City Commission Regular Meeting Minutes

November 12, 2025 at 3:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present
Mayor Sheila DeCiccio, Commissioners Craig Russell, Kris Cruzada and Warren Lindsey; Assistant City Manager Michelle del Valle; City Attorney Kurt Ardaman and City Clerk Rene Cranis.

Absent
Commissioner Marty Sullivan

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. Community Partner Presentation

a. Allison Chandler, Park Avenue District Executive Director

Alan Chambers, President, Park Avenue District, introduced Interim Executive Director Allison Chandler who expressed her appreciation for the city's partnership and announced holiday events.

b. Stephanie Vanos, Orange County School Board

Stephanie Vanos, Orange County School Board representative, provided information on public school system programs, funding challenges, and Winter Park Schools academic achievement levels. She urged everyone to support schools, teachers, and students.

c. Youth Advisory Council

Commissioner Russell provided the background of the Winter Park Youth City Council. Council members Dan Isaak, Lily Stahlman, Jah'Ron Williams and Molly Thomson explained the Council's purpose, projects, events and shared student survey results that showed support for maintaining the city's character.

5. Approval of Agenda

Motion made by Commissioner Lindsey to approve the agenda, seconded by Commissioner Russell. The motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.

6. Mayor's Report

a. Small Business Saturday Proclamation

Mayor DeCiccio read the proclamation designating November 29th at Small Business Saturday and recognized Winter Park small business owners.

7. City Manager's Report

8. City Attorney's Report

9. Non-Action Items

10. Public Comments | heard after Item 13d

Nikki Seybold, 800 N. Interlachen Avenue, expressed concern about the lack of parking in the downtown area.

Orange County District V Commissioner Kelly Semrad reported the allocation of TDT funding for arts and culture, a portion of which was awarded to Winter Park venues. She reminded everyone of the community meeting about coyotes on November 20th.

11. Consent Agenda

a. Approve the minutes of the regular meeting, October 22, 2025
b. Approve the minutes of the work session, October 23, 2025
c. Approve the following formal solicitations:
   1. IFB14-25 - Delivery of Concrete Materials & Concrete Repair Services; Recommending award to Ovation Construction Company, Inc., Allcrete, Inc., D&A Construction Group, Inc. Contract Term: 1-year initial term with four (4) 1-year renewal options; Not to Exceed: $300,000
d. Approve the following piggyback contracts:
   1. STA-CON, LLC - Orange County #Y25-185 - Pump Station Control and SCADA Communication Panels; For the purchase and installation of pump station control panels and SCADA systems supporting Water and Wastewater operations. Contract Term: Through September 5, 2030; Not to Exceed: $750,000
   2. Gray Matter Systems, LLC - Orange County #Y24-1021C - Supervisory Control and Data Acquisition (SCADA) Services; For the purchase of SCADA equipment, software, and related support for Water and Wastewater operations. Contract Term: Through October 31, 2029; Not to Exceed: $250,000
   3. Atlantic Pipe Services, LLC - Village Center Community Development District #24P-007 - Storm Pipe Inspections, Cleaning & Repairs; For stormwater pipe maintenance services performed on an as-needed basis. Contract Term: Through September 30, 2026; Not to Exceed: $500,000
   4. Cubix, Inc. - Orlando Utilities Commission (OUC) #5050-OQ - Floor Covering - Carpet Cleaning; For carpet cleaning and maintenance services

to be performed on an as-needed basis throughout City facilities. Contract Term: Through December 14, 2026; Not to Exceed: $175,000

5. Alan Jay Fleet Sales - Sourcewell #091521-NAF - Cars, Trucks, Vans, SUVs, Cab Chassis, and Other Vehicles; Requesting additional funds for the purchase of vehicles to support City operations. Contract Term: Through November 8, 2026; Not to Exceed: $750,000

e. Approve the following contracts:
   6. RFQ20-23 - Ovation Construction Company, Inc. - Repair and Construction Services (<$300k/project); For repair and construction services on an as-needed basis. Contract Term: Through October 29, 2026; Not to Exceed: $1,500,000

f. Approve the following purchases:
   1. Data Flow Systems, Inc. - Standardized Original Equipment Manufacturer (OEM) provider for the TAC II SCADA System, utilized within the City's Water and Wastewater operations and infrastructure. Not to Exceed: $675,000
   2. MKI Services Inc. - Standardized Original Equipment Manufacturer (OEM) provider for the SUEZ-Veolia ABW Filtration System, utilized within the City's Water and Wastewater operations and infrastructure. Not to Exceed: $975,000
   3. Kissinger Campo Associates Corporation (KCA) - Task Order for feasibility analysis of the Resident Proposed Heritage - Market Trail. Not to Exceed: $93,031.64

There were no public comments. **Motion made by Commissioner Cruzada to approve the Consent Agenda, seconded by Commissioner Russell. The motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.**

12. Action Items Requiring Discussion

a. Collective Bargaining Agreement between the City of Winter Park and the Winter Park Professional Firefighters Local 1598, IAFF

There were no public comments. **Motion made by Commissioner Cruzada to approve the agreement, seconded by Commissioner Russell. The motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.**

13. Public Hearings: Quasi-Judicial Matters

a. SUB #25-03. Request of Mollie and Andrew Samaan for: Approval to divide the property at 1210 Alberta Drive, zoned R-1AA, into two separate lots.

Nick Lewis, Planner, reviewed this request, which requires a variance of side setback requirements at the back of the existing home and of the minimum lot width. The Planning and Zoning Board recommended approval with the condition that the side setback variance relates solely to the existing structure and that a new structure must conform to all appropriate setback requirements. He responded to questions regarding the Planning and Zoning Board hearing and neighborhood opposition to the request.

Andrew Samaan, applicant, said they have no immediate plans to sell the new lot and noted that there was a house in the past with separate utilities.

Peter Brethauer, 420 Cortland Avenue, spoke in opposition to the lot split which will require removal of a perimeter wall when the new lot is developed.

Sally Flynn, 1400 Highland Road, expressed concern that lot splits will change the character of neighborhoods.

Karen Brethauder, 420 Cortland Avenue, opposed the reduced setbacks.

Members of the commission commented on the variances with Commissioner Lindsey opposing the lot split due to the impact to the neighbor character.

Motion made by Commissioner Cruzada to approve the request with the condition that the side setback variance relates solely to the existing structure and that a new structure must conform to all appropriate setback requirements, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Russell and Cruzada and Mayor DeCiccio voted yes and Commissioner Lindsey voted no. The motion carried with a 3-1 vote. Commissioner Sullivan was absent.

b. Ordinance - Creating a new Section 58-98 to establish regulations and procedures for certified recovery residences requesting reasonable accommodation as required by Chapter 2025-182, Laws of Florida. (1st Reading)

Attorney Ardaman read the ordinance by title. Allison McGillis, Director of Planning and Zoning, stated that this ordinance is required to comply with new legislation adopted in 2025 and explained the provisions of the ordinance. There were no public comments.

Motion made by Mayor DeCiccio to approve the ordinance, seconded by Commissioner Russell. Upon a roll call vote, Commissioners Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. Motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.

c. Ordinance - Amending Chapter 58, "Land Development Code"; Revising Article III, "Zoning," Section 58-64, "Nonconforming Lots, Nonconforming Uses, And Nonconforming Structures," to update regulations relating to structural renovation and valuation thresholds; and amending Article V, "Environmental Protection Regulations," Division 1, "Stormwater Management," to revise performance standards for new development and redevelopment, establish a stormwater utility fee in lieu option for small sites, and update technical and design standards. (1st Reading)

Attorney Ardaman read the ordinance by title. Mrs. McGillis reviewed the provisions of this ordinance addressing non-conforming structures and stormwater updates. The Planning and Zoning Board recommended approval. Mrs. McGillis and Assistant Director of Public Works Don Marcotte responded to questions. There were no public comments.

Motion made by Commissioner Lindsey to approve the ordinance, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.

d. ORDINANCE 3358-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, VACATING AND ABANDONING A PORTION OF AN UNIMPROVED 10 FOOT-WIDE UTILITY EASEMENT DEDICATED BY DOMMERICH HILLS FOURTH ADDITION, ACCORDING TO THE PLAT THEREOF RECORDED IN PLAT BOOK 1, PAGE 2, OF THE PUBLIC RECORDS OF ORANGE COUNTY, SAID EASEMENT TO BE VACATED IS SHOWN HEREON AS EXHIBIT "A" ATTACHED HERETO AND DESCRIBED AS BEING THE EAST 6.00 FEET OF THE WEST 10 FEET OF LOT 1, BLOCK B, DOMMERICH HILLS FOURTH ADDITION 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 Russell to adopt Ordinance 3358-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.**

14. Public Hearings: Non-Quasi-Judicial Matters

a. ORDINANCE 3359-25 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING THE ADOPTED BUDGET AND ACCOMPANYING FIVE YEAR CAPITAL IMPROVEMENT PLAN FOR FISCAL YEAR 2024 – 2025 BY PROVIDING FOR CHANGES IDENTIFIED IN EXHIBIT A; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICTS; AND PROVIDING AN EFFECTIVE DATE. (2nd Reading)

Attorney Ardaman read the ordinance by title. There were no public comments. **Motion made by Mayor DeCiccio to adopt Ordinance 3359-25, seconded by Commissioner Cruzada. Upon a roll call vote, Commissioners Russell, Cruzada and Lindsey and Mayor DeCiccio voted yes. The motion carried unanimously with a 4-0 vote. Commissioner Sullivan was absent.**

15. City Commission Reports

Commissioner Russell -

- Thanked the staff from utilities, public works and communications for their work and service to city residents and programs.
- Reported on the success of the recent Men of Integrity fundraiser.
- Spoke about the solar energy "Whistling Duck" project.
- Encouraged parents to respond to the survey regarding school start times.
- Asked that the Winter Park High School girls volleyball team be recognized for winning the state championship.
- Suggested inviting high school band and orchestra to attend the January meeting.

Commissioner Cruzada -
- Reported the appointment of Dr. E. Donald Thomas to the Lakes and Waterways Board.

Commissioner Lindsey -
- Thanked the Fire Department for their care in response to emergency calls.
- Asked staff to determine the landscaping maintenance responsibilities of property at the Lee Road and 17-92 intersection and take corrective action.

Mayor DeCiccio -
- Thanked staff from public works and parks and recreation departments for their quick response to resident concerns and City Manager Randy Knight who filled and delivered sandbags to an elderly couple.
- Reminded everyone of the community meeting about coyotes on November 20th.
- Staff will be cleaning up ordinances in the next few months.
- Thanked Commissioner Semrad for attending the meeting and noted the city will be seeking grant funds for bike/pedestrian path through several jurisdictions.

16. Summary of Meeting Actions

- Welcomed Allison Chander, Park Avenue District Interim Executive Director.
- Received a presentation from Orange County School Board member Stephanie Vanos.
- Received a State of the City presentation from the Winter Park Youth City Council.
- Approved the Consent Agenda.
- Approved the IAFF collective bargaining agreement.
- Approved the lot split at 1210 Alberta Drive.
- Approved ordinance establishing regulations for recovery residences.
- Approved ordinance amending the land development code.
- Adopted ordinance vacating a portion of a utility easement at 2501 Tuscaloosa Trail.
- Adopted ordinance amending the FY 25 budget.
- Appointed Dr. Thomas to the Lakes and Waterways Board.

17. Adjournment

The meeting adjourned at 5:30 p.m.

DS

CITY OF WINTER PARK INCORPORATED
SEAL

Signed by:
Sheila DeCiccio
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Mayor Sheila DeCiccio

ATTEST:

Signed by:
Kim Breland
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Deputy City Clerk Kim Breland