

# Parks and Recreation Advisory Board



**July 25, 2018 at 5:30 PM**

Winter Park Community Center  
721 West New England Avenue / Winter Park,  
Florida

## **1: Consent Agenda**

- a. **Minutes Approval-June 27, 2018**

## **2: Action Items**

- a. **Board Chair/Vice Chair Appointment**  
Yearly board chair, and vice chair appointment.
- b. **Open Space Business Permit Policy Review**  
Policy review for accreditation
- c. **Road Race Policy**  
Policy review for accreditation

## **3: Discussion**

## **4: New Business**

## **5: Staff Report**

- **Family Fun and Recreation Update**  
Update on:  
Aquatic and Summer Camp  
Family Fun & Special Events
- **Winter Park Tennis Center Update**  
Selection of contracted programming and instruction  
Construction Update

## **6: Adjourn**

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 Parks and Recreation 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.

**PARKS AND RECREATION  
ADVISORY BOARD  
June 27, 2018**

**The meeting was called to order by Chairman Carl Creasman at 5:31 p.m. at the Winter Park Community Center in conference room D.**

**Advisory Board Members present:**

Chairman Carl Creasman  
Vice Chair Julio de Arcos  
Taylor Sacha  
Brad Doster  
Brian Furey

**Staff present:**

Ronald Moore-Assistant Director  
Cathleen Daus-Recreation & Family Services Manager  
Leif Bouffard-Parks Planning & Project Manager  
Sgt. Jeff Hershone- Winter Park Police  
Kesha Jones-Recording Sectary

**Advisory Board Members absent:**

Trish Teague  
Renee Maloney  
Christopher Morrison

**Staff absent:**

Jason Seeley-Assistant Director

**Guests:**

Mayor Steve Leary  
Assistant City Manager-Michelle Neuner

\*New Board Members

\*Mayor's welcome and recognition of board members

**Consent Agenda:**

**a) Approval of Minutes May 8, 2018**

**Carl Creasman gained consensus from the board to approve the consent agenda.**

**Action Item**

**Discussion**

**Parks Master Plan PowerPoint Presentation:** Staff presented an overall presentation of a draft of some elements of the Parks Master Plan. Board members inquired about the differences in the presentation and the CIP 5 year plan. Board members and staff concluded with scheduling a work session to discuss the Parks Master Plan before it's presented to the public for approval.

**New Business**

### Staff Report

- **Eagle Scout Service Project:** Eagle scouts will be placing duck boxes near the lakes as a service project.
- **Library/Event Center Update:** The Civic Center will be officially closed on June 30, the city will host the farewell event at the Library on July 14, 2018.
- **Tennis Center Update:** Construction is still going along as planned; staff has begun the process of hiring a Tennis Manager. The bid award has not been granted for the tennis programming and instructional services.
- **Mead Garden Update:** There has been several improvements to the garden club, a new timed sliding gate and pedestrian gate has been installed and is not functional, benches will be replaced in the amphitheater in late July.
- **Family Fun & Recreation Update:** Next month is Parks and Recreation month and there will be several events planned in the different parks all month.
- 

**Next Meeting – July, 25 2018 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.**

The meeting adjourned at 6:54pm

---

Kesha Jones  
Recording Secretary



## Agenda Item Summary

Board Chair/Vice Chair Appointment - Yearly board chair, and vice chair appointment.

### **Summary:**

### **Background:**



## Agenda Item Summary

Open Space Business Permit Policy Review - Policy review for accreditation

### **Summary:**

### **Background:**



Agenda Item Summary

Road Race Policy - Policy review for accreditation

**Summary:**

**Background:**

ATTACHMENTS:

Description

Road Race Policy

Upload Date

7/24/2018

Type

Cover Memo





# Road Race Events

## RULES & REGULATIONS

Parks & Recreation Advisory Board  
City Commission

> **APPROVED 01.19.2012**  
> **APPROVED 06.25.1996**

**Purpose:** To set forth guidelines for safely conducting road race events, including walk-a-thons, in the City of Winter Park in a manner that will have the least impact on the residents and businesses.

**Definitions:**

Approved List - the authorized road race events.

Organizer – the individual/company coordinating the road race event.

Quadrants of the City – four sections of the City divided as follows:

*Northwest Quadrant* – north of Fairbanks/Chase, Osceola and west of Lake Maitland, Lake Osceola and the canals connecting the lakes.

*Northeast Quadrant* – north of Aloma/Brewer and east of Lake Maitland, Lake Osceola and the canals connecting the lakes.

*Southwest Quadrant* – south of Fairbanks/Chase Osceola and west of Lake Virginia and Glenridge Middle School.

*Southeast Quadrant* - south of Aloma/Brewer and east of Lake Virginia and Glenridge Middle School.

Road Race – An organized running/walking/wheel chair/bicycle event, including walk-a-thons on a designated route at least part of which is on a public right-of-way within the City limits of Winter Park.

1) Number of Events

- A There will be no more than ten (10) road race events during any calendar year.
- B There will be no more than two (2) road race events during any one month.
- C There will be no more than four (4) road race events in any one quadrant of the City during any calendar year.

2) Approval of Events

- A The applicant for an event must pay all fees and submit all paperwork (including the proposed route) to the City at least 60 days in advance of the event (90 days in advance if not on approved list).
- B Road race events on the approved list do not need approval of the City Commission each year as long as the event is held each year and applicant has obtained a special event permit. (The approved list is attached as Exhibit A)
- C If a road race on the approved list is not held it loses its status as approved and must go through the new road race procedures as set forth below.

Parks & Recreation Department ■ 721 W. New England Ave. ■ Winter Park, FL 32829 ■ 407.599.3334

- D If there are less than ten (10) events on the approved list, an application can be made to the City Commission to be added to the list provided the event meets all requirements of this policy.
- E No new event will be approved for more than 5 kilometers in distance.
- F All applicants to fill an open slot on the approved list will be considered. Staff will recommend to the Commission the event that least impacts the citizens and businesses.
- G The City has complete authority to remove a road race from the approved list.
- H All events must be for the benefit of a charitable organization.
- I No more than one event will be approved for the benefit of any one charity during a calendar year.

### 3) Conditions

- A The City has complete authority to alter proposed route to improve safety or reduce impact on residents and businesses.
- B The City will determine the number of Police, Fire, Public Works and Parks & Recreation employees needed to staff the road race. The organizer of the event will be responsible to the City for the payment of all cost incurred by the City as the result of the event including the cost of staffing the event.
- C The organizer will be responsible for cleanup of all litter resulting from the event.
- D The organizer will be responsible for providing proof of liability insurance in the amount of \$500,000 to the City prior to approval.
- E For 5K events, excluding walk-a-thons, the entire course will be reopened to vehicular traffic after 60 minutes from the start of the race. Any participant still on the course must complete the race on the sidewalk, if available, observing all traffic laws. For 10K events, excluding walk-a-thons, the course will be reopened to vehicular traffic after 120 minutes from the start of the race.
- F Bicycle events will be controlled-pace events only. All participants must be over 10 years of age. No tricycles or bicycles with training wheels will be allowed. A police bike officer will ride with the pace bicycle to ensure speed does not exceed 13 miles per hour.
- G Road race events will begin no later than 7:30 a.m. unless later start time is approved by the City Manager.



## Agenda Item Summary

Family Fun and Recreation Update -  
Update on:  
Aquatic and Summer Camp  
Family Fun & Special Events

### **Summary:**

### **Background:**



## Agenda Item Summary

Winter Park Tennis Center Update -  
Selection of contracted programming and instruction  
Construction Update

### **Summary:**

### **Background:**