



Parks & Recreation Advisory Board Regular Meeting

Agenda

May 17, 2023 @ 5:30 pm

City of Winter Park City Hall

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

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"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 April 19, 2023](#) 2 minutes
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Action Items**
 - a. [Selection of PRAB chairperson for upcoming term of June 2023 - May 2024](#) 10 m
 - b. [Update to *Pavilion Rental Policies Rules & Standards for Use* language related to Bounce House and Play Amenities](#) 15m
 - c. [Capital Improvement Project Prioritization](#) 30 m
 5. **Non-Action Items**
 - a. [Review Updated Parks GIS.](#) 20 m
 - b. [Review GIS - City designated parkland analysis](#) 20 m
 6. **Staff Updates**
 - a. [Staff Update - Project Status](#) 10 m
 7. **Board Comments**
 8. **Upcoming Agenda Items**
 9. **Adjournment**



Parks & Recreation Advisory Board

agenda item

item type	Consent Agenda	meeting date	May 17, 2023
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Minutes Approval April 19, 2023

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0419.23 Minutes-Draft.pdf](#)



Parks & Recreation Advisory Board Minutes

April 19, 2023 at 5:30 p.m.

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

Board Members Present

Michael Perelman, Shannon Sarkarati, Leah Bonich, Jennifer Adams, Craig Russell

1. Call to Order

Meeting Called to order by Chairman Perelman at 5:29 pm

2. Consent Agenda

- a. Approve Regular Meeting Minutes - March 15, 2023
- b. Approve Work Session Minutes- March 15, 2023

Motion made by Michael Perelman to approve the consent agenda; seconded by Shannon Sarkarati. Motion carried unanimously.

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

4. Action Items

a. Howell Branch Preserve Improvements

Staff is seeking recommendation to Commission on regarding continued Howell Branch Preserve improvements and the allocation of funds to support a conceptual design addressing stormwater property to the west of the main park and improvements along park frontage adjacent to Howell Branch Rd. The Winter Park Land trust has committed resources in the form of the contracted grant writer specifically tasked with seeking funding for parks greenways and other related projects.

Proposed improvements would include streetscape/pedestrian improvements, kayak drop off and launch lane, stormwater pond improvements, and visual and physical connection between main park and stormwater property. During discussion the concern of estimated price for the plan, safety of connecting the trail, the impact of the national habitat in the proposed area was addressed. Board members also recommended initial engagement with the public before obtaining a conceptual plan on the space through some sort of poll or public comment. Board members also suggested looking into a possible partnership with the City of Maitland. Steve Goldman and Bob Bendick of the Land trust spoke in support of investing in the project.

Motion made by Michael Perelman to support the potential improvements, and to have staff look into alternate funding, and to ask the City Commission to find the funding without replacing any of the current capitol projects, and for staff to publish a survey to residents for input on the improvements; seconded by Leah Bonich. Motion carried unanimously.

b. Rollins College Softball Stadium Agreement Revision

Staff is seeking recommendation for approval to of the proposed revisions of the current contract to include o include language that creates ability for residents and/or sports organizations that serve our residents the ability to rent or use the field during collegiate softball off-season and demonstrate

value to residents since field is on City park land. During discussion board members recommended advertising that the field can also be used by the public and encouraged a partnership with Rollins to offer youth scholarships for residents.

Motion made by Michael Perelman to support the contract revisions for the Rollins College Softball Agreement and include a clause that says the sports teams contribute back to youth with camps; seconded by Shannon Sarkarati. Motion carried unanimously

c. MLK Community Playground- Renovation & Expansion

Staff presented the conceptual plan from Dix Hite of the MLK Playground. The Plans include keeping the castle-like structures, incorporating a spray play, more visibility, and ADA accessible components.

Motion made by Michael Perelman to support the conceptual design of the MLK playground; seconded by Shannon Sarkarati. Motion carried unanimously.

d. Chabad Community Fair- Chabad of Greater Orlando

The Chabad is requesting to rent Central Park for a Chabad Community Fair. Chairman Perelman noted that the application should be filled out completely.

Motion made by Michael Perelman to approve the rental; seconded by Leah Bonich. Motion carried unanimously.

5. Non-Action Items

a. Florida Clean Air Act Update and Impact on City Parks and Recreation Venues

Staff would like PRAB input on scope, enforcement, and communication of potential no smoking policy for parks and recreation venues. Staff will use the input from PRAB to develop policy with input from other City departments that may need to play a role in policy change.

Staff is suggesting enforcement in spectator and seating areas, recreation venues, playgrounds and immediate surround grounds, athletic fields, sports courts and other high traffic and/or areas that are designated for children. Board members would like to include vaping and smoking. During discussion staff recommend some infractions to enforce and potential policy. Chairman Perelman suggest looking into the potential for including public streets. Staff will look into comparable infractions upon other cities.

Staff will work with the City Attorney to build an ordinance to bring back to the Parks Board for approval.

6. Staff Updates

a. Financial Summary

Staff provided the board with a cost recovery update through two quarters.

b. Project Update

Current Projects include Dinky Dock Parking Lot and beach, Showalter East Turf Conversion, Mead Gardens Accessibility and the awning at the Winter Park Pines. Future projects include Seven Oaks Park, MLK Park Unity Corner, 60% construction plans for Howell Branch Preserve, Ward Park Concession Stand Renovation has 80% design approved by Youth Baseball.

7. Board Comments

Jennifer Adams announced this would be her last meeting on this board, Chairman Perelman thanked her for her service.

8. Upcoming Agenda Items

9. Adjournment

The meeting was declared adjourned by Chairman Michael Perelman at 7:30 pm

Minutes approved by the board on: 0517.23
/s/ Kesha Thompson



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	May 17, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Selection of PRAB chairperson for upcoming term of June 2023 - May 2024

motion / recommendation

PRAB members nominate and select new chair.

background

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

item type	Action Items	meeting date	May 17, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Update to ***Pavilion Rental Policies Rules & Standards for Use*** language related to Bounce House and Play Amenities

motion / recommendation

Approval of new guidelines to ensure enjoyment of park and safety of all users.

background

The current language related to play amenities used within our parks needs to be adjusted to account for the increase in size of inflatables offered as well as new play amenities being offered by vendors.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Revision to Pavilion Rental Policies Rules.docx](#)

Revision to Pavilion Rental Policies Rules & Standards for Use

Current Language:

Groups wishing to install bounce houses or other party amenities must gain permission through the Parks office by submitting a permit application and a \$25 permit fee. Bounce house or other party amenity providers must provide proof of liability insurance in the amount of \$1,000,000 naming the City of Winter Park as co-insured before a permit will be issued. Note that all pavilions are not equipped with electrical power and the party amenity provider may need to provide a generator to operate equipment

Proposed Language and Guidelines:

Groups wishing to include a bounce house or other party amenity must gain permission through the parks office by submitting a Special Use Permit and submitting a \$25 permit fee. Structure must come from licensed and insured vendor and provide liability insurance with City of Winter Park added as additionally insured.

Following guidelines must be followed:

- Structure must fit within, and be located within, the designated space outlined for each property.
- Maximum height of 25'
- Only inflatable slides will be approved, non-inflatable slides/giant slides are not permitted
- Special Use Permit must describe play amenity in detail and be the same play amenity that is on site for event. Play amenities on site that do not match what was permitted will not be allowed with no refund of \$25 permit fee.
- All play amenity providers must use the electrical power provided on site by the City of Winter Park. If there is an issue with electrical power or location lacks electrical outlet a generator may be used with the following provisions:
 - ✓ Only 'whisper' or inverter generator are permitted for use.
 - ✓ Generator must be located in approved set back area; if set back area is not designated generator must be a reasonable distance away from any public space where other park users may congregate (adjacent pavilions, seating benches, playgrounds, etc)



item type	Action Items	meeting date	May 17, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Capital Improvement Project Prioritization

motion / recommendation

Provide ranking of CIP items proposed for the FY24 budget year within Parks and Recreation Department.

background

The department has a current list of proposed CIP needs. Due to budget constraints, it may be necessary for some of the items listed to go unfunded for the FY24 budget cycle. PRAB feedback will assist in guiding this process an additional tool for commission to consider as they work through budget process.

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[FY24 CIP Rankings.docx](#)

Parks and Recreation Department 2024 Proposed Capital Projects		
Project Name	Project Amount	Notes:
Cady Way Courts	\$ 175,000.00	Cady Way Tennis/Pickle Rebuild Court
Playground	\$ 10,000.00	Replacement of structures
Mini Parks	\$ 15,000.00	Update various mini parks; landscape, irrigation, fencing
Winter Park Tennis Center	\$ 325,000.00	Clay Courts - rebuild clay courts (4)
Sports Field Lighting	\$ 75,000.00	Cell Tower \$\$ - Combined w 2023 rollover to replace stadium lighting
Howell Branch Preserve Conceptual Design	\$ 80,000.00	Contract with Landscape design firm for conceptual design of HBP frontage



item type Non-Action Items	meeting date May 17, 2023
prepared by Jason Seeley	approved by
board approval	
strategic objective	

subject

Review Updated Parks GIS.

motion / recommendation

Discussion and review of changes; Impact on park distribution within city

background

At the direction of the PRAB staff did an analysis of the City's inventory of Mini Parks, while also establishing a guideline as to what features a property should have to be considered a park. Based upon such, PRAB determined that several properties currently defined as Mini Parks should be reclassified as either Lake Lookouts or Streetscape Enhancements. This mainly effected small properties that are more median than park and/or small properties along lakes that lack parking, proper accessibility, or other deficiency.

PRAB is recommending these properties remain park acreage but lose status of "Park".

Properties Designated to become Lake Lookouts:

W Fawcett Kiwi/Webster

Harris Circle Alberta Dr

Canton and Interlachen

Properties Designated to become Streetscape Enhancements:

Sunset and Chestnut

Via Bella

Reading Way

Hamilton Place

Harwick/Tyree

Bonita Dr

Pulsifer Park

Cavendish Rd

alternatives / other considerations

fiscal impact



item type Non-Action Items	meeting date May 17, 2023
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board approval	
strategic objective	

subject

Review GIS - City designated parkland analysis

motion / recommendation

Review updated GIS map that was updated based on park property analysis.

background

At the direction of the PRAB, parks staff along with City GIS team conducted an analysis of park land within the City and categorized property based on function in order to get a more accurate picture of the 500+ acres of land that makes up our park system.

The GIS data reviewed at meeting will reflect the analysis conducted and PRAB recommendations.

alternatives / other considerations

fiscal impact



Parks & Recreation Advisory Board

agenda item

item type	Staff Updates	meeting date	May 17, 2023
prepared by	Jason Seeley	approved by	
board approval			
strategic objective			

subject

Staff Update - Project Status

motion / recommendation

Info Only

background

Update on status of various parks and recreation CIP projects

alternatives / other considerations

fiscal impact