



TOWN OF WINDERMERE  
DEVELOPMENT REVIEW BOARD  
September 18, 2012  
**AGENDA**

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Welcome: Confirmation of Quorum

- State Location, Date, and Time for Minutes

Approval of Minutes:

- August 21, 2012 (Attachment-Staff Recommends Approval)

Old Business:

- None

New Business:

- Strategic Civic Land Use Planning Project Update. (UCF Planning Studio)

Adjourn:

- State time adjournment and date of next meeting

Important Dates:



**TOWN OF WINDERMERE  
EXECUTIVE SUMMARY**

**SUBJECT:** The Strategic Civic Land Use Planning Project Update

**REQUESTED ACTION:**

Work Session (Report Only)

Regular Meeting

**DATE OF MEETING:** September 18, 2012

Special Meeting

**CONTRACT:**  N/A

Effective Date: \_\_\_\_\_

Managing Division / Dept: \_\_\_\_\_

Vendor/Entity: \_\_\_\_\_

Termination Date: \_\_\_\_\_

**BUDGET IMPACT:** \_\_\_\_\_ \$

Annual

Capital

N/A

**FUNDING SOURCE:** \_\_\_\_\_

**EXPENDITURE ACCOUNT:** \_\_\_\_\_

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**HISTORY/FACTS/ISSUES:**

Dear Board Members,

Dr. Hawkins and UCF MSURP Graduate students would like to provide an update on tasks completion associated with their studio project, as well as seek information from DRB members to finalize their planning process proposals.

- (1) Introduction
- (2) Brief overview of their tasks broken down into three teams
- (3) Q & A opportunity for each team



**UCF SCHOOL OF PUBLIC ADMINISTRATION  
MASTER OF SCIENCE IN URBAN AND REGIONAL PLANNING  
FALL, 2012 – SPRING, 2013 PLANNING STUDIO**

**SCOPE OF SERVICES**

**Strategic Civic Land Use Planning Project**

**DESCRIPTION OF SERVICES**

The purpose of the Strategic Civic Land Use Planning Project is to provide analyses and recommended actions related to improving the functionality, public access, feasibility of policy and resource allocation alternatives, implementation mechanisms, and long-term investments in open space, parks, and recreation facilities in the Town of Windermere.

**A. SERVICES TO BE PERFORMED**

The Planning Studio will do the following:

1. Dr. Hawkins will supervise the implementation of a rigorous evaluation of the town's current open space, parks, and recreation facilities.
2. Graduate students in PAD 6953 Planning Studio will utilize class time and field work to:
  - a. Conduct an inventory of existing open space, parks, and recreation assets. This will include a review of the Windermere Comprehensive Plan – Recreation/Open Space Element to identify priorities for public investments, policy changes, and implementation mechanisms.
  - b. Identify community needs for open space, parks, and recreation facilities through planning processes with community residents, businesses, non-profit organizations, town staff, elected officials and paid/voluntary boards and commissions. Proposed methods of stakeholder involvement will be approved by the town prior to implementation.
  - c. Conduct a level of service analysis based on standards for town parks and recreation facilities,
  - d. Develop a capital plan based on the findings of the inventory, stakeholder planning process and level of service analysis. This may include, but not be limited to:

- i. Develop recreation facility design/park theme for the Butler Bay Recreational Park and other locations designated by the Town of Windermere
  - ii. Evaluate open space or park requirements that may be associated with annexations and explore possible options for annexation and/or shared service delivery mechanisms
  - iii. Evaluate opportunities for linking town recreation and public use assets through the development of a green infrastructure plan that promotes walkability for all Windermere residents
  - iv. Conduct a project implementation feasibility analysis, including a preliminary evaluation of various revenues, fees, or grants that might be used to address the cost of new or refurbished facilities which might be incorporated into a five-year Windermere CIP budget
  - v. Incorporate project recommendations into the Recreation and Open Space Element and Capital Improvement Element of the Windermere Comprehensive Plan
- 3. The Planning Studio will submit a final report by May, 2013 in conjunction with a final report presentation to elected and appointed town officials.

**B. WINDERMERE RESPONSIBILITIES**

- a. The Town of Windermere will actively work in cooperation with the Planning Studio to ensure successful project implementation. This will include, but not be limited to the following:
  - i. Provide meeting space and a contact person(s) for the Planning Studio
  - ii. Occasionally schedule appointments for group meetings
  - iii. Post event schedules and assist in community outreach
  - iv. Arrange access to engineers, planning consultants, or other town support staff to provide minimal technical input to support the Planning Studio

**C. ESTIMATED SCHEDULE OF PRODUCTION**

**LENGTH OF SERVICES:** The beginning date of the services will be August 20, 2012. The services shall be completed by April 30, 2013. See Appendix A for quarterly schedule.

**PROJECT SCHEDULE:** The Planning Studio will prepare and submit a detailed project schedule, identifying major tasks, and their durations and tasks relationships. The University is responsible for keeping the schedule up to date.

Project Title:	Strategic Civic Land Use Planning Project
Research Program:	MSURP, PAD 6953 Planning Studio
Project Supervisor:	Dr. Christopher Hawkins

Approved: Christopher Hawkins  
Project Supervisor

Approved: Robert Smith  
Windermere Town Manager

## Appendix A

<b>TASKS</b>	Q1 Aug- Oct	Q2 Nov- Dec	Q3 Jan- Feb	Q4 Mar- Apr
<b>TASK 1</b>				
Meet with town representatives				
Review Comprehensive Plan and supporting public documents				
Identify public outreach mechanisms, schedule stakeholder meetings, and implement outreach				
Review relevant published work				
Conduct an inventory of existing open space, parks, and recreation assets with a focus on the Butler Bay facility				
<b>TASK 2</b>				
Collate public outreach data				
Conduct a level of service analysis based on standards for town parks and recreation facilities				
<b>TASK 3</b>				
Develop recreation facility design/park theme for locations designated by the Windermere (Butler Bay)				
Evaluate open space or park requirements that may be associated with annexations				
<b>TASK 4</b>				
Evaluate opportunities for linking town green infrastructure in a way that promotes walkability for all				
<b>TASK 5</b>				
Conduct a project implementation feasibility analysis to be incorporated into a five-year Windermere CIP budget				
Incorporate project recommendations into the Recreation and Open Space Element and Capital Improvement Element of the Windermere Comprehensive Plan				
<b>TASK 6</b>				
Prepare final report				
Present final report				