

CITY OF APOPKA
DEVELOPMENT REVIEW COMMITTEE

DATE: May 17, 2017
TIME: 9:00 AM Development Review Committee Meeting
LOCATION: 120 E. Main Street (City Hall Conference Room – 1st Floor)

I. Staff Comments on the following:

A. Special Events:

1. Event: Night to Shine 5K Run
Date: September 30, 2017
Time: 6:15am thru 9:45am
Location: Northwest Recreational Complex
2. Event: Fall Family Festival (Rotary Club)
Date: November 9-10-11-12, 2017
Time: Thu 5-10pm, Fri 5-11pm, Sat 12-11pm, Sun 12-8pm
Location: Kit Land Nelson Park

- | | |
|------------------------|------|
| B. Concept Plan: | None |
| C. Site Plans: | None |
| D. Plats: | None |
| E. Street Name Review: | None |
| F. FLUM / Rezoning: | None |
| G. Special Exception: | None |

H. Annexation.

3. 2017 Annexation Cycle 2

II. Other Business:

- | | |
|------------------------------------|-------------------------------------|
| A. Public Hearing: | None |
| B. Vacate/Variance: | None |
| C. Request for Extension: | None |
| D. Discussion: | None |
| E. Peddlers Permit: | None |
| F. Plan Final Review and Sign-off: | Projects at "Zoning Counter" |

Please direct any comments or questions concerning the items scheduled for this meeting to the Community Development Department at (407) 703-1739.



David B. Moon, AICP,
Planning Manager

September 30
5K Amp.

Carolyn Ray

From: noreply@civicplus.com
Sent: Thursday, May 04, 2017 1:20 PM
To: Robert Sargent; Carolyn Ray; David Burgoon
Subject: Online Form Submittal: Special Events Permit Application

Special Events Permit Application

Special Events Permit Checklist *Field not completed.*

Note:

*All applications must be submitted 30 days prior to the event date.
All required documentation must be attached with the application. A partial application submission will not be accepted.*

Tents

*Copy of Certificate of Flame Resistance for tent.
City Inspection Sheet signed by Fire/Building Department Officials.
Copy of tent permit from Building Department.*

(Section Break)

Applicants Information

Name	Amy Reed
Email Address	nighttoshine5k@outlook.com
Address	34306 Alameda Drive
City	Sorrento
State	FL
Zip Code	32776
Phone Number	352-408-5519

If Special Event is for an organization, please also complete below.

Name of Organization	<i>Field not completed.</i>
Tax Exempt	<i>Field not completed.</i>
State of Florida Tax Number	<i>Field not completed.</i>

If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided. Taxes will be charged if not provided.

(Section Break)

Type of Event

Name of the Event Night to Shine 5k

Date(s) of the Event 09/30/2017

Hours of Event 3.5 615-945am.

Location of the Event Northwest Recreational Complex

Briefly describe the event and all activities that will occur during the event This is a 5k event to benefit Night to Shine a prom for special needs kids and the Tim Tebow Foundation. We will have a kid's fun run that is a few meters. We will also be including some booths for the sponsors.

Expected attendance 150-200

Will there be admission, vendor, participant or other fees Yes

Will you be serving alcohol No

Description of any equipment being used (Tents, Banners, Signs, Animals, Etc.) Start/Finish line banner, and tables for sponsor booths.

Will you have any street, lane, or sidewalk closures? Yes

If yes, please explain We will have the 5k on the sidewalk around the lake. I don't think it will have to be "closed" per say.

Once your completed event permit is received the following will happen:
The event calendar will be checked to make sure there are no conflicting events (if so, you will be notified immediately.)
Your application will be submitted and reviewed by Development and Review Committee (DRC).
If approved the event may require additional approval from the City Council.
You may be required to hire off-duty Apopka Police and Fire Fighters depending on the size of the event.
Applicants must provide adequate restroom facilities during event.
Applicants must provide adequate restroom facilities during event.
Meetings are scheduled, if need be, to solve any conflicts or concerns.

*If approved, your final permit will be sent to you.
You must have your final permit with you on the day of your event. If you don't
provide it when asked, your event may be shut down.*

For further Information

*For further information, to determine if the event location is in the City limits, or to
inquire about special requirements for your event, please contact the Community
Relations and Events Manager, at 407-703-1809, or visit us at
120 E Main Street
First Floor
Apopka, Florida
Hours: 8 a.m. - 4:30 p.m.*

(Section Break)

Hold Harmless Agreement

*I, hereby represent, stipulate contract and agree that I will jointly and severally
indemnify and hold the City of Apopka harmless against liability, including court
costs and attorney's fees, and including attorney's fees for an appeal, for any and
all claims for damage to property or injury to or death of persons arising out of or
resulting from the issuance of the permit or the conduct of the assembly or any of
its participants.*

Printed name of applicant Amy Reed

Signature of applicant Amy Reed

Date submitted 05/04/2017

State of Florida
County of Orange

Sworn to (or affirmed) *Field not completed.*
and subscribed before me
this date:

Who is personally known *Field not completed.*
to me or has produced, as
identification.

Notary Public signature *Field not completed.*

Notary Public printed
name *Field not completed.*

(Section Break)

For official use only

DRC Approval *Field not completed.*

Date *Field not completed.*

DRC Comments	Field not completed.
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Fire Approval	Field not completed.
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Date	Field not completed.
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Fire Comments	Field not completed.
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Police Approval	Field not completed.
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Date	Field not completed.
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Police Comments	Field not completed.
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City Council will consider this request subject to applicant meeting all city requirements on:

Meeting date	Field not completed.
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Approved	Field not completed.
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Denied	Field not completed.
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Permit fee \$50	
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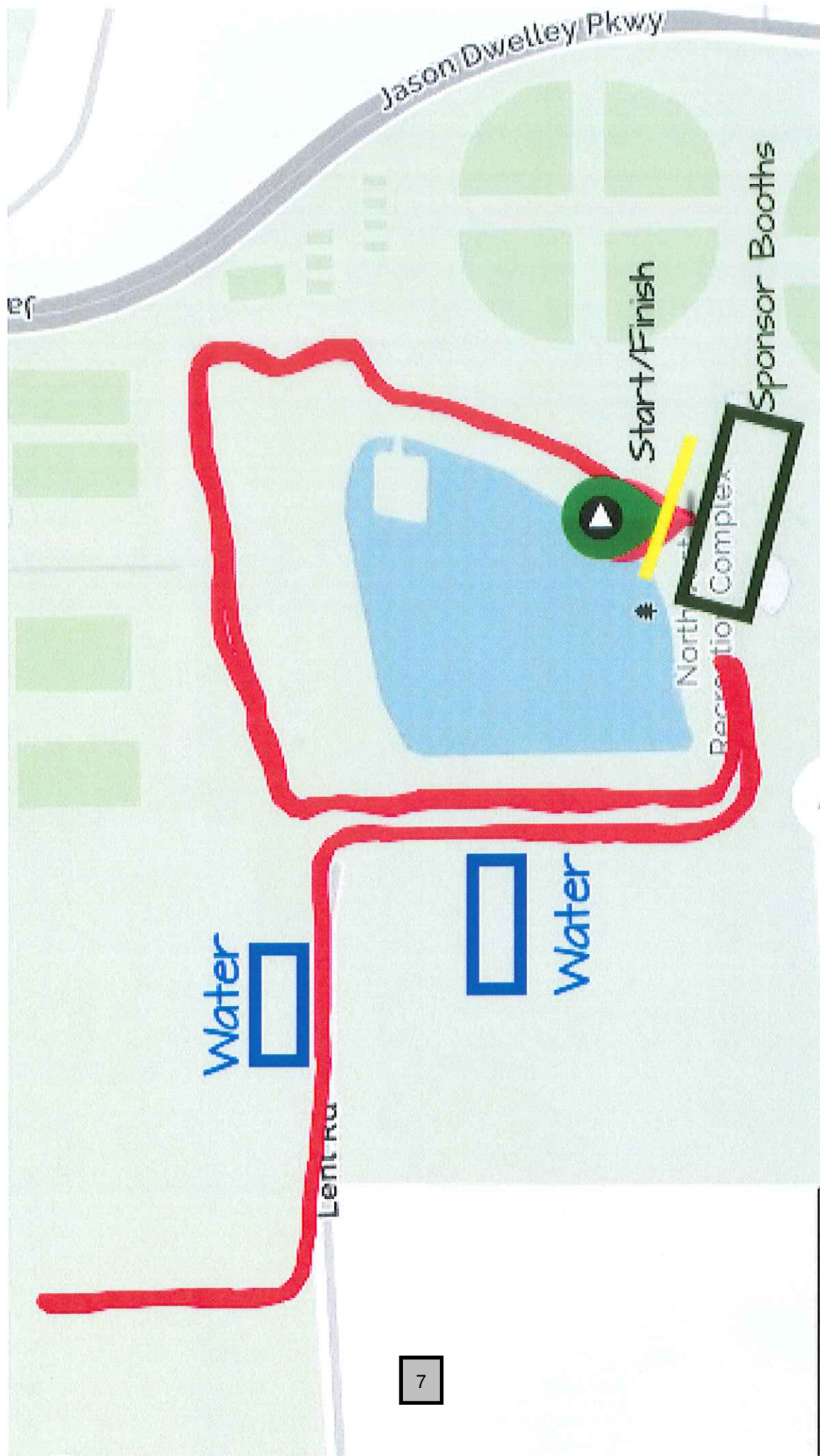
Date paid	Field not completed.
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Recommended by	Field not completed.
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Date exempted	Field not completed.
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Email not displaying correctly? [View it in your browser.](#)

Craig 5/4/17



Special Event Permit Application 2017

HOLD HARMLESS AGREEMENT

I, Amy Reed, on behalf of _____, agree to indemnify and hold harmless the City of Apopka, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the City of Apopka except in the case of the City of Apopka's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the issuance of the permit or conduct of the assembly or any of its participants, in whole or in part, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of its employees or agents or any other person. It is further understood and agreed that Amy Reed shall, at the option of the City of Apopka, defend the City of Apopka with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Amy Reed
PRINTED NAME OF APPLICANT

Amy Reed
SIGNATURE OF APPLICANT

5/8/2017
DATE SUBMITTED

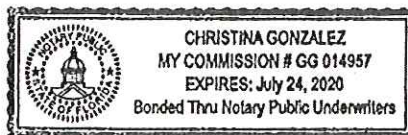
Night to Shine 5K / September 30, 2017 / Northwest Recreation Complex
EVENT NAME / EVENT DATE / LOCATION OF EVENT

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 7th DAY OF May, 2017 BY Amy Reed, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED personally known AS IDENTIFICATION.

Christina Gonzalez
NOTARY PUBLIC SIGNATURE

Christina Gonzalez
NOTARY PUBLIC PRINTED NAME





City of Apopka Event Vendor Form

Business Name: _____

Contact Information: Amy Reed

Contact Phone Number: 352-408-5519

Mailing Address: 34306 Alameda Dr. Sorrento, FL 32776

Email Address: amyreed07@gmail.com

Night to Shine 5K

Payment information:

Event Date: September 30, 2017

Credit Card Number: 6011 0040 3598 4299

Expiration: 1/22 CVC: 560

Amount: \$ 50 -

Staff Initial: _____ Date Processed: _____

Mail form and payments to:

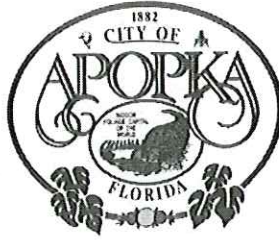
City of Apopka

Recreation Department

11 North 9 Ave

Apopka FL 32703

April 2017



City of Apopka

Special Events Permit Application

Carolyn Ray – Events Coordinator, cray@apopka.net 407-703-1809

Special Event Permit Requirements

- ☒ Completed Special Event Permit Application.
- ☒ A non-refundable application fee of \$50.00 or completed application for waiver of permit fee is due when application is submitted.
- ☐ A certificate of general liability insurance listing the "City of Apopka" as 'Additional Insured' must be submitted. Copy of the declaration sheet and endorsement page must be included. Additional insurance may be required.
- ☒ Signed and notarized hold harmless agreement.
- ☒ A site plan (MAP) or Parade/Race Route **MUST** be submitted with your application. Map must identify location of staging, tents, parking, barricades, vendors, and restrooms.
- ☒ Letter from the property owner granting permission for use of their property.
- ☒ A list of all concessionaries and vendors (if applicable).
- ☒ Copies of flyers and advertisements (if applicable).
- ☐ Rental Fees if applicable **\$150**

-All applications must be submitted 60 days prior to the event date.

-All required documentation must be attached with the application. A partial application submission will not be accepted.

Backup material for agenda item:

2. Event: Fall Family Festival (Rotary Club)
Date: November 9-10-11-12, 2017
Time: Thu 5-10pm, Fri 5-11pm, Sat 12-11pm, Sun 12-8pm
Location: Kit Land Nelson Park

Print**Special Events Permit Application - Submission #73****Date Submitted: 3/27/2017****Special Events Permit Checklist**

- ☒ Completed Special Event Permit Application.
- ☒ A site plan (MAP) or Parade/Race Route MUST be submitted with your application. Map must identify location of staging, tents, parking, barricades, vendors, and restrooms.
- ☐ A certificate of general liability insurance listing the "City of Apopka" as 'Additional Insured' must be submitted. Other insurance coverage may be required. *Sent 3/5/17*
- ☐ A non-refundable application fee of \$50.00 or completed application for waiver of permit fee is due when application is submitted.
- ☒ Letter from the property owner granting permission for use of their property.
- ☒ Signed and notarized hold harmless agreement.
- ☐ A list of all concessionaries and vendors (if applicable.)
- ☐ Copies of flyers and advertisements (if applicable.)

Note:

All applications must be submitted 30 days prior to the event date.

All required documentation must be attached with the application. A partial application submission will not be accepted.

Tents

Copy of Certificate of Flame Resistance for tent.

City Inspection Sheet signed by Fire/Building Department Officials.

Copy of tent permit from Building Department.

Applicants Information**Name**

Bill Spiegel

Email Address

apopkarvp@gmail.com

Address

PO Box 7

City

Apopka

State

FL

Zip Code

32704

Phone Number

407-925-4382

If Special Event is for an organization, please also complete below.

Name of Organization

Rotary Club of Apopka

Tax Exempt

☒ Yes☐ No

State of Florida Tax Number

27-0809484

If claiming tax exemption a copy of 501-C3 and tax exemption certificates must be provided. Taxes will be charged if not provided.

Type of Event

Name of the Event

Fall Family Festival

Date(s) of the Event

Nov 9-12, 2017

Hours of Event

Th 5-10p, Fri 5-11p, Sat 12-11p, Sun 12-8p

Location of the Event

Kit Land Nelson Park

Briefly describe the event and all activities that will occur during the event

Family Friendly event with free admission. Crafts, Merchandise Vendors, Food Vendors, and Carnival Rides

Expected attendance

3000

Will there be admission, vendor, participant or other fees

☒ Yes☐ No

Will you be serving alcohol

☒ Yes☐ No

Description of any equipment being used (Tents, Banners, Signs, Animals, Etc.)

Kit Land Nelson Park, Edwards Field, Portable Lights, No Parking Signs, Port O Lets, Temporary fencing

Will you have any street, lane, or sidewalk closures? — 14 — yes, please explain

☐ Yes☒ No**Once your completed event permit is received the following will happen:**

The event calendar will be checked to make sure there are no conflicting events (if so, you will be notified immediately.)

Your application will be submitted and reviewed by Development and Review Committee (DRC).

If approved the event may require additional approval from the City Council.

You may be required to hire off-duty Apopka Police and Fire Fighters depending on the size of the event.

Applicants must provide adequate restroom facilities during event.

Applicants must provide adequate restroom facilities during event.

Meetings are scheduled, if need be, to solve any conflicts or concerns.

If approved, your final permit will be sent to you.

You must have your final permit with you on the day of your event. If you don't provide it when asked, your event may be shut down.

For further Information

For further information, to determine if the event location is in the City limits, or to inquire about special requirements for your event, please contact the Community Relations and Events Manager, at 407-703-1809, or visit us at
120 E Main Street

First Floor

Apopka, Florida

Hours: 8 a.m. - 4:30 p.m.

Hold Harmless Agreement

I, hereby represent, stipulate contract and agree that I will jointly and severally indemnify and hold the City of Apopka harmless against liability, including court costs and attorney's fees, and including attorney's fees for an appeal, for any and all claims for damage to property or injury to or death of persons arising out of or resulting from the issuance of the permit or the conduct of the assembly or any of its participants.

Printed name of applicant

Bill Spiegel

Signature of applicant

Bill Spiegel

Date submitted

03/27/2017

State of Florida

County of Orange

Sworn to (or affirmed) and subscribed before me this date:**Who is personally known to me or has produced, as identification.****Notary Public signature****Notary Public printed name**

See attached sheet

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For official use only**DRC Approval****Date**

--	--

DRC Comments

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Fire Approval**Date**

--	--

Fire Comments

--

Police Approval**Date**

--	--

Police Comments

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City Council will consider this request subject to applicant meeting all city requirements on:**Meeting date****Approved****Denied**

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Permit fee

\$50

Date paid**Recommended by****Date exempted**

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HOLD HARMLESS AGREEMENT

I, Jon DeClue, on behalf of The Rotary Club of Apopka, agree to indemnify and hold harmless the City of Apopka, its agents, employees or any other person against loss or expense including attorneys' fees, by reason of the liability imposed by law upon the City of Apopka except in the case of the City of Apopka's sole negligence, for damage because of bodily injury, including death at any time resulting therefrom, sustained by any person or persons, or on account of damage to property arising out of or in consequence of the issuance of the permit or conduct of the assembly or any of its participants, in whole or in part, whether such injuries to persons or damage to property are due or claim to be due to any passive negligence of its employees or agents or any other person. It is further understood and agreed that The Rotary Club shall, at the option of the City of Apopka, defend the City of Apopka with appropriate counsel and shall further bear all costs and expenses, including the expense of counsel, in the defense of any suit arising hereunder.

Jon DeClue
PRINTED NAME OF APPLICANT

[Signature]
SIGNATURE OF APPLICANT

5-3-17
DATE SUBMITTED

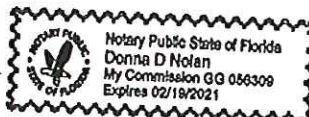
Fall Family Festival 11/9 - 11/12/17 KIRLAND Nelson
EVENT NAME / EVENT DATE / LOCATION OF EVENT Park

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS 3 DAY OF MAY, 2017 BY JON DeClue, WHO IS PERSONALLY KNOWN TO ME OR HAS PRODUCED _____ AS IDENTIFICATION.

[Signature]
NOTARY PUBLIC SIGNATURE

DONNA NOLAN
NOTARY PUBLIC PRINTED NAME



S H I G H L A N D A V E

PARKING

Parking Exit

CARNIVAL RIDES

Tickets ATM

Parking Entrance

Food Vendors

- 12
- 11
- 10
- 9
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1

W E S T O R A N G E T R A I L

Orange Steet

Loading/Unloading/Emergency/
Handicap Parking

Restroom

Vendors

Playground

Info Booth

Craft Beer & Wine

Tennis Courts

Bldg

Restroom

First Steet



P A R K A V E

CITY OF APOPKA
WAIVER OF SPECIAL EVENT FEES FOR
NOT-FOR-PROFIT ORGANIZATIONS AND CHURCHES

APPLICANT: The Rotary Club of Apopka
MAILING ADDRESS: P.O. Box 7 Apopka FL 32704
PO BOX OR STREET CITY STATE ZIP

HOME PHONE# _____ WORK # 407-925-4382
NAME OF ORGANIZATION: The Rotary Club of Apopka
MAILING ADDRESS: P.O. Box 7 Apopka FL 32704
PO BOX OR STREET CITY STATE ZIP

CONTACT PERSON: Bill Spiegel PHONE # 407-925-4382
NAME OF EVENT: The Fall Family Festival
DATE(S) OF EVENT: _____ TIME(S) OF EVENT: _____
LOCATION OF EVENT: Kit Land Nelson Park

APPLICANT MUST SUBMIT PROOF OF NOT-FOR-PROFIT STATUS WITH THE IRS (501-C3)

SIGNATURE OF APPLICANT

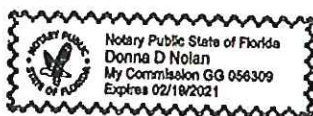
DATE SUBMITTED TO COMMUNITY DEVELOPMENT

PRINTED NAME OF APPLICANT

STATE OF FLORIDA
COUNTY OF ORANGE

SWORN TO AND SUBSCRIBED BEFORE ME THIS 3 DAY OF MAY, 2017
BY Bill Spiegel WHO IS PERSONALLY KNOWN TO ME OR HAS
PRODUCED _____ AS IDENTIFICATION

(SEAL)



Donna Nolan
NOTARY PUBLIC SIGNATURE
DONNA NOLAN
NOTARY PUBLIC PRINTED NAME

OFFICIAL USE ONLY

DATE APPROVED: _____

DATE DENIED: _____

Glenn Irby, City Manager



Consumer's Certificate of Exemption

Issued Pursuant to Chapter 212, Florida Statutes

DR-14
R. 10/15

85-8015601213C-0	03/31/2016	03/31/2021	501(C)(3) ORGANIZATION
Certificate Number	Effective Date	Expiration Date	Exemption Category

This certifies that

THE ROTARY CLUB OF APOPKA
FOUNDATION INC
201 N PARK AVE
APOPKA FL 32703-4147

is exempt from the payment of Florida sales and use tax on real property rented, transient rental property rented, tangible personal property purchased or rented, or services purchased.



Important Information for Exempt Organizations

DR-14
R. 10/15

1. You must provide all vendors and suppliers with an exemption certificate before making tax-exempt purchases. See Rule 12A-1.038, Florida Administrative Code (F.A.C.).
2. Your *Consumer's Certificate of Exemption* is to be used solely by your organization for your organization's customary nonprofit activities.
3. Purchases made by an individual on behalf of the organization are taxable, even if the individual will be reimbursed by the organization.
4. This exemption applies only to purchases your organization makes. The sale or lease to others of tangible personal property, sleeping accommodations, or other real property is taxable. Your organization must register, and collect and remit sales and use tax on such taxable transactions. Note: Churches are exempt from this requirement except when they are the lessor of real property (Rule 12A-1.070, F.A.C.).
5. It is a criminal offense to fraudulently present this certificate to evade the payment of sales tax. Under no circumstances should this certificate be used for the personal benefit of any individual. Violators will be liable for payment of the sales tax plus a penalty of 200% of the tax, and may be subject to conviction of a third-degree felony. Any violation will require the revocation of this certificate.
6. If you have questions regarding your exemption certificate, please contact the Exemption Unit of Account Management at 800-352-3671. From the available options, select "Registration of Taxes," then "Registration Information," and finally "Exemption Certificates and Nonprofit Entities." The mailing address is PO Box 6480, Tallahassee, FL 32314-6480.

Backup material for agenda item:

3. 2017 Annexation Cycle 2

EXHIBIT "A"
CITY OF APOPKA
2017 ANNEXATION CYCLE # 2

TOTAL ACRES: 56.23 +/-
ANNEXATION ORDINANCE NOS.: TBD

Adopted this 7th day of June, 2017

ORD. NO.	ITEM NO.	OWNER'S NAME	LOCATION	PARCEL NUMBER	ACRES +/-	EXISTING USE	FUTURE LAND USE (COUNTY)
	1	Myung Soo Han Katherine Han	2255 Kelly Park Road	07-20-28-0000-00-031 07-20-28-0000-00-043	9.82		RURAL 1DU/10 ACRES AGRICULTURAL
	2	Lee Won Chul Myong Sea	2405 West Kelly ark Road	07-20-28-0000-00-011	29.66	Single-family home	RURAL 1DU/10 ACRES
	3	Choe Bong Jin Chong Soon	2309 West Kelly Park Road	07-20-28-0000-00-048	9.82	Vacant	RURAL 1DU/10 ACRES
	4	George Thum, Jr.	4650 Jason Dwelley Parkway	18-20-28-0000-00-054	5.06	Single-family home	RURAL 1DU/10 ACRES
	5	Bibuboo, LLC	355 W Orange Blossom Trail	09-21-28-7544-01-010	1.65	Warehouse	COMMERCIAL MAX 1.0 FAR
	6	George Brown Betty Brown	3606 Fudge Road	01-21-27-0000-00-042	0.22	Vacant	RURAL 1 DU/10 ACRES

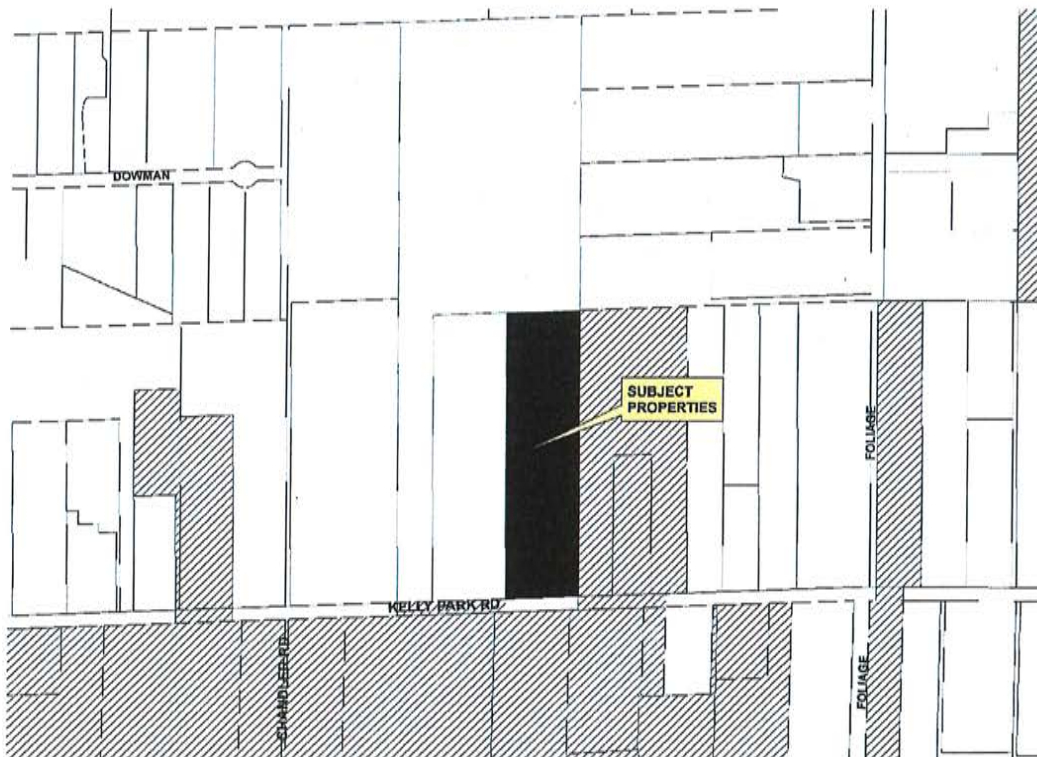


ANNEXATION
Myung Soo Han
Katherine Han
2255 Kelly Park Road

Exhibit "A"

**Parcel ID: 07-20-28-0000-00-031 &
07-20-28-0000-00-043**

Total Acres: 9.82 +/-



VICINITY MAP



ANNEXATION
LEE WON CHUL
MYONG SEA
2405 WEST KELLY PARK ROAD

Exhibit "A"

Parcel ID: 07-20-28-0000-00-011

Total Acres: 29.66 +/-



VICINITY MAP



ANNEXATION
CHOE BONG JIN
CHONG SOON
2309 WEST KELLY PARK ROAD

Exhibit "A"

Parcel ID: 07-20-28-0000-00-048

Total Acres: 9.82 +/-



VICINITY MAP

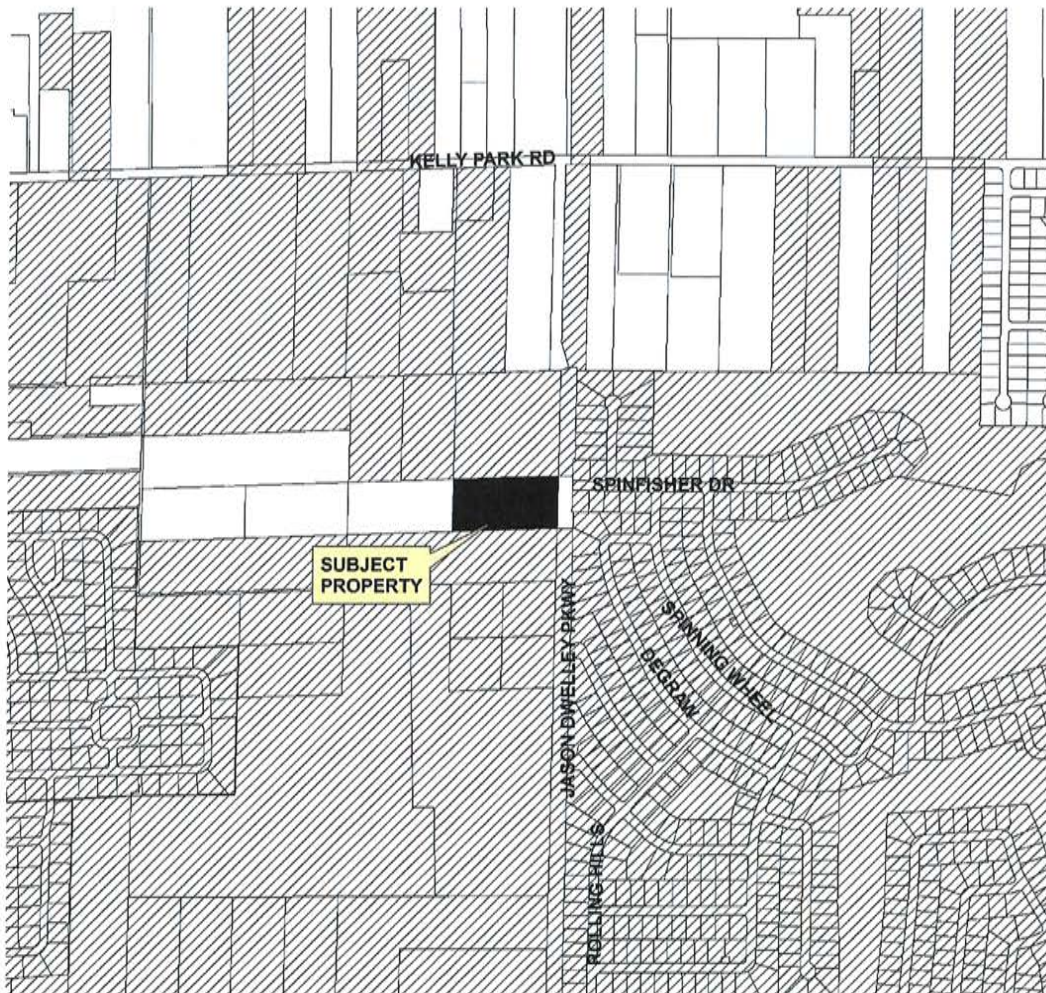


ANNEXATION
Goerge W. Thum, Jr.
4650 Jason Dwellley Pkwy.

Exhibit "A"

Parcel ID: 18-20-28-0000-00-054

Total Acres: 5.06 +/-



VICINITY MAP

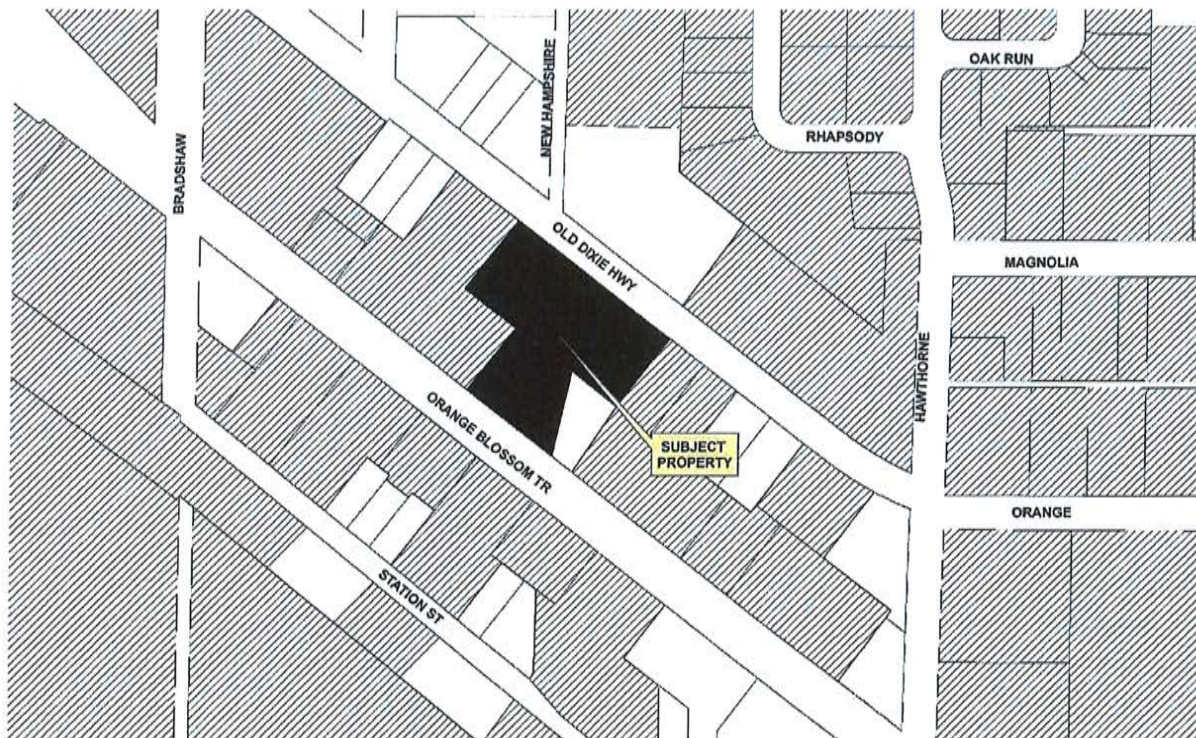


ANNEXATION
Bibuboo, LLC
355 W Orange Blossom Trail

Exhibit "A"

Parcel ID: 09-21-28-7544-01-010

Total Acres: 1.65 +/-



VICINITY MAP

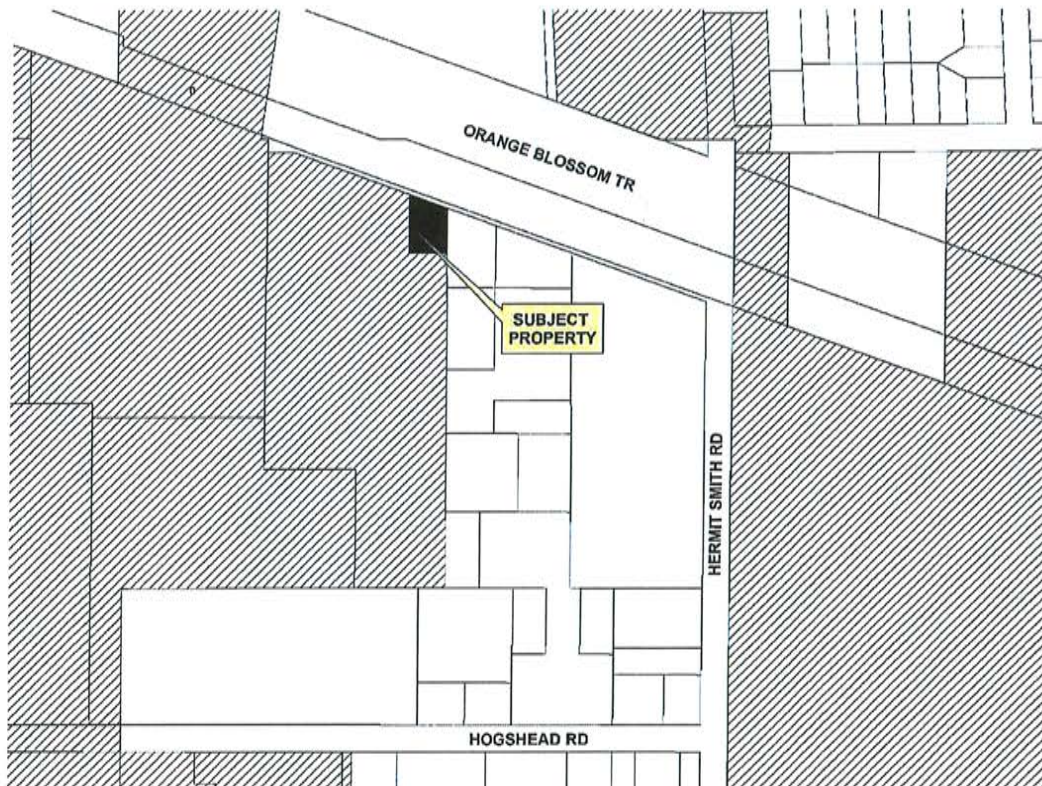


ANNEXATION
Charles & Betty Brown
3606 Fudge Road

Exhibit "A"

Parcel ID: 01-21-27-0000-00-042

Total Acres: 0.22 +/-



VICINITY MAP