



Interoffice Memorandum

AGENDA ITEM

December 29, 2017

TO: Mayor Teresa Jacobs  
—AND—  
Board of County Commissioners

FROM: Jon V. Weiss, P.E., Director  
Community, Environmental and Development Services Dept.

CONTACT PERSON: **Scott Skraban, Manager**  
**Fiscal and Operational Support Division**  
**(407) 836-5363**

SUBJECT: January 23, 2018 — Consent Item  
Windermere Union Church Application for Impact Fee Grant for  
Qualified Non-profit Organizations

Windermere Union Church has submitted a request for a \$9,447.68 grant from the County's Non-Profit Impact Fee Grant Program to help pay for the law enforcement, fire rescue and transportation impact fees assessed by the County on the proposed structure. Windermere Union Church is constructing a multi-purpose facility to accommodate the growing community's educational needs. The structures will be located in unincorporated Orange County. The building will be total approximately 1,952 square feet in size.

The Internal Revenue Service has recognized the Windermere Union Church as a 501 (c) (3) tax-exempt organization and county staff has reviewed the grant request. Staff has determined the applicant to be eligible for the county's Non-Profit Impact Fee Grant Program as described in Administrative Regulation 6.15.01. The application, staff review sheet, and permit information sheet are attached. The complete application with all supporting documentation has been reviewed by the Grant Oversight Committee and is on file and available for examination in the Fiscal and Operational Support Division.

**ACTION REQUESTED: Approval of Application for Impact Fee Grant for Qualified Non-Profit Organizations in the amount of \$9,447.68 to be used for the Law Enforcement, Fire Rescue and Transportation Impact Fees for the Windermere Union Church – multi-purpose facility. District 1**

JVW/SS/hb

Attachments

RECEIVED

OCT 19 2017

CEDS/FOS



**APPLICATION FOR IMPACT FEE GRANT  
FOR QUALIFIED NON-PROFIT ORGANIZATIONS**

BCC Mtg. Date: Jan 23, 2018

Orange County Concurrency Management Office  
Community, Environmental and Development Services Department  
201 South Rosalind Avenue, 2nd Floor

Mailing address: PO Box 1393  
Orlando, Florida 32802-1393  
Phone: (407) 836-5691

The Orange County Board of County Commissioners created this *Non-Profit Impact Fee Grant Program* to assist qualified non-profit organizations that provide community services to County residents. The maximum grant amount is \$10,000, which can be used to defray the impact fee costs of new construction. To apply for an impact fee grant, please complete this application and return the signed originals (faxed applications will not be processed) and all required attachments (see checklist below) in person or by mail to the Concurrency Management Office.

**NOTE:** A valid building permit application is required prior to filing this application. Filing of a building permit application does not, however, guarantee this grant will be approved. The required review and Board of County Commissioners approval of this application may require 45 to 60 days to complete, so please plan accordingly. Grant approval in no way supersedes existing zoning or building specifications and requirements.

**1. Application Checklist (please indicate the forms and documentation you are submitting with your application)**

Form	When Required
<input type="checkbox"/> Agent Authorization	If applicant is not the organization's authorized representative
<input type="checkbox"/> Relationship Disclosure Form	For all applicants
<input type="checkbox"/> Specific Project Expenditure Report	For all applicants
<input checked="" type="checkbox"/> Proof of your organization's Section 501(c)(3) certification	For all applicants
<input checked="" type="checkbox"/> A copy of your organization's current fiscal year budget	For all applicants
<input type="checkbox"/> A copy of your organization's budget for the project	For all applicants
<input type="checkbox"/> Floor plan of the proposed structure/addition	For all applicants

**2. Background Information**

Non-profit organization name Windermere Union Church Preschool  
Applicant name Kristen Poole  
Address, city, state, ZIP 10910 Park Ridge Lakes Rd. Windermere, FL 34786  
Phone 407-909-0464 Fax 407-876-2113 Email wucpreschool@gmail.com

**3. Description of Services (please be detailed—use attachments as needed)**

A. Please briefly describe your non-profit organization's mission, history, and services.

Windermere Union Church Preschool was founded in 1959. Currently the preschool serves 214 children ages 2-5 in the West Orange Communities of Ocoee, Winter Garden and Windermere. Please see attachment for preschool history & philosophy.

B. What will be the primary purpose or use of the new structure/addition? (Supporting documentation may be required.)

The new building will have 2 classrooms and a large multi-purpose room. The additional classes will allow us to accommodate more children in our growing community that we have had to turn away. The multi-purpose room will provide more indoor play space.

C. Will there be secondary purposes or uses for the new structure/addition? If so, please explain. (Supporting documentation may be required.)

The new structure will also be used by the Church for Sunday School classes and as meeting space for new church member orientation. The preschool will also use the additional space for Occupational & Speech Therapy for the children.

D. Please describe the clientele to be served by the new structure/addition, as well as the structure's anticipated service area.

Children ages 2-5, Church members, community groups and organizations, Preschool parents. We service the West Orange Community - West Orlando, Winter Garden, Ocoee, Windermere, Dr. Phillips

3. Description of Services (continued)

E. Will any fees be charged to those who use the services provided at the new structure/addition?

The classes offered in the new bldg will be VPK 4 year old classes. These children do not pay any tuition fees as their tuition is paid to us by the State of Florida. We do not charge any rental fees to community groups who use the space.

F. Will any County residents be ineligible for the services provided at the new structure/addition?

no

G. Is your organization presently receiving any other funding from Orange County? If so, please explain.

No

4. Tax-Exempt Status and Financial Information

Is your non-profit organization exempt from taxation under Title 26, Section 501(c)(3) of the U.S. Code?

Yes  No

(NOTE: To be eligible, you must attach proof of your organization's Section 501(c)(3) certification, a copy of your organization's budget for the current fiscal year, and a copy of your organization's budget for the project.)

5. Project Details for the Proposed New Structure/Addition

Building permit application number B12A04067

Physical address 10710 Park Ridge Water Bd. Windermere, FL 34786

Square footage of the proposed structure/addition 2500 square feet

Portion to be used for primary purpose or use identified in Section 3B (please indicate on project floor plan) The entire building will be used for 3B

6. Audits, Records and Records Retention

Any NFP receiving a grant pursuant to this program shall establish and maintain documentation, in a format acceptable to Orange County, adequately demonstrating that the construction project was completed and used to provide the services described in the original approved application and shall provide such documentation to Orange County one (1) year after completion of construction. The NFP shall furthermore retain all financial records, supporting documents, and any other documents pertinent to the use of grant funds for a period of three (3) years after completion of any construction related to the impact fee grant. Orange County shall have the right to inspect the NFP's activities and records as reasonably necessary to confirm compliance with this program.

**IMPORTANT: Impact fees are due at the time a building permit is issued. This impact fee grant cannot be used until officially approved by the Board of County Commissioners. If an applicant chooses to pull building permits prior to grant approval, this grant application is voided because the grant cannot be applied retroactively.**

7. Request and Signature

I, Kristen Poole, am the duly authorized representative of Windermere Union Church.  
(Name of authorized representative) (Name of non-profit organization)

This organization requests that the above-referenced project be considered for a grant in the amount of \$ \_\_\_\_\_ to be applied toward road, fire, and sheriff impact fees due on the project's building permit.

I hereby certify that the information submitted with and pursuant to this application is true and correct to the best of my knowledge.

Kristen Poole  
(Signature)

9/28/17  
(Date)



ORANGE COUNTY ZONING DIVISION  
 201 South Rosalind Avenue, 1<sup>st</sup> Floor, Orlando, Florida 32801  
 Phone: (407) 836-3111 Email: [ZoningInternetMail@ocfl.net](mailto:ZoningInternetMail@ocfl.net)  
[www.orangecountyfl.net](http://www.orangecountyfl.net)

Application – Board of Zoning Adjustment  
 Variance, Special Exception, and Appeal of Zoning Manager's Determination

## AGENT AUTHORIZATION FORM

### FOR PROJECTS LOCATED IN ORANGE COUNTY, FLORIDA

I/we, (print property owner(s) name), Windermere Union Church as the owner(s) of the real property described as follows, Windermere Union Preschool, do hereby authorize to act as my/our agent (print agent's name), Sorenson Construction to execute any petitions or other documents necessary to affect the application approval requested and more specifically described as follows, Variance, Special Exception, Appeal of Zoning Manager's Determination, and to appear on my/our behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the application.

9/28/17

Kristen Poole

Date

Signature of Property Owner

Print Name

Date

Signature of Property Owner

Print Name

Date

Signature of Property Owner

Print Name

### Parcel Identification number(s) and address(es) are required below:

Parcel ID: 05-23-28-0000-00-021

Address: 10710 Park Ridge Gotha Rd, Windermere, FL 34786

State of Florida

County of Orange

I certify that the forgoing instrument was acknowledged before me this 28 day of September, 2017 by Kristen Poole.

Personally Known  or Produced Identification

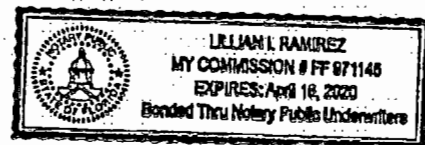
Type of Identification Produced: \_\_\_\_\_

Notary Public Signature

Lillian I. Ramirez

Notary Public Print Name

Notary Stamp:



My Commission Expires \_\_\_\_\_

Kristen Poole | WUC Moderator

10710 Park Ridge Gotha Road  
Windermere, FL 31786  
407-909-1464  
wucmoderator2017@gmail.com

October 24, 2017

To Whom it may concern,

I am writing on behalf of the Windermere Union Church as we look to obtain permits to begin construction on our Windermere Union Church Preschool Addition. To the best of my knowledge, our property is clear of any outstanding tax liens; regulatory citations, permit violations, code enforcement actions, liens, or delinquencies.

Sincerely yours,



Kristen Poole

Windermere Union Church Moderator

RECEIVED  
OCT 31 2017  
CEDS/FOS

State of Florida County of ORANGE

The foregoing instrument was acknowledged before me  
this 21 day of October, 2017

By Kristen Poole

Personally known OR (attach identification)

Type of identification produced FL DL



NOTARY NAME ILRL, Notary Public

My Commission Expires \_\_\_\_\_



Lisa Malkiewicz  
Notary Public  
State of Florida  
My Commission Expires 6/26/19  
Commission No. FF 242301

3A.

## WUC PRESCHOOL HISTORY AND PHILOSOPHY

Windermere Union Church Preschool is a mission entity of Windermere Union Church. Started by the "Young Matrons Class" in 1959. The purpose of the preschool is to serve as an extension of the ministry of Windermere Union Church by providing quality care, education and development for each child enrolled to his/her greatest potential – spiritually, mentally, physically, emotionally and socially. This is to be accomplished by providing developmentally appropriate activities and guidance and by providing a program of ministry and outreach to the families of the children enrolled.

Preschool at Windermere Union Church provides a rich educational program for children ages 2-5 that promotes the SOCIAL, EMOTIONAL, SPIRITUAL, COGNITIVE, AND PHYSICAL growth of children. The importance of play and free activity in early childhood education is recognized and emphasized. We believe a child's most important work is play. It is through their own imaginative reenactment that children learn to cope with the real world. Social interaction and team work develop from working out conflicts and helping each other find ways to do so.

Through games, creative activities, stories, and songs, children are readied for Kindergarten. Students will be exposed to shapes, colors, numbers, letters, and letter sounds. Children will be encouraged to learn to write their names. Heavy emphasis is not placed on assimilating these skills.

Building a strong, positive self-image is important to every child's growth as a person. We learn to listen and to follow directions. We learn self-reliance, but also how to work together and share. Above all, it is important that we enjoy the time spent in preschool and feel motivated to learn.

- September 1959 – Kindergarten opened under the Director, Mrs. Hopkins with 15 children enrolled and using Sunday School classrooms at Windermere Union Church.
- September 1968 – Staff of 4 and 50 students Kindergarten and Nursery School (4 year olds).
- September 1970 – Windermere Elementary opened 2 sessions of Kindergarten. Enrollment at WUCP dropped to 1 class of Kindergarten (19 students) and 1 class of 4-year-olds (17 students).
- April 1971 – WUC Preschool proposed to drop Kindergarten and added 3-year-olds.
- September 1971 – School year started with 16/4-year-olds and 9/3-year-olds.
- December 1974 – 70 children enrolled.
- August 1984 – Full enrollment of 94 students.
- 2004-2005 – Last school year at original location at 436 Oakdale Street. Four classrooms, 96 students, and 13 staff.
- July 2006 – Preschool and Church moved to our beautiful, new facility at 10710 Park Ridge Gotha Road. The preschool now had its own building with 6 classrooms, enrollment of 133, and a staff of 18. Also added a program for 2-½ year olds.
- In 2007, the preschool obtained accreditation with FCCPSA (Florida Coalition of Christian Private Schools Association). This allowed us to drop our DCF licensing. We converted the Church nursery to a classroom and included a program for 2-year-olds. Enrollment is now at 169 with 20 staff.
- August 2008 – Added another classroom in the Church allowing for enrollment of 185 students and 22 staff.
- 2009 – Obtained additional accreditation from NECPA (National Early Childhood Program Accreditation) giving us a Gold Seal status which allowed us to provide the VPK program. Added another classroom in the Church. Grew to 5 classes of 4 year olds, with total enrollment at 216 students, and 25 staff.
- 2016 – the Preschool currently has 23 staff and capacity of 214 students with programs for 2, 2 ½, 3 & 4 year olds. The preschool has also expanded their after school programs from just Lunch-n-Longer to specialty programs such as Club Wednesday, and M&M Tuesday/Thursday. The Preschool also continues to offer 5-6 weeks of summer camps each summer. These camps have grown from an enrollment of 80 students to over 300 students per summer.
- 2003 – Original fundraiser of a Pumpkin Patch netted \$2500 and sale of cookies jars in 2004 profited \$600-\$800.
- In 2005, with a need to raise money for the new preschool playground and classroom furniture, we added Fall Fun Day and expanded the Pumpkin Patch profiting \$6000. We also held our first annual Spring Fling/Silent Auction and profited \$5200. In addition, we added Ice Pop sales this year and profited \$675.
- 2016 Fundraisers – Ice Pop Sales \$2100, Fall Fun Day/Pumpkin Patch \$12,200, Spring Fling/Silent Auction \$14,300.
- 2017 Fundraisers – Ice Pop Sales \$2750, Fall Fun Day/Pumpkin Patch \$11,611, Spring Fling/Silent Auction \$14,968.

The Windermere Union Church Preschool Advisory Boards commitment to fundraising has allowed us to make the following purchases: playground equipment at our new location, furnish all of the classrooms in the Preschool and Church buildings with new furniture, security access system on both buildings, 3 metal purple picnic tables, asphaltting the center section of the preschool parking lot, fund the scholarship program for families in need, fund the deficit in the VPK program, make a meaningful donation to our community every year, and much more. This is truly a very special place!

## **WINDERMERE UNION CHURCH PRESCHOOL**

### **# 3B**

The new building will be used for the purposes listed below:

1. Windermere Union Church Preschool was established in 1959 and has a wonderful reputation in the West Orange Community. Over the past 12 years we have grown from a center that had 96 children to a center that has an enrollment of 214 children. Even with this much growth, we still have very long wait lists of children that we are unable to accommodate. Every year, we have to turn children away. Because of this reason we need a new building with more classrooms. This building will allow us to accommodate 36 more children in our growing community.
2. Parent/Teacher Conferences
3. Indoor play space when it is raining
4. Occupational Therapy sessions
5. Speech Therapy sessions
6. Lunch room
7. Summer camps
8. P.E. and Music classes
9. Teacher workshops/training
10. Staff and Board Meetings
11. Community meetings: Boy Scouts, AA, Girl Scouts
12. Sunday School classes
13. New Church member orientation
14. Church potluck lunches

### **3C**

Items 1-10 above are the primary reasons for the new building.

Items 11-14 above are the secondary reasons for the new building.

A local Boy Scout group has been meeting at Windermere Union Church Preschool for over 20 years. There are 3 separate Girl Scout Troups that meet here as well. A local AA group has also been meeting at our location for over 10 years. In the past, we had a Weight Watchers group meet at our location on Saturday mornings. We are always willing to accommodate groups in our community looking for meeting space. One of the main goals of Windermere Union Church/Preschool is to be a light in the community and open to help others.

## Staff Review Sheet Impact Fee Grant Requests for Non-Profits

**Non-profit Name:** Windermere Union Church

**Address:** 10710 Park Ridge Gotha Rd. Windermere, FL 34786

**Contact Person:** Kristen Poole

**BCC District:** #1

**Estimated Fees:** \$9,447.68

**Requested Funding:** \$9,447.68

**Use:** The Windermere Union Church intends to accommodate the growing community educational needs.

### SCORING:

Tax Exempt (Y/N)	Y
Budget (Y/N)	Y
Accessibility	S
Purpose	S
Benefit Area	S
Established	S
Building Permit Number:	B17-904067

S = Satisfactory      N = Not Satisfactory

**COMMENTS:** The Windermere Union Church would like to build a multi-purpose facility for the residents of Orange County.

**RECOMMENDATION:** APPROVAL



EFFECTIVE 07/01/2009

**ESTIMATE ONLY**

**PROJECT NAME:** Windermere Union Church Preschool Addition  
**ESTIMATE DATE:** 12/20/2017  
**PERMIT NUMBER:** B17904067  
**PARCEL ID#:** 05-23-28-0000-00-021  
**TRAFFIC ZONE:** 4  
**CONCURRENCY STATUS:** CEL-17-09-065

**ASSEMBLY**

<b>Impact Fee</b>	<b>Size of Development in SQ. FT.</b>	<b>Rate</b>	<b>Per SQ.FT.</b>	<b>Impact Fee Rate Size x Rate / SQ. FT.</b>	<b>Other</b>	<b>Impact Fee Assesed after credit</b>
Law	1,952	\$ 109.00	1000	\$ 212.77	\$ -	212.77
Fire	1,952	\$ 117.00	1000	\$ 228.38	\$ -	228.38
Road	1,952	\$ 4,614.00	1000	\$ 9,006.53	\$ -	9,006.53
<b>Totals:</b>				<b>\$ 9,447.68</b>		<b>9,447.68</b>



Application - Board of Zoning Adjustment
Variance, Special Exception, and Appeal of Zoning Manager's Determination

AGENT AUTHORIZATION FORM

FOR PROJECTS LOCATED IN ORANGE COUNTY, FLORIDA

I/we, (print property owner(s) name), Windermere Union Church as the owner(s) of the real property described as follows, Windermere Union Preschool, do hereby authorize to act as my/our agent (print agent's name), Sorenson Construction to execute any petitions or other documents necessary to affect the application approval requested and more specifically described as follows, Variance, Special Exception, Appeal of Zoning Manager's Determination, and to appear on my/our behalf before any administrative or legislative body in the County considering this application and to act in all respects as our agent in matters pertaining to the application

9/28/17 Date Signature of Property Owner Kristen Poole Print Name
[Signature]
Date Signature of Property Owner Print Name
Date Signature of Property Owner Print Name

Parcel Identification number(s) and address(es) are required below:

Parcel ID: 05-23-28-0000-00-021
Address: 10710 Park Ridge Gotha Rd, Windermere, FL 34786

State of Florida
County of Orange

I certify that the forgoing instrument was acknowledged before me this 28 day of September, 2017 by Kristen Poole

Personally Known [checked] or Produced Identification

Type of Identification Produced:

[Signature]
Notary Public Signature
Lillian I. Ramirez
Notary Public Print Name

Notary Stamp: [Notary Seal]
My Commission Expires