

Parks & Recreation Advisory Board



April 22, 2015 at 5:00 p.m.

WP Community Center • Oak Room
721 W. New England Ave • Winter Park, Florida

1 Consent Agenda

a) Approval of Minutes – March 18, 2015

2 Action Items

- b) Trismen Park Graduation Drop-In**
- c) Approval of Consumption of Alcohol on Park Property Policy**
- d) Approval of Shady Park Rules and Regulations**

3 Discussion

4 New Business

5 Staff Report

- e) Budget Process- Peter Moore-Budget Manager**
- f) Library Relocation Report –John Holland**

6 Adjourn

Next Meeting – May 27, 2015 @5:00pm; Winter Park Community Center

appeals & 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."

**PARKS AND RECREATION
ADVISORY BOARD
March 18, 2015**

The meeting was called to order by Vice Chairman Julio de Arcos at 5:02 p.m. at the Winter Park Community Center in conference room C.

Advisory Board Members present:

Vice Chairman Julio de Arcos
Taylor Sacha
Carl Creasman-arrived at 5:14
Janet Atkins
Gary Diehl
Marni Spence-arrived at 5:10

Staff present:

Director John Holland
Assistant Director Brenda Moody
Assistant Director Chuck Trice
Assistant Director Ron Moore
Recording Secretary Kesha Jones
Sergeant Bruce Robinson – WPPD

Advisory Board Members absent:

Chairman Blair Culpepper
Joel Roberts

Staff absent:

Guests:

Police Chief- Brett Railey
Melanie Dawkins

Consent Agenda:

- a) Approval of Minutes – February 19, 2015

Motion made by Janet Atkins to approve consent agenda item 'a'; seconded by Gary Diehl. The motion carried unanimously with a 4-0 vote. Blair Culpepper and Joel Roberts were absent.

Action Items:

- b. Changing the Policy for Large events in Kraft Azalea Gardens, Dinky Dock, Howell Branch Preserve, and Phelps Park

Vice Chairman Julio de Arcos explained the concerns with parking at these facilities; the special event fee was added as a result of increased inquiries to have large events, however after experiencing the large events staff has discovered these facilities are not sufficient to allow such large events. All large events will come before the board for approval on a case by case basis.

Motion made by Janet Atkins to approve action Items agenda item 'b' to remove the special event fee at these locations; seconded by Taylor Sacha. The motion carried unanimously with a 4-0 vote. Blair Culpepper and Joel Roberts were absent.

- c) Naming of parks property in honor of notable citizens

Staff explained that Mayor Bradley and the City Commission requested the Parks Board look into naming some park property after former prominent citizens. Ms. Atkins expressed concern with the number of "prominent" people in the city of Winter Park and said that there is not enough property to honor all of them. Chief Railey and citizens addressed the board in reference to naming the new pavilion in Shady Park in honor of Rev. Dawkins. The board expressed concern with renaming existing parks/property.

Motion made by Carl Creasman to propose to the City Commission to make an exception to the residency requirements to name the Shady Park Pavilion in honor of Rev. Dawkins; the motion was seconded by Janet Atkins and carried unanimously with a 6-0 vote. Blair Culpepper and Joel Roberts were absent.

Motion made by Janet Atkins to recommend to the City Commission not to rename existing parks, seconded by Carl Creasman and carried unanimously with a 6-0 vote. Blair Culpepper and Joel Roberts were absent.

d) Canine Memorial (Lake Baldwin Park)

Motion made by Marnie Spence to approve action Items agenda item 'd'; seconded by Gary Diehl the motion carried unanimously with a 6-0 vote. Blair Culpepper and Joel Roberts were absent.

e) Rollins College Restroom Donation at Martin Luther King Jr. Park

Staff explained that Rollins College is interested in entering into a donation and development agreement with Rollins College for the installation of a public restroom facility at Martin Luther King Park near the softball stadium; the agreement will go the City Commission to discuss the legalities.

Motion made by Marnie Spence to approve action Items agenda item 'e'; seconded by Carl Creasman the motion carried unanimously with a 6-0 vote. Blair Culpepper and Joel Roberts were absent.

Discussion

The board expressed concern with allowing food trucks inside the parking lot at the farmers' market, staff explained the process for vendors being accepted into the farmers' market, and how vendors are placed. The current guidelines and limited space will restrict the number of food trucks that are allowed into the Saturday farmers' market.

No action was taken

Staff Report

- Mr. Holland discussed with the board the current and future capital projects, and explained we are beginning our budget procedures.
- Staff informed the board of the current fee schedule that will be going to city commission for approval for the April 1 fee schedule
- Staff reminded the board of the upcoming accreditation meet and greet, and the process for reaccreditation this upcoming week.

New Business

- Linda Walker 794 W Comstock Ave, Winter Park FL inquired about the funds from the Heritage Park for the construction of the "Circle of Unity" at Martin Luther King Park.

Next Meeting – April 22, 2015 @ 5:00 p.m., Parks & Recreation, Community Center –Oak Room

The meeting adjourned at 6:20pm

Kesha Jones
Recording Secretary

Title Sheet

Parks and Recreation
Advisory Board
April 22, 2015

Requested Action Approval of request to have a graduation party in Frederick Detmar Trismen Park.
Requested by Steve Mauldin and Tammy Abreu, adjacent homeowners.
Their home is under construction across the street, expecting 50 guests.

Applicable Rules There are no established rules for Trismen Park except it closes at dusk.
There are no fees established for the park.

Staff Recommendation Staff recommends approval.
There have been similar requests in years past for a neighbor to utilize one of our small parks to supplement a party or event at their house. This is the only request in recent years for Trismen Park.
Other parks in which permission has been granted under similar circumstances include Golf View Mini Park, Villa View Park and Harland Park.



**CITY OF WINTER PARK
PARKS AND RECREATION DEPARTMENT
PARK USE APPLICATION**



Park Requested: Trismen Park Email: tammyabreu@bellsouth.net

Organization Name: _____

Contact Name: Steve Mauldin & Tammy Abreu

Address: 241 Detmar Drive

Work Phone: _____ Home Phone: _____ Cell Phone: (704) 277-2724

Organization Status: Profit: Registered Non-Profit: If so, what type? _____

Tax Number _____ Other (specify) _____

Proposed Event Date: Saturday, May 23rd, 2015 Second Choice: _____

Event Time: 4 pm- 9 pm Set up time: 3:00 pm Break Down Time: 9:00 pm

Are dates/times flexible? No Alternate Dates: _____

Type of Event: Graduation Drop-in Is this a Fundraiser? No

Describe Event in Detail: During the hours of the event, guests will drop in and share light refreshments with our daughter and family.

(Attach detailed outline) _____

Area of Park Requested: Front, right of the park

Stage? No List Electricity Requirements? We have power access from across street

Expected size of Crowd: 40-50 Estimated Parking Requirements? front of the park and front of our house across the street

Will there be amplified music? No If Yes, type: _____ Hours: _____

Amplified Voices: No If Yes, type: _____ Hours: _____

Are you proposing tents: Yes, 1 If Yes, type: fully enclosed party tent

***The use of tent stakes is Strictly Prohibited. Tents must be secured with weights.

Is the consumption of alcoholic beverages requested? No If yes, will it be sold? _____

Are you proposing to sell anything? No T-shirts? No Posters? _____

Other (describe): _____

Are you proposing food sales? No If Yes, type: _____

Describe in detail? _____

Will there be displays? No If Yes, type: _____

Are banners/signs requested? No If Yes, type: _____

Describe banners/signs in detail. What will they say and how many: _____

Please note that the display banners and signs severely limited and subject to zoning and park regulations.

Will there be booths: No If Yes, type: _____

Describe booth contents and numbers in detail: _____

What Sanitation Facilities are planned? Existing portalets across the street on our construction site

Central Park has no restrooms. The City of Winter Park requires two portalets per 300 people if no food or drink is on site. If there is food and/or drink on site, two portalets per 125 people are required. The City does not provide portalets.

What Clean up Arrangements will be made? We will take care of that and dispose of on our construction site

Have you held this event in the past? No Where? _____

Size of Crowd at previous event? _____ Date of Last Event? _____

Name and Phone Number of location official at Last Event: _____

How will event be advertised/marketed? We will send personal invitations by mail

How many event staff members will you provide, describe duties: No staff members. We will have three sets of parents supervising.

The City of Winter Park charges a fee for Park use, see fee schedule. Further, a deposit equal to the fee is required and is refundable subject to the condition of the park post event. A certificate of insurance may also be required.

"By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, action, or right of action arising out of or by reason of the use of City Owned Facilities, except due to the sole negligence of the City"

By signing below, client acknowledges receipt of and understanding of facility rules and regulations on a separate sheet.

Stephen H. Mauldin & Tamara I. Abreu 04/14/15

TYPED NAME INDICATES SIGNATURE DATE

For Office Use Only: Parks and Recreation Board Agenda Date (if needed) _____

Dep Ck # _____ Parks and Recreation Board Approval: _____ If Yes, list conditions of approval if any: _____

Deposit Rec # _____

Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____

Refunded _____ Comments: _____

Retained: _____

Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____

Title Sheet

Parks and Recreation
Advisory Board
April 22, 2015

Requested Action	Approval of revised Alcohol Policy
Applicable Rules	Special permission is required when a customer wants to serve or sell alcohol on public property. Permission is granted by the City Manager.
Staff Recommendation	Staff recommends approval of revised policy and application . The changes include: Permission is granted by the City Manager instead of the Parks and Recreation Advisory Board. The ordinance requires City Manager approval and we are bringing the application in line with the ordinance. It is alcohol in general not just beer and wine; again in line with the ordinance. Added a line about prohibiting alcohol on playgrounds and ball fields.



Consumption of Alcohol on Park Property

POLICY AND APPLICATION

City Commission > **APPROVED 08.27.2002**
Parks and Recreation Advisory Board > **REVIEW 04.22.2015**

RULES

- A. The undersigned applicant hereby applies for a permit to serve alcohol on City property.
- B. Applicant is requesting a waiver of the City of Winter Park Ordinance 2476-02 Section 10-3 which prohibits the consumption of alcohol on City property. Applicant must be at least 21 years of age. Minors may not consume or serve alcohol.
- C. Submit completed application to the Parks and Recreation Department, 721 W. New England Avenue, Winter Park, FL 32789.
- D. An application fee of \$50 is required and is non refundable regardless of the approval or disapproval of the application.
- E. This application requires the approval of the City Manager. Please allow 4 weeks for processing.
- F. No one group may request to serve alcohol more than once in a 6 month period.
- G. Permission will not be granted for service and/or consumption of alcohol in playground areas or on athletic fields or courts.
- H. Beer must be in cans, no glass. Wine/alcohol must be dispensed into non breakable glasses. Do not leave bottles in the park.
- I. Consumption of alcohol must take place within the designated area described in rental contract only. No exceptions by law.
- J. The SALE of alcohol is strictly prohibited without a special license issued by the State of Florida. If you are proposing to sell alcohol, submit complete plan for sales area and copy of state issued license.
- K. The City of Winter Park reserves the right to revoke permission at any time and bring an event to a close.

Applicant Name/Title: _____	Date: _____
Name of Organization: _____	
Address: _____	City/State: _____ Zip Code: _____
Home Phone Home: _____	Work: _____ Cell: _____
Requested Event Date: _____	Site: _____
Time: _____	Expected Number of Attendees(max 100): _____
Number of Guests Attending Who are Under 21 Years of Age: _____	
Function Type: _____	Proposing Alcohol Sales? Yes No

By execution hereof, the undersigned releases and discharges and agrees to hold harmless the City of Winter Park from any and all claims, demands, actions, or rights of action arising out of or reason of the use of City owned facilities except due to the sole negligence of the City.

By signing this application for waiver of the City of Winter Park Ordinance 2476-02, applicant and organization or business or business the applicant represents understands and agrees to all rules and regulations above.

(Signature) (Date)

FOR CITY OF WINTER PARK USE ONLY		
Receipt Number: _____	Check Number: _____	Amount: _____
Staff Accepting Application: _____	Date: _____	
City Manager Initials: _____	Approved (Initials): _____	Disapproved (Initials): _____
City Manager Signature: _____	Date: _____	

ORDINANCE NO. 2476-02

AN ORDINANCE OF THE CITY OF WINTER PARK,
FLORIDA RELATING TO ALCOHOLIC BEVERAGES;
AMENDING SECTION 10-3 OF THE CODE OF
ORDINANCES TO AUTHORIZE THE CITY MANAGER TO
PERMIT CONSUMPTION OF ALCOHOLIC BEVERAGES IN
PUBLIC PLACES; PROVIDING FOR APPEAL OF
DECISIONS TO THE CITY COMMISSION; PROVIDING AN
EFFECTIVE DATE.

BE IT ENACTED by the people of the City of Winter Park,
Florida as follows:

Section 1. Subsections (b), (c), and (d) of Section 10-3 of
the Code of Ordinances of the City of Winter Park are amended to
read as follows:

Sec. 10-3. Possession and consumption in public places.

(b) The city manager may permit consumption and carrying of
alcoholic beverages in or on parks, playgrounds, recreational
areas, city-owned buildings, streets, sidewalks and alleys
within the city limits during and at events, activities or
programs held by fraternal, benevolent, charitable,
eleemosynary, philanthropic, altruistic, civic, community,
veteran or religious organizations, subject to such terms and
conditions as the city manager may impose for protection of
the public health, safety and welfare.

(c) The city manager may permit consumption and carrying of
alcoholic beverages in or on parks, playgrounds, recreational
areas, city-owned buildings, streets, sidewalks and alleys
within the city limits during and at events, activities or
programs held by any individual, corporation, association or
organization, subject to such terms and conditions as the city
manager may impose for protection of the public health, safety
and welfare.

(d) Any individual, corporation, association or organization
which shall have received permission from the city manager
pursuant to subsection (b) or subsection (c) of this section
shall be authorized to engage any person duly licensed by the
state to do so to provide alcoholic beverages for consumption
at the event, activity or program for which such permission
shall have been obtained.

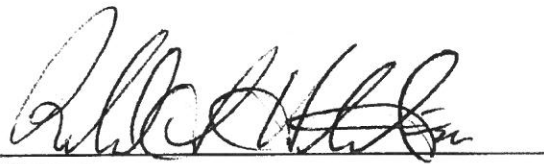
Section 2. Section 10-3 of the Code of Ordinances of the City of Winter Park is amended by adding a new subsection (f) to read as follows:

Sec. 10-3. Possession and consumption in public places.

(f) Any person aggrieved by any decision of the city manager in granting, denying or revoking permission for consumption of alcoholic beverages pursuant to subsection (b) or subsection (c) of this section may appeal the same to the city commission by filing an appeal with the city clerk within five (5) days of receiving notice of the decision.

Section 3. This ordinance shall take effect immediately upon its passage and adoption.

Adopted at a regular meeting of the City Commission of the City of Winter Park, Florida, held at City Hall, Winter Park, Florida on the 27th day of August, 2002.



Mayor

Attest: 

City Clerk

Title Sheet

Parks and Recreation
Advisory Board
April 22, 2015

Requested Action Approval of updated rules for Shady Park

Applicable Rules The rules are standard for Shady Park and consistent with all other parks.
Rules were changed to reflect the addition of the new pavilion.

Staff Recommendation Staff recommends approval.





Shady Park

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> **APPROVED 08.25.2010**
> **REVIEW 04.22.2015**

1. GENERAL

- A. It is the intent of the City Commission that Shady Park be used primarily as a passive park.
- B. Hours are from 8 a.m. to 10 p.m. (see specific spray ground hours) unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. The spray ground is open Monday through Saturday from 8am until dusk and on Sunday from noon until dusk April through October.
- D. A pavilion is available for rental rates posted on the City of Winter Park current fee schedule.
- E. Organized events require rental of the park. Contact Winter Park Community Center.
- F. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- G. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping, the impact on the neighborhood and adjacent community center.
- H. 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, the number of special events may be limited.
- I. Considerations may be made for other events in specific areas of the park.
- J. No additional large or significant special events will be scheduled in the same area of the park within two weeks of a scheduled large event.
- K. Additional criteria as follows:
 - 1. The time of the year during which an event occurs.
 - 2. The weather of the season.
 - 3. The nature and size of the event being considered.

2. EVENT REGISTRATION

- A. A completed Shady Park use application and cover letter must be submitted to the Winter Park Community Center office a minimum of 45 days prior to the event.
- B. A non-refundable fee, amount in accordance with current fee schedule, must be paid and submitted with the application.
- C. The date the application and fee is received by the Parks & Recreation Department shall determine priority for all scheduling.
- D. All applications for special events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Commission. Final approval, if required, shall be by the Winter Park City Commission.

3. RESTRICTIONS ON EVENTS

- A. All events must consist primarily of cultural, athletic, or entertainment activities beneficial to and acceptable by the general public.
- B. Events should not be objectionable or offensive to accepted standards of decency that the average person, applying contemporary community standards, would find, taken as a whole, appeals to prurient interests.
- C. Events such as movies, performing arts, small festivals, exhibits, and other similar events are considered compatible and consistent with the general guidelines for use.
- D. All events are to be open and visible to all people during operating hours. 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 sole benefit of an event.
- F. Sponsors of special events are responsible for providing adequate and required traffic control, crowd control, and security, as is appropriate for the event. 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. Conformance with the mandates of Police and Fire Departments is required.
- G. The City may require event sponsors to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and/or the projected attendance of an event.

4. ACTIVITIES

- A. Cultural enrichment or entertainment must be the primary activity or purpose of all events.
- B. Merchandise to be sold shall be approved by the Parks & Recreation Department. 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.
- C. If items are sold, the organization managing the event must obtain an open space business permit from the Parks and Recreation Department. Application is available in the Parks and Recreation Office.
- D. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.
- E. Donation container(s) shall be placed only at a merchandise location. Containers shall not be passed or circulated, compete with the event or disturb the participants or persons using the park.
- F. No one shall be required to purchase an item or donate money or goods in order to observe the event.
- G. Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

5. FOOD AND BEVERAGE SALES

- A. Food and beverage sales shall not compete with the event or disturb the participants or persons using the park.
- B. Food and beverages to be sold shall be approved by the Parks & Recreation Department.
- C. A completed application for food service is required. The food service application is available in the Parks and Recreation Office.
- D. A food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.

- E. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- F. 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.

6. AMPLIFIED SOUND

- A. Amplified sound is allowed only between 8am and dusk during hours of operation (noon to dusk on Sunday), 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.
- B. Amplified sound is not allowed from merchandise, food or beverage locations.
- C. The use of any stage, public address system, sound system or other amplified sound will be furnished by the user/renter and the placement of same will be at the discretion of the Parks and Recreation Department.
- D. Any 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. These measures are to assure the safety of the spectators and participants from tripping hazards.

7. GROUP EVENT USER FEE AND DEPOSIT

- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
- B. Small events are events attracting 399 people or fewer and shall require a base use fee in accordance with current fee schedule.
- C. Large events are events attracting between 400 and 2000 people and shall require a base user fee in accordance with current fee schedule.
- D. Significant events are events attracting 2001 or more people and shall require a base user fee in accordance with current fee schedule.
- E. The base user fees cover electricity, basic trash collection, water and stage use. Additional fees, if required, shall be based upon the nature of the event, impact upon Shady Park and extra services required.
- F. The event deposit shall equal the fee and is refundable if the City does not incur costs not covered by the user fee. Extra fees may be required beyond the deposit.
- G. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- H. **Fee waivers will not be considered.**

8. OTHER

- A. Alcohol use is prohibited unless approved by the City Manager. An alcohol permit application is available in the Parks and Recreation office.
- B. All pets must be leashed and are prohibited from spray ground, picnic areas and pavilion with the exception of seeing eye dogs or medically necessary service animals
- C. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- D. A parking site plan must be submitted.
- E. All litter shall be removed by the organization or fees shall be deducted from the deposit.

- F. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- G. Banners must meet City codes and must be approved by the Parks and Recreation Commission. Banners may only be displayed 24 hours before the event and during the event.

9. BIRTHDAY PARTIES

- A. Bounce houses are not permitted without full park rental.
- B. Ponies/horses and petting zoos are prohibited in all parks.
- C. One pop up tent no larger than 10x10' is permitted without stakes for groups of 15 people or less.
- D. Special Event fees are not applicable to birthday parties.

I have read and understand all of the above Rules and Regulations. I agree to abide by all of the above.

Signed

Event & Date