



City Commission Regular Meeting Minutes

October 22, 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 Warren Lindsey; City Manager Randy Knight; Assistant City Manager Michelle del Valle; City Attorney Kurt Ardaman 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 Trent Pope, Action Church

3. Pledge of Allegiance

4. Cultural Partner Presentation

a. Full Sail University

Vernon Rainwater, Full Sail Chief of Staff, showed a video highlighting Full Sail University's programs, projects and accomplishments.

5. Approval of Agenda

By consensus, Item 13d, request for Winter Park Racquet Club, was moved up on the agenda and heard after Item 11, Consent Agenda.

6. Mayor's Report

a. Proclamation - Week of the Family

Mayor DeCiccio read and presented the proclamation recognizing Week of the Family. Genean MacKinnon provided the history of the event and recognized the 2025 Paula Hawkins Champion of Children recipient Valerie Sidel.

Mayor DeCiccio thanked everyone who supported the city in its efforts during the Orange County redistricting process.

7. City Manager's Report

a. Introduction of "Winter Park Celebrates America 250"

Craig O'Neil, Assistant Director of Communications, gave a presentation on the America's 250th anniversary and outlined the scheduled events.

b. Additional items:

- Reported Lake Highland Preparatory School held a volunteer clean-up at Howell Branch Preserve.
- Asked about the commission's desire to participate in the Annual Boat Parade on December 13th. (Commission to report in the next meeting.)
- Advised that there was only one response to the ITN for Seven Oaks Park and, per policy, staff are rejecting that response and releasing the ITN.

8. City Attorney's Report

Attorney Ardaman reported the court has not ruled on the case relating to the palm tree on a Virginia Avenue property.

9. Non-Action Items

10. Public Comments | Heard after Item 13d

Dr. Kelly Semrad, Orange County District Commissioner, expressed her desire to increase communication with city representatives on issues specific to Winter Park. She addressed resident concerns about the coyote population and stated a community meeting with Florida Fish and Wildlife and Orange County Animal Services is being planned as well as educational sessions on living with coyotes.

11. Consent Agenda

- a. Approve the minutes of the regular meeting, October 8, 2025.
- b. Approve the following piggyback contracts:
 1. Cintas Corporation - OMNIA Partners/Prince William County Public Schools #R-BB-19002 - Facilities Management Products and Solutions; For the purchase and rental of mats, uniforms, and various facility maintenance products and services. Contract Term: Through October 31, 2027; Not to Exceed: \$275,000
 2. Stuart C. Irby Company - Orlando Utilities Commission (OUC) #4670 OQ - Padmount Switchgears; Request for additional funding for the purchase of padmount switchgears. Contract Term: Through January 1, 2026; Not to Exceed: \$700,000
 3. Osmose Utilities Services, Inc. - Florida Municipal Power Association (FMPA) #2020-200 - Inspection & Treatment of Electric Utility Wood Poles; For the inspection and treatment of wood utility poles throughout the City's electric distribution system. Contract Term: Through October 31, 2026; Amount: \$200,000
 4. Wesco Turf Supply, Inc. - Sourcewell #112624-TTC - Landscape and Grounds Maintenance Equipment; For the purchase of equipment to support landscape and grounds maintenance operations. Contract Term: Through January 31, 2029; Not to Exceed: \$250,000

5. Deere and Company - Sourcewell #112624-DAC - Ground Maintenance; For the purchase of equipment to support landscape and ground maintenance operations. Contract Term: Through January 31, 2029; Not to Exceed: \$350,000
6. Alan Jay Fleet Sales - Sourcewell #091521-NAF - Cars, Trucks, Vans, SUVs, Cab Chassis, and Other Vehicles; For the purchase of vehicles to support City operations. Contract Term: Through November 8, 2026; Not to Exceed: \$175,000
- c. Approve the following contracts:
 1. SS26-1 - Systems With Intelligence, Inc. - Infrared Monitoring for Substation Maintenance; For infrared monitoring services and equipment located at the Canton and Interlachen substations to support preventative maintenance. Sole Source Term: Through September 30, 2026; Not to Exceed: \$150,000
 2. RFQ20-23 - Ovation Construction Company, Inc. - Repair and Construction Services (<\$300k/project); October 29, 2026; Not to Exceed: TBD

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

12. Action Items Requiring Discussion

- a. Civil Service Board appointment

Commissioner Cruzada recommended the appointment of Matthew Farabaugh to the Civil Service Board. Approved by consensus.

- b. City Manager's Annual Evaluation

Motion made by Mayor DeCiccio to approve a 3% increase, seconded by Commissioner Lindsey. The motion carried unanimously by a 5-0 vote.

13. Public Hearings: Quasi-Judicial Matters

- a. ORDINANCE 3357-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, VACATING AND ABANDONING AN UNIMPROVED 50 FOOT-WIDE PORTION OF THE HARMON 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 12-22-29-0114-01-000 ON THE NORTH AND ORANGE COUNTY, FLORIDA TAX PARCEL IDENTIFICATION NUMBER 12-22-29-6600-02-230 ON THE SOUTH AND DESCRIBED HEREIN; PROVIDING FOR CONFLICTS, RECORDING AND AN EFFECTIVE DATE. (2nd reading)

Attorney Ardaman read the ordinance by title. There were no public comments.

Motion made by Commissioner Cruzada to adopt Ordinance 3357-25, seconded by Commissioner Lindsey. Upon a roll call vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously by a 5-0 vote.

- b. Ordinance - Vacating and abandoning a portion of an unimproved utility easement at 2501 Tuscaloosa Trail (1st reading)

Attorney Ardaman read the ordinance by title. There were no public comments.

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

- c. Request of Kimley Horn and Associates, Inc. for: Conditional use approval to construct a 27,000 square foot, two-story building, located at the combined property of 1419 & 1421 Trovillion Ave, and 1420, 1424, & 1428 Gay Road, for use as a medical office.

John Harbilas, Assistant Director of Planning and Zoning, presented the request. He noted a Duke easement along the west property line prohibits a masonry wall, and the applicant has agreed to a condition to install a vinyl or metal fence and landscaping. Variances are requested to allow a sign on the building that does not face right-of-way or parking lot, and to the landscape island requirement every ten parking spaces because of an existing utility pole. The P&Z recommended approval with five conditions:

1. All building and ground signage shall not be internally illuminated, and any other signage illumination be restricted to occur only during business hours.
2. Applicant to replace the existing sidewalk along Gay Road with a new eight (8) foot sidewalk.
3. Applicant shall coordinate with the Public Works Department to provide traffic-calming improvements on Executive Drive and Gay Road during the building permit phase. Such improvements will be required to be completed prior to the CO for the building and will count towards MMTIF credits.
4. Perimeter vegetation hedge, 15-gallon in size, to be planted along the west and south property lines.
5. Perimeter fence material be vinyl or metal panel, six feet in height.

Members of the commission commented on adding signage requiring right-turn only from the parking lot to Gay Road to reduce traffic in the residential neighborhood and on stormwater retention.

Aaron Bottenhorn, Assistant VP of Asset Strategy with Orlando Health, gave a presentation on Jewett Orthopedic Institute and the proposed project, variances and conditions of approval. He said he is hesitant to make physical improvements requiring right-turns only; however, they have installed directional turn signs at other locations.

He stated the stormwater capacity meets requirements, and a swale will be located at the southwest corner for additional retention.

Commissioner Lindsey suggested requiring window treatments on the south side to protect the privacy of the neighboring properties.

Jennifer Stickler, Kimley-Horn, explained groundwater levels and capacity and assured that they will work with the engineers to ensure the plan meets requirements and receives required approvals. Commissioner Sullivan suggested adding a condition that the stormwater retention plan is reviewed, modified if required, and approved by city staff.

Motion made by Commissioner Lindsey to approve the request with the conditions recommended by P&Z, amending Condition #5 to require a vinyl fence six feet in height and that the applicant maintain the fence; and adding the following conditions:

- 6. Add an "exit to right" sign at the Gay Road exit.**
- 7. Windows on south and west side of the building are frosted or have window treatments so people and activity are not visible from the outside.**
- 8. Review of the underwater stormwater retention to ensure it meets the property condition and requirements as determined by city staff and to make modifications as required.**

Seconded by Commissioner Sullivan.

Paula White, 595 Lakefront Blvd., supported right-turn only onto Gay Road and asked to reduce the speed limit on Country Club.

Upon a roll vote, Commissioners Sullivan, Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. Motion carried by a 5-0 vote.

- d. Request of Houseman Architecture for: Conditional use approval to demolish the existing, 5,421-square foot, two-story building located at the front of the Winter Park Racquet Club property located at 2011/2111 Via Tuscany in order to construct a new one-story, 6,300-square foot building.

Director of Planning and Zoning Allison McGillis reviewed the request and plans to replace the existing home on the property with the same uses and the addition of a fitness center. She summarized the changes made to accommodate neighbors' requests made prior to the Planning and Zoning Board (P&Z) hearing: removed parking in front and adding a paved circular drive exiting onto Tom Gurney Drive, removed entrance point from Via Tuscany, proposed building to be one story with residential architecture and additional landscaping, and increased setback from the existing home, and from Via Tuscany. The P&Z Board recommended approval with following conditions:

1. The curb-cut on Via Tuscany shall be an entrance-only access point.
2. WPRC shall not increase its membership as part of this request.

3. Hours of operation of the new building be limited to 7:00 a.m. to 8:00 p.m. daily, including deliveries.
4. No new lighting be provided in the grass parking lot behind the new building.
5. All non-required lights for safety purposes be shut off by 10:00 p.m. daily.
6. As part of the tree removal permit for the 25 and 27-inch oaks, double the required compensation shall be required, at four six-inch canopy trees, subject to Urban Forestry approval and shall be planted at least 15 feet from the southern property line wall/fence.
7. Narrow the proposed driveway to 12 feet in width at the entrance on Via Tuscany and the exit onto Tom Gurney Drive for a depth of 20 feet, then the width of the middle portion of the driveway may be a maximum of 14 feet.
8. Conduct a comprehensive photometric analysis of the entire WPRC campus to confirm that all lighting is fully shielded at the property boundaries and implement any necessary measures to eliminate light spillover onto adjacent properties.
9. Shut off all pickleball lights by 8:00 p.m. daily.

Following the P&Z Board meeting, the applicant met with neighbors and agreed to the following additional conditions:

1. Keep or replace existing podocarpus hedge at the front of the property, add new podocarpus to fill in the front property line.
2. Cars cannot be parked long-term in front driveway at any time unless it is part of a special event, and a maximum of 5 cars. No directional signage visible from Via Tuscany on driveway.
3. No parking within the demolished lot prior to construction.
4. No large events for non-members unless it is member-sponsored.
5. Cap event size to eliminate need for on-street parking.
6. Plant podocarpus hedge on WPRC side along the tennis courts in the northern property line adjacent to 2175 Via Tuscany.
7. Add glare shields to pickleball court lights
8. Turn off tennis and pickleball court lights when they are not in use.
9. Cap membership of the WPRC at 500 members.
10. Eliminate event space advertising in online and print publications for non-members.
11. Let existing podocarpus hedge in front of pickleball courts grow to the height of the fence surrounding courts.
12. Monitor compliance with conditions in accordance with code compliance procedures.

Commissioner Sullivan suggested strong emphasis on the event restrictions and strong glare shields for pickleball courts. Commissioner Cruzada spoke about the numerous emails received in support of this request and disclosed his conversations with Nancy Freeman and Rob Carter. He suggested a neighborhood relations committee at WPRC to respond to issues that may arise.

Commissioner Lindsey suggested prohibiting signage on the building visible from Via Tuscany and requiring curtains or blinds on the fitness room window to prevent people from seeing into the fitness room.

Rob Carter, representing WPRC, provided additional details on the building's use. He agreed to the conditions, including the additional conditions.

The following spoke in favor of the request with the conditions:

Clay Coward, 1960 Via Contessa
Bill Black, 765 Via Lombardy
Harry Collison, 106 S. Interlachen Avenue
Hank Hornsby, 1761 Via Venetia
Ryan Davis, 2050 Versailles Avenue
Scott L'Herueux, 2206 Venetian Way
Rob Tazioli, 2235 Via Tuscany

The following spoke in opposition:

Hilary Turney, 1214 Via Estrella
Scott Greenberg, 2050 Via Tuscany

Commissioner Lindsey asked whether the city could add a restriction that WPRC cannot expand geographically. Attorney Ardaman recommended getting the applicant's agreement. Mrs. McGillis said future expansion would require rezoning and comp plan amendment. Mr. Carter said they have agreed to resident requests and future changes would require commission approval. Mayor DeCiccio disagreed with Commissioner Lindsey.

Motion made by Commissioner Russell to approve the request as presented and with the 21 conditions outlined by staff and additional conditions:

1. Require curtains or blinds on the fitness room window,
2. Prohibit signage on the building.
3. Establishing a neighborhood relations committee.

Seconded by Mayor DeCiccio. Upon a roll call vote, Commissioners Sullivan, Russell and Cruzada and Mayor DeCiccio voted yes. Commissioner Lindsey voted no. Motion carried by a 4-1 vote.

14. Public Hearings: Non-Quasi-Judicial Matters

- a. Ordinance - Amending adopted FY 25 Budget

Director of OMB Peter Moore reviewed the requirements. Attorney Ardaman read the ordinance by title.

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

15. City Commission Reports

Commissioner Sullivan –

- Reported that Austin's will be moving to a new location on Fairbanks with plans to open on November 1st.

Commissioner Cruzada -

- Reminded everyone of the Coffee Talk on November 6th at 8:30 a.m. in the Commission Chamber.

Commissioner Lindsey

- Asked to re-invite Park Avenue District Direct to attend the next meeting. Agreed by consensus.
- Advised Orange County School Board representative Stephanie Vanos will present at an upcoming meeting.
- Thanked Mayor DeCiccio for her leadership during the redistricting process.
- Spoke about the importance of residents serving on Orange County advisory boards.
- Recognized Winter Park attorney Michael Maher who recently passed away.

Commissioner Russell -

- Requested support for the Youth City Council to present its first State of the City in an upcoming meeting. Agreed by consensus (coordinate with Stephanie Vanos presentation).

Mayor DeCiccio -

- Spoke about the effort of the members of the commission and asked for input on placing the question of a pay increase on the March ballot. There was no consensus to place on the March ballot.

16. Summary of Meeting Actions

- Received presentation from Full Sail University.
- Received presentation on America250 Celebration.
- Presented proclamation for Week of the Family.
- Place commission participation in the Annual Boat Parade on the next agenda.
- Recognized Lake High Preparatory School for their volunteer work to beautify the city.
- Approved the Consent Agenda.
- Appointed Matthew Farabaugh to the Civil Service Board.
- Approved a 3% pay increase for City Manager.
- Adopted Ordinance 3357-25 abandoning a portion of Harmon Avenue.
- Approved ordinance abandoning a portion of a utility easement at 2501 Tuscaloosa Trail.
- Approved conditional use request for medical office building on Gay Road.
- Approved conditional use request for Winter Park Racquet Club.
- Approve ordinance amending FY 25 budget.
- Invite Allison Chandler to November 12th meeting to present on Park Avenue vision.

- Invite Stephanie Vanos to speak in coordination with Youth City Council State of the City presentation.

17. Adjournment

The meeting adjourned at 6:41 p.m.

Mayor Sheila DeCiccio

ATTEST:

City Clerk Rene Cranis