



Parks & Recreation Advisory Board Regular Meeting

Agenda

October 20, 2021 @ 5:30 pm

Virtual

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 0915.21 2 minutes
 3. **Staff Updates**
 - a. FY 21 Project Summary/FY22 Project Update 5 minutes
 - b. Recreation Programming & Event Update 5 minutes
 - c. Progress Point and MLK Project Updates 5 minutes
 - d. Forestry Presentation - Present info related to canopy coverage, tree equity, and provide Q/A time for board members 10 minutes
 - e. Parks & Recreation -Strategic and Long Term Planning Update - Property Audit, Mini Park, and Playground Assessment, and Resident Survey 10 minutes
 4. **Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Non-Action Items**
 6. **Action Items**
 - a. Phelps Park - Selection of additional structure 20 minutes
 - b. Shady Park - Presentation of proposed park improvements (Joint presentation - WP Parks and Rec/Hannibal Square representatives. 20 minutes
 - c. Park Rules & Regulation Update 10 minutes
 - d. Fee Waiver Request - Park Ave District - Holiday Market West Meadow 10 minutes
 7. **Board Comments**
 8. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	October 20, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval 0915.21

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0915.21 Minutes.pdf](#)



Parks & Recreation Advisory Board Minutes

September 15, 2021 at 5:30p.m.

Virtual Meeting
Winter Park, Florida

Board Members Present

Michael Perelman, Kelly Price, Krystal Dawkins, Annemarie Smith, Shannon Sarkarati, Jennifer Adams

Board Members Absent

Frank Baker

Call to Order

Meeting Called to order by Chairman Perelman at 5:30pm

Consent Agenda

a. August 18, 2021 Minutes Approval

Motion made by Kelly Price to approve the consent agenda, seconded by Jennifer Adams. Motion carried unanimously.

b. Central Park Continuous Events

- Chabad of Greater Orlando - Holiday Chanukah Festival 11/28/21
- Track Shack -Park Ave 1/22/22
- Track Shack -Winter Park Road Race 3/12/22
- Track Shack -Watermelon Run 7/4/22

Craig O'Neal of the Communication department addressed the board with the policy that has been adopted and approved by the City Commission on the annual road races. Chairman Perelman raised the question on some of the road races taking place in other parks and suggest recommend other parks. (Track Shack will resubmit their application with the nonprofit box checked for clarification).

c. Phelps Park Work Session Recommendation Approval

Following the work session, the board voted 4-2 (Kelly Price and Krystal Dawkins voting no) to recommend proceeding with option 6; (option 2 and option 5) following the completion guidelines presented with community input. Option 2 replacing the low climb log structure and Option 5 consisting of three alternate designs including the Miracle Recreation suggestion from the local residents. Staff provided an update on an upcoming community meeting to receive public input at the park on Thursday September 23. Survey will begin October 4 and close October 17. Board members have requested to see the survey before it's published, staff will send the options 24-48 hours prior to the survey going public. Chairman Perelman suggested a list the names of the residents that spoke in the work session to be added in the work session minutes.

Staff Updates

a. FY 21 Project Update

- Still waiting on the final date for Pickleball courts installation at Phelps.

b. Progress Pointe Update

- Jason gave an update on the Progress Point project, the concept of redesigning Palmetto, and the concept of the point portion of the park being utilized as park space has been approved by the City Commission. Commission has also given the designer some suggestions and once a conceptual design is submitted the Parks and Recreation advisory board will have the opportunity to give some input and direction before the design is finalized

c. Recreation Programs & Event Update

• *Library/Event Center Update*

Occupancy is scheduled to take place on 10/26, the Ribbon Cutting is scheduled for 12/10/21 10a-12pm and the Grand Opening Gala will be held on 12/10 from 7pm-10pm. Saturday 12/11 the Library will have their Community Open House. The Event Center is scheduled to open to the Public on January 3, 2022.

• *Holiday Events& Christmas Décor Initiative*

Tiffany Windows will be 12/2 Tree Lighting/Snow Slides in the Park 12/3 and the Christmas Parade will be held on 12/4. Holiday Décor will be elevated and expanded throughout the city this year.

d. MLK Improvements -CRA Funding Update

- The athletic field project was moved to the FY22 Budget, along with funding to enhance the greenspace on the backside of the Event Center.

e. Sustainability Action Plan -Vanessa Balta

- Vanessa presented the “park related portion” of the Sustainability Action Plan Update. The update integrates discussion with all the boards, staff and responses from the community through online surveys, and local community organizations. The Plan tracks and sets targets of residents living within .5 mile from park space (as defined). Sustainability is seeking direction from the Parks Board on what is considered park space, and targets on residential proximity to green space (as it is defined). Chairman Perelman raised two questions essentially what is a park, and residents living .5 of mile vs .25 of a mile. It was suggested to incorporate a sub goal, to better understand the space and the function of the space as it’s defined as park space.

Public Comments (for items not on agenda): Three minutes allowed for each speaker
Non-Action Items

Action Items

a. MLK Jr. Memorial Proposal (pulled from non-action items)

Maria Bryant, and Mary Daniels presented the board with a proposal for the unity corner (Denning & Morse Blvd). The vision is to have a beautiful active park and public space dedicated to the memory of Dr. Martin Luther King Jr. and the original residents of Hannibal Square that lost their homes. Residents are seeking a recommendation from the board to reinstate and implement the original 2013 plan to enhance the memorial corner with a budget to support the completion of the project in the FY22 budget. The committee's recommendations is to have a life size bronze stature of Dr. Martin Luther King Jr. as well as a naming wall in memory of the West Side residents who lost their homes in 1955 to eminent domain, create a pedestrian and bicycle path. After further discussion and residents Martha Bryant, Forest Michael, and Lee Kemp also spoke in favor of the proposed memorial space.

Motion made by Michael Perelman to recommend moving forward with a memorial space in the proposed corner of MLK Park with a memorial reflecting MLK and recognition of the residents that lost their homes; also seeking guidance from the commission on how to proceed; seconded by Jennifer Adams. Motion carried unanimously by Kelly Price, Michael Perelman, Jennifer Adams, and Annemarie Smith.

b. Fee Waiver Request - Fast Management -Scott Millson

Scott Mllson is requesting a full fee waiver for its Fast Management track meet for local schools. After discussion Motion made by Michael Perelman to approve the fee waiver for the 2021 event, any future request to be approved by the City Commission as a recurring fee waiver; seconded by Jennifer Adams. Motion passed unanimously by Kelly Price, Michael Perelman, Jennifer Adams, and Annemarie Smith

c. Park Policies & Procedures Revision- (*Moved to October Meeting*)

Board Comments

- a. Mini Park Conditions Assessment
- b. Park Survey Discussion

Adjournment

Meeting adjourned at 8:03pm

Minutes approved the board on 10/20/2021
/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	October 20, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

FY 21 Project Summary/FY22 Project Update

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

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Recreation Programming & Event Update

motion / recommendation

background

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Progress Point and MLK Project Updates

motion / recommendation

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fiscal impact



Parks & Recreation Advisory Board

agenda item

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board approval			
strategic objective			

subject

Forestry Presentation - Present info related to canopy coverage, tree equity, and provide Q/A time for board members

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

Parks & Recreation -Strategic and Long Term Planning Update - Property Audit, Mini Park, and Playground Assessment, and Resident Survey

motion / recommendation

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

Phelps Park - Selection of additional structure

motion / recommendation

background

Survey closes on 10/17

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

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subject

Shady Park - Presentation of proposed park improvements (Joint presentation - WP Parks and Rec/Hannibal Square representatives.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Final Presentation Shady.pdf](#)

Shady Park Community Input Meeting

September 24, 2021



Community Input and Survey Results

Nice Grass Spaces

Arts and Culture

**History and
Heritage**

Interactive Kids Features

**Flowers, Roses, better
landscape**

**Updated Benches
and Additional
Seating Areas**

Shady Park Update Park Site Overview

Key Highlights:

- Heritage and History Memorial
- Increased greenspace and event space
- Elevated landscape in key areas
- Replacement of sod and trees
- Hardscape and site amenity improvements
- ADA accessibility improvements
- Addition of interactive gaming spaces
- Rehabilitation and Highlighting of current historic markers



Increased Green/Event Space



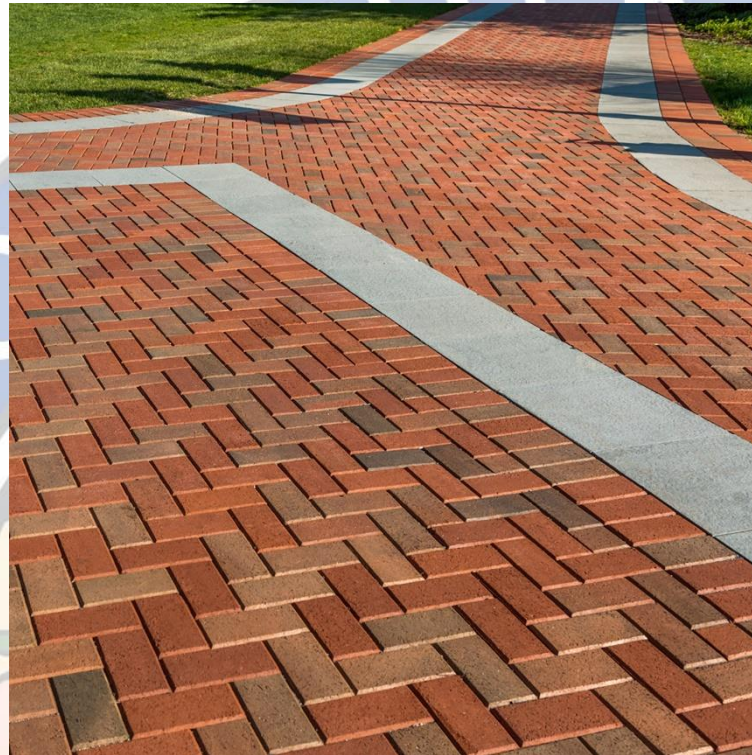
Elevated Landscape



Improved Hardscape and Gathering Space



- Increased size
- Added decorative pavers
- New benches, trash cans, and picnic tables



ADA Accessibility and Site Amenities



- Replacement and repositioning of benches, picnic tables, trash cans
- Addition of bollard lighting throughout park

Addition of Interactive Gaming Tables and Yard Games



Hannibal Square Shady Park



Discovering the Hidden Treasure by empowering and preserving arts, culture and history of West Winter Park

Maria Bryant

What's behind the name?

August 1990 Miss Stephanie Moore named Shady Park in honor of the tall trees.



Committee's Objective:

- Preserving African-American Historic places and people.
- To educate city leadership, residents and visitors of the impact and contributions of Hannibal Square west side residents & pillars of the community.
- To enhance the existing Historical Hannibal Square markers that have been strategically placed throughout the Hannibal Square community.
- To empower the community with historical visuals arts and accurate history of west Winter Park.
- Restore current markers and art that is currently in Shady Park.
- Provide the public with accurate information of Hannibal Square past, present and future.

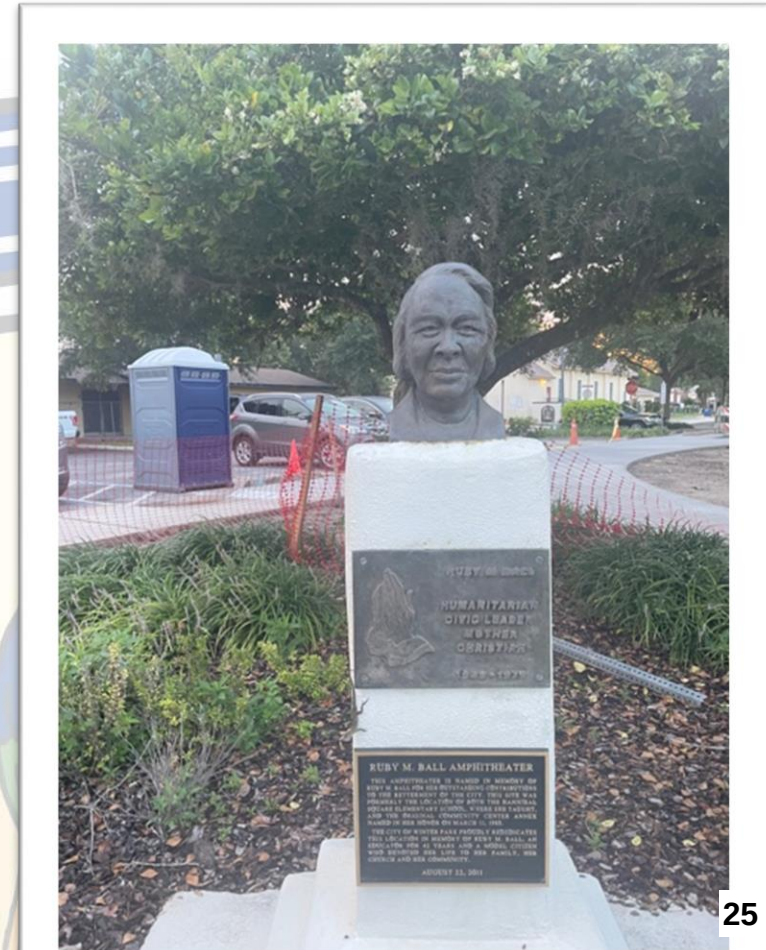


The Vision-What we would like to see....

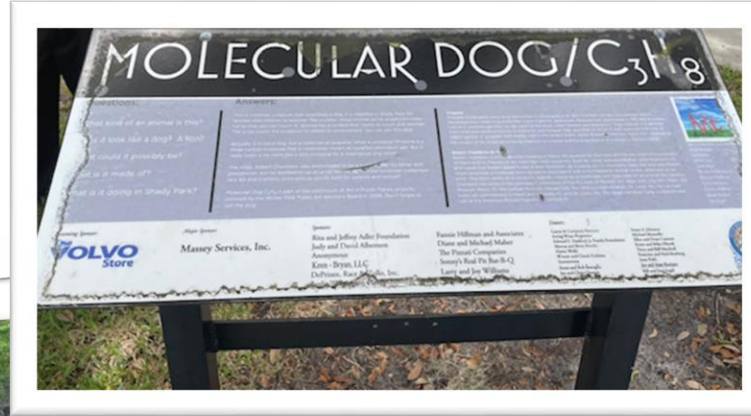
The Shady Park committee with the help of The Heritage Center has identified several local artist as well as sculptors that are highly qualified and world renowned artist that captures authenticated historical figures such as **Mary Lee Depugh, Gus Henderson, Frank R. Israel and Walter B. Simpson Copeland Hurly Davis and Dr. Barbara Jenkins.**

These are just a few names mentioned however, the partnership with Hannibal Square Heritage Center is a vital resource to add more names and history if and when needed.

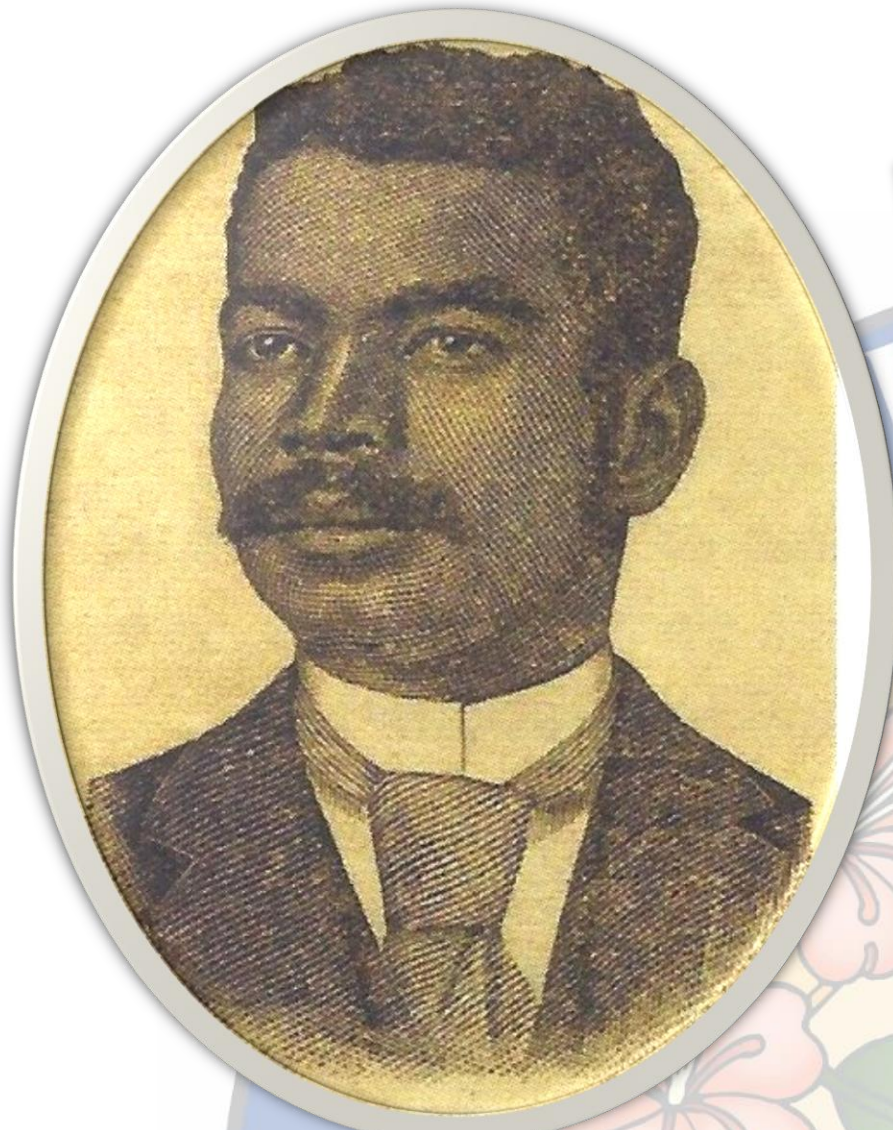
Existing Art/Sculptor



Existing Art/Sculptor



Historical Figures



Mary Lee Depugh



Depugh, a domestic worker, and her husband, Baker, moved to Winter Park from Evanston, Illinois, in 1937 to join her newly widowed former employer Maud Kraft (for whom Kraft Azalea Gardens would be named). The Depugh's settled in a home the Kraft family bought for them on Fairbanks Avenue. Mary Lee, an active clubwoman in Illinois, quickly recognized the need for a local organization of "ambitious community women" of color.

she established the Ideal Woman's Club and was elected its first president. The club became a vehicle through which African-American women could socialize and initiate west side civic improvement projects. An offshoot, the Benevolent Club held fundraisers to assist the elderly at a time when medical facilities were segregated, and professional healthcare was unavailable or unaffordable for many African-Americans.

Depugh began what is now known as The Garden as a neighborhood mission. It officially became a nursing home in 1956, as Florida's first state-approved facility serving the African-American community.

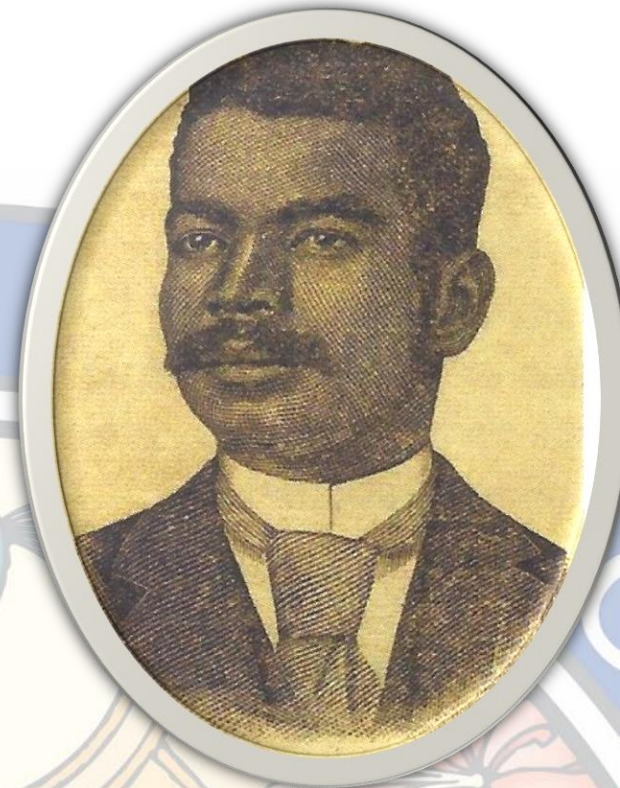
Mary Daniels

Gus Henderson

GUS HENDERSON - Gustavus C. Henderson (1862-1917)

supported the efforts of Winter Park founders, Loring Chase and Oliver Chapman. Henderson led 64 registered black voters to the meeting to cast their ballots. In addition to the 47 white voters, they passed the legislation incorporating Winter Park and ensuring that Hannibal Square was included.

created a new path as an entrepreneur, printer, publisher and editor what is now know as Hannibal Square. A vigorous community activist and writer, he was crucial in advocating for education and voting rights among African-Americans.

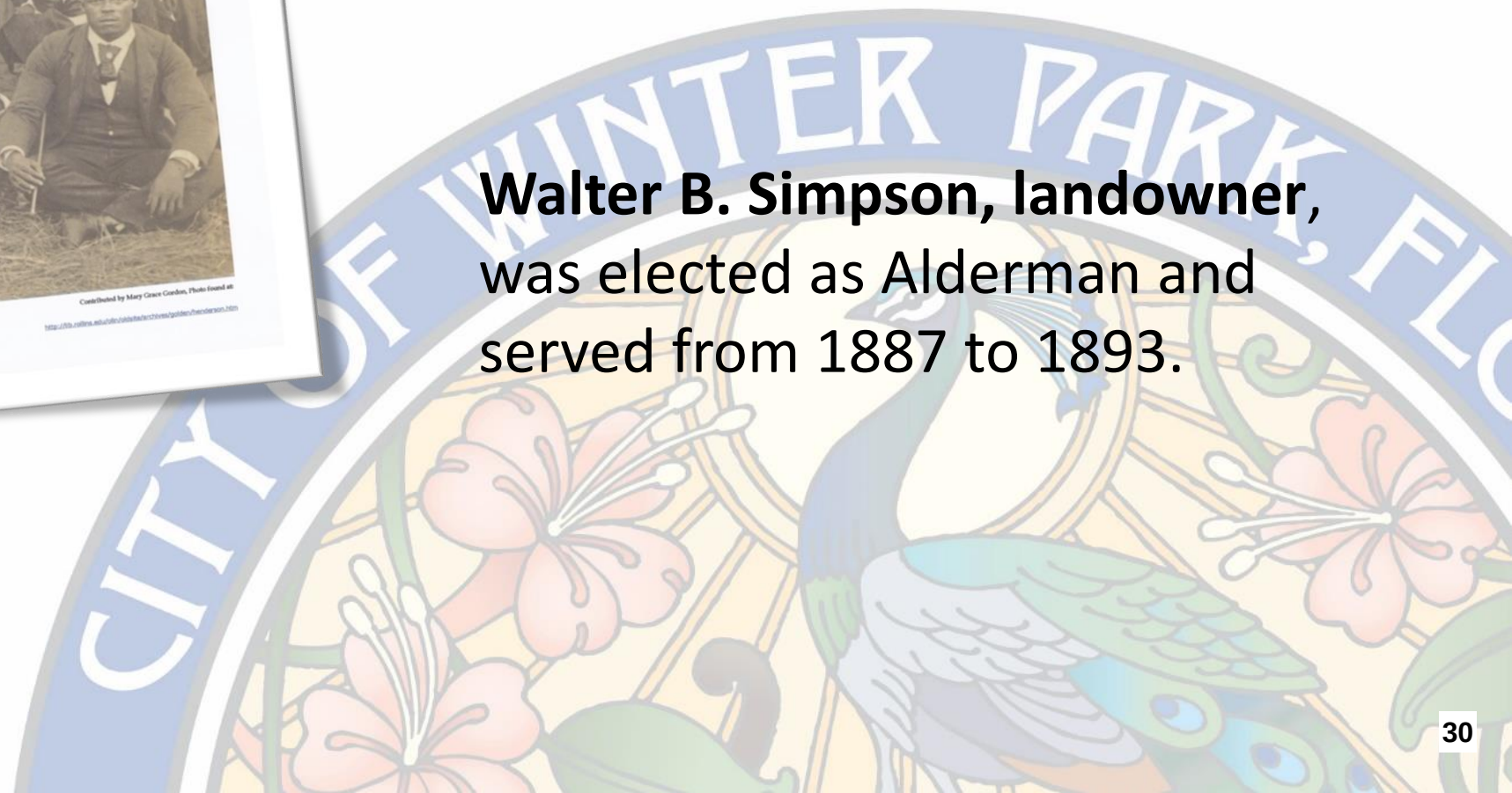


Historian Fairolyn Livingston

Frank R. Israel, landowner, was elected as Alderman and served from 1887 to 1893.



Walter B. Simpson, landowner, was elected as Alderman and served from 1887 to 1893.



Foot Soldier Statue-by Brian Owens

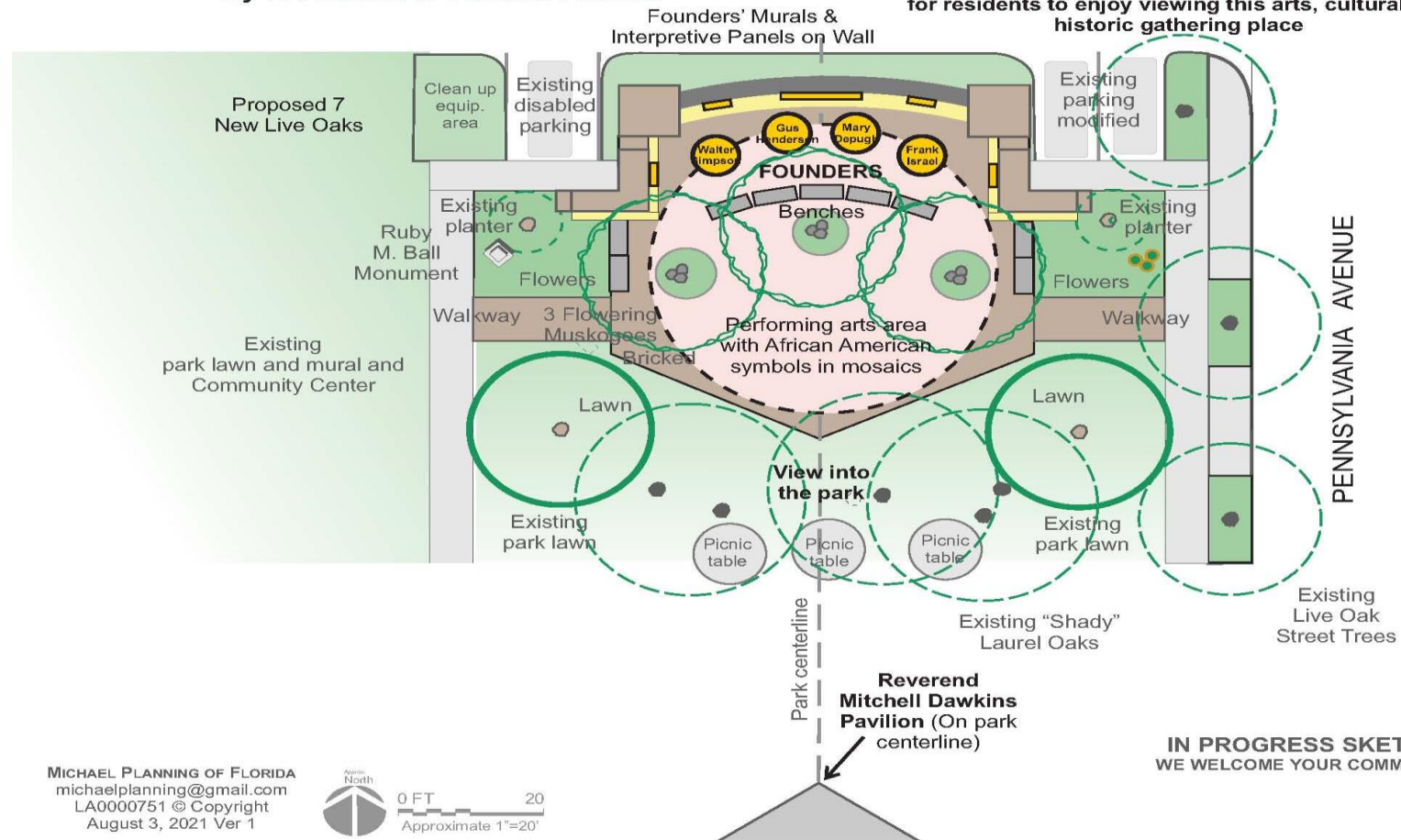


Michael Planning of Florida Proposed Design

Hannibal Square Founders
1881 Hannibal Square Community,
Shady Park, Winter Park, Florida
By the Hannibal Citizens Friends

**Founders: Gus Henderson, Walter B Simpson,
Frank R Israel and Mary Lee Depugh**

Concept: portray the Hannibal Square Founders
at the town's Shady Park, for the interpretation and
education of its citizens and visitors. Provide ample seating
for residents to enjoy viewing this arts, cultural and
historic gathering place



Conclusion

- Local artists have been very instrumental in guiding our efforts we strategize to preserve historical preservation of Hannibal Square through art & interpretive presentation.
- Discover the Hidden Treasure by empowering and preserving arts, culture and history of West Winter Park.
- Pertinent information of history and facts to be placed in a brochure inside the community center.





Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	October 20, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Park Rules & Regulation Update

motion / recommendation

approve revised and condensed park rules and regulations

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Rules__Standards_Draft.pdf](#)



Rules & Standards

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DRAFT



Rules & Standards

Information and Rules for All Parks

General Rules

- a) The business office for park inquiries is located at the Winter Park Community Center, Recreation Division,
 - a. 721 West New England Avenue, Winter Park, FL 32789
 - b. Office hours are Monday-Friday 8:00 a.m. to 5:00 p.m.
 - c. Phone number 407-599-3397
- b) The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- c) The number of special events will be limited to provide protection to trees, plantings and turf, limit impact on surrounding homes and businesses, and to allow the public sufficient access for use of the park,.
- d) rental of park or athletic fields is required for all organized events or athletic activities .
- e) If a Pavilion is available, rental rates are posted on the City of Winter Park Current Fee schedule ([WebTrac](#)) add link to web-track
- f) Ponies/horses and petting zoos are prohibited in all parks.
- g) For groups of 15 people or less, only one pop-up tent is permitted (no stakes and not larger than 10X10'.
- h) A permit is required for the placement of a "bounce house" for use during an event.
 - a. Applications for bounce houses will only be issued in conjunction with pavilion rental
 - b. A permit will not be issued without proof of liability insurance naming the City co-insured with proper liability limits.
 - c. An application fee applies.
- i) Patrons must clean up after pets.

Amplified Sound

- a) Amplified sound is generally allowed only between 9am and dusk (some Parks have greater restrictions – see specific Park guidance). During hours of



Rules & Standards

operation, amplified sound levels may be monitored and adjustment may be required, based upon the hour and the day of the event as well as other uses of the park and surrounding areas.

- a. Amplified sound levels will be monitored and adjustment may be required, based upon the hour and the day of the event, as well as other uses of the park and surrounding areas.
- b) Amplified sound is not allowed from merchandise, food or beverage locations.
- c) Public address system, sound system or other amplified sound must be furnished by the user/renter but the placement of these items will be at the discretion of the Parks and Recreation Department.
- d) To assure the safety of spectators and participants, all wires, cables or hoses laid across paved walking surfaces must be taped down on the paved surface with duct tape (or equal material) or covered with stage / electric cord mats and taped to prevent buckling.

Event Registration

- a) A completed application and cover letter must be submitted to the Parks and Recreation Event management office at least 30 days before the event. (Central Park and West Meadow require 90 days notice before event)
- b) A non-refundable fee, must be submitted with the application.
- c) priority for all scheduling shall be determined by the date the application and fee is received by the Parks and Recreation Department .
- d) All applications for special events shall be reviewed by the Parks and Recreation Director.
 - a. Final approval, if required, shall be by the Parks and Recreation Advisory Board.
- e) To reserve a field, a field request form must be submitted to the Parks and Recreation
- f) Events will generally not be scheduled in the same area of a park within two weeks of an already scheduled large event.
- g) All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Board
 - a. Final approval, if required, shall be by the Winter Park City Commission.



Rules & Standards

Restrictions on Events

- a) The scheduling of events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- b) All events must consist primarily of cultural, athletic or entertainment activities beneficial to and acceptable by general public.
- c) Events should not be objectionable or offensive to accepted standards of decency to the average person, applying contemporary community standards,
- d) All events must be open and visible to all people during operating hours.
 - a. Access may be controlled but admission cannot be charged.
- e) No plant materials, turf or trees may be removed, relocated or disturbed in any way for the benefit of an event.
- f) Sponsors of events are responsible for providing adequate traffic control, crowd control, and security, as is appropriate for the event.
 - a. Parking is generally extremely limited and the sponsored event must obtain additional off-site parking.
 - b. The applicant may be required to provide adequate handicap and off-site parking and/or shuttle services.
 - c. A parking plan must be submitted
- g) Conformance with the mandates of Police and Fire Departments is required.
 - a. It is the sponsor's responsibility to coordinate all life/safety issues with the City's Police and Fire Departments as well as the Special Events Division of Communications.
- h) Event sponsors are required to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and the projected attendance of an event.
 - a. Requirements include at least one port-o-let for each 150 people in attendance.
 - b. Events at which food and drink may be served require at least one port-o-let be provided for each 60 people.
 - c. At least one handicap unit must be provided for all events.
 - i. Large events of more than 600 people require at least one handicap unit for each four regular units.

Event User Fees and Deposits

- a) User fees are based upon the size of the event, the activity and the requirements placed upon City service.



Rules & Standards

- a. User fees and the deposit are payable in advance.
- b. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
- c. Fee Waivers will not be considered.
- d. If the application mis-represents the impact on the City, then an excess fee will be levied
- b) A deposit is required with the initial application
- c) All fees must be paid in full by at least 30 days before the event
- d) All events require a user fee in accordance with current fee schedule.
 - a) The user fees cover electricity, basic trash collection, and recycling bins.
 - b) Additional fees, if required, shall be based upon the nature of the event, impact and any extra services required.
- e) In the event of inclement weather, there will be no refund of any fees paid.
 - a. The event may be rescheduled with a new application and re-payment of appropriate fees.
- f) Violation of zoning laws and City ordinances will result in loss of the deposit and/or additional fees.
- g) The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.

Liability Insurance

- a) All Park renters are required to carry liability insurance in the minimum amount of \$1,000,000 general aggregate and \$500,000 each occurrence.
- b) Insurance certificate must list the City of Winter Park (401 South Park Avenue, Winter Park, FL 32789) as an additionally insured party.
- c) Insurance must be submitted via the insurance company at least ** days before the start of the event.

Merchandising

- a) All merchandise for sale must be approved by the Parks & Recreation Department.
 - a. This merchandise shall be limited to items that directly promote the event and/or organization holding the event. Examples of items include: T-shirts, posters, music CD's and other commemoratives.
- b) A merchandise sales site plan must be reviewed and approved by the Parks and Recreation Department.



Rules & Standards

- c) Donation container(s) shall be placed only at a merchandise location.
 - a. Containers may not be passed or circulated,
 - b. Non-event related donations requests may not compete with the event
 - c. Donation solicitation may not disturb the participants or persons using the park.
- d) No one shall be required to purchase an item or donate money or goods in order to observe the event.
- e) Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

Food and Beverage Sales

- a) The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements.
 - a. Applicable licenses and/or proof of compliance are required.
- b) Food and beverages to be sold must be approved by the Parks & Recreation Department.
- c) A food and beverage site plan must be reviewed and approved by the Parks & Recreation Department.
- d) All cooking and/or heating must be done with gas or electricity.
 - a. Permission to cook on site requires the approval of the City of Winter Park Fire Marshall.
 - i. A separate application is used for this process and is available upon request
 - b. Charcoal grills are prohibited for large events.
- e) All waste from cooking materials, supplies and by-products (such as grease) must be disposed of in proper trash containers in an approved environmentally safe manner.
- f) All recyclable items shall be placed in appropriate containers.

Pets (City Ordinance Number 2835-11)

- a) Leash laws strictly enforced at Phelps Park.
- b) No Pets in Playground Area.
- c) No Pets in Picnic Areas.
- d) No Pets on Tennis or Basketball Courts.
- e) No Pets in Restrooms.



Rules & Standards

Other

- a) Alcohol use is prohibited unless approved by the City Manager.
- b) All pets are prohibited with the exception of Seeing Eye dogs or medically necessary service animals. Such service animals must be leashed.
- c) For larger events tents are permitted.
 - a. A site plan must be submitted and applicable permits approved by the City of Winter Park Code Enforcement Division.
- d) All litter shall be removed by the organization or fees shall be deducted from the deposit.
- e) Banners must meet City codes and must be approved by the Parks and Recreation Advisory Board.
 - a. Banners may be displayed only 24 hours before the event and during the event.

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Rules & Standards

Information and Rules for Specific Parks

CENTRAL PARK AND WEST MEADOW

General Rules

- a) Hours are from 6 a.m. to 12 a.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission
- b) Central Park runs along Park avenue from New England to Garfield. The West Meadow is located on the corner of New York and Morse Blvd.
- c) There are no Public restrooms within Central Park or Central Park West Meadow.
- d) The use of motorized vehicles within the confines of Central Park West Meadow must be approved by the Parks and Recreation Commission.
- e) The City reserves the right to mandate placement and type fencing along railroad tracks placed at the expense of the renter.

Restrictions on Events

- a) Events such as concerts, movies, performing arts, small festivals, road race staging, exhibits, weddings and other similar events are considered compatible and consistent with the general guidelines for use.
- b) Central Park West Meadow may be rented for controlled access events at which admission fees are charged. Access control devices such as fencing is the responsibility of the renter.
- c) Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- d) No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

Items c) and d) above are provided as standards intended as a guideline for consideration of events by the City of Winter Park.

Variables to be considered include:

- *the necessity of an event to the purpose and good of the Park's role in the community;*
- *the time of the year during which an event occurs;*



Rules & Standards

- *the weather of the season; and the nature and size of the event being considered.*

Amplified Sound

- a) Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday. Amplified sound may begin at 7am for weekend road race starts only.

Event User Fees and Deposit

- a) Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.
- b) Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- c) City sponsored events are exempt from these fees



Rules & Standards

DINKY DOCK PARK

General Rules

- a) Open from 8am until dusk unless otherwise approved by the Parks and Recreation Commission and/or City Commission.
- b) The park is located at 410 Ollie Street, Winter Park, FL 32789.
- c) Available facilities include picnic tables, restroom facility, double boat launch dock, dock, and a beach.
- d) Bathing / swimming is permitted; it should be noted that there is no lifeguard on duty.
- e) College event or student parking is not permitted.
- f) Overnight camping is not permitted.
- g) Animals are permitted on the dock only during transfer from vehicle to boat.
- h) Events may not exceed 400 guests.

Boats

- a) The launching of boats and other watercraft is permitted at Dinky Dock Park.
- b) Motorized boats must display a Winter Park Chain of Lakes boat permit.
 - a. Permits are available both on site and in various city locations. See city website, lakes division for details ([Boats](#)).
- c) All Florida boating laws apply- refer to the City of Winter Park Police Department Lakes Patrol for more information.



Rules & Standards

HOWELL BRANCH PRESERVE PARK

- a) Open from 8am until dusk.
- b) The park is located at 1205 Howell Branch Rd, Winter Park, FL 32789.
- c) Available facilities include pavilions, open field, and a playground.
- d) Events attracting 400 or more people are prohibited.

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Rules & Standards

KRAFT AZALEA

General Rules

- a) Open from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- b) The park is located at 1305 Alabama Drive, Winter Park, FL 32789
- c) Available facilities include an exedra (white columns) and a fishing/viewing dock.
- d) Overnight camping is not permitted.
- e) Organized events require rental of the whole park with the exception of the Exedra area which can be rented for private wedding ceremonies – see Weddings below.

Weddings

- a) The Exedra alone may be rented for wedding ceremonies with 20 guests or less, including wedding party. Larger events require rental of the whole park
- b) Tables and chairs for ceremony are require pre-approval by Parks and Recreation department.
- c) The use of confetti, rice, sparklers or artificial flowers for throwing is prohibited.
- d) Additional regulations:
 - Decorations must be removed at the conclusion of the ceremony.
 - The specific time frame for the Wedding must be provided at the time of booking.



Rules & Standards

LAKE BALDWIN PARK

General Rules

- a) Open from 8am to sunset unless otherwise approved for a special event
- b) The park is located at 410 2000 South Lakemont Ave., Winter Park, FL 32792

Dog Recreation Area (off leash Dog Area ONLY)

- a) A specific fenced-off portion of the park is designated as a 'dog recreation area' where off-leash dogs are allowed.
 - i. Children under 5 are not allowed in the dog recreation area
 - ii. Children between 5 and 12 must be accompanied by an adult in the dog recreation area.
 - iii. Cooking within the dog recreation area is prohibited.
- b) Upon entering, it is agreed that the dog owner must abide by park rules. Violation of park rules can result in fines and/or permanent loss of park privileges.
- c) The owner/guardian must not leave the park without their dogs.
- d) Professional dog walkers, trainers and groomers shall not use the park to conduct business.
- e) A maximum of 3 dogs per guardian/owner at one time unless accompanied by another adult.
- f) Pet owners must clean up after their pets per City Ordinance Number 18-44.
 - i. Dispose of all pet waste and trash in receptacles.
- g) Dogs must be within voice range and under owners' control at all times.
- h) Puppies under four months old are prohibited from park.
- i) Dogs must not be tethered, staked, or left unattended at any time.
- j) Dogs must wear proof of current vaccinations on collar at all times.
- k) Aggressive dogs are prohibited from this park and dogs exhibiting aggressive behavior must be removed from the park immediately.
 - i. Aggressive behavior includes: fighting/biting other dogs or humans, uncontrollable actions, or lack of owners ability to control their dog.
- l) If a dog inflicts an injury, the owner is required to provide name, phone number, and proof of vaccination to injured party before leaving park.
- m) Dog owners are solely liable for injuries or damage caused by their dogs.
- n) Female dogs in heat are prohibited from the park.



Rules & Standards

- o) Dogs must be leashed when entering and leaving the off-leash dog park, including parking lot.

Boats

- a) No motorboats are allowed in Lake Baldwin.
- b) Fishing boats or sailboats with NO internal combustion engines may be launched at Lake Baldwin Park boat ramp.

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Rules & Standards

MARTIN LUTHER KING JR PARK

- a) Hours are from 8 a.m. to 10 p.m. unless otherwise approved by the Parks and Recreation Advisory Board and / or City Commission.
- b) The park is located at 1050 W. Morse Boulevard.
- c) Available facilities include pavilions, open field, basketball courts, restrooms, fitness stations, and a playground.

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Rules & Standards

PHELPS PARK

General Rules

- a) Open from 8 a.m. to sunset. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- b) The park is located at 1206 N. Phelps Ave.
- c) Available facilities include pavilions, tennis courts, open field, basketball courts and playgrounds.
- d) Organized sports are prohibited in the large open field. This area is for open play only.

Tennis Courts

- a) Courts are available on a first come-first serve basis. Courts may not be reserved ahead of time
- b) Instructors must register with the Recreation Department.
- c) Instructors may not monopolize courts. At least one court must be left available at all times for resident play.



Rules & Standards

WARD PARK

- a) Open from 8:00 a.m. to 10:00 p.m. unless otherwise approved by the Parks and Recreation Commission and/or City Commission.
- b) The park is located at 250 Perth Lane, Winter Park, FL 32789
- c) Available facilities include playground, soccer fields, softball/baseball fields, multipurpose fields and basketball courts.
- d) Ward Park cannot be rented in its entirety.
- e) The fields are rented individually.

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Rules & Standards

MINI-PARKS

All general rules apply

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Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	October 20, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Fee Waiver Request - Park Ave District - Holiday Market West Meadow

motion / recommendation

staff recommends approval of full fee waiver with the exception of any hard cost incurred by the City.

background

Total Fee \$1650 – Current Discount 50% = Current Balance/Requested Fee Waiver = \$825

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[WP Fee Waiver PADistrict.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:	Sarah Grafton	Email Address:	parkavenuedistrict@gmail.com	
Organization Name:	Park Avenue District	Phone Number:	4079202043	
Address:	110 North Park Avenue	Fax Number:		
City:	Winter Park	State:	fl	Zip: 32789
Tax Exempt Number:	Attach Letter of Exemption from the Internal Revenue Service:		84-2361288	
Organization Mission:	To support the small businesses within the Park Avenue Historic District.			
Reason for request:	We are a small non-profit. This event benefits the small businesses and residents of Winter Park. We were so grateful to have the city's partnership last year. It is really instrumental in this event's success.			

Section Two - Event Information

Event Type:	Holiday Market	Event Date:	11/19/2021
Event Name:	Park Avenue District Holiday Market	Event Hours:	8:00am-6:00pm
Venue:	West Meadow, same space as Farmers Market	Expected Attendance:	225
If charging admission, proceeds benefit:	No	Event Admission Fee:	0
Will sponsorships be sold? If yes, describe levels and pricing:	No		
Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs.	Yes, we will need 15 (10x10) tents, then the Park Avenue Businesses will each have a table and two chairs.		
** If there is onsite cooking, an additional permit is required			
Has this event been held previously? If yes, describe when/where:	Yes, The West Meadow		

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:		Date:	10/11/21
Print Name	Sarah E. Grafton	Title:	President

FOR OFFICE USE ONLY

Directors Signature:		Approved:		%	Disapproved:	
Date of Approval/Disapproval						
Parks Board Review if Necessary:	Date		Approved:		%	Disapproved: