

agenda

Keep Winter Park Beautiful & Sustainable Advisory Board



October 12, 2016 at 11:45 AM

Chapman Room / City Hall
401 Park Ave S. / Winter Park, Florida

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.

September 12, 2016
5:45

MINUTES

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 fund raiser, 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



October 2016 STAFF REPORT

Focus Area	Topic	Status Update	Next Steps
Sustainability	Sustainability Action Plan	1. Identified actionable items for 2016-2017 and prioritized	1. Assign lead positions on priority items to board members
	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 2. 15/16 KAB/FDOT	1. Gather and Grow, LLC is new 3 rd 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
	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 Workshops	Sustainability at Home workshop at WP library October 15 th	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

October 2016 STAFF REPORT

		<p>plan drafted to roll out a small scale pilot</p> <p>Solsmart application submitted http://www.seia.org/act-now/help-your-community-become-solsmart </p>	<p>going out to bid to reduce Kwh price</p> <p>Collaborating with City of Orlando, submitted application for a SolSmart advisor intern to help with submittal .</p>
	Georgetown University Energy Prize	Rankings currently unavailable	
	WPE Conservation Program	<p>FY 15-16 will be funded at \$50,000.</p> <p>\$50,000 for residential program</p>	<ol style="list-style-type: none"> 1. Contracts have been secured with Ferran Services who will provide services for energy audits. 2. Audits are underway 3. City providing kits from millers hardware
	Food Policy Council/ Urban Agriculture	Abby has joined the Food Policy Council on Behalf of City of WP	<p>Assigned to Chair Community Outreach/Education Subcommittee</p> <p>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.</p> <p>Consultant engaged to facilitate process.</p> <p>Inclusion of food topics for comprehensive plan update is being discussed</p>
	Organics collection	Compost Orlando is expanding to WP	Pilot focused on Park Ave/Rollins
	Green Business Certification	Central FL Workplace Challenge	Central FL Workplace Challenge 2016 has concluded!
Beautification	America In Bloom	WP Blooms presented category award for overall impression-	<p>We won Outstanding Achievement award for historic preservation!</p> <p>WELCOME TO THE CIRCLE OF CHAMPIONS</p>
	Volunteer Activities	\$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	<p>Volunteer T-shirts available</p> <ol style="list-style-type: none"> 1. 2016 schedule- Lake Mizell – January 30 . 30 participants and 440 lbs of trash!



October 2016 STAFF REPORT

			<p>Lake Baldwin- April 2 – 25 participants and 330 lbs of trash!</p> <p>Lake Berry –July 30 - 53 participants and 700 lbs of trash!</p> <p>Lake Sue – October 8 –POSTPONED DUE TO WEATHER</p> <p>Lake Knowles- Invasive species removals</p> <p>2. Continue supplies for groups</p>
	Outreach	Table @ Farmers Market on Saturdays in March and April	Community volunteer and board member- sell bricks, advertise KWPB and SAP, Earth Day, and WP Blooms. Selling caladium bulbs raised over \$1000. Will repeat next year.
Fundraising	Benches	Administered by Parks and Rec	
	Dance Lessons	Administered by KWPB	Increase advertisement
	Bricks	Administered by KWPB	Review for 2016- Increase advertisement
	Earth Day	2016 successful, within \$100 of breaking even. Project 2017 to be a money making year.	Strategy and subcommittee for 2017 needs to get started in August or September. Sponsorship and fundraising are KWPB board member responsibilities
	WP Garden Club		Has donated \$1000 for 2015-2016 Green School Grants
	Community Solar		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
	Utility “Round Up” Program		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
	General Fund		Request for Earth Day events funds is approved for 2016-2017 FY



keep **winter park** beautiful

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 or 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
- <http://www.centerforgreenschools.org/home.aspx>
- Orange County Property Appraiser Site:
<http://www.ocpafl.org/searches/ParcelSearch.aspx#%23>
- Florida Friendly Landscaping: <http://fyn.ifas.ufl.edu/homeowner.htm>
[http://fyn.ifas.ufl.edu/pdf/FYN Plant Selection Guide v090110.pdf](http://fyn.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_v090110.pdf),
[http://fyn.ifas.ufl.edu/materials/FYN Handbook vSept09.pdf](http://fyn.ifas.ufl.edu/materials/FYN_Handbook_vSept09.pdf)
- Florida Water Star: <http://floridaswater.com/waterconservation/>,
<http://floridaswater.com/waterwiselandscapes/>



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
gold community partner
+PLUS+

- **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
+PLUS+

- Promotional items &/or flyer distribution during Earth Day event (supplied by sponsor)
- Name &/or logo on **select** KWPB event advertisements
- Sponsor name &/or logo on KWPB Volunteer T-shirts (tier 2 level)
- Inclusion in rotating social media campaigns



silver community partner \$1,000
bronze community partner
+PLUS+

- **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
green sustainer community partner
+PLUS+

- Sponsor booth at Annual Earth Day event
- Name on select KWPB event advertisements
- **Framed** certificate of appreciation

green sustainer community partner \$250
going green community partner
+PLUS+

- Recognition on main KWPB webpage
- Certificate of Appreciation

going green community partner \$25

- KWPB promo items
- Sponsorship decal

form

Name _____

Contact _____
(if business sponsor)

Address _____

Phone _____

Email _____

sponsorship (please check one community partner level)

- ☐ 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



suggestions

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
benefitting





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Green Schools

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[http://fyn.ifas.ufl.edu/pdf/FYN Plant Selection Guide v090110.pdf](http://fyn.ifas.ufl.edu/pdf/FYN_Plant_Selection_Guide_v090110.pdf),
[http://fyn.ifas.ufl.edu/materials/FYN Handbook vSept09.pdf](http://fyn.ifas.ufl.edu/materials/FYN_Handbook_vSept09.pdf)
- Florida Water Star: <http://floridaswater.com/waterconservation/>,
<http://floridaswater.com/waterwiselandscapes/>