

Parks and Recreation Advisory Board



February 22, 2017 at 5:30 PM

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

1: Consent Agenda

- a. Minutes 0125.17

2: Action Items

- a. Policy Review: MLK Park
- b. Policy Review: Phelps Park

3: Discussion

- a. Ward Park-Perth/Loch Lomond Recreation Trail
- b. Recommendation Changes in Field Use/Field Use App Guidelines

4: New Business

5: Staff Report

- Golf Course Report
- Employee of the Year
- Restore the Roar
- Showalter Field 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
January 25, 2017**

The meeting was called to order by Chairman Carl Creasman at 5:35 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present:

Chairman Carl Creasman
Gary Diehl
Taylor Sacha
Trish Teague

Staff present:

Director John Holland
Assistant Director Brenda Moody
Parks & Rec Manager Jason Seeley
Assistant Director Ron Moore
Recording Secretary Kesha Jones
Sargent Bruce Robinson– WPPD
Business Manager- Leif Bouffard

Advisory Board Members absent:

Vice Chair Julio de Arcos
Janet Atkins
Marni Spence

Staff absent:

Guests:

Kha Le-Huu
Glenn Herbert
Donald Wishart
Kristin Caborn
Andrea Smith
Joseph Brock

Consent Agenda:

a) Approval of Minutes December 7, 2016

Motion made by Gary Diehl to approve consent agenda seconded by Carl Creasman. The motion carried unanimously with a 4-0 vote.

Action Items:

a) Outdoor Wedding Rules

The outdoor wedding rules were presented for annual review. There were no changes to the rules.

Motion made by Gary Diehl to approve action Items agenda item 'a'; seconded by Taylor Sacha. The motion carried unanimously with a 4-0 vote.

b) Kraft Azalea Gardens Rules

Kraft Azalea Gardens Rules were presented for annual review. There were no changes to the rules.

Motion made by Gary Diehl to approve action Items agenda item 'b'; seconded by Taylor Sacha. The motion carried unanimously with a 4-0 vote.

c) Official Park Hours of Lake Baldwin Park

Andrea Smith and other residents are requesting the park hours be change to Sunrise to Sunset to accommodate the frequent user that use the park prior to 8am. Staff has some concern with the challenges of the restrooms being open prior to 8am.

Motion made by Trish Teague to change the hours of Lake Baldwin Park to 7am-Sunset; with the understanding that the restrooms will be open by 8am seconded by Taylor Sacha. The motion passed with a 3-1 vote. Carl Creasman voted no.

d) Joint Use Agreement –Orange County Public Schools

Use of the Brookshire and Lakemont Elementary schools property for recreation use. Staff is seeking approval of the concept of the contract.

Motion made by Gary Diehl of the concept of a joint use agreement with Orange County Public Schools, for the use of Brookshire and Lakemont Elementary; seconded by Trish Teague. The motion carried unanimously with a 4-0 vote.

e) Saturday Market Rules & Regulations (Revised)

Saturday Market rules and regulations amended to state that all vendors that are eligible for the SNAP and FAB program must participate in the programs.

Motion made by Gary Diehl to approve action Items agenda item 'e'; seconded by Taylor Sacha. The motion carried unanimously with a 4-0 vote.

Discussion

f) Martin Luther King Jr Park Master Plan-Le Huu & Partners

Kha Le-Huu presented the board with a presentation for plans for the MLK park masterplan.

g) Martin Luther King Jr Park Master Plan-Bellomo-Herbert & Company/ GAI Consultants.

Glenn Herbert, Donald Wishart, and Kristin Caborn of Bellomo-Herbert & Company/ GAI Consultants presented the board with a presentation for plans for the MLK park masterplan.

*The Board recommended the plans presented by Bellomo-Herbert & Company/GAI Consultants.

New Business

Staff Report

- Leif Bouffard gave a update on the Golf Course
- The City Commission approved a Golf Course Advisory Board
- Mead Gardens Inc., purchased lease of the Winter Park Garden Club
- The track resurfacing is ongoing projected to finish within two weeks
- Staff will bring back the recommendations on how to reduce field use, hours at the February 22, 2017 meeting

Next Meeting – February 22, 2017 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.

The meeting adjourned at 7:04pm.

Kesha Jones
Recording Secretary



Martin Luther King, Jr. Park

RULES & REGULATIONS

Parks & Recreation Advisory Board
City Commission

> **REVIEW 2/22/2017**
> **APPROVED 10.22.2007**

1. GENERAL

- A. It is the intent of the City Commission that Martin Luther King, Jr. Park be used both as a passive park and active park.
- B. Hours are from 8 a.m. to 10 p.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. Available facilities include walks, benches, community playground, soccer fields, multipurpose fields, and basketball courts, which will remain open to the Public during normal operating hours.
- D. Organized events, athletic activities, or play require rental of park or athletic fields.
- E. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- F. The scheduling of new events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- G. To provide protection to trees, plantings and turf and to allow the public sufficient access for sports activities or other uses of the park, the number of special events may be limited.
- H. Considerations may be made for other events in specific areas of the park.
- I. 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.
- J. Additional criteria as follows:
 - 1. How the organization serves or provides benefit to the community.
 - 2. The time of the year during which an event occurs.
 - 3. The weather of the season.
 - 4. The nature and size of the event being considered.

2. EVENT REGISTRATION

- A. A completed Park Use Application and cover letter must be submitted to the Parks and Recreation Event Management 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 concerts, plays, movies, performing arts, small festivals, road race staging, exhibits, athletic activities, and other similar events are considered compatible and consistent with the general guidelines for use.
- D. Martin Luther King, Jr. Park and all events are to be open and visible to all people during operating hours. Access may be controlled and admission **can not** 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 requires 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. Requirements include one port-o-let for each 150 people in attendance. Events at which food and drink may be served require one port-o-let be provided for each 60 people. At least one handicap unit must be provided as well. Large events of more than 600 people in attendance require one handicap unit for each four regular units.

4. ACTIVITIES

- A. Cultural enrichment, athletic activity, 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. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.
- D. 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.
- E. No one shall be required to purchase an item or donate money or goods in order to observe the event.
- F. 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 food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.

- D. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited.
- E. 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 8pm Monday through Thursday, 8am and 9:30pm on Friday and Saturday, and 1pm to 6pm on Sunday. During hours of operation, 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 Central 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.
- B. All pets must be leashed and are prohibited from playground and picnic areas and athletic fields 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.

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

Signed

Event & Date





Phelps Park

RULES & REGULATIONS

Parks & Recreation Advisory Board
Parks & Recreation Advisory Board

> **APPROVED 07.27.2011**
> **REVIEW 02/22/2016**

GENERAL:

- A. It is the intent of the City Commission that Phelps Park be used primarily as a passive park.
- B. Hours are from 8 a.m. to sunset. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- C. Available facilities include benches, pavilions, tennis courts, open field, basketball courts and playgrounds which will remain open to the Public during normal operating hours.
- D. Pavilions are available for rental rates posted on the City of Winter Park current fee schedule.
- E. A permit is required for the placement of a "bounce house" for use during a birthday party. A permit will not be issued without proof of liability insurance naming the City co-insured with proper liability limits. An application fee applies. Applications for bounce house permits will only be issued in conjunction with pavilion rentals.
- F. Ponies or other animals such as petting zoos are not permitted.
- G. "Pop up" tents (10' x 10") may be placed in the park for private events but are subject to staff approval in advance.
- H. Alcohol use is prohibited unless approved by the City Manager (City Ordinance Number 2476-02).
- I. Organized sports are prohibited in the large open field. This area is for open play only.

TENNIS COURTS:

- A. On a first come-first serve basis.
- B. Instructors must register with the Recreation Department.
- C. Instructors may not monopolize courts. At least one court must be left available at all times for resident play.

RULES FOR PET OWNERS (City Ordinance Number 2835-11)

- A. Leash laws strictly enforced at Phelps Park.
- B. No Pets in Playground Area.
- C. No Pets in Picnic Areas.
- D. No Pets on Tennis or Basketball Courts.
- E. No Pets in Restrooms.
- F. Patrons must clean up after pets.

LARGE SPECIAL EVENT STANDARDS

1. GENERAL

- A. Large organized special events require rental of the park.
- B. The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- C. 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.
- D. 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.
- E. Considerations may be made for other events in specific areas of the park.
- F. 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.
- G. Additional criteria as follows:
 - 1. How the organization serves or provides benefit to the community.
 - 2. The time of the year during which an event occurs.
 - 3. The weather of the season.
 - 4. The nature and size of the event being considered.

2. EVENT REGISTRATION

- A. A completed Park use application and cover letter must be submitted to the Parks and Recreation Event Management 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 and 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 requires 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. Requirements include one port-o-let for each 150 people in attendance. Events

at which food and drink may be served require one port-o-let be provided for each 60 people. At least one handicap unit must be provided as well.

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. A merchandise sales site plan shall be reviewed and approved by the Parks and Recreation Department.
- D. 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.
- E. No one shall be required to purchase an item or donate money or goods in order to observe the event.
- F. 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 food and beverage site plan shall be reviewed and approved by the Parks & Recreation Department.
- D. All cooking and/or heating must be done with gas or electricity. Charcoal grills are prohibited for large events.
- E. 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 9am and dusk. 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

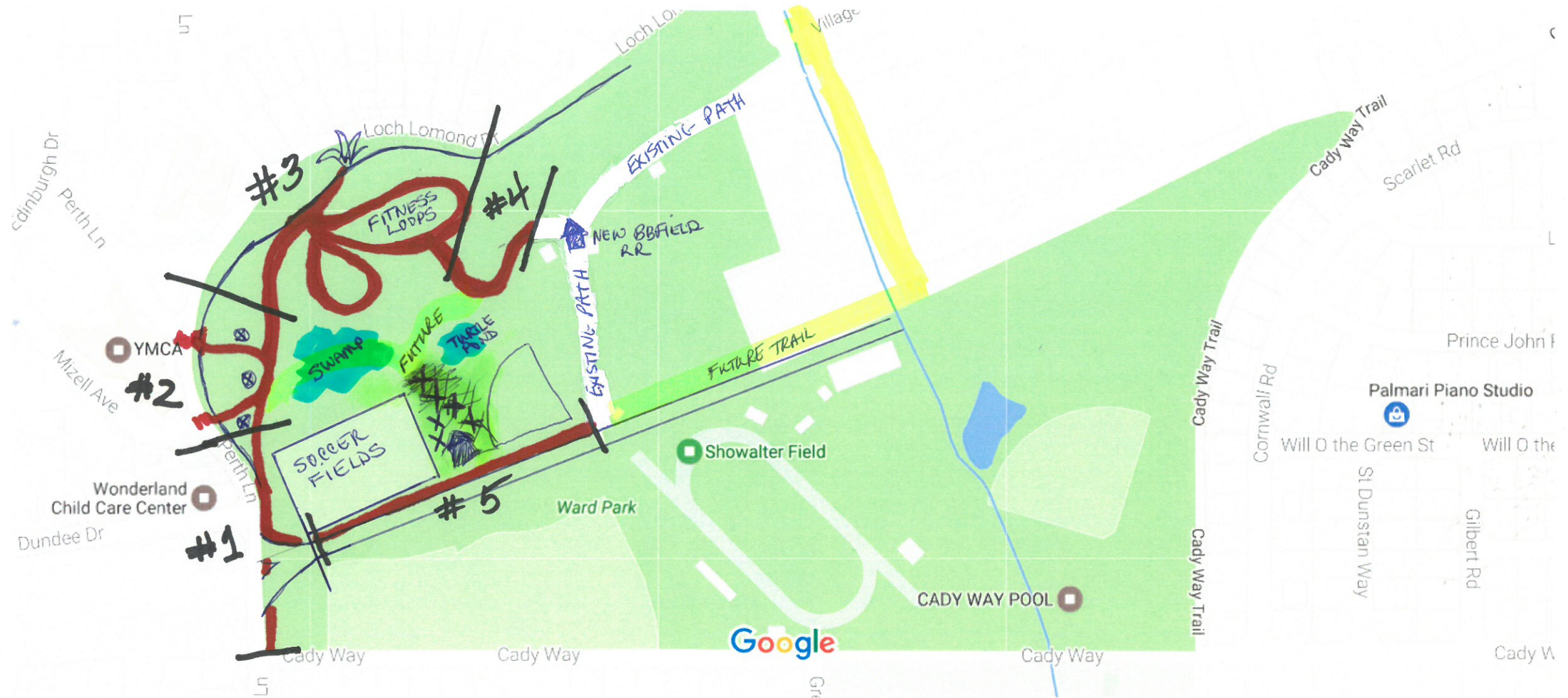
- A. User fees are based upon the size of the event, the activity and the requirements placed upon City service. User fees and the deposit are payable in advance. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.

- B. Events attracting 399 people or fewer and shall require a base use fee in accordance with current fee schedule.
- C. Events attracting 400 or more people are prohibited.
- D. 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 Phelps Park and extra services required.
- E. 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.
- F. The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.
- G. **Fee waivers will not be considered.**

8. OTHER

- A. Alcohol use is prohibited unless approved by the City Manager (City Ordinance Number 2476-02).
- B. Existing parking is limited. The applicant may be required to provide adequate handicap and off-site parking and / or shuttle services.
- C. A parking site plan must be submitted.
- D. All litter shall be removed by the organization or fees shall be deducted from the deposit.
- E. Tents are permitted. A site plan must be submitted and applicable permits issued by the City of Winter Park Code Enforcement Division.
- F. 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.

Google Maps | Ward Park Perth/Loch Lomond Recreational Trail



- 10'-12' NEW RECREATIONAL TRAIL
- FUTURE CONNECTIONS TRAIL
- CROSS REFERENCE TO NARRATIVE PAGE

Map data ©2017 Google 200 ft

**Ward Park – Perth/Loch Lomand Recreational Trail
Conceptual Plan Narrative**

Section #1:

Demolition of 525LF of existing 5' sidewalk and replace with 10' wide along Perth to connect the bike-lane along the north side of Cady Way. Installation of "boutique" pedestrian stop signs (same as at Fleet Peoples Trail) in each direction at the Perth driveway entrance/exit.

Section #2:

Trail widens to 12' for 658LF meandering through the greenspace adjacent to the retention swamp. A 12' wide 530 LF mini-loop trail is created for low impact users, including three picnic table/bench areas. New crosswalk, curb ramp, and striping where Perth, north of Mizell, crosses over into the park.

Section #3:

New 12' wide trail at the fitness trail loop entrance, narrowing back into the existing 5' sidewalk at 70' past loop entrance. Demolition of existing 1,862LF of 5' fitness loop trail and replacement with 10' wide trail in same configuration. Life Trail fitness stations remain where presently located.

Section #4:

New 317LF 12' wide section of trail off the eastern most fitness loop, meandering around the large oaks, affording a glimpse of Turtle Pond, and connecting to the north parking lot by the playground/pavilion gate entrance. Travelers can proceed via the existing pathways (indicated in white) to St. Andrews Blvd. or the playing fields parking/drive aisle.

Section #5:

New 752LF 12' wide trail along the north side of parking slips running west to the Perth entrance.

Yellow: Represents possible future trail connections. Constructing the section along the north side of Showalter/Park maintenance building would be appropriate once the St. Andrews Trail construction is underway. Otherwise, we've a trail to nowhere. A future spur through the retention swamp connecting to the new trail section on the north side turtle pond would make for a brilliant nature experience – maybe a swinging bridge through a marsh kind of thing. I've "x"ed out the stormwater piping area between the soccer and baseball field. Not a preferred route.

Construction Estimate – work by contractor: \$250,000 including contingency