

Parks and Recreation Advisory Board



June 27, 2018 at 5:30 PM

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

1: Consent Agenda

- a. **Minutes Approval-May 8, 2018**

2: Action Items

- a. **Parks Master Plan Presentation**
Staff will present the Parks Master Plan

3: Discussion

4: New Business

5: Staff Report

- **Eagle Scout Service Project**
- **Library/Event Center Update**
- **Tennis Center Update**
- **Mead Garden Update**
- **Family Fun & Recreation 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
May 8, 2018**

The meeting was called to order by Chairman Carl Creasman at 5:13 p.m. at the Winter Park Community Center in conference room D.

Advisory Board Members present:

Chairman Carl Creasman
Vice Chair Julio de Arcos
Trish Teague
Taylor Sacha
Renee Maloney

Staff present:

Assistant Director Ron Moore
Assistant Director Jason Seeley
Parks Planning & Projects Manager
Leif Bouffard
Natural Resources Manager
Tim Egan
Lieutenant Stanford Locke- WPPD
Recreation & Family Services Manager
Cathleen Daus
Recording Secretary Kesha Jones

Advisory Board Members absent:

Addison Lanpher
Bradley Doster

Staff absent:

Guests:

Consent Agenda:

a) Approval of Minutes February 28, 2018

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

Action Item

a) Pineywood Cemetery Cremation Garden- Power Point Presentation

Cemeteries Manager Janna Baumann presented the board with different concept ideas for a potential cremation garden at Pineywood Cemetery to allow space for a columbarium to house the cremation urns.

Motion made by Julio da Arcos to support the development of the cremation garden at Pineywood with a concept to maximize the number of space; seconded by Trish Teague the motion carried unanimously with a 5-0 vote.

b) Capital Project Priority List

Staff presented the capital project priority list, major capital improvements for the parks. Replacing aged pavilions, replacing playground equipment, field and court lighting. The board inquired about the restroom building in Central Park being moved up the priority list. The board made a recommendation to add the MLK park improvements to the list.

Motion made by Taylor Sacha to approve the capital project list with the addition of the MLK park improvements; seconded by Julio de Arcos the motion carried unanimously with a 5-0 vote.

Discussion

Trish Teague inquired about the residents backing up to the Howell Branch with concerns about movement of their property. Tim Egan encouraged the resident that he met with to obtain a geotechnical analyst.

New Business

Staff Report

- **Tennis Center Update**
- **New Procedures for Special Event/Pedestrian/Vehicle Safety**
- **Library/Event Center Schematic Design Update-City Commission Meeting April 9, 2018**
- **Mead Garden Update**
- **Golf Course Update**
- **Family Fun & Recreation Update**
- **Senior Program Spotlight**

Next Meeting – June 27, 2018 @ 5:30 p.m., Parks & Recreation, Community Center conference room D.

The meeting adjourned at 6:00pm

Kesha Jones
Recording Secretary



Agenda Item Summary

Parks Master Plan Presentation - Staff will present the Parks Master Plan

Summary:

Background:

ATTACHMENTS:

Description

Master Plan Presentation

Upload Date

6/21/2018

Type

Cover Memo

Parks and Recreation Master Plan Update - 2018



- Required by Comprehensive Plan
- Must include certain elements
 - connectivity between parks
 - lake access
 - public input survey





Goals

- Increase accountability and transparency in the planning process
- Reduce redundancy within the report and with other documents
- Consolidate data into one location (GIS) to improve reporting accuracy and consistency
- Focus board and commission time on budget and policy

2018 Report

Creating a new path forward...



- Relevant data updated annually
- Annual review allows rapid response to changing conditions and opportunities
- Specific recommendations
 - Based on Comprehensive Plan policy, public input & operational needs
 - < \$5 million build-out over the 5 year cycle

Supporting documents

Will be linked from website and from online version of the Master Plan

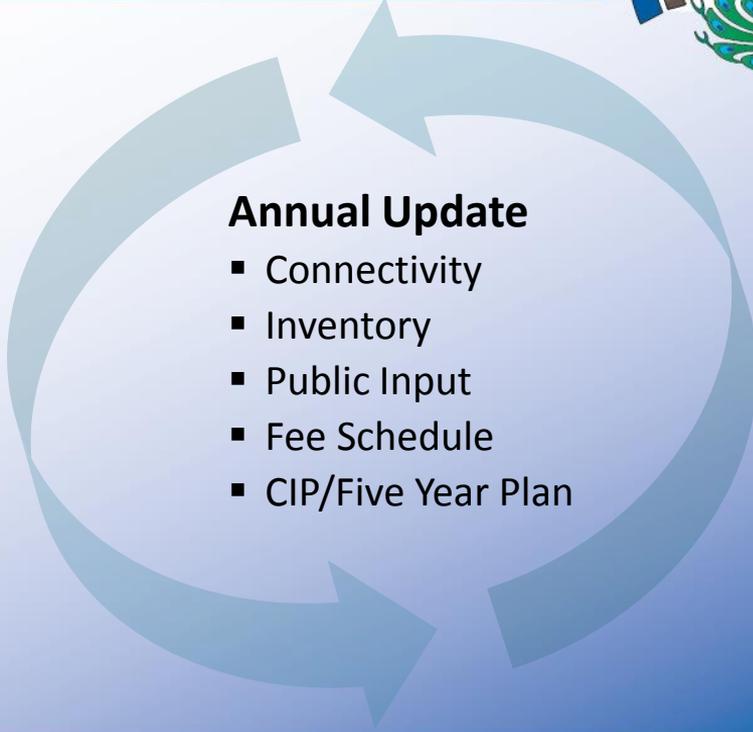
- Parks Inventory [Report](#)
- Parks Condition Assessment [Report](#)
- Comprehensive Plan Review [Report](#)
- Recreation Programming [Report](#)
- Parks and Recreation Public Survey [Results](#)



5 year plan cycle



- 1** Develop Public Input Process (first cycle only) -
Review/prioritize individual park master plans -
Mini-Park, Trails and Open Space Parks assessments
- 2** Community, Neighborhood and Special Purpose
Parks assessments - update on operational
improvements
- 3** Report on status of individual park master plans -
Mini-Park, Trails and Open Space Parks assessments
- 4** Community, Neighborhood and Special Purpose
Parks assessments - update on operational
improvements
- 5** Comprehensive Plan & Recreation
Standards Review



Annual Update

- Connectivity
- Inventory
- Public Input
- Fee Schedule
- CIP/Five Year Plan

Needs assessment



No.	Type*	Location/Facility	Description
1	S	Mead Botanical Garden	Safety - poor bridge and trail conditions
2	C/P	MLK and Ward Parks	High use athletic fields in poor condition
3	C	Lake Baldwin	Poor condition rating
4	P	Lake Baldwin	Beach access to Lake Baldwin is limited
5	P	Administrative	Master Plan update is overdue
6	P	City wide	Park connectivity review required
7	P	City wide	Land acquisition review required
8	O	Cemeteries	Columbarium (both cemeteries)
9	O	Golf course	Maintenance building

***Codes**

S = Safety Concern

P = Comprehensive Plan Policy

O = Operational Policy

C = Condition (Park condition or Specific Need)

Bridges - Mead Botanical Garden



Recommendation: Replace both bridges with like structures. The estimated cost is \$30,000.00. If the larger bridge is able to be repaired, it may be feasible to put off replacement for 3 – 5 years.



Athletic Fields (turf condition)



Policy 6-2.4.3 requires that parks be well managed and well maintained



Athletic Fields Recommendations:



- Adoption of revised field management policy (already implemented)
- Rebuild general use fields following modern field specifications for proper base, drainage and grading (Three fields at \$120,000/field)
- Convert two high impact fields to artificial turf (Two fields at \$700,000 per field)



Lake Baldwin Park (condition)

Policy 6-2.4.3 requires that parks be well managed and well maintained
Park received a fair/poor (1.5) condition rating



Lake Baldwin Park (Comp Plan)



Policy 6-2.1.2 requires that the Winter Park maintain a public beach access to Lake Baldwin.



Lake Baldwin Park

Policy options:



1. No action – use designation stays as is
 - Turf restoration remains infeasible
 - Beach access remains restricted
2. Create separated activity zones that are opened/closed on a rotational basis
 - Would facilitate turf restoration
 - Beach access remains restricted
3. Change use to eliminate use of beach & lake by dogs (could allow off-leash use in upland areas)
 - Allows turf restoration
 - Unrestricted beach access (people)

Options 1 & 2 would warrant policy clarification on “beach access” definition.

Options 2 & 3 would involve costs associated with adding fencing, gates and signs .

Master Plan Update



Master Plan update - Overdue

- Adoption of new plan will satisfy the requirement.
- Adoption of proposed format & schedule will facilitate future consistency with the policy
- Master Plan required for accreditation

Connectivity



Policy 6-3.4.4 states "At the next update of the Master Plan, the bicycle trail system interconnecting public places shall be included as a component of the Master Plan. The interconnection of parks with bicycle trails, paths and lanes shall be addressed as part of the Park Master Plan update."

- Current process is opportunistic (built out urban setting)
- Recent projects have added a mile of north-south bike trail
 - Denning Drive
 - Blake Avenue

Connectivity

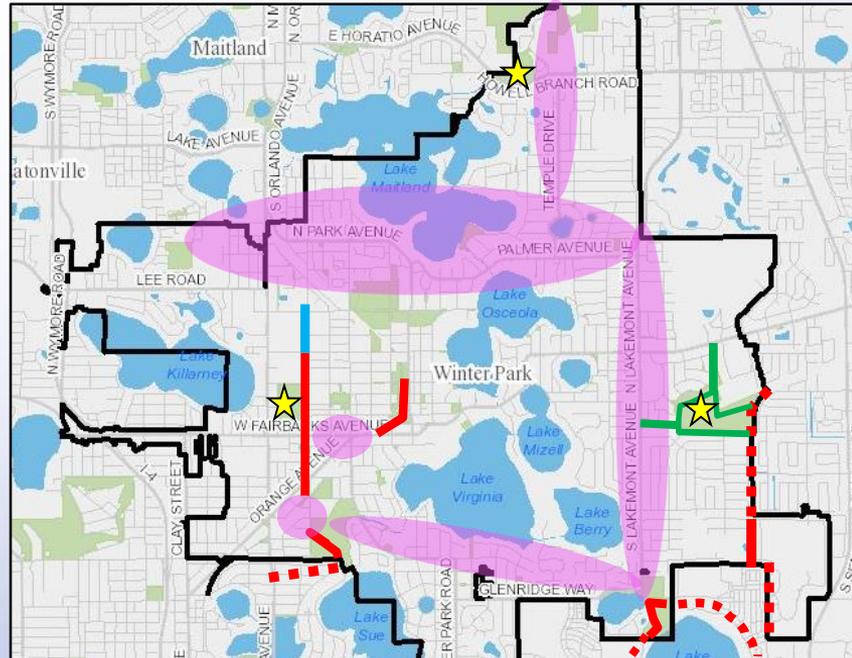


Ped/Bike trails

- Existing
- Under way
- External links
- Planned

Fitness trails

Needs/Upgrades



Land Acquisition/Land Use



Policy 6-2.1.3 "As part of any update of the City's Park Master Plan, the City shall evaluate City-owned undeveloped open space located along lake shorelines for potential improvements that may create safe access to waterfront areas for the public."

Policy 6-2.1.5 states "The City shall prioritize the acquisition of property, whether developed or vacant, along bodies of water to include lakes, rivers, streams and creeks."

Land Acquisition/Land Use



Recent acquisitions & access improvements

- Howell Branch Parcels & Howell Branch Preserve expansion (retention pond) to include kayak launch
- Howard Drive lot – lake views & bench
- Osceola Ct. improvements – neighborhood access

Palm Cemetery & Golf Course Maintenance



Palm Cemetery will reach capacity in 10 years

With additions, the cemetery will reach capacity in 50 - 90 years
Current Plan expands maintenance operations in the building & would preclude significant expansion

Palm Cemetery & Golf Course Maintenance

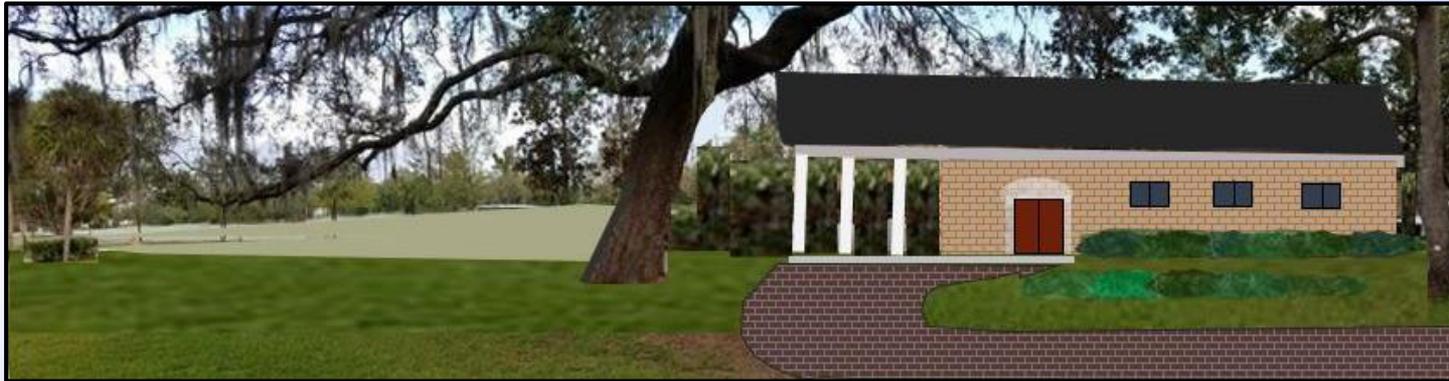


- Current configuration/use impacts view from Palm Cemetery
- Extending the building will further impact aesthetics
- Golf course restrictions may prohibit building expansion

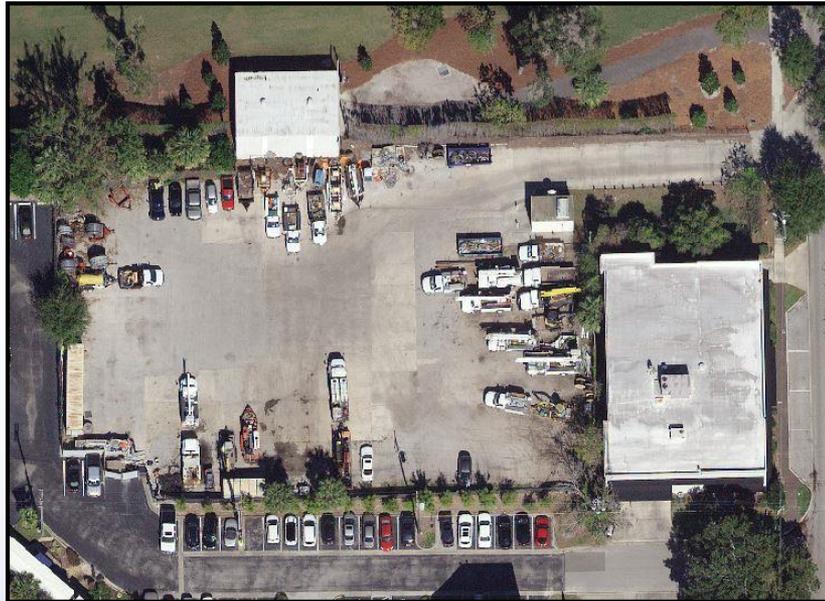
Palm Cemetery & Golf Course Maintenance



- Moving golf course maintenance operations to another location allows for cemetery expansion
- Aesthetics of both facilities would be significantly improved



Golf Course Maintenance Shop



Land Acquisition, Land Use & Connectivity



Policy discussions recommended to include these overlapping topics and development of locally relevant recreation standards.

- **Connectivity opportunities**
- **Property use review/change**
- **Process for acquisition of properties with recreational potential**

Five Year Plan - CIP



Fiscal Year	City Funds	Cemetery Fund	State/Grant	Total
2019	\$530,000	\$150,000	\$1,000,000	\$1,680,000
2020	\$200,000		\$1,000,000	\$1,200,000
2021	\$570,000	\$500,000		\$1,070,000
2022	\$320,000			\$200,000
2023	\$900,000			\$950,000
Total	\$2,520,000	\$650,000	\$2,000,000	\$5,370,000



Five Year Plan - Operations

Improving efficiency & level of service

- **Parks Standard Operating Procedures** –will clarify operational procedures for critical departmental responsibilities
- **Manpower Cross Training** –to improve flexibility in task assignments and to reduce response time regardless of the staff that is on duty.
- **Outreach & Website updates** –recently updated the Department’s website related to community programming and the Winter Park golf course – updates to other programs underway
- **GIS/Data Management** – The new system is expected to improve project management and budget tracking.

Embracing the vision



- Enhance **walking, biking,** and recreational activities through a connected and integrated **network** of open space.
- Foster sustainable public and private parks and **open spaces** using state-of-the-art practices and techniques.
- Increase the connection to nature by incentivizing **public and private green space** through the design and development process.
- Protect and build on the local and **unique** brand and reputation of **Park Avenue.**
- Invest in innovative infrastructure to ensure that our means to get around is **safe and efficient**, through prioritization of pedestrians, bicyclists, and transit users.

New programs added to the Master Plan



8 to 80 – Working with the Winter Park Health Foundation to promote healthy lifestyle habits for people of all ages

Family Fun Program - focuses on promoting healthy families and fun recreational activities parks throughout the city



New initiatives



Natural Places - Increased efforts in identifying and enhancing environmental corridors & restoring natural habitats. Proposed website and program additions to help residents learn about and enjoy the City's natural resources.

- Natural Lands
- Landscape Services
- Urban Forestry





Eagle Scout Service Project Proposal



BOY SCOUTS OF AMERICA®

Eagle Scout candidate's full legal name B. Sterling Anderson Jr.

Eagle Scout Service Project Name Wood Duck Nest Boxes

Eagle Scout Requirement 5

While a Life Scout, plan, develop, and give leadership to others in a service project helpful to any religious institution, any school, or your community. (The project must benefit an organization other than Boy Scouting.) The project proposal must be approved by the organization benefiting from the effort, your unit leader and unit committee, and the council or district before you start. You must use the *Eagle Scout Service Project Workbook*, No. 512-927, in meeting this requirement.

Contact Information

Eagle Scout candidates should know who is involved, but contact information may be more important to unit leaders and others in case they want to talk to one another. While it is recognized that not all the information will be needed for every project, Scouts are expected to provide as much as reasonably possible. Approval representatives must understand, however, that doing so is not part of the service project requirement.

Eagle Scout Candidate

Name: B. Sterling Anderson Jr.

Birth date: 08/03/2001

Email address: sterling2357@gmail.com

BSA PID number*: 083 06 119346452

Address: 665 Dunraven Dr

City: Winter Park

State: FL

Zip: 32792

Preferred telephone(s): 407-718-1966

Life board of review date:

* BSA PID No., found on the BSA membership card

Current Unit Information

Check one: Troop Team Crew Ship Unit Number: 62

Name of District: Fort Gatlin

Name of Council: Central Florida

Unit Leader Check one: Scoutmaster Varsity Coach Crew Advisor Skipper

Name: deZwart, Steven

Preferred telephone(s): 407-765-5216

Address: 685 Selkirk Dr.

City: Winter Park

State: FL

Zip: 32792

Email address: sdezwart1@gmail.com

Unit Committee Chair

Name: Eric Schreiner

Preferred telephone(s): 407-782-9829

Address: 2080 Hunterfield Rd

City: Maitland

State: FL

Zip: 32751

Email address: eschreiner@gmail.com

Unit Advancement Coordinator (If your unit has one)

Name: Don Doyle

Preferred telephone(s): 407-341-6820

Address: 437 Brechin Dr

City: Winter Park

State: FL

Zip: 32792

Email address: don.doyle@live.com

Project Beneficiary (Name of religious institution, school, or community)

Name: City of Winter Park

Preferred telephone(s): 407-599-3578

Address: 1409 Howell Branch Rd

City: Winter Park

State: FL

Zip: 32789

Email address: cityofwinterpark.org

Project Beneficiary Representative (Name of contact person for the project beneficiary)

Name: Amy Giannotti

Preferred telephone(s): 407-599-3578

Address: 1409 Howell Branch Rd

City: Winter Park

State: FL

Zip: 32789

Email address: AGiannotti@cityofwinterpark.org

Your Council Service Center

Contact name:

Preferred telephone(s):

Address:

City:

State:

Zip:

Council or District Project Approval Representative

(Your unit leader, unit advancement coordinator, or council or district advancement chair may help you learn who this will be.)

Name:

Preferred telephone(s):

Address:

City:

State:

Zip:

Email address:

Project Coach (Your council or district project approval representative may help you learn who this will be.)

Name: Ben Anderson

Preferred telephone(s): 407-718-4492

Address: 665 Dunraven Dr

City: Winter Park

State: FL

Zip: 32792

Email address: anderpack@mindspring.com

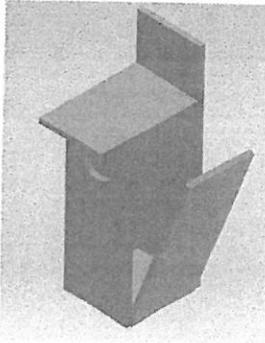
Project Description and Benefit

Briefly describe your project.

I will be making and installing wood duck nesting boxes

Attach sketches or "before" photographs if these will help others visualize the project.

Please click below to add images (JPEG, JPG, BMP, GIF, TIF, PNG, etc.)



Duck Box Design

Empty

Tell how your project will be helpful to the beneficiary. Why is it needed?

My project will help the beneficiary because these wood duck nesting boxes help establish or increase the local populations of wood ducks. These boxes give them a safe place to nest and lay eggs and help maintain the natural beauty of Winter Park.

When do you plan to begin carrying out your project? May 1, 2018

When do you think your project will be completed? June 30, 2018

Giving Leadership

Approximately how many people will be needed to help on your project? 6

Where will you recruit them (unit members, friends, neighbors, family, others)? Explain:

I will mostly recruit my friends that are also in my Boy Scout Troop because I know them well and believe that they will be able to help me get my project done efficiently and correctly. Also additional help and expertise will be given by my Uncle Peter Rogers.

What do you think will be most difficult about leading them?

The most difficult part of the leadership will be when we install the duck boxes and have to ground the posts and mount the duck boxes because it will require going to different locations and lots of communication in transporting all the tools and materials that we need.

Materials

Materials are things that become part of the finished project, such as lumber, nails, and paint.

What types of materials, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required. For example, for lumber, include basic dimensions such as 2 x 4 or 4 x 4.

Materials for one box: 1 x 10 x 12' Cedar Board, wood screws, 36" x 49" sheet of 28 gauge steel for each predator guard, hardware cloth for inside, 4x4 wooden post.

We will be making 6 of these boxes.

Supplies

Supplies are things you use up, such as food and refreshments, gasoline, masking tape, tarps, safety supplies, and garbage bags.

What kinds of supplies, if any, will you need? You do not need a detailed list or exact quantities, but you must show you have a reasonable idea of what is required.

Safety supplies, gasoline, snacks, water

Tools

What tools or equipment, if any, will you need? You do not need a detailed list, but you must show you have a reasonable idea of what is required.

Include tools, and also equipment, that will be borrowed, rented, or purchased.

Table saw, electric drill, sandpaper, measuring tape, wire cutters

Other Needs

Items that don't fit the above categories; for example, parking or postage, or services such as printing or pouring concrete, etc.

What other needs do you think you might encounter?

Depending on the installation technique that we use, I may use my Uncle's boat

Permits and Permissions

Note that property owners should obtain and pay for permits.

Will permissions or permits (such as building permits) be required for your project? Who will obtain them? How long will it take? Permission from the City of Winter Park lakes division, and ultimately the lake and park advisory boards. I will meet with the manager of the City of Winter Park lakes division and if necessary the lake and park advisory boards.

Preliminary Cost Estimate

You do not need exact costs yet. Reviewers will just want to see if you can reasonably expect to raise enough money to cover an initial estimate of expenses. Include the value of donated material, supplies, tools, and other items. It is not necessary to include the value of tools or other items that will be loaned at no cost. Note that if your project requires a fundraising application, you do not need to submit it with your proposal.

Enter estimated expenses below:
(Include sales tax if applicable)

Fundraising: Explain how you will raise the money to pay for the total costs. If you intend to seek donations of actual materials, supplies, etc., then explain how you plan to do that, too.

Materials:	\$200.00	I will be seeking for a donation from the lumber supplier who stated that they have donated to eagle projects in the past. I will also seek donations from friends and family members.
Supplies:	\$20.00	
Tools:	\$0.00	
Other:	\$0.00	
Total costs:	\$220.00	

Project Phases

Think of your project in terms of phases, and list what they might be. The first may be to prepare your project plan. Other phases might include fundraising, preparation, execution, and reporting. You may have as many phases as you want, but it is not necessary to become overly complicated; brief, one line descriptions are sufficient.

1. Prepare project plan
2. Finalize permissions
3. Begin assembly of materials and fundraise
4. Gather team and build boxes
5. Install boxes at location
6. Finish reports and records
- 7.
- 8.

Logistics

Check with your council service center to determine if a Tour and Activity Plan is required.

How will you handle transportation of materials, supplies, tools, and helpers? Will you need a Tour and Activity Plan? Father and Uncle will handle the transportation of materials, supplies, and tools. Transportation of helpers will follow BSA guidelines.

Safety Issues

The Guide to Safe Scouting is an important resource in considering safety issues.

Describe the hazards and safety concerns you and your helpers should be aware of. The only safety concerns associated with this project would be with the cutting of the lumber, screwing the duck boxes together, and installation of the boxes and there will adult supervision and project team will consist of older scouts and adults.

Project Planning

You do not have to list every step, but it must be enough to show you have a reasonable idea of how to prepare your plan.

List some action steps you will take to prepare your project plan. For example "Complete a more detailed set of drawings." Prepare pre-project notebook and post-project summary Complete final cost estimate Finalize box model and design

Candidate's Promise*

Sign below before you seek the other approvals for your proposal.

On my honor as a Scout, I have read this entire workbook, including the "Message to Scouts and Parents or Guardians" on page 5. I promise to be the leader of this project, and to do my best to carry it out for the maximum benefit to the religious institution, school, or community I have chosen as beneficiary.

Signed *B. Sterling Anderson*

Date 3/12/18

*Remember: Do not begin any work on your project, or raise any money, or obtain any materials, until your project proposal has been approved.

Unit Leader Approval*

I have reviewed this proposal and discussed it with the candidate. I believe it provides impact worthy of an Eagle Scout service project, and will involve planning, development, and leadership. I am comfortable the Scout understands what to do, and how to lead the effort. I will see that the project is monitored, and that adults or others present will not overshadow him.

Signed *Steven C. de Zwart*

Date 3/12/18

Name (Printed) Steven C. de Zwart

Unit Committee Approval*

This Eagle Scout candidate is a Life Scout, and registered in our unit. I have reviewed this proposal, I am comfortable the project is feasible, and I will do everything I can to see that our unit measures up to the level of support we have agreed to provide (if any). I certify that I have been authorized by our unit committee to provide its approval for this proposal.

Signed *Eric Schreiner*

Date 4/24/18

Name (Printed) ERIC SCHREINER

Beneficiary Approval*

This service project will provide significant benefit, and we will do all we can to see it through. We realize funding on our part is not required, but we have informed the Scout of the financial support (if any) that we have agreed to. We understand any fund raising he conducts will be in our name and that funds left over will come to us if we are allowed to accept them. We will provide receipts to donors as required.

Our Eagle candidate has provided us a copy of "Navigating the Eagle Scout Service Project, Information for Project Beneficiaries."

Yes No

Signed *Amy L. Giannotti* Date 6/7/18

Name (Printed) Amy L. Giannotti

Council or District Approval

I have read topics 9.0.2.0 through 9.0.2.15, regarding the Eagle Scout service project, in the Guide to Advancement, No. 33088. I agree on my honor to apply the procedures as written, and in compliance with the policy on "Unauthorized Changes to Advancement." Accordingly, I approve this proposal. I will encourage the candidate to prepare a project plan and further encourage him to share it with a project coach who has been designated for him.

Signed

Date

Name (Printed)

While it makes sense to obtain approvals in the order they appear, there shall be no required sequence for the order of obtaining those approvals marked with an asterisk (). Council or district approval, however, must come after the others.

Proposal Page E

B. Sterling Anderson Jr.



Agenda Item Summary

Family Fun & Recreation Update -

Summary:

Background: