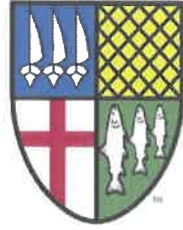


THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien

Council Members

Robert McKinley

Andy Williams

Chris Sapp

Bill Martini

Liz Andert

Agenda

Agenda

JANUARY 14, 2020

6:00 PM

WINDERMERE TOWN HALL

520 MAIN STREET

WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceeding should contact the Office of the Town Clerk at least 48 hours beforehand at (407) 876-2563

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Town Council:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations shall be conducted outside Council meeting hall.
3. Whistling, heckling, gesturing, loud conversations, or other disruptive behavior is prohibited.
4. Only those individuals who have signed the speaker list and/or who have been recognized by the Mayor (or Chair) may address comments to the Council.
5. Comments at public hearings shall be limited to the subject being considered by the Council.
6. Comments at Open Forums shall be directed to Town issues.
7. All public comments shall avoid personal attacks and abusive language
8. No person attending a Town Council meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Town Council meeting by an officer and such other actions as may be appropriate. **PLEASE NOTE:** IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such proceeding is made which includes the

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
- FLAG SALUTE
- INVOCATION

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

- a. Garden Club Appreciation/Recognition (Councilman McKinley)
- b. Windermere Police Department Recognitions/Promotions (Chief Ogden)
 - i. Promotion to Reserve Sgt. John Alcalde
 - ii. Officer of the Year – SRO Carlos Hernandez
 - iii. Community Service Award – Administrative Assistant & Admin Reserve Officer Lori Sipek
 - iv. Certificate of Appreciation – Officer Griffin Hebel

3. TIMED ITEMS AND PUBLIC HEARING

- a. ORDINANCE NO. 2019-09 (Attachments-Staff Recommends Approval to be consistent with State Statutes) Second and Final Reading (Hearing)

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, AMENDING SEC. 5.01.05 OF DIVISION 5.01.00 OF THE TOWN'S LAND DEVELOPMENT CODE ENTITLED "TREES" TO INCORPORATE CHANGES MADE TO SECTION 163.045 OF THE FLORIDA STATUTES PERTAINING TO TREES THAT PRESENT A DANGER TO PERSONS OR PROPERTY; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

4. CONSENT AGENDA

- a. Z19-14 – Jeff and Rachele Szukalski – Sheila Cichra (Representative) – 219 W 2nd Avenue – Variance Boat Dock Side Setback Reduction (Attachments-DRB recommends approval with the condition the boat dock does not exceed 16-feet in width and maintains a minimum side setback of 12-feet (Vote 4-1))

5. NEW BUSINESS

- a. MINUTES
 - i. December 18, 2019 Regular Town Council Meeting Minutes (Attachment-Staff Recommends Approval)
- b. RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING
 - i. ORDINANCE NO. 2020-01: First Reading

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA PERTAINING TO SAFETY; PROVIDING AUTHORITY TO THE TOWN MANAGER TO RESTRICT RIGHT AND LEFT TURNS ON RIDGEWOOD DRIVE DURING PEAK TRAFFIC HOURS AND TO TAKE ALL OTHER

ACTION IN THE TOWN MANAGER'S DISCRETION TO REGULATE TRAFFIC ON STREETS AND ROADS WITHIN THE TOWN'S JURISDICTION TO PROTECT TOWN RESIDENTS; PROVIDING AUTHORITY TO THE TOWN MANAGER TO INSTALL APPROPRIATE SIGNAGE AND TRAFFIC CONTROL DEVICES; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE.

c. CONTRACTS & AGREEMENTS

- i. Individual Project Order #107: KHA Ward Trail Concept Plan Phase 1 from North to Park Ave: \$49,970 (Attachments-Board Option)

6. MAYOR & COUNCIL LIAISON REPORTS

- a. MAYOR O'BRIEN
- b. COUNCILMAN MCKINLEY
- c. COUNCILMAN WILLIAMS
- d. COUNCILMAN SAPP
- e. COUNCILMAN MARTINI
- f. COUNCILMEMBER ANDERT

7. STAFF REPORTS

- a. TOWN MANAGER ROBERT SMITH
- b. TOWN ATTORNEY TOM WILKES
- c. POLICE CHIEF DAVE OGDEN
- d. PUBLIC WORKS DIRECTOR SCOTT BROWN

8. ADJOURN

-
- REPORTS: NO ACTION REQUIRED
 - FILED ITEMS
 - a. Town Council Liaison Reports
 - b. Projects Meeting Notes
 - IMPORTANT DATES
 - 1/16 – Windermere Tree Board meeting
 - 1/17 – Farmers Market
 - 1/18 – Treebute
 - 1/21 – Development Review Board meeting
 - 1/23 – Long Range Planning meeting
 - 1/24 – Farmers Market
 - Food Truck Night
 - 1/25 – Windermere Wine & Dine
 - 1/28 – Town Council Workshop: First/Forest Drainage Study & SE Quadrant LRP Proposal
 - 1/29 – Historic Preservation Board meeting
 - 1/31 – Farmers Market

February

- **2/4 – Code Enforcement hearing**
- **2/6 – Food Truck/Farmers Market Selection Committee meeting**
- **2/7 – Farmers Market**
- **2/11 – Town Council meeting**
- **2/13 – Parks & Recreation Committee meeting**
- **2/14 – Farmers Market**
- **2/18 – Development Review Board meeting**
- **2/20 – Windermere Tree Board meeting**
- **2/21 – Farmers Market**
- **2/25 – Town Council Workshop**
- **2/26 – Historic Preservation Board meeting**
- **2/27 – Long Range Planning Committee meeting**
- **2/28 – Farmers Market**
- **Food Truck Night**

March

- **3/3 – Code Enforcement hearing**
- **3/5 – Food Truck/Farmers Market Selection Committee meeting**
- **3/6 – Farmers Market**
- **3/7 – Pet Fest**
- **3/10 – Town Council meeting**
- **3/12 – Parks & Recreation Committee meeting**
- **3/13 – Farmers Market**
- **3/14 – Windermere Police Department Foundation, Inc. St. Patrick's Day Event**
- **3/17 – Presidential Preference Primary Election**
- **Development Review Board meeting (will cancel or reschedule)**
- **3/19 – Windermere Tree Board meeting**
- **3/20 – Farmers Market**
- **3/24 – Town Council Workshop**
- **3/25 – Historic Preservation Board meeting**
- **3/26 – Long Range Planning Committee meeting**
- **3/27 – Farmers Market**
- **Food Truck Night**

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29
30
31
32
33
34
35
36
37
38
39
40
41
42

ORDINANCE NO. 2019-09

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, AMENDING SEC. 5.01.05 OF DIVISION 5.01.00 OF THE TOWN'S LAND DEVELOPMENT CODE ENTITLED "TREES" TO INCORPORATE CHANGES MADE TO SECTION 163.045 OF THE FLORIDA STATUTES PERTAINING TO TREES THAT PRESENT A DANGER TO PERSONS OR PROPERTY; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Whereas, the Town regulates the pruning, trimming, and removal of trees within the Town.

Whereas, the Legislature has adopted Chapter 2019-155, Laws of Florida, prohibiting local governments from requiring a notice, application, approval, permit, fee, or mitigation for the pruning, trimming, or removal of a tree on residential property if the property owner obtains documentation from an arborist certified by the International Society of Arboriculture or a Florida licensed landscape architect that the tree presents a danger to persons or property, or requiring a property owner to replant such a tree.

Whereas, these changes were codified in Section 163.045 of the Florida Statutes.

Whereas, revisions are needed to the Town's Land Development Code to accommodate the statutory changes.

BE IT ENACTED BY THE PEOPLE OF THE TOWN OF WINDERMERE:

Section 1. Recitals. The recitals set forth above are true and correct and constitute the legislative findings of the Town Council.

Section 2. Approval of Revisions to the Land Development Code. Section 5.01.05 of Division 5.01.00 of Article V of the Town's Land Development Code is amended as follows (underline indicates added text):

Article V - RESOURCE PROTECTION STANDARDS

* * *

DIVISION 5.01.00. – TREES

* * *

Sec. 5.01.05. - Exceptions.

(a) The following are exempt from the provisions of this division:

- (1) Trees located in state-licensed, governmental and commercial plant or tree nurseries or botanical gardens in which the trees are planted for the sale or intended sale to the general public in the ordinary course of business.

- 43 (2) Trees in active commercial operation for bona fide agricultural purposes.
 44 (3) Trees, which due to natural circumstances and reviewed by a licensed and
 45 certified arborist, are no longer viable and are in danger of falling.
 46 (4) Trees, which due to natural circumstances and reviewed by a licensed and
 47 certified arborist are determined to be too close to existing structures so as to
 48 endanger such structures.
 49 (5) Trees that interfere with utility services, create unsafe vision clearance, or
 50 constitute a safety hazard as determined by the town manager or his designee.
 51 (6) Trees that occur in the location of planned or future public utility services or
 52 public roads.
 53 (7) Trees with a DBH of less than eight inches.
 54 (8) Trees located within buildable area or yard area where a structure or
 55 improvement is to be placed and it unreasonably restricts the permitted use of
 56 the property.
 57 (9) Trees on residential property if the property owner obtains documentation
 58 from an arborist certified by the International Society of Arboriculture or a
 59 Florida licensed landscape architect that a tree presents a danger to persons or
 60 property. The town will not require (i) a notice, application, approval, permit,
 61 fee or mitigation for the pruning, trimming, or removal of such tree, or (ii) a
 62 property owner to replant such tree that was pruned, trimmed, or removed.
 63 For action taken under this subsection (9), the town may require some or all of
 64 the following documentation: the arborist's or the landscape architect's
 65 identity and proof of certification; the arborist's or the landscape architect's
 66 written report; pictures of the tree prior to any action to prune, trim or remove;
 67 and a written description of the particular danger to persons or property
 68 presented by the tree.
 69 (b) Any property zoned or used for agriculture, which is effectively cleared of trees under the
 70 above exemptions, shall not be eligible for changes to a more intensive land use for a
 71 period of three years after the site is cleared.
 72 (c) The following exempt trees are considered undesirable, invasive and shall be exempt
 73 from the provisions of this division. No tree removal permit is required to remove the
 74 following species:
 75 (1) Australian Pine (Casuarina species);
 76 (2) Brazilian Pepper or Christmasberry Tree (Schinus terebinthifloius);
 77 (3) Cajeput Punk or Melaleuca Tree (Melaleuca quinquenervia/leucadendra);
 78 (4) Chinaberry (Melia azedarach);
 79 (5) Chinese Tallow Tree (Triadica sebiferum);
 80 (6) Ear Tree (Enterlobium species);
 81 (7) Eucalyptus (Eucalyptus);
 82 (8) Mimose (Albizzia julibrissin);
 83 (9) Paper Mulberry (Broussonetia papyrifera);
 84 (10) Poisonwood or Florida Poison Tree (Metopium toxiferum);
 85 (11) Silk Oak (Grevillea robusta);
 86 (12) Any other tree defined as undesirable, noxious or invasive by the State of
 87 Florida.

88
 89 **Section 3. Inclusion in the Code.** It is the intent of the Town Council that the provisions of this
 90 Ordinance shall become and be made a part of the Town's Land Development Code and that the

91 sections of this Ordinance may be renumbered or re-lettered and the word “ordinance” may be
92 changed to “section,” “article,” or such other appropriate word or phrase to accomplish such
93 intentions.

94
95 **Section 4. Severability.** If any section, sentence, clause or phrase of the Ordinance is held to be
96 invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no
97 way affect the validity of the remaining portions of this Ordinance.

98
99 **Section 5. Effective Date.** This Ordinance shall become effective immediately upon its
100 enactment.

101
102 **APPROVED AND ADOPTED** by the Town Council of the Town of Windermere on the ____
103 day of _____, 2020.

104
105
106
107
108
109
110
111

Town of Windermere, Florida
By: Town Council

112 By: _____
113 Jim O'Brien, Mayor

114
115
116

117 Attest:

118
119
120
121

Dorothy Burkhalter, MMC, FCRM
Town Clerk

124
125
126
127

First Reading: December 18, 2019
Second Reading: January 14, 2020

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

To: Mayor and Town Council
From: Brad Cornelius, AICP, Contracted Town Planner
Date: January 6, 2020
Re: Z19-14 – 219 W 2nd Avenue – Boat Dock Variance

Mr. & Ms. Szukalski, owners of 219 W 2nd Avenue submitted a variance request to the Town to replace their existing dock with a new dock. The proposed new dock requires a variance to the side setbacks. The variance case was heard by the Development Review Board (DRB) at their meeting on October 15, 2019. During the meeting, the DRB requested that the applicant revise their dock plan to reduce the size of the proposed new dock to better fit within the lake cove. The DRB tabled their review of the variance to allow the applicant to resubmit a new plan for the dock for their review and recommendation. The DRB recommended to the applicant to consider revising the plan for the proposed dock to reduce the width from 22-feet (10-foot deck, 10-foot boat slip, and 2-foot walkway) with 9-foot side setbacks to 14-feet in width (4-foot walkway and 10-foot boat slip) with 13-foot side setbacks.

On December 17, 2019, the DRB held a second public hearing to review the applicant's revised dock plan. The revised dock plan submitted by the applicant reduced the overall width of the proposed dock from 22-feet to 17-feet (5-foot walkway, 10-foot boat slip, and 2-foot walkway), which required the requested setback variance to be changed from requesting a 9-foot side setback to a 11.5-foot side setback. See attached site plan. The DRB found that the proposed 17-foot wide boat dock was not compatible with the conditions of the lake shoreline and other docks in the area. The DRB recommended that the proposed dock be limited to a width of 16-feet with a 12-foot side setback (4-foot walkway, 10-foot boat slip, and 2-foot walkway). The DRB voted 4-1 to recommend approval of the variance with a width not to exceed 16-feet with 12-foot side setbacks.

Attached for the Town Council's consideration are the original application and dock variance request considered by the DRB at their meeting on October 15, 2019, and revised proposed dock plan presented to the DRB at their meeting on December 17, 2019.

SZUKALSKI SITE PLAN DETAIL
 219 W 2ND AVENUE
 WINDERMERE, FL 34786

**Development Review Board
 recommends width be
 reduced from 17-feet with
 11.5-foot setbacks to 16-feet
 with 12-foot setbacks**



72°18'06"W.
 39.90'(M)

AVENUE

FIR 1/2"
 P.O.L.

5.7' OFF

'W.

EOP

15' DIRT DRIVE

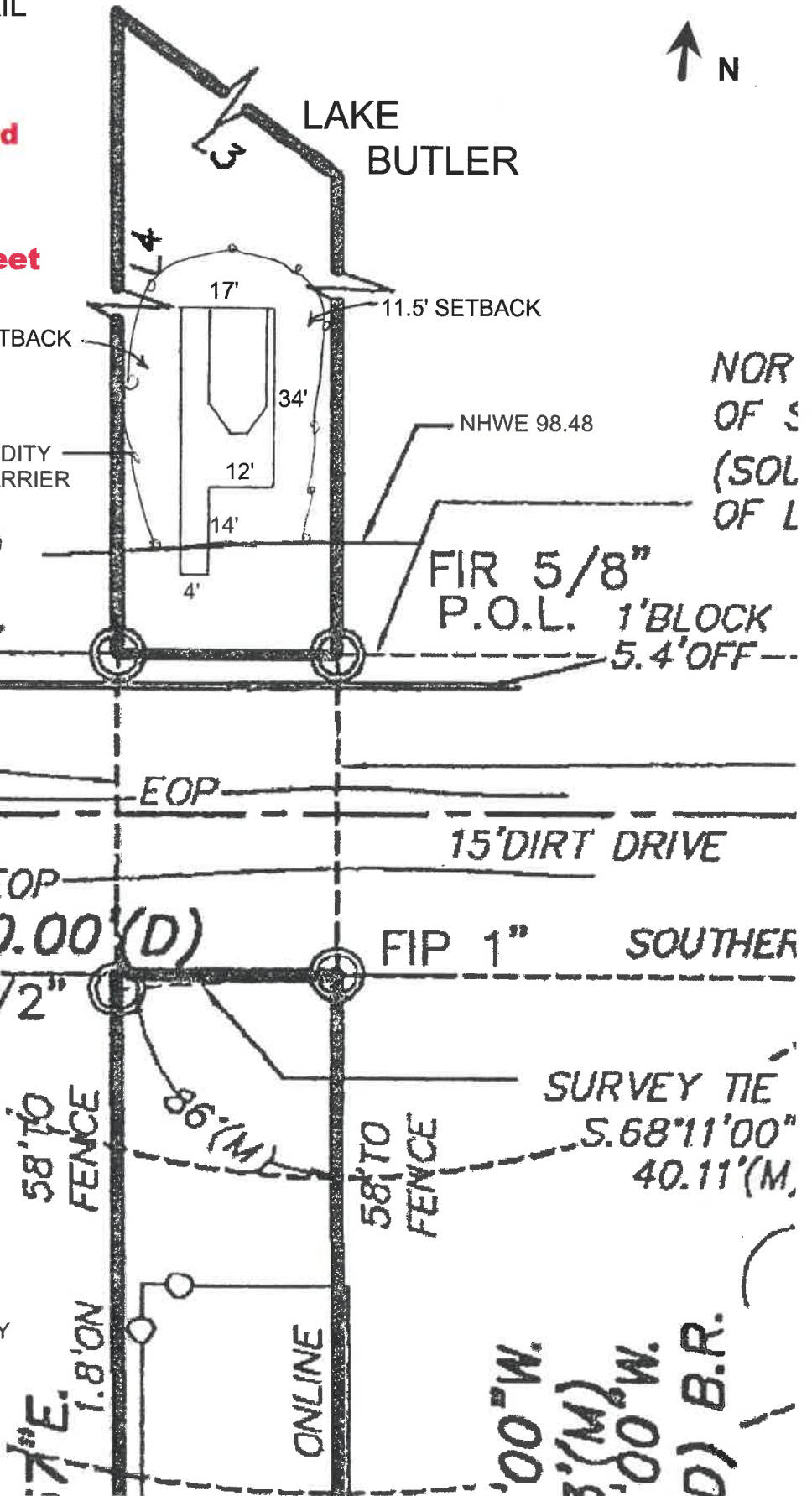
N. 72°26'E. 40.00 (D)

FIP 1" SOUTHER

FIR 1/2"

PARCEL ID #
 17-23-28-9336-04-231

LEGAL DESCRIPTION:
 PLAT OF WINDERMERE G/36 THE E 40 FT
 OF LOT 422 & LAND ON N TO S BNDRY OF
 FIRST ST AS RELOCATED & BEG ON N
 BNDRY OF FIRST ST AS RELOCATED AT
 INTERSECTION OF NELY LINE OF LOT 422
 PROJECTED RUN N 17 DEG W 100 FT N 51
 DEG W 81 FT S 17 DEG E 150 FT TO N BDRY
 OF FIRST ST N 72 DEG E ALONG SAID N
 BNDRY 40 FT TO BEG & THE E 80 FT OF
 LOTS 423 & 424 & W 25 FT OF LOTS 425 &
 426 IN 8-23-28 SW1/4

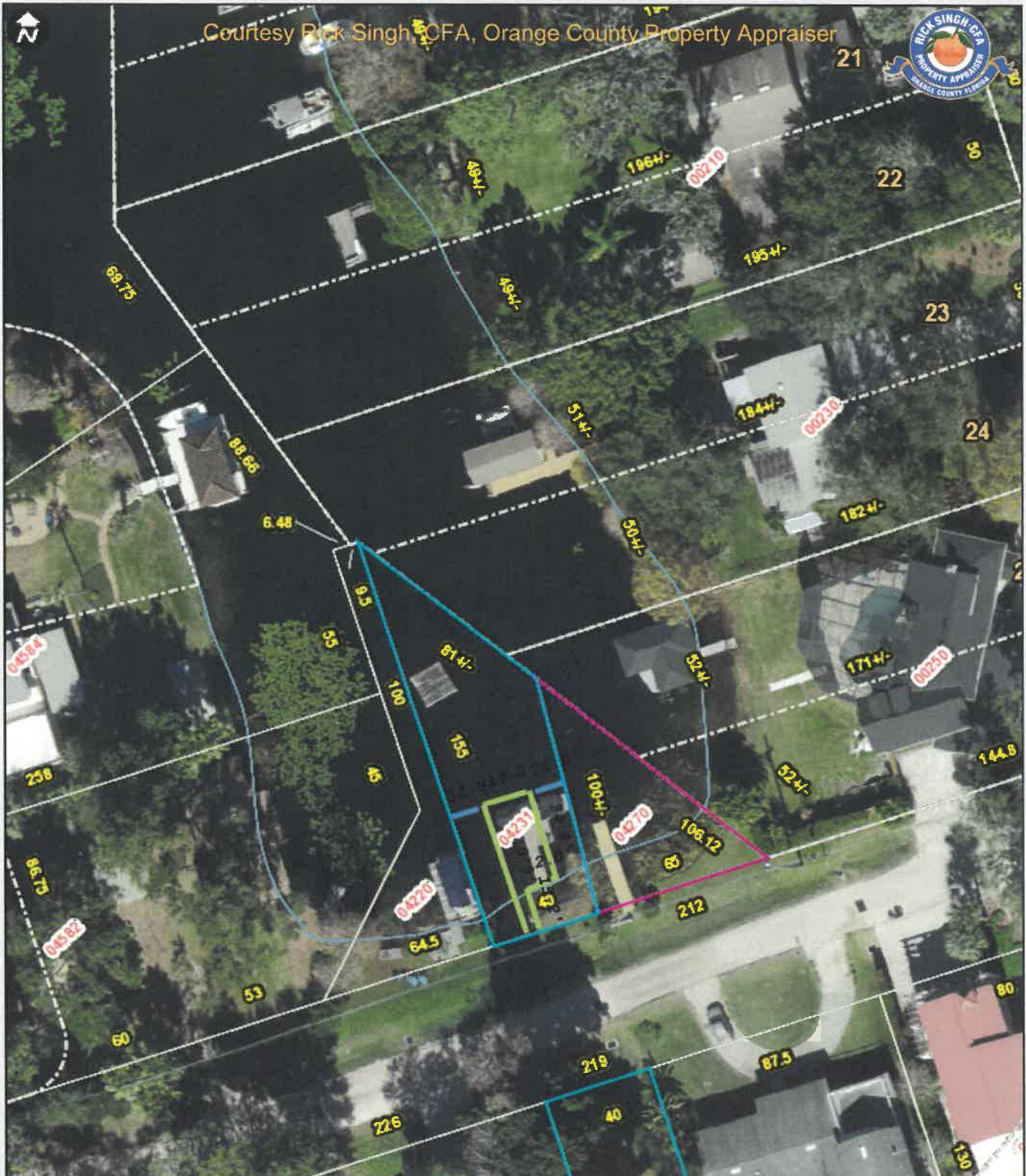


00"W.
 3'(M)
 00"W.
 D) B.R.

OCPA Web Map

	Major Roads		Proposed Road		Residential		Commercial/Vacant Land		Parks		6 Lot Number
	Florida Turnpike		Public Roads		Agriculture		Agricultural Curtilage		Lakes and Rivers		06060 Parcel Number
	Interstate 4		Gated Roads		Commercial/Institutional		Hydro		Building		3106 Parcel Address
	Toll Road		Road Under Construction		Governmental/Institutional/Misc		Waste Land		E Block Number		111.9 Parcel Dimensions
	Brick Road		Block Line		Lot Line						

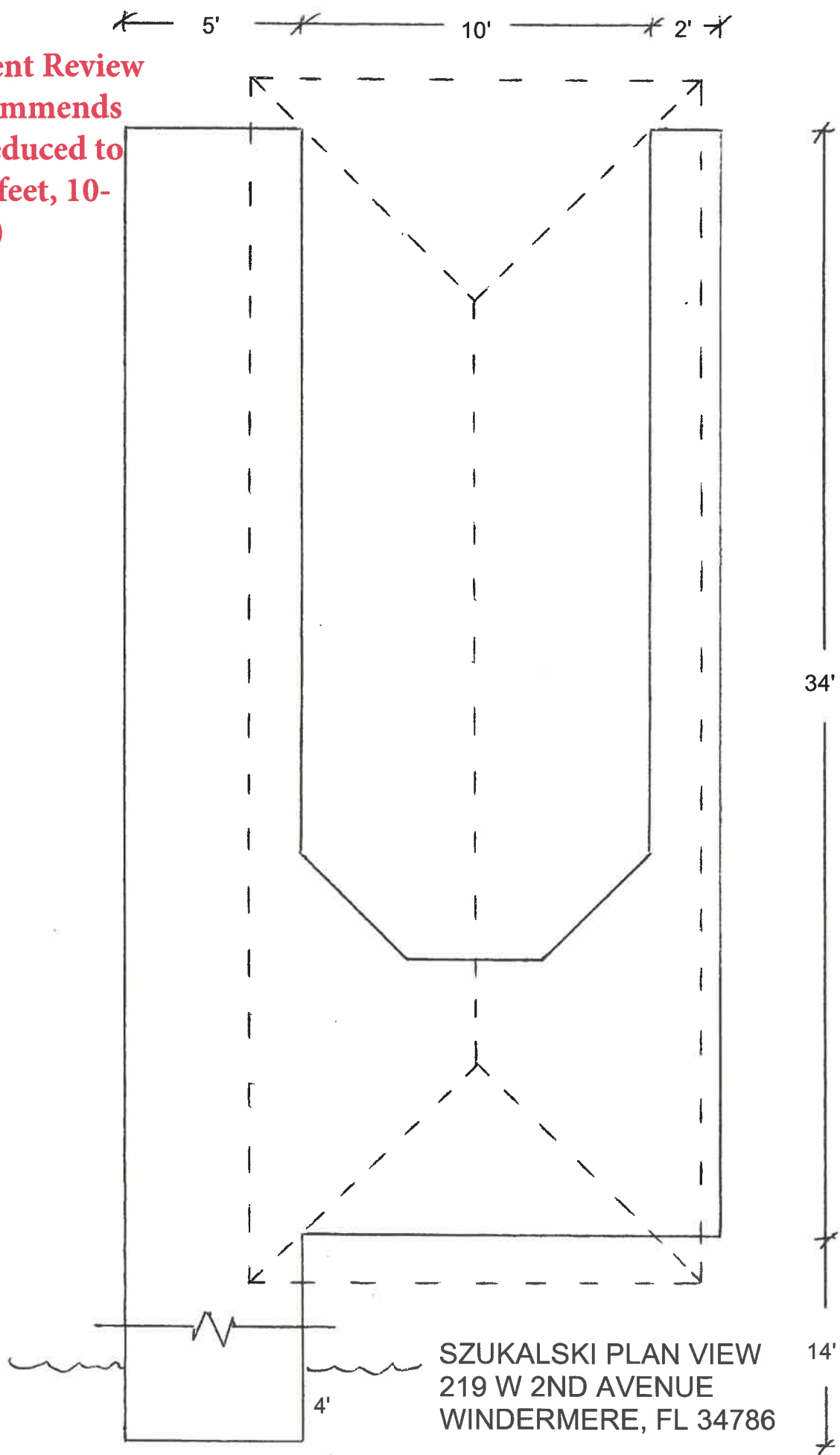
Courtesy Rick Singh OCPA, Orange County Property Appraiser



Created: 12/3/2019 9:30 Aerial 2019

This map is for reference only and is not a survey

**Development Review
Board recommends
width be reduced to
16-feet (4-feet, 10-
feet, 2-feet)**



Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

Development Review Board October 15, 2019

Town Council November 19, 2019

Case No.: Z19-14

Applicant/Representative: Sheila Cichra

Property Owners: Jeff and Rachelle Szukalski

Requested Action: Variance to allow the construction of a new boat dock with a side setback of 9 feet on each side (East and West).

Property Address: 219 W 2nd Ave.

Legal Description: PLAT OF WINDERMERE G/36 THE E 40 FT OF LOT 422 & LAND ON N TO S BNDRY OF FIRST ST AS RELOCATED & BEG ON N BNDRY OF FIRST ST AS RELOCATED AT INTERSECTION OF NELY LINE OF LOT 422 PROJECTED RUN N 17 DEG W 100 FT N 51 DEG W 81 FT S 17 DEG E 150 FT TO N BDRY OF FIRST ST N 72 DEG E ALONG SAID N BNDRY 40 FT TO BEG & THE E 80 FT OF LOTS 423 & 424 & W 25 FT OF LOTS 425 & 426 IN 8-23-28 SW1/4

Future Land Use/Zoning: Residential/Residential

Existing Use: Residential (Single Family)

Surrounding Future Land Use/Zoning

North: Lake Butler
South: Residential/Residential

East: Residential/Residential
West: Residential/Residential

CASE SUMMARY:

Sheila Cichra, on behalf of Jeff and Rachelle Szukalski, owners of 219 W 2nd Ave., submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow the construction of a new boat dock with a side setback of 9 feet on each side (East and West).

The applicant states that due to the narrowness of the parcel (40 feet) on the lake, there isn't room for the standard side setbacks. The proposed dock is 10 feet wide, with a 10-foot wide boat slip, and a 2-foot wide walkway. The total width of the new proposed dock is 22 feet. With the application of the Town's standard 16-foot side setbacks, the total dock width would be limited to 8 feet (40 foot wide lot - 32 feet total side setbacks).

The applicant stated they obtained an OCEPD boat dock variance on August 28, 2019. The permit with OCEPD is still in process. The applicant has stated they've also obtained a FDEP permit for the dock.

The adjacent property owners (226 W 1st Ave. and 212 W 1st Ave.) have signed setback waivers.

Division 10.02.00 of the LDC empowers the Development Review Board to review and make recommendations for approval, approval with conditions or denial to the Town Council on these variance requests.

Division 10.02.00 of the LDC requires the Town Council to consider the recommendation of the Development Review Board and to take final action to either approve or deny the variance request.

CASE ANALYSIS:

Section 10.02.02 of the LDC provides the specific standards by which the Development Review Board and Town Council are to review to consider the approval or denial of a variance application. In addition, this Section requires a positive finding, based on substantial competent evidence, for each of the standards. These standards are summarized as follows:

1. The need for the variance arises out of the physical surroundings, shape, topographical condition or other physical or environmental conditions that are unique to the subject property. Variances should be granted for conditions peculiar to the property and not the result of actions of the property owner;
2. There are practical or economic difficulties in carrying out the strict letter of the regulation;
3. The variance request is not based exclusively upon a desire to reduce the cost of developing the site;

4. The proposed variance will not substantially increase congestion on surrounding public streets, the danger of fire or other hazard to the public;
5. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site;
6. The effect of the proposed variance is in harmony with the general intent of this Land Development Code and the specific intent of the relevant subject areas of this Land Development Code; and
7. The variance will not encourage further requests for changes where such a land use would not be deemed appropriate.

It is also important to note that this Section also provides specific standards that are not to be considered in the review of a variance application. These standards are:

1. That the implementation of these regulations would impose an economic hardship on the cost of the building or redevelopment project;
2. That these regulations impose a hardship by decreasing the maximum density of a property in terms of the number of units, square footage of buildings, etc.; and
3. That other adjacent lands, structures or buildings not in conformance with these regulations provide a rationale for a lessening of their application in this specific case.

Section 10.02.02(c) of the LDC allows the imposition of conditions and restrictions as may be necessary to allow a positive finding to be made on any of the variance standards to minimize the negative effect of the variance. The conditions and restrictions should further the interest of the LDC.

The applicant submitted a site plan and other materials in support of the variance request. The following is a summary of the information provided by the applicant in support of their variance request:

1. The narrowness of the parcel doesn't allow the standard side setbacks.

PUBLIC NOTICE:

Public notices were mailed to property owners within 500 feet of the subject property (60 notices sent). As of October 7, 2019, seven (7) responses were returned in support and one (1) in opposition.



Date: September 20, 2019
To: Dorothy Burkhalter, Town Clerk
From: Sheila Cichra
Re: Variance Request for 219 West 2nd Avenue, Windermere
Boat dock side setback from NHWE

The attached files are an application package for a side setback variance from 16' to 9' (on each side) for a proposed replacement boat dock.

The parcel belongs to Jeff and Rachelle Szukalski. It was recently permanently linked to their principle parcel.

We have obtained an OC EPD boat dock variance and the permit is about to be issued. We have also obtained a DEP permit for the dock.

The adjacent property owners have signed setback waivers and they are also attached.

Thank you for your consideration.

A handwritten signature in blue ink, appearing to read "Sheila Cichra", is positioned below the typed text.



Date: September 20, 2019
To: Dorothy Burkhalter, Town Clerk
From: Sheila Cichra
Re: Variance Request for 219 West 2nd Avenue, Windermere
Boat dock side setback from NHWE

The *Special Conditions and Circumstances* that exist on site are the odd shaped lot, which makes building even an average sized dock practically impossible.

The hardship was *Not Self-Created*. The owner thought that he could replace the existing dock. He did not realize that he couldn't expand it, without a variance.

There is *No Special Privilege being Conferred*, because many similar variances have been issued on oddly shaped, under-sized or narrow parcels in Windermere.

Regarding *Deprivation of Rights*, if this variance isn't approved, the owners won't be able to build a boathouse with a deck beside it – like everyone else has. Due to the narrowness of the parcel, there isn't room for the standard side setbacks.

We are requesting the *Minimum Possible Variance*. The boathouse that we are proposing is 2' narrower than the average starting point, because the deck is only 10' wide – not 12'.

The adjacent property owners are in support of the new boathouse. We believe that is a good example of the *Purpose and Intent* of such a zoning variance.

This Instrument Prepared by and Return to:

Deborah Bowman
Central Florida Title Orlando, LLC
19 E. Central Blvd.
Orlando, FL 32801
Our File No.: 18W-0204

Property Appraisers Parcel Identification (Folio) Numbers: 17-23-28-9336-04221 AND 17-23-28-9336-04231

Consideration: \$754,400.00

Space above this line for Recording Data

WARRANTY DEED

THIS WARRANTY DEED, made the 26th day of March, 2018 by HAGERTYSMITH, LLC, a Florida limited liability company, whose post office address is 92 Pine St., Windermere, FL 34786 hereinafter called the Grantor, to

JEFFREY J. SZUKALSKI and RACHELLE SZUKALSKI, husband and wife, whose post office address is 219 W. 2nd Ave., Windermere, FL 34786, hereinafter called the Grantees:

(Wherever used herein the terms "Grantor" and "Grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

WITNESSETH: That the Grantor, for and in consideration of the sum of Ten and 00/100 (\$10.00) and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the Grantee all that certain land situate in ORANGE County, State of Florida, viz.:

Parcel I:

The East 40 feet of Lot 422, measured at right angles from the Easterly side line of said Lot, and all land lying between the East and West side lines of the above description extended in the same direction, North 17 degrees 34' West to a straight line running from the Southwesterly corner of Lot 458 to the Southwesterly corner of Lot 456, Plat of Windermere, according to the Plat thereof, recorded in Plat Book G, Pages 36 through 39, of the Public Records of Orange County, Florida, less road right-of-way, and beginning at the Northwesterly corner of said land, run thence North 72 degrees 26' East along said straight line, 40 feet to the Northeasterly corner of said land; thence North 17 degrees 34' West 100 feet to a point in Lake Butler; thence North 51 degrees 39' 10" West 81 feet, more or less, to a point in Lake Butler situated North 17 degrees 34' West from Point of Beginning; thence South 17 degrees 34' East 150 feet, more or less, to Point of Beginning, Plat of Windermere, according to the Plat thereof recorded in Plat Book G, Pages 36 through 39, of the Public Records of Orange County, Florida, with First Avenue relocated in a straight line across said property as aforesaid.

AND

Parcel II:

A fractional part of Lots 423, 424, 425 and 426, Plat of Windermere, according to the Plat thereof, recorded in Plat Book G, Pages 36 through 39, of the Public Records of Orange County, Florida, to wit:

Beginning on the Northerly side of Second Avenue at a point 87.5 feet Northeasterly from the Northeast corner of the intersection of Butler Street and Second Avenue, Plat of Windermere, according to the Plat thereof, recorded in Plat Book G, Pages 36 through 39, of the Public Records of Orange County, Florida; thence run in Northwesterly direction and parallel to Butler Street 200 feet to a point on the Northwesterly line of Lot 423 of said Plat said point being 87.5 feet Northeasterly from the Northwesterly corner of said Lot 423; thence in a Northeasterly direction along the Northwesterly line of said Lot 423 and of Lot 426, a distance of 105 feet to a point on the Northwesterly line of said Lot 426, a distance of 25 feet from the Northwesterly corner of said Lot 426; thence Southeasterly and parallel to Butler Street, 200 feet to a point on the Southerly line of Lot 425 and on the Northerly line of Second Avenue, which point is 25 feet Northeasterly from the Southwesterly corner thereof; thence Southwesterly along said Southerly line of said Lots 425 and 424, a distance of 105 feet to the Point of Beginning, and being also and otherwise described as follows:

The Easterly 80 feet of Lots 423 and 424, and the Westerly 25 feet of Lots 425 and 426, Plat of Windermere, according to the Plat thereof, recorded in Plat Book G, Pages 36 through 39, of the Public Records of Orange County, Florida.

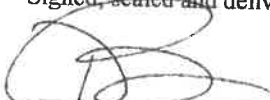
Subject to easements, restrictions and reservations of record and taxes for the year 2018 and thereafter.

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining. TO HAVE AND TO HOLD, the same in fee simple forever.

AND, the Grantor hereby covenants with said Grantees that the Grantor is lawfully seized of said land in fee simple; that the Grantor has good right and lawful authority to sell and convey said land, and hereby warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2017.

IN WITNESS WHEREOF, the said Grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in the presence of:



Witness #1 Signature

Deborah Bowman

Witness #1 Printed Name



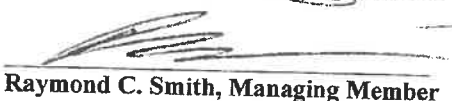
Witness #2 Signature

Steve Schiffer

Witness #2 Printed Name

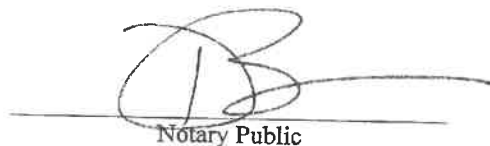
HAGERTYSMITH, LLC, a Florida limited liability company


Michael P. Hagerty, Managing Member

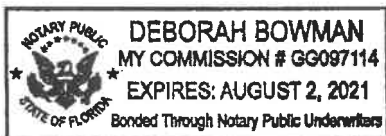

Raymond C. Smith, Managing Member

State of FLORIDA
County of ORANGE

The foregoing instrument was acknowledged before me this 26th day of March, 2018, by Michael P. Hagerty, Managing Member and Raymond C. Smith, Managing Member of HAGERTYSMITH, LLC who is personally known to me or has produced Driver Licenses as identification.


Notary Public

Printed Notary Name





AFFECTED ADJACENT PROPERTY OWNER
NOTORIZED STATEMENT OF NO OBJECTION
TO BOAT DOCK SIDE-SETBACK WAIVER REQUEST

The following is to be completed by the affected adjacent property owner as required by Section 15-343, Orange County Code. Section 15-343(b) states: On lots or parcels having a shoreline frontage of seventy-five (75) feet or greater, docks shall have a minimum side setback of twenty-five (25) feet from the projected property line, unless such requirement is reduced by an appropriate waiver, which shall be reviewed by the environmental protection division. Waivers from side setback requirements may be granted by the environmental protection officer if a notarized letter of no objection to the waiver is received from the shoreline property owner abutting the applicant's property line affected by the waiver.

I, Judith Bayte, the executor of the Dorothy Parrish Estate, a legal property owner of property located at 212 W 1st Avenue, (Adjacent Property Owner Name) (Address) have reviewed the dock construction plans dated 3/28/19, for the property located at 219 W 2nd Avenue, and have no objections.

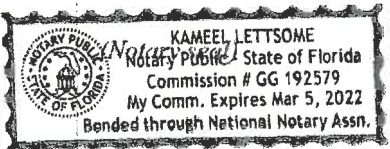
The dock construction plans include a side setback waiver request of 9 feet, in lieu of the minimum 25 feet required by Code.

Judith Bayte Per. Rep. 05/01/2019
(Signature - Adjacent Affected Property Owner) (Date)
Judith Bayte
(Print Name - Adjacent Affected Property Owner)

ACKNOWLEDGEMENT:

STATE OF FLORIDA
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 1st day of May, 2019, by Judith Bayte (Per. Rep)



[Signature]
(Signature of Notary Public - State of Florida)

Personally Known OR Produced Identification [checked]

Type of Identification Produced FWDL B300 HSS 458300

LETTER OF CONCURRENCE FOR SETBACK WAIVER

TO: Jeff and Rachelle Szukalski (owner/applicant)
219 W 2nd Avenue (address of project)
Windermere, FL 34786

Word version

File No.: _____
 FROM: Judith Boyle the executor of the Dorothy Parrish Estate (adjacent property owner)
212 W 1st Avenue
Windermere, FL 34786

Section 18-21.004(3)(d), Florida Administrative Code, provides:

Except as provided herein, all structures, including mooring pilings, breakwaters, jetties and groins, and activities must be set back a minimum of 25 feet inside the applicant's riparian rights lines. Marginal docks, however, must be set back a minimum of 10 feet. Exceptions to the setbacks are: private residential single-family docks or piers associated with a parcel that has a shoreline frontage of less than 65 feet, where portions of such structures are located between riparian lines less than 65 feet apart, or where such structure is shared by two adjacent single-family parcels; utility lines; bulkheads, seawalls, riprap or similar shoreline protection structures located along the shoreline; structures and activities previously authorized by the Board; structures and activities built or occurring prior to any requirement for Board authorization; **when a letter of concurrence is obtained from the affected adjacent upland riparian owner**; or when the Board determines that locating any portion of the structure or activity within the setback area is necessary to avoid or minimize adverse impacts to natural resources.

I hereby state that I am the owner of the adjacent upland riparian property located to the (north / south / east / west) of the facility or activity proposed to be constructed or conducted by Jeff and Rachelle Szukalski (the applicant), as shown in the above referenced file (and on the attached drawing). I understand that the subject project will be located entirely within the applicant's riparian rights area; and I do not object to the proposed structure or activity being located within the area required as a setback distance from the common riparian rights line, as required by Chapter 18-21.004(3)(d), F.A.C. This file shows the structure will be located entirely within the applicant's riparian rights area and within 9 feet of the common riparian rights line between our parcels.

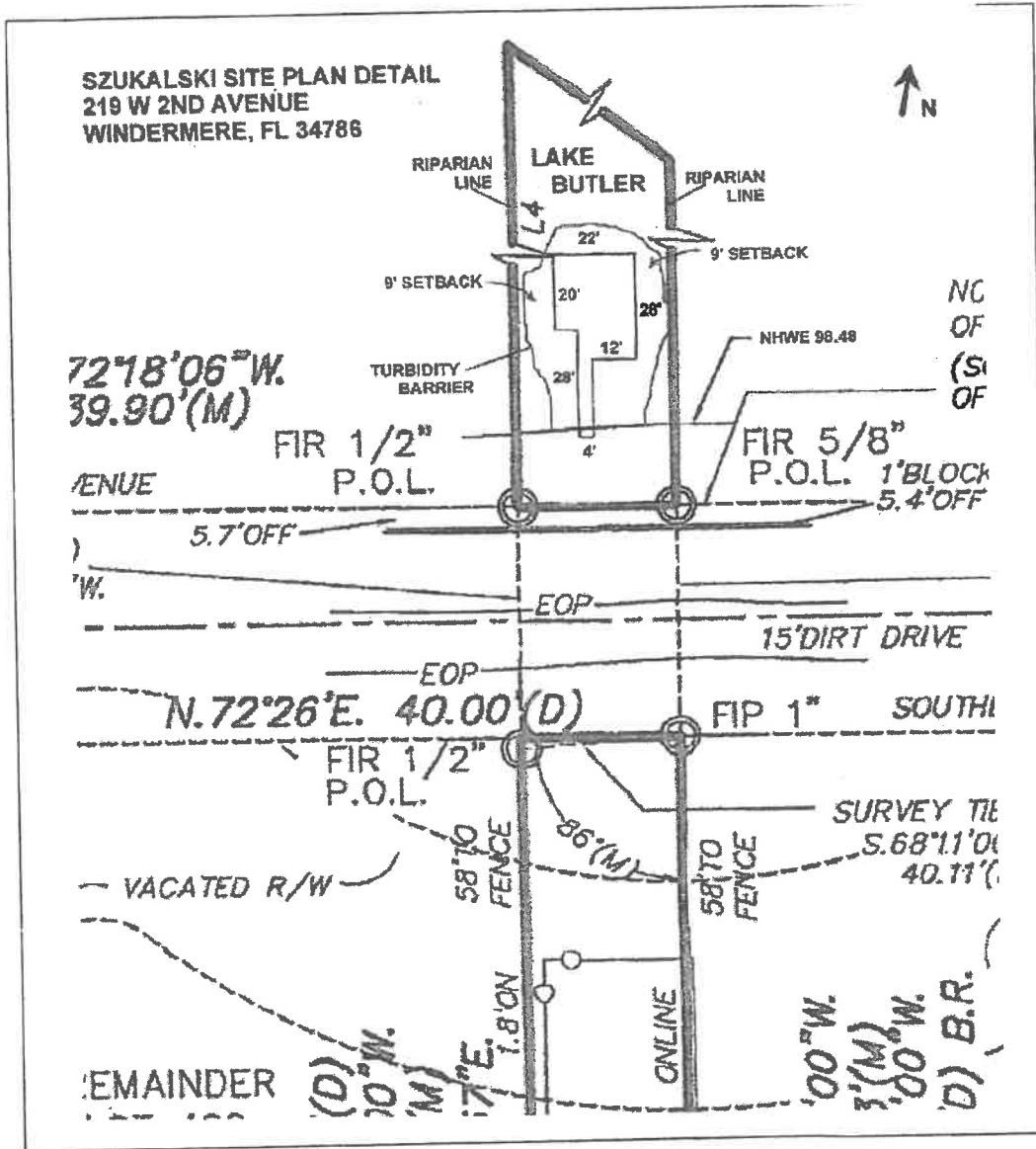
✓ Judith Boyle
 (Original signature of adjacent owner)
Judith Boyle
 (Printed name of adjacent owner)

20/19
May 1, 2019
 (Date signed)

This form is not adopted by rule; therefore, any letter of concurrence of similar content may be accepted.

LETTER OF CONCURRENCE FOR SETBACK WAIVER

PAGE 2 - DRAWING, SKETCH, OR SURVEY OF PROPOSED DOCK LOCATION



✓ JB (Initials of adjacent owner)
May 2019 (Date)



AFFECTED ADJACENT PROPERTY OWNER
NOTORIZED STATEMENT OF NO OBJECTION
TO BOAT DOCK SIDE-SETBACK WAIVER REQUEST

The following is to be completed by the affected adjacent property owner as required by Section 15-343, Orange County Code. Section 15-343(b) states: On lots or parcels having a shoreline frontage of seventy-five (75) feet or greater, docks shall have a minimum side setback of twenty-five (25) feet from the projected property line, unless such requirement is reduced by an appropriate waiver, which shall be reviewed by the environmental protection division. Waivers from side setback requirements may be granted by the environmental protection officer if a notarized letter of no objection to the waiver is received from the shoreline property owner abutting the applicant's property line affected by the waiver.

I, Steve or Matine Pawlicki, a legal property owner of property located at 226 W 1st Avenue, (Adjacent Property Owner Name) (Address)

have reviewed the dock construction plans dated 3/28/19, for the property located at 219 W 2nd Avenue, and have no objections.

The dock construction plans include a side setback waiver request of 9 feet, in lieu of the minimum 25 feet required by Code.

Signature: Matine C Pawlicki
(Print Name: MATINE PAWLICKI)

Date: 4/25/19

ACKNOWLEDGEMENT:

STATE OF FLORIDA
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me this 25 day of 2019, by MATINE PAWLICKI



Signature of Notary Public: Scott T. Penyak

Personally Known OR Produced Identification

Type of Identification Produced: FL License

LETTER OF CONCURRENCE FOR SETBACK WAIVER

TO: Jeff and Rachelle Szukalski (owner/applicant)
219 W 2nd Avenue (address of project)
Windermere, FL 34786

Word version

File No.: _____

FROM: Steve and Matine Pawlicki (adjacent property owner)
226 W 1st Avenue
Windermere, FL 34786

Section 18-21.004(3)(d), Florida Administrative Code, provides:

Except as provided herein, all structures, including mooring pilings, breakwaters, jetties and groins, and activities must be set back a minimum of 25 feet inside the applicant's riparian rights lines. Marginal docks, however, must be set back a minimum of 10 feet. Exceptions to the setbacks are: private residential single-family docks or piers associated with a parcel that has a shoreline frontage of less than 65 feet, where portions of such structures are located between riparian lines less than 65 feet apart, or where such structure is shared by two adjacent single-family parcels; utility lines; bulkheads, seawalls, riprap or similar shoreline protection structures located along the shoreline; structures and activities previously authorized by the Board; structures and activities built or occurring prior to any requirement for Board authorization; **when a letter of concurrence is obtained from the affected adjacent upland riparian owner;** or when the Board determines that locating any portion of the structure or activity within the setback area is necessary to avoid or minimize adverse impacts to natural resources.

I hereby state that I am the owner of the adjacent upland riparian property located to the (north / south / east / west) of the facility or activity proposed to be constructed or conducted by Jeff and Rachelle Szukalski (the applicant), as shown in the above referenced file (and on the attached drawing). **I understand that the subject project will be located entirely within the applicant's riparian rights area, and I do not object to the proposed structure or activity being located within the area required as a setback distance from the common riparian rights line, as required by Chapter 18-21.004(3)(d), F.A.C.** This file shows the structure will be located entirely within the applicant's riparian rights area and within 9 feet of the common riparian rights line between our parcels.

Matine Pawlicki
 (Original signature of adjacent owner)

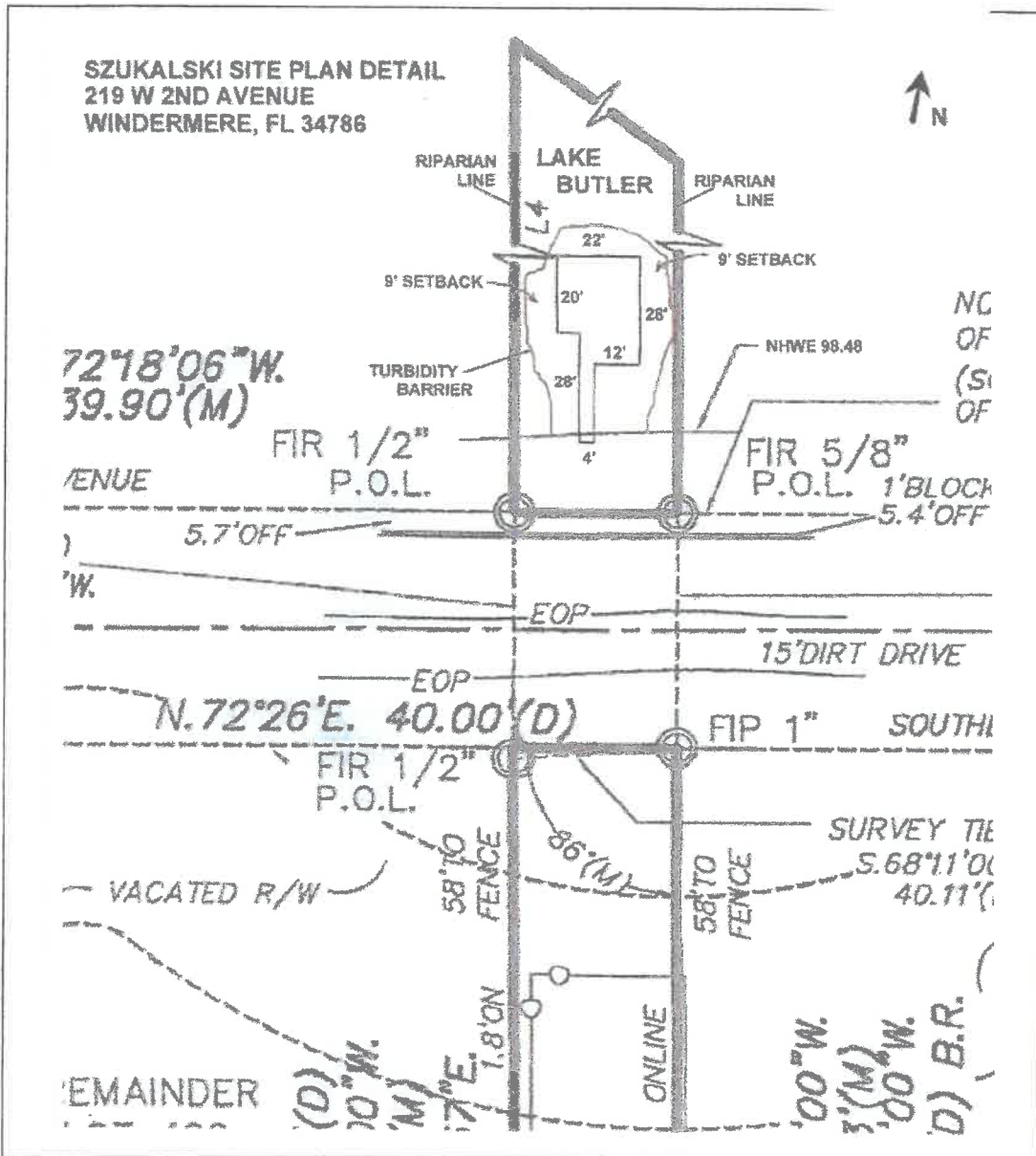
04/25/19
 (Date signed)

MATINE PAWLICKI
 (Printed name of adjacent owner)

This form is not adopted by rule; therefore, any letter of concurrence of similar content may be accepted.

LETTER OF CONCURRENCE FOR SETBACK WAIVER

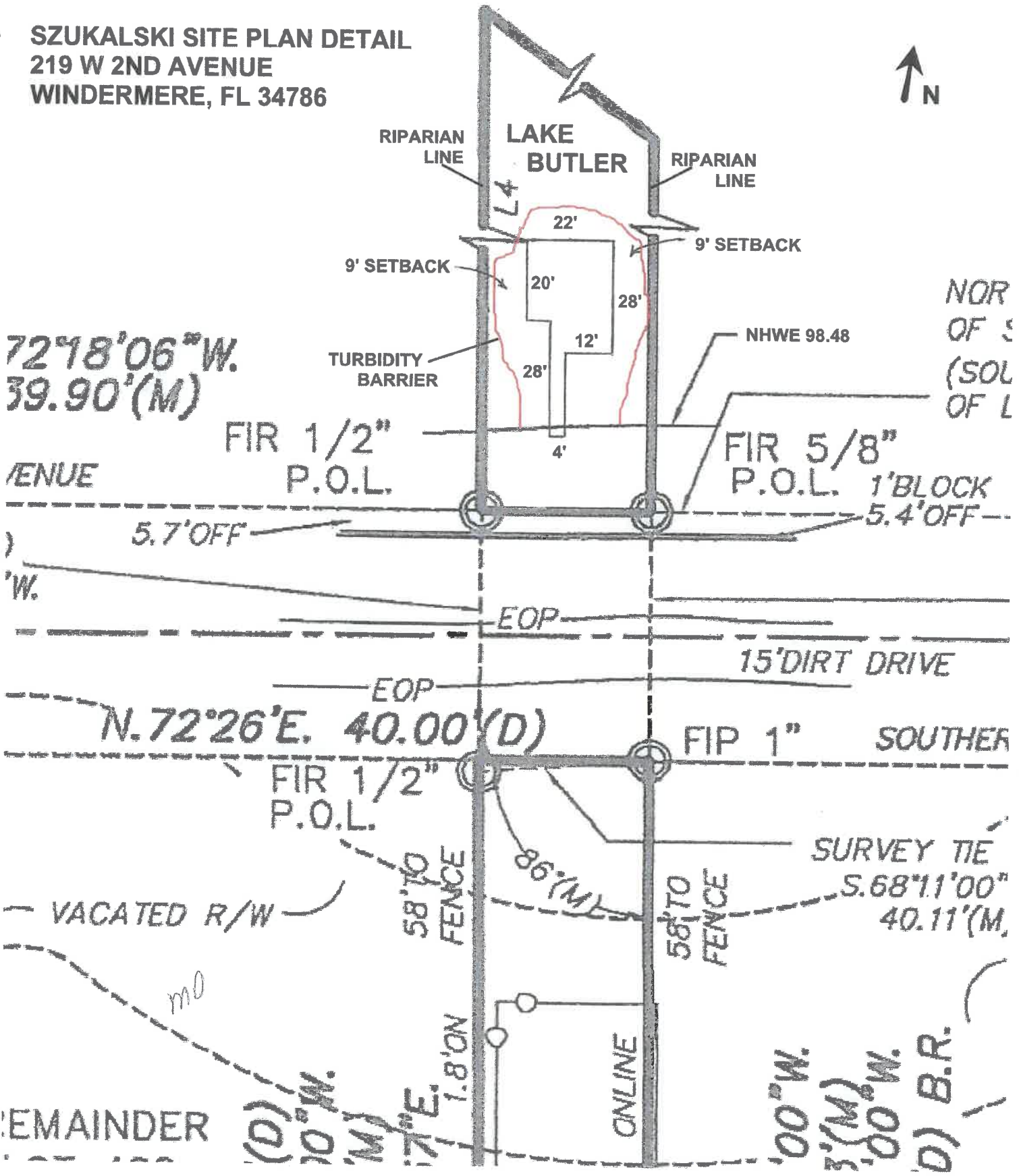
PAGE 2 – DRAWING, SKETCH, OR SURVEY OF PROPOSED DOCK LOCATION



✓ myp (Initials of adjacent owner)

04/25/19 (Date)

SZUKALSKI SITE PLAN DETAIL
219 W 2ND AVENUE
WINDERMERE, FL 34786



72°18'06" W.
 39.90' (M)

AVENUE

FIR 1/2"
 P.O.L.

FIR 5/8"
 P.O.L.

NOR
 OF S
 (SOL
 OF L

5.7' OFF

5.4' OFF

EOP

15' DIRT DRIVE

N. 72°26' E. 40.00' (D)

FIP 1" SOUTHER

FIR 1/2"
 P.O.L.

SURVEY TIE
 5.68°11'00"
 40.11' (M)

VACATED R/W

58' TO
 FENCE

58' TO
 FENCE

REMAINDER

(D) 20° W.

(M) 7° E.

1.8' ON

ONLINE

00° W.

3' (M)

00° W.

(D) B.R.

SZUKALSKI SITE PLAN DETAIL
219 W 2ND AVENUE
WINDERMERE, FL 34786



EXISTING DOCK TO BE DEMOLISHED PRIOR TO CONSTRUCTION OF THE NEW DOCK

72°18'06" W.
39.90' (M)

AVENUE

FIR 1/2" P.O.L.

5.7' OFF

RIPARIAN LINE

LAKE BUTLER

RIPARIAN LINE

9' SETBACK

9' SETBACK

TURBIDITY BARRIER

OHWE

NOR
OF S
(SOL
OF L

FIR 5/8" P.O.L. 1' BLOCK
5.4' OFF

'W.

EOP

15' DIRT DRIVE

N.72°26'E. 40.00' (D)

FIP 1" SOUTHER

FIR 1/2" P.O.L.

SURVEY TIE
5.68'11"00"
40.11' (M)

VACATED R/W

58' TO FENCE

58' TO FENCE

REMAINDER

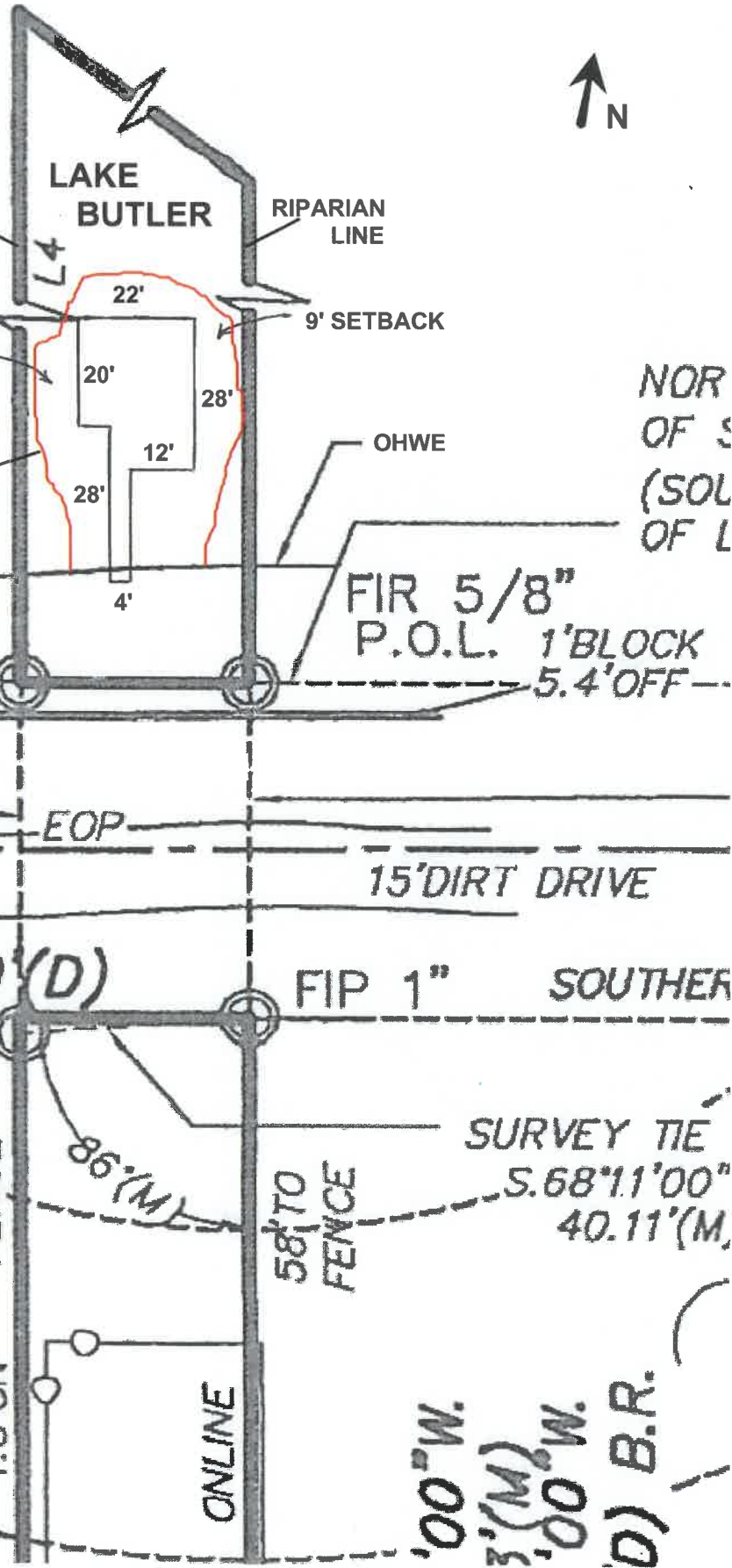
(D) 10° W.
(M) 17° E.

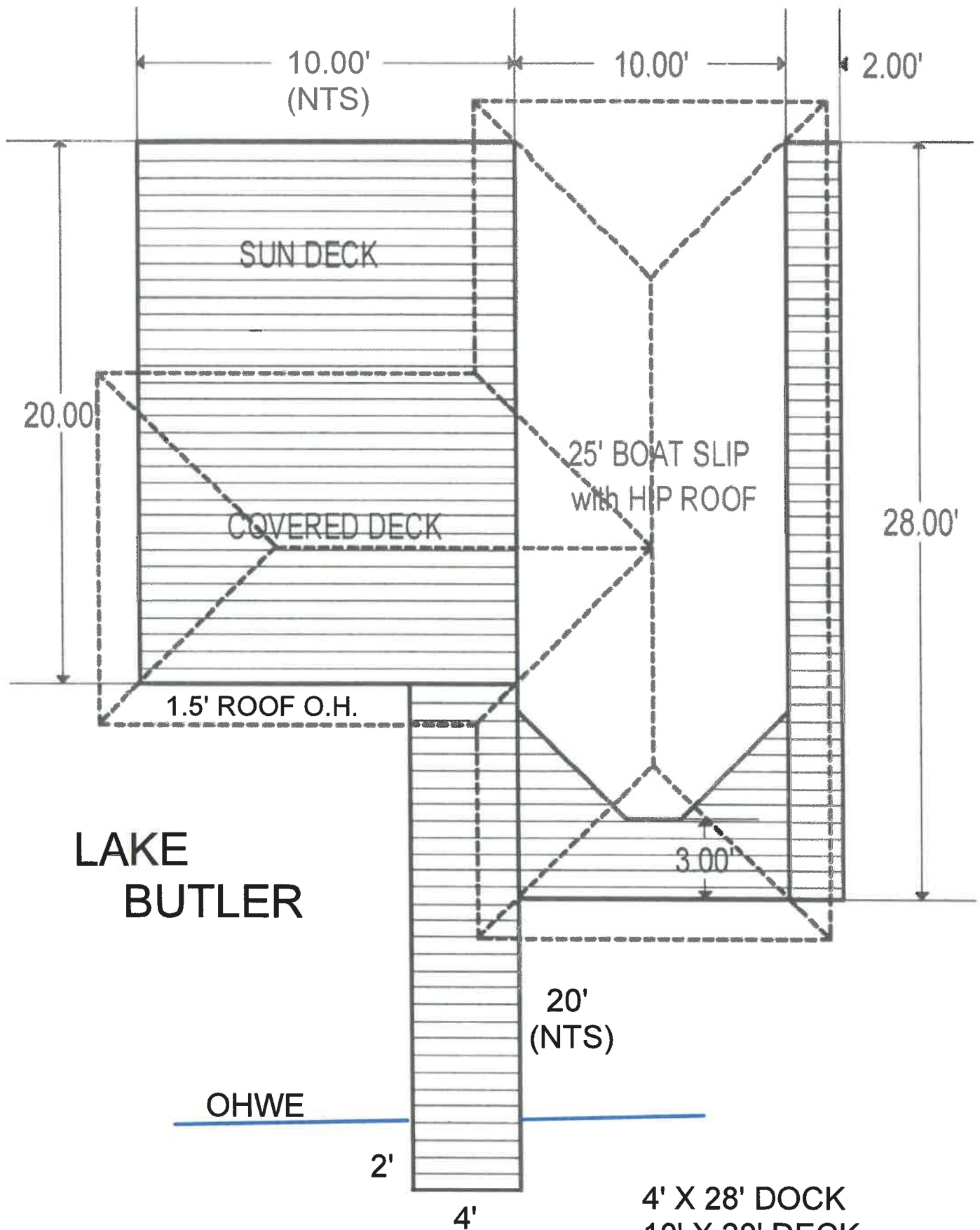
1.8' ON

ONLINE

'00" W.
3' (M)
'00" W.
(D) B.R.

86° (M)

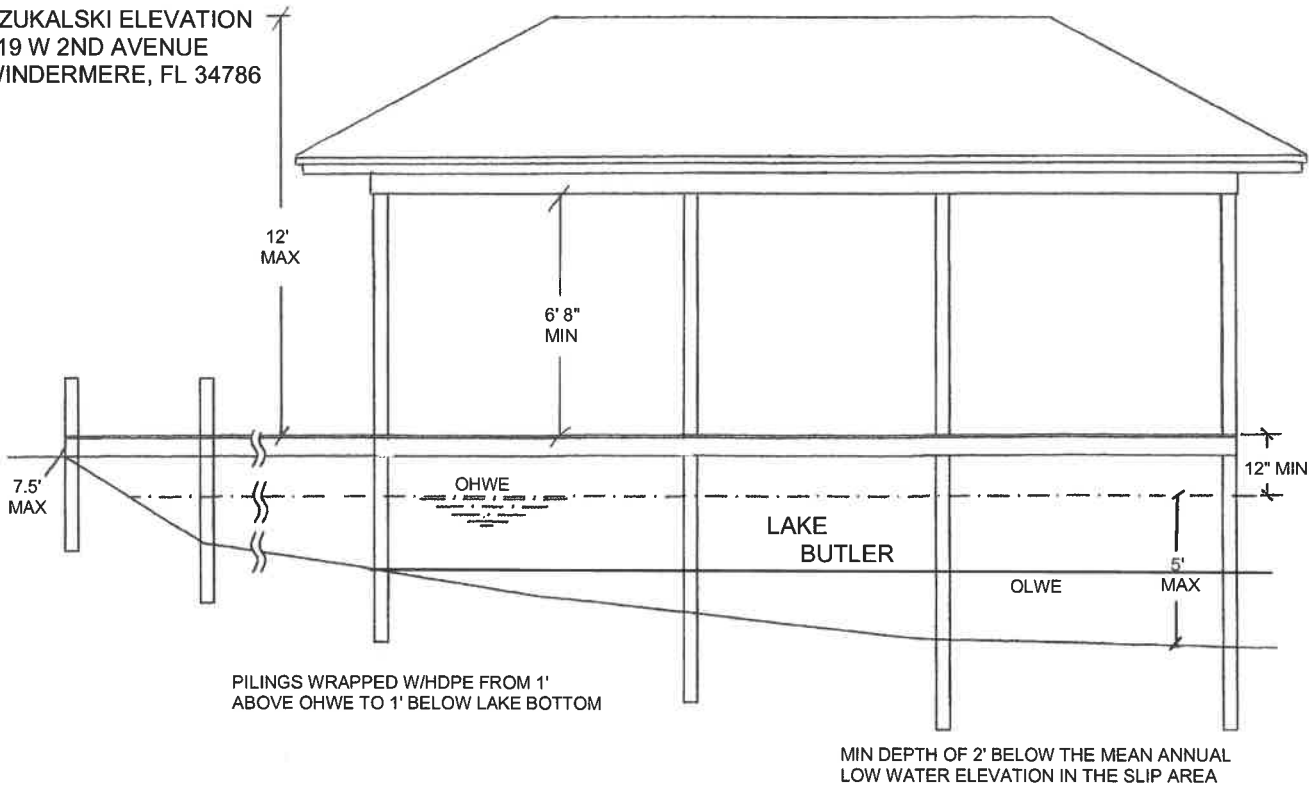




4' X 28' DOCK
 10' X 20' DECK
 + 28.5 SQ.FT. O.H.
 12' X 28' BOATHOUSE
 + 36.75 SQ.FT. O.H.
 713.25 TOTAL SQ. FT.

SZUKALSKI PLAN VIEW
 219 W 2ND AVENUE
 WINDERMERE, FL 34786

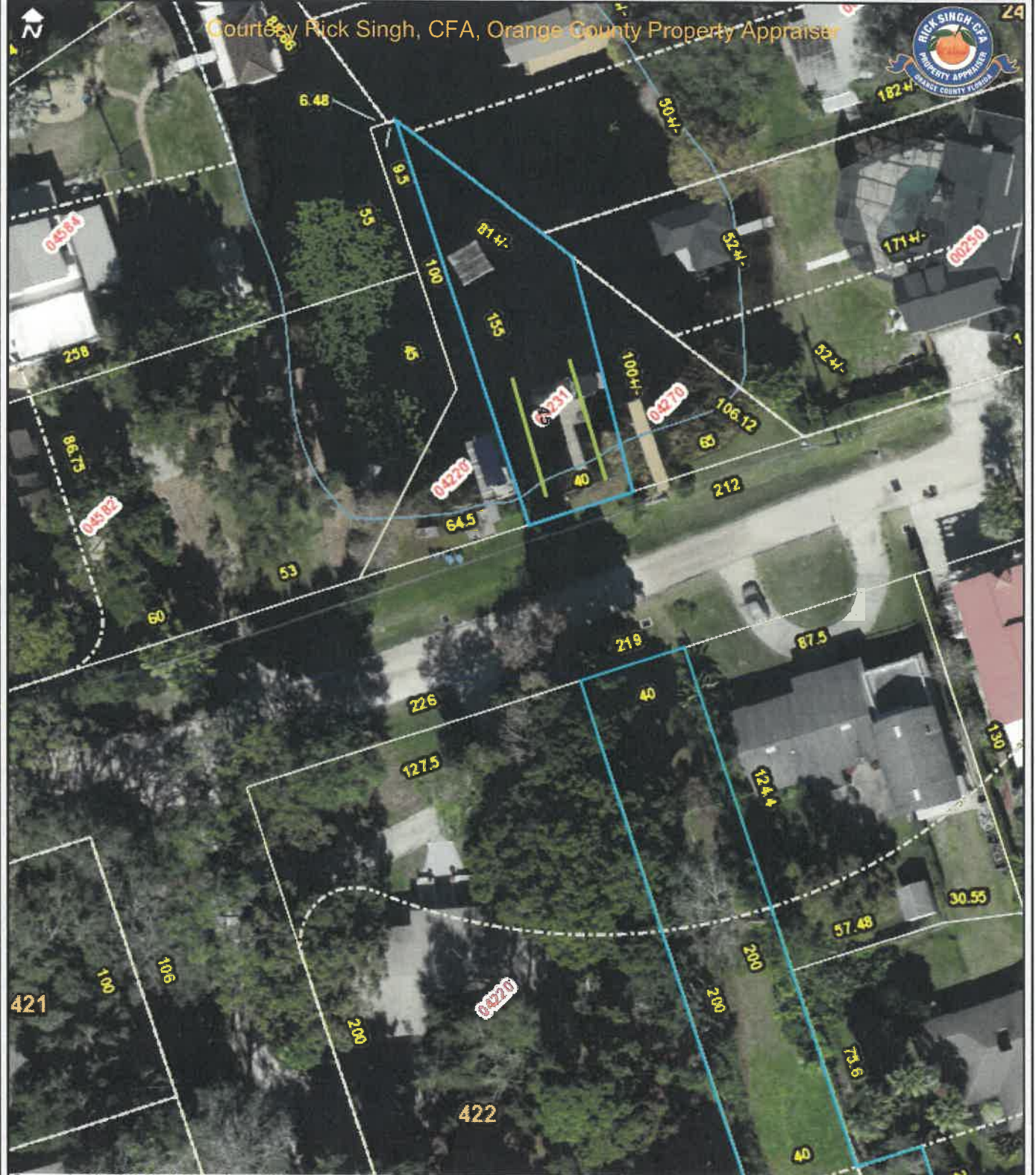
SZUKALSKI ELEVATION
219 W 2ND AVENUE
WINDERMERE, FL 34786



OCPA Web Map

	Major Roads		Proposed Road		Residential		Commercial/Industrial/Vacant Land		Parks	6	Lot Number
	Florida Turnpike		Brick Road		Agriculture		Agricultural Curtilage		Lakes and Rivers	06060	Parcel Number
	Interstate 4		Galad Roads		Commercial/Institutional		Hydro		Building	3106	Parcel Address
	Toll Road		Road Under Construction		Lot Line		Governmental/Institutional/Misc		Waste Land	E	Block Number
										111.9	Parcel Dimension

Courtesy Rick Singh, CFA, Orange County Property Appraiser



Created: 7/23/2019 12:26 Aerial 2019

This map is for reference only and is not a survey

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

September 30, 2019

MCGHEE ANDREW RICHARD
226 BUTLER ST
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 219 W 2nd Ave. Z19-14

Sheila Cichra, on behalf of Jeff and Rachelle Szukalski, owners of 219 W 2nd Ave., submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow the construction of a new boat dock with a side setback of 9 feet on each side (East and West) instead of the required 16 feet.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere either by hand delivery to the Town Clerk or by use of the enclosed stamped envelope to Wade Trim, Inc. by **October 11, 2019**.

This matter will be presented to the Development Review Board on **Tuesday, October 15, 2019 at 6:30 p.m.** in the Town Hall, located at 520 Main Street, Windermere. Their recommendation will be heard by the Town Council on **Tuesday, November 19, 2019 at 6:00 p.m.** in the Town Hall, located at 520 Main Street, Windermere. All meetings are open to the public and you are welcome to attend. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND - Z19-14 (219 W 2nd Ave.)

APPROVAL: DISAPPROVAL:

COMMENTS: Blanket Ordinances such as Division 10.02.00 do not help property owners who do not fall into typical lot sizes, which is a major disadvantage to the above mentioned property owner. This is a simple matter of

SIGNATURE: [Signature] DATE: 10/3/19

MCGHEE ANDREW RICHARD

Looking at the special circumstances this property owner is in and allowing a variance to suit their needs, I fully approve this variance.

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor
JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

September 30, 2019

WOODARD ROBERT E
PO BOX 670
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 219 W 2nd Ave. Z19-14

Sheila Cichra, on behalf of Jeff and Rachelle Szukalski, owners of 219 W 2nd Ave., submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow the construction of a new boat dock with a side setback of 9 feet on each side (East and West) instead of the required 16 feet.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere either by hand delivery to the Town Clerk or by use of the enclosed stamped envelope to Wade Trim, Inc. by **October 11, 2019**.

This matter will be presented to the Development Review Board on **Tuesday, October 15, 2019 at 6:30 p.m.** in the Town Hall, located at 520 Main Street, Windermere. Their recommendation will be heard by the Town Council on **Tuesday, November 19, 2019 at 6:00 p.m.** in the Town Hall, located at 520 Main Street, Windermere. All meetings are open to the public and you are welcome to attend. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

Received
OCT 07 2019
Wade Trim

RECOMMEND - Z19-14 (219 W 2nd Ave.)

APPROVAL: _____ DISAPPROVAL:

COMMENTS: *This is ridiculous - This dock will dominate our small waterway for an owner that does not even live on the lake. I see no limits on dock size vertically - is it two stories, three stories? It appears this dock will extend*

SIGNATURE: *Robert E. Woodard* DATE: *10/2/2019*


WOODARD ROBERT E

Out into this small section of lake by 56 feet and is 22 feet wide - far larger than any other dock in the area. You would not approve of a dock for me years ago much smaller than this one. I strongly urge disapproval. These people have abused our lakefront with the current dock with jetskis zipping in & out at 40 to 50 MPH and with a commercial activity - fishing guides, etc.

RECOMMEND - Z19-14 (219 W 2nd Ave.)

APPROVAL: DISAPPROVAL

COMMENTS: WE TOTALLY APPROVE TMO-DOCK
AND HOPE HE ENJOYS IT AS MUCH AS WE DO
WITH OUR FAMILY

SIGNATURE:  DATE: 10-3-2019

PEARCE ANTHONY 78 FOREST ST.

Received
OCT 07 2019
Wade Trim

RECOMMEND - Z19-14 (219 W 2nd Ave.)

APPROVAL: DISAPPROVAL

COMMENTS: _____

SIGNATURE: Linda J Cole DATE: 10-4-2019

COLE LINDA PARKER

Received
OCT 07 2019
Wade Trim

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

September 30, 2019

LINCOLN TIMOTHY W
PO BOX 163
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 219 W 2nd Ave. Z19-14

Sheila Cichra, on behalf of Jeff and Rachelle Szukalski, owners of 219 W 2nd Ave., submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow the construction of a new boat dock with a side setback of 9 feet on each side (East and West) instead of the required 16 feet.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere either by hand delivery to the Town Clerk or by use of the enclosed stamped envelope to Wade Trim, Inc. by **October 11, 2019**.

This matter will be presented to the Development Review Board on **Tuesday, October 15, 2019 at 6:30 p.m.** in the Town Hall, located at 520 Main Street, Windermere. Their recommendation will be heard by the Town Council on **Tuesday, November 19, 2019 at 6:00 p.m.** in the Town Hall, located at 520 Main Street, Windermere. All meetings are open to the public and you are welcome to attend. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

Received
OCT 07 2019
Wade Trim

RECOMMEND – Z19-14 (219 W 2nd Ave.)

APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: _____

SIGNATURE:  DATE: 10/4/19

LINCOLN TIMOTHY W

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103



Mayor
JIM O'BRIEN

Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

September 30, 2019

ELLI R ATCHISON REVOCABLE TRUST
536 W 2ND AVE
WINDERMERE, FL 34786

Received

OCT 07 2019

RE: Public Notice of Variance Public Hearing for 219 W 2nd Ave. Z19-14

Sheila Cichra, on behalf of Jeff and Rachelle Szukalski, owners of 219 W 2nd Ave., submitted a request for approval of a variance, pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow the construction of a new boat dock with a side setback of 9 feet on each side (East and West) instead of the required 16 feet.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere either by hand delivery to the Town Clerk or by use of the enclosed stamped envelope to Wade Trim, Inc. by **October 11, 2019**.

This matter will be presented to the Development Review Board on **Tuesday, October 15, 2019 at 6:30 p.m.** in the Town Hall, located at 520 Main Street, Windermere. Their recommendation will be heard by the Town Council on **Tuesday, November 19, 2019 at 6:00 p.m.** in the Town Hall, located at 520 Main Street, Windermere. All meetings are open to the public and you are welcome to attend. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z19-14 (219 W 2nd Ave.)

APPROVAL: DISAPPROVAL

COMMENTS: _____

SIGNATURE:  DATE: 10-3-19

ELLI R ATCHISON REVOCABLE TRUST

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 18, 2019

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Bob McKinley, Andy Williams, Chris Sapp, and Liz Andert. Town Attorney Tom Wilkes, Town Manager Robert Smith, Finance Director Nora White, Police Chief Dave Ogden, Public Works Director Scott Brown, and Town Clerk Dorothy Burkhalter were also present.

Mayor O'Brien called the meeting to order at 6:00pm and stated all Council members were present.

Mayor O'Brien request approval to move forward agenda item 5(b)(i)(1). All agreed.

5. b. Resolutions/Ordinances for Approval/First Reading

i. RESOLUTION NO. 2019-11

A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF WINDERMERE, FLORIDA, AUTHORIZING THE ISSUANCE AND SALE OF ITS CAPITAL IMPROVEMENT REVENUE NOTE, SERIES 2019, IN THE AGGREGATE PRINCIPAL AMOUNT OF NOT EXCEEDING \$5,200,000 TO SYNOVUS BANK ("LENDER") FOR THE PURPOSE OF FINANCING A PORTION OF THE COST OF ACQUIRING, DESIGNING, PERMITTING, CONSTRUCTING AND EQUIPPING CERTAIN CAPITAL IMPROVEMENT PROJECTS AND PAYING THE COST OF ISSUANCE OF THE NOTE; MAKING FINDINGS AND DETERMINATIONS AS TO SAID NOTE; ACCEPTING THE PROPOSAL OF LENDER TO MAKE A LOAN TO THE TOWN AND PURCHASE THE NOTE; AUTHORIZING THE EXPENDITURE OF THE PROCEEDS OF SUCH NOTE, INCLUDING THE PAYMENT OF THE COST OF ISSUANCE; APPROVING THE FORM OF A LOAN AGREEMENT WITH LENDER IN CONNECTION WITH THE NOTE AND AUTHORIZING THE EXECUTION AND DELIVERY OF SUCH LOAN AGREEMENT AND THE NOTE; AUTHORIZING OTHER REQUIRED ACTIONS IN CONNECTION HERewith; PROVIDING FOR SEVERABILITY OF INVALID PROVISIONS; AND PROVIDING AN EFFECTIVE DATE.

Mayor O'Brien read the title of Resolution 2019-11 for the record. Member McKinley made a motion to approve Resolution 2019-11. Member Sapp seconded the motion. Roll call vote was as follows: Martini - yes, McKinley - yes, Williams - yes, Sapp - yes, and Andert - yes. Motion carried 5-0.

1. Loan Agreement between The Town of Windermere, Florida as Borrower and SYNOVUS Bank as Lender relating to \$5,200,000 Town of Windermere, Florida Capital Improvement Revenue Note, Series 2019

Mayor O'Brien introduced this item. Member McKinley made a motion to approve the Loan Agreement with Synovus Bank in the amount of \$5,200,000.00. Member Andert seconded the motion. Roll call vote was as follows: Andert - yes, Sapp - yes, Williams - yes, McKinley - yes, and Martini - yes. Motion carried 5-0. Manager Smith thanked Finance Director Nora White, Synovus Bank and Gray Robinson for all their work with obtaining the loan and getting it closed.

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

Mayor O'Brien opened the floor for public comments. First to speak was Ms. Landra Robeson, representative from Orange County Tax Collector's Office. Ms. Robeson emphasized the importance of having a gold star on the State Driver's License and State Identification Cards. Next to speak was Mr.

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 18, 2019

Douglas Kegler of 12 Pine Street. Mr. Kegler requested that the Town Council review the Ordinance to allow chickens in Town. Some discussion followed. Mayor O'Brien requested that Mr. Kegler reach out to a few of the Town Council members for interest of changing the Ordinance. And if so, have it placed on the agenda. Mr. Mike Hargreaves of Ridgewood Drive introduced himself. He then stated he was thankful that something was going to be done. Mr. Hargreaves commented that he is in favor of placing a one-way direction sign on Ridgewood.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

a. Holiday Hoopla Committee Recognition

Mayor O'Brien turned the floor over to Member McKinley. Member McKinley commented on all the volunteers, their hard work, and all the hours that they put in. He then publicly thanked the Holiday Hoopla Committee for a great and successful event for the second year. Mayor O'Brien also thanked the Committee.

3. TIMED ITEMS AND PUBLIC HEARING

a. Ordinance No. 2019-06: Ridgewood Drive One Way

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA PERTAINING TO SAFETY; DESIGNATING RIDGEWOOD DRIVE FOR ONE-WAY TRAFFIC AND PROVIDING AUTHORITY TO THE TOWN MANAGER TO INSTALL OFFICIAL TRAFFIC CONTROL DEVICES; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE.

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith commented on past discussions, meetings regarding the cut-through traffic issues, and potential solutions. He then commented on current discussion that has been made with the residents on Ridgewood Drive. Manager Smith stated that instead of a one-way road, signage and a right hand turn only are being considered. He explained that for discussion to be continued, the proposed Ordinance would need to be voted down. Manager Smith also commented on the Long-Range Planning Committee's comments and a potential survey after implementation. Mayor O'Brien closed the Town Council at 6:27pm and opened the public hearing regarding proposed Ordinance 2019-06. First to speak was Mr. Hargreaves. He thanked the Town Council for doing "something." He then stated that the proposed signage can't be seen at night. Mr. Bill Murtha of 105 Lee Street introduced himself. He questioned if speed bumps had been considered. Mr. Murtha then commented on the right hand only turn, and cut through traffic. There being no further comments, Mayor O'Brien closed the Public Hearing at 6:30pm and reconvened the Town Council meeting. He then read then read proposed Ordinance 2019-06 for the record. Discussion began. Mayor O'Brien gave a review of past discussions and meetings regarding the cut through traffic, increase in traffic due to growth surrounding the town, and the proposed 1 cent tax increase. He then stated that if the Town Council desires; this Ordinance can be voted down. Member Sapp questioned changes and denial of the proposed Ordinance. Manager Smith explained the process and what changes can and cannot be made as well as denial. Member Andert stated she would like more restriction on the hours. She stated that she would like to see 3:00pm – 7:00pm. Member Andert also stated that she is pleased to see that surveying the residents is being included. Member Martini stated that safety is the main concern on Ridgewood while preserving the charm of the neighborhood. He then commented on the number of signs that would be installed which would look hideous, changes to other Ordinances that this one would impact, favoring right turn only and possible speed humps. Member McKinley stated that the primary concern is speeding.

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 18, 2019

He then commented on adding reflection material to signage, speed humps, making the road one-way, and enforcement issues. Mayor O'Brien commented that the Town Council needed to decide if they want to move forward with this current Ordinance or not. Member Williams also commented on the right hand only turn concern, enforcement, lowering speeds limits, and speed humps. Member Andert stated that test in perception is needed. Member Martini made a motion to deny proposed Ordinance 2019-06. Member McKinley seconded the motion. Roll call vote was as follows: Martini – yes, McKinley – yes, Williams – yes, Sapp – yes, and Andert – yes. Motion carried 5-0.

b. Ordinance 2019-07 – Renaming Rosser Reserve to Lake Down Reserve and Rosser Reserve Lane to Down Reserve Court

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA TO APPROVE RENAMING A PLATTED SUBDIVISION FROM ROSSER RESERVE TO LAKE DOWN RESERVE AND TO APPROVE A STREET NAME CHANGE FROM ROSSER RESERVE LANE TO DOWN RESERVE COURT WITHIN THE SUBDIVISION, RECORDED IN ORANGE COUNTY PUBLIC RECORDS AT PLAT BOOK 91, PAGES 17-19; PROVIDING FOR FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE

Mayor O'Brien introduced proposed Ordinance 2019-07. He then closed the Town Council meeting at 6:53pm and opened the Public Hearing regarding proposed Ordinance 2019-07. Mayor O'Brien read the title of the proposed Ordinance for the record. There being no public comments, Mayor O'Brien closed the Public Hearing at 6:53pm and reconvened the Town Council meeting. Member Williams made a motion to approve Ordinance 2019-07 as presented. Member Andert seconded the motion. Roll call vote was as follows: Andert – yes, Sapp – yes, Williams – yes, McKinley – yes, and Martini – yes. Motion carried 5-0.

c. Ordinance 2019-08 – Vacating a Portion of the Right-of-Way of West 1st Avenue and Pine Street)

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, VACATING A PORTION OF WEST 1ST AVENUE AND PINE STREET, AS MORE PARTICULARLY DESCRIBED HEREIN; RESERVING UNTO THE TOWN OF WINDERMERE A 15-FOOT UTILITY EASEMENT ALONG THE VACATED CENTERLINE OF WEST 1ST AVENUE WITHIN THE PORTION OF THE VACATED PORTION OF WEST 1ST AVENUE AND PINE STREET; CONVEYING FEE SIMPLE OWNERSHIP OF THE VACATED PROPERTY TO FERNANDO AZPURUA, OWNER OF 92 PINE STREET; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE

Mayor O'Brien introduced proposed Ordinance 2019-08. He then closed the Town Council meeting at 6:55pm and opened the Public Hearing regarding proposed Ordinance 2019-08. Mayor O'Brien read the title of the proposed Ordinance for the record. There being no public comments, Mayor O'Brien closed the Public Hearing at 6:56pm and reconvened the Town Council meeting. Member McKinley made a motion to approve Ordinance 2019-08 as presented. Member Sapp seconded the motion. Roll call vote was as follows: Andert – yes, Sapp – yes, Williams – yes, McKinley – yes, and Martini – yes. Motion carried 5-0.

4. CONSENT AGENDA

a. Lease Agreement for Fernwood Boathouse between Town of Windermere and Orange County

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 18, 2019

- b. Z20-02 – 58 Main Street – Kelly Tilghman – Variance request to expand non-conforming home by more than 10, allow a 9-foot south side setback for home addition, and a 15.5-foot front setback for a garage.

Mayor O’Brien introduced the Consent Agenda items. Member McKinley made a motion to approve items a and b as presented. Member Martini seconded the motion. Roll call vote was as follows: Martini – yes, McKinley – yes, Williams – yes, Sapp – yes, and Andert - yes. Motion carried 5-0.

5. **NEW BUSINESS:**

a. **Minutes**

- i. September 10, 2019 Town Council Meeting
- ii. September 11, 2019 Tentative Budget Hearing
- iii. September 23, 2019 Final Budget Hearing
- iv. September 23, 2019 Town Council Workshop
- v. October 8, 2019 Town Council Meeting
- vi. October 22, 2019 Town Council Workshop
- vii. November 12, 2019 Town Council Meeting

Member Andert made a motion to approve all minutes as presented. Member McKinley seconded the motion. Roll call vote was as follows: Andert – yes, Sapp – yes, Williams – yes, McKinley – yes, and Martini – yes.

b. ii. **Ordinance 2019-09**

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, AMENDING SEC. 5.01.05 OF DIVISION 5.01.00 OF THE TOWN’S LAND DEVELOPMENT CODE ENTITLED “TREES” TO INCORPORATE CHANGES MADE TO SECTION 163.045 OF THE FLORIDA STATUTES PERTAINING TO TREES THAT PRESENT A DANGER TO PERSONS OR PROPERTY; PROVIDING FOR SEVERABILITY, CODIFICATION AND AN EFFECTIVE DATE.

Mayor O’Brien read the title of proposed Ordinance 2019-09 for the record. He then stated that the second reading/public hearing will be held at the January 18, 2020 Town Council meeting. Member Sapp questioned if there should be a violation, would it be a code enforcement issue. Mayor O’Brien stated yes. Member Andert urged anyone that is upset with the change to the State Law to contact Geraldine Thompson. Manager Smith stated that “Licensed Landscape Architect” wording will be added to the Ordinance.

c. **Boards & Committee Appointments**

- i. **WAYS Committee Appointee: Corey Foster**
- ii. **WAYS Committee Appointee: Hailey Divas**

Mayor O’Brien introduced this item. Member Andert made a motion to appoint Corey Foster and Hailey Divas as members to the WAYS committee. Member McKinley seconded the motion. Roll call vote was as follows: Martini – yes, McKinley – yes, Williams – yes, Sapp – yes, and Andert – yes. Motion

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 18, 2019

carried 5-0.

d. Contracts & Agreements

i. Consulting and Retainer Proposal: JPF Development LLC; i. Preconstruction Services and Procurement thru advancement to GMP ii. Construction Services

Mayor O'Brien introduced this item. Manager Smith commented that this contract is for professional services for the new facilities. He stated that Mr. Fitzgibbon would be the "point person," "proxy" for the Town. Manager Smith also stated that Mr. Fitzgibbon will also make sure that the Town stays within budget and the timeline is met. Member Andert requested to have Market Comps available if an RFQ had not be done. She then questioned if the Comps were done for Stephen Withers contract. Manager Smith stated no. He then commented on trying to research years of experience, and knowledge with others he did not know. Member Andert suggested having a note that stated the effort to do a market comp. Member Martini made a motion to approve the consulting and retainer proposal I and ii from JPF Development. Member McKinley seconded the motion. Roll call vote was as follows: Andert – yes, Sapp – yes, Williams – yes, McKinley – yes, and Martini – yes. Motion carried 5-0.

ii.IPO 105 Kinley Horn and Associates Temporary Facilities Site Plan Design \$26,030

Mayor O'Brien introduced this item. Manager Smith explained that site plans are needed for the temporary facilities. He further explained that this will include permitting, surveying, Geotech, and the Arborists for two locations. Manager Smith commented on additional work that will be done. Member Martini questioned if the \$26,030 would be paid out of the loan. Manager Smith stated that planning, staging and design is part of the \$5.2 million. He then stated that the temporary facilities are not part of the \$5.2 million. Member Martini questioned the use of the Community Room. Manager Smith stated it would be used for evidence. Discussion followed. Member McKinley made a motion to approve IPO 105 in the amount of \$26,030.00. Member Sapp seconded the motion. Roll call vote was as follows: Martini – yes, McKinley – yes, Williams – yes, Sapp – yes, and Andert – yes. Motion carried 5-0.

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien stated that the reports are attached to the packet. Member McKinley questioned if the Ridgewood Drive Ordinance is moving forward. Manager Smith stated yes. Discussion was made regarding traffic count studies. Manager Smith stated he would not be paying for one. Mayor O'Brien thanked everyone for all their work with the Holiday events. He then commented on upcoming events, meetings and workshops that have been attended. Mayor O'Brien thanked Public Works for the solar powered lights that were installed at the bridge. Member McKinley reported that the exercise equipment has been installed at Central Park. Mayor O'Brien stated that pictures are needed for the quarterly newsletter.

7. STAFF REPORTS:

a. TOWN MANAGER ROBERT SMITH – Mr. Smith thanked Mayor Jim O'Brien, Town Council members Chris Sapp and Andy Williams for re-running for their seats. He stated that they are unopposed and there will not be a municipal election. He then thanked the Windermere Garden Club for their decorating of the Town Christmas tree and mantel. Manager Smith stated that February 8th will be the second Bunk Bed Build. He then reported on the 1 cent sales tax meetings, the upcoming Boat Parade, and the upcoming Golf Cart Parade. Manager Smith gave kudos to the Windermere Police Department for the recent DUI arrests. Mayor O'Brien commented on the 1 cent sales tax and how everyone needs to be aware and take part in on what's going on.

TOWN OF WINDERMERE

Town Council Meeting Minutes

December 18, 2019

b. TOWN ATTORNEY THOMAS WILKES – Mr. Wilkes stated that the financing project for the new facilities project was very well done.

c. POLICE CHIEF DAVE OGDEN – Chief Ogden reported on Jag grants received, receiving a \$10,000.00 check from Finder, FDLE total compliance report, events and position opening.

d. PUBLIC WORKS DIRECTOR SCOTT BROWN – Director Brown reported on projects, beacon light upgraded, signage, exercise equipment, installation of fountains, 2019 Tree City recognition, and upcoming Treebute/Arbor Day. Member Andert questioned the recycle bins at the parks. Director Brown stated he is working on it.

8. ADJOURN:

Mayor O'Brien adjourned the meeting at 7:38pm.

Dorothy Burkhalter, MMC.FCRM
Town Clerk

Jim O'Brien, Mayor

DRAFT

ORDINANCE NO. 2020-01

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA PERTAINING TO SAFETY; PROVIDING AUTHORITY TO THE TOWN MANAGER TO RESTRICT RIGHT AND LEFT TURNS ON RIDGEWOOD DRIVE DURING PEAK TRAFFIC HOURS AND TO TAKE ALL OTHER ACTION IN THE TOWN MANAGER'S DISCRETION TO REGULATE TRAFFIC ON STREETS AND ROADS WITHIN THE TOWN'S JURISDICTION TO PROTECT TOWN RESIDENTS; PROVIDING AUTHORITY TO THE TOWN MANAGER TO INSTALL APPROPRIATE SIGNAGE AND TRAFFIC CONTROL DEVICES; PROVIDING FINDINGS, SEVERABILITY, AND AN EFFECTIVE DATE.

BE IT ENACTED BY THE PEOPLE OF THE TOWN OF WINDERMERE:

Section 1. Legislative Findings and Intent. The Town Council of the Town of Windermere hereby makes and declares the following findings and statements of legislative intent:

(1) The Town of Windermere has experienced a great deal of cut-through traffic through its residential streets, creating hazards and safety issues for residents.

(2) Over the past few years, the Town has held numerous workshops and public meetings with Town residents on the traffic issues to explore different strategies and ways to provide safer residential roads and streets for the residents of the Town.

(3) The Town Council hereby determines and declares that it is necessary to provide the Town Manager the ability to regulate and restrict traffic on all Town roads and streets, including, but not limited to restricting right and left-turns during peak traffic hours, installing speed bumps, or taking any and all other action in his discretion that is necessary to protect Town residents and provide safer residential roads and streets.

Section 2. Ridgewood Drive. Right and left turns on Ridgewood Drive shall be restricted during peak traffic hours. The Town Manager is hereby authorized to take all actions necessary to determine such locations, peak traffic hours and install the official and required signage and traffic control devices.

Section 3. Regulating Traffic on Town Roads and Streets. The Town Manager is hereby provided the ability to regulate and restrict traffic on all Town roads and streets of the Town, including, but not limited to restricting right and left-turns during peak traffic hours, installing speed bumps, or taking any and all other action in his discretion necessary to protect the safety of the residents of the Town. Unless otherwise required by Florida law, all such action may be taken by the Town Manager without further action or approval by the Town Council. The Town Manager is hereby authorized to take all actions necessary to install the official and

required signage and traffic control devices and to take any other actions needed to effect the purpose of this Ordinance.

Section 4. Severability. If any section, sentence, clause or phrase of the Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 5. Effective Date. This Ordinance shall become effective immediately upon its enactment.

APPROVED AND ADOPTED by the Town Council of the Town of Windermere on the ____ day of _____, 2020.

Town of Windermere, Florida
By: Town Council

By: _____
Jim O'Brien, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First Reading: January 14, 2020

Advertised:

Second Reading:



EXECUTIVE SUMMARY

SUBJECT: INDIVIDUAL PROJECT ORDER NUMBER 107: KHA Ward Trail Concept Plan Phase 1

REQUESTED ACTION: Board Option

Work Session (Report Only) **DATE OF MEETING:** 1/14/2020
 Regular Meeting Special Meeting

CONTRACT: N/A Vendor/Entity: _____
Effective Date: _____ Termination Date: _____
Managing Division / Dept: _____

BUDGET IMPACT: \$49,970
 Annual **FUNDING SOURCE:** Multi Modal Path Funds: General Funds
 Capital **EXPENDITURE ACCOUNT:** Public Works
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

Attached is a scope of services for the feasibility analysis of Windermere Ward Trail, Phase 1. This includes preliminary analyses by environmental, drainage, roadway, and Landscape Architecture staff to develop concepts & costs, coordinate with permitting staff, perform public outreach, and deliver a feasibility study and concept plans.

The cost will come out of the monies the Town has saved for this project. Once a concept plan is created, the Town can proceed with applying for grants, earmarks or funding the project thru operational funds.

INDIVIDUAL PROJECT ORDER NUMBER 107
December 12, 2019

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated May 15, 2019, which is incorporated herein by reference.

Identification of Project:

Project: Ward Trail Concept – Phase 1

Client: Town of Windermere

I. PROJECT UNDERSTANDING

A Concept Plan is desired for a multi-use path between North Street and Lake Butler Boulevard, in the area between Old Main Street / South Lake Butler Boulevard and Main Street/Maguire Road.

The Town desires to determine the costs, schedule, alignment, and impacts associated with the multi-use path. The path will also include a landscaped buffer and linear drainage retention areas.

II. SCOPE OF SERVICES

Task 1 –Meetings

Kimley-Horn will prepare for and attend up to three (3) staff meetings. It is anticipated that this will consist of a kickoff meeting, a typical sections meeting, and a meeting near the end of the project to discuss the results.

Kimley-Horn will prepare for and attend up to two (2) workshop meetings with Town residents. Kimley-Horn will prepare for and conduct the meetings then document the discussions via written workshop summaries. Town will provide the venue for the meeting.

Kimley-Horn will present project results to the Town Council in a regular meeting and in an adoption hearing.

Task 2 – Data Collection and Site Visit

Kimley-Horn will gather existing readily available planning, environmental, land use, and engineering information to perform the feasibility study and develop the Concept Plan. The existing conditions data will be collected as geospatial data compatible with ArcGIS and CAD files. Kimley-Horn will contact Town staff to obtain the following data if available:

- Available rights-of-way;
- Canals and water bodies;
- Utility data;
- Parcel data;
- Bridge concept data;
- Available survey data.

Kimley-Horn will review readily available GIS databases to determine listed species known in the area or those species that could potentially occur on the project site or immediate vicinity. Kimley-Horn will review the existing land use/land cover as mapped by the South Florida Water Management District (SFWMD) and the existing soil survey. Habitats will be mapped, including wetlands (if any), within the project limits to determine if the project will have any direct or secondary impacts on wetlands or surface waters.

Kimley-Horn will conduct a project site visit with drainage staff, environmental staff, and trail design staff to assess the current constraints and opportunities along the proposed corridor. This assessment will consist of:

- Visible drainage features and structures to consider.
- Environmental features consisting of listed species, habitat and or wetlands or surface waters.
- Trees and landscaping features:
 - Identify large trees that may affect or enhance the alignment of the proposed path.
 - Identify areas for clearing and grubbing.
- Existing pedestrian features including sidewalks and crosswalks.
- Additional Features:
 - Notable above ground utility features, including pull boxes, poles, and other above ground features.
 - Regions of the corridor with notable grading and slopes.

Photographs and aerial maps may be provided to show details of the project and apparent obstacles that may impede the project's constructability.

Task 3 – Linear Retention Feasibility

Kimley-Horn will subcontract with and coordinate with a surveyor to identify edge-of-pavement elevations along the west side of Main Street/Maguire Road in 100' increments. Kimley-Horn will use the elevations to determine the feasibility and costs associated with converting to a curbed section.

Kimley-Horn will prepare a drainage study and documentation of findings to identify options to reduce the discharge of sediment into the lake. These options may include roadside swales, berms, inlets and a linear stormwater management pond. Recommendations will consider water quality treatment best management practices (BMPs) options such as bio-swales, vegetated riparian areas, and/or engineered wetlands or filter media applications and will determine up to three (3) alternatives. Kimley-Horn will coordinate with the South Florida Water Management District to determine design and permitting requirements for the proposed features. The report (as described further below) will document alternatives, drainage calculations, provide recommended solution(s) and sketches that will assist in the scoping of design and permitting of the overall improvement selected by the Town.

Task 4 – Development of Concept Plans

Kimley-Horn will develop up to three (3) typical sections or example plan view perspectives of the corridor, with variable path, drainage, and landscaping elements. Kimley-Horn will develop graphic concepts of low maintenance, Florida friendly landscaping elements to be

included in the landscape buffer. The concepts will consist of renderings, pictures of example plant types, and precedent photos.

Town staff will select a preferred alignment for the path, landscaping buffer, and retention / drainage facilities and provide direction on landscaping elements based on the benefits and drawbacks, preliminary cost information, maintenance considerations, and public input.

Kimley-Horn will develop a conceptual plan depicting a planning level layout of the identified improvements on 50 scale plan sheets. Cross-sections, details, and precedent images may be provided with additional information regarding the site conditions and design constraints.

The concept plans will include:

- Notations of the apparent right-of-way along the corridor.
- A typical sections showing the proposed path, landscaping buffer, and linear retention areas.
- A conceptual alignment of an 8' wide multi-use path, landscaping buffer, and linear retention areas.
- Identification of observed notable utility features in conflict with the proposed path.
- Locations of proposed pedestrian improvements.
- Locations of potential utility relocations (if applicable).
- Locations of potential environmental constraints (if applicable).
- Locations of potential drainage modifications (if applicable).

Kimley-Horn will provide one round of modifications to the concept plan based on direction from Town staff.

Task 5 – Opinion of Probable Costs

Kimley-Horn will prepare one (1) opinion of cost for the design of the multi-use path. Kimley-Horn will prepare one (1) planning level Engineer's Opinion of Probable Construction Cost (OPCC) to construct a multi-use path, landscaping buffer, and linear retention areas within the proposed corridor. The OPCC will be based on historic unit costs and quantities.

Task 6 – Preparation of a Feasibility Report

Kimley-Horn will prepare three (3) hard copies and one (1) electronic copy of the Draft Report for the Town. The Draft Report will consist of a brief project description, plans and exhibits, site visit photos, evaluation of alternative drainage, landscaping, and path options. Kimley-Horn will summarize results of the environmental research and prepare a location map, soils map, land cover map and species map (if applicable). The report will also include a summary of environmental permitting efforts (Local, County, and State) that would be needed for this project.

The concept plans will be provided in the feasibility report along with the planning level OPCC for the project. Kimley-Horn will submit the draft report to the Town.

Once comments are received from the Town, Kimley-Horn will revise and finalize the study based on a singular round of comments, and provide an electronic copy to the Town for review.

Kimley-Horn will then provide five (5) printed copies and one (1) electronic copy of the Final Report to the Town.

III. PROJECT DELIVERABLES

- Draft Report and Concept Plans
- Final Report and Concept Plans
- Meeting materials

IV. ADDITIONAL SERVICES IF REQUIRED

The following services are not included in this IPO, but may be performed if authorized by the Town. Payment for these additional services will be agreed upon prior to their performance.

- Attendance at meetings in addition to those noted in the scope of services
- Additional concepts
- Additional Opinion of Probable Construction Cost (OPCC)
- Design and construction documents
- Bid assistance
- Detailed listed species surveys
- Formal delineation of wetlands
- Enhanced renderings

(this space intentionally left blank)

V. SCHEDULE

Kimley-Horn will provide the Draft Report to the Town for review within sixty (60) days of receipt of the Notice to Proceed (NTP). Kimley-Horn will finalize the study within three (3) weeks after receiving comments.

VI. METHOD OF COMPENSATION

Kimley-Horn will perform the services in Tasks 1 – 6 for a lump sum fee of **\$49,970**, inclusive of expenses. A breakdown of fee by task is provided in the table below.

TABLE 1: STAFFHOUR ESTIMATE

Task	Fee
Task 1: Project Coordination and Meetings	\$11,700
Task 2: Data Collection and Site Visit	\$10,000
Task 3: Linear Retention Feasibility	\$7,820
Task 4: Concept Plans	12,120
Task 5: Opinion of Probable Costs	\$2,110
Task 6: Feasibility Report	\$4,620
<i>Subconsultant: Survey</i>	<i>\$1,600</i>
TOTAL	\$49,970

Lump sum and hourly fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____
Hao T. Chau, PE

TITLE: _____

TITLE: Associate _____

DATE: _____

DATE: _____

PARKS & RECREATION COMMITTEE

Members:

Nora Brophy – Chair
Leshia Miller – Vice Chair
Doug Bowman – Secretary/Treasurer
Donna Steele
Sherry Cassidy
Frank Krens
Tracy Mitchell

Council Liaison:

Bob McKinley

11/14/19 - Thellie Roper spoke in favor of restoring the volleyball court at Park Among the Lakes. Committee members shared that it had been moved to Windermere Recreation Center due to safety concerns. The committee will consider other locations for volleyball courts. **NOTE: This item will be deleted from next report.**

Windermere Pet Fest – Scheduled for Saturday, March 7, 2020. 10/10/19 – Committee is looking for event sponsors.

18th Annual UMC Run Among The Lakes – Scheduled for Saturday, April 4, 2020. 10/10/19 – Event planning is underway and evaluation is underway to solicit bids for Race Coordinator. 11/14/19 – Nora Brophy, Frank Krens and Sherry Cassidy were appointed to a sub-committee to search for a race coordinator. So far 125 people have signed up for the 2020 run. **12/12/19 – Committee approved \$360.00 for Nora and Frank to attend a Run Signup Symposium in January.**

Halloween Costume Parade and Hayride – Scheduled for Saturday, October 26, 2019. 8/8/19 - Estimated attendance of 250 kids. 10/10/19 – Set up of Town Hall is scheduled for 3:00 pm on Friday, October 25th. Final set up and outdoor preparation is set for 8:00 am on Saturday, October 26th. Final arrangements have been made and Scott Brown has obtained a couple of trailers from Dobson's Wood & Water. Public works will set up for required safety measures. Mayor O'Brien will lead the parade and read stories. 11/14/19 – Approximately 250-300 kids showed up for the event. Thanks to Public Works and Police departments for their assistance. Committee is considering the hiring of a magic act next year to replace story time due to noise and crowding. A big thank you to the many volunteers and the WAY Committee for their assistance in making this event a success. **NOTE: This item will be deleted from next report.**

Tennis – 8/8/19 - Marcello reported that 18 kids participated in the Summer Tennis Camp. 9/12/19 – Doug Bowman reported that he is attempting to coordinate for a Women's Clinic for Monday and Wednesday mornings, a Children's Clinic for Monday, Wednesday and Thursday

evenings and an Adult Clinic for Monday, Tuesday, Wednesday and Thursday evenings. 10/10/19 – Doug Bowman clarified tennis information. Kids will play tennis on Mondays and Wednesdays from 5:00 - 6:30 pm and on Tuesdays and Thursdays from 5:00 – 7:00 pm at Windermere Recreation Center (WRC). Women’s clinic will begin on 11/5/19, and be held on Tuesdays from 9:30 – 11:00 am at WRC. Women’s team play is held on Mondays and Wednesdays from 9:00 – 11:00 am at WRC. An Introduction to Tennis for Adults is scheduled for Wednesday, December 4th from 6:30 – 8:00 pm at WRC. The Committee approved up to \$120 for this event. 12/12/19 – Committee agreed to hold Tennis Socials on the third Wednesday in January and February. Approved a total of \$450.00 to cover the costs for events in December, January and February. The event in December was very successful and these socials should increase tennis participation by Town residents.

Central Park – Scott Brown is obtaining quotes for water fountain and exercise equipment. 8/8/19 - Estimated \$15,200.00 for water fountain. Need to obtain quote for metal exercise equipment for longevity. 9/12/19 – Revised estimate after receiving final quote for water is \$17,000.00. Committee approved up to \$33,000.00 for metal exercise equipment. 10/10/19 – Town Council Approved expenditures. Scott Brown reported that OUC will be charging almost \$3,000 to provide and set the water meter. 11/14/19 – Committee agreed to walk through Central Park and finalize locations for exercise equipment. Equipment has since been installed and is ready for use. 12/12/19 – Water line will be installed on 12/13/19.

Fernwood Park – Underbrush cleared from uplands and treatment started to clear wetland underbrush. Walk through will be conducted with Public Work on July 17th to determine which trees need to be removed. 9/12/19 – Conducted walk through and inspection. Removal of brush and invasive tress progressing as planned. Scheduled another walk through for Tuesday, September 17th at 1:00 pm to visualize plan for nature walk boardwalk. 10/10/19 – Several Committee members met at the park on 9/17 and staked out a rough position for the nature walk boardwalk so Scott Brown can begin getting quotes. 11/14/19 – Scott Brown announced that the cost would be \$8,500 for the design and permitting for the nature boardwalk. 12/12/19 – Committee approved NTE \$8,500.00 for Fadden to perform this task. Scott Brown presented quote to Clear a portion of the lakefront including a large stump. Committee approved NTE \$7,700.00 for Karina Lakefront Maintenance to perform this task.

Park Among The Lakes – Public Works has ordered 2 picnic tables and a trash can. 9/12/19 Trash can has been received. Picnic tables have been shipped. 10/10/19 – Scott Brown advised the committee that the picnic table is scheduled for delivery tomorrow 10/11/19. 11/14/19 – The picnic tables have been received and installed. . NOTE: This item will be deleted from next report.

Lake Down Park – Clearing out of lakefront and around dock completed. Dock has been lowered. Scott Brown is obtaining reflective material to post on lake side of dock. Add split rail

fence at end of 4th Avenue and railroad ties to mark parking spots. Removal of invasive trees is in process. Clear out east side of 5th Street dock to enlarge usable area. Reflective strips added to lake side of dock. Memorial bench honoring Bill Criswell was donated by Windermere Rotary and will be mounted on end of dock. 9/12/19 – Additional cypress trees to be added on 9/23. Fill added to parking area. Scott Brown is obtaining quotes for park signage. Waiting on rendering. Clearing out of east side of park area is in process. 10/10/19 – Additional cypress trees have been added and additional fill for the parking area has been added. Treatment and clearing of east side of 5th Avenue dock in progressing well. Scott Brown will evaluate relocation of fence along that part of the park. 11/14/19 – Frank Krens reported that Windermere Rotary will vote next week on approval of the \$1,150 for the Bill Criswell memorial bench. 12/12/19 – Frank reported that Windermere Rotary has approved the cost of the memorial bench.

Lakefront cleanup of all parks is in process.

Annual walk through/inspection of parks set for Saturday, August 24, 2019. 9/12/19 – The following notes were provided as a result of the walk through and inspection of the parks.

Windermere Recreation Center –

1. Repair/resurface floor of pavilion.
2. Replace rotting wood framing around electrical box.
3. Remove dead pine tree along walkway to bridge.
4. Replant trees between tennis courts and pavilion walkway.
5. Remove branch that is touching bathroom facility.
6. Remove section of railing on dock and add cleats and ladder.
7. Replace missing post cap on dock walkway.
8. Repair volleyball cord. Add borders and sand. Remove weeds.
9. Repair bathroom flooring.

Fernwood –

1. Add berms/swales at end of roadway near lake.
2. Add large oak tree in center of roundabout.
3. Add border to roundabout to prohibit parking.
4. Add hedge along chain link fence on west side.
5. Consider adding gravel in circle driveway area.

10/10/19 – Holiday Hoopla – Co-Chairs Bonny Elder and Heather Churchill attended the meeting. It was decided to make the Holiday Hoopla Committee a sub-committee of Parks and Recreation. Their funding will be designated within that sub-committee. 11/14/19 – The Holiday Hoopla/Town of Windermere Social Committee members are: Co-Chairs Bonny Elder and Heather Churchill, Stephanie Weisz, Christine Yonge, Lily Siviglia, Vanessa Kunkel, Morgan Kimmel, Amanda Bird, Colleen Williams and Liz Andert.

The 38th Annual Holiday Hoopla is scheduled for Friday, December 6th from 6:30 – 9:30 pm. Invitations have been mailed out. 12/10/19 – The Holiday Hoopla was a very successful event and hundreds of Town residents attended and enjoyed the festivities. The Town Hall and surrounding area was beautifully decorated with Christmas and Holiday decorations. A big thanks to all of the committee members and the many volunteers that helped make this such a success. A big thank you also goes out to Vicki Hearst and Carolin Warren for their help. **NOTE:** This item will be deleted from next report.

Next meeting set for Thursday, January 9, 2020, at 5:00 pm at Town Hall.

PROJECTS UPDATE MEETING JANUARY 2020

For previous updates on each item please refer to December 2019 minutes

Attendees:

- Scott Brown, Public Works Director
- John Fitzgibbon, Town of Windermere
- Nora White, Town of Windermere
- Chris Sapp, Councilman Liaison
- Hao Chau, Kimley-Horn & Associates, Town Engineering Consultant
- Mike Galura, Michael Galura Engineering Consultants, Town Engineering Consultant

- **NPDES (National Pollutant Discharge Elimination System): *The NPDES permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States. Since the Town discharges into the lakes we are required to maintain this permit. 10/18: MBG addressed additional comments for NOI and Annual Report. Per conversation with Jason Maron, response to audit is complete. Awaiting completeness and acceptance letter. Issuance of NOI, Cycle 4 pending. MBG will distribute forms to be used for compliance (i.e., fleet maintenance, erosion/sedimentation control, etc.). Community project scheduled for Saturday, November 3rd (clean-up on lakefront, etc.) per Scott Brown. Final reading for ordinance scheduled for November 13th TC meeting. TM to coordinate with Da'Shanta and Diane on distributing Stormwater pamphlets with Boat Ramp Keys. TM reached out to BC and PDCS as well. Town received additional comments for NOI from Jason Maron. MG to address and resubmit. Comments are minor – MG to try to have responses by next week. MG to work on additional stormwater related brochures for rack in front of receptionist desk. MG coordinate with Diane on Gazette articles and number of Gazettes' issued. MG to provide Town with public education brochures for front magazine rack. Mike had DEP public notice published in February 10, Sunday edition of Orlando Sentinel. Inquiries to be made to Jason Maron, FDEP. Expecting NOI to be issued this month. MG contacted Jason Maron, DEP, for status of pending NOI. Received violation by residential builder. Coordinate with Dianne on Gazette on stormwater related articles. Awaiting Notice of Public Petition to be published in Orlando Sentinel (to be published this Saturday). Once published, need to forward proof of publication to Jason Maron, FDEP. Proof of Publication for Public Petition from Orlando Sentinel forwarded to Jason Maron, FDEP. Issuance of NOI Cycle 4 pending (permit issued May 3, 2019). KH to pick up NPDES tasks from MG based on KHA being selected as Town Continuing Consultant. KHA will prepare NPDES brochure and in-house training schedule. MG to send SOP's to HC for NPDES compliance. HC to prepare brochure for stormwater related subjects. Articles to also be published in quarterly Gazette. Violations being documented. HC to prepare stormwater related articles for the quarterly Gazette. Training is will also be initiated (late March and before Memorial Day for Town employees). Subject will range from illicit discharge to stormwater and sediment control. HC preparing for FDEP audit. Jason Maron, FDEP, to be in Town 10/24 to review Town NPDES program. KHA will be working on Gazette article for next publication. SB to provide deadline for submittal. Monthly sweeping and documentation will continue. Two (2) violations noted by JF and coordinated with BC of Wade-Trim. KHA working on Illicit Discharge power-point presentation, scheduled for March/April 2020. Draft of presentation to be provide to TM and SB in November. SB and KHA attended FDEP audit. SB and KHA to continue to coordinate with NPDES staff to provide documentation and forms. Supply KHA with street sweeping and vacuum truck quantities. Submitted article for Gazette. First training in March to include documentation forms. SB spoke to Enviro-Services to map drainage infrastructure. 1/6 **HC coordinating with SB on street sweeping quantities and drainage structure debris quantities. March training with HAO*****

- **Orange County LMS:** Orange County Local Mitigation Strategy (LMS) is comprised of the County and other governmental jurisdiction within it to plan and prepare for natural disasters. These projects are funded by FEMA. FEMA has dedicated \$15 million to the County to fund various projects. TOW has submitted 7 projects for funding including W Second Ave. This is a 25% match program. The process takes about 2 years. 10/18: MBG ask Jason Taylor for status. MG to review comments for 5 HMGP projects from DEM (Douglas Galvan) and address within 15-days for 5 projects. MG to resubmit by DEM timeline. MG resubmitted revised Pre-Disaster application for funding of Preliminary Engineering for West Second Avenue. Geotechnical and Surveying services were not eligible because the services were performed before the Hurricane Irma disaster declaration. Awaiting word on technical review of HMGP applications. Update on Hurricane Irma HMGP applications (contact Douglas Galvan on status update). LMS Working Group Meeting scheduled for later in May (May 22nd). Jason Taylor encouraged the submittal of applications for Tier 3 projects under Hurricane Michael disaster declaration. JT feels that there will be substantial money available due to rural and smaller communities in the Panhandle not being able to provide matching funding sources for HMGP applications. MG to notify JT of budget change for West Second Avenue for Preliminary Engineering. KHA to work on Hurricane Michael applications (due August). MG to continue on Hurricane Irma tasks. MG to address comments from Mitchell Plummer, Engineering Specialist, Mitigation Bureau, Florida Division of Emergency Management by 07/12/2019. These projects are:
 - 4337-693: 3rd Avenue and Magnolia Street Drainage Improvements; 1/6 *MG to email new lead for status*
 - 4337-694: 6th Avenue and Butler Street Drainage Improvements; and 1/6 *MG to email new lead for status*
 - 4337-695: 9th Avenue/10th Avenue and Oakdale Street Drainage Improvements 1/6 *MG to email new lead for status*
 - 4337-697: West Second Avenue TM executed agreement and it was send back to DEM for their execution and authorization to proceed with the Phase I design services. *1/6 Executed contract. Waiting on FEMA to sign. Mike to revise scope and TM to work on title search for end of second and easements. Public Workshops will be included again. 18 months since last meeting.*

DEM is reviewing the technical/engineering aspects of these projects for eligibility, feasibility and cost-effectiveness.

MG to attend LMS meeting on Wednesday August 21st at Orange County OEC (10:00 am). MG mentioned money may be available under Tier 3 funding for Hurricane Michael. Town to consider projects.

MG is to submit an HMGP for the Lake Down retaining wall under Hurricane Michael. Project will only be eligible under Tier 3 money. Applications considered by the State (DEM) is on a first come, first serve basis.

MG continuing to prepare HMGP application for the Lake Down retaining wall improvements under Hurricane Michael. MG to e-mail DEM engineers for application status for Hurricane Irma. MG resubmitted Lake Down Wall Improvement project to Daniel Negron, P.E., Orange County Public Works, for consideration by the Planning Committee for endorsement.

Initial approval for West Second Avenue Phase I Design with funded budget of \$80,000. After Phase I is complete then Phase II for Construction will begin. Estimated total cost is \$900,000 for both phases. Still waiting to hear back on other 3 projects.

Administration change at the Orange County LMS. Jason Taylor no longer LMS Manager.

- **FIRST Avenue and FOREST Street Drainage Improvements:** Grant awarded to TOW to address flooding within the Basin. 10/18: MBG awaiting all cancelled checks to prepare reimbursement form to SFWMD (Nestor Garrido). No further complaints on the project. Town is monitoring system for condition and adjust as needed per TC directive. Vacuuming service RFP sent out by SB. Bid opening November 8th at 3:00 pm at Town Hall. MG to still look at possibility of covering grates on roadway. MG submitted initial request for reimbursement. SFWMD responded and needs unique Town invoice number to process request. Debbie Wilson provided MG with unique Town invoice number. MG resubmitted invoice to Nestor Garrido. Town received \$175,000 reimbursement from the SFWMD. Project Complete. MG to review alternatives to grates in lieu of Mack Concrete's recommendation to cut inlet top and precast top with manhole frame and cover. Potential filter per JF – test site. Further evaluate grates on First Avenue on whether to cap or maintain. MG to apply for DAC Recovery funding from DEM. \$31,564.07 is requested for DAC funding. MG to work to submit next week. DAC application submitted to Amanda Campen, Florida DEM, Bureau Chief of Recovery, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32301 on July 1st, 2019. MG to follow up on submittal. KHA to review drainage system and provide Individual Project Order (IPO) for recommendations and possible upgrades. Data collection for project fix. MG provided topographic information to SB per resident request. Project completed, reimbursement received. KHA to address additional concerns regarding project improvements. IPO released to KHA on analyzing alternatives to maintain stormwater within the Town right-of-way. HC to provide summary to TM. Draft Report to be submitted to TM and SB by Monday 10/7. KH submitted draft report to TM and SB. TM and SB have reviewed and have no comments. KH to submit final report with opinions of probable construction costs. HC reviewed DRAFT report which will be revised and submitted to SB for review. TC meeting on 12/18 for discussion of the report. 1/6 **Final report submitted by HC to TM and SB. Workshop with TC scheduled for January 28th (KHA to present). TC to review scope of concept design.**
- **RR ROW (Sidewalks, Multi Modal Path, RR ROW):** Town Council approved the purchase of the Ward/DP Lynn interests in the Railroad ROW. Once acquired the Town would be able to use the property for various projects: multi modal, stormwater, and landscaping) This would also allow for possible property swaps with those that own the RR Row so the TOW would have a continuous corridor from 12th/chase to Windermere Rd. 10/18 November 1st advertising period. TM working on negotiations for property swap. Conceptual design will commence once the property agreement is finalized. SB is coordinating with the Rubio's on property donation adjacent to Lake Down-Lake Butler canal. Still waiting on Wards. Awaiting on closing on property swap with the Town. Expect closing in April. Next agenda for resolution to vacate 20' on Dirt Main and provide it for the property owner (Ward). TM negotiating with property owner adjacent to Lake Down canal. The closing is next week. TM providing information to closing agent. Workshop held Monday night. TC approved property swap. TM to talk to residents on Lake Butler Boulevard for swap/purchase of RR property. SB still talking to Rubio's, updating TM on status. TM looking for funding sources for project (FRDAP, etc.). Rubio's agreed to donate land pursuant to conditions to be addressed by the Town. To be on July TC meeting. TM sent documents to Sorenson. SB to discuss contract with Rubio's. Heather to draft agreement for Rubio's. TM – after property acquisition, review multi-modal concept plan with Wade-Trim or KHA. SB working on funding opportunities to design project. To be named Windermere-Ward trail (prototype name – provisional). SB still negotiating with Rubio's – language in agreement for disclosure statement. Gray-Robinson to prepare agreement language for the Rubio's to approve. Memorial plaque to be provided as part of the agreement. No change. SB continuing to coordinate with the Rubio's regarding donation of railroad right-of-way property. Sorenson property

in closing stage. Anticipated completion by December 2019. Scott spoke Rubio and will continue to coordinate with Rubio for their review and signature. TM to work with both KH and Wade Trim on survey, concepts and design from North to Park Ave. Rubio property donation completed. Phase I will be from Park Avenue to North Avenue. Funding to be applied through the MPO TAC. KHA working on scope for Concept Design. 1/6 **TM Received Scope and under review for approval at January TC meeting.**

- **Second Ave:** Town Council approved the widening and stormwater projects for West Second Ave. Staff met with public and have a conceptual design. Staff waiting on Orange County LMS response for funding before design can be brought back to residents and TC for Approval. 10/18. No change. Awaiting Notice of Funding from FEMA/DEM from Hurricane Irma. MG to address comments from DEM (Douglas Galvin) regarding project costs. MG addressed with Douglas Galvan. MG to coordinate with Douglas Galvan, DEM, on project status. No Change. MG e-mailed Douglas Galvan – no response to date. Applications under technical review – fiscal review complete. Continue to fill in edge of pavement. None. MG addressed RFI's from DEM Environmental Reviewer regarding project limits (project limits in latitude/longitude format). No change. MG to request status of HMGP application review. Still waiting on LMS contract. TM to coordinate design approval and workshops. TM executed Phase I agreement and sent back to DEM for approval and authorization to proceed. Total authorization is \$79,400 (75% Federal, 25% local share). 1/6 **Awaiting on executed contract with DEM for authorization for Notice to Proceed. Need Easement and Title Search. Also more Public Hearings.**
- **Downtown Lighting Project:** The Town of Windermere recently changed from halogen to LED lights. We are now working on getting additional lights in areas but looking to work with Duke on process/need/cost. In addition, we are working with various companies looking to co-located small cell towers on our existing lighting. 10/18 Crown Castle considering 5G cell towers in Windermere. No applications received by Brad Cornelius (BC) as of yet. Working on application process. SB talked to Mike Smith, Duke Energy, for light/pole installation and permitting. TM needs application, cost estimate and clarification on policy. Major corridors (Biscayne – 12th Avenue to Windermere Road) and residential areas (Top Hats) for lighting envelope. No response from Mike Smith on SB's e-mails. Continue to follow-up with Duke Energy on street lighting. Send e-mail to Debbie Clements. SB met with Mike Smith last week. Look at photo metrics for area north of canal where it is currently not lighted. Still waiting on Duke Energy on photo metrics. SB waiting on Mike Smith. No change. New liaison with Duke. SB has received monthly cost from Duke for lighting from Parkridge Gotha to North. Duke to provide construction cost estimate for what Town is responsible for. Anticipated receipt from Duke in 60 days. Possible item at the Feb 2020 Board Meeting. Mike Smith to provide costs for lighting based on concept drawings. 1/6 **Mike Smith provided cost to SB. From Parkridge-Gotha Road to Lake Down-Butler canal, it would cost \$240,000 during day and \$280,000 for night work (Construction and MOT).**
- **Signage:** TOW looking for consistent signage within Town. Part of Branding Revitalization. Street signs have been installed along major roadways. Now focusing on interior signage to make sure they are correct type, meet specs and are justified and enforceable. 10/18: SB to look into Parking Directional Signage when 5th/Forest is complete. Town Entrance Signage placed on hold. SB to look at parking directional signage. Parking directional sign ordered by SB. SB to meet with contractor on parking signs and public parking signs. Keep 10-ton weight limit for bridge over canal. SB to order sign for 10-ton limit. Parking signs are expected to be received this week. New speed limit signs installed by SB. Look at installing DO NOT BLOCK INTERSECTION signs at intersections. SB to look to add in next round of regulatory signs. Most signs have been maintained by PW. Some signs may need to be

replaced due to age. SB to monitor. SB awaiting quotes for flashing beacons. DO NOT BLOCK INTERSECTION signage to be included in next FY budget. Re-visit event signage – coordinate with LRP. No change – Advanced warning “Stop Ahead” beacons have been ordered and will be installed at approach to Windermere Road on Maguire Road. Beacons on hold due to backorder at manufacturer. PW to continue to maintain sidewalks. Posts were received but were damaged and were return. LRP tabled entry and event signage for next meeting. Footers laid for the 2 beacons. Start upgrading regulatory signs. Main and First pedestrian signage – LRP to prioritize. LRP prioritized First and Main. New signs and decorative posts have been ordered to replace existing from Parkridge Gotha to downtown. New signs and decorative signs completed. Upgraded all regulatory signs from Parkridge-Gotha to downtown. 1/6 **Working on first reading for Ordinances for right-turn-only and fine amount for violations. Radar trailer purchased by PW (can be used for educational purposes). New and regulatory signs have been completed.**

- **Town Facility Update:** TC approved new facilities and to work on building in existing location. The funding would require a vote which should happen in March 2019. 10/18: ADG and Steven Withers working on the facility. Final drafts in November and public outreach in January in preparation for March 2019. Conceptual plans ready by November 27th TC workshop. Stephen Withers working with ADG on conceptual plan. TM to meet with public on Tuesday’s and Thursdays in January. Public forums scheduled for February. TC to review wording on referendum. Workshops continuing. Location seem to be getting a consensus from various committees. Referendum to be conducted in March. Next presentation on Tuesday at Rotary Club. Referendum for Town Facility passed. TM to meet regarding logistics of the implementation of the Town Facilities. Selection of Architect/review of concepts. RFQ for consultant selection and RFP for construction (sealed bids). Meetings with ADG and stakeholders. Working on RFQ for Construction Management At-Risk. To be advertised for responses from consultants with Construction Management capabilities (particularly for vertical construction). TM still negotiating with ADG. Awaiting on schedule for TM to issue Gantt chart. TM to prepare RFQ for Third Party Construction Management At-Risk. ADG contract to next TC meeting. Construction Management At-Risk services to likely be approved in July/August TC meeting. CMAR submittals being reviewed by selection committee (Stephen Withers, John Fitzgibbons, Scott Brown) for short list. ADG to go to July TC. Last public hearing completed. Concept plan to be adopted at August 13th TC meeting (Option 1). Once accepted, project will proceed with final design. CMAR shortlisted (three firms) and oral presentation this week. Once firm is selected, will be approved at September TC meeting. TC at August special meeting approved Town staff to begin negotiation with HJ High on CMAR contract. Council agenda for CMAR. ADG to do topographic and tree survey. Once completed, will meet with Town to discuss. Coordinating meeting with all parties. A kickoff meeting was held with ADG, HJ High and stakeholders. They are waiting on survey and geotechnical services to be completed. They are to provide Town with schedule. Phase I contract has been approved. KH to provide TM with IPO for 6th Ave roundabout analysis. KHA to request roundabout plans. MG to provide to Town and KHA. Principal Meeting next week. 1/6 **Closed on the loan. Approved KHA for the temporary facilities site plan (including survey). Preliminary arborist report received. 2nd report received on how to deal with trees during construction. Specific updates and milestones to be provided to TC. Finance to be included in all meetings.**
- **Fernwood Park FRDAP Grant:** **\$50,000 Awarded for Fernwood Park improvements. 10/18 SB working on RFP for Park Improvements for Fernwood. Project will match IDG approved plans. All contracts have been signed and waiting work from Andy Easton.** All contracts signed. SB getting surveys done for site. Have not received Notice to Proceed. Awaiting boundary survey which is required per FRDAP. All commitment documents submitted to FDEP. Title search kicked back by FDRP (prepared

by Gray-Robinson). Awaiting Notice to Proceed from FDEP. Notice of Commencement received from FDEP. 5-year CIP list to be built (SB to coordinate). TM requested items to be put on March/April TC agenda. Got Notice of Commencement. Come up with priority list for capital projects. PR to have a CIP list for SB. Central and Fernwood to be priority for FRDAP. SB has received cost estimates for drinking water fountains and butterfly garden. Dock quotes to be solicited by SB. Shoreline clearing will be in next FY budget. SB awaiting prices to remove invasive species from vendors. Dobson has removed invasive species in upland areas. Trees will also need to be removed. Aquatics company will continue to treat vegetation in waters. FWC and Orange County EPD permits have been amended. Invasive species being removed. Boardwalk concept pending based on removal of additional vegetation along projected alignment. SB stated approximate ETA for design is 6-months. Took down some large invasive trees. SB met with PR on footprint for trail and walkway. Obligation for boat ramp repair. Deadline to complete in 14 months under FRDAP conditions. Contractor is developing draft footprint and estimated cost for the boardwalk. Contractor provided SB with quote for the design, engineering and permitting of elevated nature walk. 1/6 **Nature trail in design phase by contractor.**

- **Central Park FRDAP Grant: \$50,000 Awarded for Central Park improvements. 10/18 SB working on RFP for Park Improvements for Central Park. Project will match IDG approved plans. All contracts have been signed and waiting work from Andy Easton. SB getting surveys for site. Title search kicked back by FDRP (prepared by Gray-Robinson). Awaiting Notice to Proceed from FDEP. SB getting quotes on drinking fountain and Frisbee golf baskets. SB expects quotes this month. Also getting quotes on exercise stations and drinking water fountain. SB waiting on final quotes for exercise stations. Will need to coordinate with OCU on connection for water fountains. PR recommended wood as opposed to metal exercise equipment. Still waiting on final quotes. Coordinating with OC Utilities for meter for drinking fountain. PR recommended metal as opposed to wood. Exercise equipment and drinking fountain (including water meter hookup) to be considered for TC agenda. Repairs completed on split rail fences and walking trail. SB expects Central Park improvements to be completed within the next couple of months. Include maintenance schedules from exercise equipment. Exercise equipment has been ordered. SB is coordinating to have the water meter installed for the drinking fountain. Exercise equipment installed. Awaiting OC for water meter installation for drinking fountain. 1/6 **OC completed water meter installation. Exercise equipment completed. OC meter accounts set up. Awaiting meter to be activated. Signage has been ordered, awaiting receipt of signs to be installed. TB to secure a landscape architect (with certified arborist) for tree mitigation plan.****
- **Cross Walk Improvements:** W&D has funded two cross walk improvements. First one on Second/Main and the next on 6th/Magnolia. 10/18 Two additional locations – 6th Avenue east of Ridgewood, and Main Street near Estancia. Funded one cross-walk. Location to be determined. Consideration for cross-walk locations: 1) 6th Avenue near Ridgewood Drive; 2) Main Street near Estancia. LRP to make recommendation and present to TC for approval. LRP has reviewed and approved Johnson Park crossing (east of Ridgewood), to be presented to TC for approval. More usage and higher volume of traffic. Cross-walk improvements completed. Look at an additional cross-walk based on availability of funding. LRP made 2 recommendations – 1) Estancia; 2) First Avenue and Main Street. Retrofit existing cross-walks. LRP recommendations made. Awaiting funding. No change. Waiting on Windermere W&D funds. No change. 1/6 **No Change. Awaiting on Windermere Wine and Dine. Crosswalk on Windermere Rd and Main should be completed soon**
- **1887 Schoolhouse:** HPB and Tree Board have worked on the planning and implementation of repairing and improving the grounds and structures. Currently HPB is looking at making sure the building is

sound prior to making additional improvements. SB sent out various requests for contractors and engineers to look at to no avail. In addition, SB was able to get a vendor to take care of the grove area to make sure it is well maintained and healthy. 10/18. Approved to replace citrus trees that have died and contract with maintenance firm. HPB to make decision on structure analysis. Working with Amanda Black on search for architect. HPB still searching for tree/grove maintenance. Architectural evaluation approved by TC. Based on architectural evaluation, HPB will generate a CIP. Architectural evaluation awaiting. The architect has conducted initial condition of schoolhouse. Architect to return to review the condition of the schoolhouse. Architect has returned several times to continue to evaluate. Architect sent in plans to Town for review. SB to be liaison for Eagle Scout project. HPB working with architect and on future CIP. HPB creating scope of work based on architect's evaluation. 1/6 HPB still having open discussions regarding the architect concept. HPB meets 1/8

- **The Willows Roadway:** The HOA Roadway Milling and Resurfacing was approved in FY 18/19 Budget. Will begin process once we receive FEMA money (Condition of TC). Design will include apron on Windermere Rd as well as sidewalk extension to Windermere Rd/Main with cross walk at that location. 10/18. Awaiting on FEMA money. MG and TM to meet to see where we are at with design and added scope for sidewalk, apron and crosswalks. Awaiting reimbursement from FEMA for debris cleanup. MG submitted supplementary proposal for crosswalk and sidewalk improvements to be included with the Willows milling and resurfacing improvements. Comments received from FEMA regarding waste disposal reimbursement request. State has approved, awaiting checks. MG to send Willows plans to SB and JF. MG to send IPO for external sidewalks. TM met with FEMA. Project is now in State's hand as far as releasing the reimbursement funding. MG received comments from SB and JF on plans to be addressed as part of final bid documents. MG expects survey from PEC this week to begin design of sidewalk ramps at the Willows and at the intersection of Maguire Road and Windermere Road. TM still awaiting FEMA reimbursements from Hurricane Irma. PAC/DAC – administrative costs for Hurricane Irma (\$31,000). PRELIMINARY sidewalk plan issued to SB and JF for review. Schedule date for Invitation to Bid (ITB) per TM. MG to finalize plans and Project Manual. SB to look at advanced warning beacons on Maguire Road at Windermere Road (to be done separate from Willows construction contract). SB working on cost for debris removal and coordinating with DEM (FEMA). RRFB on Maguire and Windermere Road. Pre-Bid – use certified arborist on tree assessment (included in summary of quantities list). MG working on comments by SB and JF on plan review. MG to update summary of quantities and Bid Form in Project Manual. Pre-Bid July 10, 2019 at 10:00 am (Town Hall). Bid opening on July 26th. On August/September TC meeting. Addendum No. 1 issued – clarify that Pre-Bid meeting is non-mandatory. On August 13th TC agenda for recommendation for awarding of bid. Prepare memorandum for funding options. MG to attend TC meeting. Pre-Construction meeting conducted. Arborist work removed from contract. October 1st, 2019 target date for Notice to Proceed. MG preparing contract documents for execution by All State Paving and the Town. MG to conform Project Manual and distribute. MG awaiting signed documents from All State Paving to prepare CONFORMED Project Manual with executed agreement and Notice to Proceed. All State submitted shop drawings for review and approval. LAS submitted their arborist report to Town regarding tree assessments. MG to attend HOA presentation on 10/16 at 6:00 pm at Town Hall. Pre-meeting next week before HOA presentation. Under construction and is on schedule. Currently demo of curb, sidewalk and tree removal is occurring. MG revised plan for cross-walk and RRFB location at Maguire Road and Windermere Road pursuant to field meeting with JF and All State Paving. Plan was reviewed by SB and issued to Contractor. Tree removal, sidewalk and ramp improvements completed. Jim Lingle and HOA engineer discussed fountain overflow concept with SB and JF. 4" sleeve to be constructed as part of Willows improvements as a contingency for overflow. 1/6 **Overflow for roundabout fountain was completed and constructed per Town comments. Project is 90%**

complete. Resurfacing completed. Sidewalk ramps completed. Signing and pavement markings partially completed. Sidewalk and ramp improvements at Maguire Road and Windermere Road completed (awaiting pavement markings). Awaiting JF and All State punch list before issuing Substantial Completion certificate. Discussions on pavement repair to be paid for by HOA due to damage by HOA while pavement was curing.

- **Street Sweeping:** Best Management Practice (BMP) under the stormwater NPDES program. 10/18 Ongoing. MG has article to send to TM, SB and JF. Ongoing. HC to consider street sweeping article for Gazette. No change. Ongoing. KH to prepare article in Winter Gazette about street sweeping. Due date is 11/22. MG to get street sweeping quantities from SB and determine TN (Total Nitrogen) and TP (Total Phosphorous) and submit the removals to DEP under their STAR program (State Annual Report). 1/6 HC to provide MG with quantities. MG to submit as part of STAR to the FDEP for pollutant load reduction reporting.
- **Vacuum-Truck Services** – Cleaning of stormwater structures and storm pipes. Bid awarded by Town to Waste Services Group at January TC meeting. Started on 8th and Bessie Street to Magnolia. Log of linear footage of pipe cleaning and volume of debris collected. Completed in 1-1/2 days. Scheduled for 12th Avenue and Oakdale Street stormwater project. MG to provide SB with copy of recorded drainage easements for the storm sewer system in the back of the homes. Next project is west 8th and Forest Street. Plan is to initially clean the entire system with a future target of bi-annual cleaning of systems. SB to receive cleaning logs from WSG for documentation for NPDES measurable goals. Provide measurable goals for NPDES reporting. Done with cleaning 12th and Oakdale Street. Moving next to west 8th Avenue drainage system for cleaning. TM to coordinate with SB on availability of funding for continuing work. Working on funding. Continuing the cleaning of stormwater/drainage structures. Plan to conduct bi-annually. SB to provide budget amount to TM. Completed west 8th Avenue and currently working on Lake Street. Targeting North Oakdale (north of 1st Avenue). Completed North Oakdale including First Avenue stormwater pond. Next is Johnson Park pond then Ridgewood ponds. Completed. SB will continue working with vacuum trucks for other projects. Completed main drainage basins. Biannual treatment of all infrastructure and also CCTV of infrastructure. Structures will also be GPS's for inventory. 1/6 SB to draft release on dewatering so there is no confusion as to what is being placed in stormwater ponds. Will also get costs on transport
- **Lakefront Maintenance:** TOW to control invasive species along lakefront that is under Town jurisdiction. 10/18: Awaiting Orange County for permits. Once received, invasive plants to be removed by selected contractor. Awaiting Orange County permits. To start in January. Received OC permits. All permits now received. Start herbicide spraying. Pond by Windermere Elementary also maintained. Aquatic Systems has been onsite for a couple of months. SB coordinating with David Hansen, Orange County Environmental Protection Division, regarding limits of herbicide application. Information on cleaning Town's social media pages. Ongoing. Monthly treatment (15 locations). Vegetation cleared at Windermere Rec Center pond. Ongoing. SB to assess Windermere Rec Center pond on water recovery – check lake levels for comparison. Spraying is on a monthly basis on lakeshore and in the parks. Continuing on monthly basis. On Lake Down, 5 cypress trees planted and sent documentation to OCEPD to close out the complaint. Ongoing. 1/6 SB received quotes to clean up the lakeshore (vegetation removal and tree removal). Continue to construct elevated boardwalk for nature trail.
- **Town Hall:** PW to inventory entire Town hall for improvements and repairs. 10/18: TM asking for long term needs of Town Hall – full assessment (i.e., lighting, kitchen, audio-video, etc.). SB contacted Landmark Construction for proposal. SB spoke with Landmark for numbers for quote. SB to contact Landmark Construction. SB talking to other contractors regarding quotes. SB requested proposal from

Edmundson. SB has meeting with general contractor to give him some prices. Ongoing for quotes. Need all fixed assets identified and provided to NW (for insurance purposes). W&D to consider helping with Town Hall fix. No Change. TM needs to complete inventory. W&D want to invest in Town Hall including: roof; kitchen; etc. Working on pricing with contractor over the next 60 days. W&D has interest in TH improvements. SB has requested scope of work and cost from HB & Associates for TH improvements. 1/6 **SB to meet with CPWG to do a complete evaluation of Town Hall (both interior and exterior), subsurface to roof including electrical, HVAC, sound and lighting, foundation, etc.**

- **Water Utility Master Plan:** TC approved master plan for water utilities for entire TOW. 10/18 - TM to issue RFQ for water master plan (entire Town). TM spoke with Wade-Trim on structure of RFQ. WT to meet with Orange County Utilities (OCU) regarding what OCU will need for RFQ. RFQ to be issued today on Town Website and DemandStar. Wade-Trim, KHA and CPH are the three consultants short listed for study. SB, JF and MG to review their proposals and select consultant for study. Oral presentations conducted on 3/17/19 (Wade-Trim, KHA). Consultant selection pending. Selection of consultant will be on TC agenda for approval. SB to issue ranking of consultants. Scheduled for April TC meeting. Awarded to Wade-Trim at April 9th TC meeting. WT to schedule kick-off meeting (SB, JF, MG to attend). Tentative schedule of 12-months to complete study. TM to consider lobbyist (2020-2021 FY, approximately \$60,000 for lobbyist) to assist in securing funding for implementing plan. June Technical Advisory Committee (TAC) meeting for project. Awaiting follow up schedule from Wade-Trim. TAC meeting with Wade-Trim (meeting in July). Presentation at September TC meeting. Web conference call between WT, Town and OC Utilities to be scheduled by SB regarding the water utility master plan on September 19th. Additional workshop with TC on September 23rd to be conducted to provide update and information on project status. October 22nd TC workshop with Wade-Trim to provide status of project. Scheduled for completion in March 2020. Presentation was completed on 10/20. OCU to provide flow information. Scheduled completion in March 2020. Ongoing. Coordinating with Orange County Utilities. WT requesting meter readings on hydrants for more accurate data. 1/6 **WT to provide update on coordination with Orange County. Confirm some flows and reevaluate fire hydrants (Orange County).**
- **Cut-Through traffic:** Town Council approved KHA to do study on cut thru traffic and determine where traffic originates. 10/18 Town Council Workshop on 10/30 Schedule follow-up meeting with KHA. KHA to conduct TC Workshop scheduled on 1/22/19. Includes evaluation of continuous right turn southbound from Main Street to Chase Road. Await recommendations. Presentation by KHA at February TC meeting Tuesday night. Work with OC on county level on Windermere Road/Main Street roundabout and Main Street northbound to Chase Road with exclusive right-turn lane to relieve traffic congestion. Brought to TC Tuesday night. Police to continue with 90-day study – compile data and further evaluate with KHA study. TM asked Brad Cornelius for an urban planning study – possibly RFQ. Workshop in May, included in budget analysis by TM. Workshop planned this month. CS – Update from PD. Number of travel counts received from KHA. Data evaluated and will be discussed again at July TC meeting. TM had meeting for ideas for cut-thru traffic. TM has meeting with County Administrator. To be discussed at September 23rd TC workshop. LRP took no action on cut-thru IPO's. Work on cut-thru traffic plan for Ridgewood Drive. LRP will look at Oakdale Street improvements. TM to schedule workshop for LRP recommendation for SE Quadrant. LRP made second recommendation for SE quadrant and Ridgewood Drive. No right turn on Ridgewood Drive and Lee Street (at certain times). LRP recommending to table the Ridgewood Drive one-way ordinance indefinitely and move forward with requesting revised traffic engineering study for time limitation no right-turn only on 6th Avenue at Ridgewood Drive and Lee Street. SE quadrant discussion at a later date depending on effectiveness of no-right turn signage at Ridgewood Drive and Lee Street. MW to review plan before 12/18 TC

meeting. 1/6 OC has requested projects from the Town. TM to talk to OC on initiative for the West Orange municipalizes (Town, Ocoee, Winter Garden, and Oakland) on coordinated effort on transportation and traffic management. Review comp plans, grid system, etc. 1/28 workshop on SE quadrant. 1/7 TM met with OC Commissioner Vandarley

- **Park Ave Stormwater Project:** TOW received complaints about standing water and flooding on south Park Ave across from School. Town put on notice of possible legal action. KHA, PW, and Staff working on solutions. 10/18: SB met with KHA to review and provide answers. MG and JF to review with SB (possible French Drain system). TM to approve KHA IPO for Design and Survey. Project 1 on list of CIP projects for FY 18/19 KHA (Mike Woodward) to proceed on design for project. SB and JF reviewed KHA plans and provide comments. Once completed, TC will issue project for bid. Notifications to be done by JF and SB for residents to be affected by construction. Coordinating with Orange County Utilities. OCU (Christina Crosby) has approved scope and fee for the relocation of their utility relocation as part of the drainage improvements. KHA to conduct design for utility relocation. Target Bid in April, construction in June. 90% design complete. OCU water main to be relocated. OCU will work with KHA to design relocate within the prescribed Town timeline. SB to upload the bid set plans on DemandStar and Town website. OCU has hired KHA for water main relocation improvements. Need agreement between Town and OCU on reimbursement for water main labor and materials for project. No bids received. SB to look at options for constructing the project. Quote received from Barracuda (lowest quote received). HC to request qualifications. Additional quotes received and to be evaluated. Project to be presented to August TC. HC to discuss with contractor lane closures. On TC agenda for approval. Contract with OCU to be signed by TC. Barracuda to initiate construction on October 1st, 2019. Shop drawings reviewed by KHA and approved 10/4. AT&T permit review completed on 10/3. Contractor to start construction on 11/06. 60% of sidewalk demolished, water DIP exposed to determine size of tapping sleeve. Dog house structure shop drawing approved by KHA for installation by Barracuda. 1/6 Project delayed by OC. Barracuda to request a change order for the bonding of the entire project. Original was to bond only for the utility improvements (per Orange County Utilities).
- **Bayshore Drive:** Flooding issues identified by residents. PW and Staff working to correct. Priority 4 on CIP for FY 18/19. 10/18: MG to provide quote for survey of easement. Staff to work on design. MG solicited proposal from PEC (\$650 for each easement, 2-easements). TM approved. MG will initiate go-ahead for legal description and sketches. MG to forward PEC approval page to TM for execution. SB to coordinate on easement agreements with two property owners. MG to check on easement with PEC. Legal descriptions and sketches completed and submitted to Town. Easement agreements being prepared by Gray-Robinson (TM to execute). MG to complete plans (comments provided by SB) and submit exemption request to SFWMD. MG completing plans – will apply for SFWMD exemption upon completion of plans. One of two easement agreements signed. MG to submit permit exemption once drainage easements are recorded. Once received, project will be solicited for bid. Exemption request has been submitted to SFWMD. Plans completed. Easement agreements received and recorded. Exemption granted by SFWMD. SB solicited the project for bid. Bids due June 22nd. Five (5) bidders submitted bids. Lowest bidder was Gregori Construction. MG to tabulate and evaluate bids and prepare recommendation for Awarding of Bid for August TC. MG provided SB with recommendation for awarding of bid (Gregori Construction). On TC August agenda for approval. Awaiting signatures from TM on agreement. MG to conform Project Manual and distribute upon receipt. Conformed PROJECT manual issued to Gregori with agreement executed by all parties. Contract issued for NTP October 1, 2019. Project is 180-day contract. Contractor to start construction this week. Gregori Construction completed swale and both driveways and culverts poured and completed. Structures to be installed

later this month. Awaiting sodding of swale. 1/6 All construction completed, structures, mitered end sections and driveway. Swale completed including rubble riprap at Lake Down canal.

- Sidewalk improvements/repairs (maintenance budget) outside of multi-modal project. 10/18: TC approved budget. PW to inventory sidewalks and prioritize for repairs. SB to inventory after first of the New Year. Await till February for inventory, work to be done after school is out for summer. No change. SB to inventory existing sidewalks, which will establish the funding needs to improve sidewalks. SB met with sidewalk contractor on project in front of Johnson Park. Contractor to begin sidewalk improvements on Summit and Highland. SB working on sidewalk list. Work in the Manors. Priorities to be established by next month. Sidewalk Repair Inventory prepared and completed by JF/SB. Based on sidewalks that need corrective action to be compliant with ADA. Survey presented in 8 sections with linear footage for each section for sidewalk repair/improvement. Planned for 2-year capital improvement plan. TM to update CIP based on JF inventory. Awaiting QES update on pavement management plan. SB – met with contractor. Manors will be first location to be addressed then Park Avenue. SB and JF to work on prioritization in developing a sidewalk CIP. CS requested a written CIP for each sidewalk improvement project in order to appraise citizens of project status. SB and JF completed priority map. SB & JF to provide CIP with year and cost. SB has a CIP for review of projected costs over a 5-year period (CIP attached to these minutes). Currently working in the Manors with approximately 75% complete of root-damaged sidewalks and other sidewalks in disrepair (i.e., trip hazards, cracking, etc.). 1/6 Contractor working at Manors on repairs, removing cracked panels and trip hazards.
- Bessie Street Stormwater Improvements: #2 priority on Stormwater improvements. Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. TC provided direction to revise IPO scope for September 10th agenda. TM to review revised IPO from KHA. KH to contact OC representative responsible for lake water quality testing. KH to provide responses to IPO comments. Awaiting to complete responses to resident concerns by KHA. 1/6 TM to review revised
- Butler Street Stormwater Improvements: #3 Priority on Stormwater improvements: Continuous maintenance issues and flooding. 10/18: MG to provide scopes. SB provide scopes to TM. On Hold. Awaiting HMGP application review. IPO to be presented at August TC. To be on August 27th special meeting agenda. TC provided direction to revise IPO scope for September 10th agenda. TM to review revised IPO from KHA. KH to contact OC representative responsible for lake water quality testing. KH to provide responses to IPO comments. . 1/6 Awaiting to complete responses to resident concerns by KHA.
- Marina Bay Stormwater Pond: 10/18: Standing Water. MG to investigate standing water issue, provide recommendation to Staff and determine any repairs needed. MG to investigate methods and permitability of pond modifications. MG and JF observed constant flow of water into the pond from the Marina Bay drainage systems. The constant flow of water is causing the pond bottom to be wet. There is an existing weep hole in the downstream control structure that does drain, but is overwhelmed by the amount of water entering pond. MG to prepare a report to TM to document observations. TM to schedule a meeting with HOA once report is received. Andi Reyes no longer with SFWMD. MG to contact Mark Daron, Regulatory Professional, to get a decision to partially restore under drain system that was removed for the project. Once Mark Daron provides a decision, then MG will coordinate with TM, SB and JF on the next step for rectifying pond system. Town would pay for cost, not under

MSBU. MG to have design and exemption request to SFWMD by end of the month. Per MG conversation with Mark Daron, the underdrain can be reconstructed under a maintenance exemption. He would issue the maintenance. MG completing plans and will submit PRELIMINARY to SB and JF for final review. MG to prepare cost estimate for improvements. MG to coordinate with Mark Ady of SFWMD on permit exemption (maintenance) for underdrain improvements. Exemption request submitted to SFWMD. Exemption request granted by SFWMD. To be bid today. Bid opening July 11, 2019. One bid received (Cathcart Construction). Second bid received after bid opening (Gregori Construction). Third contractor did not respond. MG to draft recommendation for awarding of bid for August 13th TC agenda. TC approved Gregori construction awarding of bid. Pre-Construction conducted – Notice to proceed to be issued after hurricane season. MG to proceed with preparing November 1st NTP and agreement to reflect the NTP date. Construction to start after Bayshore contract is completed. Gregori has completed initial clearing of pond vegetation. Currently working to get pond dry in order to begin installation of the underdrain piping. Opened up underdrain connection at control structure. 1/6 **Gregori continuing to construct underdrain system.**

- **Windermere Pavilion** – JF coordinating with DBC on site plan. Received two proposals for outdoor pavilion preliminary design (site plan and concept drawing). Presented to TC at April meeting. Meeting on Thursday. JF to follow up with Hunton-Brady. Review rough draft of rendering. Subcommittee revisions to concept plan provided by HB. Meeting scheduled for review on 9/11 at 10:00 am. Hunt-Brady to complete final plan and renderings. JF received updated version of renderings and will distribute to committee. JF awaiting on sketch of interpretation of drop-down roof version of rendering. Providing comments to H-B to complete final plan. 1/6 **One minor comment on the pavilion elevation, addressed by H-B. Expected cost to be between \$400-500K.**
- **Website.** TM getting quotes. Payment issue resolved. TM to add additional items to website. Beta test completed. Work out final details. Beta test to be sent out. TM to ask Diane for update. Beta test to be sent out (CS). CS to provide notes to Diane. No change. Looking at mid-October launch of new website. Ongoing. Anticipated implementation by January 1st. TM continuing to work with vendor. 1/6 **Need meeting with Chatter Buzz due to hosting issues on existing URL**
- **Signage Request: No Blocking Intersection.** **No change.**
- **Dirt Main (Rose Property).** Road water not flowing. Stormwater solutions pending (contingent on railroad right-of-way property swap). PW to address. Possible use of Town-owned property north of 10th Avenue for stormwater use. **On-going**
- **Marina Bay Inlet Erosion:** SB contracted Enviro-Waste to CCTV line to identify any failures and recommend remedial/rehabilitation options. Enviro-Waste completed evaluation. Code violation issued subject property owner/representative for collapsed pipe. Code officer to serve notice. Code enforcement officer has served notice to property owner. Awaiting response. 1/6 **To be taken to magistrate for resolution.**
- **Resident Concern on Parking Lot:** Additional landscaping to be added to address resident concern. SB met with church last week. SB to coordinate extending Town landscaping to cover gap. Landscaping will be installed prior to Christmas. 1/6 **Completed**

Acronyms

ADG: Architect Design Group

BC: Brad Cornelius, Wade-Trim
CIP: Capital Improvement Project
CE: Code Enforcement
CS: Chris Sapp, TC Liaison
DAC: Direct Administrative Cost
DBC: Downtown Business Committee
DEM: Division of Emergency Management (State of Florida)
EPA: Environmental Protection Agency (Federal)
FEMA: Federal Emergency Management Agency (Federal)
FDEP: Florida Department of Environmental Protection (State of Florida)
FDOT: Florida Department of Transportation (State of Florida)
FRDAP: Florida Recreation Development Assistance Program (FDEP)
H-B: Hunton-Brady Architects.
HC: Hao Chau (Kimley-Horn and Associates)
HMGP: Hazard Mitigation Grant Program (FEMA/Florida DEM)
IDG: Innovative Design Group
JF: John Fitzgibbon, Town of Windermere
KHA: Kimley-Horn and Associates
LAS: Legacy Arborist Services
LMS: Local Mitigation Strategy (Orange County Office of Emergency Management)
MG: Mike Galura (Michael Galura Engineering Consultants)
MPO: Metropolitan Planning Organization
MW: Mike Woodward (Kimley-Horn and Associates)
NOI: Notice of Intent
NPDES: National Pollutant Discharge Elimination System (EPA/FDEP)
NW: Nora White, Town of Windermere
PA: Public Assistance
PW: Public Works Department
PDCS: Town permitting company
RFP: Request for Proposals
RFQ: Request for Qualifications
RR: Railroad
ROW: Right-of-Way
SB: Scott Brown, Town of Windermere
SFWMD: South Florida Water Management District
STAR: State Annual Reporting (DEP)
SW: Stormwater
TAC: Transportation Advisory Committee.
TC: Town Council
TM: Town Manager (Robert Smith)
TOW: Town of Windermere
WBC – Windermere Baptist Church
WT – Wade-Trim



LIAISON REPORT

LIAISON: Williams

LIAISON ASSIGNMENT: Historical Preservation Board/Committee

HPB

DATE: 12/5/19

UPDATE:

HPB Meeting Notes / 1887 School House:

Update from Scott Brown from the Engineering firm, is that they should begin their work sometime by the end of the month or beginning of June. (They had some vacation scheduled which has delayed them getting started. Board voted to Restore the 1887 School House to the earliest version. The current siding does not represent earliest photographs of the building and IF the siding is deemed unsalvageable then they would like to change its orientation to a Horizontal Slat Siding that was on the building in the original class pictures. 5/29 . SB advised that the engineer will be starting their assessment within the next week. Members of the board asked for a notice of when they will be here to come and observe and ask a view questions once started. Also, the topic of taking another look at a fundraiser by selling engraved bricks for the path between the School House and the privy. Board agreed to start research and to possibly start this fundraiser out next spring. 8/28 : Approved July's Meeting minutes. Discussion for moving the Oral History Subcommittee to meet just prior to HPB Meeting each month. Discuss other avenues for raising moneys in the coming year. No update from Engineers on School House. 9/25: Did not meet. Received preliminary Engineers Report on schoolhouse. Will be on the agenda for review and comment at next meeting. 10/30 : Approved 8/28 Minutes / New Business: Charles & Janine Matteson presented proposals for a for an Eagle Scout Project & a Gold Award Girl Scout Project. 1. - Janine Matteson would like to digitize all our the HPB files and photos and then work towards building a "Digital History Museum" for the town. That could be possibly place on the town's website or other locations that have public access. Suggestions were made that maybe space in the lobby of the new

admin building for a video screen or somewhere else that has public access. 2. -Charles Matteson's Eagle Scout project would be to do some repairs to the Cal-Palmer building, including repairing the stairs, painting the building, landscaping and Installation of a Historical Sign for the building.

Both of these proposals were approved unanimously and projects will be detailed and forwarded to TM to be added to TC agenda for consideration.

Discussions on a Renovation Plan for the 1887 School House to be tabled for November Meeting. 12/5: Minutes for 10/30/19 Meeting. Update on the Eagle Scout/Gold Star Award project. Janine's has liasoned with an expert at Rollins College for education and guidance in Document storage. She is now "in process" of scanning and categorizing. 2 out of 24 boxes finished. Charles's project has been reduced to just painting the Cal Palmer building. The Eagle Scout committee felt that he had taken on to "large of a project". Committee reviewed the report from HB Associates on the Cal Palmer building audit. Committee reviewed and considered their recommendations and recommendations made by Mark Black who is helping us navigate the process. Committee agreed to break the process moving forward down to 3 or 4 sections, starting from the roof and trusses and working down. George Poelker will put together a summarized version for committee approval next meeting and we can move forward with getting it out for bids. Committee voted to move the HPB meeting permanently to the first Wednesday of each month. (January will be moved to the 8th) 1/8/20 - Over the holiday break, Charles Matteson's Eagle Scout project got underway. The Cal Palmer building was cleaned and painted. Charles has raised funds for a "historical marker" to be placed at the Cal Palmer Building. HPB reviewed and approved "wording" for the historical marker for the Cal Palmer Building and is waiting for approval from the State of Florida for their approval. This will be the Final piece of his Eagle Scout project. Committee also review initialed Strategic Plan for Restoration of 1887 School House. There will be further discussion and revisions planned for next month's meeting, and hopefully to be finalized for TC's review. The Strategic Plan will break down the overall process into 4 stages. All repairs/ restoration is based on the professional findings and recommendations of Mark Black our Consultant & HB Associates the structural engineering firm that was hired last year. Tentative plans for the RFPs to be prepared and sent out in early March, so we can set a budget proposal for project. Meeting adjourned with a "Happy Birthday" to Jackie Rapport.

Oral History Subcommittee:

Subcommittee, Has met 2x this past month. They have defining their focus groups and getting organized. Hopefully we will have a budget proposal soon. They are already doing research for alternative funding sources, including the National Oral History Association. Plus there was a recent article in the Windermere observer briefly discussing the project and also request for volunteers to help conduct the interviewers. They would like to formalize this part soon, so they can start training them soon. Myers has identified a grant through the Florida Humanities Council that the Oral History Project qualifies for and members voted unanimously in favor of applying for Grant at the next possible deadline. Board asked subcommittee for the proposed budget ASAP. 6/4: Did not meet . 9/5: Did Not Meet due to poor attendance. Next Meeting 10/3 Oral History Subcommittee on hold till first of the year due to lack of participation..



LIAISON REPORT

LIAISON: Liz Andert

LIAISON ASSIGNMENT: Windermere Active Youth “The W.A.Y. Forward” Committee

- HPB DBC TREE BOARD ELDERS LRP
- DRB HOLIDAY SOCIAL ADMIN BUDGET
- STREET & ROADS POLICE P&R FTFMSC
- BUTLER CHAIN CHAMBER METRO PLAN W.A.Y.
-

DATE: January 2020

UPDATE:

- Committee will seek and send volunteers to Treebute, Wine & Dine (glass washing), WPD Foundation’s Sleep in Heavenly Peace bunk bed build and the WPD Foundation St. Patrick’s Day celebration.
- Committee members provided updates on the individual events and activities they are assigned. Many still need dates and initial meetings.
- Committee is working with the Tree Board to set up at Treebute a table promoting the memorial tree planting service W.A.Y. members will manage.
- Discussion covered fundraising suggestions—the committee can seek outside donations, which will be accepted by the Town offices and earmarked for W.A.Y. activities—and event promotion through Gazette articles. Committee member Haley Martini will draft introductory messaging that members can use to create awareness of and request donations to support W.A.Y. activities.
- Committee approved by unanimous vote an order for branded t-shirts to wear at Town events and activities.