



Parks & Recreation Advisory Board Regular Meeting

Agenda

September 15, 2021 @ 5:30 pm

Virtual

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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).

please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. [August 18, 2021 Minutes Approval](#) 2 minutes
 - b. [Central Park Continuous Events](#) 1 minute
 - Chabad of Greater Orlando- Holiday Chanukah Festival 11/28/21
 - Track Shack- Park Ave 5K 1/22/22
 - Track Shack- Winter Park Road Race 3/12/22
 - Track Shack- Watermelon Run 7/4/22
 - c. [Phelps Park Work Session Recommendation Approval](#) 2 minutes
 - 3. Staff Updates**
 - a. [FY21 Project Update](#) 5 minutes
 - b. Progress Point Update 5 minutes
Project timeline and next steps
 - c. Recreation Programs & Events Update 5 minutes
 - Library/Event Center Update
 - Holiday Events & Christmas Décor Initiative
 - d. MLK Park Improvements 10 minutes
CRA Funding Update
 - e. [Sustainability Action Plan- Vanessa Balta, Sustainability Program Manager](#) 30 minutes
 - 4. Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 5. Non-Action Items**
 - a. [MLK Jr. Memorial Proposal](#) 10 minutes
 - 6. Action Items**
 - a. [Fee Waiver Request - Fast Start Management - Scott Millson](#) 10 minutes
 - b. [Park Policies & Procedures Revision](#) 20 minutes
 - 7. Board Comments**
 - a. Mini Park Conditions Assessment 20 minutes
 - b. Parks Survey Discussion 20 minutes

8. Adjournment



Parks and Recreation Advisory Board agenda item

item type Consent Agenda	meeting date September 15, 2021
prepared by Kesha Thompson	approved by
board approval	
strategic objective	

subject

August 18, 2021 Minutes Approval

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[0818.21 Minutes.docx.pdf](#)



Parks & Recreation Advisory Board

August 18, 2021

Virtual
5:30pm

Board Members Present

Annemarie Smith, Kelly Price, Krystal Dawkins, Michael Perelman, Shannon Sarkarati, Jennifer Adams

Board Members Absent

Frank Baker

Administrative

Meeting called to order by Chairman Perelman at 5:30pm

Consent Agenda

Motion made by Michael Perelman to approve the July 21, 2021 minutes with the name correction for Krystal Dawkins, and correction of a typo under Phelps Park; seconded by Kelly Price. Motion carried unanimously.

Staff Updates

a) **Progress Point**

Staff provided an update on the Progress Point process, commission has approved the current land design concept. Board members would like to see the details of the park before the decision is made.

b) **Department Project Update FY21 and Preview of FY22**

Jason gave an update on current, complete and future projects for FY21. Jason also presented a power point presentation of projects and strategic items scheduled for FY22; including Mead Gardens continuation of restrooms, trails, Cady Way pool filtration system, artificial turf upgrade, lighting upgrades on Ward baseball fields, Showalter practice fields and laser grading and maintenance, continuation of concession stand and ADA improvements at Ward baseball fields. Tennis Center pickleball court conversation into hitting wall and well installation. Strategic use items include; sustainability (single use plastic, volunteer clean up, and battery-operated hand equipment where viable) advisory board involvement and activation, MLK master plan, recreation and event programming and Progress Point park design and construction.

Chairman Perelman inquired about maximizing the utilization of the space near the library/event center to attract the public with entertainment, social engagements.

c) Parks & Recreation Rules & Regulations Update

Policies update with consolidation of rules to bring back for the board to for discussion and action on the new policy

d) Phelps Park Playground – Status Update

Cathleen gave the board an update on the current process/situation with Phelps Park. Information will be distributed to the board members once it becomes available to staff.

Citizen Comments

Mr. Vyas of 1591 Dale Ave suggested a splash pad at Phelps Park.

Mykala of the Winter Park Library gave an update of their current programs, and classes that are open to the public. She also suggests a community garden in MLK park.

Christine Williams of 1570 Woodland Ave, inquired about the plans for Phelps Park plans and suggestion available prior to the next meeting. Jennifer Adams suggested a work session for the public to view the replacement suggestions and speak prior to the board deciding staff will send out a poll to determine the best date for the meeting. Sarah of 111 Spring Lane inquired about the process of Community input for the renovation at MLK playground.

Action Items

a) FY22 Parks & Recreation Fee Schedule Review

Staff presented the fee proposed fee schedule for FY22 and the changes. Chairman Perelman inquired about the green fees, and an annual fee increase for the non-resident rate. Also increase the Jr. pass to from summer to annual with off peak restrictions. Possibly limiting prime time tee time for residents. Board members request Gregg Pascale to attend the meeting to inform the board of best practices for operational changes. ***After discussion motion made by Michael Perelman to approve proposed fee schedule the reconstruction of green fees for non-resident annual fee to \$1500 and changing the Jr. pass from summer to annual; seconded by Jennifer Adams. Motion carried unanimously.***

b) Community Yoga – Central Park

Sweat Lab is proposing a weekly free yoga event in Central Park. Board members suggested using a different park, or rotating to different parks. ***After discussion motion made by Michael Perelman to approve the use of Central Park from September 1, 2021-December 31, 2021 with re-evaluation in November applicant understands that this event will be canceled or relocated during city related functions; seconded by Kelly Price. Motion carried unanimously.***

c) Garden Improvement – Central Park

Winter Park Garden Club's Emily Bader and local Landscape Architect and resident Stephen Pategas proposed a partnership with Parks and Recreation to create a pollinator garden.

in Central Park with would compliment the existing Rose Garden and Native Gardens that currently exist in the park. Chairman Perelman inquired about the trail being ADA compliant. ***After discussion motion made by Michael Perelman to approve the proposed garden improvement; seconded by Jennifer Adams. Motion carried unanimously.***

Board Comments

Chairman Perelman addressed the board about actual useable space that is considered designated park space. Jason provided a power point on Green Space Inventory and Value. Chairman Perelman is proposing the question about useable recreational green space, passive green space, and encourages the board members to submit some important topics. Staff would like to create a six-month list of topics and goals that board members would like to discuss.

Adjourn Meeting adjourned by Chairman Perelman at 7:35pm

Next meeting scheduled for September 15, 2021

Kesha Thompson



Parks and Recreation Advisory Board agenda item

item type Consent Agenda	meeting date September 15, 2021
prepared by Kesha Thompson	approved by
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strategic objective	

subject

Central Park Continuous Events

item list

- Chabad of Greater Orlando- Holiday Chanukah Festival 11/28/21
- Track Shack- Park Ave 5K 1/22/22
- Track Shack- Winter Park Road Race 3/12/22
- Track Shack- Watermelon Run 7/4/22

motion / recommendation

Approval of consent agenda including continuous events and minutes from August meeting.

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SKM_C450i210913110900.pdf](#)

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



Park Requested: Central Park, Winter Park. Email: Rabbidovid@chabadorlando.org

Organization Name: Chabad of Greater Orlando

Contact Name: Rabbi Dovid Dubov

Address: 708 Lake Howell Rd Maitland Fl 32751

Work Phone: 407-766-2004 Home Phone: _____ Cell Phone: 407-970-3040

Organization Status: Profit: Registered Non-Profit: If so, what type? 501c3

Tax Number: 85-8012675103c-8 Other (specify) _____

Proposed Event Date: 11/28/2021 Second Choice: _____

Event Time: 5:30pm Set up time: 12:00pm Break Down Time: 9:00pm

Are dates/times flexible? No Alternate Dates: _____

Type of Event: Holiday Is this a Fundraiser? No

Describe Event in Detail: Holiday Chanukah Featival with entertainment and grand Menorah Lighting.

(Attach detailed outline) _____

Area of Park Requested: Central Park stage area

Stage? Yes List Electricity Requirements? just enough for music on stage

Expected size of Crowd: _____ Estimated Parking Requirements? _____

Will there be amplified music? Yes If Yes, type: Live band Hours: 3 hours

Amplified Voices: Yes If Yes, type: M/C Hours: 3 hours

Are you proposing tents: _____ If Yes, type: _____

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

Is the consumption of alcoholic beverages requested? _____ If yes, will it be sold? _____

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

Other (describe): _____

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

Describe in detail? _____

Will there be displays? Yes If Yes, type: Holiday and entertainment displays

Are banners/signs requested? Yes If Yes, type: Stage banner

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

Holiday decor

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? Hand sanitizer stands.

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? Chabad staff will be responsible for clean up

Have you held this event in the past? Yes Where? Same location

Size of Crowd at previous event? 150 Date of Last Event? _____

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

How will event be advertised/marketed? Private email and social media

How many event staff members will you provide, describe duties: _____

Approx 10 staff members - set up, on site help, clean up.

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.

Rabbi Dovid Dubov 9/17/2021

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: _____



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



Park Requested: Central Park North Email: alicia@trackshack.com

Organization Name: Track Shack Events (Park Ave 5k)

Contact Name: Alicia Albert

Address: 1013 Montana Street Orlando, FL 32803

Work Phone: 407-896-1160 Home Phone: N/A Cell Phone: 856-625-0967

Organization Status: Profit: Registered Non-Profit: If so, what type? N/A

Tax Number: _____ Other (specify) _____

Proposed Event Date: January 22, 2022 Second Choice: _____

Event Time: 7:30 AM Set up time: 1:00 AM Break Down Time: 9:30-10:30 AM

Are dates/times flexible? No Alternate Dates: _____ N/A

Type of Event: 5k footrace Is this a Fundraiser? Yes

Describe Event in Detail: 5k footrace to raise money for the Track Shack Foundation
(Attach detailed outline) route included with this form

Area of Park Requested: Central Park North

Stage? No List Electricity Requirements? Central Park existing electrical outlets

Expected size of Crowd: 2400 Estimated Parking Requirements? Canton garage & surrounding surface lots

Will there be amplified music? Yes If Yes, type: PA System Hours: 7:00-9:30am

Amplified Voices: Yes If Yes, type: PA System Hours: 7:00-9:30am

Are you proposing tents: Yes If Yes, type: 10x10 pop-ups

***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? no

Other (describe): On-site registration only

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

Describe in detail? _____

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

Are banners/signs requested? Yes If Yes, type: Vinyl on bike rack - Track Shack owned

Describe banners/signs in detail. What will they say and how many: Event name and sponsors of event names
Would like to put event banner on stage/bandshell event week if approved

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

Will there be booths: Yes If Yes, type: 10x10 pop-up tents - health & wellness related

Describe booth contents and numbers in detail: health & wellness flyers / information

What Sanitation Facilities are planned? Anderson Rentals hired to provide portable restrooms

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? Usage of city trash cans; TSE staff / volunteers to manage clean up

Have you held this event in the past? Yes Where? Same location

Size of Crowd at previous event? 1100 Date of Last Event? 1/16/21

Name and Phone Number of location official at Last Event: Alicia Albert 856-625-0967

How will event be advertised/marketed? e-mail, website, social media, flyers

How many event staff members will you provide, describe duties: 15-18 staff to set up and tear down equipment, crowd control, and execute event

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.

Alicia Albert 4/30/2021

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: _____

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



Park Requested: Central Park North Email: alicia@trackshack.com

Organization Name: Track Shack Events (Winter Park Road Race)

Contact Name: Alicia Albert

Address: 1013 Montana Street Orlando, FL 32803

Work Phone: 407-896-1160 Home Phone: N/A Cell Phone: 856-625-0967

Organization Status: Profit: Registered Non-Profit: If so, what type? N/A

Tax Number _____ Other (specify) _____

Proposed Event Date: 03/12/2022 Second Choice: _____

Event Time: 7:00 AM Set up time: 1:00 AM Break Down Time: 10:30-11:00 AM

Are dates/times flexible? No Alternate Dates: _____ N/A

Type of Event: 5k footrace Is this a Fundraiser? Yes

Describe Event in Detail: 5k footrace to raise money for the Meridian Club & Track Shack Foundation
(Attach detailed outline) route included with this form

Area of Park Requested: Central Park North

Stage? No List Electricity Requirements? Central Park North electrical outlets "hot"

Expected size of Crowd: 3000 Estimated Parking Requirements? Canton garage & surrounding surface lots

Will there be amplified music? Yes If Yes, type: PA System Hours: 7:00-9:30am

Amplified Voices: Yes If Yes, type: PA System Hours: 7:00-9:30am

Are you proposing tents? Yes If Yes, type: 10x10 pop-ups

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

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

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

Other (describe): On-site registration only

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

Describe in detail? _____

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

Are banners/signs requested? Yes If Yes, type: Vinyl on bike rack - Track Shack owned

Describe banners/signs in detail. What will they say and how many: Event name and sponsors of event names

Would like to put event banner on stage/bandshell event week if approved

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

Will there be booths? Yes If Yes, type: 10x10 tents - health & wellness related

Describe booth contents and numbers in detail: health & wellness flyers / information

What Sanitation Facilities are planned? Anderson Rentals hired to provide portable restrooms

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? Usage of city trash cans; staff / volunteers to manage clean up

Have you held this event in the past? Yes Where? Same location

Size of Crowd at previous event? 1300 Date of Last Event? 3/13/21

Name and Phone Number of location official at Last Event: Alicia Albert 856-625-0967

How will event be advertised/marketed? e-mail, website, social media, flyers

How many event staff members will you provide, describe duties: 15-18 staff to set up and tear down equipment, crowd control, and execute event

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.

Alicia Albert 4/30/2021

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Deposit Rec # _____

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

Refunded _____ Comments: _____

Retained: _____

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

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



Park Requested: Central Park - South Email: alicia@trackshack.com
 Organization Name: Track Shack Events (Watermelon 5k)
 Contact Name: Alicia Albert
 Address: 1013 Montana Street Orlando, FL 32803
 Work Phone: 407-8961160 Home Phone: N/A Cell Phone: 856-625-0967
 Organization Status: Profit: Registered Non-Profit: If so, what type? N/A
 Tax Number _____ Other (specify) _____
 Proposed Event Date: July 4, 2022 Second Choice: _____
 Event Time: 7:30 AM Set up time: 1:00 AM Break Down Time: 9:30 AM-11:00 AM
 Are dates/times flexible? No Alternate Dates: _____ N/A
 Type of Event: 5k footrace Is this a Fundraiser? Yes
 Describe Event in Detail: 5k footrace to raise money for the Track Shack Foundation
 (Attach detailed outline) route included with this form
 Area of Park Requested: Central Park - South Section
 Stage? Yes List Electricity Requirements? Existing power at maintenance building
 Expected size of Crowd: 2500 Estimated Parking Requirements? City parking lots & streets
 Will there be amplified music? Yes If Yes, type: PA System Hours: 7:00-9:30am
 Amplified Voices: Yes If Yes, type: PA System Hours: 7:00-9:30am
 Are you proposing tents: Yes If Yes, type: 10x10 size
 ***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? _____ Posters? _____
 Other (describe): On-site registration only
 Are you proposing food sales? No If Yes, type: _____
 Describe in detail? _____
 Will there be displays? No If Yes, type: _____
 Are banners/signs requested? Yes If Yes, type: Vinyl on truss & bike rack - Track Shack owned
 Describe banners/signs in detail. What will they say and how many: Event name and sponsors of event names

Please note that the display banners and signs severely limited and subject to zoning and park regulations.
 Will there be booths? Yes If Yes, type: 10x10 tents - health & wellness related
 Describe booth contents and numbers in detail: health & wellness flyers / information
 What Sanitation Facilities are planned? Portolets supplied by Anderson
 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? staff / volunteers - usage of city trash cans
 Have you held this event in the past? Yes Where? Central Park - South
 Size of Crowd at previous event? 2500 Date of Last Event? 7/4/19 (2021 event is on 7/5/21)
 Name and Phone Number of location official at Last Event: Alicia Albert 856-625-0967
 How will event be advertised/marketed? e-mail, website, social media, flyers
 How many event staff members will you provide, describe duties: 15-18 staff to set up and tear down equipment, crowd control, and execute event

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.
Alicia Albert 4/30/2021
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 Deposit Rec # _____
 Dep Date: _____ Rental Fee Receipt #: _____ Check Number: _____ Date Paid _____
 Refunded _____ Comments: _____
 Retained: _____
 Date Ref/Ret: _____ STAFF SIGNATURE: _____ DATE: _____



Parks and Recreation Advisory Board agenda item

item type Consent Agenda	meeting date September 15, 2021
prepared by Kesha Thompson	approved by
board approval	
strategic objective	

subject

Phelps Park Work Session Recommendation Approval

motion / recommendation

Approval

background

To replace low profile log climber for Kompan Parkour 2 climber and Approve funding for an additional playground piece not to exceed \$45K that is similar to the proposed Miracle Recreation structure and expand playground foot print beyond current space. Parks and Recreation Department would identify 3 options for consideration including Miracle Recreation and conduct a city-wide poll of Winter Park residents for selection. Department would present results and PRAB can make final determination on selection. Additional public comment would be taken at PRAB meeting prior to final selection.

alternatives / other considerations

fiscal impact



Parks and Recreation Advisory Board agenda item

item type Staff Updates	meeting date September 15, 2021
prepared by Kesha Thompson	approved by
board approval	
strategic objective	

subject

FY21 Project Update

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[FY21 Cap Imprv Update.pdf](#)

Parks and Recreation Capital Project Status Summary

Project Name	Start Date	Complete Date	Status	Notes	Lead
Major Park Improvements					
Ward Park Playground	Aug 2020	Feb 2021	Completed	Install Equip, Trash receptacles, benches, picnic tables	William Muller
Phelps Pickleball Add	July 2021	August 2021	Delayed	Use PR0024; Add Pickleball to current configuration/ start pushed to Sept 21	M. McCosker
Phelps Playground	Feb 2021	April 2021	Completed	Trash cans, tables, benches, hardscape, and landscape	C. Daus
Phelps Tennis Courts	July 2021	August 2021	Delayed	Rebuild Courts and Fence/ start pushed to Sept 21	M. McCosker
Cady Way Tennis Courts	Feb 2021	March 2021	Completed	Resurface, Add Pickleball	M. McCosker
Showalter Stadium Concession	June 2021	August 2021	In Progress	Slab installed,	Ronnie M
Resurface Soft Courts 9-12	Feb 2021	Feb 2021	Completed	Resurface Courts/replace clay	M. McCosker
Rehab Fields A1 and A2	May 2021	Sept 2021	Completed	Laser grade, irrigation, and sub drainage install underway	Ed B
Mead/Landscape Fence	March 2021	April 2021	Completed	Chainlink Replacement	William Muller
HBP Playground Shade Structure	June 2021	August 2021	Holding	Shade Sail; waiting on HB trail plan to ensure no conflicts	C. Daus
Ward Baseball Windscreens	July 2021	October 2021	In Progress	Logo Windscreens - forward fronting spaces	Jason/Mike
Ward Baseball Park Amenities	July 2021	October 2021	On Track	benches, receptacles, bike racks	Jason
Ward Park Baseball Parking	August 2021	October 2021	In Progress	railroad ties, millings, signage	Jason/Tim
Rebuild Baseball Field 1,4, and 5	July 2021	Sept 2021	In Progress	laser grade, sod install, and warning track work completed - waiting on field 4 fence	Ed B

Capital Improvement Projects

Golf Course/Country Club Reno	June 2022	July 2022	Delayed	Received hardscape drawings Aug 21/Course design contractor recommends spring start	Jason/Gregg
Pineywood Columbarium	June 2021	April 2022	In Progrss	Will go to commission for approval Sept.	Jason/Janna
FieldTurf Fields B and C	Dec 2021	May 2022	On Track	Waiting on Nidy site plan and final quote; working thru parking considerations	Jason/Ronnie
Mead ADA Restrooms	June 2021	August 2021	In Progress	Contractor set to begin work mid-September, site prep complete	Jason/Tim
Mead Parking Lot and Drainage	May 2021	Septemeber 21	In Progress	Satellite lot completed; Public Works will begin main lot October 2021	Jason/Tim
Ward Park Concession Stand	August 2021	November 2021	In Progress	City issuing RFP for Design/Build	Jason/Ronnie
Ward Park Walkways	August 2021	October 2021	On Track	Parking lot design in progress/ADA tie ins to follow	Jason/Ronnie
Mead ADA Walkways	TBD	TBD	On Track	Work will be phaased and commence once parking areas are completed	Jason/Tim



Parks and Recreation Advisory Board agenda item

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strategic objective	

subject

Sustainability Action Plan- Vanessa Balta, Sustainability Program Manager

motion / recommendation

background

(City arborist will also be in attendance to address any forestry/canopy questions)

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Sustainability Action Plan Update - Draft.pdf](#)

ATTACHMENTS:

[20210915 PRAB Meeting SAP Update Agenda Item.pdf](#)



Winter Park Sustainability Action Plan 2021 Update

Presented by:
Vanessa Balta, M.S., Urban and Regional Planning, Sustainability Program Manager
Agnieszka Tarnawska, M.E., Environmental Protection, Sustainability Program Specialist
Keep Winter Park Beautiful & Sustainable Advisory Board

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Background

Vision and Purpose

The 2021 Sustainability Action Plan (SAP) updates and expands upon the City of Winter Park's 2015 SAP. The purpose of the SAP remains the same, to create a roadmap depicting where the city is today and where it would like to be in the future, in regard to sustainability.

The city defines sustainability as responsible and proactive decision-making that minimizes negative impact and maintains balance between social, environmental, and economic growth to ensure a desirable planet for all species now and in the future.

By integrating elements of this plan, the will:

- Increase quality of life while improving individual and community health
- Become more energy independent
- Protect and enhance air quality, water quality, and natural systems
- Save money
- Increase economic value

It is the intention of this document to provide high level objectives that are conceptually approved by the City Commission and leadership. The actions listed under each category are put forth as possible avenues for achievement of the approved goals, and do not represent required or prescriptive measures. The plan is a living document intended to evolve over time as the city experiences both progress and challenges.

A progress report will be presented to the City Commission on an annual basis. This annual report will include:

- Summary of progress made toward the previous year's indicators and actions
- Proposed project/action list
- Estimated project costs
- City Staff and budget allocations
- Outside funding opportunities

History

On January 14, 2008 the Winter Park City Commission passed a resolution stating the City would pursue measures to become a certified Green Local Government through the Florida Green Building Coalition (FGBC). In 2009 Public Works Director Troy Attaway hired Tim Maslow to coordinate the city's sustainability efforts and to develop a plan for achieving the certification. In 2011, after working with each department on a multitude of new projects, policies and programs, the city was officially certified as a Green Local Government at the Gold

level, also earning the highest score for a local government that year. The Sustainability Action Plan was originally drafted based upon the structure provided by the Green Local Government certification.

In 2012 the city’s Environmental Review and Keep Winter Park Beautiful (Keep America Beautiful affiliate since 1993) boards merged with a shared focus of improving community sustainability and achieving the Green Local Government Platinum certification. The new Keep Winter Park Beautiful and Sustainable (KWPB&S) Advisory Board held monthly workshops in addition to their regularly scheduled monthly board meetings in an effort to develop and refine the Sustainability Action Plan with community involvement. The 2015 SAP, presented by Kris Stenger, Assistant Director of Building, Permitting & Sustainability and Abby Gulden, Sustainability and Permitting Coordinator, was accepted by unanimous vote of the City Commission on February 9, 2015.

2012-2013 KWPB&S Board Members		2014-2015 KWPB&S Board Members	
Mary Dipboye, Chair	James (Bob) Robinson	Michael Poole, Chair	Mark Roush
Stephen Pategas, V. Chair	Pat Schoknecht	Stephen Pategas, V. Chair	Bruce Thomas
Michele Hipp	Julia Tensfeldt	Michele Hipp	Steven DiClemente
Michael Poole	Kent Tse	Raymond Randall	Mary Dipboye
Raymond Randall	Laura Walda	Pat Schoknecht	John Tapp
John Rife	Carol Kostick	Julia Tensfeldt	Fred Kosiewski
Lucy Roberts	Mark Roush	Laura Walda	Cathy Blanton
Joseph Robillard		Carol Shenck (Kostick)	

About the 2021 SAP Update

Overview

The year 2020 was the first target goal year for many of the 2015 SAP Metrics. Due to the COVID-19 Pandemic, data from 2020, in many cases, is not comparable to previous years. For this reason, many of the metrics’ trend data in this document are expressed through the year 2019 (pre-COVID-19 pandemic). The City’s progress toward 2015 SAP Objectives, Indicators and Actions through 2020 is provided in the 2020 Annual Report available at cityofwinterpark.org/sap.

The 2021 SAP revises baselines, where necessary, for more complete and accurate data collection and analysis. It also includes a new category, Climate Resiliency, to help the better understand and withstand weather and climate-related risks and vulnerabilities. The update also includes actions to assist the city in learning how to apply a racial equity lens to ensure a future where race can no longer be used to predict life outcomes and outcomes for all groups are improved.

2021 SAP Update Community Engagement Process

The 2021 SAP integrates discussion and feedback from joint virtual KWPB&S Advisory Board work sessions, which allowed for public comments, with the following city advisory boards and

respective staff liaisons: Economic Development, Lakes, Parks and Recreation, Tree Preservation, Planning & Zoning, Transportation and Utilities. Additional community input on SAP priorities were gathered using an online survey that had over 200 respondents (over two-thirds of which identified as residents). Community input was also gathered from community organizations via an online survey from Hannibal Square Heritage Center, Ideas for Us Orlando, League of Women Voters Orange County, The Nature Conservancy, WP Garden Club, WP History Museum and WP Public Library.

Keep Winter Park Beautiful & Sustainable Advisory Board

The mission of Keep Winter Park Beautiful and Sustainable (KWPB&S) is to improve the quality, sustainability and aesthetics of our environment in order to create a healthier, more beautiful place to live, work, and play.

2021 Board Members	Appointed By	End of Term
Ben Ellis, Chair	Mayor Anderson	2024
Danielle Flipse, Vice Chair	Commissioner Sullivan	2023
Carey Bond	Commissioner DeCiccio	2022
Lynne Bachrach	Mayor Anderson	2024
Kay Hudson	Mayor Anderson	2024
Stephen Pategas	Commissioner Weaver	2022
Rosemary Salow	Commissioner Cooper	2022

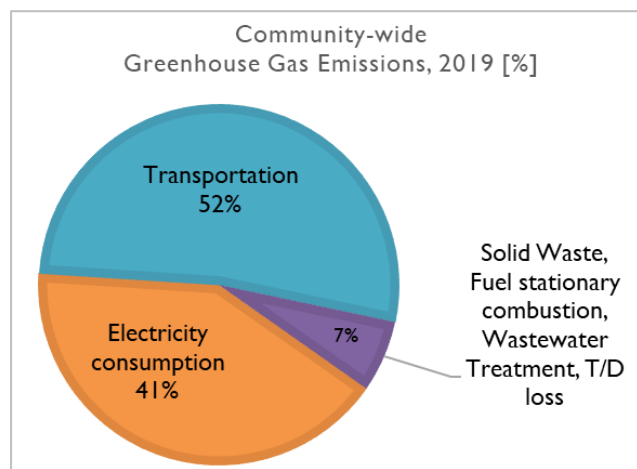
Highlights and Accomplishments

- [East Central Florida Regional Resilience Collaborative](#) Partner
- [America In Bloom's](#) 2020 Outstanding Achievement Award for Environmental Efforts
- [SolSmart](#) Gold Designee
- EV Charging Infrastructure Readiness Ordinances ([3203-21](#), [3204-21](#))
- Backyard Chicken Permit Pilot Program Ordinance ([3182-20](#))
- Single-use Products Policy for City Facilities Pilot Program Resolution ([2238-20](#))
- Electrified the Building & Permitting Department's entire fleet
- Purchased 20MW of utility-scale solar, expanding the city's renewable portfolio
- Launched [Green Business Recognition Program](#)
- Collaborations with UCF and Rollins College students on energy benchmarking and Green Business recruitment
- [Rollins College Bonner Leaders Program](#) Partner
- Awarded over \$100,000 in Florida Department of Transportation Keep America Beautiful Florida Affiliates Grants
- Single-stream Residential Recycling Program including [Schedule Reminding and Waste Lookup Tool Digital Service](#)
- Electric Vehicle Charging Stations available to the public throughout the city at no cost
- Residential audit and rebate programs encouraging [energy](#) and [water conservation](#)

Climate Resiliency

The Climate Resiliency category outlines long-term objectives and short-term actions focused on improving the city's capacity to cope with climate change impacts, respond or reorganize in ways that allow the city to maintain its essential functions while also maintaining the capacity for adaptation, learning and transformation. The 2019 Intergovernmental Panel on Climate Change (IPCC) [Special Report on Global Warming of 1.5°](#) asserts that human activities are estimated to have caused approximately 1°C of global warming and human-induced global warming will likely reach 1.5°C (2.7°F) between 2030 and 2052. Warming at this level is projected to increase the mean temperature of most land and ocean regions, increase hot extremes in most inhabited regions, and increase climate-related risks to health, livelihoods, food security, water supply, human security and economic growth.

The city's Community-wide Greenhouse Gas (GHG) Emissions Inventory consists of all major direct and indirect GHG emissions generated and occurring within the City of Winter Park's administrative boundary. Transportation-related (52%) and electricity consumption-related (41%) activities contribute the largest proportion of greenhouse gases emissions in the city. As a municipally owned-utility, the Electric Utility is uniquely situated to increase the percentage of its energy portfolio coming from renewable and clean alternative sources. Transitioning to 100% renewable energy, for electricity by 2035 and for transportation by 2050 may be more feasible and accessible for the city of Winter Park than many of its neighbors given that it has purchasing power over its electricity and is implementing policies that will ready future developments for a transition to electric vehicles.



OBJECTIVES

1. Increase the city's resiliency to the impacts of climate change, ensuring a healthy, livable and sustainable community for present and future generations
2. Increase proportion of renewable energy in Winter Park Electric Utility's Energy portfolio
3. Reduce community wide greenhouse gas emissions
4. Encourage on-site renewable energy generation for residential and commercial buildings
5. Ensure access to affordable, healthy food options (community gardens, grocery stores or farmers markets)

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
CR-1	Proportion of renewable energy in Winter Park Electric Utility's Energy portfolio ¹ – Baseline Year: 2012	4%	60%	100%
CR-2	Community wide greenhouse gas emissions [Tons of carbon dioxide equivalent] ² – Baseline Year: 2018	398,919	14% less than baseline year	41% less than baseline year
CR-3	WP Electric Utility Customers with Solar ³ - – Baseline Year: 2012	7	Upward trend	Upward trend
CR-4	Proportion of Residents within 1/2 mile of affordable, healthy food options ⁴ – Baseline Year: 2012	-	50%	maintain

¹In 2020, the proportion was 20%; in 2024, 20MW bulk solar purchase will come online, raising the proportion to 40%; the 2025 target assumes an additional 10MW of renewables being added to the portfolio.

²2018 is the earliest year of available transportation emissions data using Google EIE tool

³By the end of 2020, there were 79 WP Electric Utility Customers with Solar

⁴The baseline for this updated indicator will be calculated in 2022, previous indicator did not include “affordable” identifier

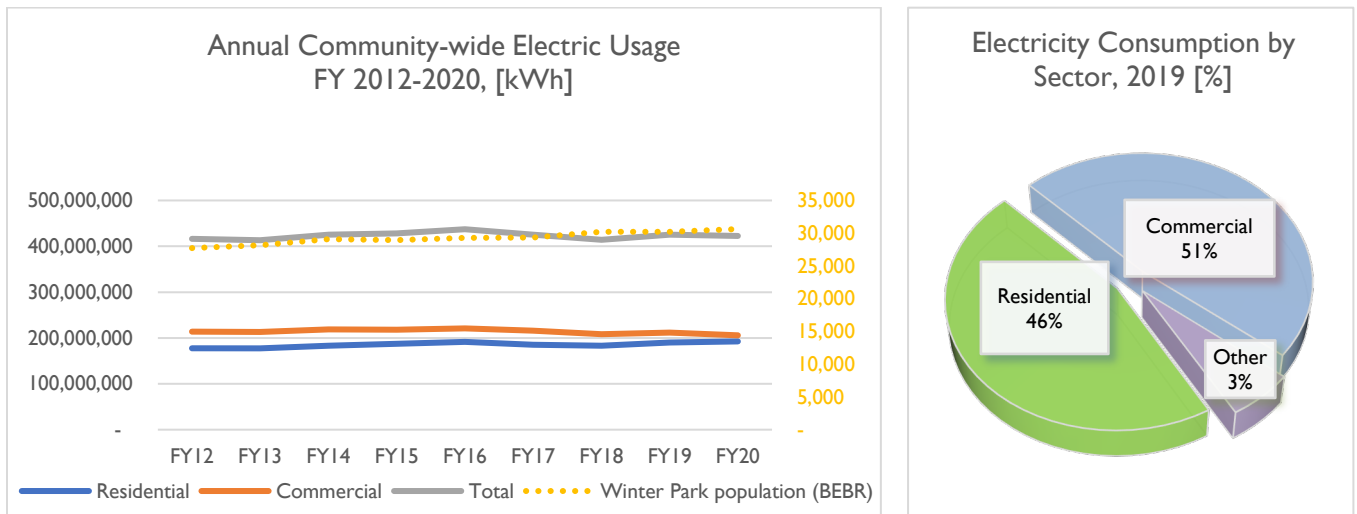
ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Evaluate potential for increasing proportion of Winter Park Electric Utility's Energy Portfolio coming from renewable resources (e.g., wind, solar)	Policy	Sustainability Program, WP Electric Utility
Continue Annually	Conduct Community-wide Greenhouse Gas Emissions Inventory and track proportion of renewables in the WP Electric Utility's portfolio	Project	Sustainability Program
Continue Annually	Participate in Regional Sustainability and Resilience Professional Networks (Urban/Southeast/Florida Sustainability Directors Networks, East Central Florida Regional Resilience Collaborative, Good Food Central Florida Regional Policy Council, etc.)	Collaboration	Sustainability Program
Continue Annually	Provide community wide education and outreach on reducing consumption of carbon-intensive foods	Program	Sustainability Program
Continue Annually	Provide green building best practices education to building professionals and residents	Program	Building & Permitting
2022	Pass resolution committing the City to 100% of all electricity consumed in the City to come from renewable energy resources by 2035 and to 100% of all energy (electricity,	Policy	Sustainability Program, WP Electric Utility

	transportation and stationary combustion) used in the City to come from renewable resources by 2050		
2022	Solicit proposals to meet 100% Renewable Goals	Project	Sustainability Program, Procurement
2022	Develop a policy to replace gas-powered leaf blowers with alternatives that have fewer environmental and health impacts (e.g., air quality, noise pollution)	Policy	Sustainability Program
2022	Update Land Development Code, to allow food processing and handling in accordance with F.S. 500.80 (Cottage Food Operations) as a home occupation to encourage local food production	Policy	Planning & Transportation, Sustainability Program
2022	Revisit Backyard Chicken Pilot Program (exp. September 2022) to evaluate program outcomes and possibility of expanding and extending the program	Policy	Sustainability Program, Planning & Transportation
2022	Promote programs that expand access to seeds and increase the community's capacity to grow food locally	Program	Sustainability Program, Communications
2022	Provide community wide education and outreach that promotes growing edible gardens at home, community supported agriculture and local food consumption	Program	Sustainability Program
2023	Identify risks and vulnerabilities that climate change poses to the City of Winter Park by conducting a Climate Risk and Vulnerability Assessment	Project	Sustainability Program
2023	Work with Planning & Transportation Department to ensure Comprehensive Plan Update incorporates sustainability and resilience related goals, objectives and policies	Project	Planning & Transportation, Sustainability Program
2023	Research and design policies to increase green building standard requirements in residential & commercial developments	Policy	Sustainability Program, Planning & Transportation
2024	Research and explore opportunities to create resiliency hubs in the city	Project	Sustainability Program, Public Works
2025	Upon completion of Climate Risk and Vulnerability Assessment, create Climate Mitigation and Adaptation Plan (CMAP)	Project	Sustainability Program
2025	Ensure CMAP includes actions that will reduce the impacts of climate change on human health, especially for the most vulnerable communities	Project	Sustainability Program

Energy

The Energy category focuses on measures that can reduce the environmental consequences of the construction, reconstruction and operation of buildings and infrastructure with a focus on energy efficiency and energy conservation. With buildings' energy usage contributing to nearly half of all of the community-wide greenhouse gas (GHG) emissions in 2019, implementing the prescribed actions is critical to achieving a more sustainable city. Electricity is primarily being used to power buildings for commercial (51%) and residential (46%) activities, while a smaller fraction (3%) is being used to power city scale infrastructure such as streetlights and transporting water and waste water. Between 2012 and 2019, electric usage per capita remained generally stable.



All utility data is sourced from the city's Comprehensive Annual Financial Reports, which can be reviewed on the city's website.

OBJECTIVES

1. Increase energy efficiency of residential and commercial buildings
2. Increase energy conservation in residential and commercial sectors
3. Increase residential and commercial customers knowledge of energy efficiency and conservation best practices and benchmarking tools

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
E-1	Energy usage intensity in residential buildings [kWh/customer/year] ¹ – Baseline Year: 2012	15,263	TBD	TBD
E-2	Energy usage intensity in commercial buildings [kWh/customer/year] ¹ – Baseline Year: 2012	91,850	TBD	TBD
E-3	Residential building audits performed annually – Baseline: Average # of audits/yr between 2017-2020	63	75	100
E-4	Commercial buildings added to benchmarking portfolio per year– Baseline Year: 2012	0	10	25

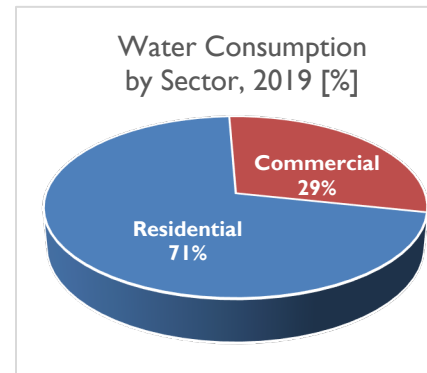
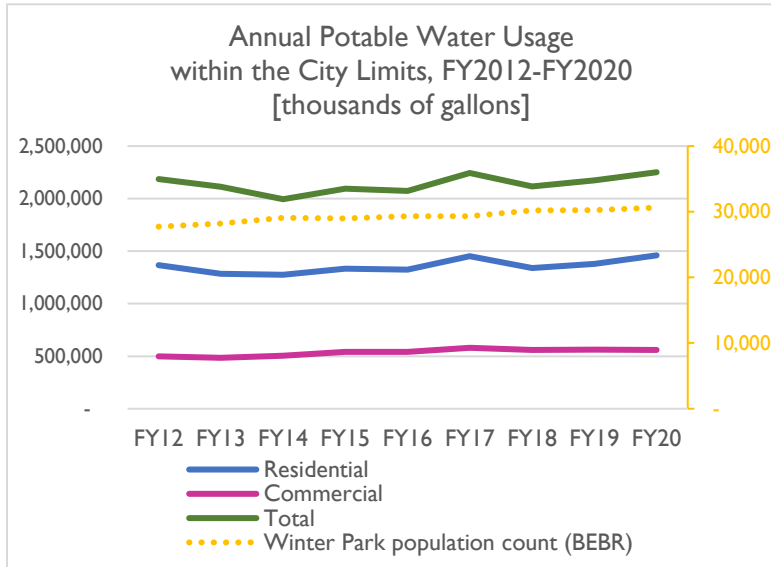
¹Targets will be determined and baseline adjusted in 2022 to be in kWh/ square foot/year after GIS analysis project

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Promote existing Energy Conservation opportunities such as audits and rebates	Program	Sustainability Program, WP Electric Utility, Communications
Continue Annually	Provide energy conservation kits and solar feasibility reports for customers that undergo energy audits	Program	Sustainability Program, WP Electric Utility
Continue Annually	Continue Sustainability Education Program in Winter Park Schools that includes energy and water conservation education	Program	Sustainability Program, WP Electric Utility
Continue Annually	Provide technical assistance and education to commercial property owners and tenants on Energy Star Portfolio Manager	Program	Sustainability Program
2022	Identify methodology for expressing energy use intensity in kWh per square foot for residential and commercial customers	Project	GIS, Sustainability Program
2023	Explore incentive programs for commercial customers that encourage energy conservation	Program	Sustainability Program, WP Electric Utility
2025	Explore feasibility of residential energy and water benchmarking and disclosure	Project	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility
2025	Establish commercial building energy and water benchmarking and disclosure policy	Policy	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility

Water

The Water category focuses on measures that can increase water efficiency and water conservation in residential and commercial sectors. In the City of Winter Park, residential and commercial customers use potable water for indoor and outdoor (irrigation) purposes. Over the last decade, potable water has remained generally stable, reflecting the minimal change in population growth over that time. The majority of potable water consumed in the city is used by residential customers (71%), with nearly half of residential water usage being spent on irrigation.



All utility data is sourced from the city's Comprehensive Annual Financial Reports, which can be reviewed on the city's website.

OBJECTIVES

1. Increase water efficiency of residential and commercial buildings
2. Increase water conservation in residential and commercial sectors
3. Increase residential and commercial customers knowledge of water efficiency and conservation best practices and benchmarking tools

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
W-1	Water usage intensity in residential buildings [gallons/customer/year] ¹	123,651	TBD	TBD
W-2	Water usage intensity in commercial buildings [gallons/customer/year] ¹	294,098	TBD	TBD
W-3	Reclaimed water usage [gallons/year]	To be provided by WW	maintain	50% more

¹Targets will be determined (in per capita) upon the renewal of St. Johns River Water Management District Consumptive Use Permit in 2025

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Promote existing water conservation opportunities such as audits and rebates	Program	WP Water & Wastewater Utility, Sustainability Program, Communications
Continue Annually	Promote water conservation education to residential and commercial customers through on-line and print campaigns	Program	WP Water & Wastewater Utility, Sustainability Program, Communications
2022	Implement Advanced Metering Infrastructure (AMI) to allow for more effective monitoring of water usage, system efficiency, detecting malfunctions and recognizing irregularities	Project	WP Water & Wastewater Utility
2022	Implement Water/Sewer Impact Fee Deferral Program throughout the city to reduce customer upfront costs for connecting to the sewer system	Policy	WP Water & Wastewater Utility
2022	Explore grant opportunities for septic to sewer conversion projects	Project	WP Water & Wastewater Utility
2022	Increase public awareness of Florida-friendly landscaping and landscape irrigation regulations to residential and commercial customers	Program	WP Water & Wastewater Utility, Sustainability Program, Building & Permitting, Communications
2023	Explore the creation of an incentives program for commercial customers that encourages water conservation	Program	Sustainability Program, WP Water & Wastewater Utility
2023	Using AMI system to identify customers in non-compliance with SJRWMD irrigation policies and provide non-compliant customers with water conservation best practices	Program	WP Water & Wastewater Utility, Sustainability Program
2024	Identify methodology for expressing water use intensity in gallons per capita	Project	WP Water & Wastewater Utility, Sustainability Program

	upon renewal of SJRWMD Consumptive Use Permit		
2025	Explore feasibility of residential energy and water benchmarking and disclosure	Project	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility
2025	Establish commercial building energy and water benchmarking and disclosure policy	Policy	Sustainability Program, WP Electric Utility, WP Water & Wastewater Utility
2025	Upon renewal of SJRWMD Consumptive Use Permit, review water utility rate structure to increase water conservation	Project/Policy	WP Water & Wastewater Utility
2025	Upon renewal of SJRWMD Consumptive Use Permit, expand reclaimed water system	Project	WP Water & Wastewater Utility

Community Engagement & Green Economy

The Community Engagement and Green Economy category outlines long term objectives and actions focused on encouraging residents, business owners, schools and other organizations in the city of Winter Park to begin incorporating more sustainable solutions in their daily activities. To foster and build upon a culture that values health, environmental stewardship and financial wellbeing, the city will support public engagement campaigns to educate, inspire and offer some of the most cost effective, healthy and easy solutions. The campaign will seek to engage diverse partners and sectors of the community; create a shared community vision, goals and progress indicators of a low-carbon future; connect individuals and organizations to education, tools and resources; and celebrate positive changes and successes. A fully engaged community is the key to successfully making the city a more sustainable community.

OBJECTIVES

1. Communicate, educate and motivate residents to begin incorporating more sustainable solutions in their daily actions to change their behaviors in ways that support the objectives of the Sustainability Action Plan
2. Engage businesses, offer sustainable solutions and recognition for greening their daily operations that support the objectives of the Sustainability Action Plan
3. Provide opportunities for schools to implement sustainable practices in their daily operations that support the objectives of the Sustainability Action Plan
4. Work collaboratively with community organizations to identify and implement sustainable solutions that support the objectives of the Sustainability Action Plan

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
CEGE-1	Community engagement events – Baseline Year: 2012	12	No less than 12	No less than 12
CEGE-2	Green Businesses Recognized per year – Baseline Year: 2012	0	10	25
CEGE-3	Green School Grant Funding ¹ – Baseline: Average amount of funding between 2017-2020	\$3,300	Equal or more than \$3,300/year	Equal or more than \$3,300/year

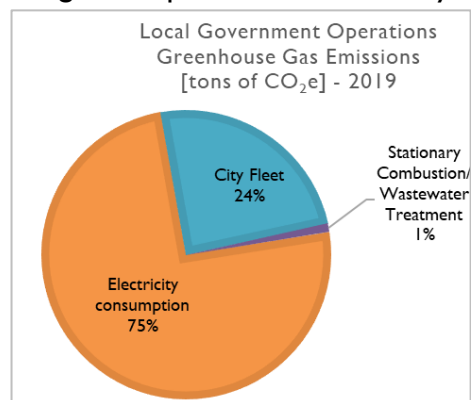
ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Promote sustainability program initiatives through various social media platforms and traditional print media, at in-person events, and maintain and update	Project	Sustainability Program, Communications

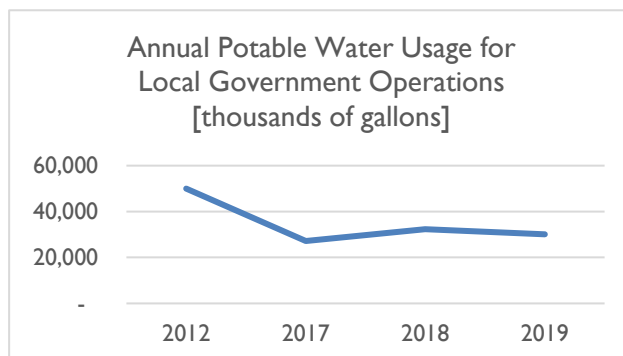
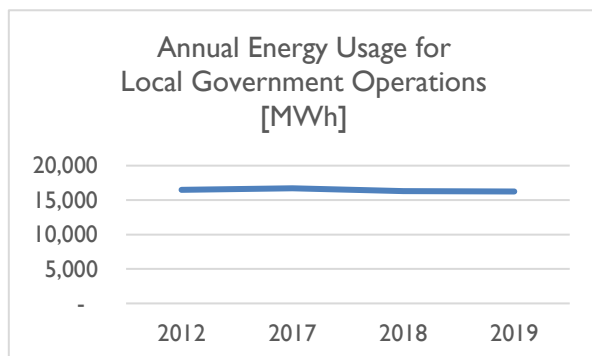
	Sustainability Program's website		
Continue Annually	Administer Green Business Recognition Program and promote Green Business initiatives	Program	Sustainability Program, Communications
Continue Annually	Administer Green School Grant Program and Green Education opportunities for educators	Program	Sustainability Program
Continue Annually	Partner with local universities (e.g., University of Central Florida, Rollins College) to provide educational trainings on sustainability-related subjects	Project	Sustainability Program
Continue Annually	Ensure all requirements are met for remaining a Keep America Beautiful affiliate	Program	Sustainability Program
Continue Annually	Provide volunteer opportunities for litter cleanups of city's lakes and rights-of-way	Project	Sustainability Program, Lakes Division
Continue Annually	Provide volunteer opportunities for beautification of city parks and greenspaces	Project	Sustainability Program, Parks & Recreation
Continue Annually	Provide education on Sustainability Program at Neighboring Community Events	Project	Sustainability Program
2022	Determine the feasibility of participating in America In Bloom's annual nationwide competition	Project	Sustainability Program
2022	Create and install Environmental Education opportunities at parks and city buildings (e.g., Howell Branch Creek)	Project	Sustainability Program, Parks & Recreation, Communications
2022	Facilitate Green Business networking events	Project	Sustainability Program
2023	Create Green Event Guide and Volunteer Program for city events	Project	Sustainability Program, Parks & Recreation, Communications

Local Government Operations

The Local Government Operations category outlines long term objectives and actions focused on reducing GHG emissions of municipal operations, increasing municipal facilities' resiliency to the impacts of climate change, and encouraging resource protection and conservation. Creating healthier and more comfortable environments for employees and building occupants are also anticipated benefits from the city renovating existing buildings and building new city facilities to meet high performance, green building standards.

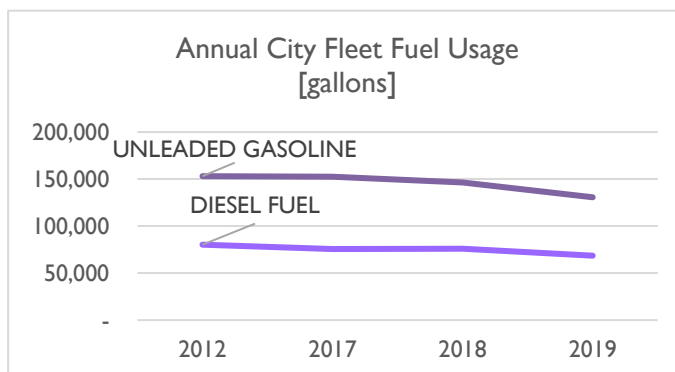


The city's Local Government Operations GHG Emissions Inventory consists of all major direct emissions from the burning of fossil fuels by the City's fleet and indirect GHG emissions associated with the electricity consumption for local government operations. City Fleet-related (24%) and electricity consumption-related (75%) activities contribute the largest proportion of greenhouse gases emissions in government operations. Energy usage has remained generally stable since the baseline year of 2012. Energy audits of city facilities would allow for the city to identify and select projects that will provide the greatest energy reduction at the best return on



investment. Recent potable water usage has declined from the baseline. Several city parks use reclaimed water, lake or well water, reducing the amount of high-quality potable water being used by the city to irrigate. Efforts to expand the use of lower-quality water for park irrigation are planned.

City fleet gasoline and diesel consumption has remained generally stable since the baseline year. Establishing a policy that creates a vehicle replacement and purchase tiered structure that prioritizes zero tail pipe emissions and high fuel efficiency vehicles would help further fleet electrification and fuel usage reduction.



OBJECTIVES

1. Increase the city’s municipal facilities resiliency to the impacts of climate change
2. Reduce Local Government Operations (LGO) greenhouse gas emissions
3. Increase energy and water efficiency of existing and new city-owned and city-operated facilities
4. Encourage on-site renewable energy generation at city-owned and city-operated facilities
5. Reduce fossil fuel consumption by city fleet vehicles
6. Communicate, educate and motivate city employees to incorporate more sustainable solutions in their daily actions to change their behaviors in ways that support the objectives of the Sustainability Action Plan
7. Reduce the amount of waste generated from local government operations
8. Encourage reuse and other means of disposal that divert generated waste away from the landfill

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
LGO-1	Local Government Operations greenhouse gas emissions [Tons of carbon dioxide equivalent]	11,315	40% less than baseline year	80% less than baseline year
LGO-2	Energy usage for Local Government Operations [MWh/yr]	16,471	5% less	15% less
LGO-3	Installed renewable energy capacity [MW] ¹	0	TBD	TBD
LGO-4	City-owned and city-operated facilities audited	3	50%	100%
LGO-5	Potable water usage [million gallons] ²	49.5	50% less	TBD
LGO-6	City Fleet fuel usage [gallons of unleaded gasoline] ³	143,268	Downward trend	TBD
LGO-7	City Fleet fuel usage [gallons of diesel fuel] ³	80,235	Downward trend	TBD
LGO-8	Number of city-owned Electric Vehicles ⁴	0	Increase	Increase
LGO-9	Number of Electric Vehicle charging Stations available for city business use [ports] ⁴	1	Increase	Increase

¹By the end of 2020, the city had 266kW of installed solar capacity (City Fleet Building, Aloma Water Treatment Plant)

²Target will be determined upon the renewal of St. Johns River Water Management District Consumptive Use Permit in 2025

³Target will be determined after pathway to reach 100% Renewable Goals proposal is received

⁴By the end of 2020, the city had 6 electric vehicles (2% of total fleet) and 7 EV Charging Ports for Fleet Use

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Monitor city buildings' energy and water usage through ENERGY STAR Portfolio Manager	Program	Sustainability Program
Continue Annually	Conduct Local Government Operations Greenhouse Gas Emissions Inventory	Project	Sustainability Program
Continue Annually	Shift from potable water to lower-quality water resources (e.g., well or lake water) for parks irrigation while prioritizing water conservation and continuing use of reclaimed water at existing sites	Policy	Parks & Recreation, WP Water & Wastewater Utility Utilities
Continue Annually	Ensure that all new, significantly renovated, occupied, city-owned and city-operated buildings will be designed and built to incorporate measures that would allow them to be FGBC certified or certified at a minimum of LEED "Silver Certification" level or a comparable performance criterion	Policy	Public Works, Sustainability Program
Continue Annually	Shift from fossil-fuel powered landscaping equipment to electric powered equipment as equipment is being replaced	Policy	Parks & Recreation
Continue Annually	Continue to partner with FDOT's reThink Your Commute program to encourage employees' use of SunRail, Lynx, vanpools and bike and walking to work	Program	Human Resources, Sustainability Program
2022	Solicit proposals for energy conservation audits for all city facilities	Project	Public Works, Procurement, Sustainability Program, WP Electric Utility
2022	Establish sustainable & resilient fleet policy that creates a vehicle replacement and purchase tiered structure that prioritizes zero tail pipe	Policy	Fleet, Sustainability Program

	emissions and high fuel efficiency vehicles		
2022	Develop educational workshop for city employees that cover best practices for workplace energy & water conservation, sustainable transportation modes and waste management	Program	Sustainability Program, Human Resources
2022	Revisit Single Use Product Policy Pilot Program (exp. May 11, 2022) to evaluate program outcomes and possibility of expanding and extending the program	Policy	Sustainability Program, City Administration
2022	Review Best Workplaces for Commuters criteria and apply for designation	Project	Human Resources, Sustainability Program
2023	Explore establishing a Revolving Energy Efficiency Loan Fund for city owned buildings and infrastructure.	Program	Finance, Public Works, Sustainability Program
2023	Solicit proposals for solar feasibility study for all city facilities	Project	Public Works, Sustainability Program, Procurement, WP Electric Utility
2023	Research energy and water management software capable of identifying low-efficiency city facilities and early detection of usage anomalies	Project	Sustainability Program, Public Works
2023	Update Personnel Policy Manual to reduce idling time by city fleet users and create educational campaign to inform city employees.	Policy/Program	Fleet, Sustainability Program
2023	Identify funding opportunities and training provider for racial equity training for all elected officials and department heads	Program	City Administration, Sustainability Program
2023	Pilot food scrap collection program at City Hall	Project	Sustainability Program
2024	Explore opportunities to install dishwashing machines and water bottle filling stations at city facilities to facilitate the reuse of dishware for city-business meetings and gatherings	Program	Public Works, Sustainability Program

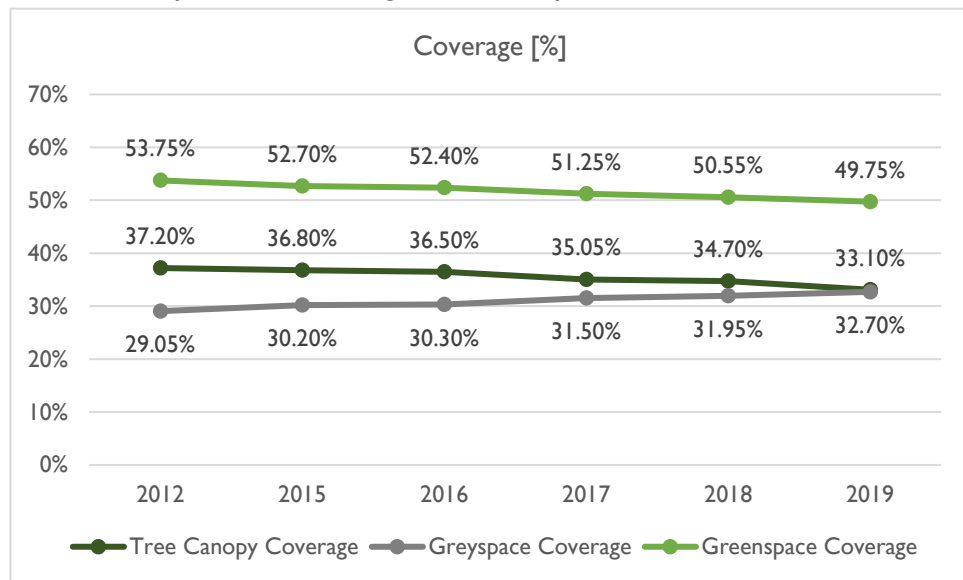
2024	Utilize racial equity lens to assess city policies, initiatives, programs, and budget issues	Program	All City Departments
2024	Design and implement sustainable procurement policy that is fiscally responsible, promotes work health, conserves natural resources, prevents pollution, and aligns with the city's sustainability goals	Program	Procurement, Sustainability Program
2024	Explore ways to quantify waste generated from city offices	Project	Sustainability Program
2025	Upon renewal of SJRWMD Consumptive Use Permit, assess and identify opportunities for water conservation measures for all city facilities	Project/Policy	WP Water & Wastewater Utility

Natural Resources

The Natural Resources category is focused on preserving and enhancing the City of Winter Park’s valuable natural features that help make the city such a great place to live. The city is known for its lush tree canopy and pristine lakes. Both of these features provide a multitude of benefits including improved air quality, wildlife habitat, cooler temperatures through reduced urban heat island effect, beautification and increased property values. In recognition of a downward trend from 2012 to 2019, the target goals for tree canopy coverage and greenspace coverage reflect a commitment to reversing the trend.

In 2020, the city’s Urban Forestry Division began using [i-Tree Canopy](#). The online tool randomly lays points onto Google Earth imagery and then the user manually classifies what cover class (e.g., tree) each point falls upon. While 500-1,000 points are suggested, the Urban Forestry Division classified 2,000 points, increasing the accuracy of the estimates. Since the aerial imagery from Google Earth is normally about 2 years old, the assessment presented goes only through 2019.

Using i-Tree Canopy, Urban Forestry was able to determine the city’s tree canopy coverage (includes



trees and shrubs), greenspace coverage (includes trees, shrubs, grass and herbaceous cover) and greyspace coverage (includes impervious surfaces and buildings). A trend of gradual decline in tree canopy and greenspace coverage and gradual incline of greyspace coverage is evident during the reporting years. Tree canopy loss is most likely attributable to changes in land development use, rather than from extreme weather events. Land development regulations and city programs that protect and expand the existing canopy are critical to ensure tree canopy coverage does not continue to decline.

City parks play a crucial role in residents and visitors mental and physical well-being and stimulate social cohesion. The city’s Parks and Recreation Division has consistently exceeded its goal of more than 10 park acres per 1,000 people. Maintaining the percentage of residents living within a half mile from park space will not only ensure that residents are within walking distance of places that are good for their mind and body, but these green areas also help mitigate localized air pollution and provide habitat for numerous animal and plant species.

In 2021, the city’s Lakes Division will begin tracking the percentage of the city’s Main Lakes meeting the “Good” Water Quality Standard [average annual trophic state index (TSI) below 60]. The city’s Main Lakes include Lakes Baldwin, Berry, Killarney, Maitland, Mizell, Osceola, Sue and Virginia. TSI is a classification system designed to “rate” individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water. Using the index, one can gain a quick idea about how productive a lake is.

OBJECTIVES

1. Maintain and expand an equitable urban tree canopy
2. Increase overall greenspace
3. Reduce grey space (including paved parking lot, street, sidewalk, rooftop, impermeable)
4. Maintain percentage of residents living within a half mile from park space
5. Maintain number of lakes meeting good water quality standard
6. Increase residents’ and businesses’ knowledge of best practices for pollution prevention of natural water resources, including impacts of stormwater runoff and over-fertilizing.

INDICATORS

	Indicator Description	Baseline	2025 Target	2035 Target
NR-1	Tree Canopy Coverage - Baseline Year: 2019	33.10%	Maintain	5% more
NR-2	Greenspace Coverage - Baseline Year: 2019	49.75%	Maintain	5% more
NR-3	Greyspace Coverage - Baseline Year: 2019	32.70%	Maintain	5% less
NR-4	Residents living within ½ mile from park space ¹ - Baseline Year: 2012	95%	TBD	TBD
NR-5	Percentage of City of Winter Park’s Main Lakes ² meeting Good Water Quality Standard [Average Annual Trophic State Index (TSI) below 60] – Baseline Year: 2012	100%	Maintain	Maintain

¹Includes Community Parks, Mini Parks, Neighborhood Parks, Open space/conservation, Special Purpose Parks

²Lakes Baldwin, Berry, Killarney, Maitland, Mizell, Osceola, Sue and Virginia

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Administer city’s tree management program	Program	Urban Forestry
Continue Annually	Consider the usefulness and availability of state and federal grant programs for the acquisition of lands for conservation areas or passive recreation	Policy	City Administration, Parks & Recreation, Planning & Transportation

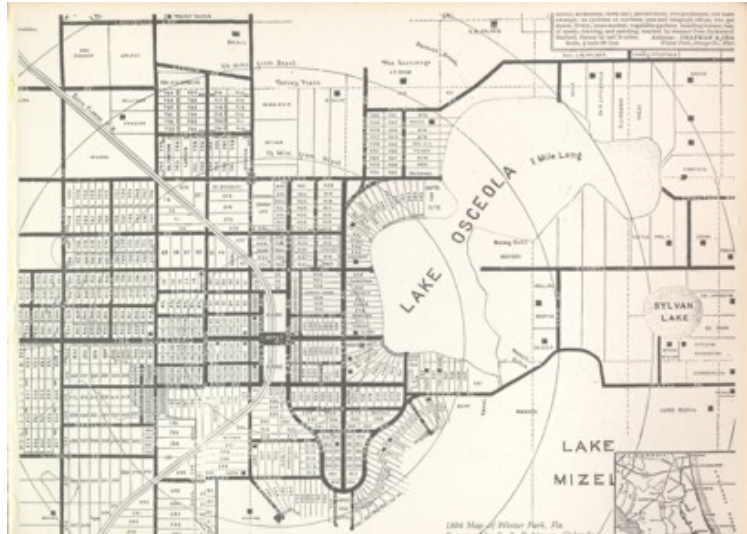
Continue Annually	Administer integrated aquatic plant management program	Program	Lakes Division
2022	Provide Tree Canopy Conservation education to residents and businesses through on-line and print campaigns	Program	Urban Forestry, Sustainability Program
2022	Provide education on pollution prevention of natural water resources (e.g., impacts of stormwater runoff and over-fertilizing) to residents and businesses through on-line and print campaigns	Program	Lakes Division, Sustainability Program
2023	Research establishing an Energy-Savings Tree Giveaway Program that delivers canopy and understory trees to residents	Program	Urban Forestry, Sustainability Program,
2023	Conduct tree equity study to determine if tree canopy cover is distributed in a way that all residents can experience the climate, health and other benefits that trees provide	Project	Urban Forestry
2023	Develop long term reforestation plan to increase tree canopy coverage	Policy	Urban Forestry
2023	Explore funding opportunities to build a green infrastructure (bio-swales, rain gardens, green roofs, etc.) demonstration project within the city limits	Project	Sustainability Program, Stormwater Division

Transportation and Urban Form

The Transportation and Urban Form category is focused on encouraging healthier, more active forms of transportation such as walking, bicycling and using mass transit such as LYNX bus and SunRail commuter rail. As the first planned community in Florida, the city was founded around the concept of walkability and human scaled urbanism. Since owning a car was a rarity in the 1880s, the city's founders designed the original plan around the Train Station which was the town's first constructed building.

Future development was patterned off quarter mile walks around the station.

As discussed in the Climate Resiliency category, transportation is a significant (52%) contributor to the city's community-wide GHG emissions. The category also emphasizes a more human scaled, compact, mixed use neighborhood pattern and design that makes it easier for people to choose these more sustainable transportation options.



The original Town Plan for Winter Park, FL placing the train station in the center with development planned around it. The circles represent quarter mile distances.

Common design elements of complete streets tend to be human scaled, narrow, with continuous sidewalks, bike lanes, landscaping and shade trees. These design characteristics combined with green infrastructure such as bio-swales and rain gardens also help reduce stormwater runoff, enhance lakes water quality and reduce the urban heat island effect.

OBJECTIVES

1. Improve pedestrian and bicyclist environments with sustainable and safe transportation infrastructure such as sidewalks, multimodal paths, and transit shelters
2. Encourage more human scaled, compact, mixed use land use development and planning
3. Create an environment that encourages residents, businesses and visitors to transition to electric and less carbon-intensive modes of transportation
4. Achieve a level of air quality that is healthy for all residents and the natural environment
5. Increase residents and businesses' knowledge of benefits and importance of sustainable transportation choices

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
TUF-1	Sidewalk/Street improvements allowing for pedestrian and bicyclist use [Linear feet] ^{1,2} - Starting year 2022	-	1 mile (cumulative)	3.5 miles (cumulative)
TUF-2	Pedestrian infrastructure improvements (enhanced crossings, benches, water bottle filling stations, sitting shelters) [improved site/year] ² - Starting year 2022	-	TBD	TBD
TUF-3	Bicyclist infrastructure improvements (enhanced crossings, bike racks, bike storage, bike repair stations) [improved site/year] ² - Starting year 2022	-	TBD	TBD
TUF-4	Improved transit stops (benches, transit shelters, waste receptacles, etc.) [improved transit stop/year] ² - Starting year 2022	-	TBD	TBD
TUF-5	Public EV Charging Stations [# of Ports]**	7	Maintain	Maintain

¹E.g., converting a sidewalk to a mixed use trail or adding a bike lane to an existing road

²Targets for TUF-1, TUF-2, TUF-3 and TUF-4 will be determined and baseline adjusted upon completion of Mobility Plan

³As of 2020, the city has 14 EV Charging Ports for Public Use

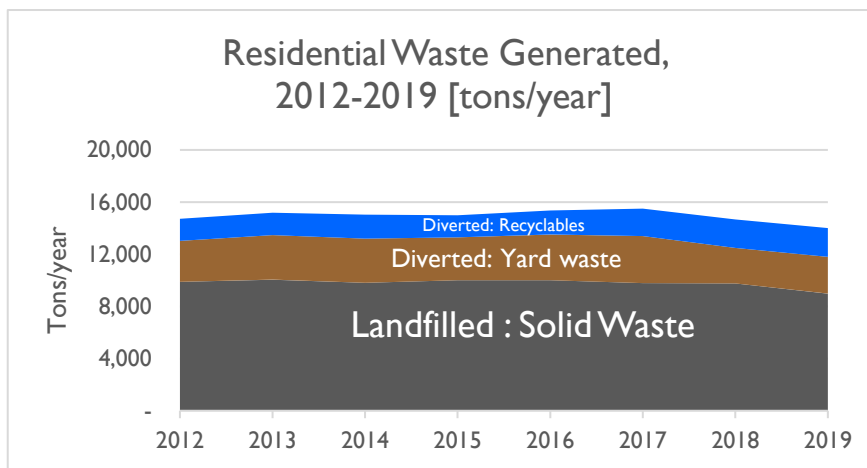
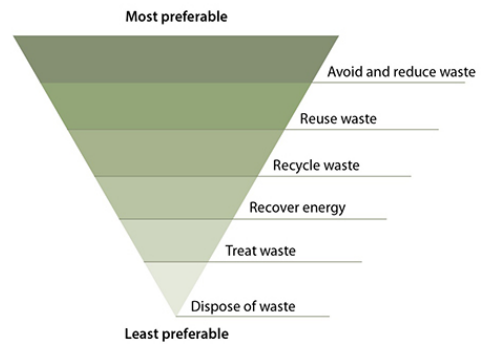
ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Encourage private developments to increase safety and ease of walking and cycling through site plan review process	Policy	Planning & Transportation
Continue Annually	Publicize affordable & workforce housing located within a quarter mile from major employers	Program	Economic Development, Planning & Transportation
Continue Annually	Maintain Electric Vehicle Charging Stations available to the public	Program	Sustainability Program
Continue Annually	Provide education on pedestrian and bicyclist safety, routes, and proximity to amenities to residents and businesses through on-line and print campaigns	Program	Planning & Transportation, Police Department
Continue Annually	Provide education on benefits and importance of sustainable transportation choices to residents and businesses	Program	Planning & Transportation, Sustainability Department

	through on-line, print campaigns, and in-person events		
Continue Annually	Evaluate bus stop infrastructure for accessibility and amenities	Program	Planning & Transportation
2022	Develop Mobility Plan, considering SunRail, Lynx, safe routes to schools, Complete Streets, and linkages of the City's trails with adjacent counties and municipalities	Policy	Planning & Transportation, Sustainability Program
2022	Consider waiving building permit fee for EV Charging Station installation in residential and commercial properties	Policy	Building & Permitting
2023	Explore opportunities to pilot an autonomous electric shuttle	Project	City Administration, Economic Development, Sustainability Program
2023	Improve bike storage at SunRail Station (e.g., bike shelter)	Project	Planning & Transportation
2023	Work with Sustainability Program to ensure Comprehensive Plan Update incorporates sustainability and resilience related goals, objectives and policies as it relates to transportation	Project	Planning & Transportation, Sustainability Program
2023	Work with regional transit agencies to expand Lynx and SunRail service in the city	Project	Economic Development, Planning & Transportation, Sustainability Program
2024	Research and implement a Complete Streets Project Design Checklist	Policy	Planning & Transportation

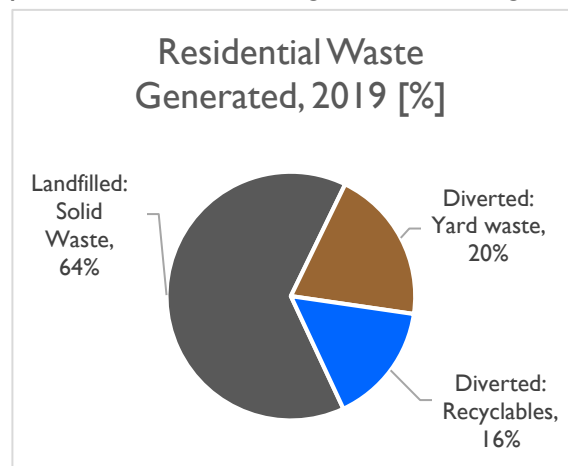
Waste Management

The Waste Management category is focused on reducing the amount of waste generated, encouraging the reuse and repair of products, and diverting waste from the landfill. The EPA developed the non-hazardous materials and waste management hierarchy in recognition that no single waste management approach is suitable for managing all materials and waste streams in all circumstances. The hierarchy ranks the various management strategies from most to least environmentally preferred.



The City of Winter Park has a franchise agreement with WastePro for hauling of solid waste, yard waste and recyclables from residential properties. Under this contract, WastePro hauls solid waste and yard waste to the Seminole County Transfer Station. Solid waste is landfilled and yard

waste is used primarily as road cover at the landfill, allowing yard waste to be counted as diverted waste. WastePro hauls recyclables to the Orange County Transfer Station. There, recyclables are graded by Waste Management as being “acceptable” or “rejectable” based on the level of contamination. Acceptable loads are transported to Waste Management’s sorting facility in Cocoa for sorting, baling and compaction and then prepared for market. Unacceptable loads are landfilled. In recent years, the city has had very few rejected loads. Consistency in updating residents to what is acceptable and not acceptable in the recycling bin is key to keeping rejections low.



It is important to recognize that at the top of the waste management hierarchy is avoidance and reduction of waste. The city is leading by example with its Single Use Product Policy Pilot program that prohibits plastic bags, plastic straws and Styrofoam products at city facilities. The Green Business Recognition Program provides a way

for businesses to receive recognition for switching from single-use to reusable and compostable alternatives. It is critical to reinforce the message that most environmentally preferable choice an individual can make in regards to waste is to not create it in the first place.

OBJECTIVES

1. Reduce the amount of waste generated
2. Increase repair, reuse and donation of materials
3. Divert waste generated away from the landfill

INDICATORS

	Indicator Description	2012 Baseline	2025 Target	2035 Target
WM-1	Residential Waste Generated [tons] ¹	14,714	5% less	10% less
WM-2	Residential Solid Waste Landfilled [tons]	9,890	10% less	20% less
WM-3	Residential Waste Diverted from Landfill [tons] ²	4,824	5% less	10% less

¹Includes tonnage collected from residential households (solid waste, yard waste and recycling)

²Includes tonnage of waste diverted for other purposes (i.e., recyclables recycled and yard waste used for landfill cover)

ACTIONS

Projected Implementation Year	Action	Action Type	Responsible Department(s)
Continue Annually	Provide in-person, online and print education on waste management hierarchy (reduce, reuse, recycle)	Program	Sustainability
Continue Annually	Hold Annual Household Hazardous Waste (HHW) and Electronics Waste Collection Event	Program	Sustainability Program
Continue Annually	Publicize Regional Partners' Waste Diversion Programs (HHW & E-Waste Collection Events, Food Scrap Collection, etc.) and Drop-Off Facilities	Project	Sustainability Program
Continue Annually	Provide composting education and backyard composters to residents	Program	Sustainability Program
Continue Annually	Provide residents with online waste management tool that provides collection	Program	Sustainability Program

	schedules, reminders and look-up tool to determine how items should be disposed of		
Continue Annually	Maintain the list of the city's Registered Haulers	Policy	Sustainability Program
Continue Annually	Assist multi-family and commercial buildings with creating a recycling education and outreach plans	Program	Sustainability Program
Continue Annually	Participate in Florida Food Waste Prevention Week	Project	Sustainability Program
2022	Consider Waste Contractors' ability to provide single stream recycling for residential and multifamily households, food scrap collection, and Pay As You Throw options in Scope of Work description for Solid Waste Hauler Franchise Solicitation	Project	City Administration, Sustainability Program
2022	Explore feasibility of monthly residential food scraps collection at Farmers' Market	Project	Parks and Recreation, Sustainability Program
2022	Increase recycling opportunities at city-owned public facilities and parks	Program	Parks and Recreation, Sustainability Program
2022	Relaunch "Fix It, Don't Pitch It" regional community repair event	Project	Sustainability Program
2023	Increase availability of water bottle filling stations at city-owned public facilities and parks	Project	Parks and Recreation, Sustainability Program
2023	Develop and launch educational promotion campaign to encourage food recovery	Project	Sustainability Program, Communications

Glossary

[Best Work Places for Commuters](#) is an innovative membership program that provides qualified employers with national recognition and an elite designation for offering outstanding commuter benefits such as offering at least \$30 per month towards a transit pass to employees, employee shuttle to transit stations, etc.

[Carbon-intensive foods](#) include beef (6.61 lbs. of CO₂e per serving), cheese (2.45 lbs. of CO₂e per serving), and other animal-based products.

[Climate change](#) refers to a change in the state of the climate that can be identified (e.g., by using statistical tests) by changes in the mean and/or the variability of its properties and that persists for an extended period, typically decades or longer. Climate change may be due to natural internal processes or external forcings such as modulations of the solar cycles, volcanic eruptions and persistent anthropogenic changes in the composition of the atmosphere or in land use.

[Climate Resilience](#) The capacity of social, economic and environmental systems to cope with a hazardous event or trend or disturbance, responding or reorganizing in ways that maintain their essential function, identity and structure while also maintaining the capacity for adaptation, learning and transformation.

[Complete Streets](#) are streets for everyone. They are designed and operated to prioritize safety, comfort, and access to destinations for all people who use the street, especially people who have experienced systemic underinvestment or whose needs have not been met through a traditional transportation approach, including older adults, people living with disabilities, people who cannot afford or do not have access to a car, and Black, Native, and Hispanic or Latino/a/x communities. Complete Streets make it easy to cross the street, walk to shops, jobs, and schools, bicycle to work, and move actively with assistive devices. They allow buses to run on time and make it safe for people to walk or move actively to and from train stations.

[Connectivity](#) reduces the distances traveled to reach destinations, increases the options for routes of travel, and can facilitate walking and bicycling. Well-connected, multimodal networks are characterized by seamless bicycle and pedestrian infrastructure, direct routing, accessibility, few dead-ends, and few physical barriers. Increased levels of connectivity are associated with higher levels of physical activity from transportation. Connectivity via transportation networks can also improve health by increasing access to health care, goods and services, etc.

[Florida Food Waste Prevention Week](#) raises awareness and inspires action to prevent food waste, save money, reduce hunger and protect the environment.

[Florida Green Building Coalition](#) has developed green certification programs that apply to construction projects and local government operations. Seeking FGBC certification demonstrates a commitment to providing your customers with products or services that are green and sustainable.

[Food Recovery](#) is the practice of collecting wholesome food that would otherwise go to waste and donating it to local food distribution agencies to help feed those in need.

[Google EIE](#) uses exclusive data sources and modeling capabilities in a freely available platform to help cities measure emission sources, run analyses, and identify strategies to reduce emissions — creating a foundation for effective action. Starting in 2021, the city's Greenhouse Gas emissions inventory uses Google EIE estimates for transportation emissions (baseline year 2018).

[Green Economy](#) is defined as an economy that is low carbon, resource efficient and socially inclusive. In a green economy, growth in employment and income are driven by public and private investment into such economic activities, infrastructure and assets that allow reduced carbon emissions and pollution, enhanced energy and resource efficiency, and prevention of the loss of biodiversity and ecosystem services.

[Green Infrastructure](#) includes a range of measures that use plant or soil systems, permeable pavement or other permeable surfaces or substrates, stormwater harvest and reuse, or landscaping to store, infiltrate, or evapotranspire stormwater and reduce flows to sewer systems or to surface waters.

[Greenhouse gases](#) are those gaseous constituents of the *atmosphere*, both natural and *anthropogenic*, that absorb and emit radiation at specific wavelengths within the spectrum of terrestrial radiation emitted by the Earth's surface, the atmosphere itself and by clouds. This property causes the greenhouse effect. Water vapour (H₂O), *carbon dioxide* (CO₂), *nitrous oxide* (N₂O), *methane* (CH₄) and *ozone* (O₃) are the primary GHGs in the Earth's atmosphere.

[Integrated Plant Management Program](#), established by the City of Winter Park, attempts to meet the challenges of maintaining beneficial plants while minimizing undesirable ones. The program includes chemical, biological and mechanical control methods.

[LEED](#) (Leadership in Energy and Environmental Design) is the most widely used green building rating system in the world. Available for virtually all building types, LEED provides a framework for healthy, highly efficient, and cost-saving green buildings. LEED certification is a globally recognized symbol of sustainability achievement and leadership.

[Pay As You Throw](#) is a system in which residents pay for municipal solid waste (MSW) services per unit of waste discarded rather than solely through a fixed fee or property tax.

[Racial Equity](#) occurs when race can no longer be used to predict life outcomes and outcomes for all groups are improved.

[Reclaimed water](#) is wastewater that has been thoroughly treated to remove harmful organisms and substances, such as bacteria, viruses and heavy metals, so it can be reused.

[Renewable energy](#) is energy from sources that are naturally replenishing but flow-limited; renewable resources are virtually inexhaustible in duration but limited in the amount of energy that is available per unit of time. The major types of renewable energy sources are: Biomass, Hydropower, Geothermal, Wind and Solar.

[Resilience Hubs](#) are community-serving facilities augmented to support residents, coordinate communication, distribute resources, and reduce carbon pollution while enhancing quality of life. Hubs provide an opportunity to effectively work at the nexus of community resilience, emergency management, climate change mitigation, and social equity while providing opportunities for communities to become more self-determining, socially connected, and successful before, during, and after disruptions.

[Urban Heat Islands](#) occur when cities replace natural land cover with dense concentrations of pavement, buildings, and other surfaces that absorb and retain heat. This effect increases energy costs (e.g., for air conditioning), air pollution levels, and heat-related illness and mortality.

[Tree Equity Score](#) is an indicator of whether an area has a sufficient amount of tree canopy cover distributed in a way that all residents can experience the climate, health and other benefits that trees provide.

[Tree Management Program](#), established by the City of Winter Park, maintains existing vigorous trees, removes dead/diseased/dying trees, and replants with a diverse species. The Urban Forestry division is also responsible for maintaining trees in parks and around facilities, trees coexisting with electrical facilities, rights of way trees, and community outreach and education.

[Trophic State Index \(TSI\)](#) is a classification system designed to “rate” individual lakes, ponds and reservoirs based on the amount of biological productivity occurring in the water. Using the index, one can gain a quick idea about how productive a lake is.

Trophic State Index	Trophic State Classification	Water Quality
0-59	Oligotrophic through Mid-Eutrophic	Good
60-69	Mid-Eutrophic through Eutrophic	Fair
70-100	Hypereutrophic	Poor

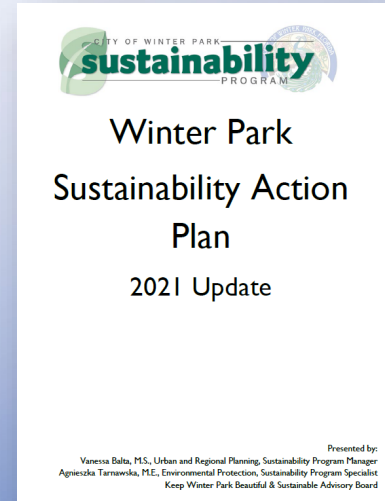
[Waste Management Hierarchy](#): EPA developed the non-hazardous materials and waste management hierarchy in recognition that no single waste management approach is suitable for managing all materials and waste streams in all circumstances. The hierarchy ranks the various management strategies from most to least environmentally preferred. The hierarchy places emphasis on reducing, reusing, and recycling as key to sustainable materials management.

[Wastewater](#) is used water. It includes substances such as human waste, food scraps, oils, soaps and chemicals. In homes, this includes water from sinks, showers, bathtubs, toilets, washing machines and dishwashers.

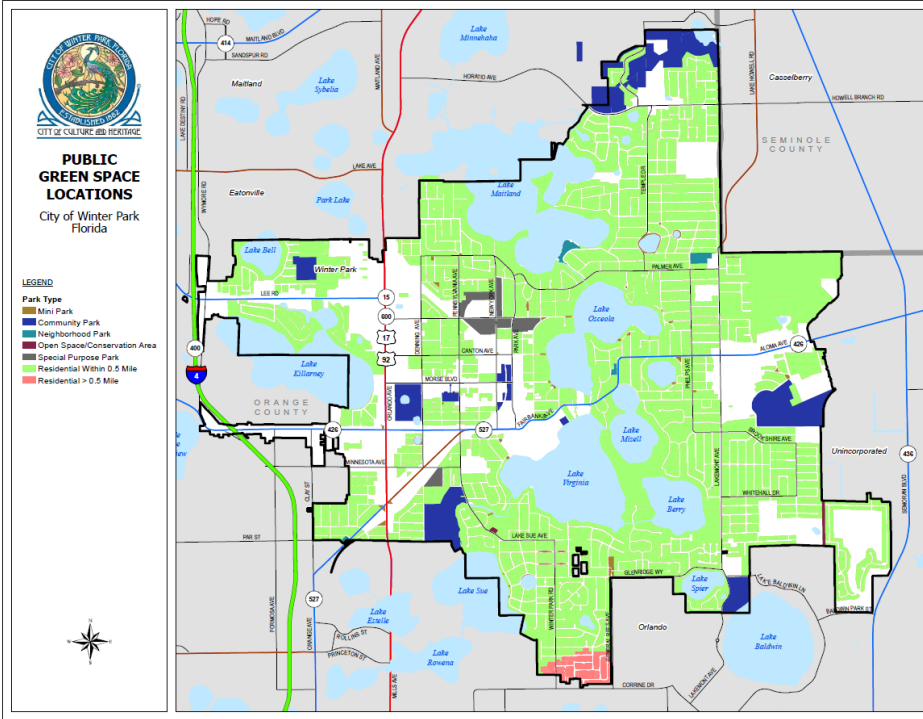
Sustainability Action Plan Update



- Revises baselines, where necessary, for more complete and accurate data collection and analysis, includes new category on Climate Resiliency, and includes actions related to racial equity.
- Integrates discussion and feedback from
 - Joint virtual KWPB&S Advisory Board work sessions
 - City staff follow-up discussions
 - Public comments and Community online survey responses from over 200 respondents (over two-thirds of which identified as residents)
 - Input from Community Organizations (Hannibal Square Heritage Center, Ideas for Us Orlando, League of Women Voters Orange County, The Nature Conservancy, WP Garden Club, WP History Museum and WP Public Library)



Sustainability Action Plan Update Parks & Recreation Advisory Board



➤ Sets long-term objectives

- Increase the city's resiliency to the impacts of climate change, ensuring a healthy, livable and sustainable community for present and future generations
- Increase overall greenspace
- Maintain percentage of residents living within a half mile from park space

➤ Tracks and sets targets

- Residents living within ½ mile from park space

	Indicator Description	2012 Baseline	2025 Target	2035 Target
NR-4	Residents living within ½ mile from park space ¹	95%	TBD	TBD

¹Includes Community Parks, Mini Parks, Neighborhood Parks, Open space/conservation, Special Purpose Parks; 98% in 2020



Sustainability Action Plan Update Parks & Recreation Advisory Board



Site Name	Site Address	Site Type
Howell Branch Preserve	2908 Temple Trl	Community Park
Farmers' Market Grounds	200 W New England Ave	Community Park
Dinky Dock Park	410 Ollie Ave	Community Park
Community Center/Shady Park Complex	721 W New England Ave	Community Park
Central Park/West Meadow	101 N Park Ave	Community Park
Lake Baldwin Park	2000 S Lakemont Ave	Community Park
Martin Luther King, Jr Park	1050 W Morse Blvd	Community Park
Mead Botanical Garden	1300 S Denning Dr	Community Park
Ward Park/Cady Way Park	2525 Cady Way	Community Park
Cavendish / Harmon Mini Park	1421 Cavendish Rd	Mini Park
Worthington Court Mini Park	Worthington Ct	Mini Park
Alberta/Joalca Mini Park	1351 Alberta Dr	Mini Park
Bonita Drive Mini Park	Bonita Dr At Elizabeth Dr	Mini Park
Canton / New York Mini Park	Canton Ave At New York Ave	Mini Park
Via Bella Mini Park	Via Bella, End Of	Mini Park
Laughlin Mini Park	750 W New England Ave	Mini Park
Sunset / Chestnut Mini Park	Sunset Dr At Chestnut Ave	Mini Park
Park Grove Mini Park	N Pennsylvania Ave At N Park Ave	Mini Park
Morse By Mini Park	Morse Dead End At Lake	Mini Park
Canton / Interlachen Mini Park	E Canton Ave At Lakefront	Mini Park
Orange / Harmon Mini Park	1390 N Orange Ave	Mini Park
Lakeview Mini Park	Lakeview Dr At French Ave	Mini Park
Marvin Smiley Mini Park	N Phelps Ave At Hollywood Ave	Mini Park
Bonnie Burn Mini Park	Bonnie Burn Cir	Mini Park
Tyree Lane Mini Park	2278 Hawick Ln	Mini Park
Fairbanks Ave / Orlando Ave Mini Park	W Fairbanks Ave At S Orlando Ave	Mini Park
Lasbury / Maiden Mini Park	Lasbury Ave At Maiden Ln	Mini Park
Alberta/Cortland Mini Park	480 Alberta Dr	Mini Park
Kiwi / Webster Mini Park	Webster Ave East End By Lake	Mini Park

Alfred J Hannah Mini Park	220 Holt Ave	Mini Park
Pucifer/Interlachen Mini Park	701 N Interlachen Ave	Mini Park
Harris Circle Mini Park	1575 Harris Cir	Mini Park
Fawcett Road Mini Park	W Fawcett Rd At W Dana Way	Mini Park
Villa View Mini Park	North Park Ave & Oaks Blvd	Mini Park
Alberta Drive Mini Park	413 Alberta Dr	Mini Park
Alexander Place Mini Park	150 Alexander Pl	Mini Park
Loch Lomond / St Andrews Mini Park	2294 Hawick Ln	Mini Park
Hamilton Place Mini Park	Beloit Ave At N Capen Ave	Mini Park
Jay Blanchard Mini Park	Aloma Ave @ Sylvan Dr	Mini Park
Hooper Mini Park	1411 N Orange Ave	Mini Park
Golfview Mini Park	Golfview Ter Between E Webster Ave And Lincoln Cir	Mini Park
Leith Mini Park	1501 S Orlando Ave	Mini Park
Kings Way Mini Park	Kings Way Between Forrest Rd And Laurel Rd	Mini Park
Reading Way Mini Park	Reading Way Between Forrest Rd And Laurel Rd	Mini Park
Lake Midget Mini Park	Midget Dr	Mini Park
Lake Wilbar Mini Park	Wilbar Cir	Mini Park
Harland Mini Park	Timberlane Dr At Blue Ridge Rd	Mini Park
Chelton Cir Mini Park	Chelton Cir	Mini Park
Lake Knowles Mini Park	Lake Knowles Cir	Mini Park
The Park At Orwin Manor	1701 N Orange Ave	Neighborhood Park
Trismen Park	231 Brewer Ave	Neighborhood Park
Kraft Azalea Garden	1429 Alabama Dr	Neighborhood Park
Phelps Park	1206 N Phelps Ave	Neighborhood Park
1620 S Pennsylvania Ave	1620 S Pennsylvania Ave	Open Space/Conservation
Cady Way Bike Trail	Cady Way Bike Trail From Summerfield Rd To Golfside Dr	Open Space/Conservation
Azalea Lane Park	1045 Azalea Ln	Special Purpose Park
Golf Course	645 N New York Ave	Special Purpose Park



➤ Provides action items through 2025 to help meet long-term objectives

<ul style="list-style-type: none"> ▫ All City Departments ▫ LGO - Local Government Operations <ul style="list-style-type: none"> ▫ 2024 <ul style="list-style-type: none"> • Utilize racial equity lens to assess city policies, initiatives, programs, and budget issues
<ul style="list-style-type: none"> ▫ Parks & Recreation ▫ CEGE - Community Engagement & Green Economy <ul style="list-style-type: none"> ▫ Continue Annually <ul style="list-style-type: none"> • Provide volunteer opportunities for beautification of city parks and greenspaces ▫ 2022 <ul style="list-style-type: none"> • Create and install Environmental Education opportunities at parks and city buildings (e.g., Howell Branch Creek) ▫ 2023 <ul style="list-style-type: none"> • Create Green Event Guide and Volunteer Program for city events ▫ LGO - Local Government Operations <ul style="list-style-type: none"> ▫ Continue Annually <ul style="list-style-type: none"> • Shift from potable water to lower-quality water resources (e.g., well or lake water) for parks irrigation while prioritizing water conservation and continuing use of reclaimed water at existing sites • Shift from fossil-fuel powered landscaping equipment to electric powered equipment as it is being replaced ▫ 2022 <ul style="list-style-type: none"> • Revisit Single Use Product Policy Pilot Program (exp. May 11, 2022) to evaluate program outcomes and possibility of expanding and extending the program ▫ NR - Natural Resources <ul style="list-style-type: none"> ▫ Continue Annually <ul style="list-style-type: none"> • Consider the usefulness and availability of state and federal grant programs for the acquisition of lands for conservation areas or passive recreation ▫ WM - Waste Management <ul style="list-style-type: none"> ▫ 2022 <ul style="list-style-type: none"> • Increase recycling opportunities at city-owned public facilities and parks • Explore feasibility of monthly residential food scraps collection at Farmers' Market ▫ 2023 <ul style="list-style-type: none"> • Increase availability of water bottle filling stations at city-owned public facilities and parks



Parks and Recreation Advisory Board agenda item

item type Non-Action Items	meeting date September 15, 2021
prepared by Kesha Thompson	approved by
board approval	
strategic objective	

subject

MLK Jr. Memorial Proposal

motion / recommendation

Informational (No Action)

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[MLK Jr. Memorial Proposal.docx.pdf](#)

ATTACHMENTS:

[MLK Jr. Photos.pdf](#)

Recommendations for Project Plan Completion of the
Rev. Dr. Martin Luther King, Jr Memorial Park
1050 W. Morse Blvd, Winter Park, FL
Sept 15, 2021

Vision:

To have a beautiful and active park and public space dedicated to the memory of Martin Luther King Jr (MLK Jr) and the original residents of Hannibal Square and the west side of Winter Park.

Goal and Action Plan for MLK Jr Park:

To complete an approved plan (with minor adjustments) begun in 2013 to rename Lake Island Park and to establish a prominent memorial in the park dedicated to the legacy of the Reverend Martin Luther King, Jr.

The primary ask is to immediately reinstate and implement the original 2013 plan to enhance MLK Jr Park with a budget to support the completion of the project by FY 2022.

Background:

The current Martin Luther King, Jr. Park was established after the City of Winter Park acquired the land of former African American homeowners through eminent domain in 1955. Today the park is a very popular destination spot for local sports and recreation enthusiasts.

In 2013, the City of Winter Park supported the task force and Park and Recreation Board's plans to rename the park and to create a MLK Jr. memorial in the park. The committee strongly advocates for the immediate implementation of the MLK Jr enhancement plan which was developed in 2013. Below is the sequence of events from 2013 showing support of the project.

1. Rev. Dr. Martin Luther King City Appointed Task Force recommended the renaming of the park to the Martin Luther King Jr. Park.

2. The Parks and Recreation Board approved proceeding with the architectural design to build a memorial in the park.
3. The City Commission approved the renaming of the Lake Island Park to Martin Luther King, Jr. Park.
4. The Parks and Recreation Board endorsed the project and commissioned an architect (Le Huu Architects) to propose a design and budget for the King Memorial project. (See boards and bound document at Parks Department) for the King Memorial.
5. The Mayor and City Commissioners participated in a public dedication ceremony at the King Memorial site. The proposed plans for the park were on display as a part of the ceremony.
6. Years later, after inquiring why the memorial bust was never installed, it was discovered that the next steps to obtain final City Commission approval to proceed with the project was never completed.

Specific Recommendations.

MLK/Shady Park's committee advances a vision for Winter Park's West Side to celebrate the heritage, contributions and identities of the African American community for whom the west side of Winter Park was historically set aside. Both MLK and Shady Park offer excellent settings to provide focal points for the arts, culture, history and heritage of the Hannibal Square District. The committee believes implementing the following recommendations will allow the public to have a greater appreciation for Winter Park's historical west side and will provide an economic boost to this area and Hannibal Square. It also sets the stage to further enhance the experience of living and visiting the West Side for residents and visitors of all backgrounds.

Committee recommendations to complete the enhancement of the Rev. Dr. Martin Luther King Jr. Park include the following:

1. Commission a bronze bust sculpture of MLK Jr. *
2. Create a naming Wall in memory of West Side residents who lost their homes and properties in 1955 to eminent domain and to the sink hole where Lake Rose now stands.

3. Use the Rev. Martin Luther King, Jr. Park Conceptual Unity Design originally designed by the City of Winter Park by Le-Huu Partners in 2013 with slight modifications.
 4. Create a pedestrian and bicycle path in lieu of the (less practical) architect proposed “squiggly” sidewalk at the King Memorial.
 5. Keep the bordered mound above the lake “as is” near the King Memorial.
 6. Projected recommended budget range for project: \$450,000.00-\$500,000.00.
-

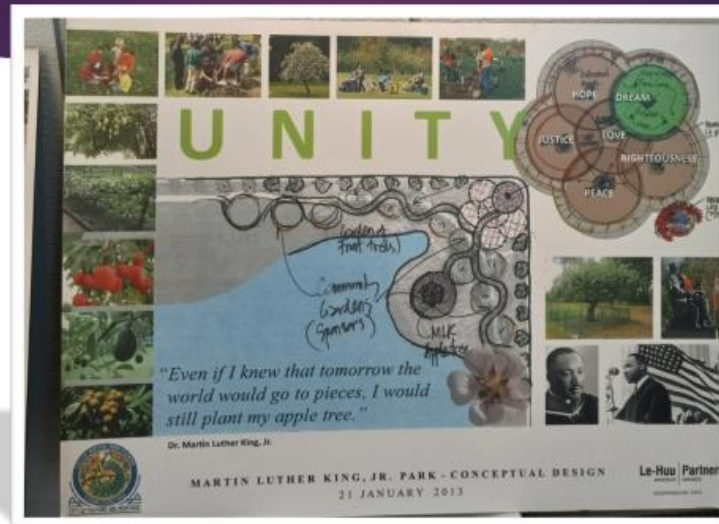
Respectfully submitted by the MLK/Shady Park Committee: Mary Daniels, Forest Michael, Barbara Chandler, Martha Bryant-Hall, Lee Rambeau Kemp, Jane Turner, Neko Roman and Maria Bryant

* Brian R. Owens Sculptors, Painters /Artists have been identified as a respected preservation artist for the sculpture. Brian R. Owens has extensive experience working on similar projects in other cities in Florida and nationwide.

Unity Vision



Unity Vision Cont'd...





Parks and Recreation Advisory Board agenda item

item type	Action Items	meeting date	September 15, 2021
prepared by	Kesha Thompson	approved by	
board approval			
strategic objective			

subject

Fee Waiver Request - Fast Start Management - Scott Millson

motion / recommendation

Staff recommends approval of additional 50% waiver with the exception of any hard cost

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[SKM_C450i210913104300.pdf](#)

Fee Waiver Application



Parks & Recreation
department

In order to be eligible for a FULL OR PARTIAL fee waiver, the applicant must meet all of the following criteria:

- | | |
|---|-------------------------------------|
| 1. Non Profit Organization with current exemption. | <input checked="" type="checkbox"/> |
| 2. Organization based within corporate limits of Winter Park. | <input checked="" type="checkbox"/> |
| 3. The event is not in support of a candidate for public office. | <input checked="" type="checkbox"/> |
| 4. The event benefits the city and its residents. | <input checked="" type="checkbox"/> |
| 5. The event type is consistent with the city's recreation plan. | <input checked="" type="checkbox"/> |
| 6. The applicant has a demonstrated need for the reduction or waiver. | <input checked="" type="checkbox"/> |

Section One - Applicant Information

Applicant Name:	Scott Milson	Email Address:	scotmills@james.com
Organization Name:	Fast Start Management	Phone Number:	407.466.8036
Address:	1140 Whitesell Dr	Fax Number:	-
City:	Winter Park, FL 32789	State:	FL
Tax Exempt Number:	Attach Letter of Exemption from the Internal Revenue Service:		
Organization Mission:	Foster a love of running and promote a healthy lifestyle for the children of our community		
Reason for request:	We are a very small non-profit. We rely 100% on donations from local businesses and foundations. We do not charge any entry fees to participate.		

Section Two - Event Information

Event Type:	Track & Field Meet for 9 local elementary schools	Event Date:	2/5/22
Event Name:	Fast Start Track & Field Invitational (16th Annual)	Event Hours:	9-3
Venue:	Showalter Field Track	Expected Attendance:	1,000
If charging admission, proceeds benefit:	N/A	Event Admission Fee:	N/A
Will sponsorships be sold? If yes, describe levels and pricing:	Gold - \$1,000 Silver \$750 Bronze \$500		

Will vendors such as caterers, decorators, entertainment be hired? If yes, describe below and list costs. **

N/A

** If there is onsite cooking, an additional permit is required

Has this event been held previously? If yes, describe when/where: Yes, last 15 years @ Showalter

Section Three - Instruction

- Prior to submission of fee waiver/reduction application, venue must be reserved and deposit on file. Additional rules apply.
 - This application is for waiver/reduction of fees only and does not apply to deposit which is required for all sites.
 - Submit application for fee waiver/reduction to the Administrative Office of the Parks and Recreation Department.
 - To allow appropriate time for consideration, applications must be submitted no less than ninety (90) days in advance.
 - Applications will be reviewed by the Department Director with final decision by the Parks and Recreation Board.
- By signature below, applicant acknowledges receipt of rules and regulations appropriate to the request venue. This application for fee waiver does not secure the date or the venue. All normal reservation procedures must be met prior to submitting this application for waiver including but not limited to submission of deposits, signing of reservation contract. Denial of the waiver request does not impact the policies of the venue for deposit retention or payment of rental fees. Misrepresentation of the group or type of event may result in revocation of the fee waiver after the event at which time payment if full will be required.

Signature:		Date:	8/12/21
Print Name:	SCOTT MILSON	Title:	Founder & Chairman

FOR OFFICE USE ONLY			
Directors Signature:		Approved:	50 % Disapproved: _____
Date of Approval/Disapproval:	9-13-21	Approved:	_____ % Disapproved: _____
Parks Board Review if Necessary:	Date _____	Approved:	_____ % Disapproved: _____

City of Winter Park Facility Contract



Receipt # 907975
Payment Date: 08/10/21
Household: 6719

Community Center
 721 West New England Ave.
 Winter Park FL 32789
 Phone: (407)599-3275
 Visit us on the Web at: www.cityofwinterpark.org

Fast Start Management, Inc
 1140 Whitesell Dr
 Winter Park FL 32789
 scott@millsonjames.com

Hm Ph: (407)466-8036

Reservation Updated: Ward Park, Showalter Stadium

Address: 250 S. Perth Lane, Winter Park, FL, 32792
 Reserv. Contact: **Scott Millson**
 Phone Number: **(407)466-8036**
 Reserv. Number: 29697
 Status: Firm
 Purpose: Track and Field Event

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 02/05/2022 6:00A to 3:00P	0.00	2,475.00	0.00	0.00	2,475.00
Deposit:	0.00	1,000.00	0.00	0.00	1,000.00

Facility Comments

Lights are shut off no later than 10:00PM at Lake Island, Ward A, Showalter East and Cady Way 9 & 10. Lights are shut off no later than 9:00pm on Ward B and Ward C. For field issues call the Park Ranger: 407-473-3346. FIELD LINING MUST BE DONE BY CITY OF WINTER PARK STAFF, NO GROUP WILL BE ABLE TO LINE ANY FIELDS! Rental of a field does not include goals, lining, or any other specialized equipment. Rentee is required to ensure that all league or tournament field/venue specifications are met.

Cancellations with less than 14 days notice will result in no refund. Cancellations made 14-30 days will result in 50% of rental fee retained, 30-90 days 25% of rental fee retained, cancellations made over 90 days notice will result in a \$20 processing fee. The City reserves the right to cancel.

Reservation Updated: Ward Park, Showalter Concession

Address: 250 S. Perth Lane, Winter Park, FL, 32792
 Reserv. Contact: **Scott Millson**
 Phone Number: **(407)466-8036**
 Reserv. Number: 29697
 Status: Firm
 Purpose: Track and Field Event

<u>Date(s) And Times</u>	<u>New Fees</u>	<u>Total Fees</u>	<u>New Paid</u>	<u>Total Paid</u>	<u>Amount Due</u>
Sat 02/05/2022 6:00A to 3:00P	0.00	350.00	0.00	0.00	350.00
Deposit:	500.00-	0.00	0.00	0.00	0.00

Processed on 08/10/21 @ 4:31P by JClarke

Total New Deposit Fees	500.00-
Total New Fees	0.00
Discount Applied	0.00
Total New Taxes	0.00
Old Balances Included	4,325.00
Total Due	3,825.00
Total Fees Paid	0.00
Total Taxes Paid	0.00
Total Paid	0.00
Balance From Receipt	3,825.00

City of Winter Park Facility Contract




Receipt #
Payment Date:
Household:

907975
08/10/2021
6719

Household Balance Information

Overall Household Credit Balance Available	0.00
Overall Household Balance Due	3,825.00


SCOTT A MILLS
8/10/21



Parks and Recreation Advisory Board agenda item

item type Action Items	meeting date September 15, 2021
prepared by Kesha Thompson	approved by
board approval	
strategic objective	

subject

Park Policies & Procedures Revision

motion / recommendation

staff recommends approval

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[Rules & Standards Draft.pdf](#)



Rules & Standards

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Rules & Standards

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Rules & Standards

Information and Rules for All Parks

General Rules

- a) The business office for park inquiries is located at the Winter Park Community Center, Recreation Division,
 - a. 721 West New England Avenue, Winter Park, FL 32789
 - b. Office hours are Monday-Friday 8:00 a.m. to 5:00 p.m.
 - c. Phone number 407-599-3397
- b) The City of Winter Park reserves the right to refuse any events deemed inappropriate for the site.
- c) The number of special events will be limited 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,.
- d) rental of park or athletic fields is required for all organized events or athletic activities .
- e) If a Pavilion is available, rental rates are posted on the City of Winter Park Current Fee schedule ([WebTrac](#)) add link to web-track
- f) Ponies/horses and petting zoos are prohibited in all parks.
- g) For groups of 15 people or less, only one pop-up tent is permitted (no stakes and not larger than 10X10'.
- h) A permit is required for the placement of a "bounce house" for use during an event.
 - a. Applications for bounce houses will only be issued in conjunction with pavilion rental
 - b. A permit will not be issued without proof of liability insurance naming the City co-insured with proper liability limits.
 - c. An application fee applies.
- i) Patrons must clean up after pets.

Amplified Sound

- a) Amplified sound is generally allowed only between 9am and dusk (some Parks have greater restrictions – see specific Park guidance). During hours of



Rules & Standards

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.

- a. Amplified sound levels will 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) Public address system, sound system or other amplified sound must be furnished by the user/renter but the placement of these items will be at the discretion of the Parks and Recreation Department.
- d) To assure the safety of spectators and participants, all 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.

Event Registration

- a) A completed application and cover letter must be submitted to the Parks and Recreation Event management office at least 30 days before the event. (Central Park and West Meadow require 90 days notice before event)
- b) A non-refundable fee, must be submitted with the application.
- c) priority for all scheduling shall be determined by the date the application and fee is received by the Parks and Recreation Department .
- d) All applications for special events shall be reviewed by the Parks and Recreation Director.
 - a. Final approval, if required, shall be by the Parks and Recreation Advisory Board.
- e) To reserve a field, a field request form must be submitted to the Parks and Recreation
- f) Events will generally not be scheduled in the same area of a park within two weeks of an already scheduled large event.
- g) All requests for events and food, beverage or merchandise sales and donation boxes shall be reviewed by the Parks & Recreation Board
 - a. Final approval, if required, shall be by the Winter Park City Commission.



Rules & Standards

Restrictions on Events

- a) The scheduling of events shall be limited based upon the condition and the projected impact on the park turf and landscaping.
- b) All events must consist primarily of cultural, athletic or entertainment activities beneficial to and acceptable by general public.
- c) Events should not be objectionable or offensive to accepted standards of decency to the average person, applying contemporary community standards,
- d) All events must be open and visible to all people during operating hours.
 - a. 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 benefit of an event.
- f) Sponsors of events are responsible for providing adequate traffic control, crowd control, and security, as is appropriate for the event.
 - a. Parking is generally extremely limited and the sponsored event must obtain additional off-site parking.
 - b. The applicant may be required to provide adequate handicap and off-site parking and/or shuttle services.
 - c. A parking plan must be submitted
- g) Conformance with the mandates of Police and Fire Departments is required.
 - a. 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 of Communications.
- h) Event sponsors are required to provide port-o-lets, dumpsters or other sanitary measures based upon the type of event, length of event, and the projected attendance of an event.
 - a. Requirements include at least one port-o-let for each 150 people in attendance.
 - b. Events at which food and drink may be served require at least one port-o-let be provided for each 60 people.
 - c. At least one handicap until must be provided for all events.
 - i. Large events of more than 600 people require at least one handicap unit for each four regular units.

Event User Fees and Deposits

- a) User fees are based upon the size of the event, the activity and the requirements placed upon City service.



Rules & Standards

- a. User fees and the deposit are payable in advance.
 - b. If the event is canceled, fees are refundable only to the extent that the City has not incurred costs.
 - c. Fee Waivers will not be considered.
 - d. If the application mis-represents the impact on the City, then an excess fee will be levied
- b) A deposit is required with the initial application
 - c) All fees must be paid in full by at least 30 days before the event
 - d) All events require a user fee in accordance with current fee schedule.
 - a) The user fees cover electricity, basic trash collection, and recycling bins.
 - b) Additional fees, if required, shall be based upon the nature of the event, impact and any extra services required.
 - e) In the event of inclement weather, there will be no refund of any fees paid.
 - a. The event may be rescheduled with a new application and re-payment of appropriate fees.
 - f) Violation of zoning laws and City ordinances will result in loss of the deposit and/or additional fees.
 - g) The City may adjust future fees, deposits, and or requirements for any event based upon previous history of the event.

Liability Insurance

- a) All Park renters are required to carry liability insurance in the minimum amount of \$1,000,000 general aggregate and \$500,000 each occurrence.
- b) Insurance certificate must list the City of Winter Park (401 South Park Avenue, Winter Park, FL 32789) as an additionally insured party.
- c) Insurance must be submitted via the insurance company at least ** days before the start of the event.

Merchandising

- a) All merchandise for sale must be approved by the Parks & Recreation Department.
 - a. 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.
- b) A merchandise sales site plan must be reviewed and approved by the Parks and Recreation Department.



Rules & Standards

- c) Donation container(s) shall be placed only at a merchandise location.
 - a. Containers may not be passed or circulated,
 - b. Non-event related donations requests may not compete with the event
 - c. Donation solicitation may not disturb the participants or persons using the park.
- d) No one shall be required to purchase an item or donate money or goods in order to observe the event.
- e) Verbal requests for donations shall be limited and confined to periods of general announcements within the entertainment.

Food and Beverage Sales

- a) The preparation and/or sale of food and beverage must comply with all state and local regulations and licensing requirements.
 - a. Applicable licenses and/or proof of compliance are required.
- b) Food and beverages to be sold must be approved by the Parks & Recreation Department.
- c) A food and beverage site plan must be reviewed and approved by the Parks & Recreation Department.
- d) All cooking and/or heating must be done with gas or electricity.
 - a. Permission to cook on site requires the approval of the City of Winter Park Fire Marshall.
 - i. A separate application is used for this process and is available upon request
 - b. 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.
- f) All recyclable items shall be placed in appropriate containers.

Pets (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.



Rules & Standards

Other

- a) Alcohol use is prohibited unless approved by the City Manager.
- b) All pets are prohibited with the exception of Seeing Eye dogs or medically necessary service animals. Such service animals must be leashed.
- c) For larger events tents are permitted.
 - a. A site plan must be submitted and applicable permits approved by the City of Winter Park Code Enforcement Division.
- d) All litter shall be removed by the organization or fees shall be deducted from the deposit.
- e) Banners must meet City codes and must be approved by the Parks and Recreation Advisory Board.
 - a. Banners may be displayed only 24 hours before the event and during the event.

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Rules & Standards

Information and Rules for Specific Parks

CENTRAL PARK AND WEST MEADOW

General Rules

- a) Hours are from 6 a.m. to 12 a.m. unless otherwise approved by the Parks and Recreation Commission and / or City Commission
- b) Central Park runs along Park avenue from New England to Garfield. The West Meadow is located on the corner of New York and Morse Blvd.
- c) There are no Public restrooms within Central Park or Central Park West Meadow.
- d) The use of motorized vehicles within the confines of Central Park West Meadow must be approved by the Parks and Recreation Commission.
- e) The City reserves the right to mandate placement and type fencing along railroad tracks placed at the expense of the renter.

Restrictions on Events

- a) Events such as concerts, movies, performing arts, small festivals, road race staging, exhibits, weddings and other similar events are considered compatible and consistent with the general guidelines for use.
- b) Central Park West Meadow may be rented for controlled access events at which admission fees are charged. Access control devices such as fencing is the responsibility of the renter.
- c) Large events attracting 400 or more people per day are not to occur more frequently than once every 30 days. This is to assure adequate recovery time for the park grounds and turf. Considerations may be made for other events in specific areas of the park.
- d) No additional events will be scheduled in the same area of the park within two weeks prior to a scheduled large event.

Items c) and d) above are provided as standards intended as a guideline for consideration of events by the City of Winter Park.

Variables to be considered include:

- the necessity of an event to the purpose and good of the Park's role in the community;
- the time of the year during which an event occurs;



Rules & Standards

- the weather of the season; and the nature and size of the event being considered.

Amplified Sound

- a) Amplified sound is allowed only between 8am and 9pm Sunday through Thursday and 8am to 10pm on Friday and Saturday. Amplified sound may begin at 7am for weekend road race starts only.

Event User Fees and Deposit

- a) Groups charging admission, collecting fees, having significant sales or controlling access to the park shall be charged double the base user fee.
- b) Events which attract a larger number of people than anticipated in fee schedule will be assessed the appropriate fee.
- c) City sponsored events are exempt from these fees

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Rules & Standards

DINKY DOCK PARK

General Rules

- a) Open from 8am until dusk unless otherwise approved by the Parks and Recreation Commission and/or City Commission.
- b) The park is located at 410 Ollie Street, Winter Park, FL 32789.
- c) Available facilities include picnic tables, restroom facility, double boat launch dock, dock, and a beach.
- d) Bathing / swimming is permitted; it should be noted that there is no lifeguard on duty.
- e) College event or student parking is not permitted.
- f) Overnight camping is not permitted
- g) Animals are permitted on the dock only during transfer from vehicle to boat.
- h) Events may not exceed 400 guests.

Boats

- a) The launching of boats and other watercraft is permitted at Dinky Dock Park.
- b) Motorized boats must display a Winter Park Chain of Lakes boat permit.
 - a. Permits are available both on site and in various city locations. See city website, lakes division for details ([Boats](#)).
- c) All Florida boating laws apply- refer to the City of Winter Park Police Department Lakes Patrol for more information.



Rules & Standards

HOWELL BRANCH PRESERVE PARK

- a) Open from 8am until dusk.
- b) The park is located at 1205 Howell Branch Rd, Winter Park, FL 32789.
- c) Available facilities include pavilions, open field, and a playground.
- d) Events attracting 400 or more people are prohibited.

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Rules & Standards

KRAFT AZALEA

General Rules

- a) Open from 8 a.m. to dusk unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- b) The park is located at 1305 Alabama Drive, Winter Park, FL 32789
- c) Available facilities include an exedra (white columns) and a fishing/viewing dock.
- d) Overnight camping is not permitted.
- e) Organized events require rental of the whole park with the exception of the Exedra area which can be rented for private wedding ceremonies – see Weddings below.

Weddings

- a) The Exedra alone may be rented for wedding ceremonies with 20 guests or less, including wedding party. Larger events require rental of the whole park
- b) Tables and chairs for ceremony are require pre-approval by Parks and Recreation department.
- c) The use of confetti, rice, sparklers or artificial flowers for throwing is prohibited.
- d) Additional regulations:
 - Decorations must be removed at the conclusion of the ceremony.
 - The specific time frame for the Wedding must be provided at the time of booking.



Rules & Standards

LAKE BALDWIN PARK

General Rules

- a) Open from 8am to sunset unless otherwise approved for a special event
- b) The park is located at 410 2000 South Lakemont Ave., Winter Park, FL 32792

Dog Recreation Area (off leash Dog Area ONLY)

- a) A specific fenced-off portion of the park is designated as a 'dog recreation area' where off-leash dogs are allowed.
 - i. Children under 5 are not allowed in the dog recreation area
 - ii. Children between 5 and 12 must be accompanied by an adult in the dog recreation area.
 - iii. Cooking within the dog recreation area is prohibited.
- b) Upon entering, it is agreed that the dog owner must abide by park rules. Violation of park rules can result in fines and/or permanent loss of park privileges.
- c) The owner/guardian must not leave the park without their dogs.
- d) Professional dog walkers, trainers and groomers shall not use the park to conduct business.
- e) A maximum of 3 dogs per guardian/owner at one time unless accompanied by another adult.
- f) Pet owners must clean up after their pets per City Ordinance Number 18-44.
 - i. Dispose of all pet waste and trash in receptacles.
- g) Dogs must be within voice range and under owners' control at all times.
- h) Puppies under four months old are prohibited from park.
- i) Dogs must not be tethered, staked, or left unattended at any time.
- j) Dogs must wear proof of current vaccinations on collar at all times.
- k) Aggressive dogs are prohibited from this park and dogs exhibiting aggressive behavior must be removed from the park immediately.
 - i. Aggressive behavior includes: fighting/biting other dogs or humans, uncontrollable actions, or lack of owners ability to control their dog.
- l) If a dog inflicts an injury, the owner is required to provide name, phone number, and proof of vaccination to injured party before leaving park.
- m) Dog owners are solely liable for injuries or damage caused by their dogs.
- n) Female dogs in heat are prohibited from the park.



Rules & Standards

- o) Dogs must be leashed when entering and leaving the off-leash dog park, including parking lot.

Boats

- a) No motorboats are allowed in Lake Baldwin.
- b) Fishing boats or sailboats with NO internal combustion engines may be launched at Lake Baldwin Park boat ramp.

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Rules & Standards

MARTIN LUTHER KING JR PARK

- a) Hours are from 8 a.m. to 10 p.m. unless otherwise approved by the Parks and Recreation Advisory Board and / or City Commission.
- b) The park is located at 1050 W. Morse Boulevard.
- c) Available facilities include pavilions, open field, basketball courts, restrooms, fitness stations, and a playground.

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Rules & Standards

PHELPS PARK

General Rules

- a) Open from 8 a.m. to sunset. unless otherwise approved by the Parks and Recreation Commission and / or City Commission.
- b) The park is located at 1206 N. Phelps Ave.
- c) Available facilities include pavilions, tennis courts, open field, basketball courts and playgrounds.
- d) Organized sports are prohibited in the large open field. This area is for open play only.

Tennis Courts

- a) Courts are available on a first come-first serve basis. Courts may not be reserved ahead of time
- 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.

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Rules & Standards

WARD PARK

- a) Open from 8:00 a.m. to 10:00 p.m. unless otherwise approved by the Parks and Recreation Commission and/or City Commission.
- b) The park is located at 250 Perth Lane, Winter Park, FL 32789
- c) Available facilities include playground, soccer fields, softball/baseball fields, multipurpose fields and basketball courts.
- d) Ward Park cannot be rented in its entirety.
- e) The fields are rented individually.

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Rules & Standards

MINI-PARKS

All general rules apply

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