



City Commission Regular Meeting

Agenda

April 14, 2021 @ 3:30 pm

Winter Park Community Center
721 W. New England Ave.

[Access the virtual meeting](#)

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).

city commission regular meeting meetings

If you would like to provide comments prior to a meeting, please email them to MayorAndCommissioners@cityofwinterpark.org. These comments will be received by the City Commissioners and staff, however, will not be read publicly into the record during the meeting. This is consistent with our normal procedures for emails received prior to a City Commission meeting.

please note

Times are projected and subject to change.

1. Meeting Called to Order**2. Invocation**

- a. [Rabbi Tzviky Dubov - Chabad of Greater Orlando](#) 1 minute

Pledge of Allegiance**3. Election of Vice-Mayor****4. Approval of Agenda****5. Mayor's Report****6. City Manager's Report**

- a. [City Manager's Report](#) 5 minutes
b. [CIP Report](#) 1 minute

7. City Attorney's Report**8. Non-Action Items****9. Citizen Comments | 5 p.m. or soon thereafter**

(if the meeting ends earlier than 5:00 p.m., the citizen comments will be at the end of the meeting)

(Three (3) minutes are allowed for each speaker)

10. Consent Agenda

- a. [Approve the minutes of the regular meeting of March 24, 2021.](#) 1 minute
b. [Approve the minutes of the work session of March 25, 2021](#) 1 minute
c. [Approve the minutes of the work session of March 30, 2021](#) 1 minute
d. [Approval of the following contracts:](#) 1 minute
 1. Gerhartz & Associates, LLC - RFQ16-12 - Continuing Contract for GIS Services; Amount \$150,000;
 2. Associated Consulting International, Inc. - RFQ3-17A - Continuing Contract for Architectural Services; Additional \$100k for term;
 3. Irvine Mechanical - IFB19-19C - HVAC Installation, Repair & Replacement Services; Additional \$250,000.for term;
 4. Brance Diversified, Inc. - IFB7-18A - Dredging Services; Amount \$100,000;

5. Waterfront Property Services, LLC - IFB7-18B - Dredging Services; Amount \$100,000;
 6. Ovation Construction Co., Inc. - RFQ11-18D - Repair & Construction Services (< \$200k/project); Amount \$2,000,000;
 7. GATSO USA, Inc. - RFP13-09 - Red Light Safety Enforcement Program; Amount \$334,560.
- e. [Approval of the following Piggyback contracts:](#) 1 minute
1. Ring Power Systems - Sourcewell 120617-CAT - CAT Diesel & Natural Gas Generator Sets; \$200,000. Term through January 29, 2023;
 2. Core & Main LP - City of St. Petersburg - Blanket Purchase Agreement 226457; \$800,000. Term through September 30, 2022.

11. Action Items Requiring Discussion

- a. [Discussion of Parking in area of Library and Events Center/MLK Jr. Park](#) 20 Minutes
- b. [Moving Commission meetings back to Commission Chambers](#) 10 Minutes
- c. [Advisory Board Renewal \(required by May 1, 2021\)](#) 20 minutes

12. Public Hearings

- a. [Request of the City of Winter Park for: \(Postponed to the April 28 Regular Commission meeting at the request of City staff\)](#) 5 minutes
 - An Ordinance to establish regulations regarding artificial turf. (2nd Reading)

13. City Commission Reports

14. Summary of Meeting Actions

15. Adjournment



City Commission Regular Meeting

agenda item

item type Invocation	meeting date April 14, 2021
prepared by Kim Breland	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Rabbi Tzviky Dubov - Chabad of Greater Orlando

motion / recommendation

background

alternatives / other considerations

fiscal impact



City Commission Regular Meeting

agenda item

item type City Manager's Report	meeting date April 14, 2021
prepared by Jennifer Guittard	approved by Peter Moore, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

City Manager's Report

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

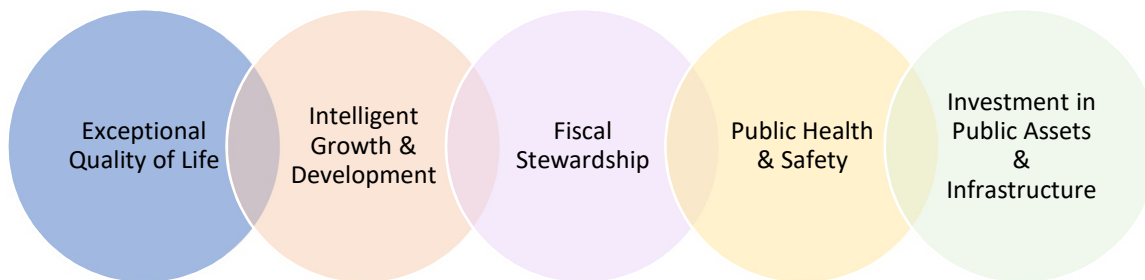
[90Day Report 4.14.21.pdf](#)



90-Day Report

This outline provides a timetable for issues and items that are planned to come before the commission over the next three months as well as the status of initiatives that do not have any determined completion date. These are estimates and will be updated on a monthly basis.

City of Winter Park Strategic Objectives



Upcoming Commission Items

Title 1: Exceptional Quality of Life

Item	Description	Item Department	Item Date
Tree Preservation Ordinance	Tree Preservation Board met in February to reconvene discussions related to the Tree Preservation Ordinance, but no final approval or acceptance was made. Board will continue to work on finalizing language of the ordinance and once completed will bring proposed ordinance to Planning and Zoning for review and approval.	Parks	May

Item	Description	Item Department	Item Date
MLK Park Plan	The City's consultant Dix-Hite has completed their initial concept plan for MLK Park. An initial opinion of costs has been developed and provided as part of the CRA Capital Improvement Plan over a two year period beginning in FY2023. The next step will involve a joint meeting between both Parks and Recreation Advisory Board and Community Redevelopment Agency Board where initial concept plan for the park will be reviewed and staff provided with public feedback. Conceptual design and upgrades to Shady Park have been approved and include removal of the spray play. Funds are budgeted for the current fiscal year and project should begin in late summer 2021.	Parks	June

Title 2: Intelligent Growth & Development

Item	Description	Item Department	Item Date
Progress Pointe Redevelopment	Presenting the contracted redevelopment plan to commission.	Planning & Transportation	Apr

Additional Items of City Interest

Title 3: Exceptional Quality of Life

Item	Description	Item Department
Library & Events Center	The Library/Events Center construction continues on schedule however a budget shortfall has arisen due to the lack of donor funding for the outdoor amphitheater which is currently 75% complete. The inside of the Library system rough-ins are nearing completion and installation of drywall is approximately 75% complete. The roof top HVAC systems have been mounted and are currently being utilized with proper filtration. On the events center, interior framing and system rough-ins are nearing completion with drywall currently underway. The monumental staircase is being fabricated and installed. The porte cochere steel framing and precast installation are complete. The outdoor amphitheater stage structural slab has been poured and the pond reshaping is complete. The installation of the outdoor amphitheater raked tiers and the plinth wall are nearly complete with plinth bench wall under construction. The parking lot construction is underway beginning in the south west corner of the project.	Public Works
Public Art for I-4	This \$150,000 public art project, paid for by FDOT, will be installed at the NE corner of W. Fairbanks and I-4. Design selection company, RLF, is finalizing their installation schedule to meet project deadline of June 30, 2021. The second and final grant installment of \$120,000 from I-4 Ultimate has been received.	Administration

Title 4: Fiscal Stewardship

Item	Description	Item Department
Vacant Storefront Program	Economic Development staff is working with the Economic Development Advisory Board (EDAB), merchants, and property owners on developing an incentive program to provide elevated aesthetics for vacant storefronts. The program was unanimously approved by EDAB on 3/9/21. Staff is now working with vacant property owners to provide technical assistance on the program.	CRA

Title 5: Intelligent Growth & Development

Item	Description	Item Department
Sustainability Plan	The KWPB&S Board will review the current Sustainability Action and refresh it with updated goals in the shorter term (2025) and longer term (2050). These proposed updates will be presented to related City Boards for feedback and support.	Sustainability & Planning

Title 6: Investment in Public Assets & Infrastructure

Item	Description	Item Department
Electric Undergrounding	Miles of Undergrounding performed Project G: 4.1 miles 91% complete Project I: 6.9 miles 81% complete Project W: 0.26 miles Complete TOTAL so far for FY 2021: 3.7 miles	Electric
Lakes Health Analysis	The Natural Resources Division of Parks along with Public Works, has prepared a presentation detailing historic and existing lake water quality along with previously implemented improvement projects and proposed future projects for information and discussion. This item will be presented to the Lakes Advisory Board then Commission.	Parks

Upcoming Advisory Board Meetings

This report provides a summary of upcoming board meetings currently scheduled on the calendar for the next month. The full calendar is accessible on the City's website at: <https://cityofwinterpark.org/government/board-public-meetings/>

Additional information relating to all of the City's boards such as meeting schedules, agendas, minutes, and board membership can be located on the City website at: <https://cityofwinterpark.org/government/boards/>

April Board Meetings

Advisory Board	Meeting Date	Meeting Time
Civil Service Board	4/6/21	4 p.m.
Planning & Zoning Board	4/6/21	6 p.m.
Economic Development Advisory Board	4/13/21	8:15 a.m.
Lakes and Waterways Advisory Board	4/13/21	Noon
Historic Preservation Board	4/14/21	9 a.m.
Golf Course Advisory Board	4/19/21	7:30 a.m.
Public Art Advisory Board	4/19/21	Noon
Transportation Advisory Board	4/19/21	4 p.m.
Keep Winter Park Beautiful and Sustainable Advisory Board	4/20/21	11:45 a.m.
Board of Adjustments	4/20/21	5 p.m.
Parks & Recreation Advisory Board	4/21/21	5:30 p.m.
CRA Advisory Board	4/22/21	Noon
Utilities Advisory Board	4/27/21	Noon
Tree Preservation Board	4/27/21	5 p.m.

Note: This calendar does not include work sessions.



City Commission Regular Meeting

agenda item

item type City Manager's Report	meeting date April 14, 2021
prepared by Jennifer Guittard	approved by Peter Moore, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

CIP Report

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[CIP Report 4.14.21.pdf](#)



This report is updated monthly to monitor capital projects occurring throughout the city and to provide information about recently completed projects. The project status options have been adjusted to (Planning, Active, Pending). To define; all projects in design, research, or review are in the Planning status. All projects with purchases, construction, and implementation are in the Active status. The remaining projects have a Pending status that have stopped the planning or active work of a project such as pending review and approval, additional funding, and scheduling.

Count by Status

Project Status	Planning Status	Active Status	Pending Status
Count Total 56	21	19	12

Title 1: Planning Status

Project	Project Update	Strategic Objective	Division
1792 Streetscape Imp.	PD&E amendment approved at CRA meeting 1/27/20. Design review underway by FDOT and staff. An FDOT public meeting is scheduled for April 29th. Final plans are anticipated end of FY21.	Intelligent Growth & Development	CRA
Cemetery Improvements	Monument Warehouse was awarded the contract for fabrication/installation of Pineywood Columbarium in late March. Staff will be finalizing design and seeking PRAB approval prior to beginning fabrication. Fabrication and Installation take upwards of 6 months so expected completion is January 2022.	Investment in Public Assets & Infrastructure	Parks
Downtown Enhancements	Design for new Central Park stage approved by CRA Agency. Architect contract approved and design underway for review upon completion. Staff anticipates a 3-4 month timeline. Funding for this project is currently scheduled in FY24 in the CRA CIP. Additional completed improvements include 18 trash cans/recycle bins replaced and 204 streetlights repainted.	Exceptional Quality of Life	CRA
East OC Service Improvement	Planning redirection of flow to East plant.	Investment in Public Assets	Water & Sewer

Project	Project Update	Strategic Objective	Division
		& Infrastructure	
Fire Safety Equipment	Finalizing interfaces with IT with expectations of going to bid to upgrade the alerting system.	Public Health & Safety	Fire
Golf Course Enhancements	Dix Hite provided final conceptual design for country club patio improvements. Golf Advisory received design on 2/16 and will be providing comments and direction at March meeting. Work is tentatively scheduled to commence in mid-summer.	Exceptional Quality of Life	Parks
Improve Mead Garden	City and Mead are coordinating major CIP projects related to ADA restrooms, parking lot improvements, and ADA pathways. Parking lot renovations slated to begin in May/June 2021. ADA restrooms will begin construction in June/July 2021.	Exceptional Quality of Life	Parks
Kennedy Rd Wide Force Mn	Received roadway documents from County and reviewing for existing force main conflicts. Construction estimated for May 2023.	Investment in Public Assets & Infrastructure	Water & Sewer
Lift Station R&R	Lift Station #6 (Fairway) and #33 (Park Manor) rehabilitations complete. Designing upgrades for Lift Station #47 (Ranger). Reviewing lift station conditions for future rehabilitations next fiscal year.	Intelligent Growth & Development	Water & Sewer
MLK Weather Monitoring Station	Currently working with Orange County EPD and State DEP on building options for replacement at the western portion of the park adjacent to the Parks Maintenance building. Construction planned for June 2021 with completion and removed of existing building by October 2021.	Intelligent Growth & Development	Public Works
Progress Pointe Redevelopment	Plan development with Planning and Transportation department to construct commissions guidance for a City Park, potential parking garage, and small commercial buildings.	Investment in Public Assets & Infrastructure	Transportation
Ravadauge Lift Station	Location with developer has been accepted. Coordinating with developer to update design flows for Ravadauge development and lift station. Design work anticipated to be completed by end of 2021.	Investment in Public Assets & Infrastructure	Water & Sewer

Project	Project Update	Strategic Objective	Division
Replace Asbestos Force Mains	Prioritizing projects within the City limits. Evaluating alternative drilling replacement technique in unincorporated Orange County locations.	Investment in Public Assets & Infrastructure	Water & Sewer
Richard Crotty Pkw	Project construction scheduled per Orange County for Spring 2022. Water and wastewater utilities design 95% complete.	Investment in Public Assets & Infrastructure	Water & Sewer
Sewer Main Extensions	Extension of sewer mains to support new development or redevelopment. Harold Avenue sewer main extension pending finalizing negotiations with City of Altamonte Springs.	Investment in Public Assets & Infrastructure	Water & Sewer
Shady Park Area Improvements	Plan concept reviewed by CRA Agency. Evaluation of splash pad area reutilization underway. Staff is coordinating with the Parks Department and public on feedback for reclaimed splash pad area. Staff anticipates review by the Agency in July/August.	Exceptional Quality of Life	CRA
Showalter Improvements	Stadium Concession Stand improvements planned for late Spring 2021. Staff currently securing quotes for pavilion structure and installation.	Exceptional Quality of Life	Parks
Solar Awning Construction	Developing scope to issue RFP	Intelligent Growth & Development	Electric
Stormwater Improvements	Final report received by staff. Plan includes options for improvements at Lake Mendon, Canton Ave, and 9th Grade Center Pond. Staff recommendations for funding anticipated for next CRA Agency meeting.	Investment in Public Assets & Infrastructure	CRA
UT Lines 434 Road Widening	Design is 90% complete. FDOT has delayed roadway project bid until December 2022.	Investment in Public Assets & Infrastructure	Water & Sewer
Winter Park Sports Complex	Department is working with Field Turf for design and formal quote for Ward fields. Grass Field renovations of A1/A2 are scheduled to begin late May. Baseball field renovations are also slated to begin on field 1, 4, and 5 this summer. Parks has met with Public Works to also begin planning of sidewalks.	Investment in Public Assets & Infrastructure	Parks

Title 2: Active Status

Project	Project Update	Strategic Objective	Division
Bicycle & Pedestrian Improvement	Construction of sidewalk on Dundee is 90% completed. Garden Drive pre-construction meeting happened first week of March, construction to start two-three weeks after Easter. Due to permitting this project will be two phases; Denning to Orchid would be phase 1 then Orchid to 17-92 would be phase 2. Camelia Avenue sidewalk project will commence after Garden Drive.	Exceptional Quality of Life	Transportation
CRA Small Projects	Canton & Garfield pedestrian connection. Project provides access and pedestrian safety as an enhanced route adjacent to the railroad tracks. It also includes a cooperative effort to mitigate the exposed dumpster location at the end of Garfield Avenue. Permits with FDOT being coordinated.	Intelligent Growth & Development	CRA
Denning/Fairbanks Traffic & SW	Purchase of 901 W. Fairbanks approved by CRA Agency. Due diligence period underway. Property purchase to address park acquisition and transportation needs consistent with CRA plan.	Investment in Public Assets & Infrastructure	CRA
Electric Undergrounding Project	Miles of Undergrounding performed Project G: 4.1 miles 91% complete Project I: 6.9 miles 81% complete Project W: 0.26 miles Complete TOTAL so far for FY 2021: 3.7 miles	Investment in Public Assets & Infrastructure	Electric
ERP Software Project	Parking Tickets are now live. Currently implementing software modules for Utility Billing scheduled to go live July 2021 and Code Enforcement September 2021.	Fiscal Stewardship	IT
Facility Capital Improvements	Floor cleaning for Building 10 is complete and Public Safety is in the final stages. Kraft Azalea dock repair is complete. HVAC units and water heater have been replaced at the Tennis Center. In the process of quoting replacement HVAC for the Winter Park Country Club.	Investment in Public Assets & Infrastructure	Public Works

Project	Project Update	Strategic Objective	Division
Improve Howell Branch Preserve Property	The FDEP approved the restrictive covenant and our commencement request. We are in the procurement process to approve a contractor for the exotic vine control, trail plan, and public outreach plan. We are estimating FDEP to reimburse appraisal value.	Investment in Public Assets & Infrastructure	Parks
IT Infrastructure Upgrade	Funding being utilized for modernization of access controls and video management systems throughout the City.	Fiscal Stewardship	IT
Library	The Library/Events Center construction continues on schedule however a budget shortfall has arisen due to the lack of donor funding for the outdoor amphitheater which is currently 75% complete. The inside of the Library system rough-ins are nearing completion and installation of drywall is approximately 75% complete. The roof top HVAC systems have been mounted and are currently being utilized with proper filtration. On the events center, interior framing and system rough-ins are nearing completion with drywall currently underway. The monumental staircase is being fabricated and installed. The porte cochere steel framing and precast installation are complete. The outdoor amphitheater stage structural slab has been poured and the pond reshaping is complete. The installation of the outdoor amphitheater raked tiers and the plinth wall are nearly complete with plinth bench wall under construction. The parking lot construction is underway beginning in the south west corner of the project.	Exceptional Quality of Life	Public Works
New York Streetscape	Signed plans and permits received. Solicitation for bids received. Coordination with Procurement underway. Improvement highlights include pedestrian crosswalks, ADA compliant intersection improvements, and mast arms at Fairbanks and New York. Final adjustments to design underway by staff with bid for materials	Intelligent Growth & Development	CRA

Project	Project Update	Strategic Objective	Division
	soon thereafter. Mast arm delivery is expected in September 2021.		
Post Office Acquisition	Pending Negotiations with Post Office Underway.	Investment in Public Assets & Infrastructure	CRA
Sewer Capacity	Purchase of additional wastewater treatment capacity with City of Altamonte Springs in contract negotiations. Working on providing information requested by City of Altomnte Springs.	Investment in Public Assets & Infrastructure	Water & Sewer
Signalization Upgrade	New Traffic controllers have been purchased. City staff is updating traffic signal inventory to have the most current data, and City staff is learning how to use the new controllers.	Investment in Public Assets & Infrastructure	Transportation
Stormwater Rehab	Projects being scheduled for construction are: the weir on Beachview, fleet wash down area, lake maintenance access ramp to Lake Osceola, ponds construction at Ward Park, Greentree drive drainage, Sherbrooke Road drainage, drainage connection on N. Phelps at Chestnut Ave, and drainage improvements on Morse Blvd near the Event Center.	Investment in Public Assets & Infrastructure	Stormwater
Upgrade Water Mains	Lake Killarney Shores subdivision upgrades complete. Currently working on water main upgrades on Hawick Lane, Tyree Avenue, St. Andrews Blvd. and Nairn Drive. Lake Knowles Terrace, Flora Park, Winter Park Heights and Conwell Estates subdivision planned for water main upgrades to start work after fiber optic conduits filled with cable and can be located.	Investment in Public Assets & Infrastructure	Water & Sewer
Ward Park Improvements	Cady Way Tennis Courts completed. Resurfaced with addition of 6 pickleball courts. Playground pieces and landscaping at North side of park are scheduled for this month.	Exceptional Quality of Life	Parks
Water Treatment Plants R&R	Replaced nitrogen boost/compressed air skids at the Magnolia and Aloma WTPs. Replacing sodium hypochlorite tanks at Magnolia, Aloma and Swoope WTPs. Replacing ozone generator transformer at Swoope WTP.	Investment in Public Assets & Infrastructure	Water & Sewer

As of 4/14/21, pg6

Project	Project Update	Strategic Objective	Division
Winter Park Rd SW Pond	Land purchase complete. Design complete. Land to be cleared by end of April.	Investment in Public Assets & Infrastructure	Stormwater
WP Estates WW Plant	Procuring emergency generator replacement.	Investment in Public Assets & Infrastructure	Water & Sewer

Title 3: Pending Status

Project	Project Update	Strategic Objective	Division
Decorative Lights and Trees in CRA	140 total decorative lights have been installed. Coordination with Electric Utility on assessment of light replacements/additions as needed.	Intelligent Growth & Development	CRA
Denning Dr. Intersection	Approved project complete. Extension to railroad north under consideration. Extension estimated at \$400k. Pending future funding and discussion.	Investment in Public Assets & Infrastructure	CRA
Dinky Dock Renovations	Beach rehab/dredge and parking improvements on hold for Rollins construction to complete. Swimming pier and boardwalk repair and renovation began July 20 out of necessity.	Exceptional Quality of Life	Parks
Field & Tennis Lighting	Replacement lights pending future funding. FY21 replacement were pushed out in the budget.	Exceptional Quality of Life	Parks
Harper Parking	Scope of work removed from the Library Project. Could be implemented in the future if needed.	Investment in Public Assets & Infrastructure	Public Works
Lake Bell Weir Improvements	Pending monitoring assessment	Investment in Public Assets & Infrastructure	Stormwater
Meter Data Management Upgrade	Implementation of new cloud based software and integration with Tyler. This is dependent upon Tyler's schedule for the Utility Billing module. There is some coordination involved between Harris SmartWorks MDM software and Tyler Munis. Harris is waiting for information from Tyler and are on hold until Tyler provides it.	Investment in Public Assets & Infrastructure	Water & Sewer
N Lakemont Seminole Ditch	On hold for agreement to be signed with Seminole Co.	Investment in Public Assets & Infrastructure	Stormwater

Project	Project Update	Strategic Objective	Division
St. Andrews Trail	Design completed for which the City has been reimbursed by the FDOT. Construction is on hold until FDOT funding is released in 2023.	Investment in Public Assets & Infrastructure	Transportation
Stirling Bridge Replace	Pending permits determination and labor availability.	Investment in Public Assets & Infrastructure	Stormwater
Storage Building Cemetery/Golf Substation Transformers	Pending property determination	Exceptional Quality of Life	Parks
	Pending monitoring assessment of transformer	Fiscal Stewardship	Electric

Recently Completed Projects

Parks & Recreation

The Parks department completed the Phelps Park Playground renovation and re-opened to the public as part of the City's Exceptional Quality of Life strategic objective.



Major Non-City ROW Work

TECO Gas

The utility will be working in Winter Park to locate, repair, and replace gas mains along Palmer Ave. and side streets in a multi phased improvement project. They are currently on phase 4 of 4. We receive planned updates as they submit permitting. Estimated completion summer 2021.



City Commission Regular Meeting

agenda item

item type	Consent Agenda	meeting date	April 14, 2021
prepared by	Rene Cranis	approved by	Michelle Neuner, Randy Knight
board approval	Completed		
strategic objective			

subject

Approve the minutes of the regular meeting of March 24, 2021.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[032421rs.pdf](#)



City Commission Regular Meeting Minutes

March 24, 2021 at 3:30 p.m.

WP Community Center
721 W. New England Avenue | Winter Park, Florida

Present

Mayor Phil Anderson
Commissioner Marty Sullivan
Commissioner Sheila DeCiccio
Commissioner Carolyn Cooper
Commissioner Todd Weaver

City Manager Randy Knight
City Attorney Kurt Ardaman
City Clerk Rene Cranis

1) Meeting Called to Order

Vice-Mayor Cooper called the meeting to order at 3:30 p.m.

2) Invocation and Pledge of Allegiance

Reverend Alison Harrity, St. Richards Episcopal Church, provided the invocation, followed by the Pledge of Allegiance

3) Oath of Office

Mayor Anderson was issued the oath of office by his wife, Jennifer. Mayor Anderson thanked his family for their support and expressed his appreciation for the members of the Commission and the city's residents. He spoke on the city's charm and character and expressed his intent to represent the citizens into the future.

4) Approval of Agenda

Motion made by Commissioner DeCiccio to approve the agenda; seconded by Commissioner Sullivan. Motion carried unanimously with a 5-0 vote.

5) Mayor's Report

Mayor Anderson said that tours of the new Library and Event Center are being offered on Thursdays and urged the public to contact the Library to schedule a tour.

6) City Manager's Report

a. Schedule Strategic Planning Work Session

Mr. Knight advised that a work session has been scheduled for Tuesday, March 30th at 10:00 a.m. Mayor Anderson stated the purpose of the work session is for the commission to present their list of priorities in advance of a strategic planning session.

b. City Manager's Report

Mr. Knight stated that Congresswoman Murphy has requested the city's two projects for federal earmark funds by April 1st. The projects must be constructed within 12 months of approval/allocation and could include the Central Park Stage, solar awnings at the public works compound, Mead Garden improvements or parking deck at MLK Park.

After discussion on potential projects, it was agreed to add solar retrofit at the Library to the list and then discuss and narrow the list in the March 25th work session. Mr. Knight and Mayor Anderson would then discuss the list with Congresswoman Murphy.

Mr. Knight stated that one-half of the COVID relief funding of approximately \$12.9 million is anticipated in 60-90 days and the second half next year. Staff will be providing details on eligible uses of those funds which include replacement of lost revenue, broadband expansion, water and sewer projects, assistance to households, small businesses, non-profits, travel and tourism and other affected industries.

7) City Attorney's Report

8) Non-Action Items

9) Citizen Comments | 5 p.m. or soon thereafter (Heard after Item 11a)

10) Consent Agenda

- a. Approve the minutes of the regular meeting of March 10, 2021. (Pulled by Commissioner Weaver)
- b. Approve the minutes of the work session of March 11, 2021. (Pulled by Commissioner Weaver)
- c. Approval of the following contracts:
 1. Cintas Corporation - FY21-17 - Fire Protection Services; Additional \$75,000 for contract term.
- d. Approval of the following Formal Solicitation:
 1. Monument Warehouse, LLC - RFP19-21 – Pineywood Cemetery Columbarium; Amount \$235,000.
- e. Approval of the following Piggyback contracts:
 2. LaFleur Nurseries & Garden Center, LLC - City of Longwood, RFQ #02092017 - Landscape & Irrigation Services - Projects < \$500k; Amount \$300,000.

Commissioner Weaver pulled Items a and b from the Consent Agenda.

Motion made by Commissioner Cooper to approve Consent Agenda Items c-e; seconded by Commissioner Weaver. There were no public comments. **Upon a roll call vote, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 – 0 vote.**

Item 10a: Commissioner Weaver clarified that under his report his intent regarding re-allocation of CRA Funds was only for Comstock parking, not Harper parking.

Item 10b:

Page 2, 4th paragraph: **Motion made by Commissioner Weaver to amend the minutes reflect that he asked staff to have Kimley Horn to provide an example of an existing six-point roundabout and the area of the roundabout; seconded by Commissioner Cooper.**

Page 2, Subarea C, Maximum Height, Commissioner Weaver said he feels it is ambiguous and should read two stories including possible rooftop. After discussion, consensus was to discuss in the next workshop to clarify the Commission's intent.

Page 3, Subarea D, Maximum Height. Commissioner Cooper agreed with the 5-story maximum height, but the maximum height for properties facing Orange Avenue is 2 stories. (To be addressed in the OAO work session on March 25th)

Page 4, 2nd paragraph, **Motion made by Mayor Anderson to amend the work session minutes striking "at 5:15"; seconded by Commissioner Weaver.**

Upon a voice vote, the motions to amend the work session minutes passed unanimously with a 5 - 0 vote.

Motion made by Commissioner Weaver to approve Items a and b as amended; seconded by Commissioner DeCiccio. Motion carried unanimously with a 5 – 0 vote.

11) Action Items Requiring Discussion

Sarah Walter, Transportation Manager, gave a presentation showing the Killarney Avenue street network and cut-through traffic, prior solutions and implementation. She reviewed the existing improvements of temporary barriers at the intersection of Broadview, Dallas and Groves Avenues and bollards on Killarney south of Fairview, which has received positive feedback from residents. At the direction of the Commission, staff re-evaluated options and evaluated others that were submitted since release of the agenda packet. She reviewed the options and potential cost and basis for staff's support/rejection of each option. Staff supports Option 1 replacing the temporary barriers with a parklet at Broadview, Dallas and Grove Avenues.

In-depth discussion was held on traffic issues, solutions and impact, the 1999 Comprehensive Plan which addressed future traffic flow and solutions, and planning in anticipation of future land use changes and need for further discussion.

In response to comments by Mayor Anderson, Mrs. Walter confirmed that Option 1 is in place now with the recommendation to add the parklet at a projected cost to the city of \$165,000, with a funding source to be determined. Mr. Knight advised that it could be funded from the Parks Acquisition Fund.

Commissioners Cooper and Weaver expressed their preference to use CRA funds for the parklet. Mr. Knight advised that use of CRA funds must be approved by the Community Redevelopment Agency.

Motion made by Commissioner DeCiccio to approve funding for parklet (approximately \$165,000) and leave what is there now and to have a worksession to discuss issues regarding future land use; seconded by Commissioner Cooper.

Motion made by Commissioner Weaver to reimburse the supplier of bollards; (approximately \$4,000) seconded by Commissioner Sullivan.

Motion made by Commissioner DeCiccio to fund the parklet from the Parks Acquisition Fund; seconded by Commissioner Weaver.

Mary Black, 1334 Dallas Avenue, thanked the city for their work and encouraged the commission to protect the neighborhood from high density development. She spoke on the poor condition of the roads and deterioration of the neighborhood and asked the city for improvements.

Nort Northam, 120 Broadview Avenue, commented on the options presented and asked that this be tabled to allow for neighborhood and staff discussion to develop a solution.

David Sutphin, 350 Killarney Drive, supported the current plan and urged the Commission to follow the advice of the professionals who implemented the current plan.

Kimberly Woodham, 1321 Fairview Avenue, spoke in opposition to all options and in favor of a work session and asked to be notified of future discussions.

Joseph Linartas, 1310 Fairview Avenue, said he feels this is an issue of separation of the neighborhood and urged further discussion of options, all of which he opposed.

David Dickerson, 1300 Fairview Avenue, thanked the Commission for listening to their concerns and said that the bollards have significantly decreased cut-through traffic, but there may be acceptable modifications to the options presented.

James Giuliano, 867 S. Pennsylvania Avenue, commented what he sees as a lack of engagement and communication with stakeholders.

Beth Hall, 516 Sylvan Drive, suggested that the parklet be added to the project list for Federal earmarked funds.

Upon a roll call vote on the motion to fund the parklet using the Park Acquisition Fund, Mayor Anderson and Commissioners Sullivan and DeCiccio voted yes. Commissioner Coopers and Weaver voted no. Motion carried with a 3 - 2 vote.

Upon a roll call vote on the motion to reimburse the supplier of the bollards, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.

Upon a roll call vote on the motion to build a parklet and to leave what is there now and to have a worksession to deal with issues regarding future land use, Mayor Anderson and Commissioners, Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.

9) Citizen Comments | 5 p.m. or soon thereafter

Elizabeth Kufrovich, 600 Village Lane, spoke on the homeless population and solicitation on Semoran Boulevard and said she feels it is handled ineffectively and urged policy change to refer the homeless population to programs. Mr. Knight said the city staff works with homeless agencies to assess homeless population needs on a case by case basis and advised that solicitation in traffic is prohibited in Winter Park.

Jackie Oswalt Moore, 929 W. Fairbanks Avenue, questioned the push for higher density in the city and asked for clarification on parking for MLK Park. Mr. Knight explained that proposed grass parking spaces are between the pond by the library and Lake Island Recreation Center.

Commissioner Weaver stated that the city has an agreement with Advent Health to use 25 parking spaces after hours, but it is likely at the availability is not known and suggested that signs be installed.

Kira Calvaresi spoke on the use of 1019 Fairbanks Avenue for parking and feels that communication about the parking at Advent Health is less costly than creating more parking.

James Giuliani, 867 S. Pennsylvania Avenue, said he has filed a complaint regarding a neighbor operating a business from his home and asked the city enforce its codes.

Mayor Anderson called for a recess at 6:06 and reconvened the meeting at 6:20.

Kira Calvaresi expressed her concern regarding participation in the OAO process and urged the city to invite and encourage public participation in advisory board meetings and work sessions. She asked that the parking garage development or any development on the Harper or Comstock be delayed until public input is received.

Elijah Noel, 1305 Morgan Stanley Avenue, thanked the Commission for their continued service and welcomed Mayor Anderson.

- b. Discuss the implementation of the Harper Street on-street parking adjacent to the new Library and Events Center and consider addition of 81 grass parking spaces south of site. **This item was addressed after Item 12c.**

12) Public Hearings

- c. Request of the City of Winter Park for:
- Amendment of the Fee Schedule to re-establish an Affordable Housing Fee
 - RESOLUTION 2246-21 – A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, PROVIDING FOR AN AFFORDABLE AND WORKFORCE HOUSING PLAN; PROVIDING FOR SEVERABILITY, NON-LIMITATION OF AUTHORITY AND AN EFFECTIVE DATE.
 - Joint Participation Agreement with Habitat for Humanity of Winter Park/Maitland, Inc.

Attorney Ardaman read the resolution by title.

Jeff Briggs, Principal Planner, reviewed these requests relating to the Affordable Housing Program. He responded to questions regarding the fee and use of funds and stated that automatic renewal of the agreement does not commit to funding unless it is approved in each budget year. He provided the history of fee, reasons for suspending the fee and use of fees for improvements of properties under operation of Housing Authority.

Commissioner Cooper suggested that the agreement return to the Commission for approval in five years rather than having an automatic renewal.

Motion made by Commissioner Sullivan to approve the resolution, amendment of the fee schedule to re-establish the affordable housing fee and approve the joint participation agreement; seconded by Commissioner DeCiccio.

Motion made by Commissioner Cooper to amend the resolution to incorporate the language from the CRA Plan that “the city will deliberately avoid concentrating a particular type of housing or economic class of household in specific areas. To do so would be contrary to the redevelopment goals of the city as well as unfair to the households in neighborhoods. Home ownership and single-family homes is the city’s preference.”

Mr. Briggs stated that there is no definition of concentration and that it can be construed differently when applied to buildings, an area, a block or the city limits. The intent is to make sure projects are single-family homes and townhouse.

Commissioner Cooper said she feels the focus should be on ownership, either single-family or low density and that affordable housing should be expanded and extended throughout the community.

Motion was revised by Commissioner Cooper to state that single-family or low density is the city's preference; seconded by Mayor Anderson.

Motion made by Commissioner Cooper to amend the resolution to avoid concentrating all of our affordable housing in one specific area. (Withdrawn)

Mr. Briggs stated that, economically, it may not be feasible due to the high cost of lots in some areas of the city and as a result, affordable lots may be concentrated in certain areas. Discussion followed on impact of concentrated affordable housing and Mayor Anderson suggested a strategic discussion around workforce and affordable housing and withhold that piece to discuss as part of strategic planning. **Commissioner Cooper withdrew her motion.**

Mayor Anderson commented on the automatic renewal of the five-year term and Mr. Briggs stated they would revise the agreement to exclude automatic renewal.

Commissioner Cooper clarified her motion was to allow both single-family and townhomes.

Hal George, Habitat for Humanity and Chair of Winter Park Housing Authority, thanked the city for its support of Habitat for Humanity and spoke on its projects and benefits to the community and stakeholders. He advised that there are opportunities for affordable housing funds to be used toward Housing Authority property improvements.

Andrew Bachrach and Kara Wilcox, Trinity Prep students, shared their experiences as volunteers with Habitat for Humanity and thanked the city for their support.

Upon a roll call vote on the motion to amend the resolution to include the city's preference for single-family or townhomes, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 – 0 vote.

Upon a roll call vote on the main motion as amended, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.

11) Action Items Requiring Discussion (continued)

- b. Discuss the implementation of the Harper Street on-street parking adjacent to the new Library and Events Center and consider addition of 81 grass parking spaces south of site.

Mr. Knight stated that as part of the Library and Event Center project, the contractor is preparing to begin construction of parking on Harper Street; however, staff is recommending as an alternative creating a grass lot south of the pond near the Lake Island Recreation Center to create 81 spaces for overflow parking for the Center as well

events at the playing fields. He pointed out that the main parking lot meets code requirements for the Center and responded to questions regarding parking needs.

Commissioner Weaver proposed eliminating some parking spaces in the grass lot to avoid demolition of the Lake Island Rec Center and reduce the cost.

Mr. Knight advised that a decision on this proposal is necessary since the contractor is ready to begin construction of the on-street parking in a couple of weeks and needs to adjust their schedule if the parking is removed from the project. He added that the completion of the Center is not anticipated until the end of the year and said that if on-street parking or the grass parking are not constructed at this time, either or could be constructed at a later date.

Discussion followed on parking demands, options, timing of planned parking improvements on Harper and Comstock and impact on the Library and Event Center project. Consensus was to remove the on-street parking on Harper Street and not move forward with the green space parking at this time.

Motion made by Mayor Anderson to table this matter to the next Commission meeting to obtain data and determine shortages and delay the start of the start of the construction of the on-street parking on Harper Street. (Failed for lack of second)

Motion made by Commissioner Weaver to delete Harper Street parking from Library construction; seconded by Commissioner Sullivan. There were no public comments. **Upon a roll call vote, Mayor Anderson and Commissioners Sullivan, DeCiccio and Weaver voted yes. Commissioner Cooper voted no. Motion carried with a 4 - 1 vote.**

12) Public Hearings

b. Request of Lake Spier Development LLC for:

Conditional Use approval to allow for the development of ten two-story townhouses on the 1.28 acres at 1915 S. Lakemont Avenue, zoned R-2.

Jeff Briggs, Principal Planner, gave a presentation on this request for conditional use approval which is needed to determine whether conditions are necessary to ensure compatibility with the adjacent neighborhood. He reviewed the plans including stormwater retention, access for public safety vehicles and access to prevent cut-through vehicle and pedestrian traffic to the adjacent neighborhood. The Planning and Zoning Board recommended approval with two conditions:

1. No motorized watercraft use, mooring, storing, tying up or access shall be permitted upon or from the property or the property's docks. At the time of platting, a Declaration of Covenants, Conditions & Restrictions shall be recorded

in the public records containing language acceptable to and enforceable by the City incorporating this restriction as a deed restriction binding upon the land.

2. The emergency access gate to Lake Spier Drive to be provided as described in the plans approved with the conditional use shall be for the City of Winter Park's emergency vehicle use only and there shall be no pedestrian gate or other access point provided between the development and Lake Spier Drive. The homeowners' association and lot owners shall not have access rights through the emergency access gate. The developer, at its expense, shall install the emergency access gate, emergency knox box and key box compliant with NFPA requirements. At the time of platting, a Declaration of Covenants, Conditions & Restrictions shall be recorded in the public records containing language acceptable to and enforceable by the City incorporating this restriction as a deed restriction binding upon the land. Further, the final plat shall dedicate to the City an emergency access easement for the City's use of the emergency access gate and setting forth the prohibition of access to Lake Spier Drive by the homeowners' association and lot owners.

Mr. Briggs responded to questions regarding surrounding zoning, pedestrian gate, utilities.

Commissioner Weaver expressed his concern regarding the impact to the shoreline during construction and dock placement and suggested that docks be moved in order to protect the shoreline and natural vegetation. Mr. Briggs advised that the Lakes and Waterways Board review is required for dock placement that the applicant can respond to shoreline concerns during construction.

Mr. Briggs responded to additional questions regarding lakefront setbacks, emergency vehicle access, walkability and connectivity and advised the cost of pedestrian crosswalk with signalization is approximately \$15,000.

Motion made by Commissioner Cooper to approve the requests with conditions approved by Planning and Zoning Board; seconded by Commissioner Sullivan.

Motion made by Commissioner Cooper to amend the motion to require the contractor add a crosswalk with flashers and any necessary sidewalks that Planning believes are necessary to allow residents to cross Lakemont safely; seconded by Commissioner Sullivan.

Motion made by Commissioner Weaver to amend the motion to require a 4-inch, 4-foot wide sidewalk from property line to property line along Lakemont, which would provide a continuous sidewalk along Lakemont as properties redevelop to the north and south; seconded by Commissioner Cooper. (withdrawn)

Mr. Briggs advised that the amendment to require sidewalks is not necessary because city code requires sidewalks from property line to property line with a new project. What is new to this is the crosswalk.

Commissioner Weaver withdrew his amendment.

Bronce Stephenson, Director of Planning and Transportation, clarified that this portion of Lakemont is on a curve so line of sight becomes an issue which will require the crosswalk at a location determined to be safe through a study.

Motion made by Commissioner Sullivan that the area from the pond edge to the lakeshore be natural, unirrigated plantings to protect the lake from run-off; seconded by Commissioner Weaver.

Shane Acevedo, property owner and applicant, 1817 Loch Berry Road, agreed to move the docks to the east and to natural, unirrigated plantings and stated they intend to leave the seawall. He explained changes to the plans made in consideration of the neighbors and said they are committed to the crosswalk.

Debbie Ivie, 1841 Lake Spier Drive, spoke in opposition due to density, incompatibility, environment and intrusion into neighborhood. She asked that Commission consider allowing only one boat dock, requiring very low and ambient lights, prohibiting spotlights, requiring sewer hookup and that the conditions be codified in HOA documents and recorded with the plat.

Edward Ivie, 1841 Lake Spier Drive, asked that the HOA documents include requirements for a fence, maintenance of the access gate, and that when the gate malfunctions it remain closed and include a deadline for repairs.

Susan Shaw, 2020 St. George Avenue, said she believes Lake Spier is not under Winter Park's jurisdiction. She expressed concern about the continued health of lake and asked that the city take steps so that the lake comes under its jurisdiction and enforcement.

Mr. Briggs stated that Lake Spier is in the city's jurisdiction and city ordinances apply to all lakes in Winter Park. He stated that the conditions will be included in the HOA documents and recorded with plat.

Rick Wilson, 1391 Lake Spier Drive, spoke about sewer lines, connection and ease of maintenance if they are within rights-of-way. He requested that sidewalks be extended to Barker and supported the crosswalks, a solid emergency access gate and time limit to repair the gate.

There were no other public comments.

Mr. Acevedo stated that the lighting plan complies with city code. He said that a custom horizontal fence will be installed along the perimeter of the property, and that there will

be two docks on Lake Spier, one for launching non-motorized watercraft and another for sitting or fishing. He said he would provide a solid gate to restrict lighting impact.

Motion made by Mayor Anderson to amend the motion to require a solid emergency access gate; seconded by Commissioner Cooper.

Upon a roll vote on the motion on the amendment requiring a crosswalk, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with 5 – 0 vote.

Upon a roll vote on the motion on the amendment requiring natural unirrigated plantings, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with 5 – 0 vote.

Upon a roll vote on the motion on the amendment requiring a solid access gate, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with 5 – 0 vote.

Upon a roll vote on the main motion as amended, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with 5 – 0 vote.

a. Request of the City of Winter Park for:

An Ordinance to establish regulations regarding artificial turf. (1st Reading)

Attorney Ardaman read the ordinance by title.

Mr. Briggs reviewed the ordinance establishing standards for artificial turf and requirements for maintenance and submittal of reports to Public Works to ensure the area remains pervious. He responded to questions stating that artificial turf has become desirable for homeowners for aesthetic reasons and there are no restrictions on where turf can be installed.

Commissioner Cooper commented on expanding the indemnification clause to include mold and chemicals. Attorney Ardaman suggested revising Section 58-170(b)(5)iii to read "... with respect to the artificial turf installation, maintenance and repair, including any drainage problem, mold problem, personal injury or property damage that may arise therefrom.

Motion made by Commissioner Cooper to approve the ordinance with the revised language provided by the City Attorney; seconded by Commissioner Weaver.

Mr. Briggs responded to questions stating he will provide information regarding maintenance, inspection and cost to city of inspections and also provide information on establishing maximum pervious coverage and best practices at second reading.

**Motion made by Commissioner Weaver to table; seconded by Mayor Anderson.
(Withdrawn)**

There were no public comments.

Upon a roll call vote on the motion to approve with the amendment, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5-0 vote.

- d. ORDINANCE 3205-21 - AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA VACATING AND ABANDONING THE EASEMENT FOR PUBLIC UTILITIES COMPRISED OF THE EAST 3.00 FEET OF LOT 6 AND THE WEST 3.00 FEET OF LOT 39, BLOCK J, COMSTOCK PARK, AS RECORDED IN PLAT BOOK "K", PAGE 87, OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA, ENCUMBERING THE PROPERTY LOCATED AT 1021 BONITA DRIVE, WINTER PARK, FLORIDA; PROVIDING FOR CONFLICTS, RECORDING AND AN EFFECTIVE DATE. (2nd Reading)

Attorney Ardaman read the ordinance by title.

Motion made by Commissioner Cooper to adopt the ordinance; seconded by Commissioner Sullivan. There were no public comments. **Upon a roll call vote, Mayor Anderson and Commissioners Sullivan, DeCiccio, Cooper and Weaver voted yes. Motion carried unanimously with a 5 - 0 vote.**

13) City Commission Reports

Commissioner Sullivan

- Commented on the Killarney neighborhood and asked that staff list specific tasks to improve the area, and urged the commission and residents to submit suggestions to city staff, to develop an action plan with a timeline to complete improvements. Additionally, he requested that staff monitor the area for needed improvements and code compliance. Approved by consensus.

Commissioner DeCiccio

- Asked for an update on the on the use of \$500k CRA funds allocated to help businesses and whether the program is still necessary. Mr. Knight advised that a final report will be submitted for an April agenda.
- Commented on an email from David Bornstein, P & Z board member, requesting a work session on the OAO. After discussion on the status of the OAO and best process for moving forward, consensus was to schedule a joint work session after annual board appointments are made.
- Asked if there are plans to move meetings back to the Commission Chamber. Mr. Knight stated he will prepare a recommendation for the next meeting.

Commissioner Cooper

- Commented on proposed legislation to change the public notice requirements and stressed the need to publish public hearings and notices in the Sentinel.
- Welcomed Mayor Anderson.

Commissioner Weaver

- Welcomed Mayor Anderson.
- Said he feels the city should consider naming the park at Progress Point and asked for suggestions. Commissioner DeCiccio suggested naming it for Jeannette and Hugh McKean.
- Commented on an e-mail from a resident that uses Palmer Avenue and requested the city study the possibility of 4-way stop signs at some Palmer Avenue intersections. Discussion followed on traffic conditions and prior solutions and Mayor Anderson suggested that this be part of the Commission's discussion on traffic calming as a whole.
- Participated in and spoke at the Interfaith Education Project at Mead Garden.

Mayor Anderson

- Said he is looking forward to serving.

14) Summary of Meeting Actions

- New Mayor was sworn in.
- Mayor and City Manager will discuss possible earmark projects with Congresswoman Murphy's office.
- Approved consent agenda.
- Agreed not to building Harper Street on-street or grass parking area at MLK Park.
- Approved existing Killarney neighborhood traffic barriers, funding for parklet, reimbursement to the developer for the bollards.
- Reinstated the Affordable Housing Fee, approved the resolution and joint agreement with Habitat for Humanity.
- Approved conditional use for townhomes on Lake Spier.
- Directed staff to develop task list for improvements to Killarney tasks neighborhood.
- Place update of the \$500,000 allocation for business assistance during pandemic on upcoming agenda.
- Agreed to schedule a joint work session on the OAO with Planning and Zoning Board after annual board appointments and after Planning has made a presentation on the OAO to the P & Z Board.

Regular Meeting of the City Commission

March 24, 2021

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- Directed staff to make recommendation on returning to meet in the Commission Chamber.
- Directed staff to Palmer Avenue for traffic calming/signalization.

The meeting adjourned at 9:47 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission Regular Meeting

agenda item

item type	Consent Agenda	meeting date	April 14, 2021
prepared by	Rene Cranis	approved by	Michelle Neuner, Randy Knight
board approval	Completed		
strategic objective			

subject

Approve the minutes of the work session of March 25, 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[032521ws.pdf](#)



City Commission Work Session Minutes

March 25, 2021 at 1:00 p.m.

Virtual
401 S. Park Avenue | Winter Park, Florida

Present:

Mayor Phil Anderson
Vice-Mayor Carolyn Cooper
Commissioner Marty Sullivan
Commissioner Sheila DeCiccio
Commissioner Todd Weaver

City Manager Randy Knight
City Clerk Rene Cranis

Also Present:

Director of Planning and Transportation Bronce Stephenson
Transportation Manager Sarah Walter

1) Call to Order

Mayor Anderson called the meeting to order at 1:04 p.m.

2) Discussion Item(s)

a. Discussion on OAO Zoning Code

Mayor Anderson said he would like to discuss items, conceptually, and then in detail. He suggested removing Subarea G as he believes traffic, projects and major park projects should be considered before a final decision is made on Subarea G.

Discussion was held on use and intent of the Subarea G properties and potential size of structures and the properties the city is trying to purchase for road improvements/turn lanes.

Mayor Anderson asked staff to provide a study of intersections and statistical view of bottlenecks in the area to identify traffic problems and options to unlock the Fairbanks and Orange Avenue corridors. Vice Mayor Cooper asked for the list of accidents for the area to be included.

Mayor Anderson summarized the discussion stating there is support from the Commission was to remove Subarea G with staff to report back to the commission as requested.

The following items were discussed:

- Table 4 - Enhancement menu – Parking Category:
After discussion, consensus was to convert the Enhancement menu from percentage-based to square footage.

- Activate Enhancements:
Discussion was held on whether a parking garage should be required to unlock the enhancement menu.
- Realignment of Palmetto, massing studies and illustrations.
After discussion, consensus was to use the Palmetto Ave property for rendering showing 100% FAR created by LandDesign.

Mayor Anderson noted that LandDesign ratios in its illustrations showed more parking than the draft OAO ordinance. Mr. Stephenson will ask LandDesign to correct the errors. Commissioner Sullivan added that the Subarea D illustration should be updated to include the realignment of Palmetto as requested by the Commission.

- First WHEREAS paragraph.
Mr. Stephenson confirmed that the City Attorney had approved the language.

Commissioner Cooper's list:

- P. 1, #6. What is a realistic process and timing to pursue SunRail right of way use?
Mr. Stephenson will provide an update with processes to the Commission.
- Column A# 27 - Mobility Fee – Mr. Stephenson mentioned that there will be an internal impact fees discussion on April 5 and results of that discussion will be presented to the Commission. Discussion was held on the need for an impact fee to be adopted for the OAO prior to the second reading. Agreed by consensus.

Mayor Anderson suggested that at 3:00 p.m. the Commission begin the earmarks discussion and then restart OAO discussion. He asked that each commissioner give their top five or six items they would like to cover.

Commissioner Sullivan:

- Setbacks lines are specified but need to be defined as "build-to" line as a general concept on Orange Avenue and smaller lots on Fairbanks. Commissioner DeCiccio suggested it should apply to Progress Point as well. Agreed by consensus.
- Add "shared office space" as permitted use.

Commissioner DeCiccio:

- Progress Point – Decide on number of buildings, stories and uses.
- Bike paths locations.
- Holler J property development discussion

Discussion was held on Progress Point parameters. Consensus to allow a maximum height of 35 feet. Commissioner Cooper said the maximum pervious coverage should be corrected to be 75%. Mr. Stephenson stated that ACi is confirming that 90% FAR is correct for maximum achievable FAR with a parking structure.

Commissioner Weaver suggested extending the Progress Point parking garage over to Cypress Street. Agreed by consensus.

Commissioner Cooper expressed her concern about future considerations for setbacks and stepbacks and said Areas J and D along major arterial roads should match setbacks of Paseo. Staff will review and provide findings to the Commission.

Commissioner Weaver:

- Fairbanks Avenue. He discussed traffic light timings, eliminating curb cuts and moving primary access. He suggested making rear access to the J properties and on the northwest side of the G properties and putting a cul-de-sac at the end of Comstock at Lake Rose.
- Prohibited uses – Medical Marijuana dispensaries. He remarked that state statute allows dispensaries to be located anywhere pharmacies are allowed and asked staff to consult with the City Attorney to prevent any legal issues.

Commissioner Cooper:

- Parking in Area D – Multi-family. She expressed her concerns with reducing parking requirements and asked Mr. Stephenson to review the multi-family parking requirement.
- Page 8 – Circulation Requirements. She expressed concern about redevelopment of old car dealerships and abandoned church or schools. Discussion was held on traditional neighborhood design, understanding block sizes and how it relates the J properties. She asked the Commission to review the documentation she provided on this topic.

Discussion moved to earmark projects.

Mr. Knight presented the list of community project funding items. He stated that four topics had been discussed and rooftop solar for the library had been added as the fifth, which could be funded from recent stimulus funding. He provided the final list which includes solar awning at the compound, Central Park stage, Mead Garden improvements and parking at MLK Park and reviewed cost, city contribution and time constraints. He recommended picking two or three to discuss with Congresswoman Murphy.

He responded to questions regarding parking plans and limitations, and need for different uses of the park and events at Library and Event Center. Valencia College is interested in discussing a joint parking arrangement on their property and another property owner across Harper Street has expressed interest in a joint parking arrangement. Discussion followed on available parking and other joint parking arrangements.

Mayor Anderson asked if changing the Mead Garden improvements to a Progress Point/Mead Garden Corridor transformation would fit into the funding being discussed. Mr. Knight suggested the possibility of doing the project in phases as a complete path cannot be completed in 12 months. Commissioner DeCiccio suggested that Progress Point park be included and Commissioner Cooper recommended including the expansion of the path to the Sunrail.

Commissioner Weaver stated that his number one project is the solar awning. Mr. Knight suggested that the funding for the solar awning come from stimulus funding due to the time limitations. He responded to questions regarding other options for solar and stated that there are other locations such as the water plants, sewer plant, parking lots, but none have been designed at this time.

Discussion was held on other potential projects including additional phases for fiber network, Housing Authority facility improvements, repurposing of the Library, City Hall renovations and a parking garage at City Hall. Mr. Knight stated that some of the projects could qualify for the stimulus but at this time there was no consensus of how to move forward with the old library property and the other projects could not be completed in a year as required under the earmarked funds.

After further discussion on the list, consensus was to add the parking garage with two stories and three levels to the list and have Mr. Knight speak with Mead Garden staff to identify additional improvements/enhancements. Mayor Anderson said that he will work to refine the list with Mr. Knight and meet with Congresswoman Murphy.

Discussion returned to OAO. Mayor Anderson suggested that the Commission submit their individual comments to Mr. Stephenson who will combine and redistribute the updated document to everyone prior to the next meeting.

The next OAO work session will be held on April 15th at 1:00 p.m.

3) Adjournment

The work session adjourned at 4:01 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission Regular Meeting

agenda item

item type	Consent Agenda	meeting date	April 14, 2021
prepared by	Rene Cranis	approved by	Michelle Neuner, Randy Knight
board approval	Completed		
strategic objective			

subject

Approve the minutes of the work session of March 30, 2021

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[033021ws v2.pdf](#)



City Commission Work Session Minutes

March 30, 2021 at 10:00 a.m.

Virtual

Present

Mayor Phil Anderson
Commissioner Marty Sullivan
Commissioner Sheila DeCiccio
Commissioner Carolyn Cooper
Commissioner Todd Weaver

City Manager Randy Knight
City Clerk Rene Cranis

1) Call to Order

Mayor Anderson called the meeting to order at 10:03 a.m.

2) Discussion Item(s)

a. Commission priorities

Mayor Anderson stated that this meeting was to generate and prioritize a list of topics and projects put forth by the commission and City Manager. Once the list is created, during a brief recess, the list will be grouped and details added with possible direction to staff for action, future work session discussion, or part of strategic planning.

Commissioner Cooper spoke on the strategic planning process, specifically a public survey and use of a moderator (internal or external) for strategic planning session.

Mayor Anderson gave an update on federal earmark funding stating Congresswoman Murphy's staff clarified that projects (full or portion of) should be between \$100,000 and \$1.2 million. They will speak with her staff again after the commission present them with an outline of items that fall within that parameter and can meet the 12-month time frame for project completion. Mr. Knight stated the list of the projects consist of Mead Garden improvements, Progress Point, greenway connectivity, and Central Park stage.

Mayor Anderson opened the floor for each commissioner and City Manager to present their list of priorities as follows:

Mayor Anderson:

- Consolidated 5 and 50-year plan for projects on parks, mobility and traffic.
- CRA – possible boundary extension and time extension
- Visualize the Vision Statement – Move from verbal to creating images of village charm and consistency in neighborhoods (retain professional in traditional neighborhood design).

- Incentivize business and institutional recovery, use as opportunity to target specific retail and commercial office uses.
- Study obstacles for people to serve on city boards or city commission.
- CRA – possible removal of areas that have run their course,
- Fairbanks Avenue - appropriate place to study for CRA extension or overlay.
- Annexations – future plans, research
- Consider adding neighborhood advisory board.

Commissioner Weaver

- CRA – Extension of time and boundaries down Denning and including Progress Point.
- Obtain easements and land purchases for Denning/West Fairbanks intersection improvements.
- Reduce curb cuts on Fairbanks Avenue.
- Install solar on city buildings where space is available.
- Lake quality and relationship to septic – planning for sewer hookup for lakefront homes and businesses.
- Transition city-owned vehicles to electric, including police department.
- Start planning Howell Branch Preserve improvements, specifically canoe trail
- Prioritize Phases II and III of fiberoptic project.
- Adopt sustainability action plan.
- Prioritize retrofitting outfalls to lakes
- Support advancement of rail link between the airport and Sunrail.

Commissioner Cooper

- Acquisition of Post office property
- City Hall
- CRA – Expansion of boundaries
- Public rights-of-way improvements (aesthetics, higher standard of appearance)
- City assets, i.e., well head near golf course (define property)
- Traffic
- Pension - moving from defined benefit to defined contribution
- Central Park expansion
- Education and training of boards, commission and residents (citizen academy)

Commissioner DeCiccio

- CRA expansion
- Progress Point - connectivity, bike path, sidewalks
- Cyber security
- Fire Department training facility
- Environment - reduce carbon footprint

- Emphasize on walkability and connectivity
- Expand WiFi for all public parks and playing fields
- Continue to support existing museums
- Revise board application, process, website content, and dissemination of boards and vacancies. Suggested and agreed to lead a committee to review and make recommendations.

Commissioner Sullivan

- Protect historical heritage and enhance traditional scale and charm.
- Environment - energy/ water conservation, natural resources and tree canopy
- Incentivize and create an environment to promote and support arts and culture and artists of all levels. He stated he is interviewing artists and venue owners on how the city can help to promote arts and culture.
- CRA expansion
- Acquire post office property
- Howell Branch Preserve
- Mead Botanical Garden
- Make sure minutes are current and posted on the website.

City Manager Knight

- Strategic Planning session - clear direction on where commission wants staff to direct their efforts outside routine responsibilities.
- Global list of future property acquisitions if opportunity arises.
- Make decision on city assets, i.e. old library, tree farm, Swoope yard, city hall.
- Fiber in homes

Mayor Anderson called for a recess at 11:10 and reconvened at 11:23.

Mayor Anderson suggested that a work session is needed to review the list of future projects, whether funded or not, and the 5-year Capital Improvement Plan. Consensus was to schedule a work session for the morning of April 14th.

The Commission discussed the following and took action as noted:

5 and 50-year Projects

- Parks (Acquisition of post office for Central Park, Progress Point, Howell Branch Preserve, Mead Garden, bike paths, parking)
- Traffic (Fairbanks, Orange Avenue)
- 5- year CIP
 - Post Office, Fairbanks Avenue, Progress Point, MLK parking. (Part of discussion in 4/14 work session)
- Funding/Initiatives

- Fiber Optic, Phases II & III (need staff report to see what these phases look like and schedule work session if needed)
- Business/Economic Recovery (Staff report in next Commission meeting with focus on existing businesses and filling vacancies in controlled and safe re-emergence)

CRA Adjustments

- Expansion, reduction and time extension. (Commissioner Weaver to work with staff and prepare for future work session after OAO work sessions are completed)

Sustainability/Environmental

- Consider Adopting Sustainability Action Plan which includes the environmental issues noted. (Delay until city board review is complete and schedule a work session in 3-4 months)

City assets

- Driven by funding or reuse of facilities, i.e old Library. (Part of Strategic Planning discussion).

Cyber Security

- Part of fiber option and WiFi expansion. (Staff report in 4/14 Commission meeting)

Refine "Vision" in Vision Statement

- Review and consider adopting Vision Statement after clarifying the vision with images that retain village charm and traditional neighborhoods. (Work Session to be scheduled after OAO work sessions are completed.)

3) Adjournment

The work session adjourned at 12:01 p.m.

Mayor Phillip M. Anderson

ATTEST:

City Clerk Rene Cranis



City Commission Regular Meeting

agenda item

item type Consent Agenda	meeting date April 14, 2021
prepared by Amanda LeBlanc	approved by Jennifer Maier, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship.	

subject

Approval of the following contracts:

item list

1. Gerhartz & Associates, LLC - RFQ16-12 - Continuing Contract for GIS Services; Amount \$150,000;
2. Associated Consulting International, Inc. - RFQ3-17A - Continuing Contract for Architectural Services; Additional \$100k for term;
3. Irvine Mechanical - IFB19-19C - HVAC Installation, Repair & Replacement Services; Additional \$250,000.for term;
4. Brance Diversified, Inc. - IFB7-18A - Dredging Services; Amount \$100,000;
5. Waterfront Property Services, LLC - IFB7-18B - Dredging Services; Amount \$100,000;
6. Ovation Construction Co., Inc. - RFQ11-18D - Repair & Construction Services (< \$200k/project); Amount \$2,000,000;
7. GATSO USA, Inc. - RFP13-09 - Red Light Safety Enforcement Program; Amount \$334,560.

motion / recommendation

Commission approve items as presented and authorize Mayor to execute.

background

A formal solicitation process was conducted to award these contracts.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budgets.



City Commission Regular Meeting

agenda item

item type Consent Agenda	meeting date April 14, 2021
prepared by Amanda LeBlanc	approved by Jennifer Maier, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective Fiscal Stewardship.	

subject

Approval of the following Piggyback contracts:

item list

1. Ring Power Systems - Sourcewell 120617-CAT - CAT Diesel & Natural Gas Generator Sets; \$200,000. Term through January 29, 2023;
2. Core & Main LP - City of St. Petersburg - Blanket Purchase Agreement 226457; \$800,000. Term through September 30, 2022.

motion / recommendation

Commission to approve items as presented and authorize Mayor to execute.

background

A formal solicitation process was conducted by the originating agencies to award these contracts.

alternatives / other considerations

N/A

fiscal impact

Total expenditures included in approved budgets.



City Commission Regular Meeting

agenda item

item type Action Items Requiring Discussion	meeting date April 14, 2021
prepared by Brenda Moody	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Discussion of Parking in area of Library and Events Center/MLK Jr. Park

motion / recommendation

See Below.

background

Parking has been a topic of discussion with the Library/Events Center project since inception due to seemingly high demands at select times. To help answer how the two uses can coexist and share parking resources, a parking demand study was conducted by Kimley Horn in March of 2020, attached. Parking was studied at the existing library, and also the parking needs based on projected rentals of the new events center and on past rentals of the former civic center. MLK, Jr. Park area parking was evaluated and parking agreements with two adjacent commercial lots considered. The conclusion was a deficit of approximately 16-18 parking spaces on weekday afternoons and evenings and on weekend afternoons, if the 24 Harper Street on-street parking spaces were still included, which they were at the time of the study, and assuming conditions in the report occurred with a provided parking count of 183 on-site/on-street. Currently the project provides 151 spaces on-site and 16 perpendicular spaces on Harper Street (at Lake Island Hall.) Recommendations to offset the deficit by Kimley Horn include: a.) Modifying the Lease with Heritage Park property to allow employee parking outside the agreed upon time period of the existing agreement. b.) Advise employees, along with participants, to park in the parking garage on Harper Street where there are 79 public parking spaces per Lakeside Crossing conditional use agreement dated December 7, 2015. c.) Use MLK Jr. Park lots during peak periods. Implementation of Comstock Parking will add approximately 40 more parking spaces and there are 25 private spaces provided on old bowling alley property on evenings and weekends per the Verax Parking Agreement dated May 25, 2018. d.) Implement Valet Parking during peak periods for events. e.) Install a crosswalk with Rapid Flash Beacons across Morse Boulevard for safety between site and Heritage Park Lot. f.) Ensure adequate lighting in all lots and along pedestrian

paths. g.) Install curb stops in gravel lot next to Lake Island Hall, approximately 30 vehicles.

alternatives / other considerations

The city will be working with a valet company to provide services to those requesting valet for events. Daytime staff will be directed to park in the Lakeside Crossings parking garage.

There is an option to convert the croquet court adjacent to the Lake Island Hall to grass parking with stabilized aisles which adds 52 parking spaces and leaves the Lake Island Hall and adjacent eastern greenspace. This option will cost approximately \$10,000.

fiscal impact

ATTACHMENTS:

[WPPL and Event Center Parking Study_052620.pdf](#)

ATTACHMENTS:

[PRoposed Parking Adjacent to LI Hall.pdf](#)



Allison McGillis, AICP
City of Winter Park
401 Park Ave South
Winter Park, FL 32789

RE: *Parking Demand Study*
 Winter Park Public Library and Event Center
 Winter Park, Florida

Dear Ms. McGillis,

The purpose of this letter is to provide an analysis of future parking conditions at the proposed Winter Park Public Library (Library) and Event Center development in Winter Park, Florida. The former Civic Center site on the southeast corner of Harper Street and W. Morse Boulevard is proposed to be redeveloped to include a new Library and Event Center. The proposed development is located in the Martin Luther King (MLK) Jr. Park. A site plan for the proposed redevelopment can be found in **Attachment A**.

The existing Winter Park Public Library, located at 460 E. New England Avenue, experiences parking demand from regular library activity and community events. All guest parking is on-site and all employee parking is off-site at the Alford Inn. The former Civic Center hosted business meetings, weddings, and small conferences. Guest and employee parking were on-site with overflow parking permitted per a City of Winter Park lease agreement at the Heritage Park office complex between 5:30 PM to 2:00 AM, Thursday through Saturday. The study considers the projected parking demand for both the proposed Library and Event Center during various time periods and the availability of both on-site parking and off-site parking at Heritage Park and MLK Jr Park to determine if adequate parking is proposed. It should be noted that the City maintains an agreement with Verax Investments, LLC for overflow parking of 25 spaces in an offsite parking lot at the southeast corner of Comstock Ave and Harper St for MLK Jr. Park users.

Data Collection

Hourly parking occupancy counts were conducted at the Winter Park Library, MLK Jr. Park lots, and the Heritage Park property during the following time periods:

- Friday, March 6, 2020 between 10:00 AM and 7:00 PM;
- Saturday, March 7, 2020 between 10:00 AM and 7:00 PM; and
- Thursday, March 12, 2020 between 5:00 PM and 9:00 PM.

The hourly parking occupancy counts collected at the existing Winter Park Public Library at 460 E. New England Avenue were conducted to forecast parking utilization at the proposed redevelopment. Due to the closing of the former Civic Center in 2018, hourly parking occupancy counts were not possible at this site. However, hourly parking occupancy counts were conducted at four (4) adjacent parking facilities to the former Civic Center site in MLK Jr. Park in order to assess the availability of overflow parking for the proposed redevelopment. The City of Winter Park maintains an agreement with the Heritage Park office complex at the northwest corner of N. Denning Drive and W. Morse Boulevard to use their parking lot from 5:30 PM to 2:00 AM, Thursday through Saturday for Civic Center overflow parking. Three (3) parking lots at MLK Jr. Park were selected for data collection due to their proximity to the proposed redevelopment site.

During the parking occupancy counts at the MLK Jr. Park lots there was a softball game Friday (3/6/20) evening, a children's event Saturday (3/7/20) morning (10:00 AM to 12:00 PM), and a Saturday (3/7/20) afternoon softball game. Typical community events occurred at the Library during the parking counts. **Figure 2** provides a map detailing the location of the existing Library and overflow parking lots where parking occupancy counts were conducted.

Figure 2 – Parking Occupancy Survey Locations and Proposed Redevelopment Site



The results of the parking occupancy and surplus / deficit calculations are provided in **Attachment B**. **Figures 3 through 5** provide a summary of the parking occupancy for each facility during each data collection period. It was determined there are a total of 316 parking spaces provided at the Heritage Park lot and 146 parking spaces provided at the MLK Jr. Park lots combined. The Heritage Park lot was never more than 57% occupied and the MLK Jr. Park lots individually experienced occupancies of up to 94% in peak periods and as low as 0% in off peak periods.

Figure 3 – Thursday (3/12/20) Parking Occupancy

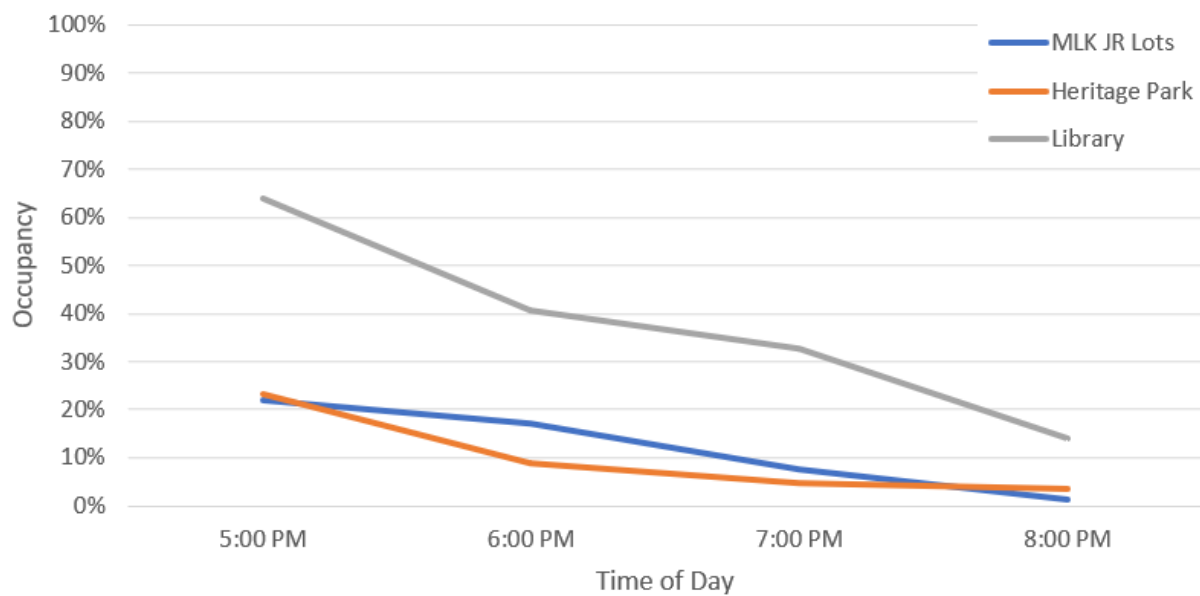


Figure 4 – Friday (3/6/20) Parking Occupancy

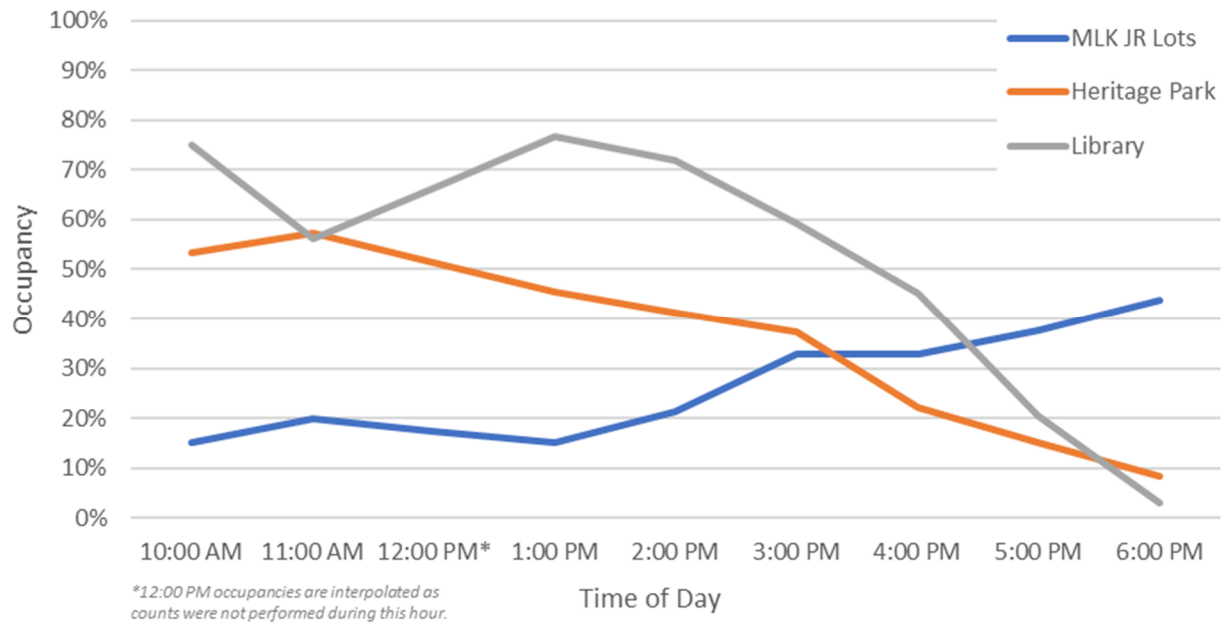
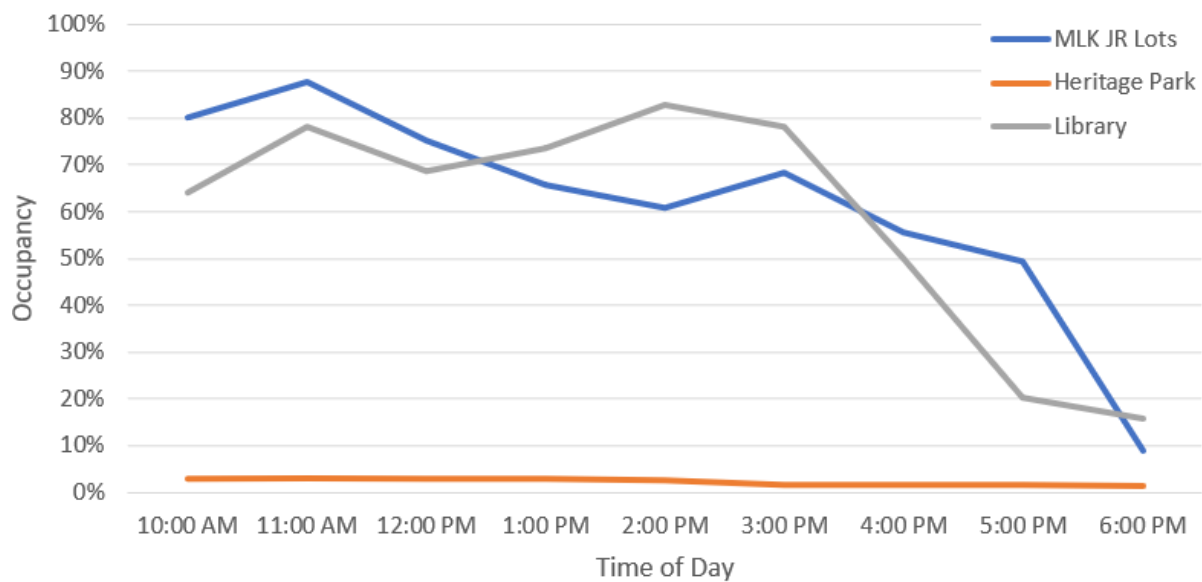


Figure 5 – Saturday (3/7/20) Parking Occupancy



Parking Demand Analysis

In order to forecast parking demand at the proposed redevelopment, event data was gathered for the existing Library and the former Civic Center including regularly scheduled events, event frequency, and typical number of attendees. This event activity data was analyzed to determine a typical event peak parking demand at each facility during four (4) study periods: weekday afternoon, weekday evening, weekend afternoon, and weekend evening. Expected event demand for both the proposed Library and Event Center were then combined with employee and typical Library activity demand to forecast the total parking demand for the proposed redevelopment. Event attendance data, which precludes library attendance that is not event related and includes event related employee attendance, is summarized in **Table 1**. Event activity and frequency was provided by staff at the existing Winter Park Library and City of Winter Park. Supporting documentation can be found in **Attachment C**.

Library Parking Demand

The existing Winter Park Public Library is open to the public Monday through Thursday, 9:00 AM to 9:00 PM; Friday through Saturday, 9:00 AM to 5:00 PM; and on Sunday 1:00 PM through 5:00 PM. The Library hosts community events, many of which overlap and can total to a range of approximately 5 to 70 attendees simultaneously during any given period in a typical week. Vehicle occupancy factors were calculated based on the parking occupancy data collected and Library event attendance data during the days parking occupancy counts were conducted. The following average vehicle occupancy factors were calculated: 2.0 for children's events and 1.5 for events of any age group. The Library employee parking demand is 20 vehicles during the weekday daytime and 15 vehicles during all other periods. The typical peak Library event demand occurs during weekday afternoons, weekday evenings, and weekend afternoons.

In order to determine the total Library typical visitor peak parking demand during each time period, the typical peak event parking demand was calculated based on event attendance data provided by the Library for each time period and added to the typical non-event parking demand at the Library for the corresponding time period. The Library employee parking demand was added in to determine the overall peak parking demand during each period. The peak attendance and parking demand for the existing Library occurs during weekday evenings. However, no parking demand was applied during weekend evenings since the library closes at 5:00 PM, which will have minimal overlap with weekend evening activity at the Event Center

Former Civic Center Demand

The former Civic Center hosted business meetings, weddings, and small conferences which ranged from approximately 25 to 180 attendees, including event specific employees, with business meetings

and conferences typically occurring during the weekdays and weddings typically occurring during weekends but occasionally during weekday evenings. Note that the new Event Center expects to accommodate larger weddings, an increase from approximately 180 guests to 225 guests. Vehicle occupancy factors were applied to the Event Center attendance data to calculate the projected parking demand for each type of event. The vehicle occupancy factors were assumed to be 2.0 for weddings and 1.5 for business meetings and wedding rehearsals. Employee parking demand is estimated to be 10 vehicles during weekday events and 5 vehicles during weekend events. Due to the combination of these events and employee demand during a typical week, the peak attendance demand for the former Civic Center and the proposed Event Center occurs during the weekend afternoons and evenings.

Table 1 – Typical Library and Event Center Peak Event and Employee Attendance by Time Period

Study Period	Event Activity	
	Library Attendance*	Event Center Attendance
Weekday Afternoon Peak	70	155
Weekday Evening Peak	86	145
Weekend Afternoon Peak	55	235
Weekend Evening Peak	0	235

**Library attendance data does not include base library-related activity, only event-related activity*

**The Library closes at 5pm on weekends*

Total Parking Demand

Table 2 shows the calculated total peak parking demand of the proposed redevelopment and the surplus/deficit of spaces during each study period. This analysis accounts for Library specific parking demand and the assumed vehicle occupancy factors for event related demand at both buildings. It was determined that the peak Library parking demand is 100 vehicles in the weekday afternoon with the lightest demand occurring during the weekend evenings with 13 vehicles. The Event Center peak demand of 110 vehicles occurs during the weekend afternoons and evenings with the weekday afternoon and evenings also experiencing high demand of 105 and 98 vehicles, respectively.

By combining the peak parking demand for the Library and Event center during each period, it was determined that the overall peak parking demand is highest during the weekday afternoon, weekday evening, and weekend afternoon periods with a total demand of between 197 to 199 vehicles. Weekend evenings experience the lightest demand with 123 vehicles. As shown on the site plan

(Attachment A) the proposed parking inventory totals 183 spaces, which includes an on-site parking lot and parallel parking on Harper St. Based on the parking occupancy counts, 268 spaces are available in the Heritage Park lot during the weekend evening period which can be used as overflow parking.

It was calculated that a parking deficit of between 14 and 16 spaces occurs during the weekday afternoon, weekday evening, and weekend afternoon periods with a parking surplus of 328 spaces occurring during the weekend evening period. This analysis shows that a parking deficit of approximately 15 spaces is expected whenever there are coinciding peak activity events at both the Library and Event Center during the weekday afternoon, weekday evening, and weekend afternoon periods. This analysis is based on the number of events scheduled and the attendance for both the Library and Event Center. Note that this event data is meant to represent typical projected peak activity during the four (4) study periods and is not meant to represent an exact projected surplus or deficit as future event schedules at the proposed development are yet to be defined and have the potential to change.

Table 2 – Library and Event Center Peak Parking Surplus/Deficit Analysis

Study Periods	Parking Demand					Parking Supply		Parking Surplus / (Deficit)
	Base Library Parking Demand	Library Event Parking Demand	Total Library Parking Demand	Event Center Parking Demand	Total Parking Demand	Proposed On-Site Parking Supply	Heritage Park Parking Surplus	
Weekday Afternoon Peak	69	25	94	105	199	183	0	(-16)
Weekday Evening Peak	53	47	100	98	198	183	0	(-15)
Weekend Afternoon Peak	60	27	87	110	197	183	0	(-14)
Weekend Evening Peak	13	0	13	110	123	183	268	328

* Letters beneath columns help show the surplus / deficit parking calculation

* Base Library Parking Demand reflects the parking demand based on the parking counts taken during each time period

* The Library closes at 5 PM on weekends and most Event Center events occurring after 5pm, resulting in low overlap

* Weekday evening is assumed to begin at 5 PM, Monday through Wednesday

* It was assumed the Heritage Park Lot is unavailable in all study periods other than weekend evenings

Parking Supply Mitigation Strategies

The parking occupancy counts at the Heritage Park lot concludes there will be ample surplus parking available for overflow demand during weekend evenings after 5:30 PM. However, due to the time restrictions in the lease agreement with Heritage Park, this parking facility will be unavailable to provide the needed overflow parking supply during the weekday afternoon, weekend afternoon, and some weekday evening (Monday through Wednesday) periods. The parking occupancy counts show that the Heritage Park lot only reaches a peak parking demand of approximately 60% occupied, which leaves 135 spaces available. Even if the Heritage Park lot reached 75% occupied there would be approximately 80 spaces available. This analysis shows that there is adequate parking capacity available in the Heritage Park lot to support the peak employee parking demand for the Library and Event Center development, which has a peak of approximately 25 employee vehicles. It is suggested

that the City of Winter Park parking lease agreement with Heritage Park be renegotiated to allow Library and Event Center employee parking during all time periods to help eliminate the parking deficit during peak parking periods at the proposed development. Also, it is suggested that a crosswalk with a push-button Rectangular Rapid Flash Beacon (RRFB) across Morse Ave. is installed between Harper St and Denning Dr to improve pedestrian safety between the proposed development and the Heritage Park lot.

Another parking supply opportunity is at the Lakeside Crossing Garage at Beachview Ave. and Harper St, which is directly across from the proposed Library and Event Center Site. Per an agreement between the City of Winter Park and Lakeside Crossing LLC 79 public spaces are provided in the Lakeside Crossing Garage. During peak event days on weekday or weekday afternoon it is suggested that Library and Event Center employees are asked to park in the Lakeside Crossing Garage.

The MLK Jr. Park lots (A and C) combined would contain sufficient surplus parking to accommodate overflow demand from the proposed development during the weekday afternoon, weekday evening, and weekend afternoon periods. MLK Jr. Park lot B would be unable to provide sufficient surplus due to its small size and subsequent higher occupancy rates during events (i.e. softball games). Assuming a four (4) foot per second walking speed, the travel time from the proposed development to the MLK Jr. Park lots is approximately between a 3.5 and 5-minute walk, as lot C is 1,200 feet, lot B is 850 feet, and lot A is 1,000 feet approximately from the proposed development. It should also be noted that there are walking paths between the MLK Jr. Park lots and the proposed development site. The walking path lighting should be assessed to ensure that it meets outdoor lighting design standards for safety. It is suggested that the MLK Jr. Park lots are allowed to be used by Library and Event Center employees and visitors.

Another parking mitigation strategy includes implementing valet parking to enable vehicle stacking in the proposed on-site parking lot, thereby increasing supply. Valets could also park vehicles in the MLK Jr. Park lots and Heritage Park lot, if needed.

The dirt lot along the service drive to the maintenance facility in MLK Jr. Park east of the intersection of New England Ave. and Harper St is currently used for parking. With some minor improvements, including curb stops, gravel, and striping the parking area could accommodate approximately 30 vehicles. This parking area is another option for overflow parking to serve the Library and Event Center.

There are potential plans for an additional 103-space parking lot in the MLK Jr. Park lot south of the proposed development site as shown in **Attachment A**. It is suggested that the other parking supply mitigation strategies are attempted before considering constructing the 103-space parking lot. However, if there is a feeling that additional parking is also needed at MLK Jr. Park to support event

activity this parking lot may be effective in supporting both the proposed development and the MLK Jr. Park activity.

The proposed development site was analyzed to determine if the parking area could support a structured parking structure. It was determined the current site geometrics is not conducive to the construction of a parking structure. It would require a costly displacement of a portion of the lake at MLK Jr. Park to construct a garage, which is not recommended given the parking supply/demand analysis results.

Conclusions

A parking demand and surplus/deficit analysis was conducted for the proposed Winter Park Public Library and Event Center redevelopment to be located in the northwest corner of the MLK Jr. Park. The study considered the projected utilization of the on-site parking lot at the proposed development and potential neighboring overflow lots at Heritage Park and MLK Jr. Park to determine if adequate parking is proposed. To determine the parking needs for the proposed redevelopment, parking occupancy counts were conducted during a typical Thursday, Friday, and Saturday during the afternoon and evening at the existing Library. Parking occupancy counts were also conducted at four (4) potential overflow lots adjacent to the proposed development site which include three (3) lots at MLK Jr Park and the Heritage Park office complex lot. The parking surplus/deficit was calculated for the proposed Library and Event Center based on the counts as well as projected event data representing the typical peak event activity at each facility.

With the planned 183 parking spaces at the development site, it was determined that a parking deficit of between 14 and 16 parking spaces occurs during the weekday afternoon, weekday evening, and weekend afternoon periods when the Heritage Park lot is not available for use per the lease agreement. This parking deficit of approximately 15 spaces is projected when there are coinciding peak events at the Library and Event Center during the weekday afternoon, weekday evening (Monday through Wednesday), and weekend afternoon periods. However, when the Heritage Park lot is available (Thursday through Saturday from 5:30 PM to 2:00 AM) there is a projected parking surplus of 328 spaces.

Note that this analysis is based on event data meant to represent typical projected peak activity during the four (4) study periods and is not meant to represent an exact projected surplus or deficit as future event schedules at the proposed development are yet to be defined and have the potential to change. The following parking mitigation strategies should be considered to support the projected peak parking demand at the proposed Library and Event Center development:

1. Modifying the City of Winter Park parking lease agreement with the Heritage Park property to allow Library and Event Center employee parking during all time periods.
2. During weekdays and weekend afternoons advise Library and Event Center employees to park at the Lakeside Crossing Garage at Beachview Ave and Harper St which provides 79 public spaces.
3. Using the MLK Jr. Park lots during peak parking activity periods.
4. Implementing valet parking with stacked parking on-site and the use of the MLK Jr. lots and Heritage Park lot for valeted vehicles.
5. Constructing a crosswalk with Rectangular Rapid Flash Beacons (RRFBs) across Morse Ave between Harper St and Denning Dr to improve pedestrian safety between the proposed development and the Heritage Park lot.
6. Ensuring the lighting in the MLK Jr. Park along pedestrian paths meet safety standards which will encourage use of the MLK Jr. Park lots.
7. Installing curb stops, gravel, and striping along the service road parking area east of the New England Ave. and Harper St. intersection and using this parking area for overflow parking to support approximately 30 vehicles.

Also note that the City maintains an agreement with Verax Investments, LLC for MLK Jr. Park overflow parking of 25 spaces in an offsite parking lot at the southeast corner of Comstock Ave. and Harper St. If the proposed parking mitigation strategies listed above are not acceptable or achievable, it is suggested that an additional parking lot is constructed in MLK Jr. Park. A 103-space parking lot concept was developed, as shown in **Attachment A**. This additional parking lot would provide approximately an 88-space surplus during the typical peak parking periods. Overall, this is an acceptable location for an additional parking lot in terms of walking distance to the proposed development site as it approximately a 3-minute walk. However, constructing a parking structure on the proposed development site is not suggested as the geometrics are not conducive.

Please review this analysis and let us know if you have any questions.

Very truly yours,



KIMLEY-HORN AND ASSOCIATES, INC.

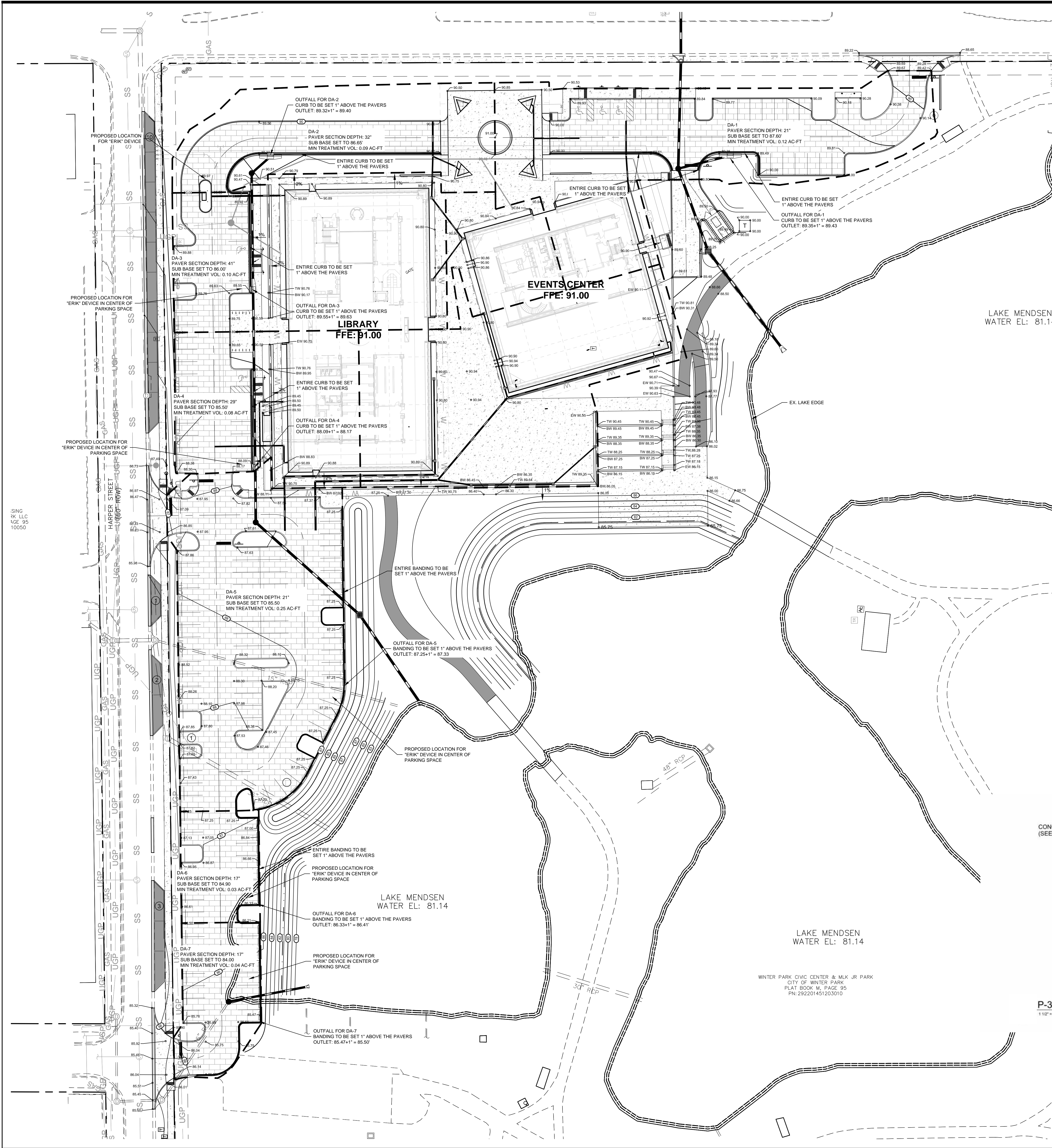
David Taxman, P.E.
Project Manager

Copy to:

Allison McGillis, AICP, City of Winter Park
Charles Spears, EI, Kimley-Horn and Associates

Attachment A

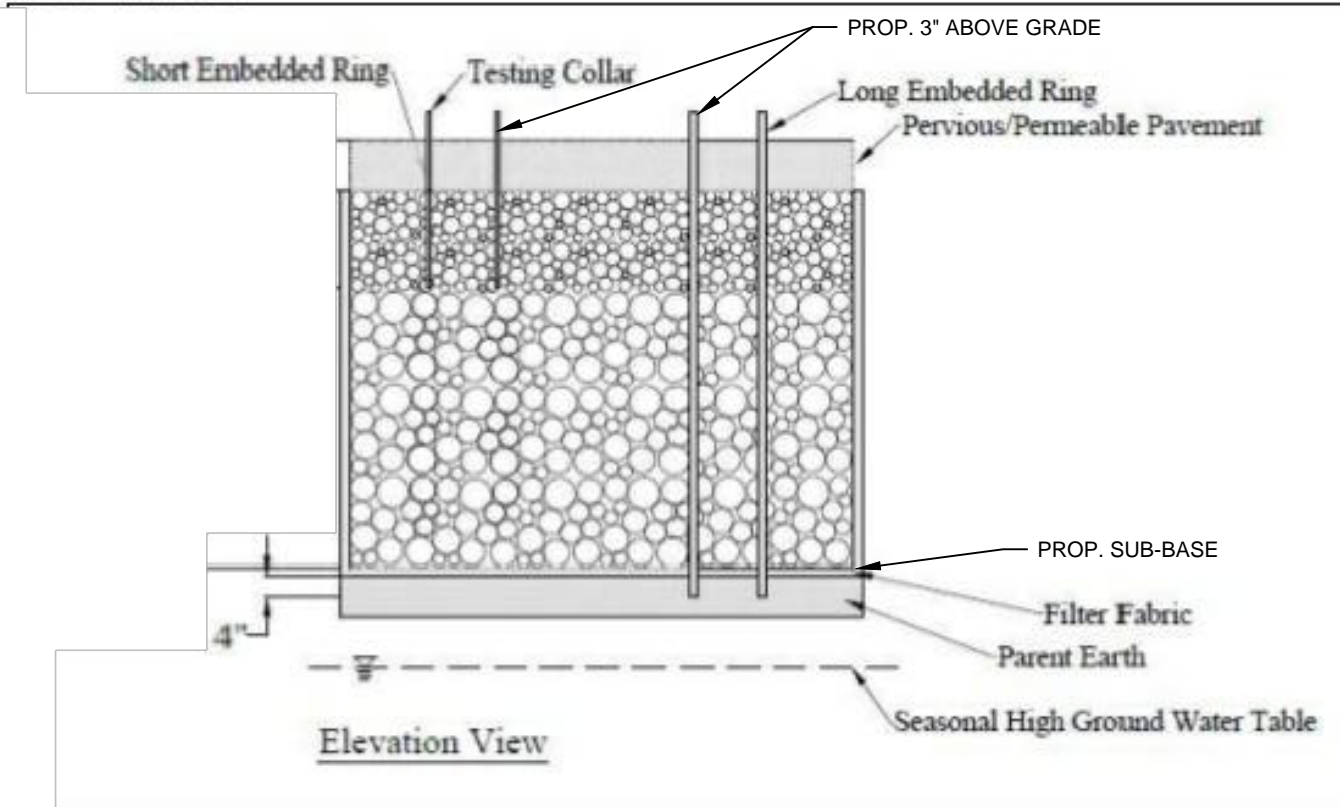
Site Plans



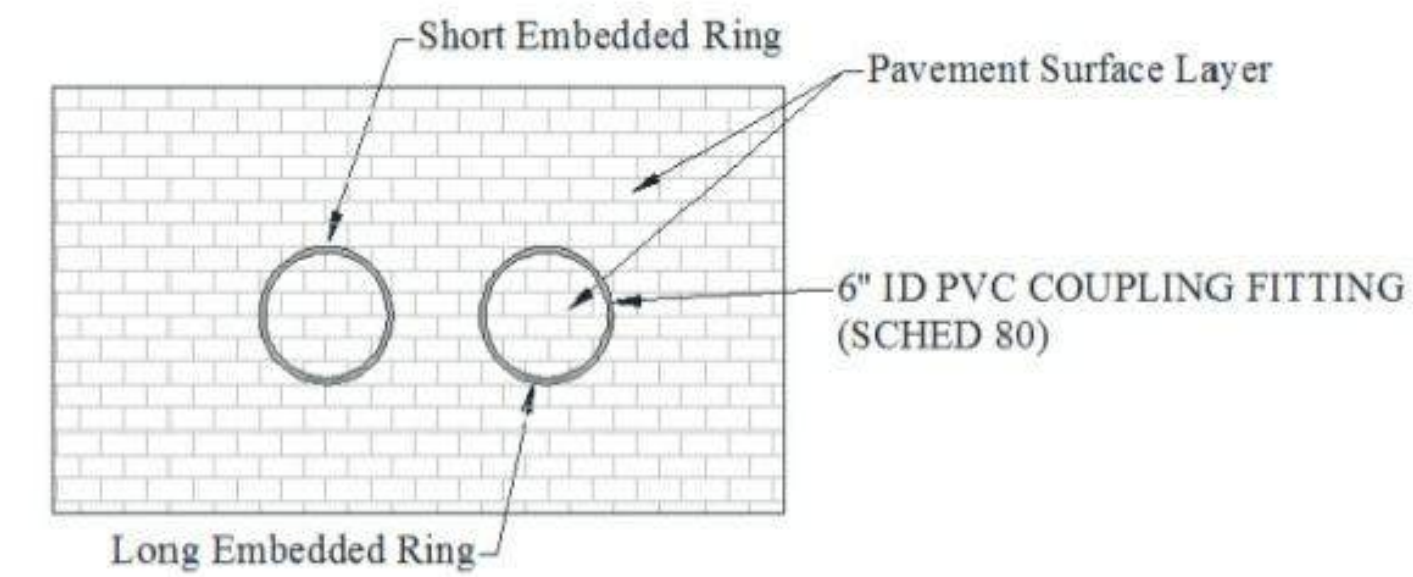
LEGEND:

ST	ST	EX. ROW
SS	SS	EX. STORM PIPE
W	W	EX. SANITARY SEWER
OHU	OHU	EX. WATER MAIN
UGS	UGS	EX. OVERHEAD ELECTRIC
UGC	UGC	EX. UNDERGROUND GAS
FO	FO	EX. UNDERGROUND TELECOM
UGP	UGP	EX. UNDERGROUND FIBER OPTIC
		EX. UNDERGROUND POWER
		EX. SURVEY MAJOR CONTOUR
		EX. SURVEY MINOR CONTOUR
		PROP. EASEMENT
		PROP. STORM SEWER
		EX. STORMWATER STRUCTURE
		EX. SANITARY SEWER MANHOLE
		EX. WATER VALVE
		EX. FIRE HYDRANT
		EX. STREET LAMP
		EX. CURB INLET
		EX. DROP INLET
		EX. STORMWATER MANHOLE

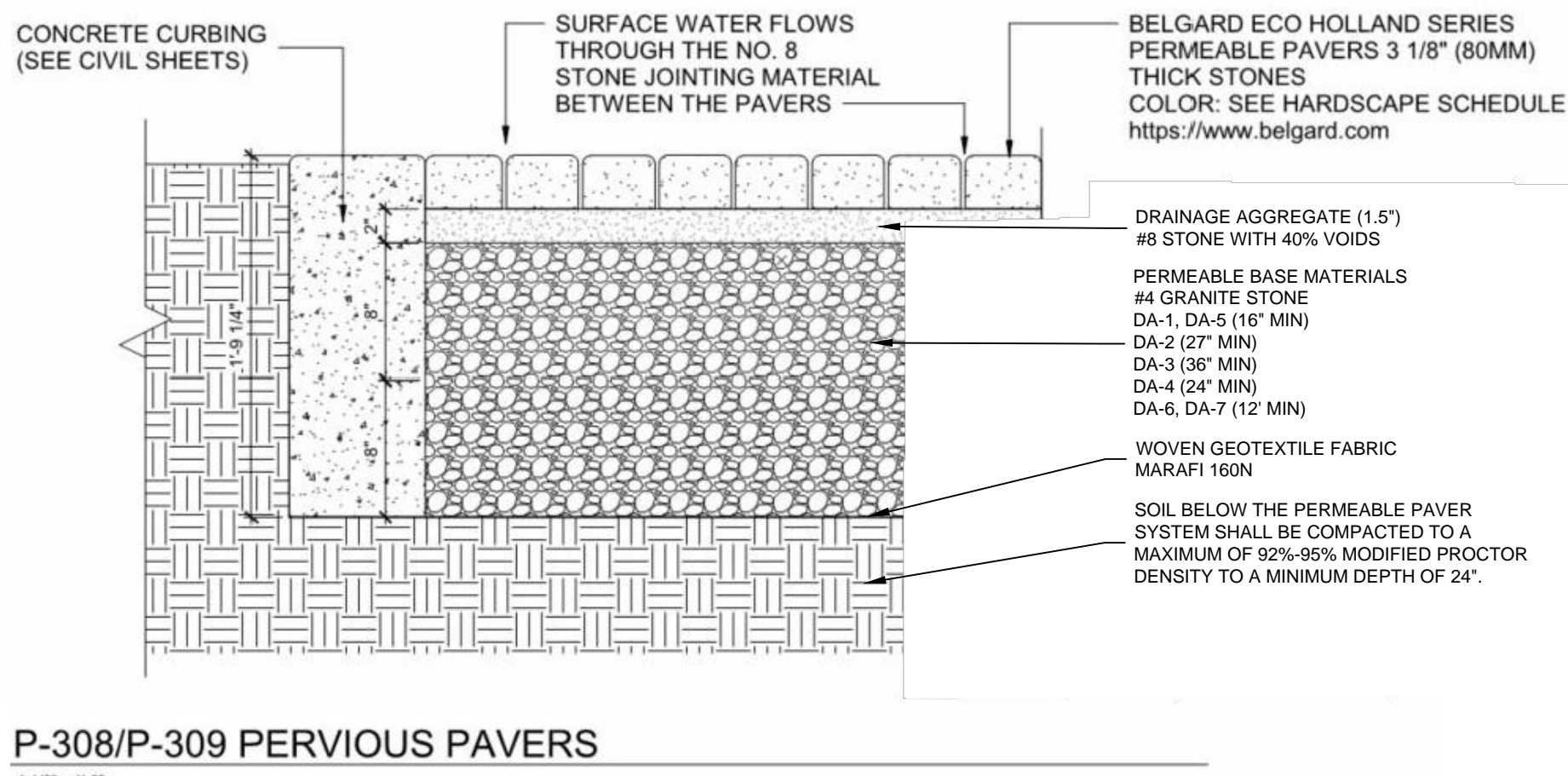
Typical View of Embedded ERIK Device



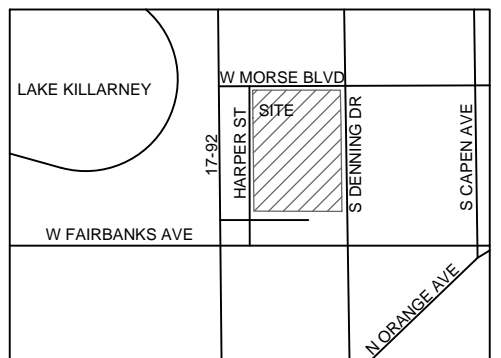
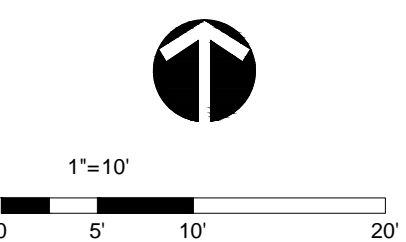
Plan View of Embedded ERIK Device



"ERIK" DEVICE DETAIL



P-308/P-309 PERVIOUS PAVERS
1 1/2" x 1 1/2"



REV MAP

SEAL

UPDATES PER SURVIMD PERMIT INCLUDING BUT NOT LIMITED TO:
CHANGES TO THE SUBGRADE, CHANGES TO THE PERVIOUS PAV
DETAIL NOTES AND DEPTHS

CITY OF WINTER PARK LIBRARY AND EVENTS CENTER

Hunton Brady
ARCHITECTS

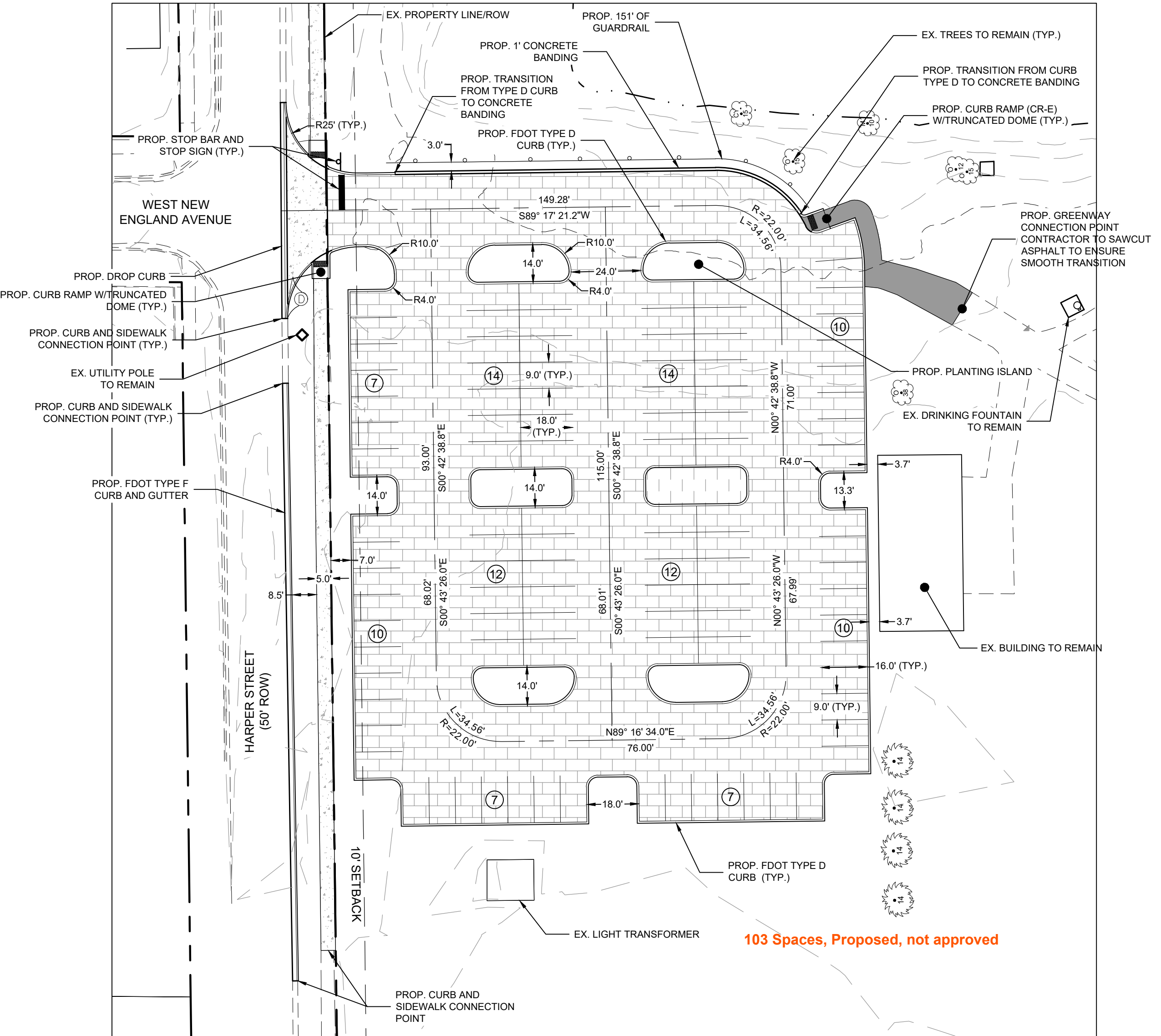
Adjaye Associates

DATE	SUBMISSION	NO
10.22.19	CONSTRUCTION DOCUMENTS	
02.13.20	BULLETIN NO.1	3
04.27.20	CCD NO. 1	4

PERMEABLE PAV
DESIGN

PROJ. NO.	811608	SHEET
DRAWN	DGG	

C311



Attachment B

Overflow Lot Parking Data & Analysis

Parking Counts

Parking Facility	Inventory	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
<i>Friday, March 6, 2020</i>												
MLK JR A Lot	54, 2	10, 1	13, 0	-	12, 0	11, 1	13, 0	11	11	11	-	-
MLK JR B Lot	14, 2	0	2, 1	-	1	3, 2	5, 2	3, 1	6	13, 2	-	-
MLK JR C Lot	70, 4	11	13	-	9	14	28	33	38	38	-	-
Heritage Park	308, 8	169, 0	179, 2	-	143, 1	130, 0	117, 1	69, 1	48, 0	26	-	-
<i>Saturday, March 7, 2020</i>												
MLK JR A Lot	54, 2	44, 2	50, 2	41	34	31, 1	38	23	18	12	-	-
MLK JR B Lot	14, 2	11, 1	12, 2	11, 2	10, 2	11, 1	12, 1	10, 1	12, 0	1	-	-
MLK JR C Lot	70, 4	58, 1	60, 2	56	50	45	49	47	42	0	-	-
Heritage Park	308, 8	9	10	9	9	8	5	5	5	4	-	-
<i>Thursday, March 12, 2020</i>												
MLK JR A Lot	54, 2	-	-	-	-	-	-	-	15, 1	8, 0	7, 0	1, 0
MLK JR B Lot	14, 2	-	-	-	-	-	-	-	9, 1	13, 1	0, 1	1, 0
MLK JR C Lot	70, 4	-	-	-	-	-	-	-	6, 0	3, 0	3, 0	0, 0
Heritage Park	308, 8	-	-	-	-	-	-	-	73, 0	28, 0	15, 0	11, 0

Count Legend:

Regular

ADA

Parking Analysis of Nearby Parking Lots

Parking Facility	Inventory	Occupancy											Surplus / Deficit										
		10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM	10:00 AM	11:00 AM	12:00 PM	1:00 PM	2:00 PM	3:00 PM	4:00 PM	5:00 PM	6:00 PM	7:00 PM	8:00 PM
		Friday, March 6, 2020											Friday, March 6, 2020										
MLK JR A Lot	56	20%	23%	-	21%	21%	23%	20%	20%	20%	-	-	45	43	-	44	44	43	45	45	45	-	-
MLK JR B Lot	16	0%	19%	-	6%	31%	44%	25%	38%	94%	-	-	16	13	-	15	11	9	12	10	1	-	-
MLK JR C Lot	74	15%	18%	-	12%	19%	38%	45%	51%	51%	-	-	63	61	-	65	60	46	41	36	36	-	-
Heritage Park	316	53%	57%	-	46%	41%	37%	22%	15%	8%	-	-	147	135	-	172	186	198	246	268	290	-	-
		Saturday, March 7, 2020											Saturday, March 7, 2020										
MLK JR A Lot	56	82%	93%	73%	61%	57%	68%	41%	32%	21%	-	-	10	4	15	22	24	18	33	38	44	-	-
MLK JR B Lot	16	75%	88%	81%	75%	75%	81%	69%	75%	6%	-	-	4	2	3	4	4	3	5	4	15	-	-
MLK JR C Lot	74	80%	84%	76%	68%	61%	66%	64%	57%	0%	-	-	15	12	18	24	29	25	27	32	74	-	-
Heritage Park	316	3%	3%	3%	3%	3%	2%	2%	2%	1%	-	-	307	306	307	307	308	311	311	311	312	-	-
		Thursday, March 12, 2020											Thursday, March 12, 2020										
MLK JR A Lot	56	-	-	-	-	-	-	-	29%	14%	13%	2%	-	-	-	-	-	-	-	40	48	49	55
MLK JR B Lot	16	-	-	-	-	-	-	-	63%	88%	6%	6%	-	-	-	-	-	-	-	6	2	15	15
MLK JR C Lot	74	-	-	-	-	-	-	-	8%	4%	4%	0%	-	-	-	-	-	-	-	68	71	71	74
Heritage Park	316	-	-	-	-	-	-	-	23%	9%	5%	3%	-	-	-	-	-	-	-	243	288	301	305

Attachment C

Event Data Correspondence


Spears, Charles

From: Brenda L Moody <Bmoody@cityofwinterpark.org>
Sent: Monday, March 16, 2020 9:24 AM
To: Taxman, David; Allison McGillis
Cc: Troy R Attaway; Spears, Charles
Subject: RE: Library items

Follow Up Flag: Follow up
Flag Status: Flagged

Categories: External, External, External, External

See Answers Below in **BLUE**

 <p>City of Winter Park 500 N Virginia Ave Winter Park, FL. 32789 cityofwinterpark.org</p>	<p>Brenda L Moody Capital Improvement Project/Grant Administrator Public Works</p> <p>407.599.3525</p>
---	---



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From: Taxman, David <David.Taxman@kimley-horn.com>
Sent: Friday, March 13, 2020 11:50 AM
To: Brenda L Moody <Bmoody@cityofwinterpark.org>; Allison McGillis <amcgillis@cityofwinterpark.org>
Cc: Troy R Attaway <Tattaway@cityofwinterpark.org>; Spears, Charles <Charles.Spears@kimley-horn.com>
Subject: [External] RE: Library items

[Caution: This email originated from outside the City of Winter Park email system. Before clicking any hyperlinks contained in the email, verify the real address by hovering over the link with your mouse. Do not open attachments from unknown or unverified sources.]

Brenda,

Thank you for providing a quick response. Is it safe to assume that weddings are during the weekend evening (i.e. Friday through Sunday) and that conference are during the weekdays (i.e. Monday – Friday)? **Weddings are primarily Friday through Sunday and, sometimes even on Thursdays. Rehearsal dinners are on Wednesdays and Thursdays.**

Also, if there are conferences with 400 people is there any sense of how many people are there at the same time? Based on parking data it projects a peak demand of approximately 125 people. **I would say that is a fair estimate. 125 at any given time.**

Regards,

David Taxman, P.E.

Kimley-Horn | 600 North Pine Island Road, Suite 450, Plantation, FL 33324

Direct: 954.535.5115 Mobile: 847.736.0467

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From: Brenda L Moody <Bmoody@cityofwinterpark.org>

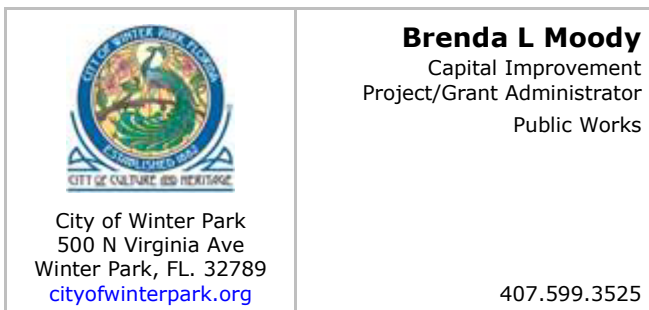
Sent: Friday, March 13, 2020 8:45 AM

To: Taxman, David <David.Taxman@kimley-horn.com>; Allison McGillis <amcgillis@cityofwinterpark.org>

Cc: Troy R Attaway <Tattaway@cityofwinterpark.org>

Subject: RE: Library items

See Answers Below **in BLUE**



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From: Taxman, David <David.Taxman@kimley-horn.com>

Sent: Thursday, March 12, 2020 4:51 PM

To: Brenda L Moody <Bmoody@cityofwinterpark.org>; Allison McGillis <amcgillis@cityofwinterpark.org>

Cc: Troy R Attaway <Tattaway@cityofwinterpark.org>

Subject: [External] RE: Library items

[Caution: This email originated from outside the City of Winter Park email system. Before clicking any hyperlinks contained in the email, verify the real address by hovering over the link with your mouse. Do not open attachments from unknown or unverified sources.]

Allison,

Do you know the size (square footage) of the proposed library **36,323 sq ft** and event center **13,456 sq ft** broken out between the two uses?

Also, what is the size of the existing library? **33,742 sq ft**

We were provided the site plan, but I don't know how many levels are in each building (e.g. library and event center).

Old library is 3 levels, new one will be TWO

Old events center was 1 level, new one will be TWO.

Thanks,

David Taxman, P.E.

Kimley-Horn | 600 North Pine Island Road, Suite 450, Plantation, FL 33324

Direct: 954.535.5115 Mobile: 847.736.0467

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From: Brenda L Moody <Bmoody@cityofwinterpark.org>

Sent: Monday, February 17, 2020 1:19 PM

To: Allison McGillis <amcgillis@cityofwinterpark.org>

Cc: Troy R Attaway <Tattaway@cityofwinterpark.org>

Subject: RE: Library items

Allison,

1. Attached
2. Alternate Parking Lot attached, 103 Spaces
3. The former Civic Center averaged 90-100 Weddings per year, 150-160 guests, new Events Center estimates are 100 Weddings per year, 200 guest average.
 - a. 8 small scale conferences per year in old and new center, average 400 guests each, two day conferences
 - b. Business meetings, averaged 6 per month at 100 guests per meeting
 - c. Small events such as rehearsals, showers 2per month, average 25 guests each.
4. It is my understanding that the library will keep their current hours

Below is the overview of events in the old civic center,

	2011	2012	2013	2014	2015 Projected	2016 Estimated
Revenue	\$ 272,039	\$ 213,303	\$ 223,005	\$ 229,842	\$ 270,000	\$ 280,000
Number of Events	476	374	378	376	450	450
Future Bookings: Wedding Receptions and Social Events - Last one booked is December 2016						
Continuous Groups Contracted through December 2016	Winter Park Rotary Club			Every Monday 11am to 1pm	125 People	Kitchen and Storage needed
	Morley Ministries Man in the Mirror			Every Friday 6am to 8am	150 People	Storage Needed
	American Association of Retired Persons			2nd Tuesdays	120 People	Storage Needed
	Center for Reproductive Medicine			Wednesdays 7- 9pm	125 People	
	Junior League			4th Tuesdays 6-9pm	140 People	
	Business Network International (BNI) Networking Meetings			3x Monthly 6-8pm	30 People	
	Association of Fundraising Professionals Networking Meetings			3rd Wednesdays	120 People	Kitchen needed
	National Association of Insurance and Financial Advisors Meetings			2nd Thursdays 11:30-1 luncheon and 1- 3 smaller	120 People for Lunch and 25 for meeting	Kitchen needed
	National Association of Residential Property Managers			3rd Thursdays 10am 1pm	110 People	Kitchen needed
	Air Conditioning Contractors Association of Central Florida			3rd Thursdays 10am 1pm	40 People	Lunch, no kitchen
	Society for Technical Communication Meetings			3rd Thursdays 6-9pm	30 People	
	Central Florida Medical Group Management Association Meetings			Wednesdays 3- 5pm	100 People	
	Chamber of Commerce Breakfasts, Luncheons, Leadership, Meetings			Various	30-100 people	Kitchen usually needed.
	Winter Park Sidewalk Art Festival Committee Meetings			Wednesdays 7- 9pm	40 People	

The 2017 Booking Calendar has not been opened for the acceptance of reservations.



City of Winter Park
500 N Virginia Ave
Winter Park, FL. 32789
cityofwinterpark.org

Brenda L Moody
Capital Improvement
Project/Grant Administrator
Public Works

407.599.3525



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From: Allison McGillis <amcgillis@cityofwinterpark.org>
Sent: Monday, February 17, 2020 10:47 AM
To: Troy R Attaway <Tattaway@cityofwinterpark.org>; Brenda L Moody <Bmoody@cityofwinterpark.org>
Subject: Library items
Importance: High

Troy/Brenda,

I need your help gathering some information to give to Kimley Horn so they can work on the Commission requested regional parking study for the library/events center and surrounding area. Please see below:

1. Final site plan of the library and events center – showing all proposed parking and counts (this would not show the extra parking area that was removed)
2. Site plan showing the parking area to the south that was removed with the total parking counts that could be provided there
3. Data on historical usage of the Civic Center (how many weddings, conferences, events, etc., when those are usually held, and their attendance – or any other historical data that might be useful)
4. Hours of the new library – will this be the same as the current library?

Thank you!!

 <p>City of Winter Park 401 Park Ave. South Winter Park, FL. 32789 cityofwinterpark.org</p>	<p>Allison McGillis AICP Senior Planner Planning & Community Development 407.599.3348</p>
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Under Florida law, email addresses and written correspondence with the city become public record and must be made available to the public and media upon request (unless otherwise exempt). If you do not want your email address to be public record, please contact our office by phone.

Spears, Charles

From: Sabrina Bernat <sbernat@wppl.org>
Sent: Friday, March 13, 2020 3:45 PM
To: Taxman, David
Cc: Allison McGillis; Spears, Charles
Subject: RE: Winter Park Library and Events Center Parking Study
Attachments: Magnetic Counter Door Counts.xlsx

Categories: External, External, External, External

Lol, no worries – we love questions at the Library!

We have 20 spaces designated at the Alford and 33 staff in total. We have about 15-20 staff on weekdays and 10-15 staff on weekends.

Last Saturday was a light day:

12:30pm – 4:30pm: SAT Practice Test, 6 attendees
1pm – 2:30pm: Work in Progress Writers Group, 8 attendees
1:30 – 2:30pm: Full STEAM Ahead, 10 attendees

Happy to answer any more questions. I've also attached a spreadsheet doorcount data for the last few years in case that's also helpful. There are some gaps due to equipment issues, but that's noted in the sheet.

Best,
Sabrina

From: Taxman, David <David.Taxman@kimley-horn.com>
Sent: Friday, March 13, 2020 3:33 PM
To: Sabrina Bernat <sbernat@wppl.org>
Cc: Allison McGillis <amcgillis@cityofwinterpark.org>; Spears, Charles <Charles.Spears@kimley-horn.com>
Subject: RE: Winter Park Library and Events Center Parking Study

Sabrina,

Thank you so much for this info!! However, answers tend to lead to more questions. 😊

How many off-site employee parking spaces do you have designated at the Alford Inn? How many employees are typically on staff at the library during a weekday and weekend?

Also, can you provide the events, approximate attendance and time periods for last Saturday (3/7/20)?

I really apologize for all the questions, but as we dig into the data we realize we have more questions. Let me know if you need any clarification.

Thanks,

David Taxman, P.E.
Kimley-Horn | 600 North Pine Island Road, Suite 450, Plantation, FL 33324

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From: Sabrina Bernat <sbernat@wppl.org>

Sent: Friday, March 13, 2020 3:02 PM

To: Taxman, David <David.Taxman@kimley-horn.com>

Cc: Allison McGillis <amcgillis@cityofwinterpark.org>; Spears, Charles <Charles.Spears@kimley-horn.com>

Subject: RE: Winter Park Library and Events Center Parking Study

Hi David,

10:30am – 11:15am: REP Readers w/Orlando REP, 50 attendees

2pm – 4pm: ESL Class, 8 attendees

3:45pm – 4:45pm: Mathematical Escape Room: 15

Here's the full breakdown for yesterday and for last Thursday/Wednesday as well:

Thursday 3/12

9:30am – 10am: Wobbly Walkers, 38 attendees

10:30am – 11am: Tales for Twos, 20 attendees

10:30am – 11am: Arts in Action: Learn Ukulele, 16 attendees

11:30am – 12:15pm: Toddler Art, 28 attendees

4:30pm – 5:30pm: Math Circle for Girls Grades 1-3, 6 attendees

6pm – 7pm: Math Circle for Girls Grades 4-6, 9 attendees

6pm – 8pm: Girls Who Code, 10 attendees

7pm – 8pm: Math Circle for Girls Grades 6-8, 5 attendees

Thursday 3/5

9:30am – 10am: Wobbly Walkers, 40 attendees

10:30am – 11am: Tales for Twos, 12 attendees

10:30am – 11am: Arts in Action: Learn Ukulele, 16 attendees

6pm – 8pm: Girls Who Code, 10 attendees

Wednesday 3/4

9:30 – 10am: Tales for Twos, 15 attendees

10:30am – 11am: Preschool Express, 15 attendees

1pm – 3pm: Movies @ Midweek, 12 attendees

3:30pm – 4:30pm: Angel Paws to Read, 5 attendees

4pm – 6pm: Teen Advisory Board, 30 attendees

4:30pm – 6:45pm: Problem Solved Tutoring (x3), 6 attendees

5pm – 6:30pm: Radical Robotics, 19 attendees

5:30pm – 6pm: Walk w/Ease, 4 attendees

6:30pm – 8pm: Digital Spring Cleaning, 5 attendees

6:30pm – 8:30pm: Get REEL, 4 attendees

7pm – 8:30pm: Prose & Poetry Writing Workshop, 8 attendees

Yes, when we have large events the parking lot fills up. People create new parking spaces on the sidewalks leading to the Alford parking lot or in our fire lane; they utilize the staff spaces in the Alford lot along Lyman; they park along Lyman and along New England. We have also worked with All Saints church in the past to use their lot when we have major

events, such as our summer reading kickoff, which usually sees around 400 people attend. We had a 400 person event on a Saturday last November as well, and people told us they parked even as far as Park Avenue to attend.

Best,
Sabrina

From: Taxman, David <David.Taxman@kimley-horn.com>
Sent: Friday, March 13, 2020 1:08 PM
To: Sabrina Bernat <sbernat@wppl.org>
Cc: Allison McGillis <amcgillis@cityofwinterpark.org>; Spears, Charles <Charles.Spears@kimley-horn.com>
Subject: RE: Winter Park Library and Events Center Parking Study

Sabrina,

Can you please let me know the approximate times of these events? Were they simultaneous?

Also, did you have any events yesterday (Thursday) evening? What was the time period and approximate number of people?

Also, does the parking lot fill up when there are large events (i.e. 100 people or more)? If so, where do people park?

Thanks,

David Taxman, P.E.
Kimley-Horn | 600 North Pine Island Road, Suite 450, Plantation, FL 33324
Direct: 954.535.5115 Mobile: 847.736.0467

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From: Sabrina Bernat <sbernat@wppl.org>
Sent: Friday, March 13, 2020 1:02 PM
To: Taxman, David <David.Taxman@kimley-horn.com>
Cc: Allison McGillis <amcgillis@cityofwinterpark.org>
Subject: RE: Winter Park Library and Events Center Parking Study

Hi David,

We had three events scheduled:

REP Readers w/Orlando REP: 50
Mathematical Escape Room: 15
ESL Class: 8

Best,
Sabrina

From: Taxman, David <David.Taxman@kimley-horn.com>
Sent: Friday, March 13, 2020 11:37 AM
To: Sabrina Bernat <sbernat@wppl.org>

Cc: Allison McGillis <amcgillis@cityofwinterpark.org>

Subject: RE: Winter Park Library and Events Center Parking Study

Sabrina,

We are conducting the parking study for the proposed library and event center. Do you know if there were any events/programming at the library last Friday and approximately how many people attended?

Thanks,

David Taxman, P.E.

Kimley-Horn | 600 North Pine Island Road, Suite 450, Plantation, FL 33324

Direct: 954.535.5115 Mobile: 847.736.0467

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From: Sabrina Bernat <sbernat@wppl.org>

Sent: Wednesday, March 4, 2020 3:14 PM

To: Taxman, David <David.Taxman@kimley-horn.com>; 'Michelle Heatherly' <mheatherly@demetreeglobal.com>; GailMarie Frazier <gfrazier@dresi.com>

Cc: Allison McGillis <amcgillis@cityofwinterpark.org>; Riggi, Spencer <Spencer.Riggi@kimley-horn.com>

Subject: RE: Winter Park Library and Events Center Parking Study

Thanks, David. So your folks are aware, Friday and Saturday are typically slower days at the Library and are not program-heavy days. Busier days for us are midweek, Tues-Wed-Thurs. Also, we currently have early voting at the Library which may bias your numbers as we don't expect to be an early voting site at the new library.

Let me know if there's anything you need from me or my staff during your visit.

Thanks!

Best,
Sabrina

From: Taxman, David <David.Taxman@kimley-horn.com>

Sent: Wednesday, March 4, 2020 3:06 PM

To: Sabrina Bernat <sbernat@wppl.org>; 'Michelle Heatherly' <mheatherly@demetreeglobal.com>; Sabrina Bernat <sbernat@wppl.org>; GailMarie Frazier <gfrazier@dresi.com>

Cc: Allison McGillis <amcgillis@cityofwinterpark.org>; Riggi, Spencer <Spencer.Riggi@kimley-horn.com>

Subject: Winter Park Library and Events Center Parking Study

Greetings!

Kimley-Horn will be performing parking inventory and hourly occupancy counts this Friday and Saturday between 10am and 8pm at the Heritage Park property and Winter Park Library. We appreciate your cooperation regarding this matter. Please let us know if you have any questions or comments.

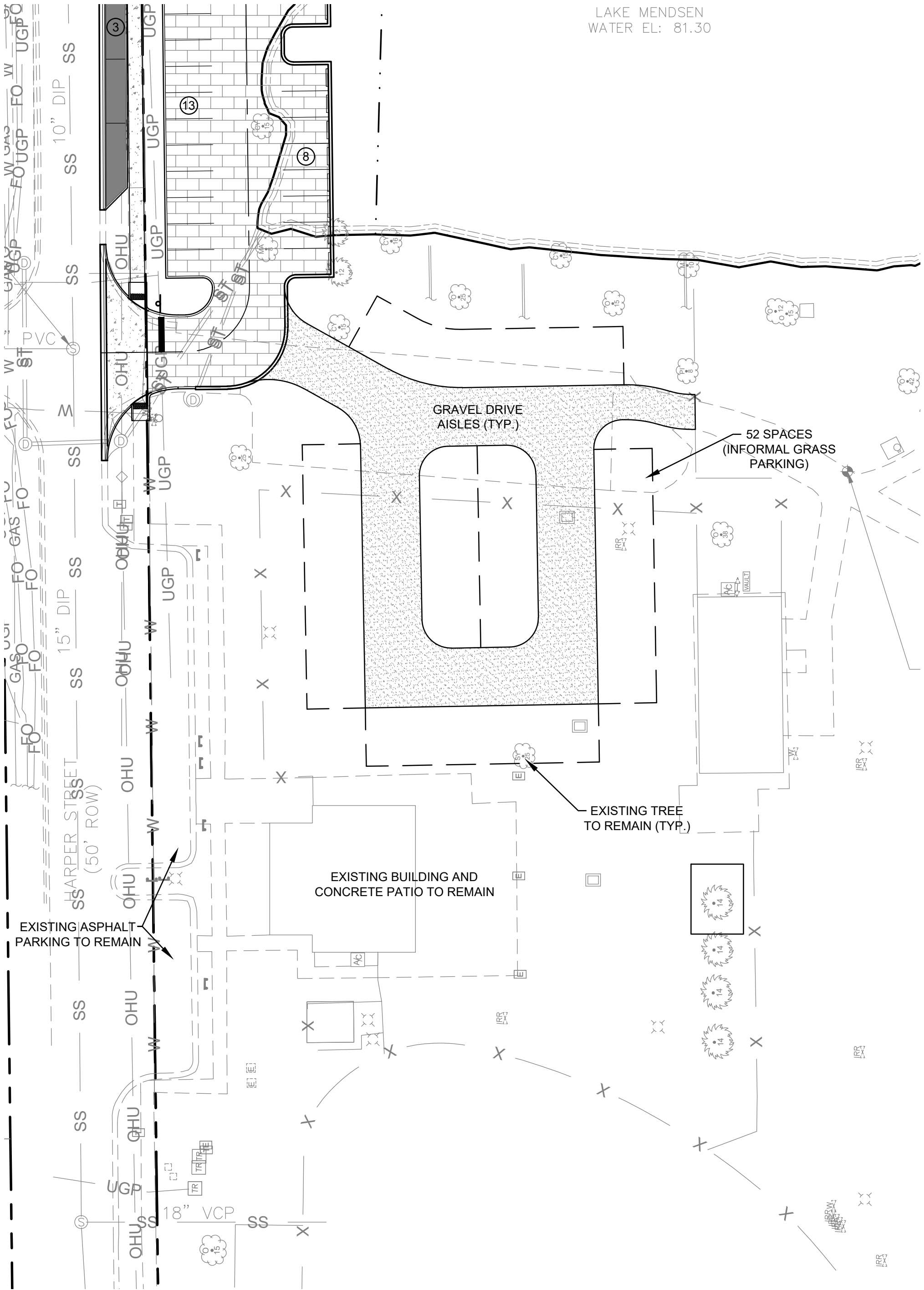
Regards,

David Taxman, P.E.

Kimley-Horn | 600 North Pine Island Road, Suite 450, Plantation, FL 33324

Direct: 954.535.5115 Mobile: 847.736.0467

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City Commission Regular Meeting

agenda item

item type Action Items Requiring Discussion	meeting date April 14, 2021
prepared by Randy Knight	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Moving Commission meetings back to Commission Chambers

motion / recommendation

Set a date for moving Commission and Citizen Board Meetings back to the City Commission Chambers. Staff recommends June 1st.

background

At the last commission meeting staff was asked to agenda a discussion of moving meetings back to the Commission Chambers in City Hall. Since the pandemic began, the Commission Chambers has been revamped to improve both the safety of participants present and the experience of those participating both in-person and remotely.

Plexiglas partitions have been added between Commission seats. The sound system, camera system and visual technologies have been upgraded significantly since we last met in that room in March 2020. An audio/visual sound booth has been added to the rear of the Chambers. New high-quality mics have been added that do not require the commission to push a button to speak and a large screen monitor has been placed on the wall so the Commission can better see what the audience can see on the screens.

Since we began meeting in-person again we have been utilizing the Community Center. The main advantage of that location is the ability to maximize social distancing and still accommodate a decent size crowd. We can put the commissioners and participating staff members at least six feet apart and still have space for approximately 50 socially distanced audience members. The disadvantages are the amount of set up and breakdown time required by staff for each meeting and the low quality of the audio/visual production capability at that location. IT has done a fantastic job making it work but it requires an extraordinary effort on their part for each meeting.

The advantages of moving back to the Commission Chambers are much less set

up/breakdown time for staff and better audio/visual experience. The disadvantages are the room will only accommodate approximately 20 in-person attendees and even though there are Plexiglas barriers between commission seats we can not also provide six feet of separation unless some staff and commission members sit at the table instead of the dais.

Other factors to consider:

- 1) All of the Commissioners and the City Manager have reported that they have been vaccinated.
- 2) Beginning April 5th vaccinations are available to all persons age 18 and up.
- 3) The number of new Florida COVID cases and hospitalizations have been trending downward.
- 4) The Biden administration has stated that by the end of May, anyone wanting a vaccination should have had the opportunity to receive one.
- 5) The summer programs for kids will begin June 1st making the Community Center much less conducive to hosting a public meeting.
- 6) For public hearing advertising purposes, staff needs at least 30 days notice of meeting location.

For all of the above reasons, staff recommends moving meetings back to the Commission Chambers beginning June 1st.

alternatives / other considerations

Continue to host meetings at the Community Center.

fiscal impact



City Commission Regular Meeting

agenda item

item type Action Items Requiring Discussion	meeting date April 14, 2021
prepared by Michelle Neuner	approved by Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Advisory Board Renewal (required by May 1, 2021)

motion / recommendation

Based on Section 2.48 (m) of the City Code related to Advisory Boards, evaluate advisory boards not required by state statute or city charter and select boards to be retained beginning May 1 ,2021.

background

Section 2-48 (m) of City Code calls for the sunset of the advisory board unless required by statute or charter every five years following May 1, 2011, unless the board is renewed by a majority vote of the commission. The next renewal period is on or before May 1, 2021.

Sec. 2-48. - General rules applicable to subsidiary boards and ad hoc committees of the City of Winter Park.

(m)

*Sunset of boards unless a board is required by statute or Charter. Except for those boards that are required to be in existence pursuant to Florida Statute or City Charter, each city board shall sunset and terminate every five years following May 1, 2011, unless the board is renewed by a majority vote of the commission. This will allow the commission to evaluate the effectiveness and need for the particular board on a regular basis. Notwithstanding this provision, any advisory board may be terminated at any time by a majority vote of the city commission, unless such board is required by Florida Statute or Charter. **The following quasi-judicial boards will not sunset: board of adjustments; planning and zoning; construction board of adjustments and appeals; code compliance; civil service; lakes and waterways advisory board (to the extent it hears stormwater fees appeals); historic preservation board (to the extent it acts in a quasi-judicial capacity with respect to recommendations for or against rezonings, demolitions, developments, lot splits, lot consolidations or conditional uses that could impact historic resources identified in the Florida Master Site File Survey of the City of Winter Park, reviews applications for certificates of review for designated landmarks, resources and property within designated districts, or approves variances appropriate for the preservation of historic resources in conjunction with applications for certificates of review); and the tree***

preservation board (to the extent it sits as a quasi-judicial board with respect to the consideration of applications for tree removal permits and appeals to the tree preservation board from any denial of an application or any of the conditions attached to the approval of a tree removal permit, or to the extent it sits as a quasi-judicial board with respect to the recommendation of modification of building plans or variances regarding the preservation of protected trees, or the waiver of up to a maximum of five parking spaces for the purposes of preserving existing protected trees). Additionally, without first complying or satisfying legally imposed conditions, the community redevelopment agency and the housing authority may not be abolished.

Below is a table of current boards that separate the required boards from the boards under consideration for continuation.

By Statute/Charter or Quasi-judicial	Advisory (select from this list for renewal)
Board of Adjustment	Community Redevelopment Advisory Board
Planning and Zoning	Economic Development Advisory Board
Construction Board of Adjustment and Appeals	Keep Winter Park Beautiful & Sustainable Advisory Board
Code Compliance	Parks and Recreation Advisory Board
Civil Service	Transportation Advisory Board
Lakes and Waterways	Public Art Advisory Board
Historic Preservation	Utilities Advisory Board
Tree Preservation	Golf Course Advisory Board
Community Redevelopment Agency	
Housing Authority	
Winter Park Firefighters' Pension Board	
Winter Park Police Officers' Pension Board	

Staff Recommendation: While each of these boards has provided valuable guidance to staff and the Commission, the current need for a separate Advisory Board to support the Golf Course has diminished since last reviewed. The Golf Advisory Board was extremely helpful in guiding the renovation and renewal of the course, to include revising the policies and marketing strategies. The work at the course is complete and the facility is operating in line with other facilities such as the Community Center or Tennis Center. Staff recommends collapsing the duties of the Golf Advisory Board into the Parks and Recreation Advisory Board.

alternatives / other considerations

fiscal impact

The expertise and quality of volunteers who serve on the advisory boards is significant. The analysis and recommendations provided are valuable and strongly considered in the

policy making decision of the City Commission. The staff work to prepare for, hold meetings, record minutes and follow up on the discussions is also significant. It is important to align the work of the advisory boards with the strategic objectives of the City Commission to maximize the value of the efforts by both the volunteers and staff.



City Commission Regular Meeting

agenda item

item type Public Hearings	meeting date April 14, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson, Michelle Neuner, Randy Knight
board approval Completed	
strategic objective	

subject

Request of the City of Winter Park for: (Postponed to the April 28 Regular Commission meeting at the request of City staff)

item list

- An Ordinance to establish regulations regarding artificial turf. (2nd Reading)

motion / recommendation

Staff and Planning & Zoning Board recommendation is for approval of the Ordinance.

background

The City is proposing an amendment to the Zoning Code to provide specific regulations for the types of artificial turf which will be considered as pervious or impervious and providing standards for the installation and maintenance of pervious artificial turf.

Background

The City staff has been challenged with an increase in the number of permits for the installation of artificial turf and the challenges in determining the degree to which these products after installation function as pervious or impervious surfaces. The City staff has held a number of work sessions with the P&Z Board discussing the variety of artificial turf products, the methods of installation and maintenance and how the different products and installation applications result in a large disparity in the degree to which they function as pervious surfaces.

The end result of the time spent with the P&Z Board on this topic has resulted in an ordinance which clearly defines the types of artificial turf that can be considered as pervious (backing of a woven material versus solid with periodic holes) and the method

and base upon which it is installed in order to function as a pervious surface. The ordinance also includes maintenance requirements in order to continue to function as a pervious surface.

Planning & Zoning Board Minutes from March 2, 2021:

- ZTA #21-01. Request of the City of Winter Park for: An Ordinance to amend the Zoning Code to establish regulations for artificial turf including definitions, standards for pervious artificial turf and maintenance requirements.

Mr. Briggs provided a brief summary of the ZTA #21-01 request to the Board. Mr. Briggs reminded the Board that the ordinance had been reviewed and discussed between the Board and Staff at prior work sessions and revised accordingly. He noted that clear specifications were added to identify and define pervious and impervious turfs and the installation and maintenance guidelines for both.

Staff recommendation was for approval.

Mr. Fitch inquired about the frequency of maintenance required for the artificial turf and how it would be enforced. Mr. Briggs addressed Mr. Fitch's inquiry and referenced the maintenance condition in the ordinance and advised that the frequency would be specified in the turf installation agreement required by the ordinance. Mr. Stephenson noted that the frequency of maintenance would depend on the type of turf installed and the installer's guidelines. City Attorney Dan Langley recommended being cautious about creating a one-size-fits-all condition in the ordinance as the varied products may have different maintenance requirements.

No one from the public wished to speak. The public hearing was closed.

Motion made by Michael Spencer, seconded by Richard James, for approval of an Ordinance to amend the Zoning Code to establish regulations for artificial turf including definitions, standards for pervious artificial turf and maintenance requirements.

Motion carried unanimously with a 7-0 vote.

[alternatives / other considerations](#)

[fiscal impact](#)

ATTACHMENTS:

[Ord. for Artificial Turf Regulations.pdf](#)

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA, AMENDING CHAPTER 58, CITY OF WINTER PARK CODE OF ORDINANCES, LAND DEVELOPMENT CODE; AMENDING SECTION 58-95 AND ADDING SECTION 58-170 GOVERNING ARTIFICIAL TURF REQUIREMENTS; PROVIDING FOR DEFINITIONS; PROVIDING REQUIREMENTS FOR INSTALLATION AND MAINTENANCE OF IMPERVIOUS AND PERVIOUS ARTIFICIAL TURF; PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City Land Development Code currently limits the amount of impervious surface that may be utilized in residential and commercial development; and

WHEREAS, the City wishes to clarify that artificial turf, which is a grass mat manufactured with man-made materials used to replicate natural grass, can constitute an impervious surface subject to the relevant City regulations; and

WHEREAS, the City further wishes to clarify and enact regulations governing the installation of artificial turf; and

WHEREAS, the City finds that this Ordinance advances the interests of the public health, safety, and welfare.

NOW, THEREFORE, BE IT ENACTED BY THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA:

SECTION 1. Recitals. The foregoing recitals are hereby ratified and confirmed as being true and correct and are hereby made a part of this Ordinance.

SECTION 2. Amendment of City Code. Section 58-95 of Chapter 58, Article III of the City Code of Ordinances is hereby amended, and a new Section 58-170 is hereby created in Chapter 58, Article V, Division 1 of the City Code of Ordinances, all as follows (words that are ~~stricken out~~ are deletions; words that are underlined are additions; stars * * * * * indicate breaks between sections, subsections, or paragraphs and do not indicate changes to the City Code; provisions not included are not being amended):

Sec. 58-95. - Definitions.

For the purposes of this article, certain terms or words used herein shall be interpreted as follows:

* * * *

Artificial Turf or synthetic grass means an artificial grass mat manufactured with man-made materials such as polypropylene, polyethylene, and/or other materials, which is used to replicate the appearance of natural grass.

* * * *

Impervious coverage means the percentage of the lot land area that is covered with impervious materials such as building, swimming pools (including pool water and pool decks), decks, patios, driveways, etc. Artificial turf shall also be considered an impervious coverage unless specifically designed and permitted with a proper porous permeable underlying material such as gravel. Standard engineering coefficients of permeability shall be utilized for mixed surfaces. Land located across a street and separated from the building site shall not be included in the available land area calculation.

* * * *

Sec. 58-170. – Artificial Turf Installation. The following requirements shall govern the installation of artificial turf.

a) Impervious installations

- 1) A permit shall be required to install.
- 2) New total impervious area coverage to include the artificial turf shall be submitted with the permit application.
- 3) Proof of permeability is not required.
- 4) The first one inch of stormwater runoff from the artificial turf must be retained on site in accordance with Sec. 58-163.
- 5) Installations are not allowed under tree canopies.

b) Pervious installations

- 1) A permit shall be required to install.
- 2) Artificial turf shall have a backing of a uniform (every square inch) woven material, which precludes the use of a solid backed material with periodic holes.
- 3) The required minimum rate of permeability shall be 30 inches per hour uniformly (every square inch) across the artificial turf.
- 4) Underlying material (gravel, drainfield rock, sand setting, fabric, etc.) shall be included in the design per the manufacturer's specifications to meet the minimum rate of permeability.
- 5) Prior to installation of artificial turf, the property owner shall enter into an agreement, with and in a form acceptable to the City, providing for property

owner's and its successors' and assigns' scheduled maintenance activities and annual reports thereof to the City. Among other things, such agreement may provide for: (i) property owner's requirement to remove and/or replace the artificial turf in the future if the artificial turf ceases to function as designed and permitted, is not properly maintained and/or if the expiration of the artificial turf's life expectancy occurs; (ii) the City's remedies in the event property owner fails to comply with its maintenance, repair and replacement obligations; and (iii) property owner's indemnification and hold harmless of the City and its officials and employees with respect to the artificial turf installation, maintenance and repair, including any drainage problem that may arise therefrom.

c) *Maintenance of artificial turf.* The property owner shall routinely maintain artificial turf, including cleaning, brushing, debris removal, repairing and replacement. Such maintenance activities shall ensure that artificial turf continues to function as designed and permitted. The property owner's failure to maintain, repair and/or replace artificial turf in compliance with this section or any agreement entered into with the City as required herein shall constitute a violation of this subsection.

SECTION 3. Codification. Section 2 of this Ordinance shall be codified into the Winter Park City Code. Any section, paragraph number, letter and/or any heading may be changed or modified as necessary to effectuate the foregoing. Grammatical, typographical and similar or like errors may be corrected, and additions, alterations, and omissions not affecting the construction or meaning of this Ordinance and the City Code may be freely made.

SECTION 4. Severability. If any section, subsection, sentence, clause, phrase, word or provision of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, whether for substantive, procedural, or any other reason, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 5. Conflicts. In the event of a conflict or conflicts between this Ordinance and any other ordinance or provision of law, this Ordinance controls to the extent of the conflict, as allowable under the law.

SECTION 6. Effective Date. This Ordinance shall become effective immediately upon adoption by the City Commission of the City of Winter Park, Florida (the "Effective Date"), and shall apply to all applications for permits received on or after the Effective Date.

ADOPTED this ____ day of _____, 2021, by the City Commission of the City of Winter Park, Florida.

CITY COMMISSION
CITY OF WINTER PARK

Steve Leary, Mayor

ATTEST:

Rene Cranis, City Clerk

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