



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting

Agenda

April 21, 2026 @ 11:45 AM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

decorum

As a courtesy to those present, please silence your mobile devices. If you must take a phone call, please excuse yourself and step outside.

Members of the public shall observe the same rules of propriety, decorum and good conduct applicable to members of the Board. Persons making remarks or exhibiting behavior that disrupts the orderly conduct of this meeting will be subject to removal from the meeting.

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).

board member compliance

Board/Committee members when acting within the scope of their public duties are subject to the Florida Sunshine Law (Ch. 286, F.S.), Florida Public Records Act (Ch. 119, F.S.) and state ethics laws (Ch. 112, F.S.). All discussions with any other board member(s) regarding public items that are likely to come before the board/committee must occur on the record during a public meeting. No member shall vote upon, and no appointed member shall attempt to influence, any item considered which would inure to the special private gain or loss of the member, any principal/parent/subsidiary retaining the member, or any relative or business associate of the member. Members must announce their conflict and file a written conflict disclosure with the City Clerk within 15 days of the meeting.

1. Call to Order

2. Approval of Minutes

- a. Minutes of March 17, 2026 1 Minute

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

4. Action Items

5. Non-Action Items

6. Staff Updates

- a. Natural Resources & Sustainability Update 30 Minutes

- Martin Luther King Jr. Learning Garden
- Run for the Trees & Mother Earth Day Celebration
- Green Business Recognition Program
- America 250 Decorate Your Doorstep Contest
- Park Grove Entry Update

- b. Upcoming Events 0 Minutes

- Power Your Self-Resilience Workshops — Fridays starting April 10th - May 1st 12 PM - 1:30 PM @ Winter Park Library
- Lake Killarney Dock Party — May 2nd 9 AM - 11 AM @ Killarney Drive
- Mother Earth Day — May 9th 8 AM - 11 AM @ Ward Park
- Organic Pest Management — May 12th 6 PM - 7 PM @ Winter Park Library
- Fix It! Don't Pitch It — May 30th 9 AM - 12 PM @ Community Center
- Paddleboard Cleanup — June 6th 9 AM - 12 PM @ TBD

7. Board Comments

- a. Green Minutes 5 Minutes
- b. New Business/Announcements 5 Minutes

8. Upcoming Agenda Items

- a. Discussion of Upcoming Agenda Items 5 Minutes

9. Adjournment



Keep Winter Park
Beautiful &
Sustainable Advisory
Board

agenda item 2.a

item type

Approval of Minutes

prepared by

meeting date

April 21, 2026

approved by

Victoria Tabor, Administrative Coordinator
IV

subject

Minutes of March 17, 2026

motion | recommendation

background

alternatives | other considerations

fiscal impact

attachments

1. KWPBS-min-2026-03-17 DRAFT



Keep Winter Park Beautiful & Sustainable Advisory Board Regular Meeting Minutes

March 17, 2026 at 11:45 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Becky Distad, John Page, Zeina Matar-Ghantous, Terry Hotard, Susy Scarlatos

Absent

Tom Mould

Staff Present

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

1. Call to Order

The meeting was called to order at 11:47 am.
The decorum statement was read.

2. Approval of Minutes

- a. Minutes of February 17, 2026

**Motion made by Mr. Page to approve the minutes, seconded by Mr. Hotard.
Motion carried unanimously.**

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

Stuart Bogue of 2270 Howard Drive described a chicken coop located less than 7 feet from his bedroom window. He stated that he owns 50% of his home and did not give consent for the coop. Mr. Bogue questioned John Harbilas from Planning and Zoning about the permit, asking how it was issued without all owners' consent. He mentioned that he is a court-appointed professional guardian registered with the Department of Elder Affairs and works as a virtual teacher. He explained that the noise from the coop makes it difficult for him to work and remain professional. The first time he saw the signed consent was when the city uploaded it to the website yesterday afternoon. He also noted that he writes editorials for the Sentinel but never publishes them without speaking to someone in person.

Mr. Hotard inquired whether the ordinance was local or state. Ms. Eby confirmed it is a local ordinance and requires setbacks. She mentioned that this type of permit must be reviewed by the building department. Additionally, the applicant must demonstrate they have completed a husbandry course as a prerequisite for obtaining a coop. The city allows a total of 25 chicken coop permits, with approximately three permits currently issued.

Mr. Bogue stated that the permit was applied for on June 9, 2025, issued on June 22, and expired on January 18 without any inspection. He mentioned that the ordinance requires a 20-foot distance from any existing residential, but the structure is less than 7 feet away. Additionally, the coop exceeds the size that was originally approved for construction.

Ms. Eby requested Mr. Bogue to allow for an investigation into the permit. Mr. Bogue responded by saying he will contact Gary Hiatt, the Building Director, and the mayor, due to the ordinance's stipulations. Ms. Eby noted that the permit currently appears invalid and suggested contacting code enforcement or the police after hours if it becomes a nuisance, to ensure proper documentation. Mr. Bogue provided the permit documentation from the website.

4. Action Items

5. Non-Action Items

6. Staff Updates

a. Natural Resources & Sustainability

Ms. Marshall updated on the following:

Green Business Recognition Program - Two main aspects emerged from our last meeting: Marketing and Inspiration. So far, four businesses have been highlighted on our social media channels. Future opportunities include utility billing inserts and features in Winter Park Magazine. Next month, we've been invited to attend the Park Avenue District meeting with board member Ms. Scarlatos. The inspiration aspect may involve hosting quarterly green business challenges, organizing roundtables, and brainstorming new sustainability initiatives.

America 250 Decorate Your Doorstep Contest - The June meeting will now be held on June 30 to judge the Decorate Your Doorstep Contest. An online form is being prepared, and the existing form was shown to allow applicants to specify any sustainability-related decorations.

Martin Luther King Jr. Learning Garden - The ribbon cutting is on April 14, 2026. Please RSVP. There will be seed giveaways. The final touch to the garden is installing the fence and adding some extra landscaping.

Run for the Trees & Mother Earth Day Celebration – May 9, 2026 at Ward Park

Host Green School Grant Awards Ceremony - Mr. Page will present the award

Ms. Marshall reviewed past events, including the household hazardous waste event, which diverted 100% of waste from landfills; the Weed Wrangle invasive species removal; and an intro to composting class at the Winter Park library.

b. Upcoming Events

The Great Duck Derby — March 28th 10 AM - 2 PM @ Mead Gardens

The 250 Greatest American Cleanup — April 4th 9 AM - 11 AM @ 5 Locations Citywide

Florida Native Landscaping Class — April 9th 6 PM - 7 PM @ Winter Park Library
Power Your Self-Resilience Workshops - Fridays April 10th - May 1st 12PM - 1:30 PM
Winter Park Library

MLK Learning Garden Ribbon Cutting Ceremony — April 14th 9 AM @ MLK Park
The Greatest American Cleanup event is scheduled to be a proclamation.

7. Board Comments

Ms. Matar-Ghantous expressed her gratitude to Ms. Marshall for providing the information about the number of water fountains around Park Avenue.

a. Green Minutes

Ms. Matar-Ghantous mentioned that during her first cruise, the cruise line was nearly entirely sustainable.

b. New Business/Announcements

8. Upcoming Agenda Items

Mr. Hotard inquired about the right-of-way on North Park Avenue in front of the Park Grove subdivision, a topic discussed at the last meeting. It seems no improvements have been made so far. Ms. Eby will notify Public Works and will reply via email.

a. Discussion of Upcoming Agenda Items

9. Adjournment

The meeting adjourned at 12:13 p.m.

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



Keep Winter Park Beautiful & Sustainable Advisory Board

agenda item 6.a

item type

Staff Updates

meeting date

April 21, 2026

prepared by

Victoria Tabor, Administrative Coordinator IV

approved by

Victoria Tabor, Administrative Coordinator IV

subject

Natural Resources & Sustainability Update

- Martin Luther King Jr. Learning Garden
- Run for the Trees & Mother Earth Day Celebration
- Green Business Recognition Program
- America 250 Decorate Your Doorstep Contest
- Park Grove Entry Update

motion | recommendation

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1. KWPB&S PPT FINAL

Keep Winter Park Beautiful & Sustainable Meeting

Tuesday, April 21st, 2026



Martin Luther King, Jr. Learning Garden

- Ribbon Cutting – April 14th
- For more info on the garden and how to get involved, visit our Local Food & Agriculture page [here](#).
- Upcoming Programs:
 - April 14: Garden opening - Story walk in MLK Park
 - April 22: Earth Day Explorers Children's Event
 - April 22: What's Wrong with My Plant?
 - May 12: Organic Pest Management
 - Stay tuned for more!



Martin Luther King, Jr. Learning Garden



Run for the Trees / Mother Earth Day Celebration

Save the Date!

- [Run for the Trees](#) and Mother Earth Day Celebration: Saturday, May 9th @ Ward Park, 8-11am
- For more info on activities and vendors – visit our Earth Day webpage [here](#).
- Sustainability educators
- Artisan vendors
- Family fun activities
- Green Schools Grant Awards
- Food, music, and raffles!



Green Business Recognition Program

- Park Ave District meeting - April 16th
 - Introduce the program to businesses
- Green Business Newsletter
 - Send out to businesses quarterly
 - Provide sustainability resources
 - Special invite to table at our events
 - Business spotlights
 - Green Business Challenges – win a prize



America 250 Decorate Your Doorstep Contest

- In celebration of America's 250th anniversary, residents of Winter Park are invited to showcase their creativity and community spirit by decorating their doorsteps with patriotic and sustainable flair.
- Judging will take place at the June KWPB meeting: **June 30th, 2026**
- Online form is complete.
- Graphic advertising competition is being created.





Past Events

America 250: Greatest American Cleanup

Pounds of trash collected:

Howell Branch - 58.8lbs

Lake Baldwin – 10.7lbs

Downtown – 30.9lbs

Ward Park – 130.2lbs

MLK Park – 121.3lbs

TOTAL: 352lbs



America 250: Greatest American Cleanup





Keep Winter Park Beautiful & Sustainable Advisory Board

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None



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