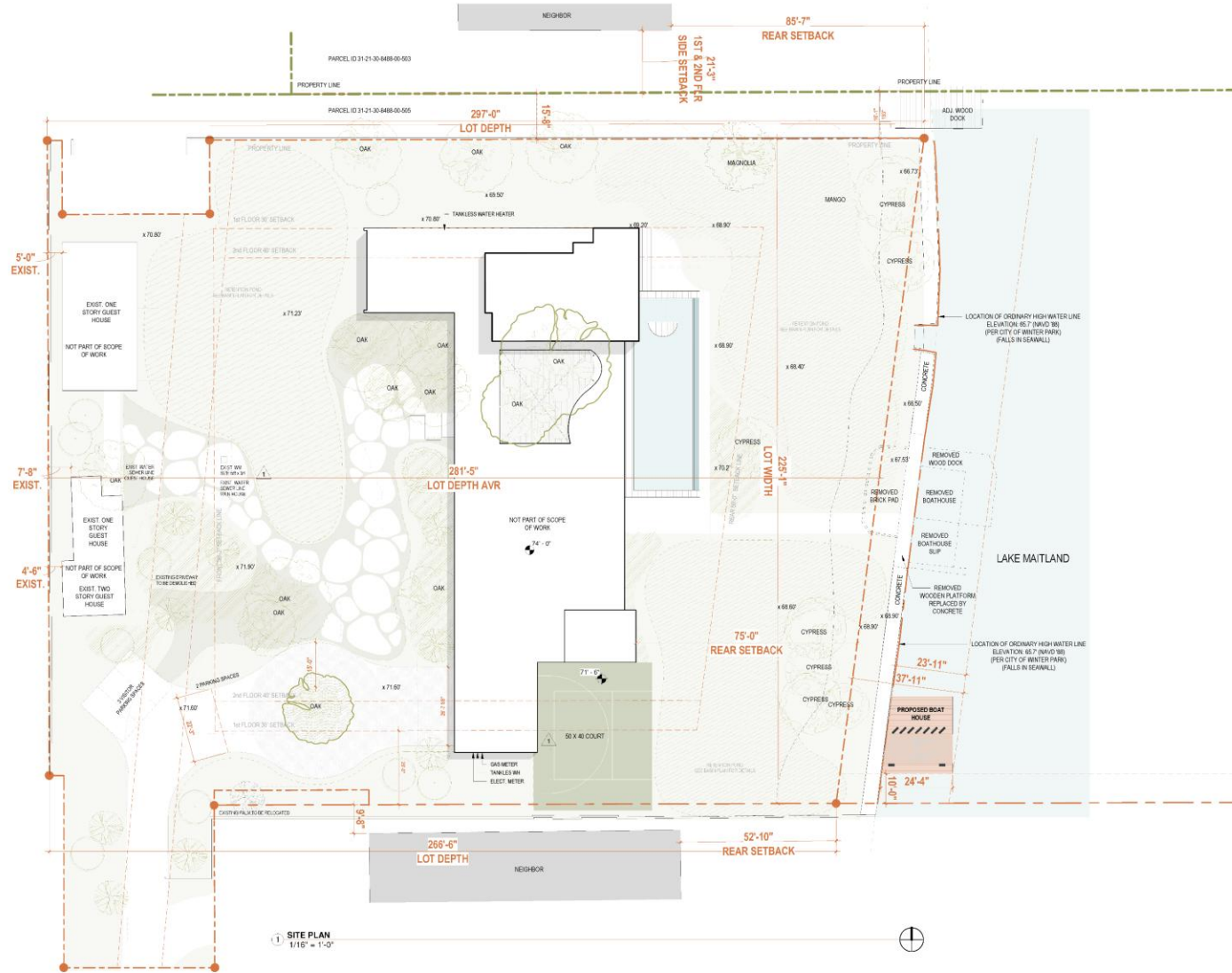


# Photos





# Site Plan



## Casa Florida

1602 Summerland Ave

Project No. \_\_\_\_\_ Project Number \_\_\_\_\_

**alba**  
ENGINEERING

DANIEL SOUTER, P.E.  
P.E.# 03991  
P.O. BOX 947714  
ORLANDO, FL 32854  
PHONE: (407) 421-4866

**Developer**  
Name: Z PROPERTIES  
Address: 219 W Constock Ave, Winter Park, FL 32789  
Address: 407 688-3303  
Tel: 407 688-3303  
Email: Zane@zpropertiesinc.com

**Design:**  
Name: Z PROPERTIES  
Address: 219 W Constock Ave, Winter Park, FL 32789  
Address: 407 688-3303  
Tel: 407 688-3303  
Email: Zane@zpropertiesinc.com

**Structure:**  
Name: ALBA ENGINEER  
Address: 731 W Sixth Street, Orlando, FL 32804  
Address: (407) 401-4898  
Tel: (407) 401-4898  
Email: dsouza@albe-eng.com

**Trusses:**  
Name: K & M TRUSS INC  
Address: 2909 N Orange Blossom Trail, Zephyrus, FL 32708  
Address: (407) 880-4251  
Tel: (407) 880-4251  
Email: km@kandmtruss.com

**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 \_\_\_\_\_

Date: 4/18/25

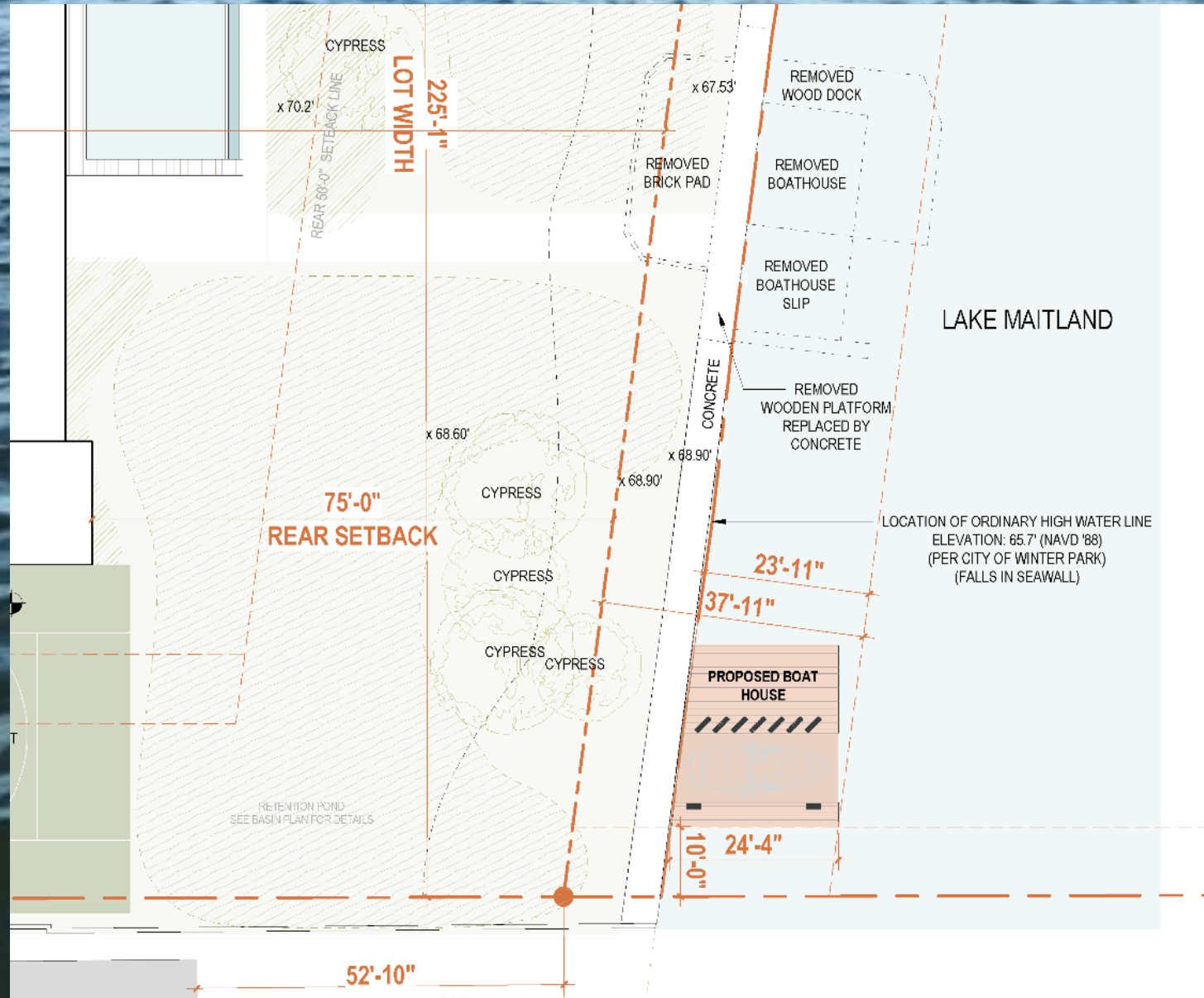
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Site Plan

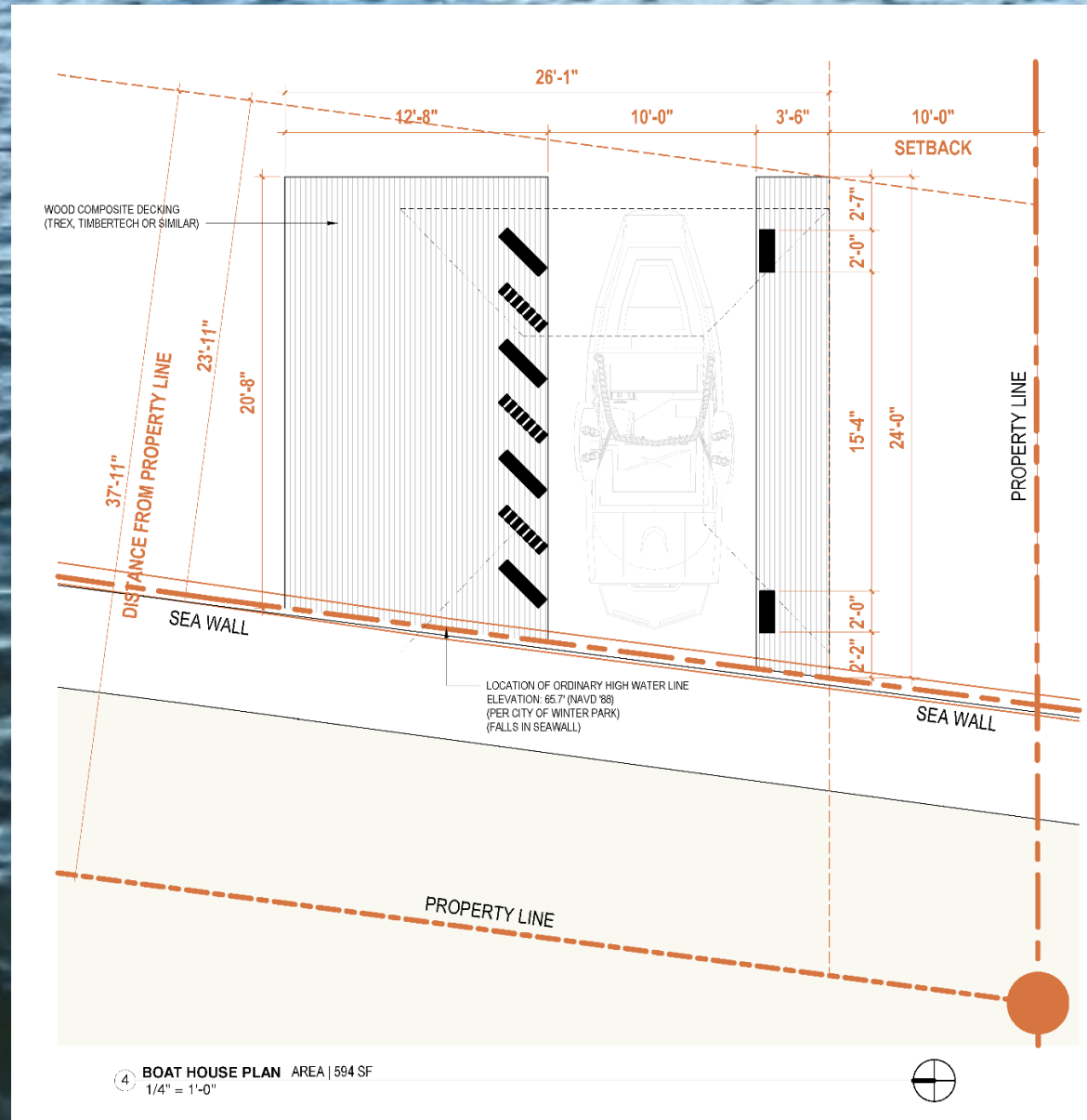
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Sheet No. \_\_\_\_\_

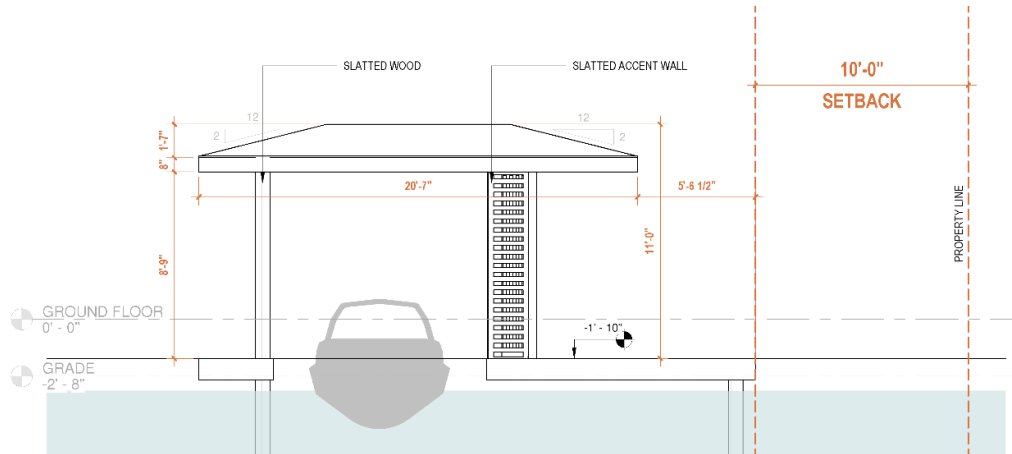
# Site Plan



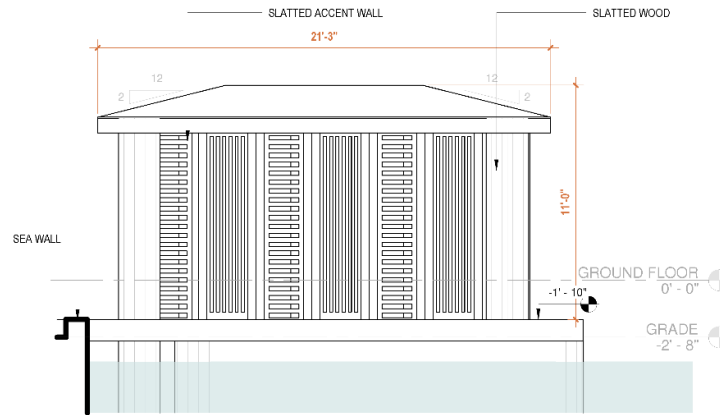
# Plans



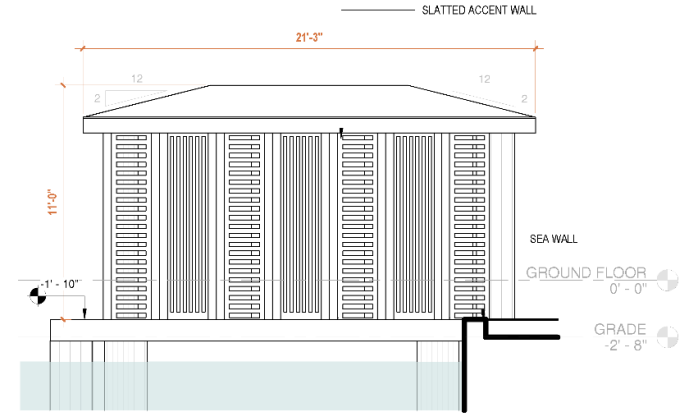
# Plans



③ BOAT HOUSE FRONT ELEVATION  
1/4" = 1'-0"



② BOAT HOUSE SIDE ELEVATION  
1/4" = 1'-0"



① BOAT HOUSE LEFT SIDE ELEVATION  
1/4" = 1'-0"



**item type**

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

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Seawall Application (SAP-2025-0006) 1602 Summerland Ave.

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. SAP-2025-0006 - 1602 Summerland Ave



# SEAWALL APPLICATIONS

# SAP-2025-0006

## 1602 Summerland Ave

- Applicant: Lauren Bagley
- Contractor: Orlando Deck & Dock
- Permitting Agent: Sheila Cichra
- Structure: Seawall
- New/Existing: Existing
- Waterbody: Lake Maitland

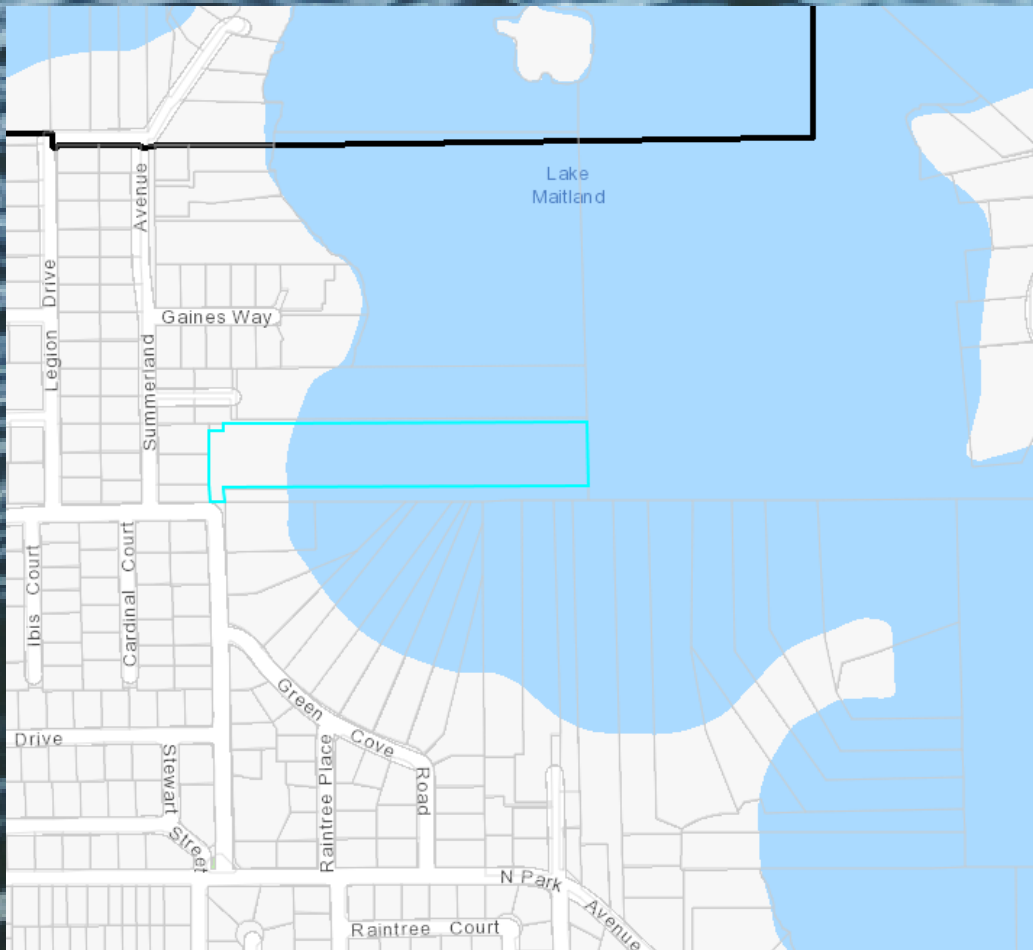
# Parameters

<b>Parameter</b>	<b>Proposed</b>	<b>Allowed</b>	<b>Variance Req.?</b>
Length (ft)	254	N/A	N/A
Slope (Horizontal:Vertical)	2:1	2:1 min *exempt in canal	No
Material	Vinyl seawall, Concrete cap, Natural Stone 12" riprap	N/A	N/A
Existing Erosion Problem (Yes/No)	Yes	Must have existing erosion problem	N/A
Meet Vegetation Criteria?	No	50% may be cleared	N/A

**Staff Recommendation: Approval. Requires revegetation**  
**Reviewed by: Joey Cordell**

# Map View

Basemap



Aerial View



# Birdseye



# Photos



# Photos

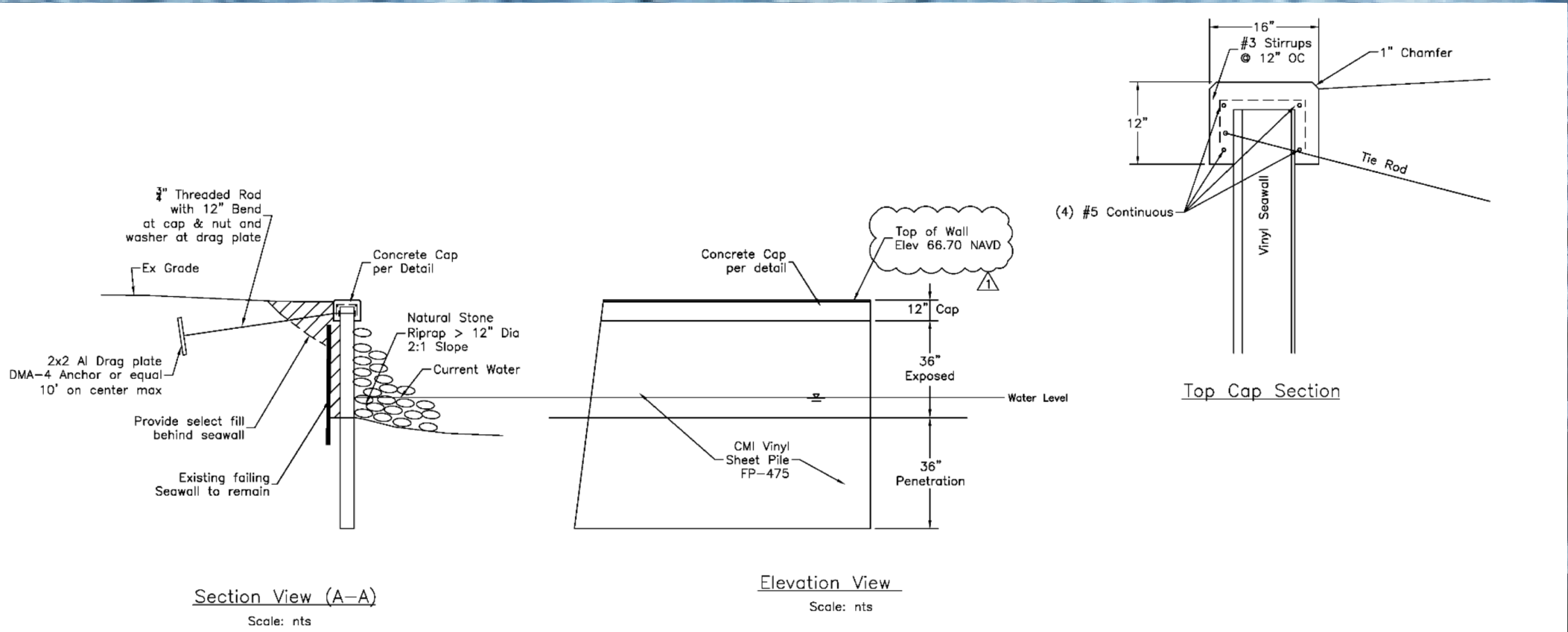








# Cross Section





**item type**

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

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Boathouse/Dock Application (BLDR-2025-0518) 314 Salvador Sq.

**motion | recommendation**

**background**

**alternatives | other considerations**

**fiscal impact**

**attachments**

1. BLDR-2025-0518 - 314 Salvador Sq



**LAKE SHORELINE**  
**BOATHOUSE/DOCK APPLICATIONS**

# BLDR-2025-0518

## 314 Salvador Sq

- Applicant: William Decampoli
- Contractor: Creative Deck & Dock Inc
- Permitting Agent: Sheila Cichra
- Structure: Boathouse/Dock
- New/Existing: New
- Waterbody: Lake Sue

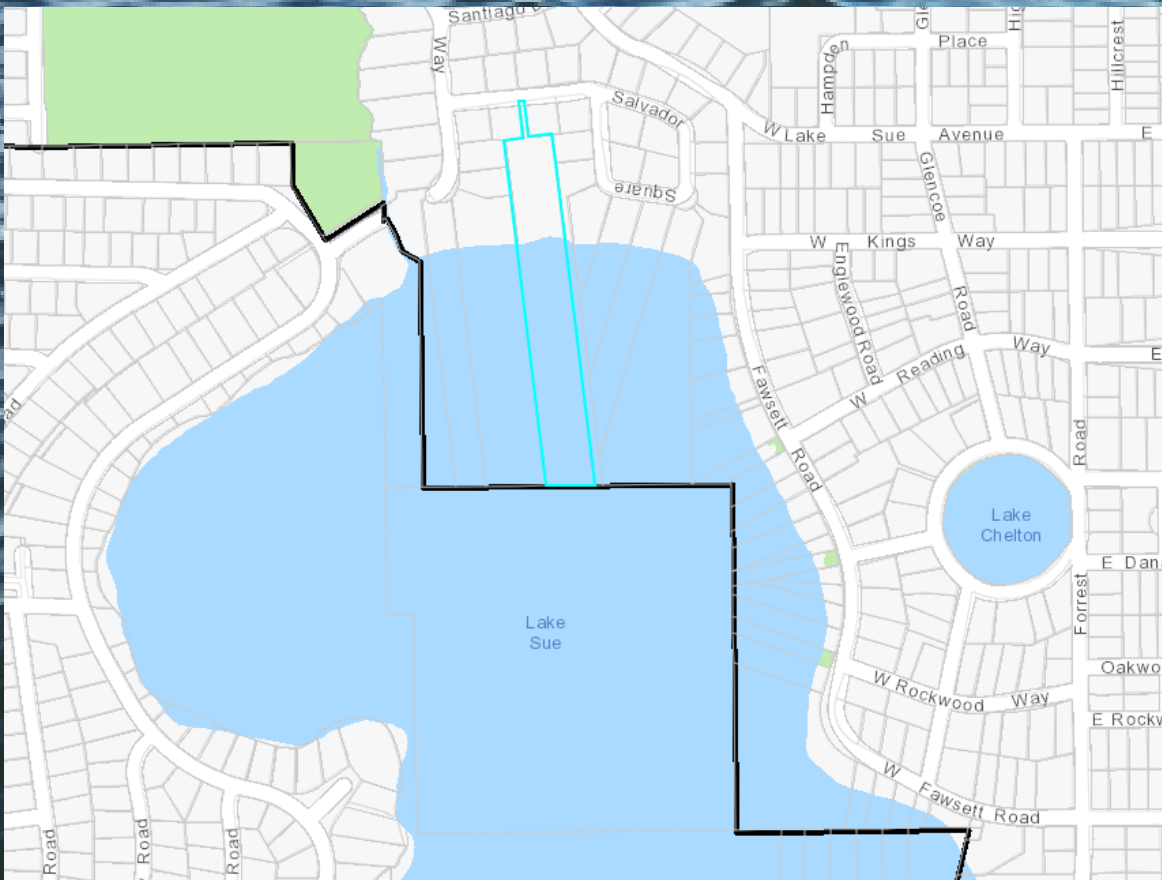
# Parameters

Dock Parameter	Proposed	Allowed	Variance Req.?
Total Area (ft <sup>2</sup> )	595	600max	No
Length from OHW (ft)	30'	30'	No
Height of Roof (ft above deck)	11'	11 max	NA
Height of Deck (ft above OHW)	1-2'	2 max	No
Enclosures?	63	80 ft <sup>2</sup> max (no plumbing/water allowed)	NA
Side Yard Setback(s) (ft)	10'	10' min (5' with Letter of No Objection)	No
Meet Vegetation Criteria?	No	50% may be cleared	N/A

**Staff Recommendation: Approval. Requires Revegetation  
Reviewed by: Joey Cordell**

# Map View

Basemap



Aerial View



# Birdseye View



# Photos



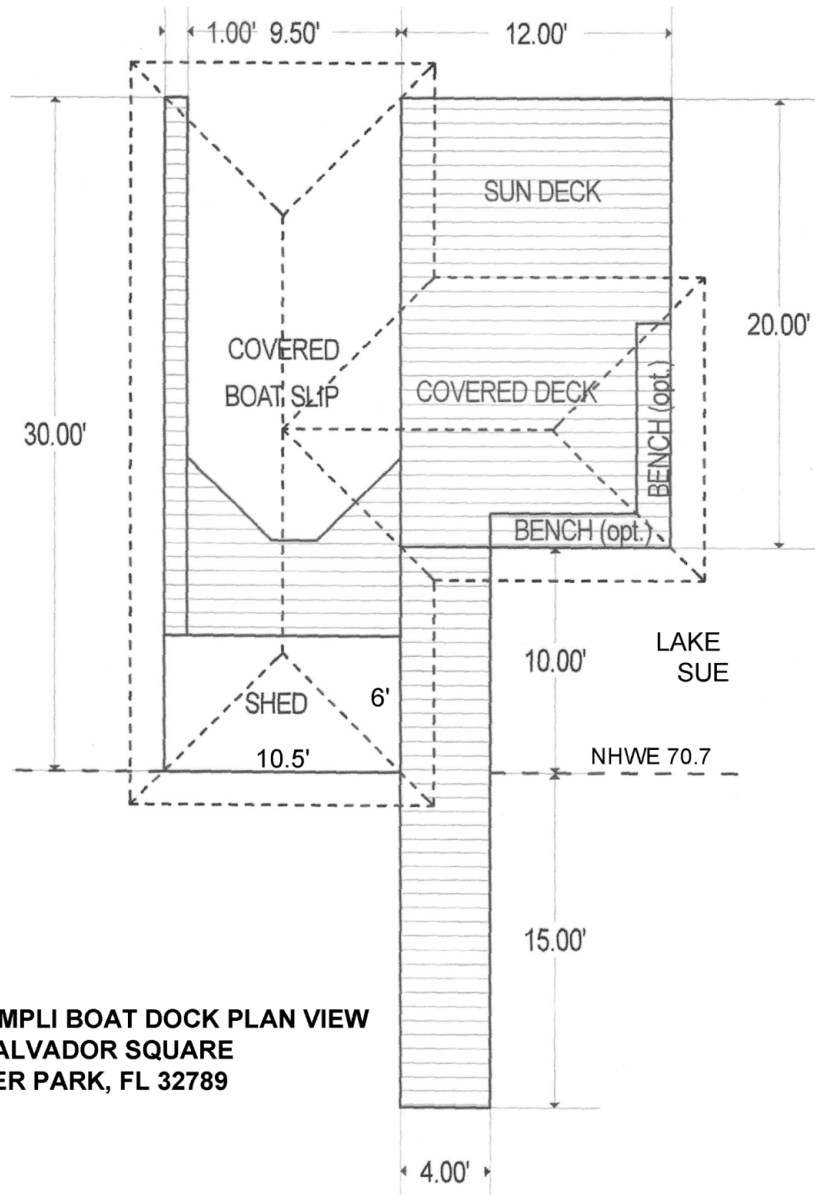
# Photos





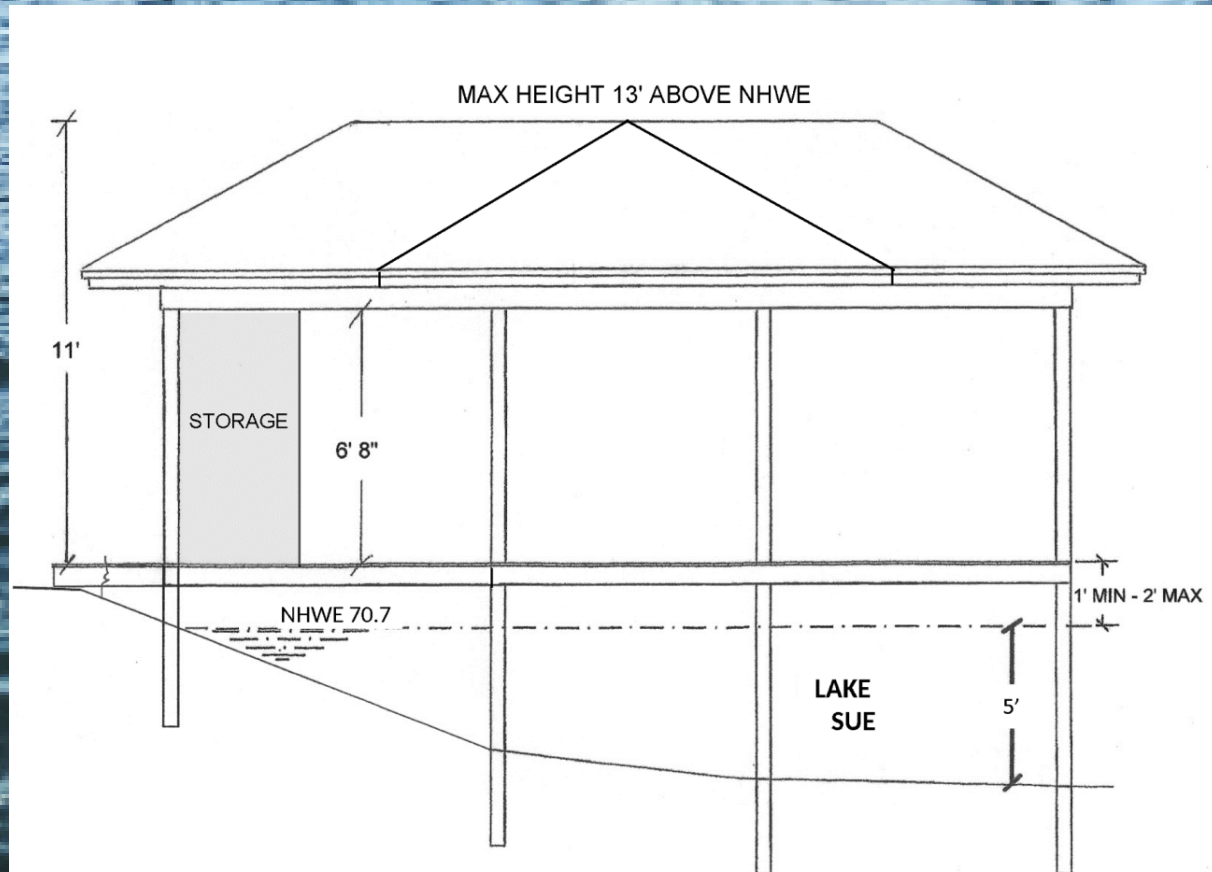


# Plans



**DECAMPLI BOAT DOCK PLAN VIEW  
314 SALVADOR SQUARE  
WINTER PARK, FL 32789**

# Plans



**DECAMPLI BOAT DOCK ELEVATION  
314 SALVADOR SQUARE  
WINTER PARK, FL 32789**



# Lakes & Waterways Board

# agenda item 7.a

**item type**

Staff Updates

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Winter Park Police Department Update

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

None



# Lakes & Waterways Board

# agenda item 7.b

**item type**

Staff Updates

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Lakes Management Update

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

1. Lakes Update 2025.07.08
2. Hurricane Preparedness 2025
3. adaptive-flood-management-guide - July 2025



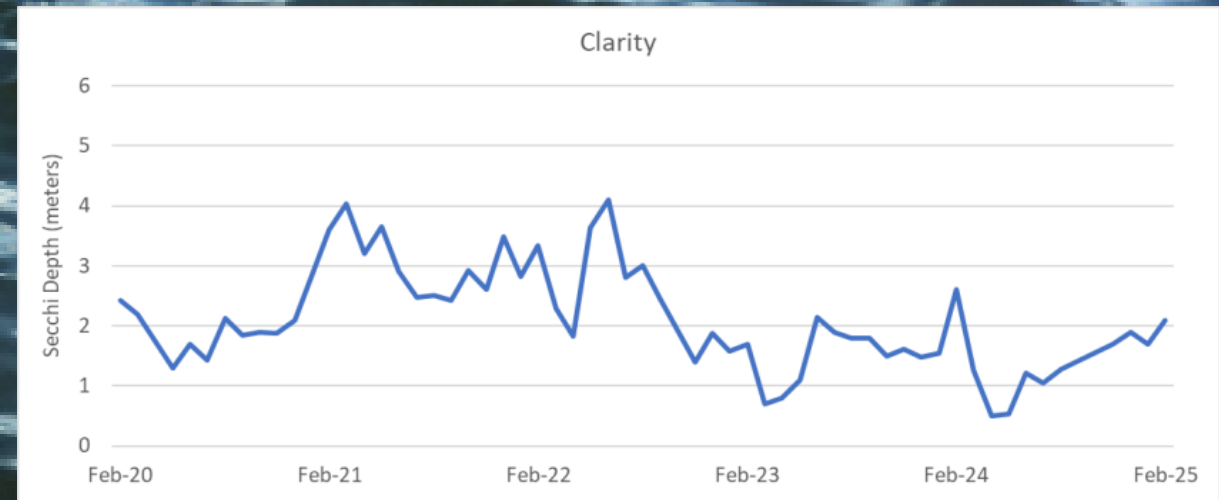
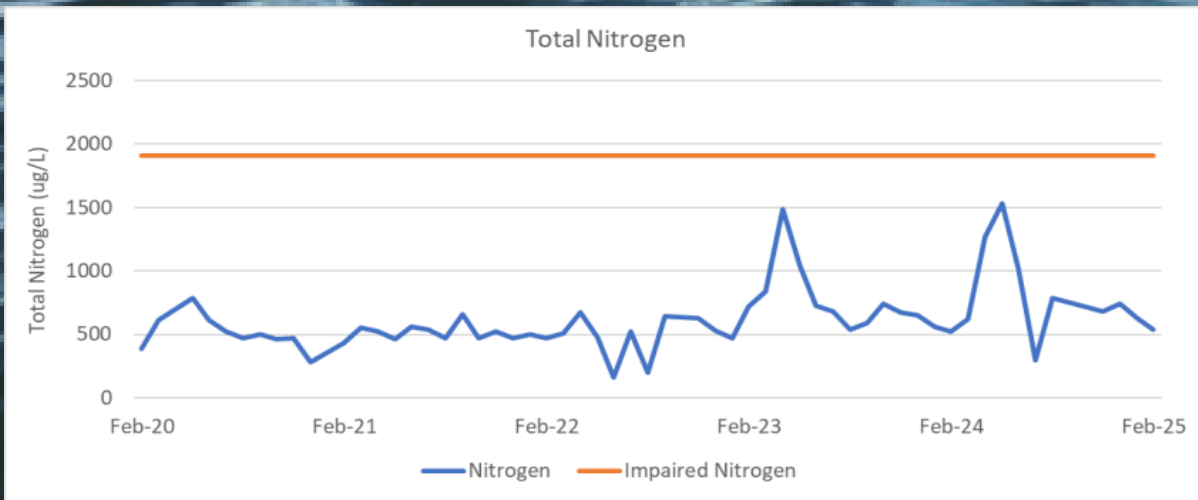
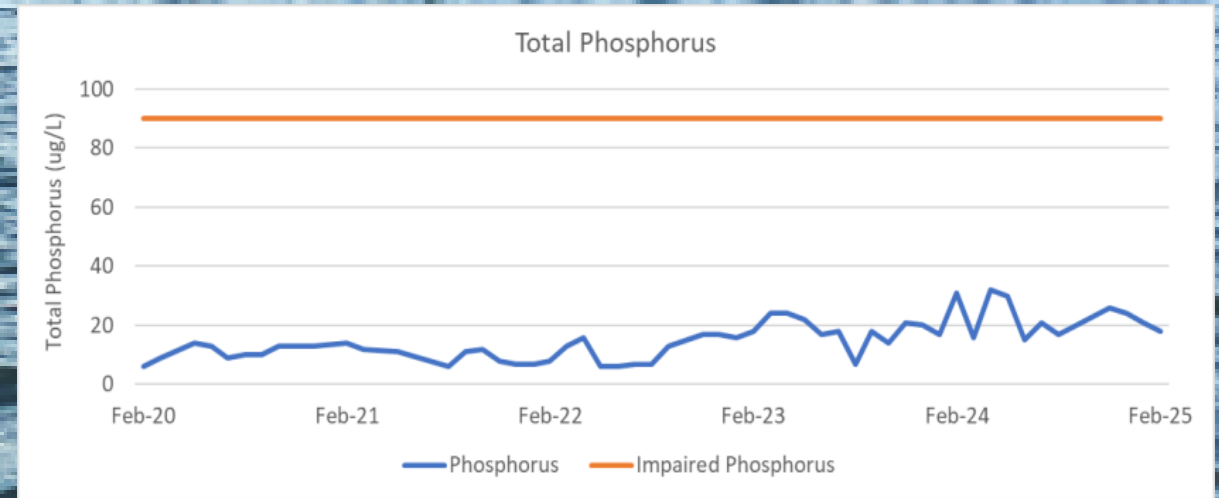
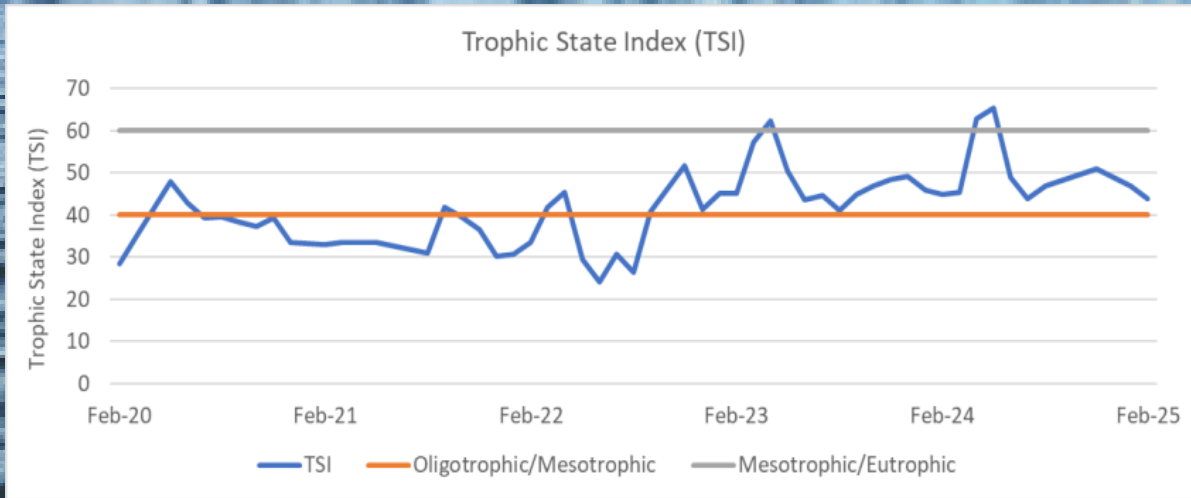
# Lakes and Waterways Advisory Board

July 2025

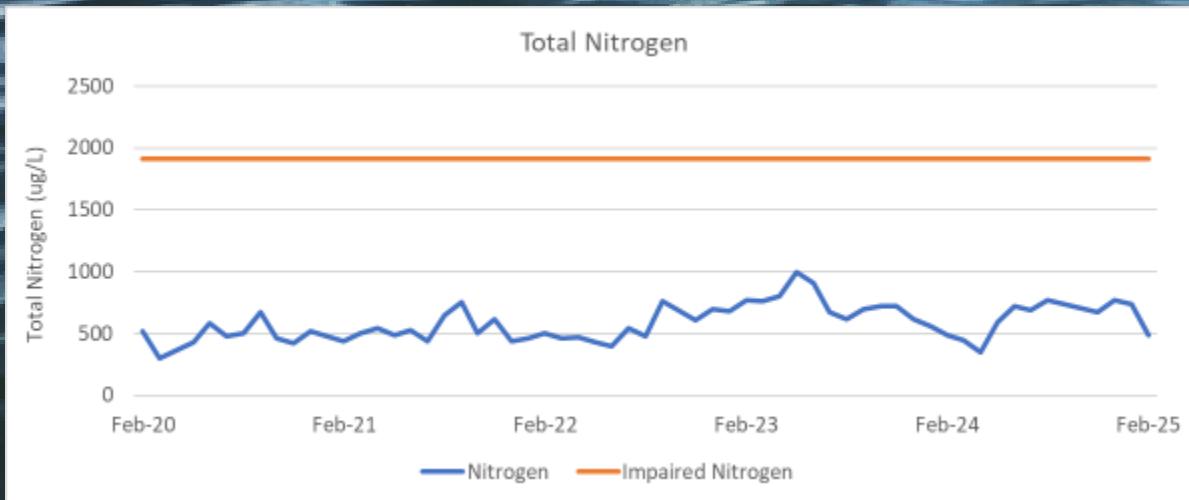
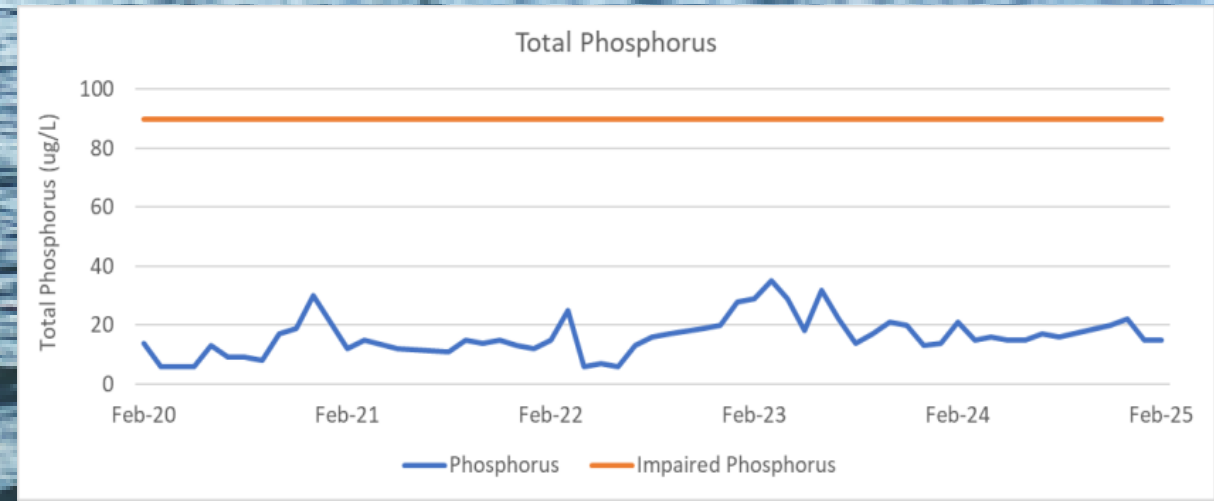
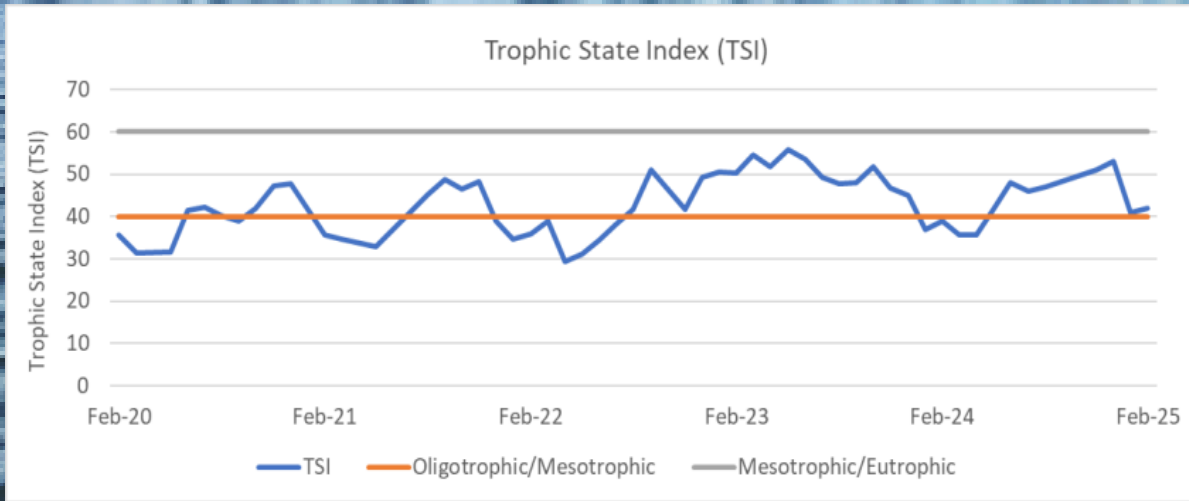
# Lakes Updates

- WP Lakes Data Updates
- Aquatic Plant Management Treatment Updates
  - Lake Sue – Hydrilla perimeter treatment
  - Lake Baldwin – Hydrilla Treatment (holding off 2<sup>nd</sup> treatment)
  - Lake Forrest – Hydrilla Treatment
  - Lake Grace – Algae Treatment
  - Small Treatments
- Plant of the Month
- Upcoming Events:
  - “Filth” of July Cleanup – Self-Directed – July 5th
  - Fix It! Don’t Pitch it! – Sept 6<sup>th</sup> 8am @ Winter Park Community Center
  - Paddleboard Clean-up – Sept 13<sup>th</sup> 9am @ Kraft Azalea/Lake Maitland

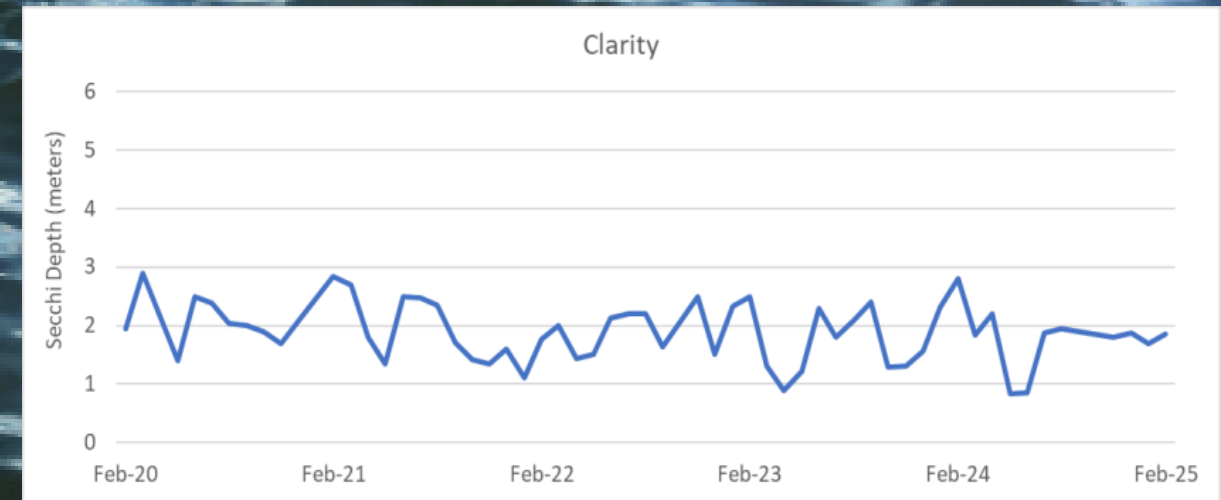
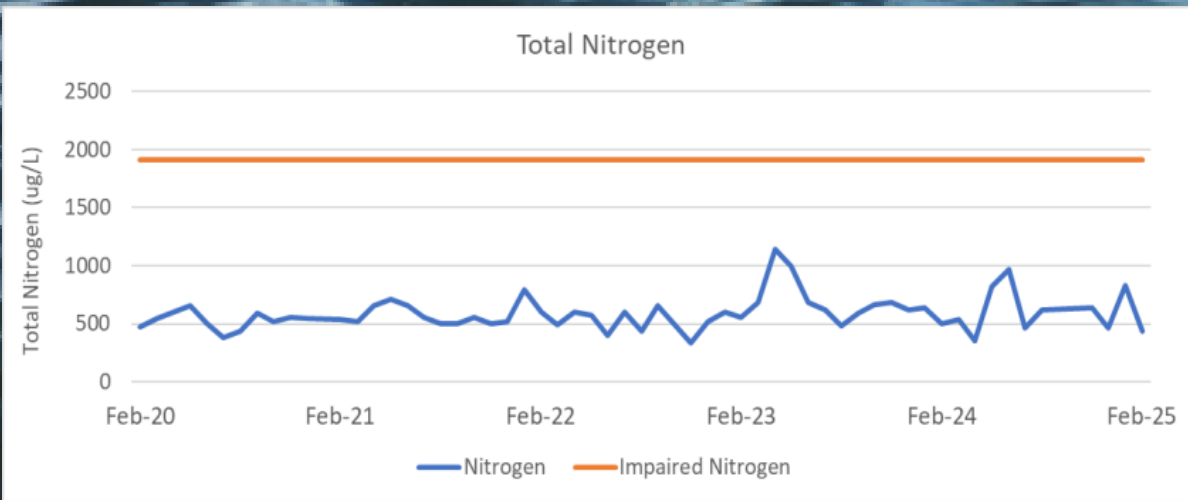
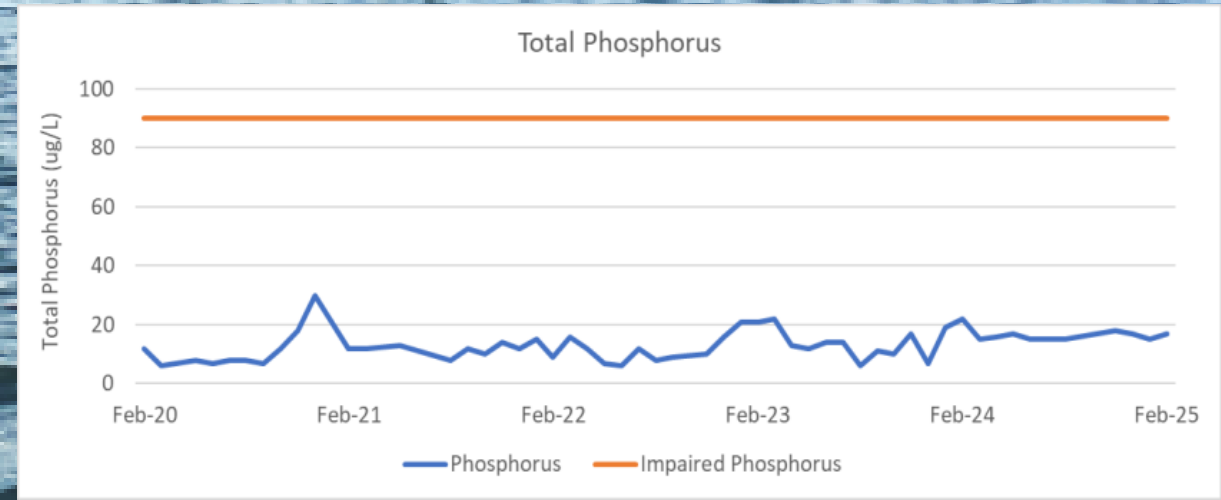
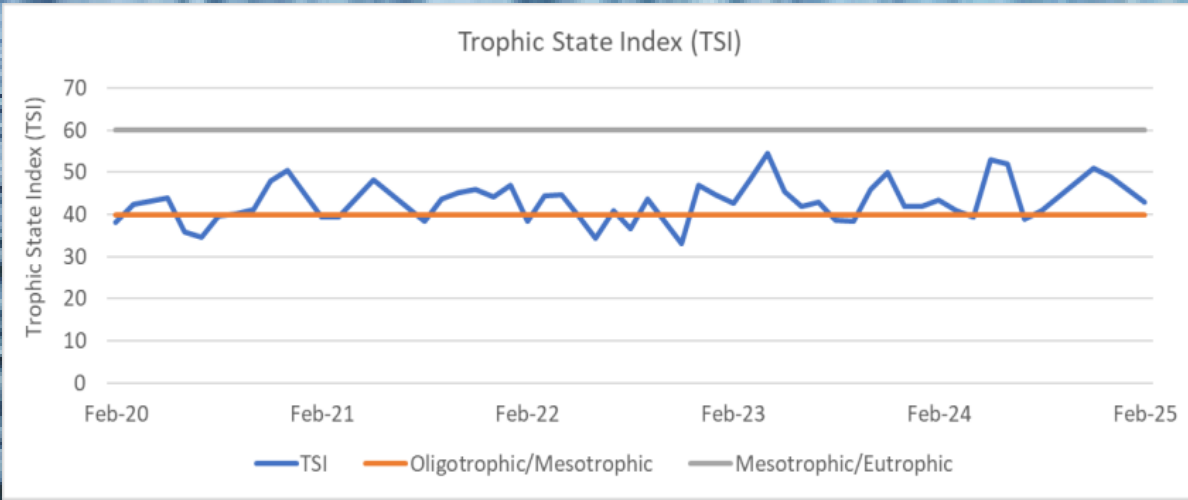
# Lake Maitland



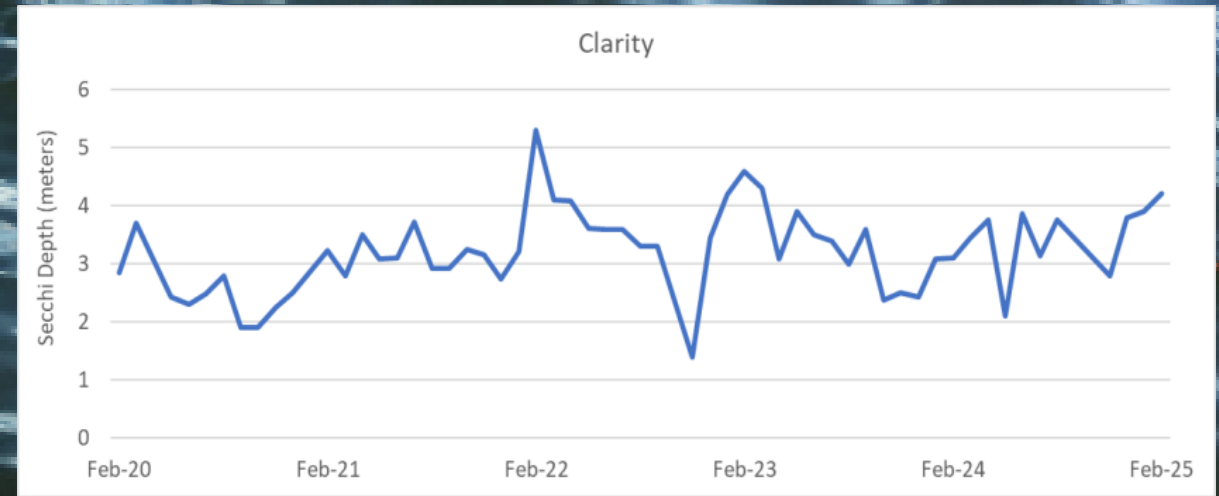
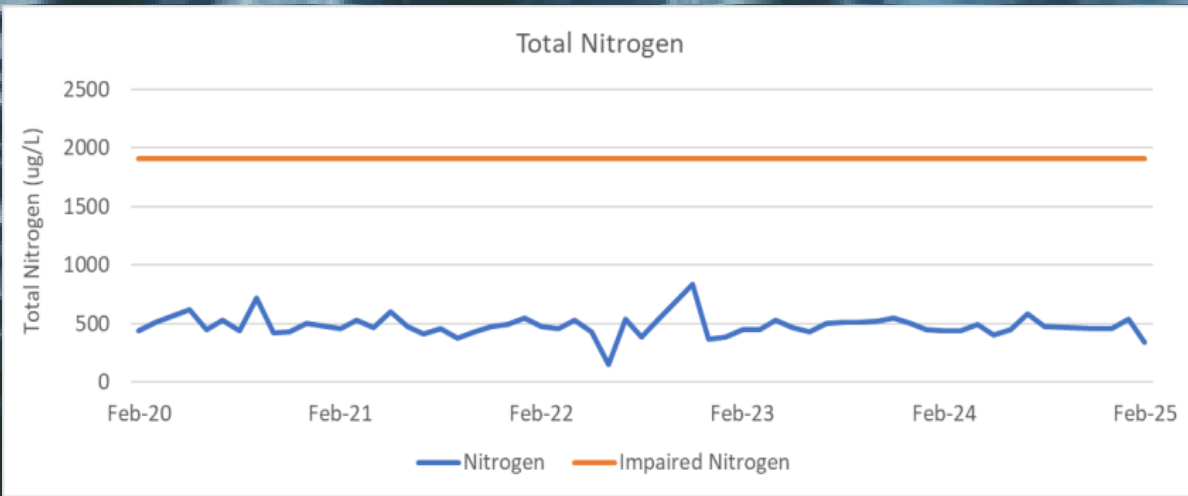
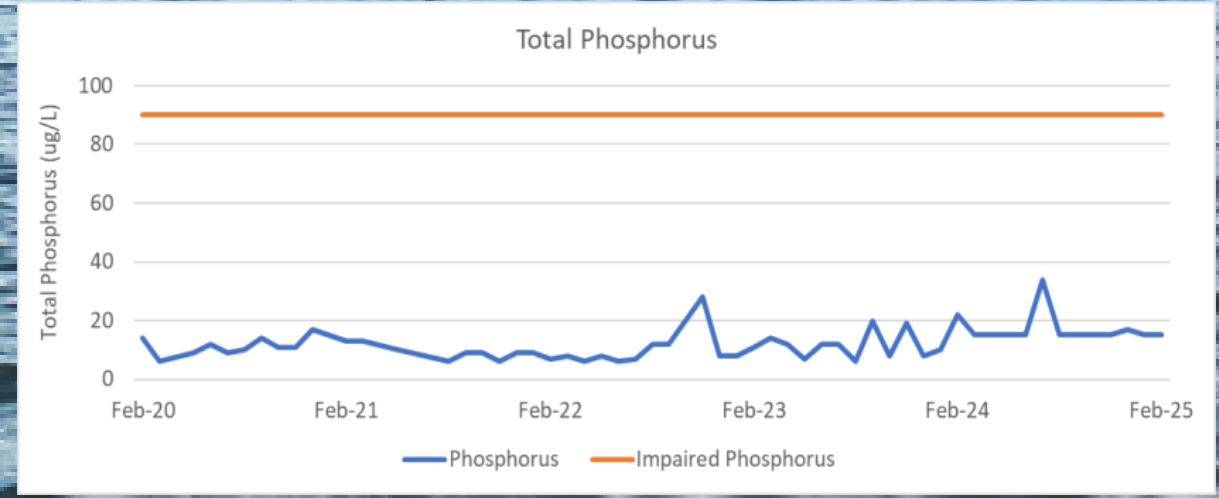
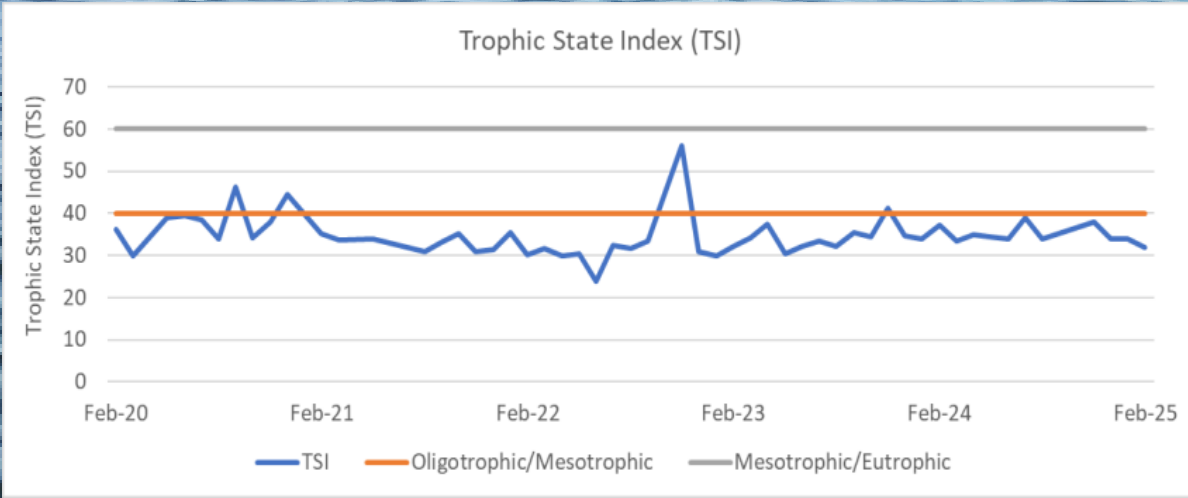
# Lake Virginia



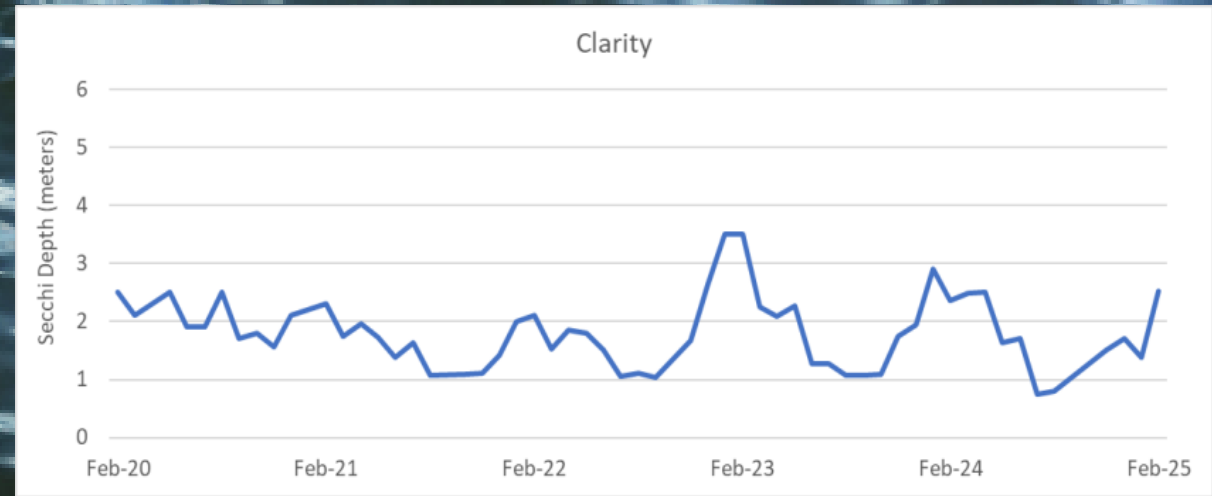
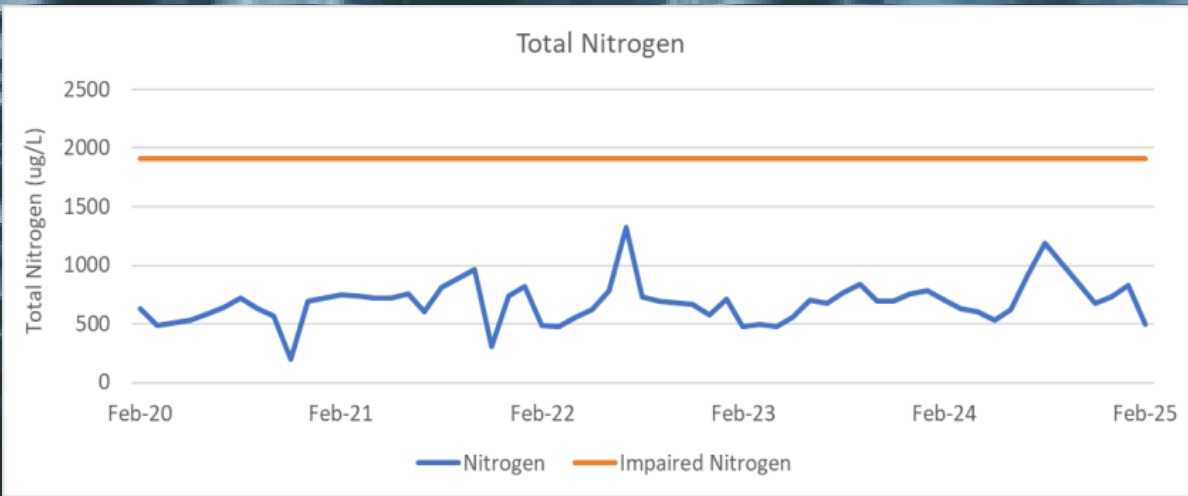
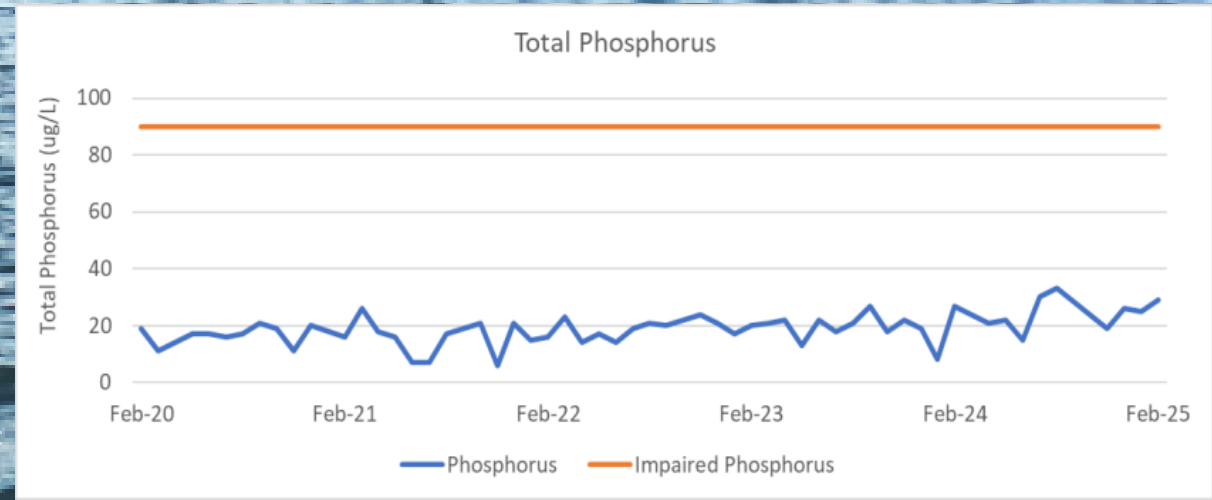
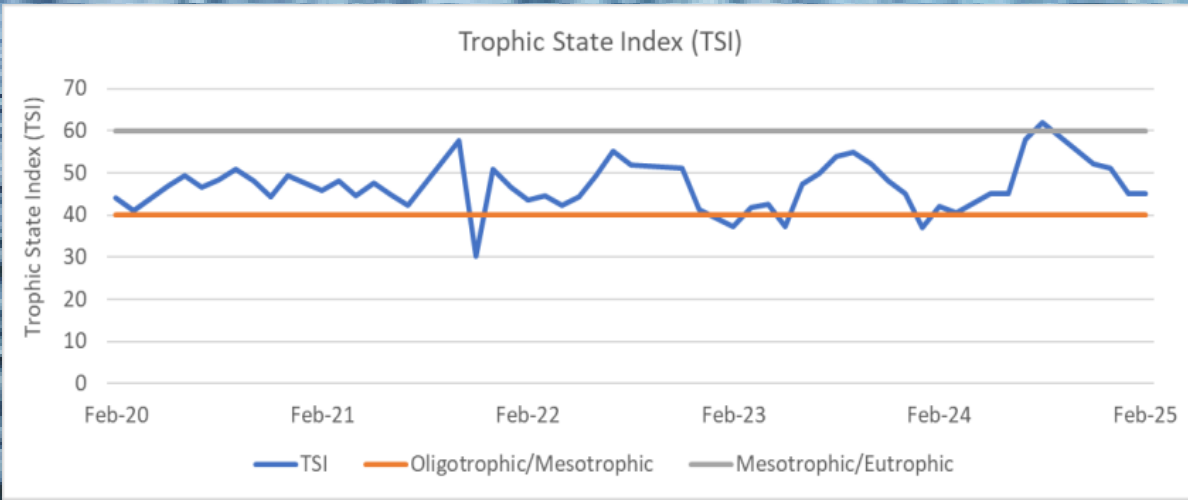
# Lake Osceola



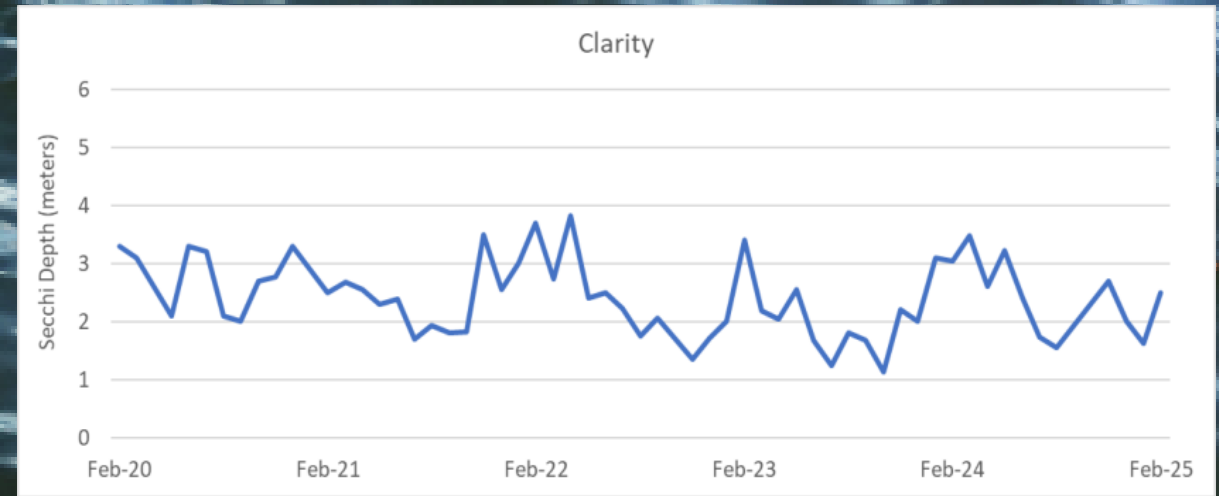
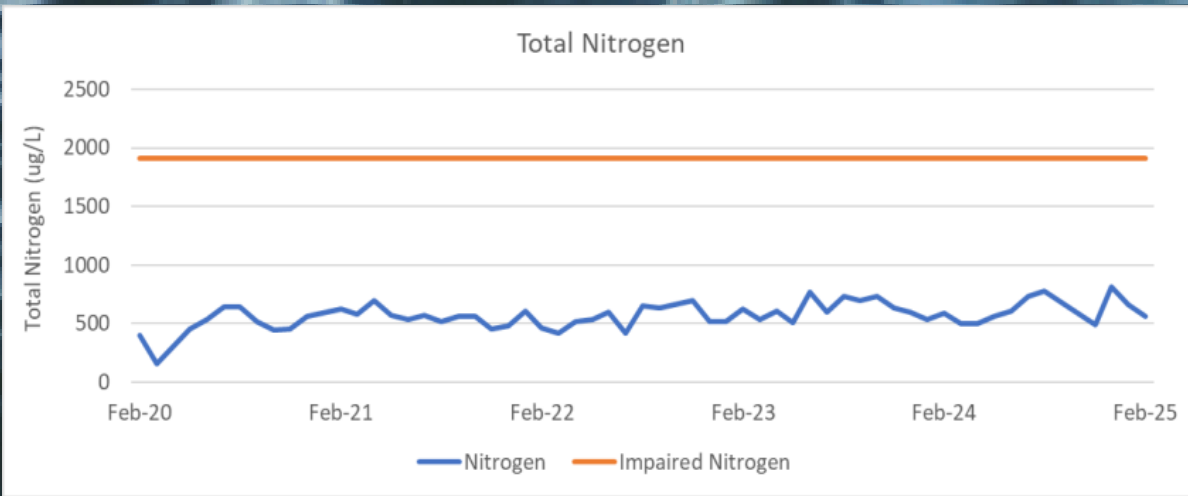
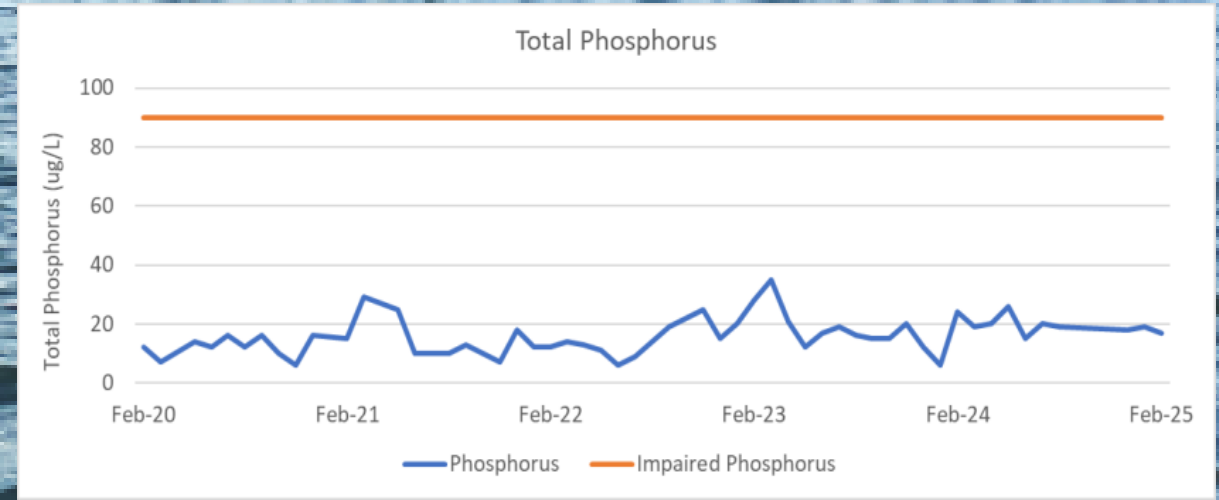
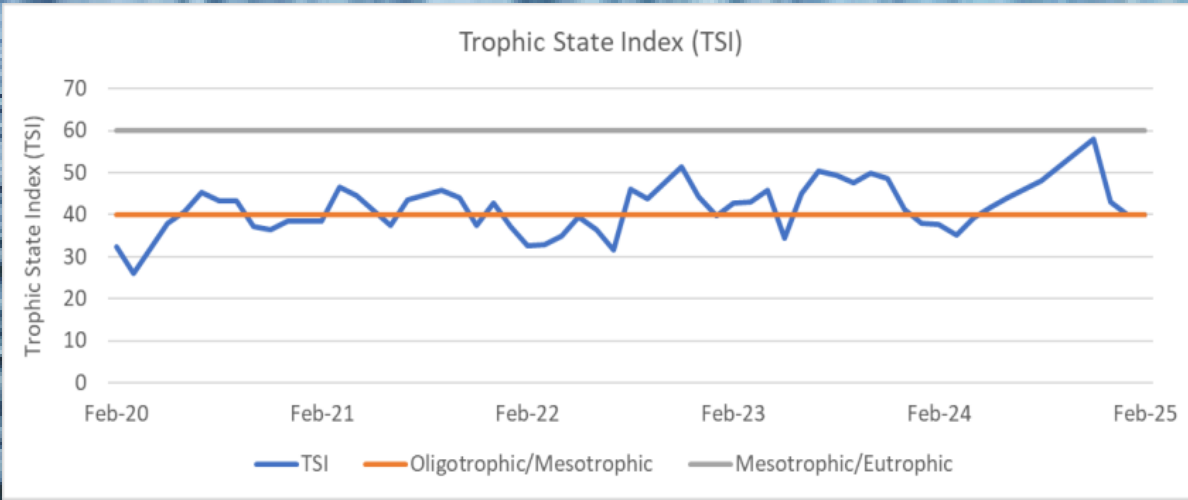
# Lake Mizell



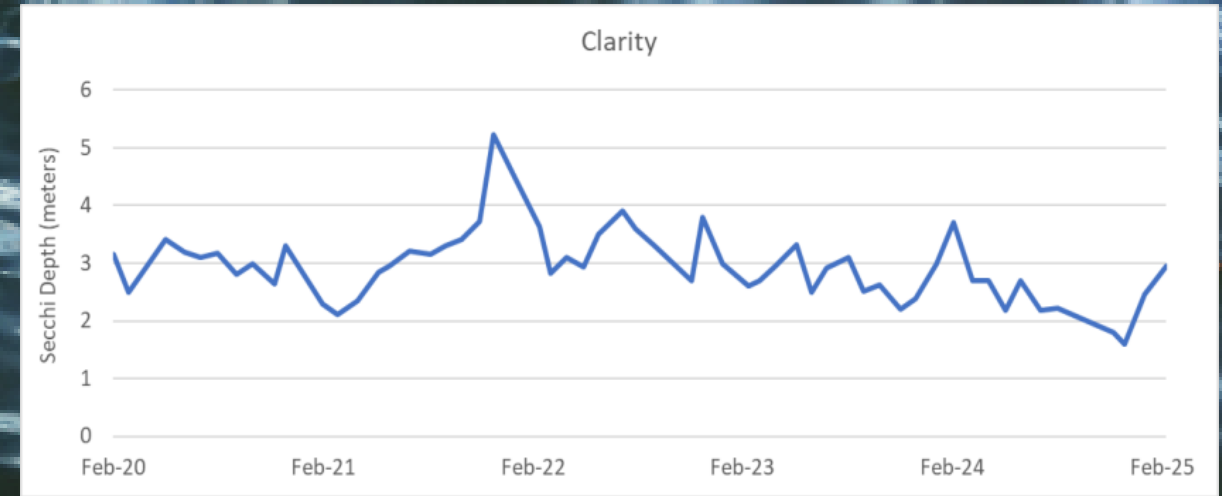
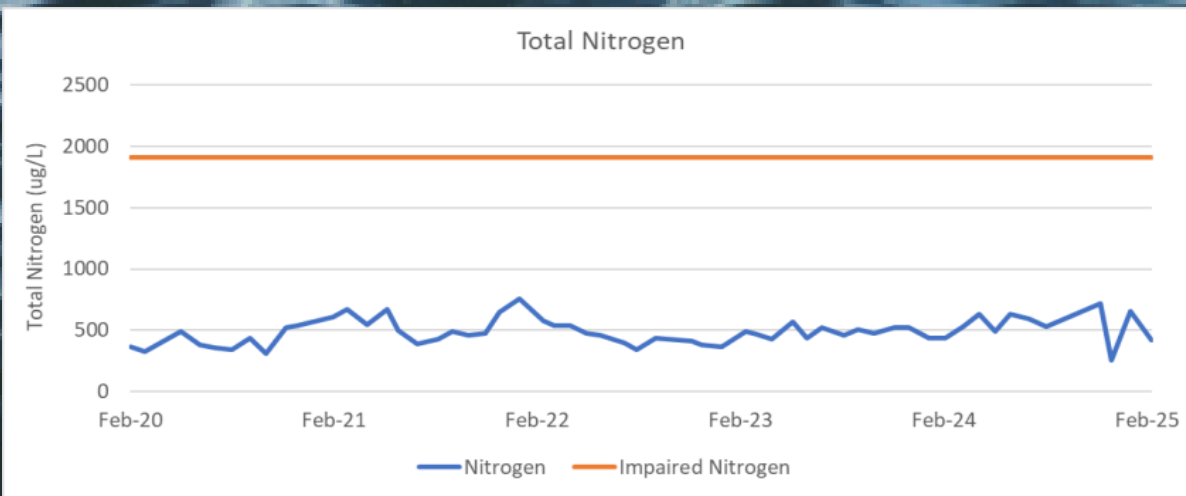
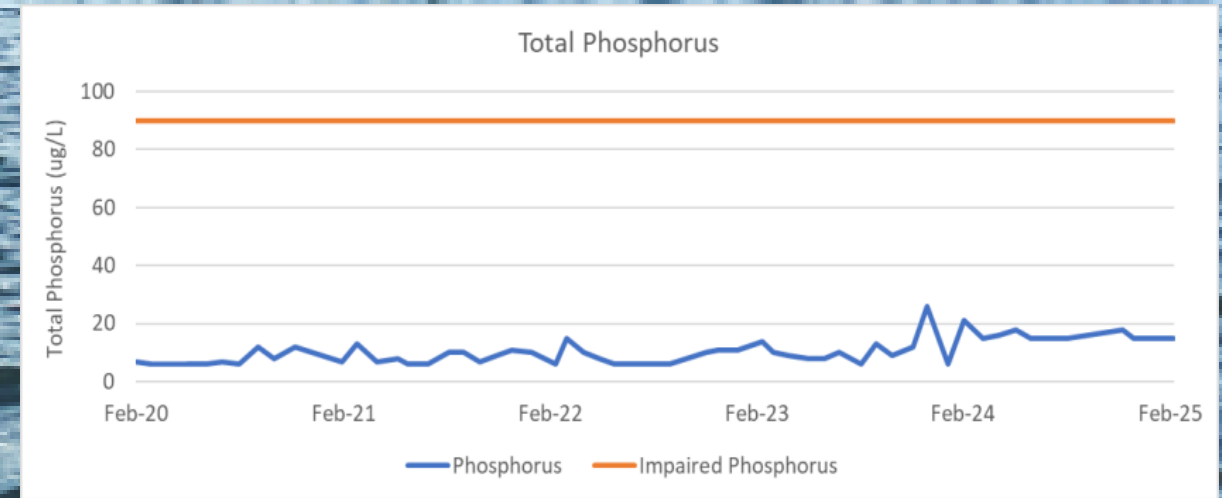
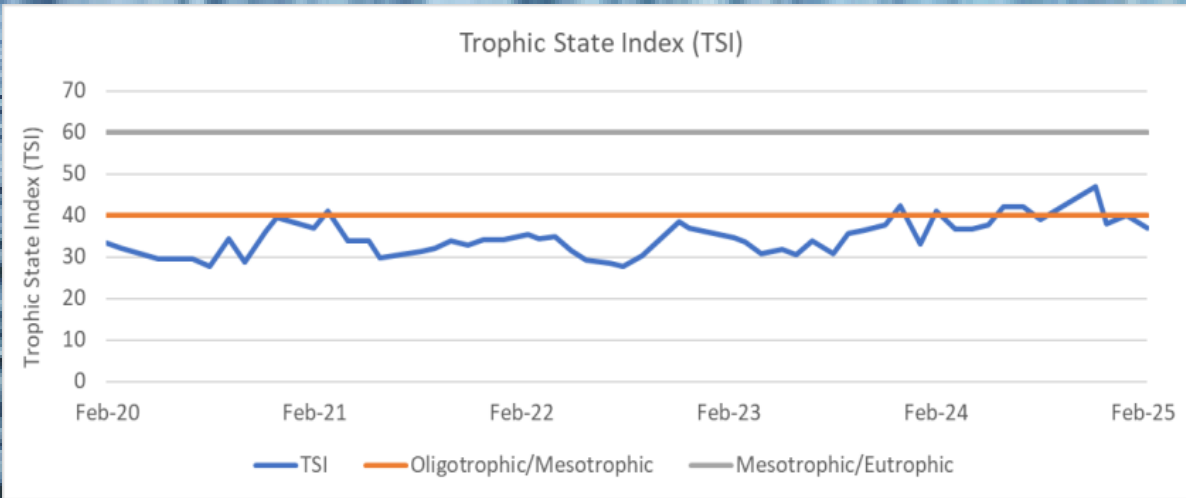
# Lake Sue



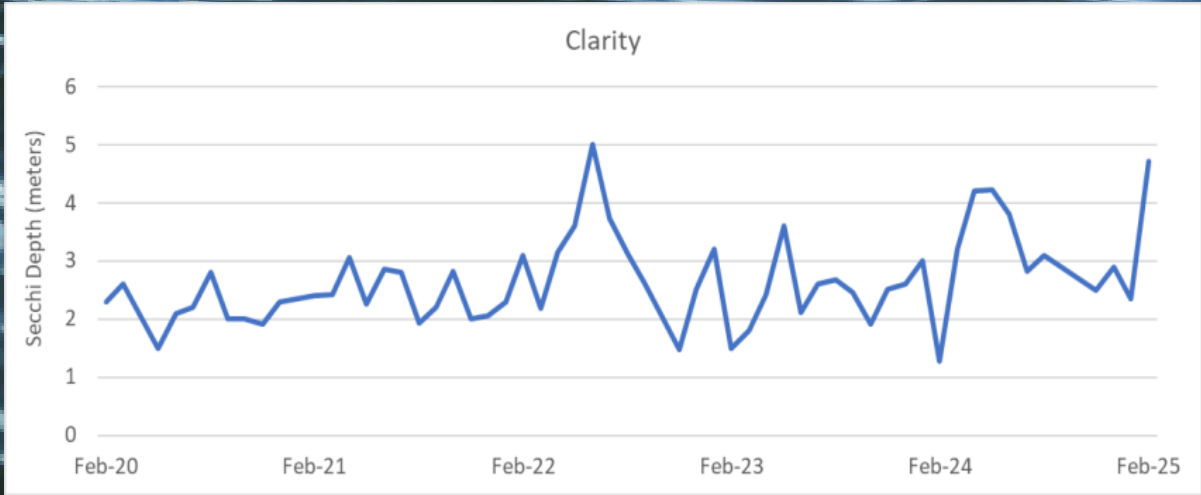
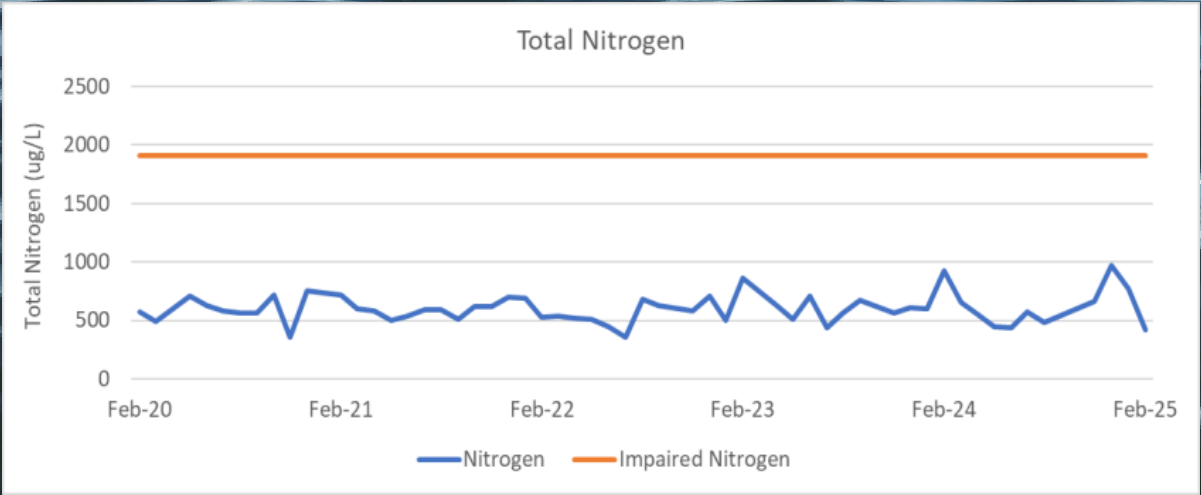
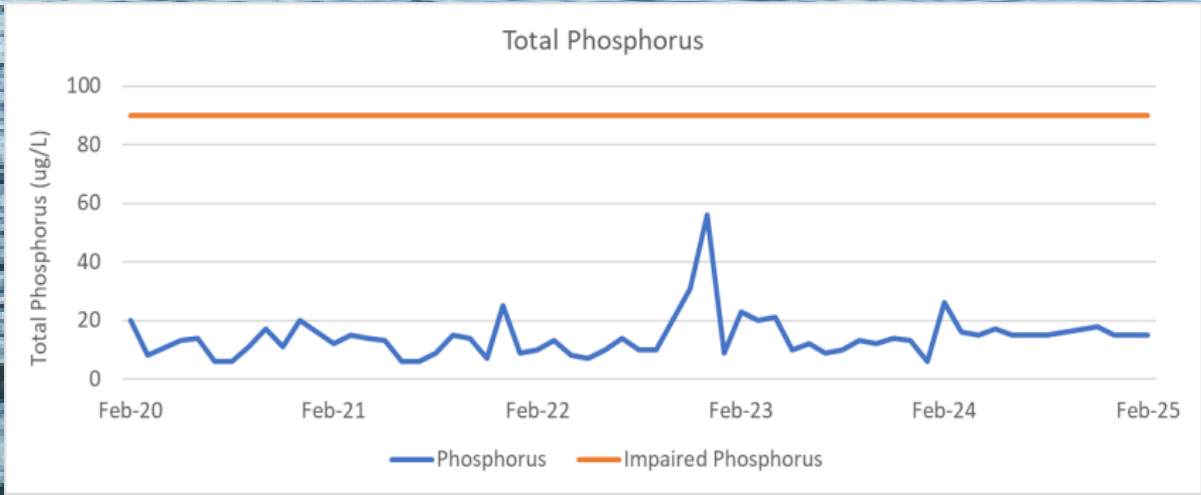
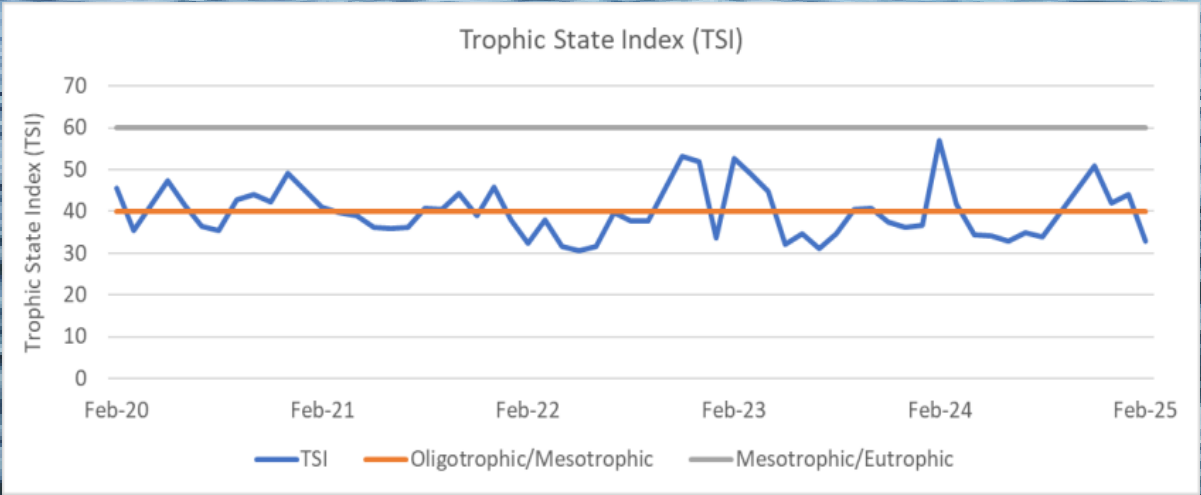
# Lake Berry



# Lake Killarney



# Lake Baldwin



# Plant of the Month

## Maidencane (*Panicum hemitomon*)

<https://plant-directory.ifas.ufl.edu/plant-directory/> Photos: v

v Winter Park Photo

Graves Lovell, Alabama Department of Conservation and Natural Resources, Bugwood.org v



5400548

Maidencane  
*Panicum hemitomon*  
Photo by Ann Murray  
© 2001 University of Florida

# Plant of the Month

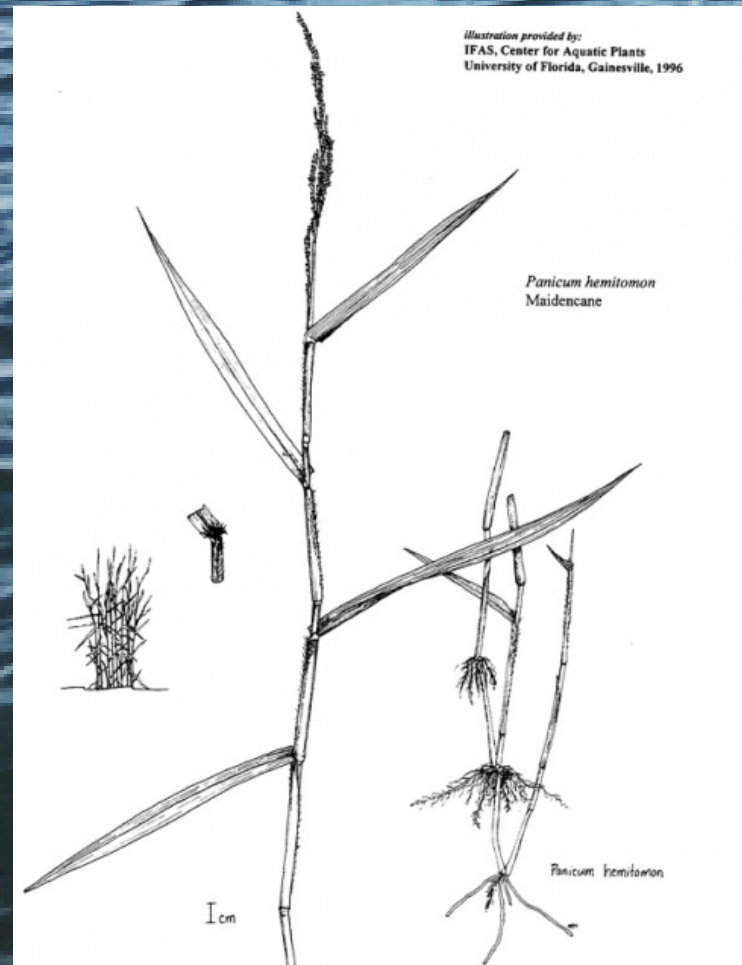
## Maidencane (*Panicum hemitomon*)

### Native to North America

**Characteristics:** A rooted emergent aquatic grass that grows in water and wet soils. Leaf blades can get up to 13 inches long. The inflorescence is a closed panicle spike. It spreads via its rhizomes, seeds, and when fragmentation occurs at the node, roots can grow in wet soil. It can have hairs along the stem but can also be hairless.

### Intriguing Facts:

- Considered to be an excellent source of hay at a young age.
- Seeds produced provide food to many birds
- Maidencane is sometimes confused with: Torpedo grass, Para grass, and American Cupscale grass.
- Rhizomes help in shoreline stabilization



# Hurricane Preparedness 2025



## Hurricane Preparedness: 2025 Season

Dept of Natural Resources & Sustainability

- Multiple labs on standby-by ready to receive lake samples. (Completed)
- Coordinate with Water/Waste Water lab to ensure coverage in the event of scheduled PTO
- High water elevation closure: >66.1 ft (NAVD 88) (Established Elevation)
- Installed closure gates to ramp and parking at Dinky Dot Park

## Hardening for Future Storms

- Provide advance alert notifications for potential impacts to high-risk areas (i.e. flooded areas, Special Flood Hazzard Areas)
- Vulnerability Assessment Study: Provides modeling for 100/500 year storms identifying vulnerable critical infrastructure
- Assist Public Works with stormwater modeling efforts city-wide

# Hurricane Preparedness 2025



## CITY OF WINTER PARK \*INTERIM PLAN\* ADAPTIVE FLOOD MANAGEMENT GUIDE OCTOBER 2023

In May of 2023, the National Hurricane Center (NHC) changed its Tropical Weather Outlook notification from five-days to seven-days. The NHC extended the outlook due to technological advancements with satellites and modeling stating that seven-day forecasts are just as reliable as the five-day forecasts.

With this technological development, daily active management of lake levels within the City of Winter Park will occur upon issuance by the National Hurricane Center (NHC) that tropical activity has been identified for the new Seven-Day Outlook. Protocols and procedures will further be enacted when the NHC's projected cone touches the Central Florida Region as defined below, whereby the active management of lowering lake levels will occur according to the sp guide. In addition, annual notification to the Florida Department of Environment in writing, is required for implementing drain well activities. City Managers may override flood management policy if circumstances dictate doing so. Any the reasoning, shall be documented in writing.



## NATURAL RESOURCES & SUSTAINABILITY DEPARTMENT CHECKLIST

This guide was developed in collaboration with the Lakes & Waterways and Boards to empower the City's professional staff on adaptive lake management.

### Seven-Day Outlook:



### Example of Storm Activating Central Florida



During National Hurricane Season, June 1<sup>st</sup> to November 30<sup>th</sup>, the Lake Bell top weir board will be removed.

168 hours (7 days) prior to storm at any time of the year

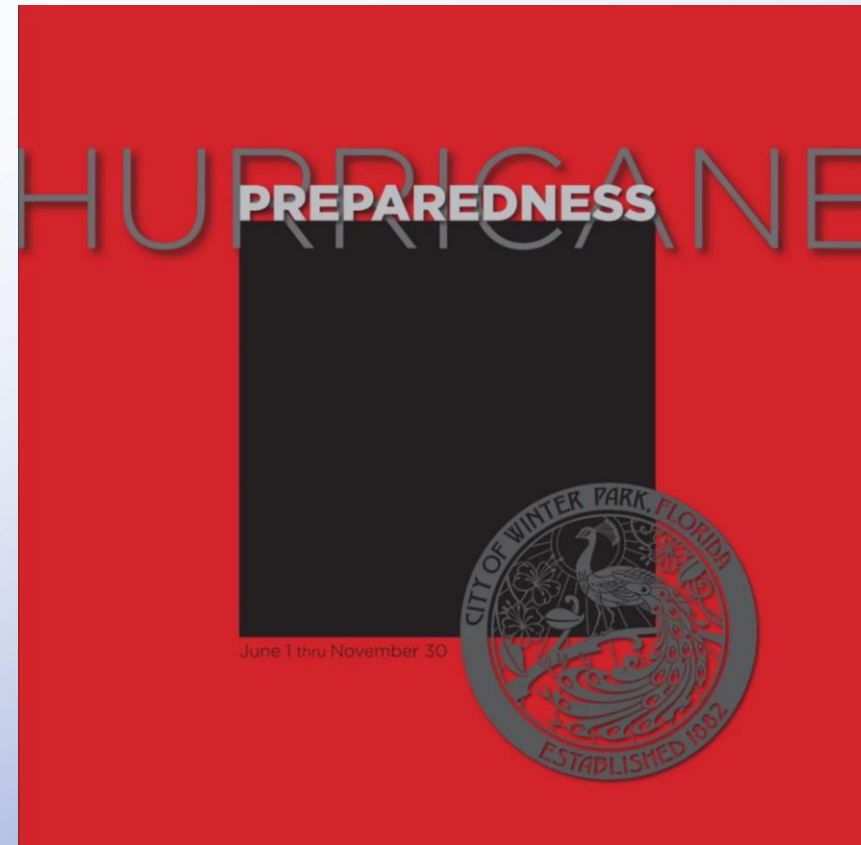
- Monitor storm models via National Hurricane Center's (NHC) Seven-Day Tropical Weather Outlook.
- Refer to established protocol under City of Winter Park's Flood Management Guide.
  - Lower lake elevations, where permissible.
  - Lake Killarney's six drain well risers and Lake Bell top weir board will all be removed in advance whereby the track issued by the National Hurricane Center cone touches the Central Florida region and replace when storm is no longer a threat.

120 hours (5 days) prior to storm

- Monitor storm models.
- Provide staff with tracking sheets for manpower hours and equipment usage for Federal Emergency Management Agency (FEMA) records.
- Notify laboratory of potential lake sample submittals. Coordinate with water & wastewater laboratory manager.
- Inspect control and outflow structures located on the lakes, including leaf trap devices; maintain free and clear of debris.

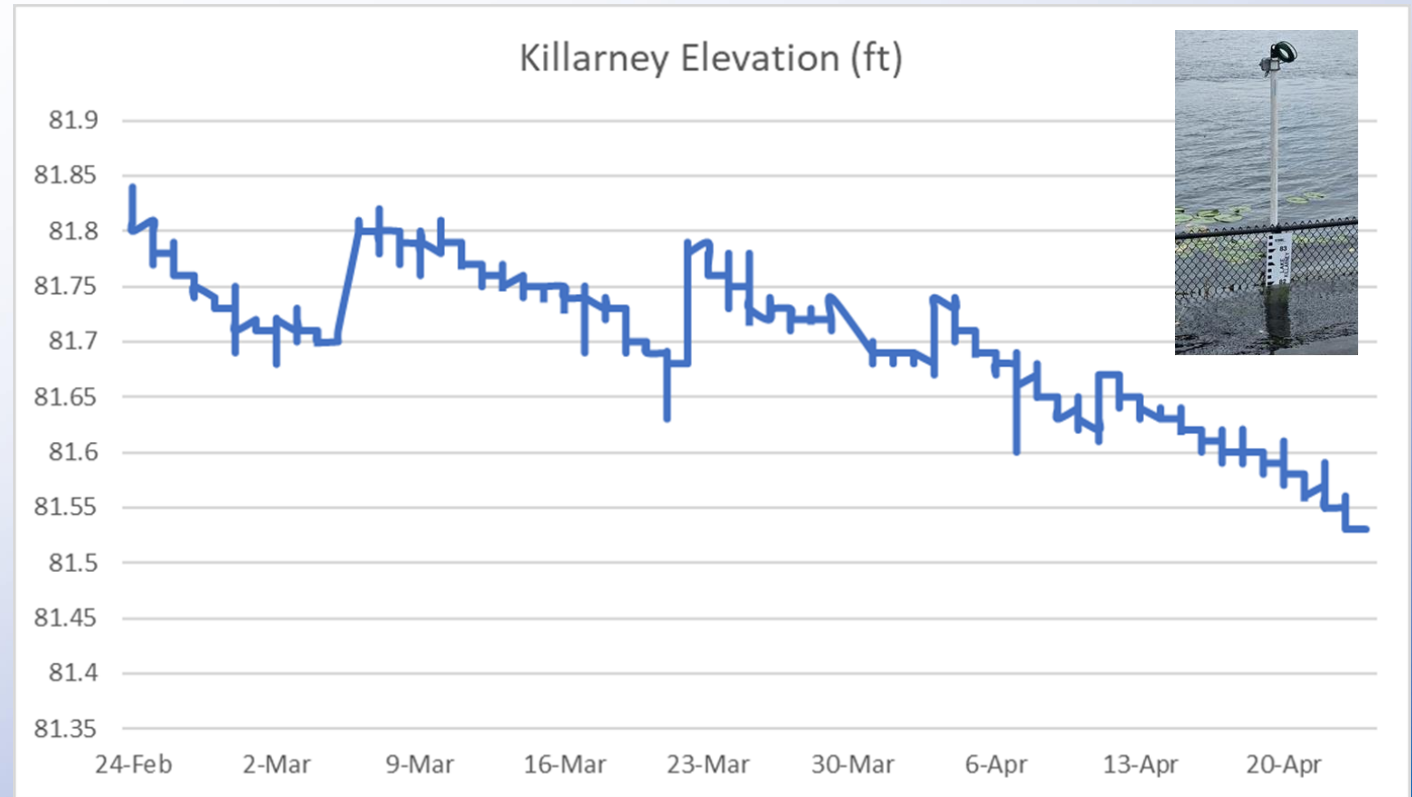
72 hours (3 days) prior to storm

- Inspect all weirs and grass carp barriers including the ones located downstream of lakes Bell, Killarney, Berry and Maitland; maintain free and clear of debris.
- Inspect culvert box under bridges at Temple, Sterling and Pennsylvania to ensure free and clear of debris.

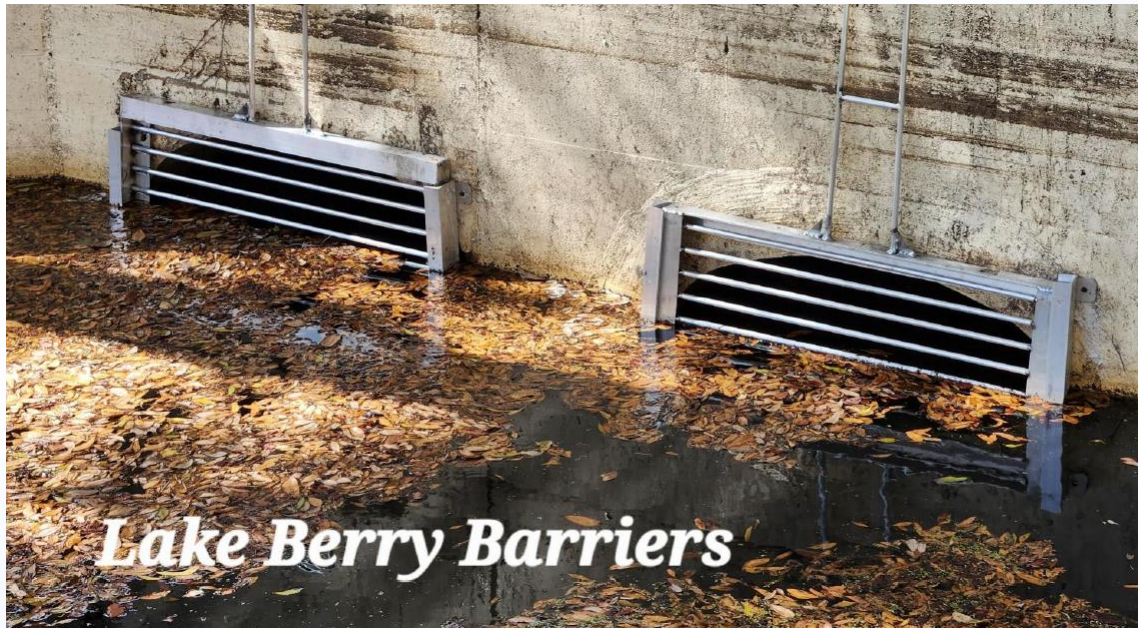


[https://issuu.com/cityofwinterpark/docs/hurricane\\_preparedness\\_guide?e=7314878/63055860](https://issuu.com/cityofwinterpark/docs/hurricane_preparedness_guide?e=7314878/63055860)

# Telemetry Lake Elevation



# Retractable Grass Carp Barriers



*Lake Berry Barriers*



*Lake Bell Barrier*

# NRCS- Major Outfalls



# NRCS- Major Outfalls



# NRCS- Major Outfalls



# NRCS- Minor Outfalls



# NRCS- Weir Repairs



Lk Bell



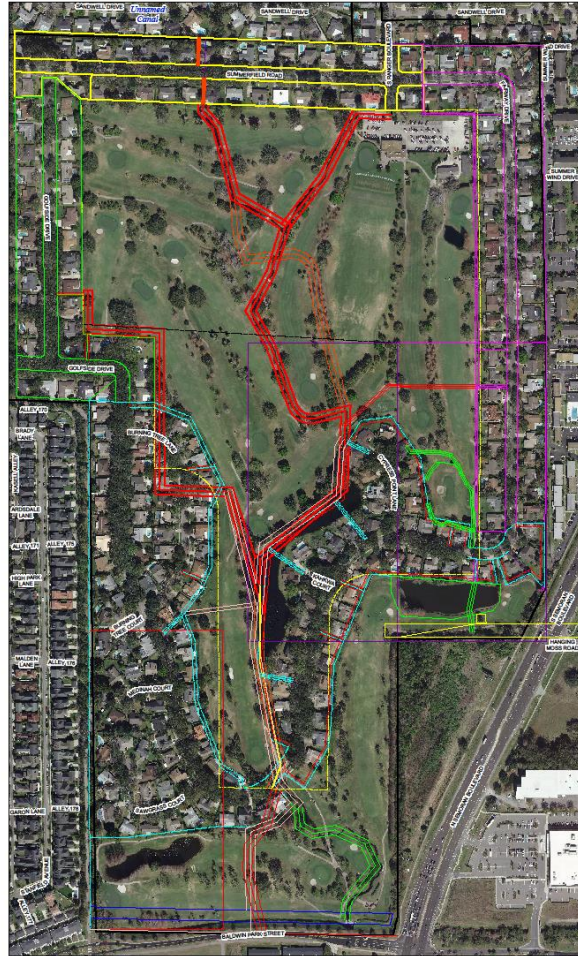
Howell Creek



# NRCS- Regional Stormwater Pond



# NRCS- WP18 Flood Mitigation



# NRCS – Howell Creek Stabilization

<https://cityofwinterpark.org/government/projects/howell-creek-stabilization-project/>



# NRCS – Howell Creek Stabilization



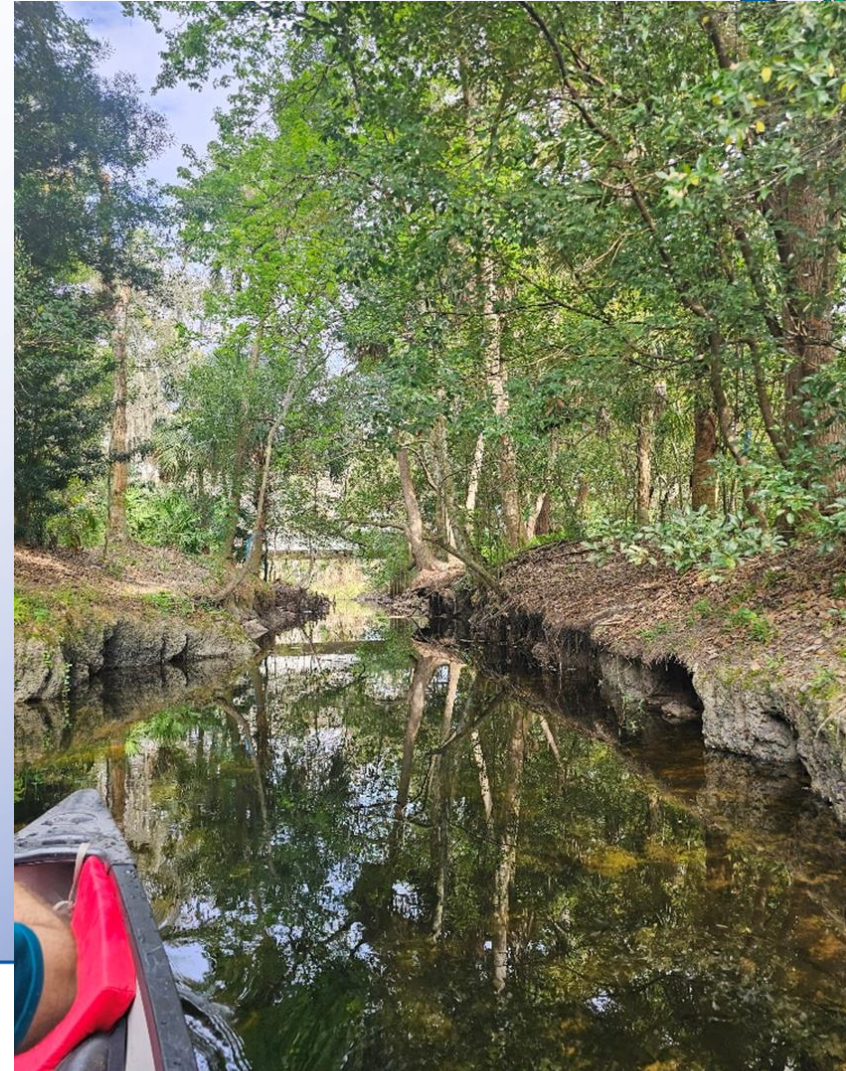
<https://cityofwinterpark.org/government/projects/howell-creek-stabilization-project/>



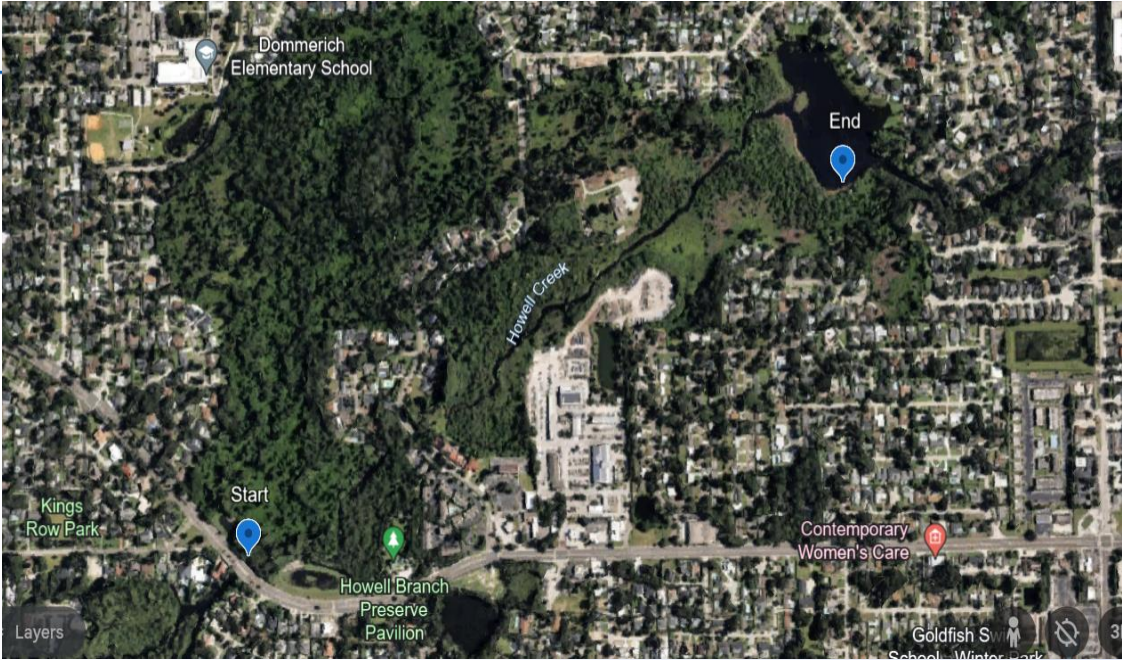
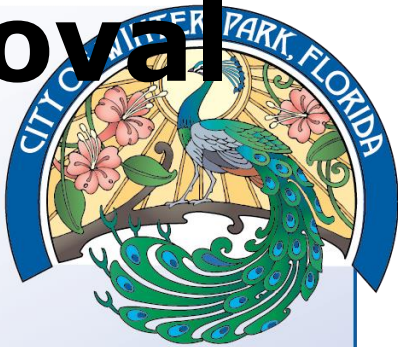
# NRCS – Howell Creek Stabilization



<https://cityofwinterpark.org/government/projects/howell-creek-stabilization-project/>



# NRCS – Howell Creek Debris Removal



Debris



Felled Trees



# Howell Creek Education



# SJRWMD- Basin Coordination





# CITY OF WINTER PARK

## \*~~INTERIM PLAN~~\*

# ADAPTIVE FLOOD MANAGEMENT GUIDE

Adopted OCTOBER 2023

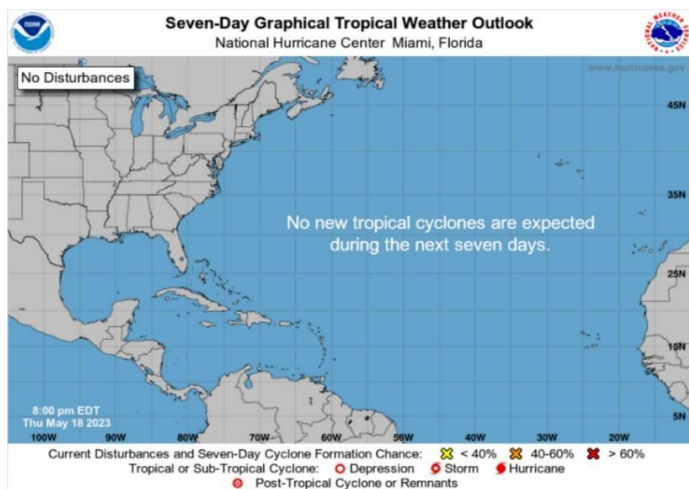
Revised MAY 2025

In May of 2023, the National Hurricane Center (NHC) changed its Tropical Weather Outlook notification from five-days to seven-days. The NHC extended the outlook due to technological advancements with satellites and modeling stating that seven-day forecasts are just as reliable as the five-day forecasts.

With this technological development, daily active management of lake levels within the City of Winter Park will occur upon issuance by the National Hurricane Center (NHC) that tropical activity has been identified for the new Seven-Day Outlook. Protocols and procedures will further be enacted when the NHC’s projected cone touches the Central Florida Region as defined below, whereby the active management of lowering lake levels will occur according to the specifies found within this guide. In addition, annual notification to the Florida Department of Environmental Protection (FDEP), in writing, is required for implementing drain well activities. City Manager has the authority to override flood management policy if circumstances dictate doing so. Any such override, including the reasoning, shall be documented in writing.

This guide was developed in collaboration with the Lakes & Waterways and Lake Killarney Advisory Boards to empower the City’s professional staff on adaptive lake management decisions.

### Seven-Day Outlook:



### Example of Storm Cone, Containing Path Activating Central Florida Region:



## Central Florida Region Defined:



The Central Florida Region includes the Orlando metropolitan area (Orange, Lake, Osceola, and Seminole Counties), and Sumter, Polk counties in the interior, Citrus, Hernando, Hillsborough, Pasco, and Pinellas counties on the west coast and Volusia and Brevard Counties on the east coast.

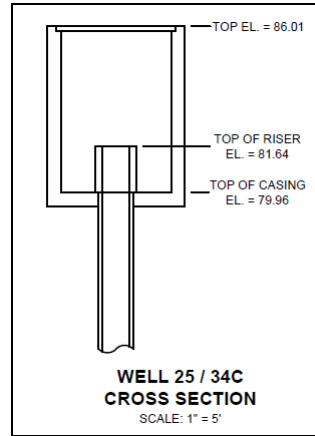
### Active Lake Level Alteration Activities- City Wide Specifics

- Remove the six risers from the drain wells on Lake Killarney
- Open valve to the MLK Pond drain well
- Remove top weir board on Lake Bell
- Open gate on the Winter Park Racquet Club Pond outfall
- Check valves (2) are [closed and](#) operational at WP18 golf course
- Remove all retractable grass carp fence barriers
- Inspect all drain well intakes maintaining free and clear of debris
- Issue lake closure protocol for the Chain of Lakes at elevation of 66.1 ft.

### Active and Adaptive Management of Lake Levels- Lakes Killarney and Lake Bell [Interim Plan](#) (~~Until the West Basin Study is Complete~~)

1. City will monitor lake elevation levels on Lake Killarney and Lake Bell on a daily basis, during hurricane season, June 1<sup>st</sup> to November 30<sup>th</sup>, via Smart Technology utilizing telemetry elevation gauges. These gauges can be accessed remotely and provide an alert notification should the elevation stage higher than desired due to an intermittent storm. Staff will not solely rely on the device but will routinely inspect and log field data.
2. During hurricane season, June 1<sup>st</sup> to November 30<sup>th</sup>, the top weir board for Lake Bell will be removed and be replaced after hurricane season. Desired lake elevation management requires analysis through a basin drainage study.
3. Removal of the six drain well risers will be enacted when the NHC projected storm cone touches the Central Florida Region (defined above). If the approaching storm turns, the risers will be reinstalled as soon as the storm threat is over.
4. City will maintain and clean drain well intakes, collection boxes and traps, and manage street cleaning services especially during hurricane season.
5. A secured email will be provided to the Lake Killarney Board to report **non-emergency** related activities. Otherwise, follow standard emergency response by dialing 911.

## Lake Killarney Drain Well Specifications:



- Without risers on the drain wells, Lake Killarney lowers 0.1-0.2 ft per day.
- The top of each riser is on average 81.66 ft, the top of each drain well casing is on average 80.0 ft, the weir to Lake Gem discharges at 82.7 ft.



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# NATURAL RESOURCES & SUSTAINABILITY DEPARTMENT CHECKLIST

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During National Hurricane Season, June 1<sup>st</sup> to November 30<sup>th</sup>, the Lake Bell top weir board will be removed.

## 168 hours (7 days) prior to storm at any time of the year

- Monitor storm models via National Hurricane Center's (NHC) Seven-Day Tropical Weather Outlook.
- Refer to established protocol under City of Winter Park's Flood Management Guide.
  - Lower lake elevations, where permissible.
  - Lake Killarney's six drain well risers and Lake Bell top weir board will all be removed in advance whereby the track issued by the National Hurricane Center cone touches the Central Florida region and replace when storm is no longer a threat.

## 120 hours (5 days) prior to storm

- Monitor storm models.
- Provide staff with tracking sheets for manpower hours and equipment usage for Federal Emergency Management Agency (FEMA) records.
- Notify laboratory of potential lake sample submittals. Coordinate with water & wastewater laboratory manager.
- Inspect control and outflow structures located on the lakes, including leaf trap devices; maintain free and clear of debris.

## 72 hours (3 days) prior to storm

- Inspect all weirs and grass carp barriers including the ones located downstream of lakes Bell, Killarney, Berry and Maitland; maintain free and clear of debris.
- Inspect culvert box under bridges at Temple, Sterling and Pennsylvania to ensure free and clear of debris.
- Inspect drain well intake structures on Lake Killarney and all land locked lakes (Knowles, Spier, Forest, Midget, as well as the Seminole County drain well on N. Lakemont Avenue); maintain free and clear of debris.
- Inspect canals within the Chain of Lakes and Howell Creek, upstream of Lake Virginia, and downstream of the Howell Branch weir.
- Coordinate solid waste services messaging with Communications Department and Assistant City Manager.
- Coordinate with Urban Forestry on contracted vendor for felled tree services in creeks/conveyances.

## 48 hours (2 days) prior to storm

- Meet with staff to go over responsibilities and verify contact information.
- Prioritize every day departmental functions.
- Remove MLK, Jr. Park drain well and Winter Park Racquet Club pond outfall board.
- Prepare and secure equipment and PPE:
  - All boats, vehicles, and gas cans filled
  - Clean and remove all debris from work vehicles
  - Clamshell ready and operational
  - Secure barges at Kraft Gardens
  - Move all Lakes Division supplies into boathouse or break room area (buoys, etc.)
  - Test all chainsaws and make sure that PPE is in good condition
  - Each driver with PPE in work vehicle

## 24 hours (1 day) prior to storm

- Remove retractable grass carp barriers at lakes Bell and Berry.
- Meet with staff to go over final details data assessment.
- Prioritize every day departmental functions.

## During the storm

- Natural Resources & Sustainability is not classified as a first responder and does not have a role at EOC. Staff to remain in a safe location.
- All Lakes Division staff and department director will commence damage assessment when deemed safe. Office staff to service phone lines and emails. Sustainability Division staff to service phone lines and emails, assisting in solid waste communications or be assigned as required.
- Establish communication with damage assessment team with deployment time and locations.

## Immediately after the storm when conditions are safe

- Damage assessment team deployed to inspect all conveyances, outfalls, weirs, drain wells and high-risk areas (i.e. Special Flood Hazard Area- SFHA). Clear immediate hazards.
- Collector app utilized to document environmental damages. Include photos.
- Track manpower hours and equipment usage for FEMA records.
- Implement lake closures: Chain of Lake elevation closure at >66.1 ft (NAVD 88).
- Monitor and record lake elevations. Report anomalies to Public Works Department.

## Days/weeks after the storm

- Post-storm environmental/water quality monitoring including environmental assets.
- Report damage assessment for state assistance and grant submittals; such as Natural Resources Conservation Service (NRCS).
- Grass carp barriers re-installed when conditions are favorable.
- Coordinate teams with Urban Forestry to recover fallen trees in waterways noted in damage assessments.
- Perform continual monitoring and messaging related to lake hazards:

- Recreational use of lakes will be allowed once it is determined that safe boating activities can resume without potential damage to private property or the danger of colliding with submerged storm debris.
- Effective communications with lake patrons, both residential and commercial, related to lake closures; dock safety warnings with submerged electrical components; submerged hazards warning; and lake contamination warnings.
- Perform continual monitoring and messaging related to lake elevations-reinstate drain wells and weir closures, when appropriate.
- Refer to established policy: Flood Management Guide.



# PUBLIC WORKS DEPARTMENT STREETS DIVISION CHECKLIST

## Off season preparations

- Conduct quarterly meetings with directors, supervisors, crew chiefs, and all staff to review the following:
  - Written hurricane preparedness procedures and where to locate the document.
  - Team members list including updated phone numbers to be activated during Emergency Operations Center (EOC) operations. There must be two separate teams listed for relief following the initial 24-hour period.
  - Equipment list to be used during EOC operation. Equipment list to include ~~to~~ but limited trucks, loaders, generators, barricades and sand bagger.
  - Coordinate with the city's procurement division to secure vendors for additional bypass pumps, vacuum trucks, loaders and generators on an as-needed basis.
- Be sure to have all proper and updated forms for reporting staff's storm response activities.
  - All streets infrastructure to be inspected and maintained on predetermined schedules. The following items must be maintained year-round in proper functioning condition.
    - Storm sewer inlets, pipes, treatment structures, and outfalls
    - Traffic signals and signs
    - Street ~~sweepings~~sweepers

## 168 hours (7 days) prior to storm

- Monitor storm models via National Hurricane Center's (NHC) Seven-Day Tropical Weather Outlook.
- Refer to established protocol under City of Winter Park's Flood Management Guide.
  - Lower lake elevations, where permissible.
  - Lake Killarney drain well riser and Lake Bell top weir board will be removed in advance whereby the track issued by the National Hurricane Center cone touches the Central Florida region and replace when storm is no longer a threat.

## 72 hours to 48 hours (3-2 days) prior to storm

- Test all equipment for proper working order.
  - Make sure all equipment gas tanks are filled and batteries are charged.
  - Generators used for supplying power to traffic signals to be tested and filled with gas.
  - Have additional gas cans filled.
- Prepare sandbagging operations site.
  - Decide with city management on an appropriate location and coordinate with the Communication Department to prepare a map, distribution schedules and notifications.
  - Mobilize sand, bags and equipment to the location.
  - Each household will be provided eight bags with proper proof of residency unless otherwise directed by city management.
  - Prepare coordination with the police department for ID verification and traffic control.

- Increase levels of storm sewer cleaning and street sweeping operations.
- Verify schedules for both teams to begin the overnight and relief shifts.
- Hold a procedure and general safety meeting with both teams before the EOC activation.

## 24 hours (1 day) prior to storm

- Stop all city and private construction activities and secure sites from any potential erosion and/or wind damage.
- Mobilize and stage all heavy equipment to strategic locations to be used throughout the city.
  - NW Area - Public Safety Facility (500 N. Virginia Ave.)
  - SE Area - Fire Station #62 (300 S. Lakemont Ave.)
  - SW Area - City Lot (1210 Palmetto Ave.)
  - NE Area - City Operations Center (1409 Howell Branch Road)
- Share [both teams' member's team member](#) names and contact numbers with the Public Works Director and Assistant Director.
- Prepare sleeping arrangements and purchase food for the overnight shift team.
- Verify all equipment is ready in place with full tanks of gas.
- Load and secure barricades on trucks to be dispatched.

## During the storm

- Stay safe inside until EOC managers clear the city staff for response activities.

## Immediately after the storm when conditions are safe

- Assist police and fire departments to clear streets for emergency response.
- Assist the [eElectric](#) and [Wwater](#) & [Wwastewater](#) [Dd](#)epartments clearing streets to perform their response and repair activities.
- Setup closures and barricade off flooded and obstructed streets and roadways.
- Inspect all signalized intersections for functionality and perform repairs as needed. Repairs requiring a bucket truck can only take place when winds diminish to 30mph or less.
- Clear all storm drains from obstructions to ensure proper drainage.
- Assist the city's Urban Forestry Division with downed tree removals.
- Begin assisting the Natural Resources & Sustainability Department with monitoring of the water levels in the city's lakes and ponds.
- Setup bypass pumping operations on lakes and/or ponds reaching higher levels which potentially could flood surrounding structures/homes.
- Barricade or cone off any potholes which could cause damage to vehicles.

## Days/weeks after the storm

- Continue streets clearing and debris removal and storm drain clearing for proper drainage.
- Assess any potholes locations for storm pipe failures and schedule necessary repairs.
- Continue monitoring water levels in lakes and ponds and add or relocate bypass pumping activities accordingly.



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# CIP PROJECT CONSIDERATIONS & STUDIES FOR STORM RESILIENCY

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The flood elevation in the Winter Park Chain of Lakes is controlled by a weir located on the north side of Lake Maitland at Howell Branch Road. The control elevation for the chain of lakes was studied for a Letter of Map Revision (LOMR) in 2009. The SJRWMD confirmed that the current control elevation of 66.18 ft was best for all communities upstream and downstream and it was not to be adjusted.

The following is a suggested list that should be updated regularly and as funding allows:

- Consider increasing the volume of the MLK Pond and lowering the surrounding neighborhood flood stage
  - a. A flood study was performed in 2020 for the Community Redevelopment Agency (CRA) watershed basin by Geosyntec. This study provided four alternatives for increasing volume in the MLK Pond
    - i. Alt 1 - Exfiltration Basin
      - 1. Decrease in peak stage: 0.26 ft
      - 2. Estimated cost: \$6,516,021
    - ii. Alt 2 - New interconnect to Lake Rose
      - 1. Decrease in peak stage: 0.05 ft
      - 2. Estimated cost: \$172,378
    - iii. Alt 3 - Exfiltration basin and interconnect to Lake Rose
      - 1. Decrease in peak stage: 0.2 ft
      - 2. Estimated cost: \$2,065,776
    - iv. Alt 4 - (COMPLETED) Relocating Killarney interconnect from Beachview Ave to intersection of Morse Blvd and Harper St
      - 1. Decrease in peak stage: 0.02 ft
      - 2. Estimated cost: \$35,830
  - b. Perform study to expand the overall footprint of the pond for more stormwater storage by strategically selecting park areas of lower usage
  - c. Consider partnering with private property owners near MLK to expand
- Develop 5-10 year CIPs for lake interconnections- perform hydraulic studies to determine feasibility and associated cost.
  - a. Lake Sylvan to Lake Mizell
  - b. Lake Grace to Lake Forest
  - c. Lake Chelton to Lake Sue
  - d. Lake Tuscany to Lake Temple to Howell Branch Pond
  - e. Lake Compton to Lake Spier
- Develop drainage study for Lake Killarney, Lake Bell and Lake Wilderness to address feasibility and cost for rerouting emergency stormwater overflow and evaluate weir elevations.

- Develop drainage study for Howell Creek Basin of Winter Park that includes the Chain of Lakes, Lake Sue, and Lake Berry.
- Develop drainage study for Little Econ Basin of Winter Park that includes Interlachen and WP18 (formally Winter Park Pines).
- Following FS 252.363 provision allowing to adjust/pump lake down during declared state of emergency, establish Memorandum of Understanding with SJRWMD for all potential drawdowns:

*Section 252.363 of the Florida Statutes provides that upon the declaration of a state of emergency, permits and other authorizations are tolled for the duration of the declaration, and that they may be extended automatically upon the exercise of the notice requirements of Section 252.363(1)(a) for an additional six months. The tolling and extension provisions apply to the expiration of:*

- a. Development orders issued by a local government*
- b. Building permits*
- c. Florida Department of Environmental Protection or water management district permits issued pursuant to Part IV of Chapter 373, Florida Statutes*

- Consider purchase of bypass pump(s) including floating intake attachment and suction and discharge hoses.
- Perform a survey to record lowest Finished Floor Elevation (FFE) for all City lakes.
- Consider installing auto-read lake level gauges with telemetry services for major City lakes.
- Consider installing additional weather stations with telemetry services within City limits.



# Lakes & Waterways Board

# agenda item 7.c

**item type**

Staff Updates

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Upcoming Events

- Fix It! Don't Pitch it! - September 6th 8am @ Winter Park Community Center
- Orange County Lake Killarney Advisory Board Meeting - September 11th 5pm @ Public Safety Building (500 N. Virginia Ave.)
- Paddleboard Cleanup - September 13th 9am @ Kraft Azalea/Lake Maitland

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

None



# Lakes & Waterways Board

# agenda item 7.d

**item type**

Staff Updates

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Stormwater Management Update

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

1. SW Update 7.25

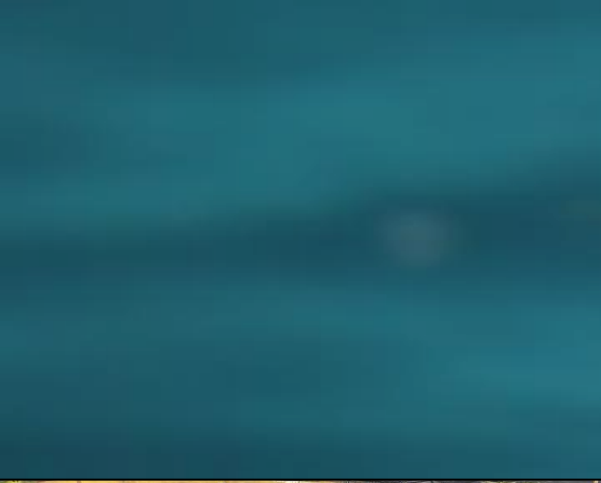
# Stormwater Staff Update

## Stormwater CIP – Fiscal Year 2025

CIP Title & Description	Original Year Funded	Current Balance	Status/Comments
<b>Drainage Improvements</b> - Recent years of unusually heavy rainfall events have revealed several substandard drainage conditions in various locations throughout the City.	Annually Funded	\$42,074	Several in-house drainage improvements projects for 2023-24 - <b>Completed</b> replacement of 70ft of 24 inch RCP crossing Joeline Court, and 120ft of 18 inch HDPE at the north end of Laurel Road. New inlet at Arbor Park Dr. <b>Ongoing</b> - Lake Knowles Cir/ Edgewater Ave Pipe Replacement.
			<b>Stormwater Outfall Dredging</b> - The City recently entered a new contract, dredging on several stormwater outfalls started in Aug 2023, and will continue as needed.
			<b>Upcoming</b>
			1600 Spruce Ave Pipe Replacement
			Shultz Ave Pipe Repair
			Cherokee Ave drainage improvements
<b>Seminole County Ditch Piping (along Arbor Park Dr) –</b> Drainage ditch behind the homes along Arbor Park Drive has a shared drainage basin with Seminole County. Funding is provided for the design and construction to pipe the ditch.	2016	\$533,900	The Interlocal Agreement was approved by the City Commission and by the Seminole County Commission. 60% plans completed and submitted to Seminole County. Permit exemption documents are being prepared. Estimated start date August.
<b>Stirling Bridge Replacement</b>	2024	\$17,243	Design is underway.
<b>Killarney Dr - Drainage &amp; Street Improvements</b>	2025	\$101,660	Combine failing outfalls into one outfall, includes new inlets. Construction is 30% complete. Estimated completion August 2025.
<b>Palmer Ave at Old England - Drainage Improvements-Phase 1</b>	2025	\$249,750	Replacement outfall at Old England Ave, north of Palmer Ave. Permit application has been submitted to SJRWMD. Permit received. Additional information is being prepared for SSL authorization.
<b>Mayflower - Drainage Ditches Dredging</b>	2025	\$120,000	Dredging of drainage ditches that begin at the Mayflower property to the north. To be paid by NRCS grant. Debris removal work has commenced.
<b>Lake Spier Drainwell</b>	2024	\$222,478	Both wells installed. Load testing will commence early July, and will be followed by the construction of the intake structure.

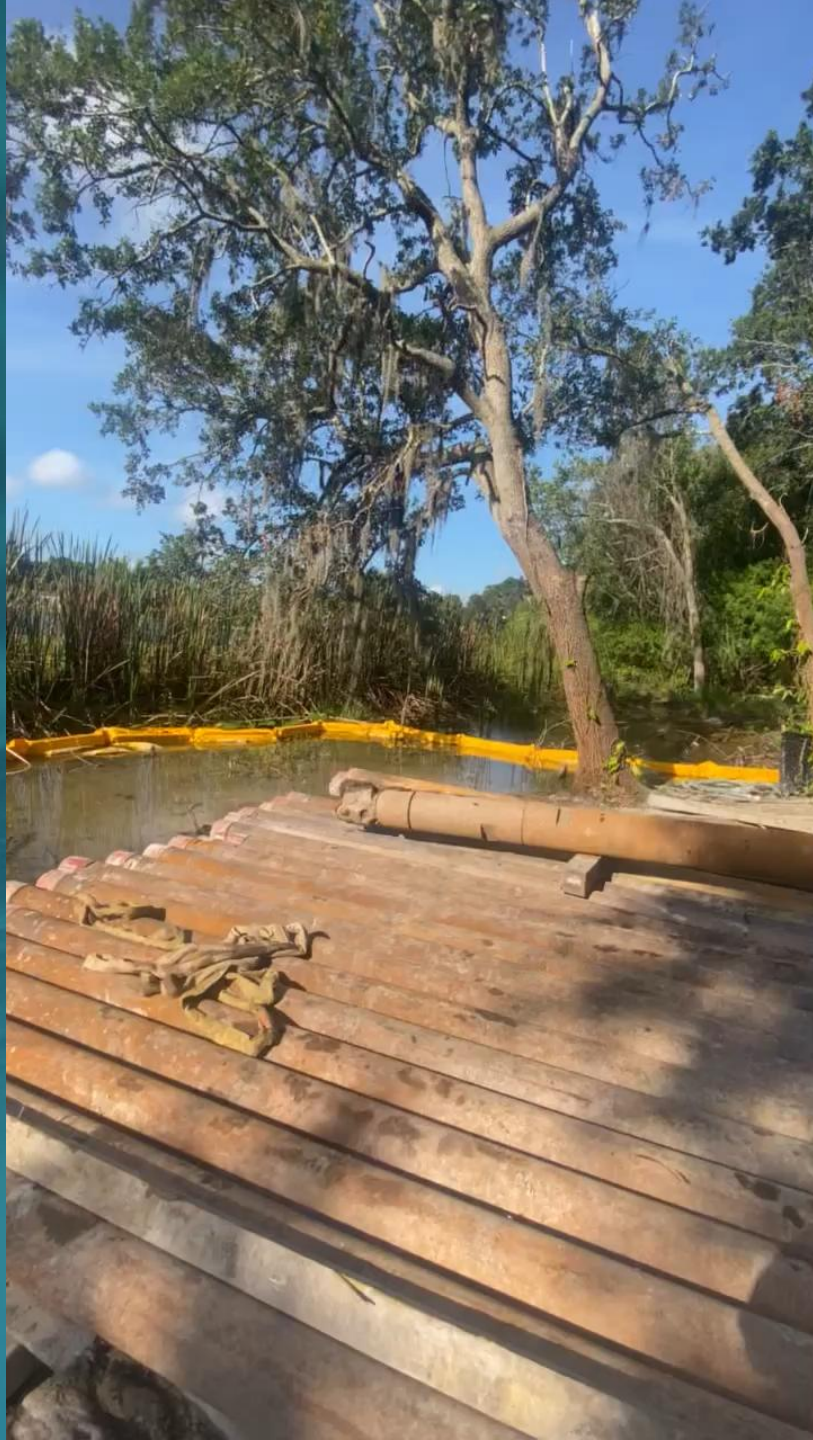
# Stormwater Staff Update

## Killarney Dr Drainage Improvement



# Stormwater Staff Update

## Lake Spier Drainwell Replacement





# Lakes & Waterways Board

# agenda item 8.a

**item type**

Board Comments

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Discussion of Public Comments Received

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

None



# Lakes & Waterways Board

# agenda item 9.a

**item type**

Upcoming Agenda Items

**meeting date**

July 8, 2025

**prepared by**

Victoria Tabor, Administrative Coordinator III

**approved by**

Victoria Tabor, Administrative Coordinator III

**subject**

Discussion of Upcoming Agenda Items

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

None