



CITY COMMISSION

AGENDA

CITY HALL COMMISSION CHAMBERS

300 W. Plant Street
Winter Garden, Florida

REGULAR MEETING

January 26, 2023

6:30 p.m.

CALL TO ORDER

Determination of a Quorum

Opening Invocation and Pledge of Allegiance

1. APPROVAL OF MINUTES

Regular Meeting Minutes – January 12, 2023

2. FIRST READING AND PUBLIC HEARING OF PROPOSED ORDINANCE

A. **Ordinance 23-04:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, PERTAINING TO THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY; AMENDING SECTION 98-121 GOVERNING THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO APPOINTMENT, REMOVAL, AND TERMS OF MEMBERS; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE – **Economic Development Director Gerhartz**

3. SECOND READING AND PUBLIC HEARING OF PROPOSED ORDINANCES

A. **Ordinance 23-02:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA REZONING APPROXIMATELY 0.23 ± ACRES LOCATED AT 114 FLORIDA AVE, NORTH OF PENNSYLVANIA AVENUE, WEST OF CHARLES STREET, EAST OF SOUTH DILLARD STREET, AND SOUTH OF FLORIDA AVENUE FROM CITY R-2 RESIDENTIAL DISTRICT TO CITY C-3 PROFESSIONAL OFFICE DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE – **Planning Director Carson**

B. **Ordinance 23-03:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING ORDINANCE 22-35, THE CITY OF WINTER GARDEN FISCAL YEAR 2022-2023 BUDGET TO CARRY FORWARD PRIOR YEAR APPROPRIATIONS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE – **Finance Director Zielonka**

4. REGULAR BUSINESS

A. Recommendation to approve **SPECIAL EVENT** – Evening at the Pops by The Rotary Club of Winter Garden on Saturday, March 25, 2023 with a rain date of Sunday, March 26, 2023 at Newton Park – **Planning Director Carson**

B. Recommendation to approve **SPECIAL EVENT** – Arts in April – Winter Garden Art Association and City of Winter Garden – **Economic Development Director Gerhartz**

- C. Recommendation to approve **SPECIAL EVENT** – Downtown Boutique Spring Stroll, Thursday, May 11, 2023 from 5:00 to 8:00 p.m. – **Economic Development Director Gerhartz**
- D. Recommendation to approve **SPECIAL EVENT** – Shop, Dine & Stroll in Downtown Winter Garden all day Saturday, March 25, 2023 – **Economic Development Director Gerhartz**
- E. Recommendation to approve **SPECIAL EVENTS** – Winter Garden Farmers Market Blossoming with Fun from 9: 00 a.m. – 12: 00 p.m.

Farm Day at the Market	Saturday	March 18
Arts in April Kids Art Session	Saturday	April 8, 15, & 22
Earth Day Celebration	Saturday	April 22
Miniature Golf Day	Saturday	May 20
Farmers Market 15th Birthday Celebration	Saturday	June 3
Independence Day Celebration	Saturday	July 1
National Farmers Market Week Celebration	Saturday	August 12

– **Economic Development Director Gerhartz**

- 5. **MATTERS FROM PUBLIC** – *(Limited to 3 minutes per speaker)*
- 6. **MATTERS FROM CITY ATTORNEY** – A. Kurt Ardaman
- 7. **MATTERS FROM CITY MANAGER** – Jon C. Williams
- 8. **MATTERS FROM MAYOR AND COMMISSIONERS**

ADJOURN to **REGULAR MEETING** on Thursday, **February 9, 2023** at **6:30 p.m.** in City Hall Commission Chambers, 300 W. Plant Street, 1st floor

NOTICES:

In accordance with Florida Statutes 286.0105, if any person decides to appeal any decision made by said body with respect to any matter considered at such meeting, he/she will need a record of the proceedings and, for that purpose, he/she may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. The City of Winter Garden does not prepare or provide such record.

Any opening invocation that is offered before the official start of the Commission meeting shall be the voluntary offering of a private person, to and for the benefit of the Commission. The views or beliefs expressed by the invocation speaker have not been previously reviewed or approved by the City Commission or the city staff, and the City is not allowed by law to endorse the religious or non-religious beliefs or views of such speaker. Persons in attendance at the City Commission meeting are invited to stand during the opening invocation and to stand and recite the Pledge of Allegiance. However, such invitation shall not be construed as a demand, order, or any other type of command. No person in attendance at the meeting shall be required to participate in any opening invocation that is offered or to participate in the Pledge of Allegiance. You may remain seated within the City Commission Chambers or exit the City Commission Chambers and return upon completion of the opening invocation and/or Pledge of Allegiance if you do not wish to participate in or witness the opening invocation and/or the recitation of the Pledge of Allegiance. (Reference Resolutions 15-04 and 16-02)

Pursuant to Florida Statutes 282.601, 286.603, and the Americans with Disabilities Act (ADA), the City of Winter Garden makes every effort to ensure that those with disabilities have access to electronic information provided to the public, except when compliance with those sections impose an undue burden on the agency. In the event of difficulty accessing this publicly provided information, please contact the City Clerk’s Office at (407) 656-4111, Ext. 2297, for assistance.

	Those needing assistance to participate in any of these proceedings should contact the City Clerk’s Office at least 48 hours in advance of the meeting (407) 656-4111 Ext 2297.		Help for the hearing impaired is available through the Assistive Listening System. Receivers can be obtained at the meeting from the Information Technology Department (407) 656-4111 Ext. 5455.
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CITY OF WINTER GARDEN

City Commission REGULAR MEETING MINUTES

January 12, 2023

REGULAR MEETING of the Winter Garden City Commission was called to order by Mayor Rees at 6:30 p.m. at City Hall, 300 West Plant Street, Winter Garden, Florida. An Opening Invocation and Pledge of Allegiance were given.

Present:

Mayor John Rees
Commissioner District 1 - Lisa L. Bennett
Commissioner District 2 - Ron Mueller
Commissioner District 3 - Mark A. Maciel
Commissioner District 4 - Colin Sharman

Also Present:

City Manager Jon C. Williams
City Attorney Dan Langley
City Clerk Angee Grimmage

1. **APPROVAL OF MINUTES**

Motion by Commissioner Maciel to approve regular meeting minutes of December 8, 2022 as submitted. Seconded by Commissioner Sharman and carried unanimously 5-0.

2. **FIRST READING AND PUBLIC HEARING OF PROPOSED ORDINANCES**

- A. **Ordinance 22-40:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA PROVIDING FOR THE ANNEXATION OF CERTAIN ADDITIONAL LANDS GENERALLY DESCRIBED AS APPROXIMATELY 30.24 ± ACRES LOCATED ON TILDEN ROAD; SOUTH OF TILDEN ROAD, WEST OF WEST ORANGE COUNTRY CLUB DRIVE, AND EAST OF TINY ROAD INTO THE CITY OF WINTER GARDEN, FLORIDA; REDEFINING THE CITY BOUNDARIES TO GIVE THE CITY JURISDICTION OVER SAID PROPERTY; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE
- B. **Ordinance 22-41:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA AMENDING THE FUTURE LAND USE MAP OF THE WINTER GARDEN COMPREHENSIVE PLAN BY CHANGING THE LAND USE DESIGNATION OF REAL PROPERTY GENERALLY DESCRIBED AS APPROXIMATELY 30.24 ± ACRES LOCATED ON TILDEN ROAD; SOUTH OF TILDEN ROAD, WEST OF WEST ORANGE COUNTRY CLUB DRIVE, AND EAST OF TINY ROAD; FROM ORANGE COUNTY VILLAGE TO CITY SUBURBAN RESIDENTIAL; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE
- C. **Ordinance 22-42:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, REZONING CERTAIN REAL PROPERTY GENERALLY DESCRIBED AS APPROXIMATELY 30.24 ± ACRES LOCATED ON TILDEN ROAD; SOUTH OF TILDEN ROAD, WEST OF WEST ORANGE COUNTRY CLUB DRIVE, AND EAST OF TINY ROAD; FROM ORANGE COUNTY A-1(CITRUS RURAL DISTRICT) TO CITY PUD (PLANNED UNIT DEVELOPMENT) AS SET FORTH IN THIS ORDINANCE; PROVIDING FOR CERTAIN PUD REQUIREMENTS AND DESCRIBING THE DEVELOPMENT AS THE TILDEN CLUB PUD; AND PROVIDING FOR SEVERABILITY, CONFLICTS AND AN EFFECTIVE DATE

City Attorney Dan Langley stated that staff requests postponement of Ordinances 22-40, 22-41 and 22-42 to a date uncertain. He noted that the ordinances would be re-advertised and brought back to a future City Commission meeting.

Motion by Commissioner Bennett to POSTPONE Ordinances 22-40, 22-41 and 22-42 to a date uncertain. Seconded by Commissioner Sharman and carried unanimously 5-0.

- D. **Ordinance 23-02:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA REZONING APPROXIMATELY 0.23 ± ACRES LOCATED AT 114 FLORIDA AVENUE, NORTH OF PENNSYLVANIA AVENUE, WEST OF CHARLES STREET, EAST OF SOUTH DILLARD STREET, AND SOUTH OF FLORIDA AVENUE FROM CITY R-2 RESIDENTIAL DISTRICT TO CITY C-3 PROFESSIONAL OFFICE DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE

City Attorney Dan Langley read Ordinance 23-02 by title only. Planning Director Kelly Carson stated that this is a request to rezone property located at 114 Florida Avenue. She noted that the owner also owns some of the adjacent properties. The request is to rezone the subject property, which currently contains a single family home, from R-2 Residential District to C-3 Professional Office District in order to use the property as an office. Staff has reviewed the proposed C-3 zoning and found it to be consistent with the property's (COM) Commercial Future Land Use designation and recommends approval of the ordinance.

There was discussion on whether the surrounding neighbors had any issues with this item. It was noted that community meetings would be held when the site plan is brought forward to convert the property, community input would be received at that time. Also discussed was a C-3 Professional being an office zoning, which limits usage to low intensity. It was noted that redeveloping the existing building was also favorable.

Mayor Rees opened the public hearing; hearing and seeing none, he closed the public hearing.

Motion by Commissioner Bennett to approve Ordinance 23-02 with a second reading and public hearing January 26, 2023. Seconded by Commissioner Mueller and carried unanimously 5-0.

- E. **Ordinance 23-03:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING ORDINANCE 22-35, THE CITY OF WINTER GARDEN FISCAL YEAR 2022-2023 BUDGET TO CARRY FORWARD PRIOR YEAR APPROPRIATIONS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

City Attorney Dan Langley read Ordinance 23-03 by title only. City Manager Williams stated that Ordinance 23-03 amends the current year budget to carry forward prior year appropriations for projects, equipment, or items budgeted, but not purchased or

completed by year end of fiscal year 2022. He noted differences in the amounts and gave reasons as to the change in the amounts such as a majority of the expenditures being for Marsh Road, some expenditures for East Winter Garden and the Community Redevelopment Agency (CRA), and some heavy equipment. Staff recommends approval of Ordinance 23-03 with a second reading scheduled for January 26, 2023.

Mayor Rees inquired of the meters, wondering if they were extra. City Manager Williams reminded of past efforts to replace the old meters and noted that these are the additional meters to complete the last phase of that project.

There was discussion on any issues with the meters that have been replaced and it was noted that the City Manager would follow up on this item as it was started prior to his taking office, but he had not heard of any issues to date.

Mayor Rees opened the public hearing; hearing and seeing none, he closed the public hearing.

Motion by Commissioner Mueller to approve Ordinance 23-03 with a second reading and public hearing January 26, 2023. Seconded by Commissioner Sharman and carried unanimously 5-0.

3. SECOND READING AND PUBLIC HEARING OF PROPOSED ORDINANCES

- A. **Ordinance 22-44:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, SUBMITTING TO THE ELECTORS OF WINTER GARDEN A PROPOSED AMENDMENT TO THE CHARTER OF THE CITY OF WINTER GARDEN AUTHORIZING THE CITY COMMISSION TO DETERMINE WHETHER THE CITY MANAGER IS REQUIRED TO BE A RESIDENT OF THE CITY; PROVIDING A BALLOT TITLE, SUMMARY, AND TEXT FOR THE PROPOSED AMENDMENT; PROVIDING DIRECTIONS TO THE CITY CLERK; AND PROVIDING FOR CONFLICTS AND SEVERABILITY, AN EFFECTIVE DATE FOR THE AMENDMENT IF APPROVED, AND AN EFFECTIVE DATE FOR THE ORDINANCE

City Attorney Dan Langley read Ordinance 22-44 by title only. City Clerk Grimmage noted that this is the second reading of Ordinance 22-44. She noted that a motion was made on April 14, 2022 to extend residency requirements for the City Manager through March 2023. This was approved by the City Commission with the intent that the City would submit a question to the electorate on the March 14, 2023 ballot. The question addresses whether the City should remove the residency requirement as noted under § 28 of the City's Charter and give the discretion to the City Commission. She noted that this ordinance contains the language for that ballot question.

Mayor Rees noted that he believes the City Commission should withdraw this ordinance. He noted that there would not be an election, all polling places would be required to open all over the City, it would be costly and have a questionable turnout. In his opinion, he thinks the City would be wasting its time, energy and money.

Commissioner Mueller concurred, noting that the City Charter already empowers the City Commission by reason of good cause. He feels that good cause has been demonstrated in this decision as the City Manager has exemplified himself in his role. He feels there is no reason to usurp this decision. There was discussion on an extension, if necessary.

Motion by Commissioner Mueller to WITHDRAW Ordinance 22-44. Seconded by Commissioner Sharman and carried unanimously 5-0.

4. **REGULAR BUSINESS**

- A. **Resolution 23-01**: A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER GARDEN, FLORIDA, DECLARING THE QUALIFYING RESULTS OF THE 2023 GENERAL ELECTION FOR DISTRICTS 1 AND 5; AND THE CANDIDATES DULY ELECTED TO OFFICE BY VIRTUE OF NO OPPOSITION FOR A FOUR-YEAR TERM THROUGH MARCH 9, 2027.

City Attorney Dan Langley read Resolution 23-01 by title only. City Clerk Grimmage stated that Resolution 23-01 declares that the incumbents, Lisa L. Bennett, candidate for District 1, and John Rees, candidate for District 5 (At Large), were re-elected by virtue of no opposition for a four-year term through March 09, 2027. She noted that the Oath of Offices would be administered at the March 23, 2023 meeting, which would have followed the March 14, 2023 election.

Motion by Commissioner Sharman to approve Resolution 23-01. Seconded by Commissioner Maciel and carried unanimously 5-0

- B. **Recommendation to approve 2023 Vote Processing Equipment Use Agreement and Election Services Contract with Orange County Supervisor of Elections**

City Clerk Angee Grimmage stated that this agreement would still need to be in place in the event of any special circumstances. She noted the question on page nine should be answered yes as the City of Winter Garden's Election Canvassing Board has adopted the Orange County's Canvassing Board criteria since 2008.

Motion by Commissioner Bennett approve 2023 Vote Processing Equipment Use Agreement and Election Services Contract with Orange County Supervisor of Elections. Seconded by Commissioner Maciel and carried unanimously 5-0.

- C. **Recommendation to waive formal procurement procedures and allow City Manager to sign contract with Sorko Services for Cleanup of Lake Reaves in the amount of \$112,125 which includes a 15% contingency**

Assistant City Manager of Public Services Stephen Pash noted the City working with Orange County and Windermere Crossing neighborhoods over the last couple years. This work was to establish and expand the existing Lake Roberts Municipal Service Benefit Unit (MSBU) assessment to include Lake Reaves. He noted that this MSBU was approved last year and the City agreed to help with the Lake Reaves cleanup prior to

Orange County doing their spraying process. He spoke of receiving two quotes for having the vegetation removed and detailed the services offered. Staff requests waiving the formal procurement procedures and allow the City Manager to sign the contract with Sorko Services with a maximum cost of \$112,125 which includes a 15 percent contingency.

There was discussion and clarification on the quotes being for the entire lake, completion of the entire project and the areas to be covered.

Motion by Commissioner Maciel to waive formal procurement procedures and allow the City Manager to sign the contract with Sorko Services for Cleanup of Lake Reaves in the amount of \$112,125 which includes a 15% contingency. Seconded by Commissioner Sharman and carried unanimously 5-0.

- D. Recommendation to waive formal procurement procedures and allow City Manager to piggyback City of Ormond Beach contract and hire U.S. Water Services Corporation to provide a Class "A" Wastewater Plant Operator in the amount of \$65,975

Assistant City Manager of Public Services Stephen Pash stated that the chief operating officer for the wastewater plant is temporarily on leave and a Class A operator is required by law to run the plant. Staff recommends waiving the formal procurement procedure and allowing the City Manager to piggyback the City of Ormond Beach contract and hire the U.S. Water Services Corporation. It was noted that the six month service would cost \$65,975. There was discussion on this contract being reasonable considering benefits coverage. It was noted that the regular operator could return before that timeframe and the ability to terminate the contract at any time.

City Manager Williams indicated that an employee has gone through the Class "A" operator training, but a number of hours are required before the activation of that license.

Motion by Commissioner Bennett to waive formal procurement procedures and allow the City Manager to piggyback the City of Ormond Beach contract and hire U.S. Water Services Corporation to provide a Class "A" Wastewater Plant Operator in the amount of \$65,975. Seconded by Commissioner Sharman and carried unanimously 5-0

- E. Recommendation for City Manager to sign Revenue Agreement between The City of Winter Garden and St. Johns River Water Management District in the amount of \$100,000

City Engineer Jim Monahan stated that staff has been working with the St. Johns River Water Management District to finalize a revenue agreement. In the agreement, a portion of the design and permitting of the Lake Apopka Dredging and Material Placement project would be funded by the City of Winter Garden. The project consists of channel dredging and near shore habitat dredging in the vicinity of the Newton Park boat ramp. Placement of dredge material can be on district-owned Lake Apopka North

Shore (LANS) property or potentially dewatered and used for an alternative beneficial use. He noted that the proposed dredging would also provide a Lake Apopka water quality benefit by removing unconsolidated flocculent that is easily re-suspended due to wave energy. Dredging the channel provides a benefit by removing sediment for boat navigation. Staff recommends allowing for the City Manager to sign the Revenue Agreement in the amount of \$100,000.

There was discussion on the timeline of the dredged material returning, efforts to address this issue, a cleaner lake, and the next phase of this effort being quite extensive.

Motion by Commissioner Sharman to approve the City Manager sign the Revenue Agreement between The City of Winter Garden and St. Johns River Water Management District in the amount of \$100,000. Seconded by Commissioner Bennett and carried unanimously 5-0

F. Recommendation to approve SITE PLAN for 459 9th Street (West Orange Boys & Girls Club), subject to the conditions

Planning Director Kelly Carson stated that this is an application for City-owned property located at 459 9th Street, a planned commercial development. She described the applicant as the West Orange Boys & Girls Club, who intend to build phase one of their building on the southwest portion of the City's property. She described the proposed plan and site improvements, noting the intent to build a phase two of the plan would be at a later date. Ms. Carson stated that staff has worked closely with this applicant and approval is recommended.

Mayor Rees noted his excitement for the City to receive this project.

Commissioner Maciel recognized Randy June for his efforts in this project, from its start to this point and he thanked him, noting that it has been a long time coming and is a great project.

Commissioner Mueller addressed parking and the ability to expand should future demand warrant it. Ms. Carson explained items that would fall in phase two of the project and noted what is allowed by code.

Motion by Commissioner Maciel to approve SITE PLAN for 459 9th Street (West Orange Boys & Girls Club), subject to the conditions. Seconded by Commissioner Bennett and carried unanimously 5-0.

G. Recommendation to approve SITE PLAN for 12623 W Colonial Drive (Westside Station), subject to the conditions

Planning Director Kelly Carson stated that this is a site plan approval request for property located at 12623 West Colonial Drive. She noted that the zoning is C-2 and has a commercial future land use designation. She indicated that this is the location of a

former Raceway gas station and convenience store. The applicant is proposing to redevelop the site, maintaining and renovating the former retail site as well as proposing an additional commercial building on the property. All would be occupied by retail, restaurant or professional office uses. Staff has reviewed the application and recommends approval, subject to conditions.

Commissioner Bennett sought clarification that this was a gas station and in the future it will not be. Ms. Carson responded that this is correct and expounded on some of the proposed uses. Commissioner Bennett further inquired as to what they would do with the tanks. Ms. Carson responded that these would be removed.

Commissioner Mueller voice his concerns about the chain linked fence. There was discussion on other options, continuation of an existing chain linked fence, the intent to grow vining plants on the fence to soften the look, and it being an industrial area. Ms. Sharon Williams, developer and representative for this project displayed the site plan renderings and explained the fenced area. City Manager Jon C. Williams clarified that the intent was to have a living wall in this area. Ms. Williams responded that this is correct, explained how the three separate buildings would share greenspace and how a hard fence between the buildings would not be as aesthetically pleasing. There was discussion on this fencing being at the back of the building and a satisfying alternative.

Motion by Commissioner Sharman SITE PLAN for 12623 West Colonial Drive (Westside Station), subject to the conditions. Seconded by Commissioner Mueller and carried unanimously 5-0.

H. Recommendation to approve SITE PLAN for 761 & 771 Garden Commerce Pkwy (Winter Garden Flex), subject to the conditions

Planning Director Kelly Carson stated that this site plan approval request is for a property located at 761 & 771 Garden Commerce Parkway, a planned industrial development (PID). The applicant is proposing to construct four new buildings on the lot for office and warehouse uses. Staff has reviewed the application and recommends approval, subject to conditions.

Motion by Commissioner Maciel SITE PLAN for 761 & 771 Garden Commerce Pkwy (Winter Garden Flex), subject to the conditions. Seconded by Commissioner Sharman and carried unanimously 5-0.

I. BOARD APPOINTMENTS: Planning and Zoning Board

Planning Director Kelly Carson noted that three members of the Planning and Zoning Board terms are up and have expressed their desire to be re-appointed. She named them as Joe Dunn, Mark Hide and Steve Ambielli. Staff recommends approval of the three members being re-appointed to the Planning and Zoning Board.

Commissioner Bennett noted that she had spoken with Joe Dunn, who expressed his desire to stay on this board.

Commissioner Mueller noted that he would nominate Linda F. Bennett from District 2 for this cycle and read her credentials.

Mayor Rees stated that Joe Dunn was the Vice-Chairman for this board, who members on the board have stated has done a good job. He wondered as to the reasoning behind the replacement. Commissioner Mueller noted that he had two seats for his District and lost one last year. Commissioner Bennett noted that her preference would be to keep people on the board who have the experience and want to stay.

Mayor Rees noted that each vote would be done separately.

Motion by Commissioner Mueller to appoint Linda F. Bennett (*District 2*) to the Planning and Zoning Board. Seconded by Commissioner Sharman and carried unanimously 5-0.

Commissioner Maciel noted that he would like to keep Mark Hide, who is doing a good job on this board.

Motion by Commissioner Maciel to appoint Mark Hide (*District 3*) to the Planning and Zoning Board. Seconded by Commissioner Bennett and carried unanimously 5-0.

Commissioner Sharman noted that he is fine with Steve Ambielli going back on and confirmed this approval with staff.

Motion by Commissioner Sharman to appoint Steve Ambielli (*District 4*) to the Planning and Zoning Board. Seconded by Commissioner Mueller and carried unanimously 5-0.

J. BOARD APPOINTMENTS: Code Enforcement Board

Planning Director Carson stated that one member of the Code Enforcement Board has recently resigned and there is one open seat. Staff recommends appointment of one new member to the Code Enforcement Board.

Commissioner Mueller nominated Dan Welsh and read his credentials.

There was discussion that District 1 was already well represented on this board.

Motion by Commissioner Mueller to appoint Dan Welsh (*District 2*) to the Code Enforcement Board. Seconded by Commissioner Maciel and carried unanimously 5-0.

The City Commission acknowledged and thanked Mr. Welsh, who was present in the audience.

K. BOARD APPOINTMENT CONFIRMATION: Winter Garden Police & Firefighters Pension Board (Fifth Trustee)

City Clerk Angee Grimmage stated that this item is a ministerial duty of the City Commission. The fifth trustee Phil Cross has been unanimously chosen by the Winter Garden Police & Firefighters' Pension Board and confirmation of the appointment, as stated in City Code, is needed by the City Commission. Staff recommends approval of the appointment confirmation of trustee Phil Cross to the Winter Garden Police & Firefighters' Pension Board for a four-year term through December 31, 2026.

Motion by Commissioner Bennett to confirm appointment of Phil Cross (Fifth Trustee) to the Winter Garden Police & Firefighters' Pension Board for a four-year term through December 31, 2026. Seconded by Commissioner Mueller and carried unanimously 5-0.

L. Recommendation to approve a SPECIAL EVENT for the Winter Garden Heritage and Music Festival, Saturday, February 11, 2023 with street closure

Planning Director Kelly Carson stated that the City proposes holding the Heritage and Music event downtown on Saturday, February 11, 2023, in part, to commemorate the City's 120th Anniversary. She noted various exhibits, activities throughout the downtown, event times and road closures.

Motion by Commissioner Bennett to approve Winter Garden Heritage and Music Festival, Saturday, February 11, 2023 with street closure. Seconded by Commissioner Mueller and carried unanimously 5-0.

5. **MATTERS FROM PUBLIC**

Joseph Richardson, 220 N. Highland Avenue, Winter Garden, Florida, voiced concerns of the City's response to some of his past questions relating to religious versus non-religious events, advertisement thereof, invocations and options which provides equal access and equal treatment for all citizens of Winter Garden.

Norine Dworkin, Editor in Chief of VoxPopuli news organization of Winter Garden, Florida, stated that the City did a wonderful job with the Hanukkah celebration. She specifically thanked Parks and Recreation Director Laura Coar for her efforts in this event. She thanked Commissioner Mueller for his personal promotion of the event on social media. She shared some of the positive feedback she received from the community.

Zach Waxler, 227 Timbercreek Pines Circle, Winter Garden, Florida, congratulated Commissioner Lisa L. Bennett on her re-election to District 1, spoke of how beautiful the district is and he feels she is doing a great job. He also congratulated Mayor Rees on his re-

election, expressing that he is also doing a great job and he hopes the Mayor does another four years even after this term.

6. **MATTERS FROM CITY ATTORNEY** – There were no items.

7. **MATTERS FROM CITY MANAGER** – Jon C. Williams

City Manager Jon C. Williams wished everyone a very happy new year and congratulated Mayor Rees and Commissioner Lisa L. Bennett on their unopposed re-election.

Mr. Williams reminded of events such as the MLK Parade and celebration event on Monday, January 16, 2023 at 10:00 a.m., the Garden Theatre activities such as Rock of Ages on January 25, 2023, and the West Orange Habitat for Humanity groundbreaking ceremony on new homes located on Bethune Avenue on February 1, 2023 at 5:30 p.m.

Mr. Williams also addressed some activities that would happen this year as the City celebrates its 120th year anniversary on February 11, 2023. He mentioned some items with a new logo regarding this celebration.

Mr. Williams noted that the East Winter Garden Scholarship celebration would be held at Tanner Hall on February 24, 2023 at 7:00 p.m.

8. **MATTERS FROM MAYOR AND COMMISSIONERS**

Commissioner Sharman thanked staff for their good job and efforts while the City Manager was out. He also congratulated Commissioner Lisa L. Bennett and Mayor John Rees on their re-election.

Commissioner Maciel congratulated Mayor John Rees and Commissioner Lisa L. Bennett on their re-election, voicing that it is well deserved. He thanked staff for everything during the holidays, noting his out of town visitors had a world class experience. He again thanked everyone regarding the previously approved Boys and Girls Club, stating it will do great things for East Winter Garden. Additionally, he indicated that he would not be available to attend the MLK celebration, but Mayor Rees would attend in his stead and that he would be there in spirit. It was noted that they would have both the Mayor and Mayor Pro Tem.

Commissioner Maciel announced that the City wanted to do an additional honorary item for the late Pastor Anthony Hodge and especially for his wife Sharee Hodge, noting their great non-profit organization, Finding the Lost Sheep. He stated that the City would aid the organization with a \$2,500 donation, recognizing their loss of Pastor Hodge and wanting to assist Sharee Hodge in continuing her great work in East Winter Garden.

Motion by Commissioner Maciel to approve a \$2,500 donation to Finding the Lost Sheep. Seconded by Commissioner Sharman and carried unanimously 5-0.

Commissioner Mueller congratulated Mayor Rees and Commissioner Lisa L. Bennett on their re-election. He also thanked all City staff, gave stats of visitors who attended the holiday events, welcomed back City Manager Williams, and thanked Assistant City Manager Frank Gilbert for his efforts during the City Manager's absence.

Commissioner Mueller gave an emotional tribute to Officer Terry Westwood, who recently passed away, sharing some of his past history and praising the turnout of those who came out to pay tribute.

Commissioner Bennett spoke of the holidays, the impact on the Parks and Recreation Director Laura Coar and staff. She voiced appreciation for all that they do and how those efforts drew visitors who took pictures. Commissioner Bennett also recognized the first responders and the additional work they offer during the holidays. She shared an event involving the need for the first responders to transport a neighbor and how grateful she was that they could respond and also transport.

Commissioner Bennett voiced that she was glad that the City Manager is back. She expressed that she is super glad that our Mayor would be our Mayor for another four-years. Additionally, she noted missing the opportunity to thank former I T Director Chad Morrill for all that he did before he left, and she recognizes how very blessed we are to have our staff.

Mayor Rees echoed others comments, stating that it is a lot of work on staff, but our town looks absolutely beautiful and are second to none. He wanted to be sure that staff always realizes how appreciative he is also as a resident.

Mayor Rees shared how a gentleman was having a heart attack and Police Captain Jason Pearson kept the gentleman calm. He shared how it was a privilege to see our first responders in action and asked that his thanks be passed along to him.

Mayor Rees emotionally addressed being re-elected, stating that he thanks everyone. He expressed that it is not him, but City staff, the City Manager, the City Commission, mostly God and his wife. He noted that it is a lot of responsibility and thanked everyone again including the citizens of Winter Garden.

Mayor Rees noted he would also like to sarcastically comment on Duke Energy's recent cutting of trees.

The meeting adjourned at 7:27 p.m.

ATTEST:

APPROVED:

City Clerk Angee Grimmage, CMC

Mayor John Rees

THE CITY OF WINTER GARDEN

CRA AGENDA ITEM

From: Tanja Gerhartz, Economic Development Director

Via: Jon Williams, City Manager

Date: January 5, 2023 **Meeting Date:** January 26, 2023

Subject: **Ordinance 23-04**
Change term limits for Community Redevelopment Agency Advisory Board (CRAAB)

Applicant: **City of Winter Garden Economic Development Department**

Discussion: The Community Redevelopment Agency Advisory Board (CRAAB) recommends amending section 98-121 (d) governing the Board of Commissioners of the Community Redevelopment Agency with respect to appointment, removal, and terms of members.

The revisions to 98-121 (d) remove the terms limits and stagger the terms upon reappointment.

Recommended Action:

Move to approve the revision to 98-121 (d) and authorize the City Manager to assign the foregoing extended terms to the specific members on the Community Redevelopment Agency Advisory Board (CRAAB).

Attachments/References:

Ordinance 23-04 amending City Code regarding Community Redevelopment Agency Advisory Board (CRAAB) term limits.

ORDINANCE NO. 23-04

AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, PERTAINING TO THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY; AMENDING SECTION 98-121 GOVERNING THE BOARD OF COMMISSIONERS OF THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO APPOINTMENT, REMOVAL, AND TERMS OF MEMBERS; PROVIDING FOR SEVERABILITY, CONFLICTS, CODIFICATION, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Winter Garden finds that this Ordinance is in the interests of the public health, safety, and welfare.

NOW, THEREFORE, BE IT ORDAINED by the City Commission of the City of Winter Garden, Florida, that:

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. City Code Amendment. Section 98-121 of the City Code of Ordinances is hereby amended as follows (words that are stricken out are deletions; words that are underlined are additions):

(a) The city commission expressly authorizes the community redevelopment agency, pursuant to F.S. § 163.356, which shall be a public body corporate and politic and constitute a public instrumentality.

(b) The city commission authorizes the community redevelopment agency to exercise all the powers conferred and as limited by F.S. § 163.3161 et seq., with the exception of the power to make building regulation exceptions; zone or rezone within the designated community redevelopment area; close, vacate, plan, or replan streets, roads, sidewalks, ways, or other places as specified by the community redevelopment plan; acquire land through eminent domain; construct foundations/platforms for affordable housing air rights sites; and enforce or enact ordinances which have the purpose of protecting the public health, safety, and welfare. All other powers necessary or within the boundaries of the community redevelopment area, more particularly described in exhibit A, attached to the ordinance from which this section derives and on file in the city offices, shall be vested with the community redevelopment agency.

(c) The city commission expressly appoints a board of commissioners of the community redevelopment agency, which shall consist of seven members. Five of the members shall be current members of the city commission. A sixth member may be appointed by the board of county commissioners, and the seventh member may be appointed by the city commission. The terms of office for the sixth and seventh members of the board of commissioners of the community redevelopment agency shall be four years.

(d) The board of commissioners of the community redevelopment agency shall, at its first meeting in July, appoint a community redevelopment advisory board, which shall consist of no less than seven and no more than nine members, of which a majority shall either reside, own property or operate a business located within the area of operation of the community redevelopment agency. In order to implement staggered terms on the community redevelopment advisory board, members serving on the board prior to July 1, 2022 will have their terms of office automatically extended as follows: (i) three board member's terms are extended to July 31, 2023; (ii) three board member's terms are extended to July 31, 2024; (iii) three board member's terms are extended to July 31, 2025; and (iv) the city manager will assign the foregoing extended terms to the specific members on the board. ~~Beginning on August 1, 2010, Thereafter,~~ members shall be appointed for a term of three years, expiring ~~in the month of July 31st~~ of the third year of the term. ~~Members appointed prior to August 1, 2010 shall serve out the remainder of the terms to which they were appointed.~~ Vacancies occurring during a term may be filled at any time in the same manner as the initial appointment was made, and shall remain effective until the first community redevelopment agency meeting in July of the last year of the remaining term when a successor is appointed. ~~A member of the advisory board cannot be reappointed after serving two consecutive full terms until he or she has remained off the board for one year; however, for members serving on the board as of August 1, 2010 and who are in the process of serving two or more consecutive terms at such time, such members may serve one additional succeeding term without interruption, regardless of the term limitations contained herein. Further, in the event that the city commission determines that special circumstances exist, the city commission may reappoint any member of the advisory board for a third consecutive term.~~ The terms of the chairman and vice-chairman of this advisory board shall be three years or the expiration of member's term that is serving in such capacity, whichever occurs first. The vice-chairman of this advisory board may be appointed chairman in the event the current chairman vacates his or her position as chairman, with the vice-chairman's unexpired term filled by appointment in the same fashion as the original appointment. If an advisory board member fails to attend more than three regularly scheduled meetings per year with a valid excuse, or two regularly scheduled meetings per year without a valid excuse, then that member shall relinquish his/her seat as a member of the advisory board. A member who has an excused absence may vote on any item on the agenda by making his or her vote known in writing to the chair or recording secretary prior to the start of the meeting. The community redevelopment advisory board shall have all duties and responsibilities as may be formally delegated by the community redevelopment agency, but shall, at a minimum, be responsible for the preparation and implementation of the community

redevelopment plan through its recommendations to the community redevelopment agency.

(e) The city commission and the community redevelopment agency shall agree upon an amount to be rebated back to the city each year of the amount deposited in the community redevelopment trust fund pursuant to F.S. § 163.387, for a particular year.

(f) The city commission and the community redevelopment advisory board shall also agree upon what powers the community redevelopment advisory board shall possess as they apply to the community redevelopment plan. In order for the interlocal agreement to become effective it must be approved by a unanimous vote of the city commission. If the interlocal agreement is not approved by a unanimous vote of the city commission within 12 months of the effective date of the ordinance from which this section derives, the community redevelopment plan shall expire and shall be of no further effect.

SECTION 3. 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 4. 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 5. Codification. Section 2 of this Ordinance shall be incorporated into the Winter Garden City Code. Any section, paragraph number, subsection 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 or City Code may be freely made.

SECTION 6. Effective date. This Ordinance shall become effective immediately upon adoption by the City Commission of the City of Winter Garden, Florida.

FIRST READING: _____.

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

**CITY COMMISSION OF THE CITY OF
WINTER GARDEN, FLORIDA**

John Rees, Mayor/Commissioner

ATTEST:

Angela Grimage, City Clerk

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THE CITY OF WINTER GARDEN
CITY COMMISSION AGENDA ITEM

From: Kelly Carson, Planning Director

Via: City Manager Jon Williams

Date: January 5, 2023 **Meeting Date:** January 26, 2023

Subject: 114 Florida Ave
Ordinance 23-02
PARCEL ID# 23-22-27-7948-03-030

Issue: The applicant is requesting to rezone the .23 +/- acre property from R-2 (Residential District) to C-3 (Professional Office).

Discussion:

The applicant has requested to rezone the subject property from R-2 Residential District to C-3 Professional Office District in order to use the property as an office. The proposed C-3 zoning is consistent with the property's (COM) Commercial Future Land Use designation.

Recommended Action:

Staff recommends adoption of Ordinance 23-02.

Attachment(s)/References:

Location Map
Ordinance 23-02
Staff Report

LOCATION MAP

114 Florida Ave
Rezoning



ORDINANCE 23-02

AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA REZONING APPROXIMATELY 0.23 ± ACRES LOCATED AT 114 FLORIDA AVE, NORTH OF PENNSYLVANIA AVENUE, WEST OF CHARLES STREET, EAST OF SOUTH DILLARD STREET, AND SOUTH OF FLORIDA AVENUE FROM CITY R-2 RESIDENTIAL DISTRICT TO CITY C-3 PROFESSIONAL OFFICE DISTRICT; PROVIDING FOR SEVERABILITY; PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the owner of that certain real property generally described as 0.625 ± acres of land located at 114 Florida Ave, north Of Pennsylvania Avenue, west Of Charles Street, east Of south Dillard Street, and south Of Florida Avenue, and legally described in Section 1 of this ordinance has petitioned the City to rezone said property from City R-2 Residential District to the City’s C-3 Professional Office District zoning classification, therefore; and

WHEREAS, after public notice and due consideration of public comment, the City Commission of the City of Winter Garden hereby finds and declares the rezoning approved by this Ordinance is consistent with the City of Winter Garden Comprehensive Plan; and

WHEREAS, further, the City Commission finds that based on competent, substantial evidence in the record, the rezoning approved by this Ordinance meets all applicable criteria for rezoning the Property to C-3 Professional Office District contained within the City of Winter Garden Comprehensive Plan and the Code of Ordinances.

BE IT ENACTED BY THE CITY OF WINTER GARDEN, FLORIDA:

SECTION 1: Rezoning. The above “Whereas” clauses constitute findings by the City Commission. After due notice and public hearing, the zoning classification of real property legally described on ATTACHMENT “A,” is hereby rezoned from City R-2 Residential District to City C-3 Professional Office District in the City of Winter Garden, Florida.

SECTION 2: Zoning Map. The City Planner is hereby authorized and directed to amend the Official Winter Garden Zoning Map in accordance with the provisions of this ordinance.

SECTION 3: Non-Severability. Should any portion of this Ordinance be held invalid, then the entire Ordinance shall be null and void.

SECTION 4: Effective Date. This Ordinance shall become effective upon its adoption.

FIRST READING AND PUBLIC HEARING: _____, 2023.

SECOND READING AND PUBLIC HEARING: _____, 2023.

ADOPTED this _____ day of _____, 2023, by the City Commission of the City of Winter Garden, Florida.

APPROVED:

JOHN REES, Mayor/Commissioner

ATTEST:

Angela Grimage, City Clerk

ATTACHMENT "A"

LEGAL DESCRIPTION

Parcel ID: 23-22-27-7948-03-030

Description:

Lot 3 and the East ½ of Lot 4, Block C, SHADOW LAWN, according to the plat thereof, as recorded in Plat Book L, Page(s) 125, of the Public Records of Orange County, FL.

CITY OF WINTER GARDEN

PLANNING & ZONING DIVISION

300 West Plant Street - Winter Garden, Florida 34787-3011 • (407) 656-4111

STAFF REPORT

TO: PLANNING AND ZONING BOARD
PREPARED BY: Shane Friedman, Senior Planner
DATE: December 5, 2022
SUBJECT: REZONING
114 Florida Ave (0.23 +/- ACRES)
PARCEL ID # 23-22-27-7948-03-030

APPLICANT: 403 Dillard LLC

INTRODUCTION

The purpose of this report is to evaluate the proposed project for compliance with the City of Winter Garden Code of Ordinances and Comprehensive Plan.

The subject property, located on 114 Florida Ave, is an approximately 0.23 ± acre lot. The map below depicts the location of the subject property within the City of Winter Garden municipal limits:



The applicant is requesting to rezone the 0.23 ± acre property, which is located within the City of Winter Garden and carries the zoning designation R-2 (Residential District) and is designated COM (Commercial) on the Future Land Use Map of the City's Comprehensive Plan, to C-3 (Professional Office) zoning district.

EXISTING USE

The property is developed with a 1,906 square foot home built in 1941. The property is not in the Historic Downtown District.

ADJACENT LAND USE AND ZONING

The properties to the north, east, and south of the subject property are developed with single-family residences, are zoned R-2, and are in the City of Winter Garden's Municipal limits. The property to the west is developed with commercial/office building, is zoned C-3, and is in the City of Winter Garden's Municipal limits

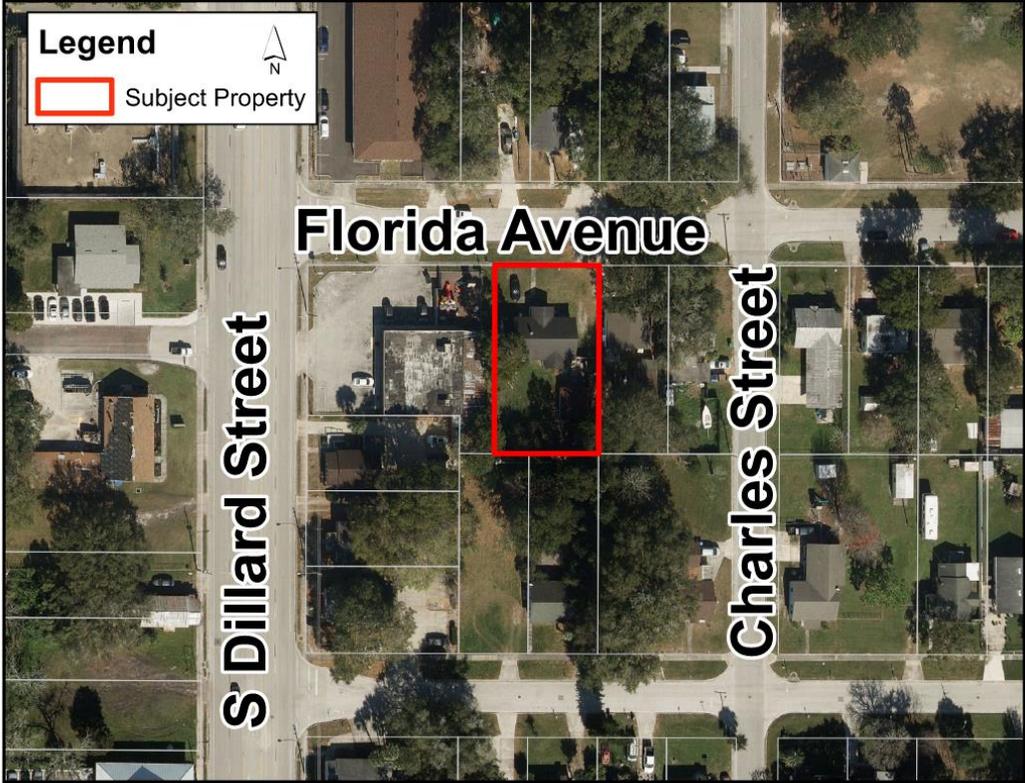
PROPOSED USE

After rezoning the property the owner plans to use the property as a professional office. The owner and applicant of this property is also the owner of the abutting commercial property to the west. The applicant will need to go through the site plan approval process and meet all commercial development requirements.

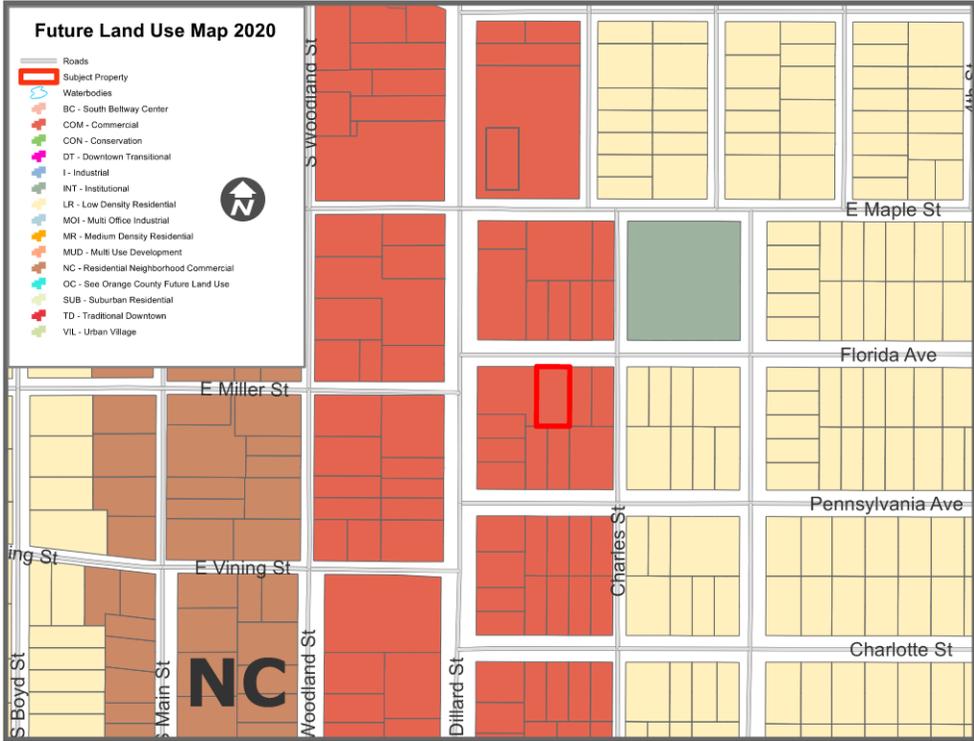
SUMMARY

The applicant's proposal to rezone the subject property from R-2 to C-3 is consistent with the property's Future Land Use designation of COM Commercial as well as the policies contained within the City's Comprehensive Plan. City Staff recommends approval of Rezoning Ordinance 23-02.

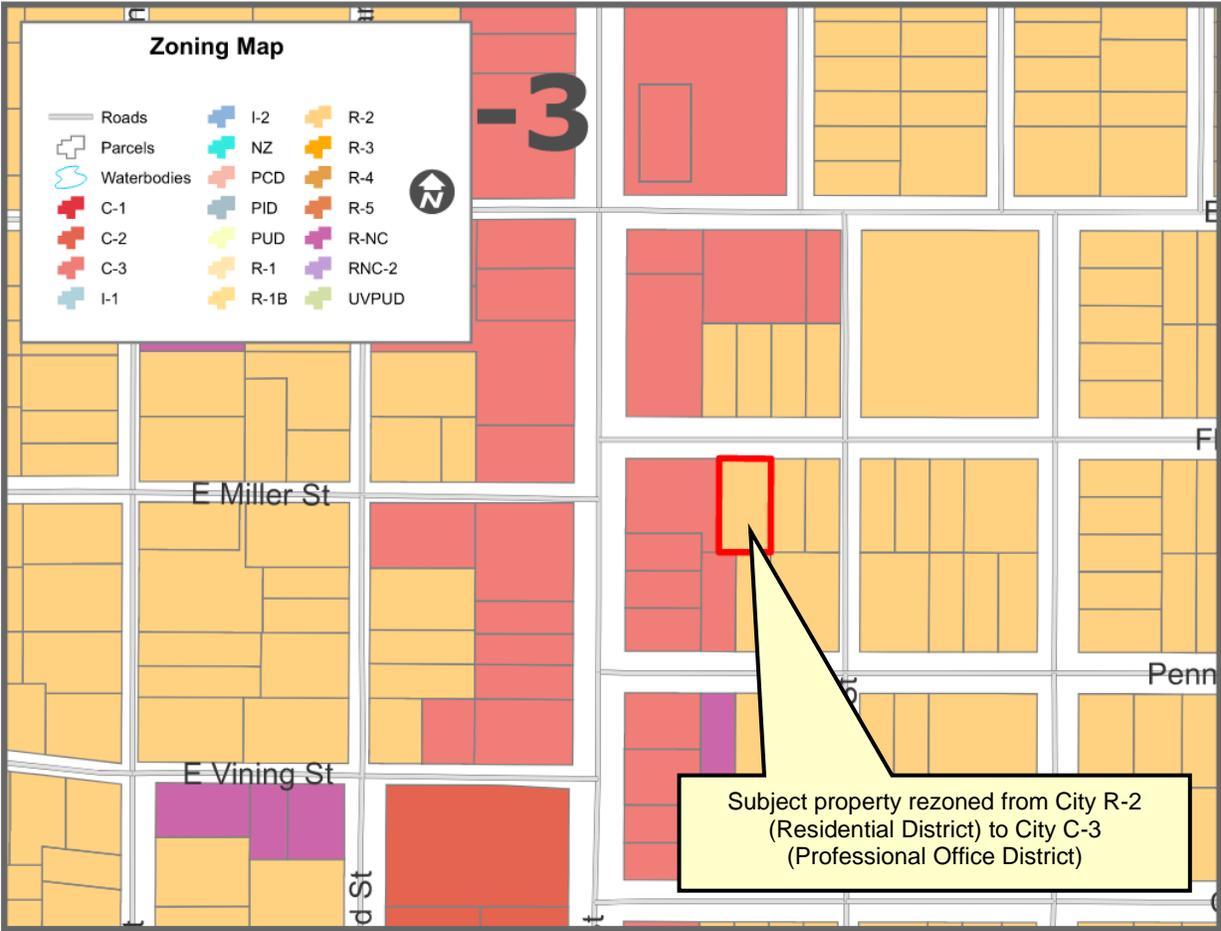
AERIAL PHOTO
114 Florida Ave



Future Land Use Map 114 Florida Ave



Zoning Map
114 Florida Ave



END OF STAFF REPORT

THE CITY OF WINTER GARDEN
CITY COMMISSION AGENDA ITEM

From: Laura Zielonka, Finance Director

Via: Jon C. Williams, City Manager

Date: January 6, 2023

Meeting Date: January 26, 2023

Subject: **Ordinance 23-03:** AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING ORDINANCE 22-35, THE CITY OF WINTER GARDEN FISCAL YEAR 2022-2023 BUDGET TO CARRY FORWARD PRIOR YEAR APPROPRIATIONS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE

Issue: Ordinance 23-03 amends the current year budget to carry forward prior year appropriations for projects, machinery and equipment and other items budgeted but not purchased and projects budgeted but not completed by fiscal year ending FY 2022. This will ensure that there is adequate funding to purchase those items and complete those projects that were not completed by year-end.

Recommended action: Motion to adopt Ordinance 23-03.

Attachments/References: Ordinance 23-03

ORDINANCE 23-03

AN ORDINANCE OF THE CITY OF WINTER GARDEN, FLORIDA, AMENDING ORDINANCE 22-35, THE CITY OF WINTER GARDEN FISCAL YEAR 2022-2023 BUDGET TO CARRY FORWARD PRIOR YEAR APPROPRIATIONS; PROVIDING FOR SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, on October 5, 2022, the City Commission of the City of Winter Garden, Florida, adopted Ordinance 22-35 appropriating and allocating all revenue and funds of the City of Winter Garden, Florida for the tax year beginning October 1, 2022 and ending September 30, 2023;

WHEREAS, the City Commission has decided to amend the City of Winter Garden, Florida Budget for the tax year beginning October 1, 2022 and ending September 30, 2023 to provide for budget carryovers from the preceding budget year;

BE IT ENACTED BY THE CITY OF WINTER GARDEN, FLORIDA:

SECTION 1: That the sum of \$62,318,423 to be appropriated as follows:

REVENUES

General Fund	\$30,870,365
Community Redevelopment Agency Fund	1,070,047
Law Enforcement Trust Fund	5,440
Local Option Gas Tax Fund	531,602
General Impact Fee Fund	3,203,669
Transportation Impact Fee Fund	14,430,301
Utilities Operating Fund	9,195,971
Utilities Impact Fee Fund	369,297
Stormwater Fund	2,384,971
Solid Waste Fund	252,760
Trailer City Fund	4,000
	<u> 4,000</u>
	\$62,318,423

EXPENDITURES

General Fund	\$30,870,365
Community Redevelopment Agency Fund	1,070,047
Law Enforcement Trust Fund	5,440
Local Option Gas Tax Fund	531,602
General Impact Fee Fund	3,203,669
Transportation Impact Fee Fund	14,430,301
Utilities Operating Fund	9,195,971

Utilities Impact Fee Fund	369,297
Stormwater Fund	2,384,971
Solid Waste Fund	252,760
Trailer City Fund	<u>4,000</u>
	\$62,318,423

SECTION 2: Detail for the aforementioned totals is attached as Exhibit 1, which shall be incorporated in the Ordinance. Should any portion of this Ordinance be held invalid, then such portions as are not declared to be invalid shall remain in full force and effect.

SECTION 3: This Ordinance shall become effective upon its adoption at the second reading and public hearing.

READ FIRST TIME: _____

READ SECOND TIME AND PUBLIC HEARING HELD: _____

APPROVED:

Mayor/Commissioner John Rees

ATTEST:

Angela Grimmage, City Clerk

**City of Winter Garden
Carry Forward Budget
Ordinance 23-03
Exhibit 1**

<u>Account Number</u>	<u>Project</u>	<u>Account Description</u>	<u>Amount</u>	<u>Item Description</u>
General Fund				
001-0213-399.99-99		Use of Fund Balance	30,870,365	<i>To balance revenues/expenditures</i>
		Total Revenues	30,870,365	
Executive:				
001-0213-512.61-00	01076	Land	13,905	<i>848 E Plant Street</i>
Economic Development				
001-0215-552.63-00	17001	Improvements Other Than Buildings	194,147	<i>Wayfinding Signage Phase II</i>
001-0215-552.63-00	20039	Improvements Other Than Buildings	150,000	<i>SOBO Plaza</i>
Information Tech:				
001-0225-513.62-00	14002	Building	100,000	<i>Fiber Internet Connection</i>
001-0225-513.64-00	22033	Equipment	14,323	<i>Surveillance Cam Upgrade - City Hall, Police</i>
001-0225-513.64-00		Equipment	21,324	<i>Phone Voice Sys Upgrade - Police Department</i>
001-0225-513.64-00		Equipment	13,500	<i>Replace eight (8) iPads and Cases for Commission</i>
001-0225-513.64-00		Equipment	79,402	<i>Replacement of 2x core network switches</i>
Police:				
001-0521-521.62-00	22004	Building	55,007	<i>Police Dispatch Server Room A/C Unit</i>
001-0521-521.64-00		Equipment	56,354	<i>1 new vehicle</i>
001-0521-521.64-00		Equipment	31,240	<i>Unmarked vehicle</i>
001-0521-521.64-00		Equipment	25,346	<i>2 insurance reimb replacement vehicles</i>
001-0521-521.64-00		Equipment	15,670	<i>LPR Cameras (2) for parking garage</i>
001-0521-521.64-00		Equipment	197,008	<i>CAD/RMS Dispatch & Records Management System</i>
Telecommunications:				
001-0530-521.62-00	18003	Building	29,230	<i>Fire Suppression System</i>
Fire:				
001-0620-522.62-00	17004	Building	2,200	<i>Fire Administration Cabinetry</i>
001-0620-522.62-00	20003	Building	38,000	<i>HVAC Replace Fire Administration</i>
001-0620-522.62-00	22008	Building	11,200	<i>Fire Administration Secure Storag</i>
001-0620-522.64-00		Equipment	65,715	<i>Fire Administration - Firefighting Drill Tower</i>
001-0620-522.64-00		Equipment	6,741	<i>Santa Run Float</i>
001-0620-522.64-00		Equipment	15,000	<i>Fire Administration Audio / Visual Equipment</i>
001-0621-522.52-01		Operating Supplies	5,000	<i>SCBA AirPak Refurbished</i>
001-0621-522.52-04		Uniforms and Accessories	10,000	<i>Bunker Gear</i>
001-0622-522.52-01		Operating Supplies	5,000	<i>SCBA AirPak Refurbished</i>
001-0622-522.52-04		Uniforms and Accessories	15,000	<i>Bunker Gear</i>
001-0622-522.62-00	13004	Building	30,000	<i>Fire Station 22 Concrete Apron Replacement</i>
001-0622-522.64-00		Equipment	7,900	<i>Thermal Imaging Camera</i>
001-0623-522.52-01		Operating Supplies	5,000	<i>SCBA AirPak Refurbished</i>
001-0623-522.52-04		Uniforms and Accessories	10,000	<i>Bunker Gear</i>
001-0623-522.62-00	21003	Building	15,609	<i>Fire Station 23 Apparatus Building</i>
001-0623-522.62-00	22007	Building	10,500	<i>Fire Station 23 Bunker Storage</i>
001-0623-522.62-00	22009	Building	31,000	<i>Fire Station 23 Backup Generator</i>
001-0623-522.63-00	13004	Improvements Other Than Buildings	10,000	<i>Fire Station 23 Concrete Apron</i>
001-0623-522.64-00		Equipment	351,301	<i>New Rescue 23</i>
001-0623-522.64-00		Equipment	16,005	<i>Rescue 23 Equipment</i>
001-0623-522.64-00		Equipment	7,900	<i>Thermal Imaging Camera</i>
001-0623-522.64-00		Equipment	98,000	<i>LifePak15 (5)</i>
001-0624-522.52-01		Operating Supplies	5,000	<i>SCBA AirPak Refurbished</i>
001-0624-522.52-04		Uniforms and Accessories	9,783	<i>Bunker Gear</i>
001-0624-522.62-00	17007	Building	2,800	<i>Fire Station 24 Storage Shed - A/C Units</i>
001-0624-522.62-00	21004	Building	10,500	<i>Correct Intrusion Damage</i>
001-0624-522.62-00	22005	Building	6,500	<i>Fire Station 24 Ventilation</i>
001-0624-522.62-00	22009	Building	29,000	<i>Fire Station 24 Backup Generator</i>
001-0624-522.63-00	20005	Improvements Other Than Buildings	19,000	<i>Fire Station 24 Training Pad</i>
001-0624-522.64-00		Equipment	280,000	<i>Replace Rescue 124</i>

**City of Winter Garden
Carry Forward Budget
Ordinance 23-03
Exhibit 1**

<u>Account Number</u>	<u>Project</u>	<u>Account Description</u>	<u>Amount</u>	<u>Item Description</u>
Streets:				
001-0741-541.63-00	08005	Improvements Other Than Buildings	262,796	<i>Marsh Rd (CR545>Hckry Hammock)</i>
001-0741-541.63-00	13011	Improvements Other Than Buildings	12,458,498	<i>Dillard St Improv - SR 50> Plant St</i>
001-0741-541.63-00	16003	Improvements Other Than Buildings	1,718,218	<i>Trail Enhancement (Oval)</i>
001-0741-541.63-00	19005	Improvements Other Than Buildings	20,000	<i>Decorative Street Lights along E Plant</i>
001-0741-541.63-00	19006	Improvements Other Than Buildings	891,544	<i>Street/S-Walk Improvements (9th St, E Plant St)</i>
001-0741-541.63-00	20007	Improvements Other Than Buildings	130,287	<i>Tildenville School Road Trail Realignment</i>
001-0741-541.63-00	20008	Improvements Other Than Buildings	250,000	<i>Repair Joiner Street Parking Lot</i>
001-0741-541.63-00	20009	Improvements Other Than Buildings	400,000	<i>Carter Road Intersection Improvements</i>
001-0741-541.63-00	22010	Improvements Other Than Buildings	249,308	<i>West Plant St Road Repair</i>
001-0741-541.63-00	22011	Improvements Other Than Buildings	150,000	<i>Golf Cart Trail Expansion</i>
Cemetery:				
001-0739-539.63-00	17009	Improvements Other Than Buildings	20,100	<i>Columbarium</i>
001-0739-539.63-00	18042	Improvements Other Than Buildings	307,096	<i>Clear land for more lots</i>
001-0739-539.63-00	22012	Improvements Other Than Buildings	28,500	<i>Irrigation & Coping Replacement</i>
Administrative Services:				
Human Resources				
001-0745-513.34-01		Misc Contractual Services	47,220	<i>Recruitment efforts budgeted in FY22, carried forward to FY</i>
001-0745-513.34-08		Other Contractual Svcs	15,000	<i>Personnel Services</i>
001-0745-513.48-01		Legal Advertisements	14,076	<i>Legal advertisements</i>
001-0745-513.52-01		Operating Supplies	14,623	<i>Supplies budgeted in FY22; purchased in FY23</i>
001-0745-513.54-02		Seminars and Courses	24,201	<i>Training budgeted in FY22, carried forward to FY23</i>
Facilities and Fleet				
001-0746-539.62-00	20010	Building	14,600	<i>SOBO Building Repair</i>
001-0746-539.62-00	21007	Building	13,602	<i>City Hall HVAC 2nd Floor Air Handler Replacement</i>
001-0746-539.62-00	22014	Building	17,100	<i>SOBO Art Building - Replace HVAC</i>
001-0746-539.62-00	22015	Building	45,000	<i>Parking Garage Backup Power Generator</i>
001-0746-539.62-00	22016	Building	100,000	<i>City Hall South Entrance Rehab</i>
001-0746-539.63-00	11035	Improvements Other Than Buildings	12,600	<i>EV Charging Stations</i>
001-0746-539.63-00	12019	Improvements Other Than Buildings	14,800	<i>Downtown audio upgrades</i>
001-0746-539.63-00	16004	Improvements Other Than Buildings	3,548	<i>Downtown Streetlight Retrofit</i>
001-0746-539.63-00	19022	Improvements Other Than Buildings	9,038	<i>City Hall Parking Lot</i>
001-0746-539.63-00	19023	Improvements Other Than Buildings	9,653	<i>Downtown Outlets</i>
001-0746-539.63-00	22017	Improvements Other Than Buildings	15,000	<i>Tremaine Power Vault</i>
Engineering				
001-1016-541.63-00		Improvements Other Than Buildings	8,252	<i>Old Landfill Site</i>
001-1016-541.64-00		Equipment	66,123	<i>2 vehicles</i>

**City of Winter Garden
Carry Forward Budget
Ordinance 23-03
Exhibit 1**

<u>Account Number</u>	<u>Project</u>	<u>Account Description</u>	<u>Amount</u>	<u>Item Description</u>
Parks and Recreation:				
001-0775-572-61-00	20012	Land	1,200,000	Purchase Veterans Park
001-0775-572-61-00	20013	Land	1,200,000	Purchase Property for soccer fields
001-0775-572-62-00	18009	Building	2,434	Little League Field Upgrades- Lights and ADA Parking
001-0775-572-62-00	19008	Building	140,500	Tucker Ranch Restroom Facilities
001-0775-572-62-00	21011	Building	179,021	Farmers Market Small Pavillion
001-0775-572-62-00	22018	Building	8,500	Parks Complex Security Cameras
001-0775-572-62-00	22019	Building	18,000	Parks Complex Shelter
001-0775-572-63-00	09041	Improvements Other Than Buildings	270,270	SR 50 Median Landscaping
001-0775-572-63-00	13007	Improvements Other Than Buildings	869,838	Tucker Ranch Heritage Park
001-0775-572-63-00	14007	Improvements Other Than Buildings	197,586	Newton Park Dock Replacement
001-0775-572-63-00	15002	Improvements Other Than Buildings	25,000	Newton Park Landscape (Sch. For spring '19)
001-0775-572-63-00	15036	Improvements Other Than Buildings	5,274,143	Tucker Ranch Farm
001-0775-572-63-00	17012	Improvements Other Than Buildings	16,476	Basketball Court Resurface
001-0775-572-63-00	17014	Improvements Other Than Buildings	15,000	Newton Park Basin Bridge
001-0775-572-63-00	17052	Improvements Other Than Buildings	12,600	Veterans Park Ball Stop
001-0775-572-63-00	17056	Improvements Other Than Buildings	225,000	9th St Community Farm
001-0775-572-63-00	20015	Improvements Other Than Buildings	603,265	Ball Fields Phase I - Sr League Field
001-0775-572-63-00	20016	Improvements Other Than Buildings	13,309	Braddock Park Athletic Fields
001-0775-572-63-00	22021	Improvements Other Than Buildings	299,808	Pickleball Court Resurface
001-0775-572-64-00	20042	Equipment	14,106	Farmers Market Pavillion Bollards
001-0775-572-64-00		Equipment	1,640	Dugout Shade Tops (4)
001-0775-572-64-00		Equipment	1,545	Braddock Park Public Address (PA) System
001-0775-572-64-00		Equipment	15,830	Cast Iron Benches
001-0775-572-64-00		Equipment	27,539	Rount Tables - Farmers' Market Pavilion
001-0775-572-64-00		Equipment	3,250	Veterans Park Entry Sign
001-0872-572-62-00	17018	Building	35,200	Jesse Brock Roof (Temp Repairs made)
001-0872-572-62-00	19010	Building	8,500	Braddock Park Equipment Shelter
001-0872-572-62-00	19011	Building	3,498	Jessie Brock Lighting
001-0872-572-62-00	22023	Building	4,200	Jessie Brock Reception Area
001-0872-572-62-00	22024	Building	7,500	Jessie Brock Projection Screen
001-0872-572-62-00	22025	Building	8,500	Jessie Brock Senior Lounge
001-0872-572-63-00	17019	Improvements Other Than Buildings	120,000	Bouler Pool Improvements
001-0872-572-63-00	19013	Improvements Other Than Buildings	2,824	Jessie Brock Courtyard Improvements
001-0872-572-64-00		Equipment	78,590	2021 15 Passenger Small Bus
001-3658-575.62-00	19014	Building	22,000	Tanner Hall Floor Repair
001-3658-575.62-00	20023	Building	8,000	Tanner Hall Security Upgrade
001-3658-575.62-00	22026	Building	480,000	Tanner Hall Improvements
		Total Expenditures	30,870,365	
Community Redevelopment Agency Fund				
120-0213-399.99-99		Use of Fund Balance	1,070,047	To balance revenues/expenditures
		Total Revenues	1,070,047	
120-0213-552.63-00	17001	Improvements Other Than Buildings	60,000	Downtown Wayfinding Signs
120-0213-552.63-00	17022	Improvements Other Than Buildings	300,000	East Winter Garden Zone 1
120-0213-552.63-00		Improvements Other Than Buildings	710,047	Funding for Capital Projects
		Total Expenditures	1,070,047	
Law Enforcement Trust Fund				
121-1121-399.99-99		Use of Fund Balance	5,440	To balance revenues/expenditures
		Total Revenues	5,440	
121-1421-521.62-00	18013	Building	5,440	Lighting- K9 Training area
		Total Expenditures	5,440	
Local Option Gas Tax Fund				
160-0741-399.99-99		Use of Fund Balance	531,602	To balance revenues/expenditures
		Total Revenues	531,602	
160-0741-541.63-00	22027	Improvements Other Than Buildings	78,578	Pavement Striping
160-0741-541.63-00	22028	Improvements Other Than Buildings	315,030	Street Resurfacing
160-0741-541.63-00	15020	Improvements Other Than Buildings	82,994	Downtown Brick Pavers
160-0741-541.63-00	16027	Improvements Other Than Buildings	5,000	Lakeview Reserve HOA
160-0741-541.63-00	17023	Improvements Other Than Buildings	50,000	SR50 Crosswalk Striping
		Total Expenditures	531,602	

**City of Winter Garden
Carry Forward Budget
Ordinance 23-03
Exhibit 1**

<u>Account Number</u>	<u>Project</u>	<u>Account Description</u>	<u>Amount</u>	<u>Item Description</u>
<u>General Impact Fee Fund</u>				
170-0620-399.99-99		Use of Fund Balance	1,603,669	<i>To balance revenues/expenditures</i>
170-0872-399.99-99		Use of Fund Balance	1,600,000	<i>To balance revenues/expenditures</i>
		Total Revenues	3,203,669	
170-0622-522.62-00	18015	Building	1,603,669	<i>Fire Station - Southwest WG</i>
170-0872-572.61-00		Land	1,600,000	<i>Purchase of Property Adjacent to Newton Park Approved at 4/18/18 Commission Meeting</i>
		Total Expenditures	3,203,669	
<u>Transportation Impact Fee Fund</u>				
174-0741-399.99-99		Use of Fund Balance	14,430,301	<i>To balance revenues/expenditures</i>
		Total Revenues	14,430,301	
174-0741-541-61-00	20038	Land	52,268	<i>Plant St ROW - SR429</i>
174-0741-541-63-00	08005	Improvements Other Than Buildings	8,148,357	<i>Marsh Rd (CR545>Hickory Hammock)</i>
174-0741-541-63-00	09041	Improvements Other Than Buildings	165,574	<i>SR 50 Median Landscaping</i>
174-0741-541-63-00	12026	Improvements Other Than Buildings	1,971,556	<i>Plant & Avalon Intersection Improvements</i>
174-0741-541-63-00	13043	Improvements Other Than Buildings	125,739	<i>Lulu Creek/Stormwater Landscaping</i>
174-0741-541-63-00	13049	Improvements Other Than Buildings	154,667	<i>E Crown Pt/Fullers Cross Intersection</i>
174-0741-541-63-00	15008	Improvements Other Than Buildings	100,000	<i>Plant St East-Median Landscaping</i>
174-0741-541-63-00	16010	Improvements Other Than Buildings	178,261	<i>E Crown Pt-Plant to Crown Pt Cross</i>
174-0741-541-63-00	18043	Improvements Other Than Buildings	9,741	<i>CR 545 4-Ln Turnpike to SR50</i>
174-0741-541-63-00	20009	Improvements Other Than Buildings	1,210,000	<i>Carter Road Intersection</i>
174-0741-541-63-00	20025	Improvements Other Than Buildings	188,373	<i>Stoneybrook Roundabout Turn Lanes</i>
174-0741-541-63-00	20026	Improvements Other Than Buildings	2,101,031	<i>Dillard St Roundabouts-SR50>Plant</i>
174-0741-541-63-00	21013	Improvements Other Than Buildings	24,734	<i>Carter Rd Improvements SR50 & Peoples Plaza</i>
		Total Expenditures	14,430,301	
<u>Utilities Operating Fund</u>				
410-2116-399.99-99		Use of Fund Balance	9,195,971	<i>To balance revenues/expenditures</i>
		Total Revenues	9,195,971	
410-2116-533.62-00	22030	Building	18,500	<i>Woodlark HVAC</i>
410-2116-533.63-00	13011	Improvements Other Than Buildings	1,310,883	<i>Dillard Street Project SR50>Plant</i>
410-2116-533.63-00	13044	Improvements Other Than Buildings	300,000	<i>Johns Lake Waterside Util U/S</i>
410-2116-533.63-00	16003	Improvements Other Than Buildings	30,475	<i>Trail Enhancement (Oval)</i>
410-2116-533.64-00		Equipment	250,000	<i>SCADA System Upgrade</i>
410-2116-533.64-00		Equipment	9,251	<i>Pump Motors (2)</i>
410-2116-533.64-00		Equipment	22,000	<i>Hydraulic Check Valve</i>
410-2116-533.64-00		Equipment	612,400	<i>Western Storage Potable Well</i>
410-2117-535.63-00	13011	Improvements Other Than Buildings	1,080,205	<i>Dillard Street Project SR50>Plant</i>
410-2117-535.63-00	16003	Improvements Other Than Buildings	30,475	<i>Trail Enhancement (Oval)</i>
410-2117-535.63-00	17025	Improvements Other Than Buildings	2,119,899	<i>WWTP Expansion (engineering & design)</i>
410-2117-535.63-00	18021	Improvements Other Than Buildings	280,500	<i>Tucker Ranch Utilities (Wastewater)</i>
410-2117-535.64-00		Equipment	250,000	<i>SCADA System Upgrade</i>
410-2117-535.64-00		Equipment	16,309	<i>(2) New Return Pumps to pump activated sludge</i>
410-2117-535.64-00		Equipment	24,718	<i>(2) New Mixers to maintain flow patterns</i>
410-2117-535.64-00		Equipment	34,817	<i>Replace two (2) Effluent Pumps</i>
410-2126-533.52-01	16030	Miscellaneous Operating Supplies	367,876	<i>Meter Change Out Project</i>
410-2126-533.62-00	21016	Building	67,524	<i>Public Works Replacement Metal Bldg (cost-share)</i>
410-2126-533.62-00	22031	Building	11,250	<i>PS Complex Expansion</i>
410-2126-533.63-00	12022	Improvements Other Than Buildings	22,391	<i>Flex Net Install</i>
410-2126-533.63-00	16014	Improvements Other Than Buildings	185,947	<i>2" Water Main Upgrades</i>
410-2126-533.63-00	16030	Improvements Other Than Buildings	777,190	<i>Water Meter Replacement - last phase</i>
410-2126-533.63-00	18021	Improvements Other Than Buildings	26,885	<i>Tucker Ranch Utilities</i>
410-2126-533.63-00	20031	Improvements Other Than Buildings	100,000	<i>Reuse Line Relocation at Tiny & Tilden</i>
410-2126-533.63-00	21014	Improvements Other Than Buildings	15,995	<i>East Winter Garden Water Main Improvements</i>
410-2126-533.64-00		Equipment	45,000	<i>Meter Read System Bases Station</i>
410-2126-533.64-00		Equipment	45,273	<i>Replacement Utility Truck</i>
410-2127-535.62-00	21016	Building	16,427	<i>Public Works Replacement Metal Bldg (cost-share)</i>
410-2127-535.62-00	22021	Building	2,547	<i>Public Services Security Cameras</i>
410-2127-535.62-00	22031	Building	11,250	<i>PS Complex Expansion</i>
410-2127-535.63-00	15013	Improvements Other Than Buildings	200,000	<i>Gravity Sewer Rehab</i>
410-2127-535.63-00	19016	Improvements Other Than Buildings	259,794	<i>Slip Lining of 1600' 8 inch gravity sewer</i>
410-2127-535.63-00	21025	Improvements Other Than Buildings	417,761	<i>Lift Station Rebuilds</i>
410-2127-535.63-00	22032	Improvements Other Than Buildings	147,156	<i>Manhole Rehab - Trnk Line</i>
410-2127-535.63-00		Improvements Other Than Buildings	40,000	<i>Chemical additionsl to LS 50 & 42 to control odors at LS 23</i>
410-2127-535.64-00		Equipment	45,273	<i>Replacement Utility Truck</i>
		Total Expenditures	9,195,971	

**City of Winter Garden
Carry Forward Budget
Ordinance 23-03
Exhibit 1**

<u>Account Number</u>	<u>Project</u>	<u>Account Description</u>	<u>Amount</u>	<u>Item Description</u>
<u>Utilities Impact Fee Fund</u>				
411-2116-399.99-99		Use of Fund Balance-Water	369,297	<i>To balance revenues/expenditures</i>
		Total Revenues	369,297	
411-2126-533.63-00	16006	Improvements Other Than Buildings	8,500	<i>S Highland (Smith > Maple)</i>
411-2126-533.63-00	16014	Improvements Other Than Buildings	72,797	<i>2" Water Main Upgrades (city-wide)</i>
411-2126-533.63-00	17026	Improvements Other Than Buildings	288,000	<i>Windward Cay Reuse/Retrofit</i>
		Total Expenditures	369,297	
<u>Stormwater Fund</u>				
420-2218-399.99-99		Use of Fund Balance	2,384,971	
		Total Revenues	2,384,971	
420-2618-538.62-00	21016	Building	124,738	<i>PW - Replace Metal Building</i>
420-2618-538.62-00	22031	Building	11,250	<i>PS Complex Expansion</i>
420-2618-538.63-00	13011	Improvements Other Than Buildings	926,962	<i>Dillard Street Project SR50>Plant</i>
420-2618-538.63-00	14011	Improvements Other Than Buildings	526,296	<i>Stormwater R&R</i>
420-2618-538.63-00	16003	Improvements Other Than Buildings	34,300	<i>Trail Enhancement (Oval)</i>
420-2618-538.63-00	16027	Improvements Other Than Buildings	95,807	<i>Lakeview Reserve HOA</i>
420-2618-538.63-00	17028	Improvements Other Than Buildings	74,500	<i>Stormwater Pollution Control</i>
420-2618-538.63-00	19017	Improvements Other Than Buildings	65,000	<i>Donald Dr Drainage Improvements</i>
420-2618-538.63-00	19018	Improvements Other Than Buildings	300,000	<i>E Winter Garden Drainage Improvements</i>
420-2618-538.63-00	20033	Improvements Other Than Buildings	24,569	<i>Strates Property Drainage (originally budgeted under 31-04)</i>
420-2618-538.64-00		Equipment	151,549	<i>Replacement Side-arm Mower</i>
420-2618-538.31-04	18035	Professional Services	50,000	<i>Stormwater Master Plan</i>
		Total Expenditures	2,384,971	
<u>Solid Waste Fund</u>				
430-3134-399.99-99		Use of Fund Balance	252,760	<i>To balance revenues/expenditures</i>
		Total Revenues	252,760	
430-3134-534-62-00	22031	Building	11,250	<i>PS Complex Expansion</i>
430-3134-534-64-00		Equipment	46,510	<i>Flat Bed Truck Replacement</i>
430-3134-534-64-00		Equipment	195,000	<i>Chasis-Roll-Off Truck</i>
		Total Expenditures	252,760	
<u>Trailer City Fund</u>				
450-3657-399.99-99		Use of Fund Balance	4,000	<i>To balance revenues/expenditures</i>
		Total Revenues	4,000	
450-3657-539.63-00	16018	Improvement Other Than Bldg	4,000	<i>Upgrade city owned lots</i>
		Total Expenditures	4,000	
		Grand Total	62,318,423	

THE CITY OF WINTER GARDEN
CITY COMMISSION AGENDA ITEM

From: Kelly Carson, Planning Director

Via: Jon C. Williams, City Manager

Date: December 23, 2022

Meeting Date: January 12, 2023

Subject: Request to approve Rotary Club “Evening at the Pops” concert event

Background Summary and Discussion:

The Rotary Club of Winter Garden is requesting approval to hold their annual Evening at the Pops event at Newton Park on Saturday, March 25, 2023 with a rain date of Sunday, March 26, 2023. Event set up and activities will be the same as previous years.

Recommendation:

City Staff recommend approval of this event.

Attachment:

Application

Event Site Map & Shuttle Parking Map



+

Find address or place

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Find address or place



Event Area

Newton Park

Tanner Auditorium

Trailer City

W Garden Ave

W Division St

N Boyd St

N Main St

N Dillard St

N Lakeview Ave

W Tilden St

W Bay St

W Smith St

W Maple St

W Miller St

W Vining St

W Story Rd

S Park Ave

S Main St

S Dillard St

1st St

2nd St

3rd St

E Smith St

E Maple St

E Miller St

E Woodland St

Charles St

Winter St

Summer St

Wilson St

Magnolia Ave

Oak St

Pine St

W Story Rd

E Story Rd

W Plant St

S Park Ave

S Main St

S Dillard St

1st St

2nd St

3rd St

E Smith St

E Maple St

E Miller St

E Woodland St

Charles St

Winter St

Summer St

Wilson St

Magnolia Ave

Oak St

Pine St

W Story Rd

E Story Rd

W Plant St

S Park Ave

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E Maple St

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Charles St

Winter St

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Wilson St

Magnolia Ave

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E Woodland St

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Winter St

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Magnolia Ave

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E Miller St



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
WINTER GARDEN, FL 34787

(407) 656-4111
WWW.WINTERGARDEN-FL.GOV

SPECIAL EVENT APPLICATION

OFFICIAL USE ONLY

DATE RECEIVED: _____

PERMIT FEE Pd. One _____ INIT. _____

PER CITY CODE 27.1.3 "SPECIAL EVENTS" ARE DEFINED AS ANY PUBLIC ASSEMBLY OF 100 OR MORE PEOPLE IN ANY PARK, SIDEWALK, ALLEY, LAKE OR OTHER PUBLICALLY OWNED AREA. COMPLETED APPLICATIONS SHOULD BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE FIRST DATE OF THE PROPOSED EVENT. EVENTS THAT REQUIRE CLOSURE OF ANY CITY STREET OR ARE ANTICIPATED HAVING MORE THAN 500 PEOPLE IN ATTENDANCE WILL REQUIRE APPROVAL OF THE CITY COMMISSION.

SPECIAL EVENTS ON CITY PROPERTY WHERE 500 OR MORE PEOPLE ARE REASONABLY ANTICIPATED TO BE IN ATTENDANCE OR WHERE THERE ARE REQUESTS FOR STREET CLOSURES WILL REQUIRE PRIOR APPROVAL BY THE CITY COMMISSION, AT LEAST FOUR WEEKS PRIOR TO THE SCHEDULED EVENT. THE APPLICANT MUST COMPLETE ALL OF THE FOLLOWING INFORMATION.

DATE OF APPLICATION: 10/7/2022

ORGANIZATION/GROUP: Rotary Club of Winter Garden NON-PROFIT CORP INDIV.

NAME OF EVENT: Evening at the Pops

CONTACT/REPRESENTATIVE: Rachel Stewart PHONE # 407-461-4903

ALT. PHONE #: _____ EMAIL: rachel.stewart@edwardjones.com

EVENT LOCATION: Newton Park and Tanner Hall PROPOSED DATES: March 25, 2023 Rain date March 26, 2023

HOURS: 4 PM ESTIMATED DAILY ATTENDANCE: 750-1000

DATES & TIMES OF EVENT SETUP & BREAKDOWN:

SET UP: March 24, 2023 BREAKDOWN: March 26, 2023

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:

TYPE OF EVENT

- FESTIVAL
- EXHIBIT(S)
- CARNIVAL/CIRCUS/FAIR
- GENERAL MEETING
- PARADE
- BLOCK PARTY OR PICNIC
- SPORTING EVENT/COMPETITION
- WEDDING/RECEPTION
- REVIVAL
- OTHER (EXPLAIN)

EVENT DETAILS

- ADMISSION CHARGE/TICKET SALES
- ALCOHOL SERVED
- ALCOHOL SALES
- FIREWORKS/PYROTECHNICS
- FOOD TRUCKS
- MERCH. VENDORS# OF: _____
- OPEN TO PUBLIC
- STREET/SIDEWALK CLOSURE
- HOURS OF: _____
- CITY WATER USED
- EVENT HELP PREVIOUSLY
- CITY ELECTRIC USED

EQUIPMENT AT EVENT

- AMPLIFIED SPEAKING/MUSIC
- HOURS OF: _____
- PORTABLE RESTROOMS
- SPORTS EQUIPMENT
- STAGE/PROPS/PRODUCTION
- TENTS # & SIZE OF: _____
- TEMPORARY EVENT SIGNAGE
- DUMPSTERS/RECEPTACLES
- COOKING EQUIPMENT USED
- GAS OPEN FLAME
- OTHER (EXPLAIN): _____



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
WINTER GARDEN, FL 34787

(407) 656-4111
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SPECIAL EVENTS POLICIES AND PROCEDURES

FOOD VENDING

THE DEPT. OF BUSINESS AND PROFESSIONAL REGULATION OF THE STATE OF FLORIDA REQUIRES THAT YOU NOTIFY THEIR DIVISION OF HOTELS AND RESTAURANTS NO LATER THAN THREE DAYS PRIOR TO ANY TEMPORARY EVENT WHERE FOOD WILL BE SOLD. ALL FOOD VENDORS MUST MEET MINIMUM SAFETY AND SANITATION REQUIREMENTS AND PAY A TEMPORARY EVENT LICENSING FEE IF THEY DO NOT ALREADY HOLD AN ANNUAL LICENSE WITH THE STATE OF FLORIDA. THE DIVISION OF HOTELS AND RESTAURANTS CAN BE REACHED AT 850-487-1395 OR VISIT http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html FOR MORE INFORMATION.

EVENT INSURANCE

LIMITS WILL IN MOST INSTANCES BE REQUIRED IN THE FOLLOWING AMOUNTS:

GENERAL AGGREGATE \$1,000,000 PRODUCTS AGGREGATE \$1,000,000

PERSONAL & ADVERTISING INJURY \$250,000 EACH OCCURRENCE \$250,000

FIRE LEGAL LIABILITY \$50,000 MEDICAL PAYMENTS \$2,000

CITY STAFF RESERVES THE RIGHT TO REQUEST INCREASED LIMITS DEEMED NECESSARY FOR CERTAIN HIGH-RISK ACTIVITIES. INDIVIDUALS, GROUPS WITHOUT INSURANCE, OR GROUPS THAT DO NOT PRODUCE AN APPROPRIATE CERTIFICATE OF INSURANCE TWO WEEKS PRIOR TO THE EVENT DATE WILL BE REQUIRED TO PURCHASE INDIVIDUAL EVENT POLICIES THROUGH THE CITY INSURANCE CARRIER AT LIMITS DEEMED NECESSARY BY CITY STAFF. PRICES FOR APPROPRIATE POLICIES ARE ESTABLISHED BY THE INSURANCE BROKER AND ARE NON-NEGOTIABLE. IF PROPER INSURANCE IS NOT OBTAINED OR PAID FOR AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT, THE CITY RESERVES THE RIGHT TO CANCEL THE EVENT REQUEST.

PERMIT FEES

EVENTS WITH LESS THAN 25 IN ATTENDANCE: \$25.00

EVENTS WITH 25 - 200 PEOPLE IN ATTENDANCE: \$150.00 EVENTS

WITH OVER 200 PEOPLE IN ATTENDANCE: \$1,000.00

FEES

OTHER FEES WILL BE ASSESSED IF DEEMED NECESSARY BY CERTAIN APPLICABLE DEPARTMENTS. ALTHOUGH NOT AN EXHAUSTIVE LIST, FEES MAY BE ASSESSED FOR POLICE OFFICERS, POLICE SUPERVISORS, FIRE PROTECTION, EMT PERSONNEL, STREET BARRICADING, ELECTRIC USAGE, NECESSARY MAINTENANCE STAFF, TRASH RECEPTACLES & COLLECTION, OTHER NECESSARY STAFF ON-SITE DURING EVENT HOURS, ETC. BONDS OF UP TO \$5,000,000 MAY BE REQUIRED AT THE DISCRETION OF CITY STAFF FOR EVENTS WITH ATTENDANCE OVER 500 PEOPLE AND EVENTS HOSTING CERTAIN HIGH-RISK ACTIVITIES. ALL FEES MUST BE PAID IN FULL IN CASH, CERTIFIED CHECK OR MONEY ORDER AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE TO AVOID CANCELLATION.

MISCELLANEOUS POLICIES

- BOUNCE HOUSES, INFLATABLES, AND ANY TYPE OF RIDES ARE NOT ALLOWED ON CITY PROPERTY.
- EVENT ADVERTISING WILL NOT INCLUDE ANY REFERENCE OF ENDORSEMENT BY THE CITY OF WINTER GARDEN.
- TEMPORARY EVENT SIGNAGE MUST MEET CITY CODE REQUIREMENTS. CONTACT W.G. CODE ENFORCEMENT FOR INFO.
- THERE ARE OTHER SPECIAL REQUIREMENTS FOR MOTION PHOTOGRAPHY PRODUCTION.
- THERE ARE SPECIAL REQUIREMENTS FOR FIREWORKS.
- ANY EVENT UTILIZING PLANT ST. AND EFFECTIVELY CLOSING THE WEST ORANGE TRAIL MUST NOTIFY ORANGE COUNTY PARKS AND RECREATION AT 407-654-1108.
- IF ANY PORTION OF A STATE ROAD IS TO BE CLOSED, A STATE D.O.T. REQUEST FORM MUST BE OBTAINED FROM THE WINTER GARDEN POLICE DEPT., COMPLETED AND RETURNED TO THE WGPLD TO BE FILED WITH THE STATE OF FLORIDA. SUCH REQUESTS SHOULD BE SUBMITTED AT LEAST SIX WEEKS PRIOR TO THE EVENT DATE.
- MAY BE REQUIRED TO MEET WITH CITY TO PRESENT DETAILS OF EVENT.

APPROVAL PROCESS

COMMUNITY DEVELOPMENT, ECONOMIC DEVELOPMENT, CITY MANAGER AND PARKS & RECREATION DEPARTMENTS WILL REVIEW ALL REQUESTS AND FORWARD TO ADDITIONAL DEPARTMENTS AS NEEDED. YOU MAY BE CONTACTED TO PROVIDE FURTHER INFORMATION. YOU WILL BE NOTIFIED OF INITIAL APPROVAL, ADDITIONAL FEE REQUIREMENTS AND IF FURTHER COMMISSION APPROVAL WILL BE REQUIRED IN 2 TO 4 WEEKS. CONDITIONS OF APPROVAL DOCUMENT MAY BE INCLUDED AS PART OF FINAL APPROVAL.



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
WINTER GARDEN, FL 34787

(407) 656-4111
WWW.WINTERGARDEN-FL.GOV

SPECIAL EVENTS

PLEASE PROVIDE A GENERAL DESCRIPTION OF THE EVENT THAT INCLUDES ALL FEATURES BEING PROPOSED TO TAKE PLACE. ELABORATE ON ANY 7 OF THE ABOVE CHECKED ITEMS, IF NECESSARY: (USE BACK IF NEEDED)

This will be a symphonic orchestra event for the Winter Garden community. The Space Coast Symphony Orchestra will be the musicians. The Rotary Club of Winter Garden uses this as a fundraiser to facilitate donations back to our local community non profit organizations that benefit the residents. There will be one large tent and stage that the orchestra will utilize.

No Application will be accepted unless the following items are included.

(APPROVAL PROCESS WILL NOT BEGIN UNTIL THE FOLLOWING IS SUBMITTED):

- COPY OF 501C-3 FORM SIGNIFYING NON-PROFIT STATUS (IF APPLICABLE)
- SITE PLAN INDICATING ALL AFFECTED AREAS, STREETS PROPOSING TO BE CLOSED, TEMPORARY POWER SOURCES TO BE INSTALLED, PORTABLE RESTROOM LOCATIONS, VENDOR PLACEMENT, PARADE ROUTE OR ANY OTHER SIGNIFICANT FEATURES.
- COPY OF APPLICANT'S INSURANCE CERTIFICATE NAMING THE CITY OF WINTER GARDEN AS ADDITIONALLY INSURED.
- IF ATTENDANCE IS REASONABLY ANTICIPATED TO BE GREATER THAN 100 PEOPLE, YOU SHOULD ALSO INCLUDE A PLAN FOR :
 - SANITATION – RESTROOM, PORT-O-LET PLACEMENT, POTABLE WATER, TRASH RECEPTACLES & COLLECTION PLAN, ETC.
 - PARKING AND TRAFFIC – REROUTING TRAFFIC AROUND BLOCKED STREETS, PARKING FOR EVENT PATRONS, ETC.
 - MEDICAL CARE – FIRST AID STATIONS, EMS SERVICES, AMBULANCE ON SITE, ETC.
 - SECURITY – OFF-DUTY OFFICERS SCHEDULES, SECURITY SERVICE UTILIZED, # OF EVENT STAFF IN ATTENDANCE, ETC.
- IF YOU WANT TO HAVE ANY SIGNAGE, PLEASE PROVIDE A SITE PLAN SHOWING WHERE SIGNS ARE PROPOSED (THE CITY PROHIBITS SNIPE SIGNS).

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TECHNICIAN INITIAL: _____	DATE RECEIVED: _____	<input type="checkbox"/> FEE PAID	
CITY MANAGER/DESIGNEE: _____	DATE: _____	APPROVED: <input type="checkbox"/> Yes / <input type="checkbox"/> No	
CONDITIONS: _____			

THE CITY OF WINTER GARDEN

From: Tanja Gerhartz, Economic Development Director

Via: Jon Williams, City Manager

Date: 1/5/2023 **Meeting Date:** 1/26/2023

Subject: ARTS IN APRIL

Recommended Action: Move to approve the application allowing Arts in April events in Downtown Winter Garden throughout the month of April. Approval of alcohol to be served in designated areas during Art Night VIP.

Attachments/References: Special Event Application



CITY OF WINTER GARDEN
 Community Development
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SPECIAL EVENT APPLICATION

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DATE RECEIVED:	_____
PERMIT FEE Pd. ON:	_____ INIT. _____

PER CITY CODE 27.1.3 "SPECIAL EVENTS" ARE DEFINED AS ANY PUBLIC ASSEMBLY OF 100 OR MORE PEOPLE IN ANY PARK, SIDEWALK, ALLEY, LAKE OR OTHER PUBLICALLY OWNED AREA. COMPLETED APPLICATIONS SHOULD BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE FIRST DATE OF THE PROPOSED EVENT. EVENTS THAT REQUIRE CLOSURE OF ANY CITY STREET OR ARE ANTICIPATED HAVING MORE THAN 500 PEOPLE IN ATTENDANCE WILL REQUIRE APPROVAL OF THE CITY COMMISSION.

SPECIAL EVENTS ON CITY PROPERTY WHERE 500 OR MORE PEOPLE ARE REASONABLY ANTICIPATED TO BE IN ATTENDANCE OR WHERE THERE ARE REQUESTS FOR STREET CLOSURES WILL REQUIRE PRIOR APPROVAL BY THE CITY COMMISSION, AT LEAST FOUR WEEKS PRIOR TO THE SCHEDULED EVENT. THE APPLICANT MUST COMPLETE ALL OF THE FOLLOWING INFORMATION.

DATE OF APPLICATION: 1/5/2023

ORGANIZATION/GROUP: City of Winter Garden NON-PROFIT CORP INDIV.

NAME OF EVENT: Arts in April

CONTACT/REPRESENTATIVE: Betsy Sorg PHONE # 407.656.4111 ext. 2266

ALT. PHONE #: 889.688.3528 E MAIL: Betsy@awgdn.com

EVENT LOCATION: Downtown Winter Garden- multiple venues PROPOSED DATES: April 1, 2023- April 30, 2023

HOURS: 8:00 am- 10:00 pm, hours vary by event ESTIMATED DAILY ATTENDANCE: _____

DATES & TIMES OF EVENT SETUP & BREAKDOWN:

SET UP: 8:00 am BREAKDOWN: 10:00 pm

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:

<u>TYPE OF EVENT</u>	<u>EVENT DETAILS</u>	<u>EQUIPMENT AT EVENT</u>
<input checked="" type="checkbox"/> FESTIVAL <input type="checkbox"/> EXHIBIT(S) <input type="checkbox"/> CARNIVAL/CIRCUS/FAIR <input type="checkbox"/> GENERAL MEETING <input type="checkbox"/> PARADE <input type="checkbox"/> BLOCK PARTY OR PICNIC <input type="checkbox"/> SPORTING EVENT/COMPETITION <input type="checkbox"/> WEDDING/RECEPTION <input type="checkbox"/> REVIVAL <input type="checkbox"/> OTHER (EXPLAIN) _____ _____ _____	<input checked="" type="checkbox"/> ADMISSION CHARGE/TICKET SALES <input type="checkbox"/> ALCOHOL SERVED <input type="checkbox"/> ALCOHOL SALES <input type="checkbox"/> FIREWORKS/PYROTECHNICS <input type="checkbox"/> FOOD TRUCKS <input type="checkbox"/> MERCH. VENDORS # OF: _____ <input checked="" type="checkbox"/> OPEN TO PUBLIC <input type="checkbox"/> STREET/SIDEWALK CLOSURE HOURS OF: _____ <input type="checkbox"/> CITY WATER USED <input checked="" type="checkbox"/> EVENT HELP PREVIOUSLY <input type="checkbox"/> CITY ELECTRIC USED	<input type="checkbox"/> AMPLIFIED SPEAKING/MUSIC HOURS OF: _____ <input type="checkbox"/> PORTABLE RESTROOMS <input type="checkbox"/> SPORTS EQUIPMENT <input type="checkbox"/> STAGE/PROPS/PRODUCTION <input type="checkbox"/> TENTS # & SIZE OF: _____ <input type="checkbox"/> TEMPORARY EVENT SIGNAGE <input type="checkbox"/> DUMPSTERS/RECEPTACLES <input type="checkbox"/> COOKING EQUIPMENT USED <input type="checkbox"/> GAS <input type="checkbox"/> OPEN FLAME <input type="checkbox"/> OTHER (EXPLAIN): _____ _____



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
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SPECIAL EVENTS POLICIES AND PROCEDURES

FOOD VENDING

THE DEPT. OF BUSINESS AND PROFESSIONAL REGULATION OF THE STATE OF FLORIDA REQUIRES THAT YOU NOTIFY THEIR DIVISION OF HOTELS AND RESTAURANTS NO LATER THAN THREE DAYS PRIOR TO ANY TEMPORARY EVENT WHERE FOOD WILL BE SOLD. ALL FOOD VENDORS MUST MEET MINIMUM SAFETY AND SANITATION REQUIREMENTS AND PAY A TEMPORARY EVENT LICENSING FEE IF THEY DO NOT ALREADY HOLD AN ANNUAL LICENSE WITH THE STATE OF FLORIDA. THE DIVISION OF HOTELS AND RESTAURANTS CAN BE REACHED AT 850-487-1395 OR VISIT http://www.myfloridalicense.com/dbpr/hr/licensing/GT_temp_events.html FOR MORE INFORMATION.

EVENT INSURANCE

LIMITS WILL IN MOST INSTANCES BE REQUIRED IN THE FOLLOWING AMOUNTS:
GENERAL AGGREGATE \$1,000,000 PRODUCTS AGGREGATE \$1,000,000
PERSONAL & ADVERTISING INJURY \$250,000 EACH OCCURRENCE \$250,000
FIRE LEGAL LIABILITY \$50,000 MEDICAL PAYMENTS \$2,000

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- MAY BE REQUIRED TO MEET WITH CITY TO PRESENT DETAILS OF EVENT.

APPROVAL PROCESS

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SPECIAL EVENTS

PLEASE PROVIDE A GENERAL DESCRIPTION OF THE EVENT THAT INCLUDES ALL FEATURES BEING PROPOSED TO TAKE PLACE. ELABORATE ON ANY 7 OF THE ABOVE CHECKED ITEMS, IF NECESSARY: (USE BACK IF NEEDED)

In celebration of World Art Day, the Winter Garden Art Association and community partners will host a series of events throughout the month of April to raise awareness for local art organizations and artists, while providing opportunities for the community to explore and create art. All of the events are FREE, except for the fundraiser Art Night VIP.

NO APPLICATION WILL BE ACCEPTED UNLESS THE FOLLOWING ITEMS ARE INCLUDED.
(APPROVAL PROCESS WILL NOT BEGIN UNTIL THE FOLLOWING IS SUBMITTED):

- COPY OF 501 C-3 FORM SIGNIFYING NON-PROFIT STATUS (IF APPLICABLE)
- SITE PLAN INDICATING ALL AFFECTED AREAS, STREETS PROPOSING TO BE CLOSED, TEMPORARY POWER SOURCES TO BE INSTALLED, PORTABLE RESTROOM LOCATIONS, VENDOR PLACEMENT, PARADE ROUTE OR ANY OTHER SIGNIFICANT FEATURES.
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 - MEDICAL CARE – FIRST AID STATIONS, EMS SERVICES, AMBULANCE ON SITE, ETC.
 - SECURITY – OFF-DUTY OFFICERS SCHEDULES, SECURITY SERVICE UTILIZED, # OF EVENT STAFF IN ATTENDANCE, ETC.
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FOR OFFICIAL USE ONLY			
TECHNICIAN INITIAL: _____	DATE RECEIVED: _____	<input type="checkbox"/> FEE PAID	
CITY MANAGER/DESIGNEE: _____	DATE: _____	APPROVED: <input type="checkbox"/> YES / <input type="checkbox"/> NO	
CONDITIONS:			

THE CITY OF WINTER GARDEN

From: Tanja Gerhartz, Economic Development Director

Via: Jon Williams, City Manager

Date: 1/5/2023 **Meeting Date:** 1/26/2023

Subject: DOWNTOWN BOUTIQUE SPRING STROLL

Summary: Participating downtown boutiques host a fun night of shopping with complimentary light refreshments, in-store raffles, special sales, and surprises in celebration of Mother's Day to honor the special women in our lives.

Recommended Action: Move to approve the application allowing the Downtown Boutique Spring Stroll in Downtown Winter Garden on May 11th, 2023.

Attachments/References: Special Event Application



CITY OF WINTER GARDEN
 Community Development
 300 West Plant Street
 WINTER GARDEN, FL 34787

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SPECIAL EVENT APPLICATION

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DATE RECEIVED:	_____
PERMIT FEE Pd. ON:	INIT. _____

PER CITY CODE 27.1.3 "SPECIAL EVENTS" ARE DEFINED AS ANY PUBLIC ASSEMBLY OF 100 OR MORE PEOPLE IN ANY PARK, SIDEWALK, ALLEY, LAKE OR OTHER PUBLICALLY OWNED AREA. COMPLETED APPLICATIONS SHOULD BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE FIRST DATE OF THE PROPOSED EVENT. EVENTS THAT REQUIRE CLOSURE OF ANY CITY STREET OR ARE ANTICIPATED HAVING MORE THAN 500 PEOPLE IN ATTENDANCE WILL REQUIRE APPROVAL OF THE CITY COMMISSION.

SPECIAL EVENTS ON CITY PROPERTY WHERE 500 OR MORE PEOPLE ARE REASONABLY ANTICIPATED TO BE IN ATTENDANCE OR WHERE THERE ARE REQUESTS FOR STREET CLOSURES WILL REQUIRE PRIOR APPROVAL BY THE CITY COMMISSION, AT LEAST FOUR WEEKS PRIOR TO THE SCHEDULED EVENT. THE APPLICANT MUST COMPLETE ALL OF THE FOLLOWING INFORMATION.

DATE OF APPLICATION: January 5, 2023

ORGANIZATION/GROUP: City of Winter Garden NON-PROFIT CORP INDIV.

NAME OF EVENT: Downtown Boutique Spring Stroll

CONTACT/REPRESENTATIVE: Betsy Borg PHONE # 407.656.4111 ext. 2266

ALT. PHONE #: 689.688.3528 EMAIL: Betsy@owgdn.com

EVENT LOCATION: Downtown Winter Garden PROPOSED DATES: Thursday, May 11, 2023

HOURS: 5:00 pm- 8:00 pm ESTIMATED DAILY ATTENDANCE: _____

DATES & TIMES OF EVENT SETUP & BREAKDOWN:

SET UP: 5:00 BREAKDOWN: 8:00

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:

<u>TYPE OF EVENT</u>	<u>EVENT DETAILS</u>	<u>EQUIPMENT AT EVENT</u>
<input type="checkbox"/> FESTIVAL	<input type="checkbox"/> ADMISSION CHARGE/TICKET SALES	<input type="checkbox"/> AMPLIFIED SPEAKING/MUSIC
<input type="checkbox"/> EXHIBIT(S)	<input type="checkbox"/> ALCOHOL SERVED	HOURS OF: _____
<input type="checkbox"/> CARNIVAL/CIRCUS/FAIR	<input type="checkbox"/> ALCOHOL SALES	<input type="checkbox"/> PORTABLE RESTROOMS
<input type="checkbox"/> GENERAL MEETING	<input type="checkbox"/> FIREWORKS/PYROTECHNICS	<input type="checkbox"/> SPORTS EQUIPMENT
<input type="checkbox"/> PARADE	<input type="checkbox"/> FOOD TRUCKS	<input type="checkbox"/> STAGE/PROPS/PRODUCTION
<input type="checkbox"/> BLOCK PARTY OR PICNIC	<input type="checkbox"/> MERCH. VENDORS # OF: _____	<input type="checkbox"/> TENTS # & SIZE OF: _____
<input type="checkbox"/> SPORTING EVENT/COMPETITION	<input checked="" type="checkbox"/> OPEN TO PUBLIC	<input type="checkbox"/> TEMPORARY EVENT SIGNAGE
<input type="checkbox"/> WEDDING/RECEPTION	<input type="checkbox"/> STREET/SIDEWALK CLOSURE	<input type="checkbox"/> DUMPSTERS/RECEPTACLES
<input type="checkbox"/> REVIVAL	HOURS OF: _____	<input type="checkbox"/> COOKING EQUIPMENT USED
<input checked="" type="checkbox"/> OTHER (EXPLAIN)	<input type="checkbox"/> CITY WATER USED	<input type="checkbox"/> GAS <input type="checkbox"/> OPEN FLAME
<u>Sidewalk sale</u>	<input checked="" type="checkbox"/> EVENT HELP PREVIOUSLY	<input type="checkbox"/> OTHER (EXPLAIN): _____
_____	<input type="checkbox"/> CITY ELECTRIC USED	<u>Outdoor Sales Merchandise</u>
_____		_____



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SPECIAL EVENTS POLICIES AND PROCEDURES

FOOD VENDING

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EVENT INSURANCE

LIMITS WILL IN MOST INSTANCES BE REQUIRED IN THE FOLLOWING AMOUNTS:

GENERAL AGGREGATE \$1,000,000 PRODUCTS AGGREGATE \$1,000,000

PERSONAL & ADVERTISING INJURY \$250,000 EACH OCCURRENCE \$250,000

FIRE LEGAL LIABILITY \$50,000 MEDICAL PAYMENTS \$2,000

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MISCELLANEOUS POLICIES

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- MAY BE REQUIRED TO MEET WITH CITY TO PRESENT DETAILS OF EVENT.

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SPECIAL EVENTS

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Participating downtown boutiques host a fun night of shopping with complimentary light refreshments, in-store refresh, special sales, and surprises in celebration of Mother's Day to honor the special women in our life.

NO APPLICATION WILL BE ACCEPTED UNLESS THE FOLLOWING ITEMS ARE INCLUDED.

(APPROVAL PROCESS WILL NOT BEGIN UNTIL THE FOLLOWING IS SUBMITTED):

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- IF YOU WANT TO HAVE ANY SIGNAGE, PLEASE PROVIDE A SITE PLAN SHOWING WHERE SIGNS ARE PROPOSED (THE CITY PROHIBITS SNIPE SIGNS).

FOR OFFICIAL USE ONLY			
TECHNICIAN INITIAL: _____	DATE RECEIVED: _____	<input type="checkbox"/>	FEE PAID
CITY MANAGER/DESIGNEE: _____	DATE: _____	APPROVED: <input type="checkbox"/>	Yes / <input type="checkbox"/> No
CONDITIONS:			

THE CITY OF WINTER GARDEN

From: Tanja Gerhartz, Economic Development Director

Via: Jon Williams, City Manager

Date: 1/5/2023

Meeting Date: 1/26/2023

Subject: SHOP, DINE & STROLL

Summary: Peruse the outdoor sales racks, dine al fresco at the outdoor patios, and stroll through the spring-flowered streets with special music. This is the perfect way to commemorate National Mom and Pop Business Owners Day to support your local businesses.

Recommended Action: Move to approve the application allowing the Shop, Dine and Stroll event in Downtown Winter Garden on March 25, 2023.

Attachments/References: Special Event Application



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
WINTER GARDEN, FL 34787

(407) 656-4111
WWW.WINTERGARDEN-FL.GOV

SPECIAL EVENT APPLICATION

OFFICIAL USE ONLY

DATE RECEIVED: _____
PERMIT FEE PD. ON: _____ INIT. _____

PER CITY CODE 27.1.3 "SPECIAL EVENTS" ARE DEFINED AS ANY PUBLIC ASSEMBLY OF 100 OR MORE PEOPLE IN ANY PARK, SIDEWALK, ALLEY, LAKE OR OTHER PUBLICALLY OWNED AREA. COMPLETED APPLICATIONS SHOULD BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE FIRST DATE OF THE PROPOSED EVENT. EVENTS THAT REQUIRE CLOSURE OF ANY CITY STREET OR ARE ANTICIPATED HAVING MORE THAN 500 PEOPLE IN ATTENDANCE WILL REQUIRE APPROVAL OF THE CITY COMMISSION.

SPECIAL EVENTS ON CITY PROPERTY WHERE 500 OR MORE PEOPLE ARE REASONABLY ANTICIPATED TO BE IN ATTENDANCE OR WHERE THERE ARE REQUESTS FOR STREET CLOSURES WILL REQUIRE PRIOR APPROVAL BY THE CITY COMMISSION, AT LEAST FOUR WEEKS PRIOR TO THE SCHEDULED EVENT. THE APPLICANT MUST COMPLETE ALL OF THE FOLLOWING INFORMATION.

DATE OF APPLICATION: 1/5/2023
 ORGANIZATION/GROUP: City of Winter Garden NON-PROFIT CORP INDIV.
 NAME OF EVENT: Shop, Dine and Stroll
 CONTACT/REPRESENTATIVE: Betsy Sorg PHONE # 407.656.4111 ext. 2266
 ALT. PHONE #: 689.688.3528 EMAIL: Betsy@cwgd.com
 EVENT LOCATION: Downtown Winter Garden PROPOSED DATES: Saturday, March 25th, 2023
 HOURS: All Day ESTIMATED DAILY ATTENDANCE: _____
 DATES & TIMES OF EVENT SETUP & BREAKDOWN:
 SET UP: 8:00 am BREAKDOWN: 10:00 pm

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:

TYPE OF EVENT

- FESTIVAL
- EXHIBIT(S)
- CARNIVAL/CIRCUS/FAIR
- GENERAL MEETING
- PARADE
- BLOCK PARTY OR PICNIC
- SPORTING EVENT/COMPETITION
- WEDDING/RECEPTION
- REVIVAL
- OTHER (EXPLAIN)

Sidewalk sale

EVENT DETAILS

- ADMISSION CHARGE/TICKET SALES
- ALCOHOL SERVED
- ALCOHOL SALES
- FIREWORKS/PYROTECHNICS
- FOOD TRUCKS
- MERCH. VENDORS # OF: _____
- OPEN TO PUBLIC
- STREET/SIDEWALK CLOSURE
HOURS OF: _____
- CITY WATER USED
- EVENT HELP PREVIOUSLY
- CITY ELECTRIC USED

EQUIPMENT AT EVENT

- AMPLIFIED SPEAKING/MUSIC
HOURS OF: 1:00 pm- 5:00 pm
- PORTABLE RESTROOMS
- SPORTS EQUIPMENT
- STAGE/PROPS/PRODUCTION
- TENTS # & SIZE OF: _____
- TEMPORARY EVENT SIGNAGE
- DUMPSTERS/RECEPTACLES
- COOKING EQUIPMENT USED
- GAS OPEN FLAME
- OTHER (EXPLAIN): _____



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SPECIAL EVENTS POLICIES AND PROCEDURES

FOOD VENDING

THE DEPT. OF BUSINESS AND PROFESSIONAL REGULATION OF THE STATE OF FLORIDA REQUIRES THAT YOU NOTIFY THEIR DIVISION OF HOTELS AND RESTAURANTS NO LATER THAN THREE DAYS PRIOR TO ANY TEMPORARY EVENT WHERE FOOD WILL BE SOLD. ALL FOOD VENDORS MUST MEET MINIMUM SAFETY AND SANITATION REQUIREMENTS AND PAY A TEMPORARY EVENT LICENSING FEE IF THEY DO NOT ALREADY HOLD AN ANNUAL LICENSE WITH THE STATE OF FLORIDA. THE DIVISION OF HOTELS AND RESTAURANTS CAN BE REACHED AT 850-487-1395 OR VISIT http://www.myfloridalicense.com/dbpr/hr/licensing/GT_tempevents.html FOR MORE INFORMATION.

EVENT INSURANCE

LIMITS WILL IN MOST INSTANCES BE REQUIRED IN THE FOLLOWING AMOUNTS:

GENERAL AGGREGATE \$1,000,000 PRODUCTS AGGREGATE \$1,000,000

PERSONAL & ADVERTISING INJURY \$250,000 EACH OCCURRENCE \$250,000

FIRE LEGAL LIABILITY \$50,000 MEDICAL PAYMENTS \$2,000

CITY STAFF RESERVES THE RIGHT TO REQUEST INCREASED LIMITS DEEMED NECESSARY FOR CERTAIN HIGH-RISK ACTIVITIES. INDIVIDUALS, GROUPS WITHOUT INSURANCE, OR GROUPS THAT DO NOT PRODUCE AN APPROPRIATE CERTIFICATE OF INSURANCE TWO WEEKS PRIOR TO THE EVENT DATE WILL BE REQUIRED TO PURCHASE INDIVIDUAL EVENT POLICIES THROUGH THE CITY INSURANCE CARRIER AT LIMITS DEEMED NECESSARY BY CITY STAFF. PRICES FOR APPROPRIATE POLICIES ARE ESTABLISHED BY THE INSURANCE BROKER AND ARE NON-NEGOTIABLE. IF PROPER INSURANCE IS NOT OBTAINED OR PAID FOR AT LEAST TWO WEEKS PRIOR TO THE SCHEDULED EVENT, THE CITY RESERVES THE RIGHT TO CANCEL THE EVENT REQUEST.

PERMIT FEES

EVENTS WITH LESS THAN 25 IN ATTENDANCE: \$25.00

EVENTS WITH 25 - 200 PEOPLE IN ATTENDANCE: \$150.00 EVENTS

WITH OVER 200 PEOPLE IN ATTENDANCE: \$1,000.00

FEES

OTHER FEES WILL BE ASSESSED IF DEEMED NECESSARY BY CERTAIN APPLICABLE DEPARTMENTS. ALTHOUGH NOT AN EXHAUSTIVE LIST, FEES MAY BE ASSESSED FOR POLICE OFFICERS, POLICE SUPERVISORS, FIRE PROTECTION, EMT PERSONNEL, STREET BARRICADING, ELECTRIC USAGE, NECESSARY MAINTENANCE STAFF, TRASH RECEPTACLES & COLLECTION, OTHER NECESSARY STAFF ON-SITE DURING EVENT HOURS, ETC. BONDS OF UP TO \$5,000,000 MAY BE REQUIRED AT THE DISCRETION OF CITY STAFF FOR EVENTS WITH ATTENDANCE OVER 500 PEOPLE AND EVENTS HOSTING CERTAIN HIGH-RISK ACTIVITIES. ALL FEES MUST BE PAID IN FULL IN CASH, CERTIFIED CHECK OR MONEY ORDER AT LEAST TWO WEEKS PRIOR TO THE EVENT DATE TO AVOID CANCELLATION.

MISCELLANEOUS POLICIES

- BOUNCE HOUSES, INFLATABLES, AND ANY TYPE OF RIDES ARE NOT ALLOWED ON CITY PROPERTY.
- EVENT ADVERTISING WILL NOT INCLUDE ANY REFERENCE OF ENDORSEMENT BY THE CITY OF WINTER GARDEN.
- TEMPORARY EVENT SIGNAGE MUST MEET CITY CODE REQUIREMENTS. CONTACT W.G. CODE ENFORCEMENT FOR INFO.
- THERE ARE OTHER SPECIAL REQUIREMENTS FOR MOTION PHOTOGRAPHY PRODUCTION.
- THERE ARE SPECIAL REQUIREMENTS FOR FIREWORKS.
- ANY EVENT UTILIZING PLANT ST. AND EFFECTIVELY CLOSING THE WEST ORANGE TRAIL MUST NOTIFY ORANGE COUNTY PARKS AND RECREATION AT 407-654-1108.
- IF ANY PORTION OF A STATE ROAD IS TO BE CLOSED, A STATE D.O.T. REQUEST FORM MUST BE OBTAINED FROM THE WINTER GARDEN POLICE DEPT., COMPLETED AND RETURNED TO THE WGPD TO BE FILED WITH THE STATE OF FLORIDA. SUCH REQUESTS SHOULD BE SUBMITTED AT LEAST SIX WEEKS PRIOR TO THE EVENT DATE.
- MAY BE REQUIRED TO MEET WITH CITY TO PRESENT DETAILS OF EVENT.

APPROVAL PROCESS

COMMUNITY DEVELOPMENT, ECONOMIC DEVELOPMENT, CITY MANAGER AND PARKS & RECREATION DEPARTMENTS WILL REVIEW ALL REQUESTS AND FORWARD TO ADDITIONAL DEPARTMENTS AS NEEDED. YOU MAY BE CONTACTED TO PROVIDE FURTHER INFORMATION. YOU WILL BE NOTIFIED OF INITIAL APPROVAL, ADDITIONAL FEE REQUIREMENTS AND IF FURTHER COMMISSION APPROVAL WILL BE REQUIRED IN 2 TO 4 WEEKS. CONDITIONS OF APPROVAL DOCUMENT MAY BE INCLUDED AS PART OF FINAL APPROVAL.



CITY OF WINTER GARDEN
Community Development
300 West Plant Street
WINTER GARDEN, FL 34787

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SPECIAL EVENTS

PLEASE PROVIDE A GENERAL DESCRIPTION OF THE EVENT THAT INCLUDES ALL FEATURES BEING PROPOSED TO TAKE PLACE. ELABORATE ON ANY 7 OF THE ABOVE CHECKED ITEMS, IF NECESSARY: (USE BACK IF NEEDED)

Peruse the outdoor sales racks, dine al fresco at the outdoor patios, and stroll through the spring-flowered streets.

This is the perfect way to commemorate National Mom and Pop Business Owners Day to support your local businesses.

NO APPLICATION WILL BE ACCEPTED UNLESS THE FOLLOWING ITEMS ARE INCLUDED.

(APPROVAL PROCESS WILL NOT BEGIN UNTIL THE FOLLOWING IS SUBMITTED):

- COPY OF 501C-3 FORM SIGNIFYING NON-PROFIT STATUS (IF APPLICABLE)
- SITE PLAN INDICATING ALL AFFECTED AREAS, STREETS PROPOSING TO BE CLOSED, TEMPORARY POWER SOURCES TO BE INSTALLED, PORTABLE RESTROOM LOCATIONS, VENDOR PLACEMENT, PARADE ROUTE OR ANY OTHER SIGNIFICANT FEATURES.
- COPY OF APPLICANT'S INSURANCE CERTIFICATE NAMING THE CITY OF WINTER GARDEN AS ADDITIONALLY INSURED.
- IF ATTENDANCE IS REASONABLY ANTICIPATED TO BE GREATER THAN 100 PEOPLE, YOU SHOULD ALSO INCLUDE A PLAN FOR :
 - SANITATION – RESTROOM, PORT-O-LET PLACEMENT, POTABLE WATER, TRASH RECEPTACLES & COLLECTION PLAN, ETC.
 - PARKING AND TRAFFIC – REROUTING TRAFFIC AROUND BLOCKED STREETS, PARKING FOR EVENT PATRONS, ETC.
 - MEDICAL CARE – FIRST AID STATIONS, EMS SERVICES, AMBULANCE ON SITE, ETC.
 - SECURITY – OFF-DUTY OFFICERS SCHEDULES, SECURITY SERVICE UTILIZED, # OF EVENT STAFF IN ATTENDANCE, ETC.
- IF YOU WANT TO HAVE ANY SIGNAGE, PLEASE PROVIDE A SITE PLAN SHOWING WHERE SIGNS ARE PROPOSED (THE CITY PROHIBITS SNIPE SIGNS).

FOR OFFICIAL USE ONLY

TECHNICIAN INITIAL: _____ DATE RECEIVED: _____ FEE PAID

CITY MANAGER/DESIGNEE: _____ DATE: _____ APPROVED: Yes / No

CONDITIONS:

THE CITY OF WINTER GARDEN

From: Tanja Gerhartz, Economic Development Director

Via: Jon Williams, City Manager

Date: 1/5/2023 **Meeting Date:** 1/26/2023

Subject: WINTER GARDEN FARMERS MARKET IS BLOSSOMING WITH FUN

Summary: The Farmers Market will bring in additional vendors to celebrate the season and holidays. Special Event Calendar of Events held during the Farmers Market that are free to residents from 9 am to 12 pm:

March 18 | Farm Day at the Market

April 8, 15, & 22 | Arts in April Kids Art Session

April 22 | Earth Day Celebration

May 20 | Miniature Golf Day

June 3 | Farmers Market 15th Birthday Celebration

July 1 | Independence Day Celebration

August 12 | National Farmers Market Week Celebration

Recommended Action: Move to approve the application allowing these special events and activities throughout 2023.

Attachments/References: Special Event Application



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 Community Development
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SPECIAL EVENT APPLICATION

OFFICIAL USE ONLY	
DATE RECEIVED:	_____
PERMIT FEE Pd. ON:	_____ INIT. _____

PER CITY CODE 27.1.3 "SPECIAL EVENTS" ARE DEFINED AS ANY PUBLIC ASSEMBLY OF 100 OR MORE PEOPLE IN ANY PARK, SIDEWALK, ALLEY, LAKE OR OTHER PUBLICALLY OWNED AREA. COMPLETED APPLICATIONS SHOULD BE SUBMITTED NO LESS THAN 30 DAYS PRIOR TO THE FIRST DATE OF THE PROPOSED EVENT. EVENTS THAT REQUIRE CLOSURE OF ANY CITY STREET OR ARE ANTICIPATED HAVING MORE THAN 500 PEOPLE IN ATTENDANCE WILL REQUIRE APPROVAL OF THE CITY COMMISSION.

SPECIAL EVENTS ON CITY PROPERTY WHERE 500 OR MORE PEOPLE ARE REASONABLY ANTICIPATED TO BE IN ATTENDANCE OR WHERE THERE ARE REQUESTS FOR STREET CLOSURES WILL REQUIRE PRIOR APPROVAL BY THE CITY COMMISSION, AT LEAST FOUR WEEKS PRIOR TO THE SCHEDULED EVENT. THE APPLICANT MUST COMPLETE ALL OF THE FOLLOWING INFORMATION.

DATE OF APPLICATION: 1/5/2022

ORGANIZATION/GROUP: City of Winter Garden NON-PROFIT CORP INDIV.

NAME OF EVENT: Winter Garden Farmer's Market is blossoming with fun

CONTACT/REPRESENTATIVE: Betsy Sorg PHONE # 407.656.4111 ext. 2266

ALT. PHONE #: 689.688.3528 EMAIL: Betsy@cwqdn.com

EVENT LOCATION: Downtown Pavilion, 104 S. Lakeview Ave. PROPOSED DATES: throughout 2023, see below

HOURS: 9:00 am- 12:00 pm ESTIMATED DAILY ATTENDANCE: _____

DATES & TIMES OF EVENT SETUP & BREAKDOWN:

SET UP: 8:00 am BREAKDOWN: 1:00 pm

PLEASE CHECK ALL OF THE FOLLOWING THAT APPLY:

TYPE OF EVENT	EVENT DETAILS	EQUIPMENT AT EVENT
<input type="checkbox"/> FESTIVAL	<input type="checkbox"/> ADMISSION CHARGE/TICKET SALES	<input type="checkbox"/> AMPLIFIED SPEAKING/MUSIC
<input checked="" type="checkbox"/> EXHIBIT(S)	<input type="checkbox"/> ALCOHOL SERVED	HOURS OF: _____
<input type="checkbox"/> CARNIVAL/CIRCUS/FAIR	<input type="checkbox"/> ALCOHOL SALES	<input type="checkbox"/> PORTABLE RESTROOMS
<input type="checkbox"/> GENERAL MEETING	<input type="checkbox"/> FIREWORKS/PYROTECHNICS	<input checked="" type="checkbox"/> SPORTS EQUIPMENT
<input type="checkbox"/> PARADE	<input type="checkbox"/> FOOD TRUCKS	<input type="checkbox"/> STAGE/PROPS/PRODUCTION
<input type="checkbox"/> BLOCK PARTY OR PICNIC	<input type="checkbox"/> MERCH. VENDORS # OF: _____	<input type="checkbox"/> TENTS # & SIZE OF: _____
<input type="checkbox"/> SPORTING EVENT/COMPETITION	<input checked="" type="checkbox"/> OPEN TO PUBLIC	<input type="checkbox"/> TEMPORARY EVENT SIGNAGE
<input type="checkbox"/> WEDDING/RECEPTION	<input type="checkbox"/> STREET/SIDEWALK CLOSURE	<input type="checkbox"/> DUMPSTERS/RECEPTACLES
<input type="checkbox"/> REVIVAL	HOURS OF: _____	<input type="checkbox"/> COOKING EQUIPMENT USED
<input type="checkbox"/> OTHER (EXPLAIN)	<input type="checkbox"/> CITY WATER USED	<input type="checkbox"/> GAS <input type="checkbox"/> OPEN FLAME
<u>Additional Vendors</u>	<input type="checkbox"/> EVENT HELP PREVIOUSLY	<input type="checkbox"/> OTHER (EXPLAIN): _____
_____	<input type="checkbox"/> CITY ELECTRIC USED	_____
_____		_____



CITY OF WINTER GARDEN
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SPECIAL EVENTS POLICIES AND PROCEDURES

FOOD VENDING

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PERSONAL & ADVERTISING INJURY \$250,000 EACH OCCURRENCE \$250,000
FIRE LEGAL LIABILITY \$50,000 MEDICAL PAYMENTS \$2,000

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FEES

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MISCELLANEOUS POLICIES

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- THERE ARE SPECIAL REQUIREMENTS FOR FIREWORKS.
- ANY EVENT UTILIZING PLANT ST. AND EFFECTIVELY CLOSING THE WEST ORANGE TRAIL MUST NOTIFY ORANGE COUNTY PARKS AND RECREATION AT 407-654-1108.
- IF ANY PORTION OF A STATE ROAD IS TO BE CLOSED, A STATE D.O.T. REQUEST FORM MUST BE OBTAINED FROM THE WINTER GARDEN POLICE DEPT., COMPLETED AND RETURNED TO THE WGPD TO BE FILED WITH THE STATE OF FLORIDA. SUCH REQUESTS SHOULD BE SUBMITTED AT LEAST SIX WEEKS PRIOR TO THE EVENT DATE.
- MAY BE REQUIRED TO MEET WITH CITY TO PRESENT DETAILS OF EVENT.

APPROVAL PROCESS

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SPECIAL EVENTS

PLEASE PROVIDE A GENERAL DESCRIPTION OF THE EVENT THAT INCLUDES ALL FEATURES BEING PROPOSED TO TAKE PLACE. ELABORATE ON ANY 7 OF THE ABOVE CHECKED ITEMS, IF NECESSARY: (USE BACK IF NEEDED)

More than 100 vendors participate in the weekly farmers market bringing a variety of fresh produce, baked goods, gourmet provisions, and artisan crafts to the community.
Live music and family-fun games on the lawn add to the outing's enjoyment. In addition, free monthly special events are planned for select dates (9:00 am – 12:00 pm):
March 4 | Farm Day at the Market. April 8, 15, & 22 | Arts in April Kids Art Session.
April 22 | Earth Day Celebration. May 20 | Miniature Golf Day. June 3 | Farmers Market 15th Birthday Celebration
July 1 | Independence Day Celebration. August 12 | National Farmers Market Week Celebration

NO APPLICATION WILL BE ACCEPTED UNLESS THE FOLLOWING ITEMS ARE INCLUDED.

(APPROVAL PROCESS WILL NOT BEGIN UNTIL THE FOLLOWING IS SUBMITTED):

- COPY OF 501C-3 FORM SIGNIFYING NON-PROFIT STATUS (IF APPLICABLE)
- SITE PLAN INDICATING ALL AFFECTED AREAS, STREETS PROPOSING TO BE CLOSED, TEMPORARY POWER SOURCES TO BE INSTALLED, PORTABLE RESTROOM LOCATIONS, VENDOR PLACEMENT, PARADE ROUTE OR ANY OTHER SIGNIFICANT FEATURES.
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 - SANITATION – RESTROOM, PORT-O-LET PLACEMENT, POTABLE WATER, TRASH RECEPTACLES & COLLECTION PLAN, ETC.
 - PARKING AND TRAFFIC – REROUTING TRAFFIC AROUND BLOCKED STREETS, PARKING FOR EVENT PATRONS, ETC.
 - MEDICAL CARE – FIRST AID STATIONS, EMS SERVICES, AMBULANCE ON SITE, ETC.
 - SECURITY – OFF-DUTY OFFICERS SCHEDULES, SECURITY SERVICE UTILIZED, # OF EVENT STAFF IN ATTENDANCE, ETC.
- IF YOU WANT TO HAVE ANY SIGNAGE, PLEASE PROVIDE A SITE PLAN SHOWING WHERE SIGNS ARE PROPOSED (THE CITY PROHIBITS SNIPE SIGNS).

FOR OFFICIAL USE ONLY			
TECHNICIAN INITIAL: _____	DATE RECEIVED: _____	<input type="checkbox"/> FEE PAID	
CITY MANAGER/DESIGNEE: _____	DATE: _____	APPROVED: <input type="checkbox"/> Yes / <input type="checkbox"/> No	
CONDITIONS:			