



Parks & Recreation Advisory Board Regular Meeting

Agenda

November 16, 2022 @ 5:30 pm

City Hall Commission Chamber

401 Park Ave

Winter Park, FL 32789

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm 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. [Minutes Approval- October 19, 2022](#) 2 minutes
 - b. [Work Session Minutes Approval- September 21, 2022](#) 2 minutes
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Fee Waiver Request-Fast Start Management](#) 5 minutes
 - b. [Winter Park Public Library Fee Waiver Request](#) 10m
 - c. [Mini Park Minimum Standards](#) 30m
 - d. [Proposed Youth Citizen Academy](#) 20m
 5. **Non-Action Items**
 6. **Staff Updates**
 - a. [Major Park Projects Update](#) 10m
 - b. [Event and Programming Update](#) 5m
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	November 16, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval- October 19, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[1019.22 Minutes-Draft.docx.pdf](#)



Parks & Recreation Advisory Board Minutes

October 19, 2022 at 5:30 p.m.

City Hall
Commission Chamber
401 Park Ave South
Winter Park, FL 32789

Board Members Present

Michael Perelman, Leah Bonich, Jennifer Adams, Annemarie Smith,

Call to Order

Meeting Called to order by Chairman Perelman at 5:32 pm

Consent Agenda

a. Approve Regular Meeting Minutes - September 21, 2022

Motion made by Michael Perelman to approve the consent agenda, seconded by Annemarie Smith.
Motion carried unanimously.

Public Comments (for items not on the agenda): Three minutes allowed for each speaker
(none)

Action Items
(none)

Non-Action Items

a. Park Property Assessment - GIS

Chairman Perelman gave an update on what initiated the board discussion into park property assessment; and to determine the use of each park/green space. GIS updates will be updated once the land use is agreed upon by the board. Mr. Perelman raised the question of the city's sustainability goal of having park land within a certain distance of residents, and if changing the use of the greenspace would change the overall goal.

b. Youth Advisory Committee

Ms. Adams's vision of the youth advisory committee was to incorporate youth to have a voice and see how government works to contribute and make a difference with potential citywide representation; also, possible collaborations with existing programs. Staff recommendation is to leverage chamber, Parks & Rec, and WPPL programs to create an all-encompassing youth leadership and civic program. Ms. Adams suggests staff recommendation with an appointed youth advisor selected on individual boards as a non-voting member, with the possibility of a future standalone youth advisory board; created through commission/city charter. Chairman Perelman suggests a non-voting youth appointed to the board to experience a guided conversation. Staff recommends targeting high school aged youth, and eventually incorporate middle schools' youth. Limited to a one-year commitment and a limited number of students.

c. Mini Park Minimum Standards

Staff is seeking recommendations on minimum standards, including aesthetics for mini parks and if a current mini park does not or cannot meet standards what should the greenspace be labeled as.

Staff's minimum standards recommendations include usable greenspace, recreational value and accessibility and aesthetics. Mr. Seeley provided different examples of green spaces that are currently described as mini parks space, to show the different use elements of each space. Ms. Adams stated that this process should be utilized to beautify and give public green space to the community. Several of the board members noted that some of the mini parks are not known to the residents as city park space because of no signage. Staff will bring back to the board recommendations as to what the current parks are, current status and possible upgrades to some of the park, and once minimum standards are set, what the standards are. Chairman Perelman recommends that board members visit the spaces in person. There are funds allocated for mini park improvements.

Staff Updates

The City has approved a scope of work a third-party connectivity planning.

a. Parks Projects & FY23 CIP

- The City Commission approved the scaled back plan with trail only y in the Lake Waumpi parcel with no access points in neighborhoods.
- MLK conceptional design and budget will be presented to the CRA Board in November with add alternates and will be presented to the Parks Board in December or January. The direction given to the architect is to maintain the castle structure while providing accessibility, visibility and a water feature.
- Progress Point's revised bike path routing, concept with add alternates will go to City Commission for final approval October 26th or November 9th. Staff estimates completion in early 2024
- Showalter East will be converted into artificial turf Nov/Dec with estimated completion by April 2023.
- Mead Garden ADA trial land survey scheduled for November, finalizing design and routing work should commence Winter 2023
- Contract awarded to artist and awaiting initial design concept
- WP9 completed patio and hole 1 tee box improvements
- Dinky Dock parking lot work scheduled to start January 2023, giving opportunity for the construction at the public lake access in Maitland to be completed.

Some upcoming FY2023 CIP Projects include; Mead Gardens Pavilion replacement, athletic facility lighting upgrades, Showalter East 2 field renovation, Cady Way Softball 10 conversion to multipurpose field, Ward B field renovation and 25K allocated for mini park improvements.

b. Programming and Events Update

- Bio Diversity at Mead, Trick or Treating at the Farmers' Market, trunk fest at the Community Center Christmas in the Park, Winter on the Ave, Holiday Pops, the Christmas Parade, Winter Park High School homecoming parade are some of the upcoming events.

Mead Gardens, and Lake Baldwin lost several large trees as a result of Hurricane Ian.

Board Comments

Upcoming Agenda Items

Adjournment

The meeting was declared adjourned by Chairman Michael Perelman at 7:03pm

Minutes approved by the board on: 10/16/2022

October 19, 2022
Page 3

/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	November 16, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Work Session Minutes Approval- September 21, 2022

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0921.22 WS Minutes-Draft.pdf](#)



Parks & Recreation Advisory Board & Transportation Advisory Board Work Session Minutes

September 21, 2022 at 5:00 p.m.

City Hall
Commission Chamber
401 Park Ave South
Winter Park, FL 32789

PRAB Board Members Present

Michael Perelman, Krystal Dawkins, Shannon Sarkarati, Leah Bonich, Jennifer Adams, Annemarie Smith, Frank Baker, Leah Bonich

TAB Board Members Present

Jeff Osleeb, Jeff Sievers, Rachael Andre, Michael Sasse

Call to Order

Meeting Called to order by Chairman Perelman at 5:00 pm

Discussion Items

a. Introduction & Status of Winter Park Land trust & City of Winter Park Partnership

Mr. Seeley lead the conversation on the WPLT's connectivity priorities; The Land Trust is an organization that focuses on preservation, conservation and making sure there is adequate and connected greenspace in Winter Park. In the winter of 2021 the City Commission entered a joint partnership with the Land Trust to hire a grant writer. The focus of the previous meetings has been focused on the Howell Branch Preserve grant, and potential purchase of the Bank Ozark property, the commission gave permission to engage with the Trust for Public Lands to assist with negotiation of purchasing that property.

The Winter Park Land Trust's four main suggested priorities of land acquisition/new greenspace are to Complete Progress Point and maximize the green space, potential expansion of Progress Point to buy possible purchase the Bank Ozark property, continue to engage in conversation of purchase of the Post Office property to expand Central Park, purchase property along Fairbanks to expand MLK Park. Chairman Perelman suggests creating park space on the east side of Winter Park. Chairman Perelman is opposed to the Land Trust being involved in seeking grants for the Post Office funding.

Priorities for better green spaces, improve physical space connectivity access to HB Preserve and wetland, continue restoration and activation in Mead Botanical Garden, expand and improve MLK park and make improvements to stormwater management.

More green space, better green space, and connecting green space. The connection priorities of the Land Trust include (Morse, Central Park, & MLK), (Denning, Mead, Progress Point and MLK), (Progress Point to Mead), (Park Ave to Lake Osceola), and potentially (Lake Killarney to MLK).

b. TAB Projects & Priorities - Connectivity and Greenways

The purpose is to talk about the city's plans to raise money or obtain grants that support beautifying the city. Make sure conversations around grant writing are for the public to provide input on priorities. Hong Liam, Planning & Transportation Engineer gave an update on the TAB's project priorities on arterial connection. The projects priorities include; The Progress Point to

Mead bike ability, the pedestrian bike bridge tunnel alongside Sunrail, the trail from N Denning to New York Ave, Lakemont Ave, and Cady Way to St. Andrews phase 2.

TAB is requesting ARPA funding for a Transportation Master Plan from, that would include citywide green space connectivity and more enhanced maps. A draft report is estimated to be complete in six months with a complete master plan in one year.

Tom McMacken 1821 Shiloh Lane and Cynthia Hasenau of Mead Botanical Gardens Inc, spoke on being in favor of the Denning to Mead connection however is opposed to the additional entrance. There is concern of the bikers, and how fast they travel through the gardens.

Staff will provide a quarterly update to the boards on what the Land Trust is working on. Ms. Adams recommends and assessment on what the public would like to see as priority projects.

Adjournment

The meeting was declared adjourned by Chairman Michael Perelman at 6:13pm

Minutes approved by the board on: 11/16/2022

/s/ Kesha Thompson



Parks & Recreation
Advisory Board

agenda item

item type	Action Items	meeting date	November 16, 2022
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Fee Waiver Request-Fast Start Management

motion / recommendation

Staff recommends approval minus hard cost.

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Fast Track.pdf](#)

Fee Waiver Application



Parks & Recreation
department

In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

1. Non Profit Organization with current exemption.
2. Organization based within corporate limits of Winter Park.
3. The event is not in support of a candidate for public office.
4. The event benefits the city and its residents.
5. The event type is consistent with the city's recreation plan.
6. The applicant has a demonstrated need for the reduction or waiver.

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Section One - Applicant Information

Applicant Name:	SCOTT MILLER		Email Address:	SCOTT@MILLERMANAGEMENT.COM	
Organization Name:	Fast Start Management		Phone Number:	407.466.8036	
Address:	1140 Whitewater Dr		Fax Number:	-	
City:	Winter Park, FL	State:	FL	Zip:	32789
Tax Exempt Number: Attach Letter of Exemption from the Internal Revenue Service:					
Organization Mission:	Foster a love of running and promote a healthy lifestyle for children of our community				
Reason for request:	We are a very small non-profit. We rely 100% on donations from local businesses and foundations. We do not charge any entry fee for participants				

Section Two - Event Information

Event Type:	Track & Field Meet for 9 elementary schools that feed WPHS	Event Date:	2/4/23
Event Name:	Fast Start Track & Field Invitational (17th Annual)	Event Hours:	8-3
Venue:	Shawnee	Expected Attendance:	1,000
If charging admission, proceeds benefit:	N/A	Event Admission Fee:	N/A
Will sponsorships be sold? If yes, describe levels and pricing:			
Gold - \$1,000 ; Silver - \$800; Bronze \$500			

Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **

N/A

** If there is onsite cooking, an additional permit is required

Has this event been held previously? If yes, describe when/where:

Yes, last 16 years @ Shawnee

Section Three - Instruction

1. Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
2. This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
3. Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
4. To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
5. Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.

By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:

[Signature]

Date:

10/25/22

Print Name

SCOTT A MILLER

Title:

Founder / Chairman

FOR OFFICE USE ONLY

Directors Signature:

[Signature]

Approved:

60

% Disapproved:

Date of Approval/Disapproval

10/27/22

Parks Board Review if Necessary

Date

Approved:

%

Disapproved:



City of Winter Park
Athletics Division
Field Request Form

Contract sent: _____

Received by: _____

Received: _____

Date: _____

Date: 10/25/22

*Please Print Clearly if not typed.
Complete all fields.

Name: Scott Millson

Mail to: City of Winter Park/Athletics
721 West New England Ave.
Winter Park, FL 32789

Team/ League Name: Fast Start Management

Billing Address 1140 Whitesell Dr

Fax to: 407-599-3454
Email: recreation@cityofwinterpark.org

City Winter Park State FL Zip Code 32789

Phone Number 407.466.8036 Youth or Adult League _____

email SCOTTE.MILLSON@JAMIS.COM

Expected Participants 1,000

Activity/ Sport: Track & Field

Adult Cross Play Y/N N

☐ Practice ☒ Games

**Check the boxes you are requesting
Fields**

- | | |
|---|--|
| ☐ MLK 1 | ☐ Cady Way 9 |
| ☐ MLK 2 | ☐ Cady Way 10 |
| ☐ MLK 3 | ☒ Showalter Track |
| ☐ Ward A1 | ☒ Showalter Field |
| ☐ Ward A2 | ☒ Showalter Concession |
| ☐ Ward B | ☒ Showalter Equipment |
| ☐ Ward C | ☒ Showalter Stadium |
| ☐ Little League
Field # _____ | ☐ Showalter East 1 |
| | ☐ Showalter East 2 |

Date Range (Start Date To End Date) <u>2/4/23</u> Note any dates in range you DO NOT WANT <u>single day event</u>

	Time
Sunday	_____
Monday	_____
Tuesday	_____
Wednesday	_____
Thursday	_____
Friday	_____
Saturday	<u>6am - 3pm</u>

☐ Field Prep/ Lines- Single Lining/Prep \$50; Multi/Specialty Lining/Prep \$100

Single Field Lines/Prep **X \$50=** _____

+TAX

Number of Weeks ☐

Multi/Specialty Field Lines/Prep **X \$100=** _____

+TAX

☒ Proof of Insurance-----NO INSURANCE= NO PLAY Send Copy of Insurance with this form

After the Parks Department receives this form and based upon field availability, a rental agreement will be sent to the contact listed above. Until a signed agreement is in possession by both parties, NO RENTALS ARE CONFIRMED. Reservation Requests must be made at least 3 business days in advance. Unscheduled or late reservations may result in an additional fee. Please see the current fee schedule for all fees. Field capacity is 400 hours per season based on 2 seasons per year. Submittal period: Winter/Spring season (Jan-June) Priority users: Sept. 1- Sept. 15 Open application Sept. 29. Summer/Fall season (July-Dec) Priority users: April 15-April 29 Open application May 13.

Background Checks are REQUIRED for all sports involving youth.

Please attach Field Dimensions Form with this Request Form

Signed By _____

Date 10/25/22



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	November 16, 2022
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Winter Park Public Library Fee Waiver Request

motion / recommendation

Parks and Recreation staff has provided event date details and staff recommendation within attachment.

background

Winter Park Public Library has requested use of the event center or portions of the event center for various library events over the 2023 calendar year.

alternatives / other considerations

fiscal impact

Provide within attachment

ATTACHMENTS:

[Winter Park Public Library Fee Waiver Request 2023.docx](#)

Winter Park Public Library Fee Waiver Request 2023

The requested dates are not inclusive of smaller events and programs where WPPL may use a small park space or outdoor common area. Fee Waiver request only includes events/programs where Event Center space would be significantly impacted by WPPL request.

Great Decisions Discussion Group – Rooftop Meeting Room – 7 Mon. dates Feb-Mar 2023 9:30-11:30a
Market Cost: \$250/hr or \$500 per meeting – total -\$3,500
Staff Recommendation: Full Fee Waiver and No hard cost

Library Gala - Full Event Center – Sat. Feb 11th
Market Cost: \$5,000
Staff Recommendation: Full Fee Waiver, Library responsible for hard costs and any cost specifically associated with their event. Any request for early set up or access would trigger cost to WPPL if it required City to bring staff in outside of normal operating hours.

Valedictorian Luncheon – Ballroom – Thu April 20th
Market Cost: \$450/hr – total \$1350
Staff Recommendation: Full Waiver, No hard cost

Fantasmicon – Full Event Center - Friday/Saturday Nov 10th -11th
Market Cost: \$10,000
Staff Recommendation: Full Fee Waiver, Library responsible for hard costs and any cost specifically associated with their event. Any request for early set up or access would trigger cost to WPPL if it required City to bring staff in outside of normal operating hours or if additional staff is needed to accommodate size of crowd.



item type	Action Items	meeting date	November 16, 2022
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Mini Park Minimum Standards

motion / recommendation

Approve minimum standards and ensure standards are effective based on provided examples of current mini parks when applied.

Once agreed upon staff will bring forth analysis and recommendations for all mini park locations for PRAB review and discussion.

background

Continued discussion related to how we value and define what is a mini park within the larger discussion of how parks and recreation acreage is defined.

Staff recommended standards based on October PRAB discussion as well of examples of mini parks of varying value are provided in attachment

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Mini Park Min Standards.pptx](#)

Mini Park Minimum Standards

- Green Space that is safe and accessible
- Appropriate Signage that designates the area is City Park in line with City signage standards
- Appropriate site amenities such as trash bin and seating
- Defined and actively maintained landscape
- Located in area that is within reasonable proximity to residential properties

Example of Current Mini Park that meets minimum standard

Laughlin Park – New England Ave

- Greenspace is both safe and accessible and includes hardscape for access by those with mobility restrictions
- Park includes site amenities such as trash bin and benches
- Park includes signage
- Park has defined landscape beds that are actively maintained.
- Located in residential neighborhood near Hannibal Square



Example of Mini Park that does not meet standards but reasonably can meet standard with improvements

Leith Mini Park – Orlando Ave/Leith

- Adequate green space but no protective barrier from rail or highly trafficked roadway
- Park is not accessible to users with mobility restrictions
- Park lacks signage identifying it as a City park
- Park lacks site amenities



Example of Mini Park that require further discussion

Canton/New York Mini Park

- Lacks green space and has no protective barrier between park and railroad or adjacent streets
- Does have site amenities
- Not located near any meaningful residential zone
- Defined and actively maintained landscape
- Lacks park signage



Example of Park that requires further discussion

Cavendish/Harmon Mini Park

- Greenspace but minimal and located in intersection of streets
- Contains seating
- Lacks Signage
- Located within residential zone
- Actively maintained with landscape relative to park size and traffic visibility considerations





Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	November 16, 2022
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Proposed Youth Citizen Academy

motion / recommendation

Approval of program model and/or provide suggestions for adjustments. Program Model is provided in attachment.

background

PRAB members have requested that staff explore creating a program that provides resident youth with an opportunity to better understand the role of the City and how they can participate in city decision making now or in the future.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Potential Winter Park Youth Citizens Academy Program Model.docx](#)

Potential Winter Park Youth Citizens Academy

Purpose: Provide the opportunity for Winter Park youth in grades 9-12 to gain a better understanding of the purpose and function of local government, the importance of civic involvement, and how they can actively participate and have a voice in their community.

Format: The program would take place from August through April (9 months) with each month introducing participants to a different City department with exception of August meeting that would be utilized for program orientation and the April meeting that would be used for closing ceremony/wrap up. During the monthly department session, participants would be introduced to key staff of respective department, tour of appropriate facilities, and given an overview of what said department's role/function is within the community. Participants would also be made aware of any citizen advisory board related to the department and encouraged to attend. This format would allow for participants to visit 7 City departments.

- Parks and Recreation
- Natural Resources
- Water/Wastewater
- Public Works
- Public Safety (Police/Fire)
- Electric Utility
- Communications

In addition to attending the monthly department sessions as depicted above, participants would also be required to attend at least 1 citizen advisory meeting between August and November and another between January and March. Participants would be required to communicate what board meeting they plan to attend through Academy Coordinator so that chair of respective board can make the participant feel welcomed and included. At the December and April session time would be set aside to allow for open discussion between members about what they learned through attending respective board meeting and share their thoughts and perspectives on various City matters. Discussion will be moderated by Academy Coordinator and a certain issue wanted to be pursued by the group the Academy Coordinator would assist in facilitating follow up through appropriate channels. Participants would also be required to attend at least 1 City Commission meeting to gain insight on the role and function of our elected officials. All participants would be encouraged to attend May commission meeting to be recognized for their participation by Mayor and Commissioners. Staff recommends the following citizen advisory boards be eligible for participant participation.

- Parks and Recreation
- Winter Park Pines Golf
- Lakes and Waterways
- Lake Killarney
- Public Arts
- Community Redevelopment
- Code Compliance

- Civil Service
- Historic Preservation
- Keep Winter Park Beautiful/Sustainability
- Tree Preservation
- Planning and Zoning
- Transportation
- Utilities

Participation Details:

- Must be a Winter Park resident and entering grades 9-12
- Day and exact time are not determined at this time but would be targeted towards a late afternoon or early evening start time with session duration of 90-120 minutes.
- Program capacity would be 20-25 participants per year and would require completion of application.
- If applications exceed program capacity than spaces would be filled on first come first served basis.



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	November 16, 2022
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Major Park Projects Update

motion / recommendation

Info to PRAB regarding progress on major Parks and Recreation projects

background

Update on following projects:

- MLK Park Renovations
- Howell Branch Preserve Trail
- Progress Point
- SportsTurf Conversion @ Sport Complex
- Concession Renovation WP Babe Ruth
- Meadows Improvements
- Phelps Playground

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	November 16, 2022
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Event and Programming Update

motion / recommendation

Staff report to PRAB regarding upcoming Parks and Recreation Events and Programming

background

alternatives / other considerations

fiscal impact