1: Administrative
   a. Approval of Minutes
      September 12 2016 Minutes
   b. Citizen Comments
      Limited to 3 minutes per person
   c. Staff Report
      Emailed monthly along with agenda and minutes. This time may be used to request more information on individual items
      October 2016 Staff Report

2: Action
   a. Recycling Grant- Crealde
      Recycling grant to help cover costs of a 4 yard recycling dumpster at Crealde
      - $52/month for 1x week pickup

3: Informational
   a. Green Minute
      Share a personal story about sustainability
   b. KWPB - Status report KWPB
      Status Report from KWPB
      KWPB 2017 Sponsorship
      Request for Board Members to seek Sponsorships
   c. Sustainability Action Plan
      Status Report from SAP
d. **Finance**
   Status Report from Finance

e. **KWPB 16-17 Green School Grant**
   KWPB 2016-2017 Grant Cycle NOW OPEN
   Applications have been emailed to local school contacts.

4: **New Business**
   a. **Agenda Requests and/or announcements**

5: **Adjourn**
   a. **Action Items:**
      Review action items identified during meeting.
   b. **Evaluate Meeting:**
      What worked? Didn't work?
   c. **Next Meetings:**
      November 9, 2016
      11:45am-1pm
      Chapman Room 200

Appeals and Assistance

"If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he/she will need a record of the proceedings, and that, for such purpose, he/she may need 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)

"Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office (407-599-3277) at least 48 hours in advance of the meeting."
Meeting Protocol

The protocol described below is used to conduct an orderly meeting of the Keep Winter Park Beautiful and Sustainable Advisory Board. It is the Chair’s option to follow or deviate from these guidelines during any meeting of the Board.

- Agenda item is brought up by Chair;
- Chair recognizes the staff for department input;

- Staff will present the item and state department recommendation if appropriate;

- The staff or Board Chair may recognize the individual or group requesting the action and present the opportunity to address the Board and present the details of their request. This presentation should be brief (3-5 minutes);

- The Chair will recognize the Board members and provide an opportunity for questions from the item sponsor or department staff;

- The Chair will entertain any motion from the Board regarding the agenda item;

- Once the item has been motioned and received a second, the Chair will ask if there is any public comment about the issue. (Public comment comes before the Board discusses the motion.) Public comment will be held to 3 minutes each;

- The public comments are closed by the Chair once all citizens who wish to speak have been given an opportunity;

- The Chair will recognize the Board members for discussion of the motion. Any Board member may address a question to the sponsor, to the department staff or to a citizen if appropriate;

- Once there is no further discussion, or if the Question has been called (debated and voted affirmative), then the Chair will request the Board moves to a vote.
THE CITY OF WINTER PARK
KEEP WINTER PARK BEAUTIFUL AND SUSTAINABLE

Regular Meeting
City Hall, 401 Park Ave. S.

MINUTES

September 12, 2016
5:45

Present: Ben Ellis, Ellen Wolfson, Bruce Thomas, Stephen Pategas, Sally Miller,

Absent: Bill Heagy, Mary Dipboye

City of Winter Park Staff: Kris Stenger, Building & Sustainability Manager, Abby Gulden, Permitting and Sustainability Coordinator, Dori Stone, Director, Planning and Community Development.

Guests: Pat Schoknecht, Rollins College, Jody Lazar, Winter Park Library

CALL TO ORDER: Chair Thomas called the meeting to order at 11:45 a.m.

1. ADMINISTRATIVE ITEMS

   Approval of Minutes
   Chair Thomas asked for approval of the August 10, 2016, minutes, Mr. Pategas moved to approve the minutes as presented; Ms. Wolfson seconded the motion; motion carried unanimously.

   Citizen Comments:
   Jody Lazar, Winter Park Library, announced it is National Card Sign Up Month and she is there to help anyone get or renew their library card. She also has tickets for the library fundraiser, Bash the Books. Ms. Lazar announced another event, Sustainability at Home Fair, October 15, 12:00-3:30. Exhibitors will be sharing home sustainability practices.

   Staff Report:
   Staff report was emailed to board members. Staff responded to questions. After discussion a workshop will be scheduled to review the Sustainability Action Plan.

2. ACTION

   Comprehensive Plan – Housing Element
   Dori Stone, Director, Planning and Economic Dev. presented an overview of the Housing Element of the 2016 Comprehensive Plan and housing availability in the City. Discussion ensued regarding aspects of the element and ways to include the features of the Sustainability Action Plan into the Comp Plan. Ms. Stone responded to questions regarding the Plan and suggested changes. After discussion the Board suggested including the 29 Sustainability Action Plan objectives into various elements of the Comprehensive Plan. Ms. Stone will review the objects and incorporate them into the Comp Plan matrix where appropriate and provide a draft to the Board for their review.

   Ms. Stone introduced for discussion the future land use element as whether or not the City should continue to include a mixed land use option in the Comp Plan or should we stay with our current zoning districts. She explained what is a mixed land use district and its benefits. The consensus of the Board was to explore a mixed land district.
Earth Day
Ms. Gulden introduced for discussion Earth Day 2017. The Board discussed the financial feasibility of hosting the event again in 2017. Staff responded to questions. After discussion, Mr. Pategas moved to spend $20,000 on Earth Day 2017, Ms. Miller seconded the motion, motion carried unanimously.

3. INFORMATIONAL
Due to time constraints, reports will be presented at the next meeting.
   a. Green Minute
   b. KWPB – Status Report KWPB
   c. Sustainability Action Plan
   d. Finance

4. NEW BUSINESS
   a. Agenda Requests/Announcements Action Items

5. ADJOURNMENT
   a. Action Items
      Comprehensive plan workshop
   b. Evaluate Meeting
      • What worked:
      • What didn’t work:

Chm. Thomas adjourned the meeting at 1:20 p.m. Next meeting TBD, City Hall

Respectfully submitted,

Debbie Wilkerson
Recording Secretary
<table>
<thead>
<tr>
<th>Focus Area</th>
<th>Topic</th>
<th>Status Update</th>
<th>Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sustainability</td>
<td>Sustainability Action Plan</td>
<td>1. Identified actionable items for 2016-2017 and prioritized</td>
<td>1. Assign lead positions on priority items to board members</td>
</tr>
</tbody>
</table>
|                   | Solid Waste Contract        | Rollout of bins begins Oct 15, scheduled to complete Nov 1                   | 1. New contract period begins November 1, 2016  
2. Residential bin labels finalized- Recycle Across America  
3. Coordinating Recycle America Day event with other local businesses including OCPS, Whole Foods, Valencia, Disney, Rollins, and GOAA. Celebrity appearances for Press Event. Large scale campaign. November 15, 2016 at GOAA |
| Grants            |                              | 1. Winter Park Health Foundation                                             | 1. Gather and Grow, LLC is new 3rd party vendor for Audubon and Winter Park farmers markets. Application for EBT machine has been approved. November project launch.  
2. Contact has ended, final report was accepted. We expect to apply for 16-17 grant cycle in December |
<p>| WPHS              |                              | 1. IDEAS4US chapter                                                          | Ongoing partnership on projects                                                                |
| Bike Share        | WP is piggybacking on City of Orlando contract | Locations have been chosen and are being coordinated by public works. Signage is being evaluated by Planning and Zoning and is currently main impediment to Sunrail station location, in addition to vendor ordinances for Central Park. Valencia has installed a station at the Winter Park campus. |
| Household         | Hazardous Waste              | Next event will be April 2017                                               |                                                                                                 |
| Sustainability    | Sustainability at Home workshop at WP library October 15th                  | Topic for Beautification or SAP subcommittee.                                  |
| Electric Vehicles | No new units will be installed at this time                                 | Sunrail chargepoint unit is disconnected from Chargepoint service. Researching feasibility of switching this unit out for better reporting |
| Solar             | Community Solar- we have an action                                        | Evaluating programs and considering alternative structures or potential for |</p>
<table>
<thead>
<tr>
<th><strong>Georgetown University Energy Prize</strong></th>
<th><strong>Rankings currently unavailable</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>WPE Conservation Program</strong></td>
<td><strong>FY 15-16 will be funded at $50,000.</strong></td>
</tr>
<tr>
<td></td>
<td><strong>$50,000 for residential program</strong></td>
</tr>
<tr>
<td><strong>Food Policy Council/ Urban Agriculture</strong></td>
<td><strong>Abby has joined the Food Policy Council on Behalf of City of WP</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Assigned to Chair Community Outreach/Education Subcommittee</strong></td>
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<td></td>
<td><strong>WP Farmers Market poised to be one of 3 first FM in Orange County to accept SNAP and EBT, bringing food access as well as economic benefit. Consultant engaged to facilitate process. Inclusion of food topics for comprehensive plan update is being discussed</strong></td>
</tr>
<tr>
<td><strong>Organics collection</strong></td>
<td><strong>Compost Orlando is expanding to WP Pilot focused on Park Ave/Rollins</strong></td>
</tr>
<tr>
<td><strong>Green Business Certification</strong></td>
<td><strong>Central FL Workplace Challenge Central FL Workplace Challenge 2016 has concluded!</strong></td>
</tr>
<tr>
<td><strong>Beautification</strong></td>
<td><strong>America In Bloom</strong></td>
</tr>
<tr>
<td></td>
<td><strong>WP Blooms presented category award for overall impression</strong></td>
</tr>
<tr>
<td></td>
<td><strong>We won Outstanding Achievement award for historic preservation!</strong></td>
</tr>
<tr>
<td></td>
<td><strong>WELCOME TO THE CIRCLE OF CHAMPIONS</strong></td>
</tr>
<tr>
<td><strong>Volunteer Activities</strong></td>
<td><strong>$10,000 from Lakes Dept for supplies, in return for Watershed cleanups and assistance with NPDES permit tracking. This funding has been secured for FY16-17</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Volunteer T-shirts available</strong></td>
</tr>
<tr>
<td></td>
<td><strong>1. 2016 schedule-</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Lake Mizell – January 30</strong></td>
</tr>
<tr>
<td></td>
<td><strong>30 participants and 440 lbs of trash!</strong></td>
</tr>
<tr>
<td>Item</td>
<td>Details</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>Outreach</td>
<td>Table @ Farmers Market on Saturdays in March and April</td>
</tr>
<tr>
<td>Fundraising</td>
<td>Benches Administered by Parks and Rec</td>
</tr>
<tr>
<td>Dance Lessons</td>
<td>Administered by KWPB</td>
</tr>
<tr>
<td>Bricks</td>
<td>Administered by KWPB</td>
</tr>
<tr>
<td>Earth Day</td>
<td>2016 successful, within $100 of breaking even. Project 2017 to be a money making year.</td>
</tr>
<tr>
<td>WP Garden Club</td>
<td>Has donated $1000 for 2015-2016 Green School Grants</td>
</tr>
<tr>
<td>Community Solar</td>
<td>Potential Revenue Source similar to OUC where “green energy” would be purchased at a small premium. CIP project proposal has been submitted. Application submitted for SolSmart Community designation and intern</td>
</tr>
<tr>
<td>Utility “Round Up” Program</td>
<td>Account holders could “round up” their bill to the nearest dollar and the change would go to energy efficiency projects, sustainability initiatives, and the conservation program</td>
</tr>
<tr>
<td>General Fund</td>
<td>Request for Earth Day events funds is approved for 2016-2017 FY</td>
</tr>
</tbody>
</table>

Lake Baldwin - April 2 – 25 participants and 330 lbs of trash!

Lake Berry - July 30 - 53 participants and 700 lbs of trash!

Lake Sue – October 8 – POSTPONED DUE TO WEATHER

Lake Knowles - Invasive species removals

2. Continue supplies for groups
Green Schools
Grant Guidelines

Purpose
It is the mission of the City of Winter Park’s Keep Winter Park Beautiful & Sustainable Advisory Board to improve the quality, sustainability and aesthetics of our environment in order to create a healthier, more beautiful place to live, work, and play. The purpose of the Green Schools Grant is to support schools serving Winter Park in their efforts to achieve sustainability goals and beautify their campus while engaging and educating students grades K-12 in the practices of sustainability.

Benefits
- Reinforces conservation and sustainability education efforts at our local schools
- Supports mission and goals of Keep Winter Park Beautiful & Sustainable
- Builds community relations and stimulates civic engagement

Eligibility
Pre-K through 12 public and private schools within incorporated Winter Park. Some OCPS and private schools may be located outside the Winter Park boundary; however, they must serve students who live in Winter Park. This information is verified through the Orange County Property Appraiser and Orange County Public Schools.
Selection Criteria
- **Impact:** Impact of project on the school campus.
- **Student Involvement:** Projects should be part of a school wide effort.
- **Sustainability:** Projects must support sustainability principles and create a culture of resource conservation.

Funding
Grants typically range from $100- $500 depending on need and level of impact.

How to Apply
Submit a copy of the completed Application (following on pages 4 & 5) to Keep Winter Park Beautiful via e-mail to kwpb@cityofwinterpark.org or by mail to:

Keep Winter Park Beautiful
Attn: Green Schools Grant
401 Park Avenue South
Winter Park, Fl. 32789

Grant applications are due by 5 p.m. on February 24, 2017.
Awards will be announced in April of 2017 at the annual Earth Day in the Park event.
Contact us at 407.599.3364 or at kwpb@cityofwinterpark.org with any questions.
Green Schools
Grant Project Application

Send this completed application, your written summary, a copy of the concept plans and supplemental materials to the City of Winter Park, 401 Park Avenue South, Winter Park, FL 32789, and Attention: KWPB or email (doc or pdf) to kwpb@cityofwinterpark.org by the deadline, 5 p.m. – February 24, 2017.

Fill out Award Applicant Information (please print or type)

Today’s Date:
School:
Principal:
Club/Project Sponsor:
Project Name:
School Address:
Sponsor’s Phone #:
Sponsor’s E-Mail:

Include a detailed, one page Written Summary

1. Background – What is the motivation and purpose for the project?
2. Student Involvement – Describe student involvement in the planning and implementation of the project.
3. Impact – Please describe the project’s impact on the school and/or community. How have students learned and applied practices of sustainability and conservation at school and/or in the community? These practices can include but are not limited to reducing energy and water use, waste recycling and composting, planting a native garden, cleaning up waste and debris, riding bikes, walking and carpooling to school, and creating up-cycle art/science/environmental/outreach projects.
4. Funding- How much money does the project or program cost? How exactly will the money be used? (Capital expense? On-going operations? Both?)
Include Supplemental Material

Supplemental materials are helpful. Please include photos, when possible, and/or student statements, when applicable, regarding the project or program and its impact on the school and their knowledge of sustainability and conservation practices.

Helpful Contacts and Links:

- KWPB&S: 407-599-3364, kwpb@cityofwinterpark.org
- Orange County Property Appraiser Site: http://www.ocpafl.org/searches/ParcelSearch.aspx#%23
If you have ideas for projects, collaboration opportunities, or would like to learn more about KWPB, please contact:

- cityofwinterpark.org/KWPB
- 407.599.3364
- 401 South Park Ave.
  Winter Park, FL 32789

KWPB is a program benefiting form

Name __________________________________________________
Contact ______________________________________________
(if business sponsor)
Address ______________________________________________
________________________________________________________
Phone ________________________________________________
Email__________________________________________________

Sponsorship (please check one community partner (eve)
Platinum $5,000
Gold $2,500
Silver $1,000
Bronze $500
Going Green $25
Green Sustainer $250

Amount $ ______________________________________________

Submit form & payment to
KWPB
City of Winter Park
401 S. Park Ave.
Winter Park, FL 32789
mission
To improve the quality, sustainability and aesthetics of our environment in order to create a healthier, more beautiful place to live, work and play for today’s residents and future generations.

about
In 1993, the City of Winter Park’s Keep Winter Park Beautiful (KWPB) program was recognized as an official affiliate of Keep America Beautiful. In the summer of 2012, the KWPB Advisory Board merged with the city’s Environmental Review Board to create the Keep Winter Park Beautiful & Sustainable Advisory Board. While the new board is still committed to the original mission of preserving and enhancing the community’s beauty, it is also the city’s lead advocate for promoting the environmental, economic and social sustainability of Winter Park.

Led by the Keep Winter Park Beautiful & Sustainable Advisory Board, the city’s first Sustainability Action Plan (SAP) was a collaborative effort involving the entire community, creating a roadmap for a sustainable future.

events
• Annual Earth Day event
• Sustainability Action Plan projects
• Neighborhood, park & lake cleanups
• Green School Grants
• Winter Park Blooms award-winning America in Bloom participant

funding
• Sponsorships & charitable donations
• Memorial benches & bricks
• Ballroom Dance Lessons

sponsorships
platinum community partner $5,000
• VIP sponsor booth Annual Earth Day event
• Sponsor message at Earth Day event
• Name &/or logo on all Earth Day TV and radio promo spots
• Name &/or logo on all KWPB event advertisements
• Sponsor recognition & link to company website on both Earth Day and main KWPB webpages
• Bus stop advertising sign (based on availability)
• Sponsor name &/or logo on KWPB Volunteer T-shirts (tier 1 level)

gold community partner $2,500

silver community partner $1,000
• Priority sponsor booth Annual Earth Day event
• On-stage acknowledgement at Earth Day event
• Recognition plaque (presented at City Commission meeting)
• Sponsor recognition on all KWPB-related press releases
• Sponsor recognition & link to company website on main KWPB webpage
• Sponsor name &/or logo on KWPB Volunteer T-shirts (tier 3 level)

bronze community partner $500
• Sponsor booth at Annual Earth Day event
• Name on select KWPB event advertisements
• Framed certificate of appreciation

green sustainer community partner $250
• Recognition on main KWPB webpage
• Certificate of Appreciation

going green community partner $25
• KWPB promo items
• Sponsorship decal
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- cityofwinterpark.org/KWPB
- 407.599.3364
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KWPB is a program benefiting Winter Park Beautiful, Inc.

Sponsorship opportunities include:

- Platinum: $5,000
- Gold: $2,500
- Silver: $1,000
- Bronze: $500
- Green Sustainer: $250
- Going Green: $25

Amount $ __________

Submit form & payment to:

KWPB
City of Winter Park
401 S. Park Ave.
Winter Park, FL 32789

Name __________________________________________
Contact _________________________________________
Address _________________________________________
Phone __________________________________________
Email __________________________________________

Sponsorship (please check one community partner level):

□ Platinum $5,000
□ Gold $2,500
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□ Bronze $500
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Keep Winter Park Beautiful

Keep America Beautiful Affiliate
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