



# Parks & Recreation Advisory Board

## Regular Meeting

### Agenda

**May 20, 2026 @ 5:30 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.

#### 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. Approval of the April 15, 2026, minutes 1 Minute
- 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
- 4. Action Items**
  - a. Edit to Open Space Business Permit 15m
- 5. Non-Action Items**
  - a. Kraft Azalea Park Management 45m
- 6. Staff Updates**
  - a. Projects and Programs Update 5m
- 7. Board Comments**
- 8. Upcoming Agenda Items**
- 9. Adjournment**



# Parks & Recreation Advisory Board

## Regular Meeting Minutes

**April 15, 2026 at 5:30 PM**

City Hall Commission Chambers  
401 S. Park Avenue

### **Present**

Leah J. Bonich, Thomas Sims, Ginny Enstad, Ellen Wolfson, Lisa Tinker Marsh, Anne Mooney, Lawrence Lyman (V)

### **Absent**

### **Staff Present**

Parks and Recreation Director Jason Seeley, Assistant Directors Cathleen Daus (V), Mike McCosker, Recreation Coordinator Laura Halsey, Recreation Manager John Clarke

### **1. Call to Order**

The meeting was called to order by Chairperson, Leah Bonich, at 5:31 pm.

### **2. Approval of Minutes**

- a. Approval of the February 18, 2026 minutes

**Motion made by Thomas Sims, seconded by Lisa Tinker Marsh, to approve the February 18, 2026, minutes Motion passes 6-0.**

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

Brittany Peters, 234 Twelve League Circle, Casselberry, FL 32707, spoke on the little library at Martin Luther King, Jr. Park.

The husband and wife would like to replace the little free library at Martin Luther King, Jr. Park in honor of her sister, who passed away last year.

The board inquired about installation, maintenance, and size/design parameters. Mr. Seeley stated that there is a standard size and staff can direct the couple on where to purchase a library or library kit. Mrs. Peters stated that they have no problem maintaining the library once it is installed.

**Motion made by Thomas Sims, seconded by Ellen Wolfson, to approve the little library installation. Motion passes 6-0.**

#### **4. Action Items**

##### a. Phelps Park Rules and Standards

Mr. Seeley provided the board with a list of the rules & regulations for Phelps Park, along with the park sign. He provided background information on Phelps Park, noting that only one resident has expressed concern about athletic play there. An aerial of the park was displayed to show where the green space is, and Mr. Seeley provided three options for the board to consider. The board unanimously selected Option A.

The board inquired about increased noise from athletic activity. Mr. Seeley stated that staff can plant trees along the park perimeter to help buffer noise from residences. The board also inquired about city liability should an injury occur, but liability waivers would be required, as required for other park activities and usage.

**Motion made by Thomas Sims, seconded by Ellen Wolfson, to approve Phelps Park for non-league athletic play. Motion passes 6-0.**

#### **5. Non-Action Items**

##### a. Parks and Recreation Department Events and Programming Overview

Mr. Seeley reviewed a programming matrix with the board. He also mentioned the numerous aquatic activities and classes that the city offers to the community. The Community Center is the hub of a majority of the programs — seniors classes, after-school program, drop-in basketball, fitness center, summer camp, etc. He then opened the floor for thoughts from the board.

Youth Athletic Leagues were a point of discussion, and the board suggested partnering with other organizations such as the Police Athletic League, to provide youth sports. It was agreed to keep the topic on the radar to discuss at a later date.

#### **6. Staff Updates**

##### a. PRMP Update

Mr. Seeley stated that just over 600 statistically valid surveys were received, and an additional 200 were received via the open survey link provided on social media. He reminded board members about the in-person community meetings.

##### b. Project Update\_Q2 2026

Mr. Seeley provided the board with an update on current and completed projects. Completed projects include Mead Garden improvements, MLK Learning Garden, Art on the Green at Seven Oaks Park, and MLK Pickleball courts.

Current projects include the Ward Park Pavilion, Lake Baldwin Dog Park Pavilion with shade umbrellas, Howell Branch stormwater pond, and Harper St. parking lot project.

Mrs. Enstad inquired about the dog wash vendor that presented to the board earlier this year. Mrs. Bonich inquired about lighting the dog park area because it is very dark. Mr. Seeley stated he is unsure how the plumbing would withstand the dog wash idea, as Public Works is already called out to vacuum the water lines fairly regularly. As for lighting, he stated the tree line has been pruned to allow for more light and that solar lighting would be the ideal option for that area.

Recent events include Dinner on the Ave, which took place on Saturday, April 11th, and there is an upcoming car show on Park Ave.

A new Veteran's memorial ribbon cutting in Central Park will take place next week, and Run for the Trees takes place on May 9th.

## **7. Board Comments**

Mrs. Bonich inquired how much longer the egret season will last, to which the staff responded about another month.

Mrs. Wolfson mentioned the parties that are taking place at Kraft Azalea that leave artificial flowers and trash behind in the park. She believes the activity is taking place outside regular reservation hours and without permits. It is creating a huge mess within the park. John Clarke, Recreation & Family Services Manager, stated the park rangers are on site as often as possible.

## **8. Upcoming Agenda Items**

## **9. Adjournment**

Meeting adjourned at 6:49 pm

Approved by the Board on  
/s/ Laura Halsey, Recreation Coordinator



## Parks & Recreation Advisory Board

# agenda item 4.a

**item type**

Action Items

**meeting date**

May 20, 2026

**prepared by**

Jason Seeley, Director of Parks and Recreation

**approved by****subject**

Edit to Open Space Business Permit

**motion | recommendation**

Staff recommends approval of Open Space Business Permit as presented

**background**

One of the businesses covered under the City's Open Space Business Permit is Photography. If a professional photographer wishes to use a city park for a photo shoot, they must secure a permit in order to do so. This becomes very important in park locations such as Kraft Azalea Park, Central Park, and other busier parks/venues where we have public use and 'private' facility rentals intermixing within proximity of each other. In these areas, we limit the number of permits on any given day to help in ensuring the venue meets the intended needs of both the rental group, public use, and use by open space permit holders.

The current open space business policy does not provide a definition or clear guidelines as to what we consider professional photography requiring a permit. This leads to honest confusion about whether a photographer needs a permit, and in some cases exploitation of a loop hole in the policy by photographers.

The edit in the Open Space Business Permit language is vital part of a more comprehensive strategy to better manage the use of some of our parks where the volume of guests is taking away from the enjoyment of the park for its intended use,

**alternatives | other considerations****fiscal impact**

**attachments**

1. Open Space Business Permit Policy Application 5.14.26 Update



# CITY OF WINTER PARK

## PARKS AND RECREATION DEPARTMENT

### PARKS OPEN SPACE BUSINESS PERMIT POLICY

Parks Commission Approval 12/10/2008

City Commission Approval 1/12/2009

Parks Commission Approval –Updated Fee Structure – 11/17/2010

City Commission Approval Updated Fee Schedule -4/25/2011

Parks Commission Revision –Background Checks per State Statute 2/9/11

Parks Commission added the Concessioner Section 5/22/13

Parks Commission Approval –Updated Fee Structure – 1/17/2018

Parks Commission Approval –Updated Fee Structure – 9/26/2018

Parks Commission Approval –Updated Fee Structure – 10/01/23

#### **INTENT:**

The Parks Open Space Business Permit shall be issued to licensed businesses or individuals engaging in business on the open space areas of City parks. Types of businesses this policy is intended to address include personal trainers, fitness instructors, martial arts instructors, personal coaching, program instructors, still photography, film, concessionaires, and the like.

#### **LOCATIONS:**

- A. Open Space Business Permits will be issued for activities taking place in parks open spaces only and subject to approval. Permit does not grant exclusive use of open area, park remains open to the public.
- B. Any use of athletic fields, courts, or pavilions require rental of those fields, courts, or pavilions at the rate posted on the City of Winter Park current fee schedule.

#### **GROUP RULES:**

- A. Groups larger than 20 people must be considered by the Parks and Recreation Commission.
- B. No tents, tables, or equipment other than mats may be utilized on park open space.
- C. Parking may not interfere with surrounding residential or business areas.
- D. Programs and Services offered in Central Park are limited to 50 attendees or less. Over 50 attendees will require a small event rental fee and an application.

#### **FILMING:**

All filming must initially go through the Orlando Film Commission. Filming deemed exempt by the Orlando Film Commission must go through the Open Space Business Permit application process to be approved for filming.

#### **PHOTOGRAPHY:**

Professional photography is defined as the business of creating, processing, and selling images for profit. This includes any situation in which a photographer earns income, whether primary or supplemental, through their photography services. Professional photography involves the use of technical expertise in lighting, composition, and post-production editing to deliver consistent, high-quality results

Any individual or business engaging in professional photography within City open spaces must obtain an Open Space Permit before conducting photography activities.

Equipment or activity that may indicate professional photography and trigger the permit requirement includes:

- A. Use of external lighting equipment, such as strobes, soft boxes, umbrellas, or portable light stands
- B. Tripods, monopods, reflectors, or backdrop
- C. Multiple camera bodies or professional-grade interchangeable-lens cameras
- D. Props, staging materials, or arranged sets
- E. Assistants or additional staff present during the session
- F. Sessions involving multiple clients, scheduled time blocks, or advertised services
- G. Drone photography or videography (requires additional approvals as applicable)

**SALES BUSINESSES AND CONCESSIONAIRES:**

- A. Parks Open Space Business Permits MAY be issued for sale of concession items such as food and drink as deemed appropriate for a particular property or event.
  - a. Potential concessionaires must provide proof of compliance with all state and local Department of Health regulations and meet all guidelines pertaining to the preparation and service of food and drink. Additional temporary food permit guidelines are in place by Winter Park Parks and Recreation, Code Enforcement, Fire Department, and Building Department.
  - b. Potential concessionaires must comply with all physical regulations as they relate to the service of said food and drink, such as fire-resistant tenting, hand-wash sinks, proper refrigeration, proper food temperatures, and the like.
  - c. All potential concessionaires are subject to periodic spontaneous inspection of sales area if approved for sales.
- B. Concessionaires will be divided into the following categories for sales:
  - a. Prepackaged commercially available non-alcoholic beverages, snacks such as candy, chips, muffins, and the like, as regulated by the Florida Department of Agriculture and Consumer Services.
  - b. Prepared food of any sort that requires cooking or sales of foods as defined by the Department of Florida Department of Business and Professional Regulations and which include but are not limited to the sale of foods that require refrigeration such as sandwiches, meats, etc.
- C. Fees
  - a. Concession Category a:
    - i. \$30 per sales day per sales station.
    - ii. \$65 per week per sales station
    - iii. \$175 per month per sales station
  - b. Concession Category b:
    - i. \$60 per sales day per sales station.
    - ii. \$140 per week per sales station
    - iii. \$350 per month per sales station
  - c. Open Space Business
    - i. \$50 per month twenty attendees or less

- ii. \$125 per month over twenty attendees
- d. Photography/Film
  - i. \$25 per day
  - ii. \$60 per week
  - iii. \$500 annual
- e. Open Space Business permit- Dinky Donk ( Paddle and Water Activity Vendors)
  - i. \$250 Monthly\*
  - \*Limited Available (Please See Dicky Dock Policy and Procedures)

**BUSINESS PERMITS PROCESS:**

- A.** Interested businesses must submit an application to the Parks & Recreation administrative office at 721 W New England Ave, Winter Park FL 32789 or by email at [recreation@cityofwinterpark.org](mailto:recreation@cityofwinterpark.org).
- B.** Proof of business license, County Tax Certificate, State of Florida Food Permit (if applicable), and liability insurance in the amount of \$1 million general aggregate and \$500,000 each occurrence must accompany request along with completed application.
- C.** Business working with children must submit proof of two background checks on all volunteers and staff members in accordance with Florida Statute 409.221.
- D.** The Director of Parks and Recreation will be responsible for approval or disapproval of request within 30 days.
- E.** Upon approval, a contract will be executed pending the receipt of a certificate of insurance naming of the City of Winter Park as an additional insured and liability waivers signed by every participant. Applicant is personally responsible to ensure that every participant signs a liability waiver which must be submitted to the City prior to that individual participating.
- F.** Payment at the current rate as posted on the City of Winter Park fee schedule will be due in advance.
- G.** Payments will be accepted monthly, quarterly, or annually. H. The City of Winter Park has the right to cancel any agreement or arrangement with 30 days' notice.

I have read and understand all the above Rules and Regulations. I agree to abide by all the above.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Application for Parks Open Space Business Permit**  
**City of Winter Park**  
**Parks and Recreation Department**

Business Name: _____	Date: _____
Business Manager: _____	Title: _____
Business Address: _____ _____	
Business Phone: _____	Cell: _____
Email Address: _____	Fax: _____
Park Requested: _____	Area: _____
Type of Activity: _____	
Describe in Detail: _____	
Time: _____	Date(s): _____
Number of Expected Participants: _____	Ages of Participants: _____
By signing below, applicant acknowledges receipt of rules and regulations. Applicant has read rules and regulations and agrees to abide by same.	
Signature: _____	Date: _____
<b>FOR OFFICE USE ONLY:</b>	
Proof of Insurance?: _____	Proof of Orange County Tax Certificate: _____
Proof of Background Checks if Applicable: _____	Liability Waivers on File?: _____
Director of Parks and Recreation Signature of Approval: _____	
Business Permit Number: _____	Amount Paid: _____
Expiration Date: _____	Approved Park: _____

**INTENT:**

The Parks Open Space Business Permit shall be issued to licensed businesses or individuals engaging in business on the open space areas of City parks. Types of businesses this policy is intended to address include personal trainers, fitness instructors, martial arts instructors, personal coaching, summer camps, program instructors, and the like. Concessionaires require an additional application form.



# City of Winter Park Individual Liability Waiver

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NAME: \_\_\_\_\_ ACTIVITY: \_\_\_\_\_

## **RELEASE AND WAIVER OF LIABILITY (READ CAREFULLY)**

In consideration of being permitted to engage in the above activity, I hereby ASSUME THE RISK OF PERSONAL INJURY OR DEATH AND I, FOR MY HEIRS, EXECUTORS, REPRESENTATIVES AND ADMINISTRATORS, HEREBY AGREE TO RELEASE, HOLD HARMLESS, AND FOREVER DISCHARGE THE CITY OF WINTER PARK, THE CITY OF WINTER PARK'S EMPLOYEES, AGENTS, AND REPRESENTATIVES FROM ANY AND ALL LIABILITY, CLAIMS, DEMANDS, DAMAGES, EXPENSES, FEES, SUITS, PROCEEDINGS, CAUSES OF ACTION, COST OF ACTIONS, INCLUDING ATTORNEY'S FEES, FOR TRIAL AND APPEAL, WHICH I MAY HAVE AGAINST THEM ARISING OUT OF OR IN ANY WAY CONNECTED WITH MY PARTICIPATION IN THE ACTIVITY LISTED ABOVE. I UNDERSTAND THAT THIS RELEASE AND WAIVER INCLUDES ANY CLAIMS BASED ON NEGLIGENCE, GROSS NEGLIGENCE, ACTIONS, OR INACTIONS OF THE CITY OF WINTER PARK, IT'S EMPLOYEES, AGENTS, AND/OR REPRESENTATIVES.

I HAVE READ THIS CONTRACT BEFORE SIGNING.

\_\_\_\_\_  
NAME (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE OF BIRTH

\_\_\_\_\_  
WITNESS NAME (PRINT)

\_\_\_\_\_  
DATE

\_\_\_\_\_  
WITNESS SIGNATURE



## Parks & Recreation Advisory Board

# agenda item 5.a

**item type**

Non-Action Items

**meeting date**

May 20, 2026

**prepared by**

Jason Seeley, Director of Parks and Recreation

**approved by****subject**

Kraft Azalea Park Management

**motion | recommendation**

Staff will provide data related to overall use, foot traffic in park, Open Space Business Permits issued, Rentals, etc along with potential strategies that could be implemented to help in reducing the amount of non resident traffic in the park.

**background**

While PRAB has discussed and taken previous action regarding rentals at the Kraft Azalea, after hearing further complaints regarding what is best described as 'overuse' of the park or use not compatible with the park department, staff believes it would be appropriate to take a look at the operation of the park as a whole versus a partial program such rentals. Through this process, PRAB will be provided data regarding all the elements that drive people to the park, how they impact use, their financial impact, etc. Staff will offer some suggested policy changes as well as operational changes that can be reasonably implemented with a likelihood of helping solve some of the current issues the park faces.

**alternatives | other considerations****fiscal impact****attachments**

None



## Parks & Recreation Advisory Board

# agenda item 6.a

**item type**

Staff Updates

**meeting date**

May 20, 2026

**prepared by**

Jason Seeley, Director of Parks and Recreation

**approved by****subject**

Projects and Programs Update

**motion | recommendation**

na

**background**

Update regarding current projects and programs

**alternatives | other considerations****fiscal impact****attachments**

None