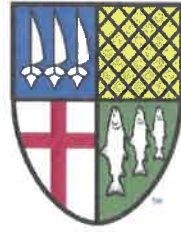


THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Agenda

Mayor Jim O'Brien
Council Members
Robert McKinley
Andy Williams (Via Zoom)
Chris Sapp
Bill Martini
Liz Andert (Via Zoom)

Agenda

November 10, 2020

6:00 PM

Town Hall

520 Main St.

Windermere, FL 34786

Join Via Zoom Meeting

<https://zoom.us/j/99506134720?pwd=M0xmOGZnUGFZWjNqTDFZWTAhWjBzdz09>

Meeting ID: 995 0613 4720

Passcode: 667308

One tap mobile

+16465588656,,99506134720# US (New York)

+13017158592,,99506134720# US (Germantown)

Dial by your location

+1 646 558 8656 US (New York)

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 669 900 9128 US (San Jose)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

Meeting ID: 995 0613 4720

Find your local number: <https://zoom.us/j/99506134720>

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)
 - a. Please email dburkhalter@town.windermere.fl.us prior to 5pm on November 9, 2020 to sign up
 2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS
 3. TIMED ITEMS AND PUBLIC HEARING
 4. CONSENT AGENDA
 5. NEW BUSINESS
 - a. MINUTES
 - i. Town Council Meeting Minutes October 13, 2020 (Attachments-Staff Recommends Approval)
 - ii. Town Council Workshop Meeting Minutes October 27, 2020 (Attachments-Staff Recommends Approval)
 - b. RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING
 - i. RESOLUTION # 2020-06: A RESOLUTION AMENDING THE GENERAL FUND FOR THE TOWN OF WINDERMERE BUDGET YEAR 2019/2020 (Attachments-Staff Recommends Approval)
 - c. APPOINTMENTS
 - d. CONTRACTS & AGREEMENTS
 - i. IPO: Butler Basin Design (Attachments-Staff Recommends Approval)
 - ii. IPO: Bessie Basin Design (Attachments-Staff Recommends Approval)
 - iii. On Call Sign Design Contractor: Council Member Sapp Item (Attachments-LRP Recommends Approval)
 - e. FINANCIAL
 - f. OTHER ITEMS FOR CONSIDERATION:
 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 HEATHER RAMOS (Via Zoom)
- c. POLICE CHIEF DAVE OGDEN
- d. PUBLIC WORKS DIRECTOR SCOTT BROWN
- e. CLERK DOROTHY BURKHALTER (Via Zoom)
- f. FINANCE DIRECTOR NORA WHITE (Via Zoom)

8. ADJOURN

- REPORTS:
- FILED ITEMS

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October 13, 2020

Mayor O'Brien introduced this item. Member Martini made a motion to approve and to not exceed \$15,000.00. Member Williams seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams - aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

ii. CARES ACT Purchase VICON Systems NTE \$20,000.00 Thermal Body Temperature Measurement Cameras

Mayor O'Brien introduced this item. Member McKinley made a motion to approve with a not to exceed \$20,000.00. Member Martini seconded the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

f. OTHER ITEMS FOR CONSIDERATION:

i. Minimal Standards for Dirt Roads Discussion

Mayor O'Brien introduced this item. He then turned the floor over to Manager Smith. Manager Smith gave a history of past discussions regarding funding and the proposed work. He concluded by stating that if minimum standards could not be met, the funds would need to be returned. Manager Smith also stated that staff needs direction from the Town Council. Mayor O'Brien then turned the floor over to the Public. First to speak was Mr. Tom Stroup of 201 W 7th Avenue. He stated that the problem can be fix for less, doesn't need to be so evasive, can't go back once it's done, remove the 7th and Butler project from the funding, and the work can be done in-house. Mrs. Dawn Stroup of 201 W 7th Avenue introduced herself. She stated that if something needed to be done, do it with a smaller footprint without the Green Book Standards. Mr. Jim Willard of 228 W 7th Avenue introduced himself. He stated that he agrees with Mrs. Stroup. Mr. Willard commented that the drainage problem needs to be fixed. Mr. Willard stated that the Town's plan will work but needs to be at a smaller scale. Mr. Dean Miller of 625 Butler Street introduced himself. He stated that he agrees with Mrs. Stroup and Mr. Willard. Mr. Miller stated that the designed needed to be revisited and be less intrusive. He then thanked the Town Council for the discussion. Ms. Annamaye Clonts of 632 Butler Street introduced herself. She commented on water/drainage problems in her area. She then stated that she supports plan and funding. Mrs. Brandi Haines of 835 Oakdale Street introduced herself. She stated that a smaller footprint is needed along with other funding sources. Mrs. Haines commented on existing swales that are not functioning correctly on her street. Ms. Judy Walker of 615 Butler Street introduced herself. She stated that a smaller footprint is needed and agrees with the Stroups' comments. Mayor O'Brien then turned the floor over to the Town Council for discussion. Member Sapp questioned the width of the proposed project, the Town's needs, flooding and a different funding approach. Mr. Hau Chau representative from Kimley Horn recommended that the project and funding remain the same. Member Martini commented on swales, maintenance plans, accountability of right of ways maintenance, keeping funding, and protecting the charm and character of the Town. Manager Smith stated that the maintenance has been addressed with Public Works. He stated with the consistent amount of rain that the Town has had recently and the washouts, regular maintenance has been hard to maintain. Member Martini stated he would like to protect the area near the School House on 7th Avenue. Member McKinley commented on underground utilities, private property water retention issues, and the hold basin at Fernwood Park not included. Some discussion followed. Member Williams stated he agrees with Member Martini and Member McKinley's comments. Member Andert questioned funding issues and other sources other than tax increases. She then questioned the funding restrictions and requirements for the future. Member Andert comments on protecting trees and traffic calming. Mayor O'Brien thank the Town Council for their comments. Additional discussion was made regarding rain gardens and returning grants funds if not approved. Member Sapp made a motion to move forward to use this concept as a spring board to come up with two design options for Town Council to approve, attached to that would be maintenance plans with each of those options, at the same time to apply for the grant funds, and sign the contract for the grant funds, rather. Mayor O'Brien reiterated the motion as; request

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Town Council Meeting Minutes (Virtual Meeting Covid-19)

October 13, 2020

two additional designs for 7th and Butler with a maintenance plan and to move forward in accepting the grant monies. Member Martini insisted that the School House property is not altered as an option. Mayor O'Brien stated that the option would need to be worked out separately. Member Martini seconded the motion. Discussion was made regarding the School House property. Mayor O'Brien stated that a determination can be made in the design phase. Further discussion followed. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – no, and Martini – aye. Motion carried 4-1.

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien opened the floor to the Town Council. Member McKinley commented on Fernwood Park meeting and charettes, the upcoming Elder Luncheon delivery, and the Halloween Project. Member Williams stated that the Historic Preservation Board had met and commented on their discussion. Member Andert commented on a pen pal project with the Elders, WAY Committee, and the Butler Chain of Lakes Advisory Board report and next meeting. Member Martini stated that plans for 6th Avenue and Main Street commercial redo will be discussed at the next DRB meeting. Member Sapp commented on the upcoming LRP meeting and project meeting notes. Mayor O'Brien reported on Halloween, and virtual meetings ending in November.

7. STAFF REPORTS:

a. **TOWN MANAGER ROBERT SMITH** – Mr. Smith reported on past and upcoming meetings. He then stated that the Administration Buildings are scheduled to begin demolition on Friday the 16th. Manager Smith commented on the renaming of the Post Office in honor of Officer German.

b. **TOWN ATTORNEY HEATHER RAMOS** – No report.

c. **POLICE CHIEF DAVE OGDEN** – Chief Ogden reported on training, upcoming SGT exams, rifle training, monthly reports, Rotary Club presentation, memorials, and upcoming Halloween Parade.

d. **PUBLIC WORKS DIRECTOR SCOTT BROWN** – Director Brown reported that the staff has been busy with the rains and washouts.

e. **TOWN CLERK DOROTHY BURKHALTER** – No report.

8. ADJOURN:

Mayor O'Brien adjourned the meeting at 9:18pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

To Whom It May Concern:

VMD Global Health, LLC is a business operating to secure and source personal protective equipment and medical device products and services. The home office will be used for sales, supply chain management and accounting.

Please feel free to reach out with any questions.

352.242.7817

swright@vmdventures.com

Thank you,

Harold Mills

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Williams Loren Robertson		NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Town Council	
MAILING ADDRESS 903 Rosser Rd		THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF:	
CITY Windermere	COUNTY Orange	<input checked="" type="checkbox"/> CITY	<input type="checkbox"/> COUNTY
DATE ON WHICH VOTE OCCURRED 10/13/2020		NAME OF POLITICAL SUBDIVISION	
		MY POSITION IS <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTIVE	

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained), to the special private gain or loss of a relative, or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.366 or 163.367, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING.

- You must disclose orally the nature of your conflict in the measure before participating
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

Loren 'Andy' Williams, hereby disclose that on October 13th 2020

(a) A measure came or will come before my agency which (check one or more)

- Inured to my special private gain or loss:
- Inured to the special gain or loss of my business associate _____
- Inured to the special gain or loss of my relative, Robert and Lavina Williams
- Inured to the special gain or loss of _____ by whom I am retained; or
- Inured to the special gain or loss of _____ which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

220-07: 111 W 5th Avenue - Owner 111 5th Ave, LLC - Final Public Hearing for Major Development Proposed Commercial Building. This property is owned by 111 5th Ave LLC which ownership is held by Robert and Lavina Williams. This is for the final hearing and vote for approval of a new commercial building at 111 W 5th Ave, Windermere FL 34786.

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed

10-13-20

Signature



NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

TOWN OF WINDERMERE

Town Council Workshop Minutes
(Virtual)

October 27, 2020

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Bob McKinley, Andy Williams, Chris Sapp, and Liz Andert. Town Manager Robert Smith, and Town Clerk Dorothy Burkhalter were also present.

Mayor O'Brien explained that this was a workshop, therefore no motions or votes will be made. Mayor O'Brien called the workshop to order at 6:00pm. He then led everyone into the Pledge of Allegiance and gave the Invocation.

1. OPEN FORUM/PUBLIC COMMENT:

All speakers deferred their comments until after the presentations.

2. SPECIAL PRESENTATION:

a. **First & Forest Stormwater Concept Plan**

Mayor O'Brien turned the floor over to presenters. Mr. John Fitzgibbon introduced himself. He then gave an overview of the proposed plan. He then introduced Kimley Horn representatives Mr. Hao Chau and Mr. Victor Gallo. Mr. Chau reviewed the presentation and commented on leaving existing roads as is, not proposing to reconstruct dirt roads – only regrade, making swales effective, and add a second outfall pipe to the existing French drainage system. Manager Smith stated that there will be a water line that will need to be designed, as well as which side of the road determined. Mr. Gallo reviewed the proposed outfalls that will allow the water to flow. Some discussion followed. Mayor O'Brien opened the floor to public comments. Mr. Keith Carsten of Forest Street thanked the Town Council for the new approach. Mrs. Theresa Schretzmann-Myers of 2713 Tryon Place introduced herself. She then commented on concerns with preserving the tree canopy and protecting the critical root system of the trees. Mr. Fitzgibbon stated that protection will be taken into account. Mayor O'Brien opened the floor to the Town Council. Member Martini questioned if the presentation plans were different than the ones in the agenda packet. Manager Smith stated yes. He explained that the plans were updated that morning. Some discussion followed Mayor O'Brien reviewed the comments as there is consensus to move forward with the design, and all to be advised when changes are made.

b. **Bessie Stormwater Basin Plan**

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Chau for a presentation regarding the proposed Bessie Stormwater Basin plan. Mr. Chau commented that changes had been made after an arborist's comments were received. He then reviewed the plan regarding Main Street and Oakdale Street, Oakdale Street run-off, the basin extended down Oakdale for three blocks, removal of 24" oak tree and some pine trees, three way stop at East Avenue and 8th Avenue, removal of pond vegetation/replaced with rain garden, looped water system, proposed 18' dirt roads, water lines and fire hydrants. After the presentation was completed, Mayor O'Brien opened the floor to the Public. First to speak was Mr. Bill Bardoe of 225 E 9th Avenue. Mr. Bardoe commented on the project, width of the current and proposed road, changing the existing character, and impacts to his neighbors. Mrs. Brandi Haines of 835 Oakdale Street deferred until after the Town Council has discussed this item. Ms. Susan Carter of 106 Palm Street introduced herself. She then commented on the impacts to the trees and the ability to plant in/around proposed swales. Mr. Fitzgibbon stated that oak trees could be replanted. Ms. Nora Brophy of 426 Magnolia Street introduced herself. She questioned the experience of Kimley Horn and dirt road projects. Mr. Chau stated that there are not many projects in Orlando, but they have worked many in Ocala. Ms. Brophy commented on the lack of experience. Mr. Chau commented on Kimley Horn's experience. Mr. Simon Simaan of 812 East Blvd introduced himself. He stated that he has concerns with the improvements causing increased traffic and speeding. Mr. Simaan stated that the neighbors needed to provide their approval and for them to be considered. He then stated that increasing the width of the roads will put the roads closer to houses. Mrs. Theresa Schretzmann-Myers of 2713 Tryon Place introduced herself. She then commented on the benefits of trees have that aid in stormwater. She then requested a tree inventory of the trees that are scheduled to be removed. Manager Smith stated that a certified arborist will be used and that the Tree Board will review the list. Mr. Fitzgibbon stated that trees will be replanted. Mr. Joe Tenczar of 327 E 8th Avenue stated he opposes this project. He then commented on safety concerns and consideration of one-way roads. Mr. Nasirdin Madhany owner of 824

TOWN OF WINDERMERE

**Town Council Workshop Minutes
(Virtual)**

October 27, 2020

East Blvd stated that he objects to the proposed plan. Mr. Bardoe stated he agreed with a one-way road. There being no further public speakers, Mayor O'Brien turned the floor over to the Town Council. Council Members commented on the project cost, reduced width for road widening, cost share of the grant, one-way options, concerns with residents not in favor, notification to residents, better compromise needed, maintain first then move forward if needed, County water hook-ups, losing Town charm, re-evaluate project and need, residents comments clear on keeping dirt roads, other funding sources, reviewing of ordinances for retention, and timing for use of funds. Mr. Fitzgibbon commented that protecting the lakes and the Town's charm is a priority. Mayor O'Brien stated that the Town Council directed the Town Staff to seek funding, now direction of moving forward is needed. Mrs. Haines commented on concerns with first responders and a one-way road. She then stated she is not in favor of two lanes roads, questioned cost to fix existing swales, and the possibility of losing the 15mph agreement. After some discussion was made, Member McKinley stated the funds needed to be returned. Mayor O'Brien stated that the item of proposing as a one-way road will need to be placed before the Town Council. Manager Smith stated that the one-way and road width will be verified to be acceptable or not. Member Sapp stated that the shoulders of the road need to be included in the discussion.

3. TIMED ITEMS AND PUBIC HEARING

4. NEW BUSINESS

5. MAYOR & TOWN COUNCIL LIAISON REPORTS

Member McKinley advised everyone of the upcoming Elder Luncheon that will be a home delivery. He then stated that the Christmas luncheon will be handled the same way.

6. STAFF REPORTS

Manager Smith reported on Scott Brown's resignation and that the position will be advertised, the upcoming Halloween Parade, the Pine Street boathouse discussion, and upcoming DRB meeting. He then questioned the direction of the Town Council regarding notification. Discussion followed. Mayor O'Brien summarized the comments as: notification will be placed on the calendar, all social media, and door hangers for residents within 500'. Mrs. Schretzmann-Myers suggested having the ZOOM link better accessible. Mayor O'Brien commented on the access for the link.

7. ADJOURN

There being no further comments, Mayor O'Brien adjourned the workshop at 9:12pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

TOWN OF WINDERMERE

Town Council Meeting Minutes (Virtual Meeting Covid-19)

October 13, 2020

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Bill Martini, Bob McKinley, Andy Williams, Chris Sapp, and Liz Andert. Town Attorney Heather Ramos, Town Manager Robert Smith, 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.

Member McKinley led everyone in the Pledge of Allegiance. Mayor O'Brien then gave the invocation.

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

Mayor O'Brien stated he has received a list of individuals that would like to speak regarding agenda items. All deferred until specific items were being heard.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

a. Week of the Family Proclamation

Mayor O'Brien read and proclaimed November 7 – 14, 2020 as Week of the Family.

b. WAYS Committee Service Awards

Mayor O'Brien turned the floor over to Member Andert. Member Andert thanked the members of the WAYS Committee for their service and dedication to the Town of Windermere. She then stated that the members will be recognized with service plaques and hand-written thank-you notes from the Town Council.

3. TIMED ITEMS AND PUBLIC HEARING:

Z20-07: 111 W 5th Avenue – Owner 111 5th Ave, LLC – Final Public Hearing for Major Development

Mayor O'Brien closed the Town Council meeting and opened the Public Hearing regarding Z20-07 – 111 W 5th Avenue Major Development at 6:18pm. There being no public comments, Mayor O'Brien closed the Public Hearing and reconvened the Town Council meeting at 6:19pm. Mayor O'Brien stated that Member Williams will be abstaining from voting on this item. Member McKinley made a motion to approve Z20-07 Major Development. Member Andert seconded the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – abstain, McKinley – aye, and Martini – aye. Motion carried 4-0-1.

4. CONSENT AGENDA

Mayor O'Brien introduced the consent agenda. Member McKinley requested to discuss each item.

- a. **Z20-12: 1221 Oakdale Street - DR Developments, LLC - Variance to allow a 15- foot front yard setback and 10- foot side yard setback for a noncontiguous corner lot. DRB recommends allowance of a 15-foot front yard setback on E 12th Avenue and to maintain the required 15- foot side setback on the southern property line.**

Mayor O'Brien turned the floor over to Mr. Brad Cornelius. Mr. Brad Cornelius, Town Planner, introduced himself. He then gave an overview of the variance request and the past Development Review

TOWN OF WINDERMERE

**Town Council Meeting Minutes
(Virtual Meeting Covid-19)**

October 13, 2020

Board discussion. Mr. Donn Sharp, representative of Davila Homes Construction introduced himself. He then commented on the request and stated that he agrees with the Development Review Board's recommendation of the approval for a 15' setback to the north and south side setbacks. Member Andert commented on concerns regarding the Town's right of way and future stormwater/drainage uses. Mr. Cornelius stated that there would not be any impacts, and that the owner must maintain their own runoff. Some discussion was made regarding drainage/stormwater, and contiguous and non-contiguous lots. Member Sapp made a motion to approve the recommendation of the DRB for a 15' setback to the north and south side setbacks. Member Andert seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams – aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

- b. Z20-13: 12037 Lake Butler Boulevard - Chuck Tompkins - Variance to allow the placement of a generator in the front yard of a corner lot. DRB recommends approval 4-0.**

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr. Cornelius gave a review of the request and the past Development Review Board meeting. Member Martini, as DRB Liaison, stated that the Board prefers the proposed location due to it abutting Park Avenue. Member McKinley made a motion to approve the variance request. Member Martini seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams - aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

5. NEW BUSINESS

a. MINUTES

- i. Town Council Meeting Minutes September 8, 2020**
- ii. Town Council Tentative Budget Hearing September 9, 2020**
- iii. Town Council Final Budget Hearing September 21, 2020**

Member McKinley made a motion to approve the minutes as presented. Member Williams seconded the motion. Roll call vote was as follows: Andert – aye, Sapp – aye, Williams – aye, McKinley – aye, and Martini – aye. Motion carried 5-0.

b. RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING

c. APPOINTMENTS

Member Andert made a motion to appoint Roger Heinz to the Development Review Board, Jake Carsten to the WAY Committee, Ananya (Annie) Misra to the WAY Committee, and Kathryn Hey to the WAY Committee. Member McKinley seconded the motion. Roll call vote was as follows: Martini – aye, McKinley – aye, Williams - aye, Sapp – aye, and Andert – aye. Motion carried 5-0.

d. CONTRACTS & AGREEMENTS

e. FINANCIAL

- i. CARES ACT Purchase of AeroClave Systems NTE \$15,000.00:
Decontamination Machines**

RESOLUTION # 2020-06

**A RESOLUTION AMENDING THE GENERAL FUND
FOR THE TOWN OF WINDERMERE BUDGET YEAR 2019/2020**

RESOLVED, that the total revenues for the Town of Windermere for the Fiscal Year 2019-2020 General Fund is amended as follows:

FY 19/20 Revenues

General Fund Revenue: General Operating	Year End 9/30/2020 Actual	Adopted Budget FY 19-20	Amended Budget FY 19-20
Property Tax	2,593,483.87	2,591,469.00	2,593,483.87
Local Option Gas Tax	89,149.02	101,217.00	89,149.02
Duke Energy	364,267.32	317,500.00	364,267.32
Utility Tax Water	31,436.26	26,500.00	31,436.26
Utility Tax Lk Apopka Gas	27,407.31	26,000.00	27,407.31
Comm Service Tax	296,843.06	250,000.00	296,843.06
Local Business Tax	9,639.00	9,500.00	9,639.00
Permits	0.00	0.00	0.00
Building Permits	159,006.80	225,000.00	159,006.80
Zoning & Plans Review	8,128.75	25,000.00	8,128.75
Surcharges	4,237.01	0.00	4,237.01
Right of Way Use Agreements	3,104.00	0.00	3,104.00
Franchise Fee - Duke Energy	249,673.62	245,000.00	249,673.62
Franchise Fee - Lk Apopka	13,925.90	13,500.00	13,925.90
Impact Fee	0.00	0.00	0.00
Transportation Improvements	20,000.00	0.00	20,000.00
Code Enforcement Violations	208.00	0.00	208.00
Fire Rescue	627,596.58	658,578.00	627,596.58
Special Assessments & Lot Cleaning	9,707.51	663.74	9,707.51
Sunset Bay Repaving	11,159.81	11,547.00	11,159.81
The Willows MSTU	12,980.56	13,661.50	12,980.56
Passes	0.00	0.00	0.00
Park & Tennis Passes	9,919.60	10,000.00	9,919.60
Federal Grant	0.00	0.00	0.00
FEMA - Federal Grant	210,524.96	0.00	210,524.96

State Grant	0.00	0.00	0.00
FEMA - State Grant	7,500.00	0.00	7,500.00
FRDAP Funding	50,000.00	100,000.00	50,000.00
JAG State Grant	11,500.00	10,000.00	11,500.00
State Grant - CARES ACT	11,361.58	0.00	11,361.58
State Revenue Sharing	0.00	0.00	0.00
1/2 Cent Sales Tax	402,432.48	505,130.00	402,432.48
Alcohol & Beverage License	2,202.48	0.00	2,202.48
Business Tax Distribution	2,663.42	0.00	2,663.42
Mobile Home Licenses	272.62	0.00	272.62
Revenue Sharing	119,388.97	132,000.00	119,388.97
Dare	61,250.00	56,000.00	61,250.00
Police Services	3,984.39	6,000.00	3,984.39
Police Off Duty	43,745.05	30,000.00	43,745.05
Police Education Fund	3,484.88	0.00	3,484.88
Solid Waste	315,178.44	329,318.76	315,178.44
Fines/Bonds	19,897.64	15,000.00	19,897.64
Investigative Costs	779.66	0.00	779.66
Tree Mitigation Fund	0.00	28,000.00	0.00
Interest	32,303.03	16,000.00	32,303.03
Rent	49,260.25	70,000.00	49,260.25
Auction Surplus	0.00	0.00	0.00
Proceeds - Sale of Equipment	28,825.89	5,000.00	28,825.89
Contributions & Donations	21,386.00	0.00	21,386.00
Garden Club Donations	500.00	500.00	500.00
Miscellaneous	34,758.98	25,000.00	34,758.98
Newsletter Ads	3,375.00	5,000.00	3,375.00
Off Duty Admin Fee	4,387.75	3,000.00	4,387.75
Off Duty Public Works	399.75	0.00	399.75
Police Mileage	3,110.00	750.00	3,110.00
Sponsorships, Lunch etc.	0.00	750.00	0.00
Wine & Dine	218,476.26	150,000.00	218,476.26
Pancake Breakfast	0.00	750.00	0.00
DB Committee	0.00	120,000.00	0.00
Craft Beer Festival	30,575.52	0.00	30,575.52
Farmers Market	27,000.00	0.00	27,000.00
Food Trucks	18,065.00	0.00	18,065.00
Parks & Rec Committee	120.00	60,000.00	120.00
Pet Fest	7,420.15	0.00	7,420.15
Windermere 5K Run	0.00	0.00	0.00

Tree Board	0.00	5,000.00	0.00
Tree Bute	5,126.33	0.00	5,126.33
Historical Preservation	0.00	5,000.00	0.00
Reserves Offset	448,174.39		448,174.39
Total Revenue	6,741,304.85	6,203,335.00	6,741,304.85

BE IT FURTHER RESOLVED, that the general appropriation of the Town of Windermere For the Fiscal Year 2019-2020 General Fund is amended as follows:

FY 19/20 Expenditures

General Fund Expenditures	Year End 9/30/2020 Actual	Adopted Budget FY 19-20	Amended Budget FY 19-20
Legislative	227,604.32	180,874.00	227,609.00
Administration	265,039.41	357,825.00	265,048.00
Clerk	101,056.57	126,591.00	101,064.00
Finance	731,291.55	757,809.00	731,302.00
Development Services	268,599.84	270,000.00	268,600.50
Public Works	2,652,887.46	1,955,494.00	2,652,914.00
Parks & Recreation	92,627.43	86,500.00	92,630.00
Police	2,133,774.76	2,171,790.00	2,133,795.00
Long Range Planning	0.00	200.00	0.00
Parks and Recreation Committee	13,321.20	60,000.00	13,326.00
Tree Board	9,624.50	5,000.00	9,626.00
Historical Preservation	5,000.00	1,000.00	5,000.00
Elders Committee	1,432.18	3,500.00	1,433.00
Development Review Board	0.00	200.00	0.00
Downtown Business Committee	63,383.85	120,000.00	63,389.50
Code Enforcement	32,153.64	23,238.00	32,156.00
WAYS Committee	271.92	0.00	272.00
Contingency	143,236.22	83,314.00	144,141.00
Total Expenses	6,741,304.85	6,203,335.00	6,742,306.00

PASSED AND ADOPTED THIS 10TH DAY OF NOVEMBER, 2020.

TOWN OF WINDERMERE

Jim O'Brien, Mayor

ATTEST:

Dorothy Burkhalter, Town Clerk



EXECUTIVE SUMMARY

SUBJECT: FY 2019/2020 Budget Amendments

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only)

Regular Meeting

DATE OF MEETING: 11/10/20

Special Meeting

CONTRACT: N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

BUDGET IMPACT:

Annual

Capital

N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Mayor & Council,

As provided in Section 11.09 of the Town Charter: Transfer of Appropriations

At any time during the fiscal year the Town Manager may transfer part or all of any unencumbered appropriation balance among programs within a department, office or agency and, upon written request by the Town Manager, the Town Council may by resolution transfer part or all of any unencumbered appropriation balance from one department, office or agency to another.

Florida Statutes allow 90 days for Budget Amendments for previous fiscal year

The attached Resolution and Budget Amendment demonstrate the following:

- Overspent by \$537,696.35
- Over Budget by \$448,174.39

However, the following will offset the deficit which provides for a balanced budget and healthy reserves:

- \$361,189.23 ADG Costs for Design of Town Facilities to be offset by \$5.2 million Bond
 - \$637,072.58 Willows HOA Milling and Resurfacing: FY 18/19 no road projects planned in anticipation for partial funding of this project. Road CIP Reserves cover balance over the planned \$400k (\$237,072.58)
-

- Town of Windermere is waiting on a \$237,000 reimbursement from Orange County Utilities for the water line relocation for the Park Avenue Project.
- COVID 19 had impact on revenues however the Town received \$210,524.96 for Hurricane Irma which offset that loss.

Staff Recommends Approval

General Fund Expenditures Reports Attached

	FY 19/20	FY 19/20	FY 19/20
	Actual	Budget	Amended Budget
Expenses			
Legislative	227,604.32	180,874.00	227,609.00
Administrative	265,039.41	357,825.00	265,048.00
Clerk	101,056.57	126,591.00	101,064.00
Financial	731,291.55	757,809.00	731,302.00
Development Services	268,599.84	270,000.00	268,600.50
Public Works	2,652,887.46	1,955,494.00	2,652,914.00
Parks & Recreation	92,627.43	86,500.00	92,630.00
Police	2,133,774.76	2,171,790.00	2,133,795.00
Long Range Planning Committee	0.00	200.00	0.00
Parks and Recreation Committee	13,321.20	60,000.00	13,326.00
Tree Board Committee	9,624.50	5,000.00	9,626.00
Historical Preservation Committee	5,000.00	1,000.00	5,000.00
Elders Committee	1,432.18	3,500.00	1,433.00
Development Review Board Committee	0.00	200.00	0.00
Downtown Business Committee	63,383.85	120,000.00	63,389.50
WAYS Committee	271.92	0.00	272.00
Code Enforcement	32,153.64	23,238.00	32,156.00
Reserve Contingency	143,236.22	83,314.00	144,141.00
Total Expenses	6,741,304.85	6,203,335.00	6,742,306.00

The amended budget contingency reserve is cushioned to cover any carry over or unaccounted expenditures.

Town Mgr and Finance Dir believe costs to be what is projected.

Revenue collected exceeded what was budgeted by \$89,795.46

Expenditures came in higher than what was budgeted by \$537,696.85

In FY 19/20, Total expenditures exceeded Revenue by \$ 448,174.39 and

will be covered by Town Reserves.

General Fund Balance Assigned to:	
Downtown Business Committee - Fund Balance	87,620.87
Parks & Recreation Committee - Fund Balance	95,582.00
Tree Board Committee - Fund Balance	21,327.56
Tree Mitigation - Fund Balance	5,742.91
Historical Preservation Committee - Fund Balance	17,490.59
Windermere Wine & Dine - Fund Balance	78,057.50
Contingency Reserve	100,000.00

General Fund Expenditures Reports Attached

Legislative - Actual \$227,604.32 - Budget \$180,874.00 - Over Budget (\$46,730.32)

Expenditures Detail

Email Service & Archive - \$10,246.53 Office 365 License renewals, additional email account set up, Appriver Secure emails Archiving Users for committees and council

Web Site - \$9,658.59 - Chatter Buzz - Design and Implementation of New Town Web Site support and Maint

Misc. Expense & Other Current - \$2,876.10 - EE & TC Pictures for website \$1850.00

Graduation Banners, Flower arrangements for staff & residents

West Orange Times - \$40.00 - Subscription rate increase

Holiday Social - \$4,550.00 - contribution from Town for Holiday Hoopla and donation for Christmas Tree

Wine & Dine Event

Revenue \$218,476.26 over expenditures \$189,287.91 - Ending Fund Balance \$78,057.50

Employee Appreciation - \$6,236.57 - Credit for returned items are recorded in revenue to offset cost and donation from WPD Foundation of \$1,000.00

Christmas Party Event, Food, Entertainment, Drinks, Decorations for employees +1 family or partner.

Capital Equipment - Computers - \$8,858.88 - laptop computers for TC members to attend Zoom Meetings versus live meetings due to COVID 19 Pandemic social distance requirements

WPD Foundation Event - \$58.51 - Wages, Taxes, benefits for PW working event - \$0.00 Budget

Administrative - Actual \$265039.41 - Budget \$357,825.00 - Under Budget \$92,785.59

Expenditures Detail

Cell phone - 0.00 budget - included in Salaries

Car Allowance - 0.00 budget included in Salaries

Travel & Per Diem - \$0.00 Budget - \$93.14 - Expense reim for admin assistant and TM travel

Legal Fees - \$34,339.40 under budget

Email Service & Archive - \$531.42 - Annual charges and renewal of secure tide and global relay, adding Appriver to three EE's

Computer Maintenance - \$4,436.20 - Monthly Maint Agreement & Backup , additional support overages due to remote access setup for admin staff and issues that require support over and above agreed terms.

Web Site Hosting - \$5,888.00 -Tappit Technology, Municipal CMS, Computer Business Solutions website compliance, Zoom & Webex platforms for

virtual meetings due to COVID 19 pandemic
Misc. Expense & Other Current - \$11,533.30 - Cintas Frist Aid monthly fee for supplies for Admin,
Power DMS base, pro license & training & APP Software design set up and training for PD
Assorted flower arrangements for staff/vendors, placques for WAYS Committee members
Dixie Cream purchase of 2 wood picnic tables - \$3000.00
Newsletter Mailout - \$9,817.72 - Gazette printing, flyers, Non ad valorem assessments
Luncheons - \$1,589.91 - Employee Birthdays and Special Occasions

Clerk - Actual \$101,056.57 - Budget \$126,591.00 - under budget \$25,534.43

Expenditures Detail

Encryption - \$6,505.97 - Vital Records Control, storage and destruction of documents, boxes, delivery fees
Municode - \$4,962.41 - Muncide supplement #10, annual fee, on-line code hosting
Postage - \$1,249.00 - Mailings of Local Home Business Tax requests, Variance requests
Email Service & Archive - \$138.34 - Annual Email Licensing and AppRiver Global Relay renewal for 1 EE's
Computer Maintenance - \$845.70 - Monthly Maintenance - \$69.00 monthly, additional support for USB retrieval request and remote user access
Misc. Expense & Other Current - \$448.45 - Coffee, Cream and sugar for council election workers, OC comptroller recordings of filings,
FRDAP Recording, Microwave for breakroom, national notary association renewal, lunches
Office Supplies - \$671.79 - Copy Paper, pens, staples, binders, embosser, waste toner, markers, manila envelopes, tape, desk calendar, batteries, mints
Conference,Seminar,Training - \$1,128.00 - First Time Supervisor Training & FRMA Conference

Finance - Actual \$731,291.55 - Budget \$759,809.00 - Under Budget \$26,517.45

Expenditures Detail

Bright House - \$13,458.99 - Cable & High Speed Internet for Admin, Police, Public Works & Town Hall
Additional costs for moving to temporary facilities - \$925.92
Orange County Utilities - \$4,304.65 - Water services for Main Street and 2456 Maguire Rd. - Higher than normal possible leak
Credit Card & Bank Fee - \$2,787.46 - Transaction processing fees, increase in expense due to higher transaction usage by rentals, events & permit fees
Postage Lease - \$443.88 - \$110.97 Quarterly
General Insurance - \$116,188.57 - Prof/General Liability/Workers Comp increase due to claims filed & MOD rate increase from prior year

Executive Travel and Accident Coverage - \$618.00 - Increase due to changes in Florida Statutes 112.19 - death benefit payouts for law enforcement
Email Service & Archive - \$276.68 - Annual Email Licensing for two EE's & AppRiver Global Relay renewal for two EE's
Server Maintenance - \$5,952.00 Annually - Monthly Maint \$496.00
Computer Maintenance - \$2,066.70 - monthly maintenance \$138.00, additional costs due to move to temp facilities
Solid Waste - Non ad valorem revenue assessments collected \$326,778.00 - Expense \$301,759.53

Development Services Actual \$256,501.84 - Budget \$270,000 - Under Budget \$ 13,498.16

Expenditures Detail

Planning & Zoning - (\$6,906.50) - Credit due to collection of prior years deposits to offset current year expense
Bldg. Inspection Fees - \$129,920.34 - Under budget due to decrease in permits issued - 80/20 split to PDCS
Planning & Zoning Admin Fees - \$133,488.00 - Wade Trim
Code Enforcement Support, General Services, Town Admin Complex site review, ROW Portion of Pine and 1st ave.,
NPDES Compliance, Rosser Name Change and misc zoning and permitting inquiries and general project research as requested

Public Works Actual \$2,636,683.46 - Budget \$1,9554.94 - over budget - (\$681,189.46)

Expenditures Detail

Debt Service Main Street - \$226,228.12 - Main Street Roadway Project 20 year loan, ends 2024.
Debt Service New Town Facilities - \$186,424.33
Off Duty Pay - Public Works - \$399.75 - PW Off Duty - Not budgeted
General Engineering Scvs - \$31,809.03
JPF Development, Mike Galura Engineering services for coordination of meetings \$825.00 per month, \$10,725.00

Breakdown:

- Kimberly Horn & Associates - \$2,180.51 - IPO #113
- Kimberly Horn & Associates - \$2,774.45 - IPO #113
- Kimberly Horn & Associates - \$1,946.45 - IPO #113
- Kimberly Horn & Associates - \$2,794.44 - IPO #113
- Kimberly Horn & Associates - \$127.02 - IPO #113
- Kimberly Horn & Associates - \$3,514.21 - IPO #108
- Kimberly Horn & Associates - \$3,937.62 - IPO #108

Kimberly Horn & Associates - \$3,937.62 - IPO #108
Kimberly Horn & Associates - \$529.25 - IPO #108
Kimberly Horn & Associates - \$846.79 - IPO #108
Kimberly Horn & Associates - \$783.29 - Coordination of Services
JPF Development, Mike Galura Engineering - \$1,650.00
Janitorial Services & Supplies \$ 14,227.28 - Monthly Cleaning Service \$950.00 - Annual \$11,400.00 / GEM Supplies - \$2,827.28 - paper goods
Water Utility Study - Master Water Plan - Budgeted \$60,000 - Wade Trim Project completed \$80,961.40
Postage - \$185.70 - Postage for mailings and recordings
AC Check - \$4,252.15 - System Tech Services, Annual service contact \$2,909.00, Service Call for PW HVAC \$1,220.28
Fire Extinguisher Check - \$1,371.00 Fire Alarm Monitoring and Safety Check
Action Fire & Safety - \$120.00 Semi Annual Inspection Fire Suppression, \$217.00 - Annual Fire Extinguishers Maint
Email Service & Archive - \$691.70 AppRiver -Yearly licenses, renewal of secure tide and global relay
Computer Maintenance - \$1,145.30 - Computer Business Solutions - \$69.00 Monthly Service / Unifi Long Range Extender Wifi - \$252.30
Sidewalk & Bike Path Repair - Budgeted \$100,000 - Repairs paid to date \$122,504.54, project ongoing
Carter Cove Circle/The Manors/Tryon Place/Cedar Grove Court/Park Ave
Misc Expense & Other Current - \$3,644.43 - Cintas monthly fee for supplies & Bio Defenders \$1,508.00 for COVID Cleaning requirements
Uniforms - \$7,388.10 - Public Works Uniforms supplied weekly, increase in cost and usage - over budget
Office Supplies - \$654.02 - Business cards, copier paper, calendar, batteries, coffee, ink cartridges, notary seals, clorox wipes
Misc Repaving - \$25,202.20
Details:
Kimberly Horn - IPO# 106 - 6th Ave Roundabout - \$3,824.50
Kimberly Horn - IPO# 106 - 6th Ave Roundabout - \$7,574.00
Kimberly Horn - IPO# 106 - 6th Ave Roundabout - \$2,391.50
Allrite Fencing - \$11,000.00 - Chase Rd Guardrail - Reimbursed by Driver Insurance \$8,500.00
Tree Mitigation - \$30,050.00 - Chase Rd/Park Ave/Main/Palmer Park/1st/6th Tree Removal
Tree Removal - \$41,130.00 - Enviro Tree Service - Tree removal from 9th/Main/Oakdale/Bessie/Palmer Park/Central park
Lake Butler/5th Ave/W 2nd Ave
Signs & Banners - \$60,114.47 - Budget \$40,000
Details:
Fausnight Stripe & Line - \$8,250.00 - Regulatory Sign Replacement Main Street
Fausnight Stripe & Line - \$5,010.00 - Flash Beacon Stop Ahead Sign - Main Street

Fausnight Stripe & Line - \$7,825.00 - Regulatory Sign Replacement Main Street
Fausnight Stripe & Line - \$1,246.00 - Rosser Rd - Andy Williams
Metal Craft - \$8,9078 - Sign replacement at park & McGuire
Striping Service & Supply - \$7,995.00 Cosam Trailer Mounted Speed Awareness Monitor
Fausnight Stripe & Line - \$2,880.00 - No right turn signs
Fausnight Stripe & Line - \$11,405.00 - Regulatory Sign Replacement Main Street
Fausnight Stripe & Line - \$1,920 Signs placed at various locations
Fausnight Stripe & Line - \$11,405.00 - Speed Limit/End of School Zone/School Ahead/Do not block
Fausnight Stripe & Line - \$580.00 - Alcoholic Beverages Prohibited
Water Cooler - \$1,278.15 - Increase in water cooler consumption due to heat and storm planning
Willows HOA Paving Project - All State paving \$325,949.51 - Project Complete
Capital Improvement - Multi Modal - Budgeted \$120,000.00 - Project expense budgeted for next fiscal year
New Admin & PD Town Facilities - \$667,084.65

Details:

ADG Design Group - \$361,189.23 - Phase I & II completion of work
Kimberly Horn - \$24,145.00 - IPO #105
JPF Development Solutions - \$19,800.00 Consulting Fees
Steven Withers - \$18240.00 - Architectural Services
Dobsons Woods & Water -
Gray Robinson - \$11,850.40 - Legal Services to review of builders contracts
HJ High Construction - \$204,854.77 - Stages for pre-construction
Computer Business Solutions - \$16,866.01 - Move from Town Admin & PD to temp facilities
Dobsons Woods & Water - \$3,250.00
Duke Energy - 100.00 - Deposit
Spectrum Business - \$715.25
Millennium Electric - \$458.99
Natural Resources Planning Services - \$4,310.00 - Arborist Services
Temporary Facilities - Admin/PD/PW - \$76,885.98

Details:

Williams Scotsman - \$69,891.04 - rental of town portable modules for Admin & PD
Century Link - \$3,667.36 - move phone lines from Admin & PD to temp facilities

Duke Energy - \$1,499.48 - set up Electrical at temp facilities
Mobile Mini - \$1,828.10 - Container rental for PW temp facilities

Parks & Recreation Actual \$92,627.43 - Budget \$86,500 - Over Budget - (\$6,127.43)

Expenditures Detail

Misc. Park Repairs - \$7,078.42 - Rekey Tennis & Park Pass Locks, Install new Breaker and wiring at WRC,
Repair Circuit breaker at WRC, Lock Repair at Tennis Courts, Irrigation repair at Palmer Park, boat ramp keys
Lock repair at Fernwood Park boat ramp
Tree Canopy - \$20,637.96 - Arborist Report Oak Tree behind TH & Tree removal Chase/Palmer Park/Main/5th Ave
Capital Project - \$57,967.05 - FRDAP Grant

Details Below:

Orange County Utilities - \$2770.00 - Water Meter at Central Park/405 Oakdale
Schwartz Equipment - \$29,980.15 - Playground Equipment
Faden Builders - \$14,000.00 - Drinking Fountain at Central Park
Andy Easton - \$6,500.00 - Project Consultant
Lowes - \$65.48 - Supplies for repairs
Lowes - \$91.22 - Supplies for signs
Rep Services - \$445.20 - Grill
Andy Easton - \$3,500.00 Fernwood Park Project Consultant
Elan Merchant Services - Signorama - \$615.00 Sign
Elan Merchant Services - Speed Hump Signs - \$287.35

Police Actual \$2,133,774.76 - Budget \$2,171,790 - Under Budget \$38,015.24

Expenditures Detail

Crossing Guard Salaries - \$10,420.00 - Included in Salaries line item budget
Cell Phone - \$100.00 - Included in salaries line item budget
Off Duty - \$32,024.80 - Pass through to agencies and admin fee collected for processing hours for PD
Overtime Wages - \$33,290.93 - Increase due to COVID 19 & and staffing shortages
Incentive Pay - \$12,480.00 - rates provided did not include rate increases or change in staffing

Travel and Per Diem - \$263.56 - Travel Reimbursement for meetings, conferences, training for staff and supervisors
Postage/Transport Fees - \$635.45 - Postage for mailings and filings
Fire Service Fee - \$627,246.71 - Interlocal Agreement for Fire Services with Ocoee
Misc. Vehicle Repairs - \$17,144.74 - Over Budget - Some Expenses offset by Insurance Claim less \$1,000.00 deductible per claim filed for
Breakdown by vehicle:
Vehicle #23 - \$568.67 - Tires
Vehicle #27 - \$1,487.86 - Parts & Labor Valve & Wheel Hub, tires
Vehicle #30 - \$1,145.10 - Radiator & Cap, Window Switch, tri ball mount,wipers,package set up, battery
Vehicle #31 - \$ 726.93 - Tires, wheel balance valve stem replacement, Battery, tires
Vehicle #32 - \$352.84 - Wiper Blades,rear ceramic pads, disc brake rotors
Vehicle #33 - \$625.63 - Battery, tires
Vehicle #34 - \$2490.97 - Headlights, Battery, bulb, tires, repairs due to accident
Vehicle #35 - \$3,485.03 - Headlights, Parts & Labor, Fuses, Oil Change, repair due to accident, tires
Vehicle #36 - \$4124.73 - Towing, Vapor Canister, Starter motor, parts & labor , wiper blades, wind shield replacement,seat cover, repairs, fluid
Vehicle # 37 - \$525.09 - Windshield replacement
Vehicle #38 - \$69.94 - Wiper Blades
Vehicle #40 - \$1,305.10 - Body Repair/Vehicle Crash
Vehicle #41 - \$59.93 - Trailer Mount and Hitch
Vehicle #42 - \$167.82 - Wiper Blades, towing fees
Vehicle #43 - \$43.57 - Wiper Blades,Windshield Wiper Fluid, fluid
Evidence .com - \$4,671.00 - PD Camera 2 year license
CTS America Maint Fee - \$5,173.00 Annual Maint Support
Server Maintenance - \$5,952.00 - Computer Business Solutions \$496.00 monthly support agreement
Computer Maintenance - \$13,207.68 - monthly service \$938.00 - FDLE Audit \$1,365.00, misc support & setup of new users \$586.68
Dispatch Software - \$44,676.00 - Police Dispatch Contract with Winter Garden PD
Ammunitions/Guns - \$12,659.49 - Rifles and ammunitions costs offset by JAG Grant \$10,000.00
Verizon Air cards - \$12,080.44 - Air cards for PD/PW - additional card for admin staff due to COVID Panedmic
Medical Supplies - \$890.98 - Cintas medical supplies, OSHA compliance
Capital Equipment Computers - \$4,006.41 - replacement of 1 Dell desktops for Det Allen and 1 Dell Toughbook for Sgt Bank
Capital Equipment Patrol Bikes - \$1,353.41 - Two Cannondale trail bikes
Capital Equipment - Axiom Camera's - \$499.00 - 0.00 Buget not covered by grant

Parks & Recreation Committee Actual \$13,321.20 - Budget \$60,000.00 - Under Budget \$46,678.80
Expenditures Detail

5K Run - Budget - \$32,300 - Revenue collected \$32,640.00 less Expenditures \$19,265.74 = \$13,74.26
Revenue recorded in fiscal year that event was held, FY 20-21 and expenses recorded to prepaid expenses
Halloween Event - Budget \$0.00 - Revenue Collected 0.00 less Expenditures \$595.13
Committee Misc Expense - \$1,936.37 - MG Tennis, Baseball Caps, MailChimp, Jennifer Roper Photos,
License Plate holders/ bulletins, Street banners/canvas
Website Maintenance- \$1,713.59 - Steve Tayman & website domain
Pet Fest - \$7,933.62 - Revenue collected \$7,420.15 less expenditures \$8,396.86 = **(\$973.71)**

Tree Board Committee Actual \$9,624.50 - Budget \$5,000.00 - Over Budget (\$4,624.50)
Expenditures Detail

Tree Bute and Tree Expense - Revenue Collected \$ 5,126.33 - Expenditures \$9,624.50 = **(\$4,498.17)**

Historical Preservation Actual - Revenue Collected 0.00 - Expenses \$5,000.00

Expenditures Detail

Assigned Fund Balance /Carryforward - \$22,490.59 - Expenditures \$5,000.00 = Fund Balance - \$17,490.59
HB Associates - 1885 School House Renovation - \$5,000.00

Downtown Business Committee - Actual \$63,383.85 - Budget \$120,000.00

Expenditures Detail

Craft Beer Festival - Revenue \$30,575.52 over Expenditures \$23,337.88 = \$7,237.64
Food Trucks - Revenue \$18,065.00 over Expenditures \$12,508.49 = \$5,556.51
Farmers Market - Revenue \$27,000.00 over Expenditures \$16,250.00 = \$10,750.00
Holiday Movie Night - \$963.00 Swank Montion picture and Maingate Talent
Holiday Lights - \$3,679.48 - Ring Power Boom rental for light placement and removal \$2,329.98 , LED Lights \$1,349.50

Elders Committee - Actual \$1,432.18 - Budget \$3,500.00

Food, Supplies & Postage for mailings of flyers for Elders Luncheons and events

Code Enforcement - Actual \$32,153.64 - Budget \$23,238.00 - Over Budget (\$8,915.64)

Expenditures Detail

Compliance Actions - \$16,200.00 - VAP Services, lot clearing, mowing, tree cutting, shrubs, fencing

Non Ad valorem assessments sent to property appraiser for collection in FY 20-21 - \$10,422.40

Postage - \$662.15 - Certified mailings to property owners for non compliance actions required

Computer/Email Services - \$1,728.84 - Agreement and Backup Services \$72.00 per month, \$864.00 yearly, AppRiver \$57.61

Details Below;

Computer Business Solutions -\$ 561.52 New Docking Station and data transfer, 164.98 New Monitor

Global relay \$80.73

Capital Equipment - \$1,636.48 - New Laptop for Code Enforcement Officer, 0.00 budget

Contingency - Actual \$143, 236.22 - Budget \$83,314.00 - Over Budget (\$59,922.22)

Expense Detail

Computer Business Solutions - \$758.00 Assistance with remote user set up and access for COVID 19 pandemic social restrictions

Microsoft office software windows 10 updates to computers for staff and town council

Various vendors used for printing COVID banner restrictions, cleaning and disinfectant supplies/ hand wipes/hand sanitizer, clorox wipes/bleach/masks

Salaries/taxes/benefits staff expense due to the COVID 19 pandemic



EXECUTIVE SUMMARY

SUBJECT: IPO #118 - Butler Street and 7th Avenue Dirt Road and Drainage Improvements
Final Design

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only) **DATE OF MEETING:** 11/10/20
 Regular Meeting Special Meeting

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

BUDGET IMPACT: \$180,782
 Annual **FUNDING SOURCE:** Stormwater Assessment/HMGP Grant
 Capital **EXPENDITURE ACCOUNT:** Stormwater Assessment/HMGP Grant
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

As we have discussed at length, the Town of Windermere was awarded a Hazard Mitigation Grant Program (HMGP) Grant for stormwater improvements for the Butler Street Basin Area. Specifically identified in the agreement was the area of Butler and 6th Avenue. This HMGP grant award was part of a lengthy process by staff to continue to explore and apply for grant opportunities to help supplement the Town's Stormwater Capital Improvement Plan. But for these grants, the current revenues from the stormwater assessment would not be able to fund these basin improvements as a whole unless the Town increases the assessment, takes out loans or saves until funds allow for construction. The total awarded is as follows:

- \$80,000 for design
- \$500,000-\$700,000 for construction

As with all HMGP grants, there is a requirement that the jurisdiction that was awarded the grant contribute 25%. For this project, the Town would need to contribute \$195,000.

The Town has held various public meetings, workshops and in person meetings with those directly impacted by the proposed improvements. Staff listened and continued to rework and amend concepts and plans. The attached IPO reflects the comments and recommendations made by Town Council at the October Workshop.

Items to note:

- Design of the Water Utilities, it is estimated to cost \$54,230
- IPO Includes Fernwood Park Improvements for Drainage.
- \$15,000 is allocated to look at the areas identified to either include or exclude within the design.
- The Consultants' Competitive Negotiations Act (CCNA) law (HB441) states that the contractual limits of assignments under on-call contracts is \$500,000 in professional services or a \$4M construction budget. This is intended to reduce the procurement burden on municipalities. We are well under these amounts for the HMGP projects. KHA was competitively selected for the continuing services, so the Town can negotiate directly with KHA on anything under \$500K / \$4M.
- Town will hire certified arborist before, during and after project to maintain canopy and assess vegetation.
- Unpaved road project maintenance plan

Staff Recommends Approval



INDIVIDUAL PROJECT ORDER NUMBER 118
November 4, 2020

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: Butler Street and 7th Avenue Dirt Road and Drainage Improvements Final Design

Client: Town of Windermere

Project Understanding:

This Individual Purchase Order (IPO) identifies the scope, schedule, and fee for engineering services for the design and permitting of dirt road and drainage improvements along existing dirt roads including portions of Butler Street, West 7th Avenue and Fernwood Park (Project).

The Project limits include Butler Street from West 6th Avenue to West 7th Avenue (approximately 550'), West 7th Avenue from Butler Street to Main Street (approximately 850') and Fernwood Park. The total project length is approximately 1,500 ft including side street returns. The improvements will include proposed drainage swales, inlets, pipes and stormwater management facilities needed to accommodate the dirt roads and to address the stormwater runoff flowing through Fernwood Park.

This IPO also includes engineering services for design and permitting of an 8" water main along Butler Street from West 6th Avenue to West 7th Avenue and along West 7th Avenue from Butler Street to dirt Main Street.

Specific Scope of Basic Services:

Task 1 – Conceptual Plan and Typical Section Exhibits

As part of the Butler Street Drainage Study, Kimley-Horn worked with the Town to develop a typical section consisting of an 18-foot wide dirt road, a 3-foot shoulder, a 6-foot shoulder and a 14-foot drainage swale. Per the direction of Town Council, Kimley-Horn will develop conceptual plan and typical section exhibits for two (2) additional alternatives. The first alternative will be to evaluate the use of additional drainage inlets and pipes to reduce the width of the drainage swale. The second alternative will be to determine if it is feasible to reduce the Project limits to not include dirt road and drainage improvements on West 7th Avenue from Forest Street to Main Street. Kimley-Horn will evaluate the use of the Town property at the northeast corner of West 7th Avenue and Forest Street for stormwater retention. Kimley-Horn will also evaluate the use of drainage swales and berms to address the stormwater runoff flowing through Fernwood Park. Kimley-Horn will present the two (2) alternatives to the Town Council at up to three (3) meetings.

Task 2 – Construction Plans

Based on the alternative selected by Town Council in Task 1, Kimley-Horn will prepare the final design and construction plans for the improvements in accordance with the FDOT Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Street and Highways (Florida Greenbook).

The construction plan and profile sheets will be prepared on 11"x17" half size sheets at a horizontal scale of 1" = 40'. The plans will be prepared on topographic information provided by a field survey completed during the Butler Street Drainage Study. The plan and profile sheets will show the horizontal and vertical information for the project. Various roadway elements such as dirt road widths, drainage swales, inlets,

pipes, stormwater management facilities, intersecting roadways, driveways and right-of-way lines will be shown and dimensioned. Grading plan sheet(s) will be prepared for the drainage improvements at Fernwood Park.

The plans will include typical section(s) to depict the dirt road and drainage improvements along Butler Street and West 7th Avenue.

Cross-Sections will be developed at 50-foot intervals along the baseline of survey and at driveway connections to scales of 1" = 20' horizontal and 1" = 10' vertical. Existing underground utilities will be shown based on information provided by the utility companies or as identified during surveying efforts from the Butler Street Drainage Study. Roadway soil profiles from auger borings will be shown.

It is anticipated that Traffic Control Plans (TCP) will be prepared by the Contractor and is not included in this Task.

Kimley-Horn will design the signing for the dirt roads in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD). The design will be shown on the roadway plan and profile sheets.

Task 3 – Drainage Design

Drainage Map(s) will be prepared for the project at a scale of 1" = 200' based on the maps completed during the Butler Street Drainage Study. The drainage maps will show roadway drainage basins, stormwater management facilities, existing drainage features, offsite basins and flow patterns/arrows. Design information relative to the proposed drainage swales, drainage structures and storm sewer pipes will be shown on the construction plan and profile sheets and grading plan sheet(s). Proposed drainage structure cross sections are not included in this Task.

Kimley-Horn will design swales, inlets and pipes and expand the existing stormwater management pond at Fernwood Park as needed to accommodate the Project. Drainage calculations will be prepared and documented in a Drainage Report.

The drainage design will incorporate water quality analysis results completed as a part of the Butler Street Drainage Study including design of a rain garden in place of the proposed dry detention pond within Fernwood Park.

Task 4 – Permitting

It is anticipated that the dirt road, drainage and water quality improvements will require a South Florida Water Management District (SFWMD) Environmental Resource Permit (ERP).

Kimley-Horn will provide water quality calculations in support of SFWMD ERP application.

Kimley-Horn will prepare and submit a permit application package to the SFWMD. Kimley-Horn will respond to up to two (2) Requests for Additional Information (RAI) from the SFWMD. The Town will be responsible for signing all necessary application forms and all application fees associated with the permit application.

Task 5 – Rain Garden Landscape Plans

Kimley-Horn will prepare Landscape Planting Plans and Details for one (1) rain garden located within the proposed project improvement area. The rain garden will be coordinated and designed in collaboration with the proposed dirt road and drainage improvements. The rain garden is anticipated to be located at Fernwood Park.

The proposed rain garden planting plan will include the following:

- One (1) plan view planting plan of the Rain Garden (at an appropriate scale) with plant locations and plant ID callouts
- One (1) plant schedule listing the proposed plantings within the rain garden
- Two (2) typical cross section details for the proposed planted rain garden
- Typical planting details and notes

Kimley-Horn will prepare the above documents for submittal to the Town and the SFWMD. Kimley-Horn will revise the documents per the Town and SFWMD comments up to two (2) times.

Final Deliverables for this task include one (11"x17") signed and sealed set of reproducible landscape plan drawings for the proposed rain garden location listed in the description above.

Task 6 – Subsurface Utility Verification

Kimley-Horn will retain the services of Southeastern Surveying and Mapping Corp. (Southeastern) to perform utility test holes. Refer to attached subconsultant proposal for additional information.

Task 7 – Bid Assistance Services

Kimley-Horn will prepare one (1) opinion of probable construction cost and one (1) contractor bid tabulation form for the Project for use by the Town during the bidding process. Kimley-Horn will attend one (1) pre-bid meeting and provide input as directed by the Client. Kimley-Horn will prepare responses to questions submitted by the contractors to the Town during the bidding period.

Task 8 – Construction Phase Services

Kimley-Horn will review concrete mix design and drainage structure shop drawings submitted by the Contractor in accordance with standard FDOT procedures. The Town will be responsible for the receipt, distribution, and disposition of all contractor submittals, including project logs. The term "shop drawings" include all drawings, diagrams, illustrations, transportation procedures, manuals, and design calculations submitted by the Contractor to define some portion of the project.

Kimley-Horn will provide written responses to the Town for up to five (5) Contractor Requests for Information (RFI).

Kimley-Horn will attend up to five (5) progress meetings during construction as requested by the Town. This task does not include engineering inspection services.

Task 9 – Water Main Construction Plans

Dirt road and drainage improvements are being designed along 7th Avenue and Butler Street. The Town's Water Master Plan identified a future 8-inch water main that would service the area. In an effort to minimize future construction to install the water main, the Town has asked Kimley-Horn to include the work in this IPO. Kimley-Horn understands that the Town currently has two (2) 8-inch water mains at the intersections of 6th Avenue and Butler St and 7th Avenue and Old Main Street (dirt road). The proposed water main will be approximately 1,300 linear feet and designed in the right-of-way.

Kimley-Horn will prepare 60%, 90%, and 100% utility construction plans for the 8-inch water main along 7th Avenue and Butler St. Kimley-Horn understands that the Town currently has existing 8-inch water mains which will provide connection points for the proposed 8-inch water main at the intersections of 6th Avenue and Butler St and 7th Avenue and Old Main Street. The water main will include water service connections and hydrants. Kimley-Horn understands that the residents will be responsible for the connection to the back of the meter and will not be part of this design. The water main will be designed in accordance with the Orange County Utilities (OCU) standards.

The construction plan and profile sheets will be prepared on 11"x17" half size sheets at a horizontal scale of 1" = 40'. The plans will be prepared on topographic information provided by a field survey. The plan and profile sheets will show the horizontal and vertical information for the project as previously described.

Kimley-Horn will submit plans to OCU for review and comments at the 90% complete level. After receiving comments from OCU, Kimley-Horn will revise the drawings and submit the final 100% drawings to OCU for review and comments.

Kimley-Horn will prepare bid documentation and will assist the Town in bidding services. Bidding services include attending a pre-bid meeting, responding to addenda, and final construction documentation.

Task 10 – Water Main Permitting

Kimley-Horn will prepare and submit a Florida Department of Environmental Protection (FDEP) permit application for the water main extension. The final plans will be coordinated with OCU staff for their signatures on the permit applications.

Task 11 – Water Main Construction Phase Services

Kimley-Horn will attend the pre-construction meeting, review shop drawing submittals by the contractor, provide responses for up to five (5) RFI's, and attend up to three (3) progress meetings.

Kimley-Horn will prepare and submit the FDEP Clearance Form to the FDEP for approval.

The contractor will be responsible for providing as-built information and the required survey information for OCU's project closeout. Kimley-Horn will review the information provided by the contractor and prepare record drawings for the project.

Task 12 – Water Main Utility Investigation Services

Kimley-Horn will retain the services of ECHO UES, Inc. (ECHO) to perform identification and marking of existing utilities and up to four (4) utility verification test holes. Refer to attached subconsultant proposal for additional information.

Task 13 – Water Main Survey Services

Kimley-Horn will retain the services of PEC Survey and Mapping, LLC to perform survey services for the existing utilities identification and test holes described in Task 12.

Task 14 – Unpaved Road Project Maintenance Plan

Research / Site Assessment:

A site assessment will be completed to understand the potential issues that will occur with unpaved the roadway. The topography, soils, and land cover play a part in the alignment and stability of the road.

- A review of the topography survey completed for this Project will be included to understand the slopes and grades that will contribute to the velocity of runoff in the area.
- A soil type assessment will be completed to understand the stability and permeability of the soils adjacent to the existing unpaved roadways.
- A vegetation / land cover assessment will be completed to understand the existing land cover and how it can help preserve erosion on slopes.

Inventory:

An unpaved roadway and drainage structure inventory will be completed to identify locations that contribute to the Project basin that will need maintenance. Contributing basins will be identified to determine the amount of runoff that is coming to each drainage structure. This will help categorize areas of concern and determine which areas will need increased maintenance.

Maintenance Schedule, Checklist, and Monitoring Plan:

Routine inspection and maintenance should be performed by Town staff to maintain the unpaved roadway and adjacent drainage systems. A maintenance plan will be developed and will consist of upkeep strategies for four (4) main areas of concern: roadway surface, side slopes, drainage system, and buffers. A maintenance schedule and checklist will be developed ensure proper care of the unpaved roadways and surrounding drainage systems.

Project Deliverables:

- Conceptual Plan and Typical Section Exhibits
- Construction Plans
- Drainage Report
- SFWMD application package
- Rain Garden Landscape Plans
- Utility test hole data sheets
- Opinion of probable construction cost
- Contractor bid tabulation form
- Water Main Construction Plans
- Water Main application package
- Maintenance Plan

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.

- Sidewalk Design
- Traffic Control Plans
- Drainage structure cross sections
- Engineering inspection services
- Attendance at meetings in addition to those noted in the scope of services
- Concept development of additional alternatives
- Certified Arborist evaluation for tree preservation
- Lighting Plans

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- Available right of way data
- Available record or as-built plans
- Available permits
- Data regarding the existing road conditions
- Direction on which alternative to design

Schedule:

Tasks 1-6, 9, 10, 12, 13 and 14 are anticipated to be completed within 180 calendar days. Tasks 7, 8 and 11 will be dependent on the Town's bidding process and the construction duration.

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Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-14 for a lump sum fee of \$180,782 inclusive of expenses. A breakdown of fee by task is provided in the table below.

Task	Fee
Task 1: Conceptual Plan and Typical Section Exhibits	\$15,815
Task 2: Construction Plans	\$30,970
Task 3: Drainage Design	\$21,705
Task 4: Permitting	\$11,635
Task 5: Rain Garden Landscape Plans	\$10,500
Task 6: Subsurface Utility Verification	\$2,947
Task 7: Bid Assistance Services	\$8,815
Task 8: Construction Phase Services	\$10,065
Task 9: Water Main Construction Plans	\$33,160
Task 10: Water Main Permitting	\$2,730
Task 11: Water Main Construction Phase Services	\$15,590
Task 12 – Water Main Utility Investigation Services	\$2,500
Task 13 – Water Main Survey Services	\$250
Task 14 – Unpaved Road Project Maintenance Plan	\$14,100

Lump sum 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: Assistant Secretary/Project Manager

DATE: _____

DATE: 11/04/2020



November 5, 2020

KIMLEY-HORN AND ASSOCIATES, INC.

**Project: IPO 118 - Butler Street and 7th Avenue Dirt Road
and Drainage Improvements Final Design**

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours	Lump Sum
Project: IPO 118 - Butler Street and 7th Avenue Dirt Road	1,113.0	\$ 175,085.00
1. Conceptual Plan and Typical Section Exhibits	95.0	\$ 15,815.00
2. Construction Plans	198.0	\$ 30,970.00
3. Drainage Design	138.0	\$ 21,705.00
4. Permitting	76.0	\$ 11,635.00
5. Rain Garden Landscape Plans	65.0	\$ 10,500.00
7. Bid Assistance Services	57.0	\$ 8,815.00
8. Construction Phase Services	59.0	\$ 10,065.00
9. Water Main Construction Plans	220.0	\$ 33,160.00
10. Water Main Permitting	18.0	\$ 2,730.00
11. Water Main Construction Phase Services	97.0	\$ 15,590.00
14. Unpaved Road Project Maintenance Plan	90.0	\$ 14,100.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	1,113.0	\$ 175,085.00
Subconsultant: 6. Subsurface Utility Verification (Southeastern)		\$ 2,947.00
Subconsultant: 12. Water Main Utility Investigation Services (ECHO)		\$ 2,500.00
Subconsultant: 13. Water Main Survey Services (PEC)		\$ 250.00
Total Subconsultant		\$ 5,697.00
GRAND TOTAL FEES AND CHARGES:		\$ 180,782.00



Consultant Name: Kimley-Horn and Associates, Inc.

Work Effort and Fee Estimate Table

Project: **IP0 118 - Butler Street and 7th Avenue Dirt Road**

task	Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical		task totals	
	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate
1. Conceptual Plan and Typical Section Exhibits	2	\$ 480.00	18	\$ 3,600.00	18	\$ 3,600.00	25	\$ 4,375.00	30	\$ 3,600.00	2	\$ 160.00	95	\$ 15,815.00
2. Construction Plans	2	\$ 480.00	20	\$ 4,000.00	20	\$ 4,000.00	70	\$ 12,250.00	84	\$ 10,080.00	2	\$ 160.00	198	\$ 30,970.00
3. Drainage Design	3	\$ 720.00	14	\$ 2,800.00	14	\$ 2,800.00	47	\$ 8,225.00	59	\$ 7,080.00	1	\$ 80.00	138	\$ 21,705.00
4. Permitting	1	\$ 240.00	8	\$ 1,600.00	8	\$ 1,600.00	21	\$ 3,675.00	37	\$ 4,440.00	1	\$ 80.00	76	\$ 11,635.00
5. Rain Garden Landscape Plans	2	\$ 480.00	9	\$ 1,800.00	9	\$ 1,800.00	20	\$ 3,500.00	23	\$ 2,760.00	2	\$ 160.00	65	\$ 10,500.00
7. Bid Assistance Services	1	\$ 240.00	6	\$ 1,200.00	6	\$ 1,200.00	17	\$ 2,975.00	26	\$ 3,120.00	1	\$ 80.00	57	\$ 8,815.00
8. Construction Phase Services	1	\$ 240.00	13	\$ 2,600.00	13	\$ 2,600.00	15	\$ 2,625.00	16	\$ 1,920.00	1	\$ 80.00	59	\$ 10,065.00
9. Water Main Construction Plans	5	\$ 1,200.00	15	\$ 3,000.00	15	\$ 3,000.00	72	\$ 12,600.00	108	\$ 12,960.00	5	\$ 400.00	220	\$ 33,160.00
10. Water Main Permitting	1	\$ 240.00	1	\$ 200.00	1	\$ 200.00	6	\$ 1,050.00	8	\$ 960.00	1	\$ 80.00	18	\$ 2,730.00
11. Water Main Construction Phase Services	1	\$ 240.00	10	\$ 2,000.00	10	\$ 2,000.00	42	\$ 7,350.00	32	\$ 3,840.00	2	\$ 160.00	97	\$ 15,590.00
14. Unpaved Road Project Maintenance Plan	2	\$ 480.00	10	\$ 2,000.00	10	\$ 2,000.00	28	\$ 4,900.00	38	\$ 4,560.00	2	\$ 160.00	90	\$ 14,100.00
Total Billable Labor													1113	\$ 175,085.00

Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
21 \$ 5,040.00	124 \$ 24,800.00	124 \$ 24,800.00	363 \$ 63,525.00	461 \$ 55,320.00	20 \$ 1,600.00
1.9%	11.1%	11.1%	32.6%	41.4%	1.8%

Notes:

Steven L. Anderson, Jr., PSM, PLS
Charles M. Arnett, PSM
Michael D. Brown, PSM
Michael L. Dougherty, PSM
James M. Dunn, II, PSM
Thomas F. Ferguson, PSM
Tate B. Flowers, PSM, PLS
Robert W. Gardner, PSM
Brian R. Garvey, PE, GISP
Joseph R. Gore, PLS
Daniel J. Henry, PSM, PLS
Ryan E. Johnson, PSM
Gary B. Krick, PSM (Retired)
Brad J. Lashley, PSM, PLS
Myron F. Lucas, PSM
James E. Mazurak, PSM



Southeastern Surveying and Mapping Corporation
Serving the Southeast Since 1972
100% Employee Owned

Thomas K. Mead, PSM, PLS
Timothy O. Mosby, PSM
Andrew A. Perry, PSM
James L. Petersen, PSM
William C. Rowe, PSM
Tony G. Syfrett, PSM, PLS
Thomas P. Young, Jr., PSM, GISP
Kirk R. Hall, EI, GISP
Brad A. Stoppel, EI, GISP
Brian E. Latchaw, GISP
Patrick J. Phillips, GISP
Donna L. Hendrix, CST IV
Mark W. Klaers, CST IV
David M. Rentfrow, CST IV
Steve D. Smith, CST IV

Land Surveying & Mapping Services • Sub-Surface Utility Designation & Location Services • Geographic Information Systems • GPS Asset Inventories

June 12, 2019

Via E-Mail: hao.chau@kimley-horn.com

Mr. Hao T. Chau, P.E.
Kimley-Horn
189 S. Orange Avenue, Suite 1000
Orlando, FL 32801

**RE: Town of Windermere – Butler Street Roadway Improvements
Section 08, Township 23 South, Range 28 East, Orange County, Florida**

Dear Mr. Chau,

We are pleased to submit our proposal for Subsurface Utility Verification on the above referenced project.

SCOPE OF WORK:

1. Coordinate Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.
2. Expose the subject utilities by using non-destructive vacuum excavation methods at **seven (7)** specific locations as indicated on plan sheet(s) provided or marked by client in the field
3. Confirm/determine the vertical and horizontal position of the subject utilities and record the information, using the locate marks provided by the utility owners and/or their representatives unless otherwise specifically requested by client.
4. Any asphalt/concrete removed will be repaired using like materials.
5. Tie each test hole location to a minimum of three visible physical features to enable this data to be added to your base map and also enable future recovery.

The final product will be test hole reports/sketches of the project area reflecting all pertinent data for your use.

6500 All American Blvd Orlando, FL 32810 407.292.8580 407.292.0141 Fax	1130 Highway 90 Chipley, FL 32428 850.638.0790 850.638.8069 Fax	Lakeside Executive Center 8641 Baypine Road Suite 5 Jacksonville, FL 32256 904.737.5990 904.737.5995 Fax	119 West Main Street Tavares, FL 32778 352.343.4880 352.343.4914 Fax	10 East Lake Street Kissimmee, FL 34744 407.944.4880 407.944.0424 Fax	University Corporate Park 10770 North 46th Street Suite C-300 Tampa, FL 33617 813.898.2711 813.898.2712 Fax	410 Honeysuckle Road Dothan, AL 36305 334.648.0288
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Licenses: PSM: Florida Professional Surveyor & Mapper • PLS: Alabama Professional Land Surveyor • PE: Professional Engineer
Certifications: EI: Engineering Intern • GISP: Geographic Information Systems Professional • CST: Certified Survey Technician

Terms and Conditions

It is understood that the construction contractor is responsible to abide by Sunshine 811, Florida State Statutes Chapter 556.106 and all applicable laws, and regulations that pertain to the services provided.

Kimley-Horn will make available all plans and utility records that have been obtained for this site. However, the information provided by Kimley-Horn is also dependent upon a Sunshine 811 request for utility owners and/or their representatives to mark their buried underground plant at the project site as required by law. Southeastern Surveying and Mapping Corporation (SSMC) has a right to rely on the accuracy of such plans and utility records and will notify Kimley-Horn if there are any patently or reasonably identifiable defects in the documents.

Kimley-Horn is aware that due to the inherent uncertain nature of subsurface utilities, including but not limited to deficient or misrepresentation of prints, SSMC cannot guarantee that all subsurface utility lines will be accounted for. SSMC will ensure that all reasonable efforts are made to identify the location of said underground utilities and provide the best available information within the project area with the use of Ground Penetrating Radar, Electronic Line Locating Equipment and Vacuum Excavation methods, as needed. Additional research will only be conducted by SSMC if requested in writing by Kimley-Horn.

In accordance with the Underground Facility Damage Prevention and Safety Act, the Design Engineer shall perform sufficient Utility Coordination with the Utility providers in this location to affirm the information from SSMC's efforts and confirm that no other subsurface utility is possibly undetected by these efforts.

SSMC shall not be held liable for any latent or unreasonably discoverable utilities in the project area. Furthermore in the event of a claim regarding the services provided in the proposal, SSMC shall have liability for reasonable and necessary defense costs to the extent caused by SSMC's negligence.

M.O.T. will be used only if absolutely necessary and these invoice charges will be an addition to the total per day rate and reflected on our invoice to you.

Note: If permitting is required for said work, these charges will also be additional and reflected on our invoice to you.

Note: Test Holes that require a depth of greater than ten (10) feet, or require a substantial amount of increased effort (sleeving, shoring, de-watering, etc.), then said Test Holes may need to be negotiated separately on a case by case basis if normal vacuum excavation practices do not allow said utilities to be exposed.

Note: All utility sizes given are outside diameter unless otherwise specified and are approximate only due to uncontrollable field conditions that may be encountered during excavation.

Note: Any additional overlaying or restoration of pavement, other than the replacement of materials removed and cold patched, will be the responsibility of Kimley-Horn.



Page 3

Mr. Hao T. Chau, P.E.

Town of Windermere – Butler Street Roadway Improvements

June 12, 2019

Our fee for this project will be as follows:

Test Holes/Day Rate:

\$421.00 Dirt/Each (anticipate 7) \$2,947.00

\$480.00 Asphalt/Concrete/Each (anticipate 0)

M.O.T.: (SSMC) (Roadway Digs Only)

\$731.00 per Lane Closure/Day Rate

\$931.00 per Lane Closure/Night Rate

Permitting: (If Required)

\$103.00 per hour + cost of permit

The fee estimate for the proposed scope of services is valid for six (6) months from the date of proposal.

We anticipate completion of the above described work within **three (3)** weeks after receipt of approved permit and written notice to proceed.

Payment is expected within thirty (30) days from date of invoice.

Notice to Owner:

- For all construction related projects a Notice to Owner will be filed.

We look forward to the opportunity to work with you on this project.

Sincerely,



M. Scott Sowards

Utility Project Manager

MSS:gac



November 4, 2020

Hao Chau, PE
Kimley-Horn
189 S. Orange Ave. Ste. 1000
Orlando, FL 32801

PROPOSAL FOR UTILITY INVESTIGATIVE SERVICES

Project: Town of Windermere

IPO #118 – Butler and 7th Dirt Road and Drainage Improvements Final Design – Water Main

Dear Mr. Chau:

At ECHO UES, Inc. (ECHO) we value your consideration and appreciate the opportunity to provide a technical proposal for the provision of professional services. This technical proposal, inclusive of economical offer and schedule, details the approach we consider as the most suitable for this project.

Project Synopsis: Based on the information made available to ECHO, we understand the project consisting of engineering design services for utility improvements. ECHO's professional services were requested to provide utility investigation services to address existing utilities in the project plans. Utility information as produced by ECHO will be surveyed by the Team's Survey Firm (PEC).

Project Limits: ECHO's proposed services will be performed within well-defined limits (i.e. Project Limits) as shown on the provided exhibits.

Subsurface Utility Engineering (SUE) Services: Using a combination of field investigative techniques and technology, including surface geophysical instruments, and vacuum excavation if needed, ECHO will perform the following services.

1. **Identification and marking of existing utilities.** Utilities potentially in conflict with the project and located within the project limits will be investigated in the attempt to identify their position. The results will be marked on the ground surface using the most appropriate method (i.e. pin flags, paint etc.) and showing the approximate position of the identified utilities.

ECHO will attempt to identify and mark exclusively utilities requested by the EOR, at specific locations, and in support of the requested utility verification test holes.

2. **Verification of utility location and characteristics.** At specific locations ECHO will attempt to expose utilities via minimally intrusive methods (e.g. use of vacuum excavation) to confirm their characteristics (e.g. type, size, material, direction, configuration) and provide an accurate location. At completion of each excavation (test hole) ECHO will record all verifiable utility information, mark the utility location with the most appropriate method (e.g. wooden lathes, "X" mark on concrete, disc and nail on asphalt) and restore the field to as close as possible to its original conditions.

Up to 4 utility verification test holes will be performed at locations identified by the EOR.

Deliverables:

- Field deliverables will consist of field marks (e.g. pin flags, paint marks, wooden lathes, nails/discs etc.) showing the position of the designated and located utilities.
- Office deliverables will consist of utility sketch (not to scale) based on aerial publicly available and test hole data report.

Proposed Schedule: To be discussed and agreed upon with the Client following acceptance of this proposal. The proposed schedules shall be valid barring any unforeseen conditions.

Notes and Limitations:

1. Client shall facilitate access to the site and provide any relevant project information.
2. Site must be clear from obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00am to 4:00pm, Monday through Friday; additional charges may occur (following discussion with the Client) in case of weekend or nighttime work.
4. ECHO will not work on any site that is known to be contaminated with any hazardous or harmful substance.
5. Any permit or fee requested to perform the work complying with any stakeholder's requirement will be submitted to the Client with a 5% administrative markup.
6. FDOT Design Standards (Index 600 Series) will be utilized for the Maintenance of Traffic (MOT). Should the site require modification to the Index 600 for non-standard MOT arrangements, ECHO will seek the Client's concurrence to obtain signed and sealed project's specific MOT plans (to be provided by others).
7. Any cost associated with signed and sealed MOT plans will be submitted to the Client with a 5% administrative markup.
8. Unless otherwise stated within this proposal, test holes have usual depth of up to eight (8) ft. from the ground surface, and diameter of up to 1 ft. Should there be a need for deeper or wider excavations, additional charges may apply.
9. The original ground surface at each test hole location will be restored to as close as possible to its original conditions, using concrete mix or asphalt cold patch as applicable. Any deviation from this standard (e.g. use of hot asphalt, flowable fill etc.) may require additional charges and the use of specialty subcontractors.
10. Regardless of the type of estimate proposed (e.g. lump sum, time and materials, etc.) such estimate should be considered indicative and based on preliminary information. Should any situation out of ECHO's control heavily impact ECHO's field work performance (e.g. adverse site conditions), ECHO reserves the right to seek additional funds to complete the work.
11. The exact location of any underground utility is not guaranteed unless clearly exposed and visually verified at a specific location. Utility characteristics, methods of installation, soil conditions and the surrounding environment all

may impact adversely the results of any utility investigation with surface geophysical instruments and technology. No guarantee is made that all utilities will be found and identified.

12. Independently from ECHO's scope of work and performance, the Client shall comply with the relative chapter from the Florida (or any other applicable) Statutes: "Underground Facility Damage Prevention and Safety Act" and call 811 prior to any excavation taking place.
13. Subsurface Utility Engineering, Designating and Locating terms all refer to the American Society of Civil Engineers / Construction Institute Standard for the Collection and Depiction of Subsurface Utility Data (ASCE/CI 38-02). Should ECHO adopt this standard for the performance of the scope of work and preparation of deliverables, clear mention to the Standard shall be made throughout the deliverable.

Fee: ECHO's competitive offer, which is inclusive of all field, office, materials, supplies, and equipment costs is detailed below.

- **Utility Investigation Services, Fixed Fee: \$2,500.00**

Inclusive of up to 4 utility verification test holes

Acceptance: We will honor this proposal for 90 days. If accepted, please return to our attention together with a professional services agreement / task work order authorization and official Notice to Proceed.

At ECHO UES, Inc. we believe in collaboration and communication with our clients and are driven to understand their needs and provide time efficient and cost-effective solutions. ECHO strives to provide quality utility and survey reliable data to design better, build faster, and safely enhance Engineering, Design, Construction and Maintenance of infrastructure.

Thank you for considering ECHO for this important project and please do not hesitate to contact me directly should you have any questions or concern.

Sincerely,



Carlo Pilia
Vice President
ECHO UES, Inc.

Project Limits: Attached



EXECUTIVE SUMMARY

SUBJECT: IPO #119 - Bessie Street and 9th Avenue Stormwater Maintenance Improvements

REQUESTED ACTION: Staff Recommends Approval

Work Session (Report Only) **DATE OF MEETING:** 11/10/20
 Regular Meeting Special Meeting

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

BUDGET IMPACT: \$210,439
 Annual **FUNDING SOURCE:** Stormwater Assessment/HMGP Grant
 Capital **EXPENDITURE ACCOUNT:** Stormwater Assessment/HMGP Grant
 N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

As we have discussed at length, the Town of Windermere was awarded a Hazard Mitigation Grant Program (HMGP) Grant for stormwater improvements for Bessie Street and 9th Avenue Stormwater Maintenance Improvements. This HMGP grant award was part of a lengthy process by staff to continue to explore and apply for grant opportunities to help supplement the Town's Stormwater Capital Improvement Plan. But for these grants, the current revenues from the stormwater assessment would not be able to fund these basin improvements as a whole unless the Town increases the assessment, takes out loans or saves until funds allow for construction. The total awarded is as follows:

- \$90,000 for design
- \$1,100,000 for construction

As with all HMGP grants, there is a requirement that the jurisdiction that was awarded the grant contribute 25%. For this project, the Town would need to contribute \$297,500

The Town has held various public meetings, workshops and in person meetings with those directly impacted by the proposed improvements. Staff listened and continued to rework and amend concepts and plans. The attached IPO reflects the comments and recommendations made by Town Council at the October Workshop.

Items to note:

This design would incorporate the existing road widths, or a width selected by Town Council.

- Drainage improvements on Oakdale Street from one block north to one block south of East 9th Avenue
- Drainage improvements at the intersection of East 8th Avenue and Magnolia Street including a stormwater management pond
- Survey for Oakdale Street and intersection of East 8th Avenue and Magnolia Street
- Geotech for Oakdale Street and intersection of East 8th Avenue and Magnolia Street
- Rain Garden Landscape Plans
- Water Main Plans \$72,070
- The Consultants' Competitive Negotiations Act (CCNA) law (HB441) states that the contractual limits of assignments under on-call contracts is \$500,000 in professional services or a \$4M construction budget. This is intended to reduce the procurement burden on municipalities. We are well under these amounts for the HMGP projects. KHA was competitively selected for the continuing services, so the Town can negotiate directly with KHA on anything under \$500K / \$4M.
- Town will hire certified arborist before, during and after project to maintain canopy and assess vegetation
- Unpaved road project maintenance plan

Staff Recommends Approval



INDIVIDUAL PROJECT ORDER NUMBER 119
November 4, 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: Bessie Street and 9th Avenue Stormwater Maintenance Improvements

Client: Town of Windermere

Project Understanding:

This Individual Purchase Order (IPO) identifies the scope, schedule, and fee for engineering services associated with the design and permitting for the drainage improvements along the existing dirt roads including portions of East 9th Avenue, East Blvd, East 8th Avenue and Bessie Street (Project). Drainage improvements will also include Oakdale Street from one block north to one block south of East 9th Avenue; and the intersection of East 8th Avenue and Magnolia Street.

The Project will consist of open and closed drainage conveyance systems along East 9th Avenue from Main Street to East Blvd. (approximately 800'), East Blvd from East 9th Avenue to East 8th Avenue (approximately 500'), East 8th Avenue from East Blvd to Bessie Street (approximately 300'); Bessie Street from East 8th Avenue to East 7th Avenue (approximately 500'); Oakdale Street from one block north to one block south of East 9th Avenue (approximately 700'); and the intersection of East 8th Avenue and Magnolia Street (approximately 200'). The total project length is approximately 3,000 ft including side street returns. The improvements will include proposed drainage inlets, swales and stormwater management facilities needed to accommodate the water quantity and quality requirements prior to the discharge into Lake Bessie.

This IPO also includes engineering services for design and permitting of an 8" water main along East 9th Avenue (from Main Street), East Blvd, East 8th Avenue and Bessie Street (to East 6th Avenue).

Specific Scope of Basic Services:

Task 1 – Construction Plans

Based on the preferred alternative established in the Bessie Street Drainage Study, Kimley-Horn will prepare the final design and construction plans for the drainage improvements in accordance with the FDOT Drainage Manual.

The drainage plan and profile sheets will be prepared on 11"x17" half size sheets at a horizontal scale of 1" = 40'. The plans will be prepared on topographic information provided by a field survey from the Bessie Street Drainage Study and additional field survey as described below. The plan and profile sheets will show the drainage horizontal and vertical information for the project. Various elements such as swales, inlets, pipes, existing dirt road width, intersecting roadways, driveways and right-of-way lines will be shown and dimensioned. The plans will include grading details for the drainage improvements and existing dirt roads to accommodate these improvements along East 9th Avenue, East Blvd, East 8th Avenue and Bessie Street. Drainage grading details will also include Oakdale Street one block north and one block south of East 9th Avenue; and the intersection of East 8th Avenue and Magnolia Street.

Existing underground utilities will be shown based on information provided by the utility companies or as identified during surveying efforts. Roadway soil profiles from auger borings will be shown.

It is anticipated that Traffic Control Plans (TCP) will be prepared by the Contractor and is not included this Task.

Kimley-Horn will design the signing for the dirt roads in accordance with the current version of the Manual on Uniform Traffic Control Devices (MUTCD). The design will be shown on the drainage plan and profile sheets.

Task 2 – Drainage Design

Drainage Map(s) will be prepared for the project at a scale of 1" = 200'. The drainage maps will show roadway drainage basins, pond locations, existing drainage features, offsite basins and flow patterns/arrows. Design information relative to the proposed storm sewer pipes, drainage structures and swales will be shown on the drainage plan and profile sheets. Proposed drainage structure cross sections are not included in this Task.

Kimley-Horn will design roadside swales and one (1) stormwater management pond as needed to accommodate the Project. Drainage calculations will be prepared and documented in a Drainage Report.

The drainage design will incorporate water quality analysis results completed as part of the Bessie Street Drainage Study including design of two rain gardens in place of the two detention ponds proposed in the Bessie Street Study phase of this project.

Task 3 – Permitting

It is anticipated that the drainage and water quality improvements will require a South Florida Water Management District (SFWMD) Environmental Resource Permit (ERP).

Kimley-Horn will provide water quality calculations in support of SFWMD ERP application.

Kimley-Horn will prepare and submit a permit application package to the SFWMD. Kimley-Horn will respond to up to two (2) Requests for Additional Information (RAI) from the SFWMD. The Town will be responsible for signing all necessary application forms and all application fees associated with the permit application.

Task 4 – Rain Garden Landscape Plans

Kimley-Horn will prepare Landscape Planting Plans and Details for two (2) rain gardens located within the proposed project improvement area. The rain gardens will be coordinated and designed in collaboration with the proposed drainage improvements. The rain gardens are anticipated to be located at the intersection of 8th Ave. / East Blvd. and the intersection of 9th Ave. / East Blvd.

The proposed rain garden planting plan will include the following:

- One (1) plan view planting plan for each Rain Garden (at an appropriate scale) with plant locations and plant ID callouts
- One (1) plant schedule listing the proposed plantings within each rain garden
- Two (2) typical cross section details for each of the proposed planted rain gardens
- Typical planting details and notes

Kimley-Horn will prepare the above documents for submittal to the Town and the SFWMD. Kimley-Horn will revise the documents per the Town and SFWMD comments up to two (2) times.

Final Deliverables for this task include one (11"x17") signed and sealed set of reproducible landscape plan drawings for the proposed rain garden locations listed in the description above.

Task 5 – Survey Services

Kimley-Horn will retain the services of PEC Surveying and Mapping, LLC (PEC) to perform the additional design survey for Oakdale Street one block north and one block south of East 9th Avenue (approximately 700'); and the intersection of East 8th Avenue and Magnolia Street (approximately 200'). Refer to attached subconsultant proposal for additional information.

Task 6 – Geotechnical Services

Kimley-Horn will retain the services of Geotechnical and Environmental Consultants, Inc. (GEC) to perform additional auger borings and field permeability tests for the intersection of East 8th Avenue and Magnolia Street (approximately 200') and associated stormwater pond area. Refer to attached subconsultant proposal for additional information.

Task 7 – Subsurface Utility Verification

Kimley-Horn will retain the services of Southeastern Surveying and Mapping Corp. (Southeastern) to perform utility test holes. Refer to attached subconsultant proposal for additional information.

Task 8 – Bid Assistance Services

Kimley-Horn will prepare one (1) opinion of probable construction cost and one (1) contractor bid tabulation form for the Project for use by the Town during the bidding process. Kimley-Horn will attend one (1) pre-bid meeting and provide input as directed by the Client. Kimley-Horn will prepare responses to questions submitted by the contractors to the Town during the bidding period.

Task 9 – Construction Phase Services

Kimley-Horn will review drainage structure shop drawings submitted by the Contractor in accordance with standard FDOT procedures. The Town will be responsible for the receipt, distribution, and disposition of all contractor submittals, including project logs. The term "shop drawings" include all drawings, diagrams, illustrations, transportation procedures, manuals, and design calculations submitted by the Contractor to define some portion of the project.

Kimley-Horn will provide written responses to the Town for up to five (5) Contractor Requests for Information (RFI).

Kimley-Horn will attend up to five (5) progress meetings during construction as requested by the Town. This task does not include engineering inspection services.

Task 10 – Water Main Construction Plans

Drainage improvements are being designed along Bessie Street and 9th Avenue. The Town's Water Master Plan identified a future 8-inch water main that would service the area. In an effort to minimize future construction to install the water main, the Town has elected to include the work in this scope. Kimley-Horn understands that the Town currently has one (1) 12-inch water main at the intersection of Bessie and 6th Avenue and one (1) 8-inch water main at the intersection of 9th Avenue and Main Street (dirt road). The proposed 8-inch water main will be approximately 2,500 linear feet.

Kimley-Horn will prepare utility plans for 60%, 90%, and 100% plans for the 8-inch water main along Bessie Street and 9th Avenue. Kimley-Horn understands that the Town currently has an existing 12-inch and 8-inch water main which will provide connection points for the proposed 8-inch water main at the intersections of Bessie Street and 6th Avenue and 9th Avenue and Main Street (dirt road). The water main will include water service connections and hydrants. Kimley-Horn understands that the residents will be responsible for the connection to the back of the meter and will not be part of this design. The water main

will be designed in accordance with the OCU standards.

The construction plan and profile sheets will be prepared on 11"x17" half size sheets at a horizontal scale of 1" = 40'. The plans will be prepared on topographic information provided by a field survey. The plan and profile sheets will show the horizontal and vertical information for the project as previously described.

The Engineer will submit plans to OCU for review and comments at the 90% complete level. After receiving comments from OCU, Kimley-Horn will revise the drawings and submit the final 100% drawings to OCU for review and comments.

Kimley-Horn will prepare bid documentation and will assist the Town in bidding services. Bidding services include attending a pre-bid meeting, responding to addenda, and final construction documentation.

Task 11 – Water Main Permitting

Kimley-Horn will prepare and submit a Florida Department of Environmental Protection (FDEP) permit application for the water main extension. The final plans will be coordinated with OCU staff for their signatures on the permit applications.

Task 12 – Water Main Construction Phase Services

Kimley-Horn will attend the pre-construction meeting, review shop drawing submittals by the contractor, provide responses for up to five (5) RFI's, and attend up to three (3) progress meetings.

Kimley-Horn will prepare and submit the FDEP Clearance Form to the FDEP for approval.

The contractor will be responsible for providing as-built information and the required survey information for OCU's project closeout. Kimley-Horn will review the information provided by the contractor and prepare record drawings for the project.

Task 13 – Water Main Utility Investigation Services

Kimley-Horn will retain the services of ECHO UES, Inc. (ECHO) to perform identification and marking of existing utilities and up to six (6) utility verification test holes. Refer to attached subconsultant proposal for additional information.

Task 14 – Water Main Utility Survey Services

Kimley-Horn will retain the services of PEC Surveying and Mapping, LLC (PEC) to perform the additional design survey for identification and test holes described in Task 13.

Task 15 – Unpaved Road Project Maintenance Plan

Research / Site Assessment - A site assessment will be completed to understand the potential issues that will occur with unpaved the roadway. The topography, soils, and land cover play a part in the alignment and stability of the road.

- A review of the topography survey completed for this Project will be included to understand the slopes and grades that will contribute to the velocity of runoff in the area.
- A soil type assessment will be completed to understand the stability and permeability of the soils adjacent to the existing unpaved roadways.
- A vegetation / land cover assessment will be completed to understand the existing land cover and how it can help preserve erosion on slopes.

Inventory - An unpaved roadway and drainage structure inventory will be completed to identify locations

that contribute to the Project basin that will need maintenance. Contributing basins will be identified to determine the amount of runoff that is coming to each drainage structure. This will help categorize areas of concern and determine which areas will need increased maintenance.

Maintenance Schedule, Checklist, and Monitoring Plan - Routine inspection and maintenance should be performed by Town staff to maintain the unpaved roadway and adjacent drainage systems. A maintenance plan, based on the plan developed for IPO #118 Butler Street and 7th Avenue Dirt Road and Drainage Improvements Final Design, will be developed and will consist of upkeep strategies for four (4) main areas of concern: roadway surface, side slopes, drainage system, and buffers. A maintenance schedule and checklist will be developed ensure proper care of the unpaved roadways and surrounding drainage systems.

Project Deliverables:

- Construction Plans
- Drainage Report
- SFWMD application package
- Rain Garden Landscape Plans
- Geotechnical engineering report
- Utility test hole data sheets
- Opinion of probable construction cost
- Contractor bid tabulation form
- Water Main Construction Plans
- Water Main application package

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.

- Sidewalk Design
- Traffic Control Plans
- Drainage structure cross sections
- Engineering inspection services
- Attendance at meetings in addition to those noted in the scope of services
- Concept development of additional alternatives
- Cost estimates of additional alternatives
- Certified Arborist evaluation for tree preservation
- Lighting Plans

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- Available right of way data
- Available record or as-built plans
- Available permits
- Data regarding the existing road conditions

Schedule:

Tasks 1-7, 10-11, and 13-15 are anticipated to be completed within 180 calendar days. Tasks 8, 9 and 12 will be dependent on the Town's bidding process and the construction duration.

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-15 for a lump sum fee of \$210,439.00 inclusive of expenses. A breakdown of fee by task is provided in the table below.

Task	Fee
Task 1: Construction Plans	\$42,575.00
Task 2: Drainage Design	\$29,320.00
Task 3: Permitting	\$12,930.00
Task 4: Rain Garden Landscape Plans	\$15,020.00
Task 5: Survey Services	\$4,000.00
Task 6: Geotechnical Services	\$3,885.00
Task 7: Subsurface Utility Verification	\$1,684.00
Task 8: Bid Assistance Services	\$8,670.00
Task 9: Construction Phase Services	\$13,410.00
Task 10: Water Main Construction Plans	\$44,560.00
Task 11: Water Main Permitting	\$3,450.00
Task 12: Water Main Construction Phase Services	\$17,310.00
Task 13: Water Main Utility Investigation Services	\$3,000.00
Task 14: Water Main Utility Survey Services	\$3,750.00
Task 15: Unpaved Road Project Maintenance Plan	\$6,875.00

Lump sum 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: Assistant Secretary/Project Manager

DATE: _____

DATE: 11/04/2020

KIMLEY-HORN AND ASSOCIATES, INC.



BY: _____
Victor H. Gallo, PE

TITLE: Drainage Engineer

DATE: 11/04/2020



November 5, 2020

KIMLEY-HORN AND ASSOCIATES, INC.

Project: IPO 119 Bessie and 9th Stormwater Maintenance Impr

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours	Lump Sum
Project: IPO 119 Bessie and 9th Stormwater Maintenance Improvements	1,261.0	\$ 194,120.00
1. Construction Plans	280.0	\$ 42,575.00
2. Drainage Design	192.0	\$ 29,320.00
3. Permitting	84.0	\$ 12,930.00
4. Rain Garden Planting Plans	108.0	\$ 15,020.00
8. Bid Assistance Services	57.0	\$ 8,670.00
9. Construction Phase Services	79.0	\$ 13,410.00
10. Water Main Construction Plans	296.0	\$ 44,560.00
11. Water Main Permitting	20.0	\$ 3,450.00
12. Water Main Construction Phase Services	100.0	\$ 17,310.00
15. Unpaved Road Project Maintenance Plan	45.0	\$ 6,875.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	1,261.0	\$ 194,120.00
Subconsultant: 5. Survey Services (PEC)		\$ 4,000.00
Subconsultant: 6. Geotechnical Services (GEC)		\$ 3,885.00
Subconsultant: 7. Subsurface Utility Verification (Southeastern)		\$ 1,684.00
Subconsultant: 13. Water Main Utility Investigation Services (ECH)		\$ 3,000.00
Subconsultant: 14. Water Main Utility Survey Services (PEC)		\$ 3,750.00
Total Subconsultant		\$ 16,319.00
GRAND TOTAL FEES AND CHARGES:		\$ 210,439.00



Consultant Name: Kimley-Horn and Associates, Inc.

Work Effort and Fee Estimate Table

Project: IPO 119 Bessie and 9th Stormwater Maintenance Improvements

task	Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical		task totals	
	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate
1. Construction Plans	8	\$ 1,920.00	38	\$ 7,600.00	38	\$ 7,600.00	41	\$ 7,175.00	147	\$ 17,640.00	8	\$ 640.00	280	\$ 42,575.00
2. Drainage Design	5	\$ 1,200.00	23	\$ 4,600.00	23	\$ 4,600.00	40	\$ 7,000.00	96	\$ 11,520.00	5	\$ 400.00	192	\$ 29,320.00
3. Permitting	2	\$ 480.00	10	\$ 2,000.00	14	\$ 2,800.00	14	\$ 2,450.00	42	\$ 5,040.00	2	\$ 160.00	84	\$ 12,930.00
4. Rain Garden Planting Plans	1	\$ 240.00	9	\$ 1,800.00	10	\$ 2,000.00	12	\$ 2,100.00	70	\$ 8,400.00	6	\$ 480.00	108	\$ 15,020.00
8. Bid Assistance Services	1	\$ 240.00	7	\$ 1,400.00	8	\$ 1,600.00	10	\$ 1,750.00	30	\$ 3,600.00	1	\$ 80.00	57	\$ 8,670.00
9. Construction Phase Services	2	\$ 480.00	16	\$ 3,200.00	16	\$ 3,200.00	22	\$ 3,850.00	21	\$ 2,520.00	2	\$ 160.00	79	\$ 13,410.00
10. Water Main Construction Plans	8	\$ 1,920.00	50	\$ 10,000.00	0	\$ -	80	\$ 14,000.00	150	\$ 18,000.00	8	\$ 640.00	296	\$ 44,560.00
11. Water Main Permitting	1	\$ 240.00	3	\$ 600.00	0	\$ -	14	\$ 2,450.00	\$ -	\$ -	2	\$ 160.00	20	\$ 3,450.00
12. Water Main Construction Phase Services	4	\$ 960.00	26	\$ 5,200.00	0	\$ -	50	\$ 8,750.00	20	\$ 2,400.00	\$ -	\$ -	100	\$ 17,310.00
15. Unpaved Road Project Maintenance Plan	1	\$ 240.00	4	\$ 800.00	5	\$ 1,000.00	13	\$ 2,275.00	20	\$ 2,400.00	2	\$ 160.00	45	\$ 6,875.00
Total Billable Labor													1261	\$ 194,120.00

Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
33 \$ 7,920.00	186 \$ 37,200.00	114 \$ 22,800.00	296 \$ 51,800.00	596 \$ 71,520.00	36 \$ 2,880.00
2.6%	14.8%	9.0%	23.5%	47.3%	2.9%

Notes:

K:\ORL_Roadway\MARKETING\Windermere\Contract\IPO #119_Bessie Final Design\IPO 119 - Bessie and 9th Stormwater Maintenance Improvements_November 2020.xlsx\IPO #119 STAFF HOUR



Surveying and Mapping, LLC

November 4, 2020

Kimley Horn and Associates, Inc.
Mr. Hao T. Chau, P.E.
189 S. Orange Avenue, Suite 1000
Orlando, Florida 32801

PS16746-KHA

**Re: E 8th Ave and Bessie and E 9th Avenue– Surveying and Mapping Services
Windermere, Florida**

Dear Mr. Chau:

PEC-Surveying and Mapping (PEC) is pleased to submit our proposal for surveying and mapping services in connection with the above-referenced project.

Additional Survey: We propose to append our Surveys of East 9th Street and Bessie Street Surveys with the extensions along Oakdale Street, East 8th Avenue, and Magnolia Street as shown on the attached furnished Exhibit. The Project Limits represent approximately 750 feet of roadway. The survey will include full right-of-ways of the Project Area streets. A project base line will also be established and referenced in the field for use in the Study phase. The survey will locate the right of way boundaries and the approximate adjacent lot lines.

Elevations will be relative to mean sea level datum NGVD of 1929 relative to two harmonious Orange County benchmarks to be consistent with the Towns Survey Database.

Evidence of all above ground utilities will be located. Invert elevations will be obtained of all drainage structures.

A new Surface of both projects will be performed incorporating the additional Survey information.

Tree Locations: All trees 4 inches in diameter, as measured at breast height, within the Project Limits will be located with the size and type noted. Areas of landscaping shrubbery, hedges and landscape areas will be denoted.

Deliverables: Deliverables will consist of an AutoDesk CAD file to be used as the engineering base map at a scale consistent with the previous Surveys.

Schedule: We are prepared to commence within four (4) working days from Notice to Proceed and can complete the assignment within ten (10) working days from commencement.

Fees: We propose to perform the work for \$ 4,000.00 (Four Thousand Hundred Dollars).

Kimley Horn and Associates, Inc.
Mr. Hao T. Chau, P.E.
PS16746-KHA
November 4, 2019
Page Two

Thank you for the opportunity of submitting this proposal to you. Should this result in a contractual agreement please have the entity responsible for payment execute below and return to serve as our Notice to Proceed. This proposal is valid for 30 days.

Should you have any questions or comments please do not hesitate to contact us.

Sincerely

PEC Surveying and Mapping

A handwritten signature in black ink, appearing to read "David A. White". The signature is fluid and cursive, with a prominent initial "D" and a long, sweeping underline.

David A. White P.S.M.
President

THIS PROPOSAL IS HEREBY ACCEPTED AND AUTHORIZATION TO PROCEED IS
HEREBY GIVEN.

Authorized Signature:

Title:

Date:



**Geotechnical
and
Environmental
Consultants, Inc.**

At the very foundation of our community

November 3, 2020

Kimley-Horn
189 S. Orange Avenue, Suite 1000
Orlando, FL 32801

Attention: Mr. Hao T. Chau, P.E.

Subject: Proposal for Additional Geotechnical Engineering Services
BESSIE STREET AND 9TH AVENUE
STORMWATER MAINTENANCE IMPROVEMENTS
IPO #119
Windermere, Florida
GEC Proposal No. P9833G1

Dear Mr. Chau:

Geotechnical and Environmental Consultants, Inc. (GEC) is pleased to provide this proposal for the above-referenced project. Our proposed scope of services is based on the project information you provided to us in our correspondence on November 3, 2020. The purpose of this additional investigation is to explore soil and groundwater conditions at the site and to use the information obtained to provide geotechnical engineering recommendations for the added scope elements for this drainage study. This proposal presents our understanding of the project, our recommended scope of services, and a cost and schedule for providing those services.

Site Location and Project Description

The site is located on the northwest side of Lake Bessie in Windermere, Florida as shown on Attachment 1. The site includes portions of Bessie Street, East 8th Avenue, East Blvd and East 9th Avenue. The general vicinity of the site is characterized by single-family residential. The site includes approximately 2,300 linear feet of unpaved roads.

We understand that the added scope elements include modifications to the existing pond at the intersection with Magnolia Street.

Scope of Services

As requested, the following is our additional scope of services:

- Stake boring locations at the site.
- Clear utilities at the boring locations.
- Mobilize truck drilling equipment and personnel.
- Perform 1 auger boring to a depth of 15 feet and 1 Double Ring Infiltration (DRI) test.
- Perform routine laboratory soil classification tests to enhance visual soil classification of samples obtained.
- Issue a geotechnical engineering report that will address the following topics:
 - Subsurface conditions at the boring locations
 - Measured and estimated seasonal high groundwater depths
 - Site preparation
 - Fill selection, placement and compaction
 - Suitability of soil excavated from pond for use as engineered fill
 - Unconfined aquifer parameters for drainage study

The geotechnical report will be signed and sealed by a Geotechnical Engineer licensed in Florida.

Cost and Schedule

The cost to provide the scope of services is a LIMITING AMOUNT fee of \$3,885.00. Attachment 1 documents our detailed scope of services and fees. *Our fees will be billed based on the actual units of work performed and the unit rates shown on Attachment 1; however, we will not exceed the limiting amount without your authorization.* This fee includes an electronic copy of our report emailed to you.

Our schedule to complete the work will be about 4 weeks from your written notice to proceed. If requested, verbal recommendations can be provided after the field work is completed.

Limitations

This proposal is subject to the following limitations: 1) The site will be accessible to the drilling equipment assumed above. If other types of drilling equipment become necessary due to site and/or weather conditions, appropriate adjustments to the actual fees will be necessary; 2) undisturbed samples and consolidation tests are not included, unless stated above; and 3) we

assume no responsibility for damage to underground utilities and/or structures that are not located by the owner or Sunshine State One-Call.

Closure

GEC appreciates the opportunity to submit this proposal. If you have any questions regarding this proposal, or if we can be of further assistance, please contact the undersigned.

Very truly yours,

GEOTECHNICAL AND ENVIRONMENTAL CONSULTANTS, INC.



Ryan J. Petersen
Project Engineer



Christopher P. Meyer, P.E.
Principal Engineer

Attachment 1
Geotechnical Scope of Services and Cost
Bessie Street and 9th Avenue Stormwater Maintenance Improvements
Windermere, Florida
GEC Proposal No. 9833G1

	Quantity	Units	Unit Rate	Cost
Field Services				
Mobilization of Truck-Mounted Rig Engineering Technician (Site Recon, Boring Layout, and Utility Clearance)	1	ls	\$600.00	\$600.00
Auger Borings (1 @ 15 ft)	3	hr	\$60.00	\$180.00
Field Permeability Test (0-10')	15	ft	\$12.00	\$180.00
Double Ring Infiltration (DRI) Test	0	ea	\$420.00	\$0.00
Drill Rig and Crew - Truck (2 person)	1	ea	\$600.00	\$600.00
Two-Person Soil Survey Crew	1	hr	\$220.00	\$220.00
GPS Unit for Boring Locations	0	hr	\$160.00	\$0.00
Portable Safety Signs for MOT	1	day	\$100.00	\$100.00
	1	day	\$50.00	\$50.00
			Field Subtotal	\$1,930.00
Laboratory Testing				
Engineering Technician (Soil Classification)	1	hr	\$60.00	\$60.00
Percent Fines	2	ea	\$45.00	\$90.00
Organic Content	0	ea	\$50.00	\$0.00
Atterberg Limits	1	ea	\$110.00	\$110.00
Natural Moisture Content	1	ea	\$15.00	\$15.00
Corrosion Series	1	ea	\$200.00	\$200.00
Laboratory Permeability	0	ea	\$300.00	\$0.00
			Laboratory Subtotal	\$475.00
Engineering Analysis & Report				
Principal Engineer	0	hr	\$250.00	\$0.00
Senior Engineer	2	hr	\$160.00	\$320.00
Project Engineer	7	hr	\$120.00	\$840.00
Engineer	0	hr	\$100.00	\$0.00
CADD Draftsman/GIS Specialist	2	hr	\$100.00	\$200.00
Secretary	2	hr	\$60.00	\$120.00
			Engineering Subtotal	\$1,480.00
TOTAL LIMITING AMOUNT FEE				\$3,885.00

Steven L. Anderson, Jr., PSM, PLS
Charles M. Arnett, PSM
Michael D. Brown, PSM
Michael L. Dougherty, PSM
James M. Dunn, II, PSM
Thomas F. Ferguson, PSM
Tate B. Flowers, PSM, PLS
Robert W. Gardner, PSM
Brian R. Garvey, PE, GISP
Joseph R. Gore, PLS
Daniel J. Henry, PSM, PLS
Ryan E. Johnson, PSM
Gary B. Krick, PSM (Retired)
Brad J. Lashley, PSM, PLS
Myron F. Lucas, PSM
James E. Mazurak, PSM



Southeastern Surveying and Mapping Corporation
Serving the Southeast Since 1972
100% Employee Owned

Thomas K. Mead, PSM, PLS
Timothy O. Mosby, PSM
Andrew A. Perry, PSM
James L. Petersen, PSM
William C. Rowe, PSM
Tony G. Syfrett, PSM, PLS
Thomas P. Young, Jr., PSM, GISP
Kirk R. Hall, EI, GISP
Brad A. Stroppel, EI, GISP
Brian E. Latchaw, GISP
Patrick J. Phillips, GISP
Donna L. Hendrix, CST IV
Mark W. Klaers, CST IV
David M. Rentfrow, CST IV
Steve D. Smith, CST IV

Land Surveying & Mapping Services • Sub-Surface Utility Designation & Location Services • Geographic Information Systems • GPS Asset Inventories

June 12, 2019

Via E-Mail: hao.chau@kimley-horn.com

Mr. Hao T. Chau, P.E.
Kimley-Horn
189 S. Orange Avenue, Suite 1000
Orlando, FL 32801

**RE: Town of Windermere – Bessie Street Roadway Improvements
Section 08, Township 23 South, Range 28 East, Orange County, Florida**

Dear Mr. Chau,

We are pleased to submit our proposal for Subsurface Utility Verification on the above referenced project.

SCOPE OF WORK:

1. Coordinate Sunshine 811 and utility locates to include supplemental calls to each locator to expedite the field marking of each subsurface utility as required by law.
2. Expose the subject utilities by using non-destructive vacuum excavation methods at **four (4)** specific locations as indicated on plan sheet(s) provided or marked by client in the field
3. Confirm/determine the vertical and horizontal position of the subject utilities and record the information, using the locate marks provided by the utility owners and/or their representatives unless otherwise specifically requested by client.
4. Any asphalt/concrete removed will be repaired using like materials.
5. Tie each test hole location to a minimum of three visible physical features to enable this data to be added to your base map and also enable future recovery.

The final product will be test hole reports/sketches of the project area reflecting all pertinent data for your use.

6500 All American Blvd
Orlando, FL 32810
407.292.8580
407.292.0141 Fax

1130 Highway 90
ChIPLEY, FL 32428
850.638.0790
850.638.8069 Fax

Lakeside Executive Center
8641 Baypine Road
Suite 5
Jacksonville, FL 32256
904.737.5990
904.737.5995 Fax

119 West Main Street
TAVARES, FL 32778
352.343.4880
352.343.4914 Fax

10 East Lake Street
KISSIMMEE, FL 34744
407.944.4880
407.944.0424 Fax

University Corporate Park
10770 North 46th Street
Suite C-300
Tampa, FL 33617
813.898.2711
813.898.2712 Fax

410 Honeysuckle Road
Dothan, AL 36305
334.648.0288

Licenses: PSM: Florida Professional Surveyor & Mapper • PLS: Alabama Professional Land Surveyor • PE: Professional Engineer
Certifications: EI: Engineering Intern • GISP: Geographic Information Systems Professional • CST: Certified Survey Technician

Terms and Conditions

It is understood that the construction contractor is responsible to abide by Sunshine 811, Florida State Statutes Chapter 556.106 and all applicable laws, and regulations that pertain to the services provided.

Kimley-Horn will make available all plans and utility records that have been obtained for this site. However, the information provided by Kimley-Horn is also dependent upon a Sunshine 811 request for utility owners and/or their representatives to mark their buried underground plant at the project site as required by law. Southeastern Surveying and Mapping Corporation (SSMC) has a right to rely on the accuracy of such plans and utility records and will notify Kimley-Horn if there are any patently or reasonably identifiable defects in the documents.

Kimley-Horn is aware that due to the inherent uncertain nature of subsurface utilities, including but not limited to deficient or misrepresentation of prints, SSMC cannot guarantee that all subsurface utility lines will be accounted for. SSMC will ensure that all reasonable efforts are made to identify the location of said underground utilities and provide the best available information within the project area with the use of Ground Penetrating Radar, Electronic Line Locating Equipment and Vacuum Excavation methods, as needed. Additional research will only be conducted by SSMC if requested in writing by Kimley-Horn.

In accordance with the Underground Facility Damage Prevention and Safety Act, the Design Engineer shall perform sufficient Utility Coordination with the Utility providers in this location to affirm the information from SSMC's efforts and confirm that no other subsurface utility is possibly undetected by these efforts.

SSMC shall not be held liable for any latent or unreasonably discoverable utilities in the project area. Furthermore in the event of a claim regarding the services provided in the proposal, SSMC shall have liability for reasonable and necessary defense costs to the extent caused by SSMC's negligence.

M.O.T. will be used only if absolutely necessary and these invoice charges will be an addition to the total per day rate and reflected on our invoice to you.

Note: If permitting is required for said work, these charges will also be additional and reflected on our invoice to you.

Note: Test Holes that require a depth of greater than ten (10) feet, or require a substantial amount of increased effort (sleeving, shoring, de-watering, etc.), then said Test Holes may need to be negotiated separately on a case by case basis if normal vacuum excavation practices do not allow said utilities to be exposed.

Note: All utility sizes given are outside diameter unless otherwise specified and are approximate only due to uncontrollable field conditions that may be encountered during excavation.

Note: Any additional overlaying or restoration of pavement, other than the replacement of materials removed and cold patched, will be the responsibility of Kimley-Horn.



Page 3

Mr. Hao T. Chau, P.E.

Town of Windermere – Bessie Street Roadway Improvements

June 12, 2019

Our fee for this project will be as follows:

Test Holes/Day Rate:

\$421.00 Dirt/Each (anticipate 4) \$1,684.00

\$480.00 Asphalt/Concrete/Each (anticipate 0)

M.O.T.: (SSMC) (Roadway Digs Only)

\$731.00 per Lane Closure/Day Rate

\$931.00 per Lane Closure/Night Rate

Permitting: (If Required)

\$103.00 per hour + cost of permit

The fee estimate for the proposed scope of services is valid for six (6) months from the date of proposal.

We anticipate completion of the above described work within **three (3) weeks** after receipt of approved permit and written notice to proceed.

Payment is expected within thirty (30) days from date of invoice.

Notice to Owner:

- For all construction related projects a Notice to Owner will be filed.

We look forward to the opportunity to work with you on this project.

Sincerely,



M. Scott Sowards

Utility Project Manager

MSS:gac

Page 4

Mr. Hao T. Chau, P.E.

Town of Windermere – Bessie Street Roadway Improvements

June 12, 2019

If the above scope, period of service and method of compensation meets with your approval, please execute below and email to SSMC as notice to proceed along with the notice of commencement.

If your firm prefers using your own standard PROFESSIONAL SERVICES AGREEMENT in lieu of this proposal letter, this document MUST BE furnished to SSMC, negotiated, and executed prior to the commencement of any service.

Send all Agreements to:

Orlando Corporate Office

6500 All American Boulevard

Orlando, FL 32810.

Fax: 407-292-0141

Email: info@southeasternsurveying.com

Your firm agrees that by (1) signing and returning this Proposal, or (2) partial or complete performance under this Proposal and SSMC has not received, negotiated and/or executed a PROFESSIONAL SERVICES AGREEMENT, then it is agreed that THE TERMS AND CONDITIONS IN THIS PROPOSAL SHALL GOVERN THE SERVICES RENDERED.

Furthermore, if requested, your firm acknowledges that by accepting this Proposal, SSMC will provide your firm with an insurance certificate that (1) contains the project name and (2) lists your firm as the certificate holder.

The person executing this document **must indicate** that he/she is a **Principal and/or Corporate Officer**.

If the signatory is not a **Principal and/or Corporate Officer**, a **Letter of Authorization on company letterhead signed by a Principal and/or Corporate Officer, MUST be provided that specifically states that signatory has the authority to bind the parties by entering into this agreement.**

ACCEPTED BY:

_____/_____
Principal / or Corporate Officer TITLE Printed Name Date



November 4, 2020

Hao Chau, PE
Kimley-Horn
189 S. Orange Ave. Ste. 1000
Orlando, FL 32801

PROPOSAL FOR UTILITY INVESTIGATIVE SERVICES

Project: Town of Windermere

IPO #119 – Bessie and 9th Stormwater Maintenance Improvements – Water Main

Dear Mr. Chau:

At ECHO UES, Inc. (ECHO) we value your consideration and appreciate the opportunity to provide a technical proposal for the provision of professional services. This technical proposal, inclusive of economical offer and schedule, details the approach we consider as the most suitable for this project.

Project Synopsis: Based on the information made available to ECHO, we understand the project consisting of engineering design services for utility improvements. ECHO's professional services were requested to provide utility investigation services to address existing utilities in the project plans. Utility information as produced by ECHO will be surveyed by the Team's Survey Firm (PEC).

Project Limits: ECHO's proposed services will be performed within well-defined limits (i.e. Project Limits) as shown on the provided exhibits.

Subsurface Utility Engineering (SUE) Services: Using a combination of field investigative techniques and technology, including surface geophysical instruments, and vacuum excavation if needed, ECHO will perform the following services.

1. **Identification and marking of existing utilities.** Utilities potentially in conflict with the project and located within the project limits will be investigated in the attempt to identify their position. The results will be marked on the ground surface using the most appropriate method (i.e. pin flags, paint etc.) and showing the approximate position of the identified utilities.

ECHO will attempt to identify and mark exclusively utilities requested by the EOR, at specific locations, and in support of the requested utility verification test holes.

2. **Verification of utility location and characteristics.** At specific locations ECHO will attempt to expose utilities via minimally intrusive methods (e.g. use of vacuum excavation) to confirm their characteristics (e.g. type, size, material, direction, configuration) and provide an accurate location. At completion of each excavation (test hole) ECHO will record all verifiable utility information, mark the utility location with the most appropriate method (e.g. wooden lathes, "X" mark on concrete, disc and nail on asphalt) and restore the field to as close as possible to its original conditions.

Up to 6 utility verification test holes will be performed at locations identified by the EOR.

Deliverables:

- Field deliverables will consist of field marks (e.g. pin flags, paint marks, wooden lathes, nails/discs etc.) showing the position of the designated and located utilities.
- Office deliverables will consist of utility sketch (not to scale) based on aerial publicly available and test hole data report.

Proposed Schedule: To be discussed and agreed upon with the Client following acceptance of this proposal. The proposed schedules shall be valid barring any unforeseen conditions.

Notes and Limitations:

1. Client shall facilitate access to the site and provide any relevant project information.
2. Site must be clear from obstacles impeding access to any portion of the project limits.
3. Standard work hours are from 7:00am to 4:00pm, Monday through Friday; additional charges may occur (following discussion with the Client) in case of weekend or nighttime work.
4. ECHO will not work on any site that is known to be contaminated with any hazardous or harmful substance.
5. Any permit or fee requested to perform the work complying with any stakeholder's requirement will be submitted to the Client with a 5% administrative markup.
6. FDOT Design Standards (Index 600 Series) will be utilized for the Maintenance of Traffic (MOT). Should the site require modification to the Index 600 for non-standard MOT arrangements, ECHO will seek the Client's concurrence to obtain signed and sealed project's specific MOT plans (to be provided by others).
7. Any cost associated with signed and sealed MOT plans will be submitted to the Client with a 5% administrative markup.
8. Unless otherwise stated within this proposal, test holes have usual depth of up to eight (8) ft. from the ground surface, and diameter of up to 1 ft. Should there be a need for deeper or wider excavations, additional charges may apply.
9. The original ground surface at each test hole location will be restored to as close as possible to its original conditions, using concrete mix or asphalt cold patch as applicable. Any deviation from this standard (e.g. use of hot asphalt, flowable fill etc.) may require additional charges and the use of specialty subcontractors.
10. Regardless of the type of estimate proposed (e.g. lump sum, time and materials, etc.) such estimate should be considered indicative and based on preliminary information. Should any situation out of ECHO's control heavily impact ECHO's field work performance (e.g. adverse site conditions), ECHO reserves the right to seek additional funds to complete the work.
11. The exact location of any underground utility is not guaranteed unless clearly exposed and visually verified at a specific location. Utility characteristics, methods of installation, soil conditions and the surrounding environment all

may impact adversely the results of any utility investigation with surface geophysical instruments and technology. No guarantee is made that all utilities will be found and identified.

12. Independently from ECHO's scope of work and performance, the Client shall comply with the relative chapter from the Florida (or any other applicable) Statutes: "Underground Facility Damage Prevention and Safety Act" and call 811 prior to any excavation taking place.
13. Subsurface Utility Engineering, Designating and Locating terms all refer to the American Society of Civil Engineers / Construction Institute Standard for the Collection and Depiction of Subsurface Utility Data (ASCE/CI 38-02). Should ECHO adopt this standard for the performance of the scope of work and preparation of deliverables, clear mention to the Standard shall be made throughout the deliverable.

Fee: ECHO's competitive offer, which is inclusive of all field, office, materials, supplies, and equipment costs is detailed below.

- **Utility Investigation Services, Fixed Fee: \$3,000.00**

Inclusive of up to 6 utility verification test holes

Acceptance: We will honor this proposal for 90 days. If accepted, please return to our attention together with a professional services agreement / task work order authorization and official Notice to Proceed.

At ECHO UES, Inc. we believe in collaboration and communication with our clients and are driven to understand their needs and provide time efficient and cost-effective solutions. ECHO strives to provide quality utility and survey reliable data to design better, build faster, and safely enhance Engineering, Design, Construction and Maintenance of infrastructure.

Thank you for considering ECHO for this important project and please do not hesitate to contact me directly should you have any questions or concern.

Sincerely,



Carlo Pilia
Vice President
ECHO UES, Inc.

Project Limits: Attached

THE TOWN OF
Windermere



EXECUTIVE SUMMARY

SUBJECT: On Call Sign Design Contractor: Council Member Sapp Item

REQUESTED ACTION: LRP Recommends Approval

Work Session (Report Only)

Regular Meeting

DATE OF MEETING: 11/10/20

Special Meeting

CONTRACT: N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

BUDGET IMPACT: TBD Case by Case

Annual

Capital

N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

Mayor & Council,

The Town has a large number of projects lined up that will require signage, including Town Facilities and the Ward Trail. There are also signs that were tabled over the years that will be revisited (eg gateway and event signs) and, we may explore updating some areas like public notice signs which are currently step stakes.

With so many needs in the near future it would be a more streamlined approach to find a company that has the capabilities to design, engineer and source signage for individual projects. This company would use current design applications currently used in Town and guidelines set forth in the branding package by York Branding and the Downtown Masterplan by Canin and Associates. They would be called upon for specific IPOs.

Subsequent to the LRP June 25, 2020 meeting, I conferred with PW Director, Scott Brown, to create an RFQ for the purposes laid out above. Mr. Brown suggested that we reach out to vendors currently under master contracts with the Town as they have been vetted and have strong familiarity. The two natural candidates were our planning firm, Wade Trim, and engineering firm, Kimley Horn.

Wade Trim respectfully declined the solicitation as their department handling this type of work is not local and assumed that be a preference. Kimley Horn does have a local department and have included the attached packet.

I asked LRP to make comment and/or recommend for Town Council to add signage design services to the scope of the master service agreement between KHA and the Town of Windermere.



August 27, 2020

Scott Brown
Public Works Director
Town of Windermere
614 Main Street
Windermere, FL 34786

**RE: *Signage and Wayfinding Planning and Design
Example Projects***

Dear Mr. Brown:

This package of graphics demonstrates our ability to plan and design various wayfinding and guide signs. We are excited to work with the Town on upgrading and installing new signage and features.

We are ready to perform this work under our existing Continuing Engineering Services Agreement with the Town dated May 15, 2019, under RFQ #2019-02. As we move forward and determine a specific scope of services, we can perform services for single or multiple locations through Individual Project Orders.

Example projects that demonstrate capabilities of our project team are attached. The work shown in the attachments was performed by staff who reside in the Orlando office, and represent a variety of potential signage and monument designs. We are prepared to help with planning, design, and implementation phases.

The following example documents are attached:

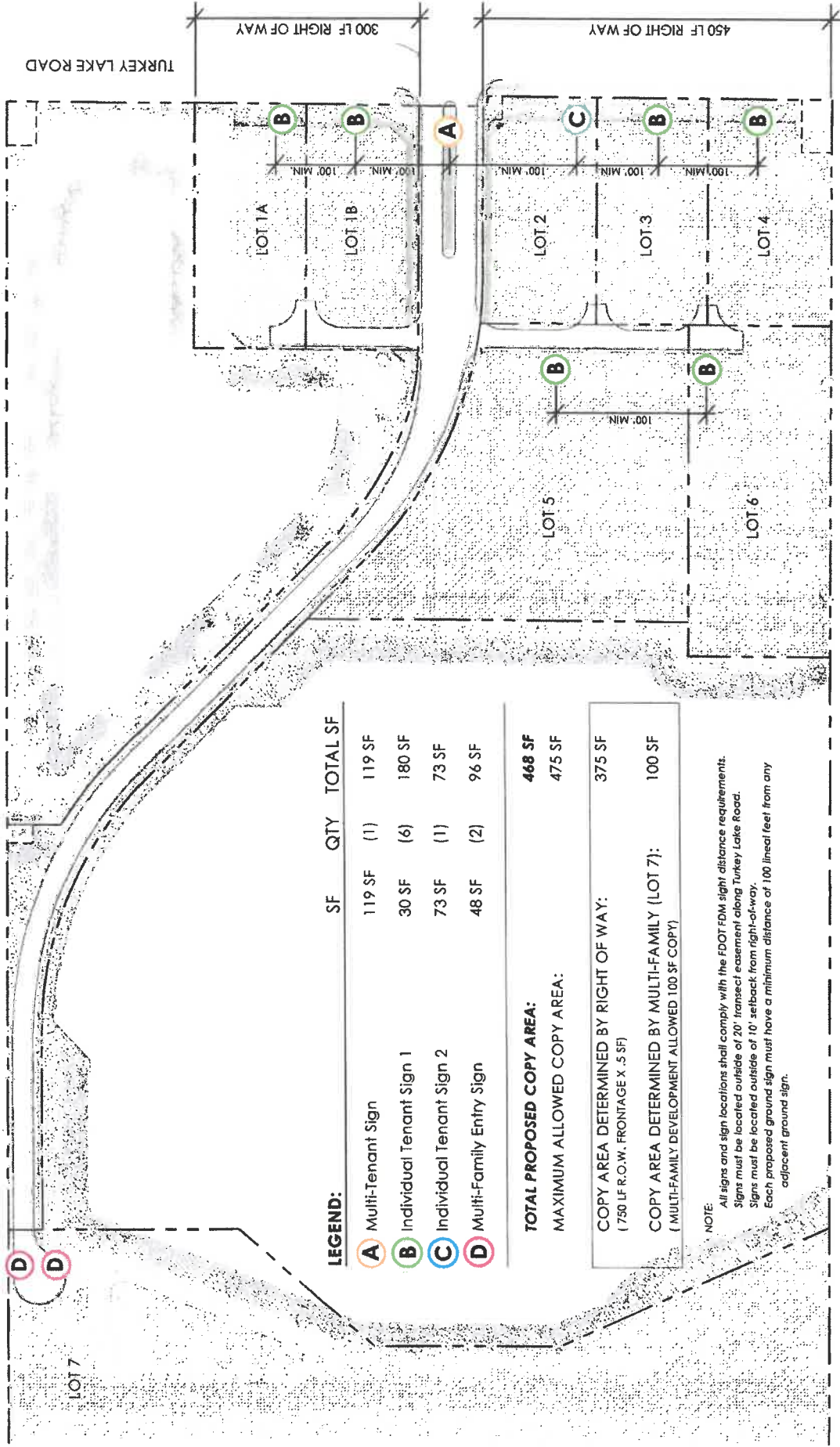
- Master Signage Plan for Sand Lake Vista in Orange County, FL
- Monument and Signage Guidelines for Belgate in Charlotte, NC
- Wayfinding Signage Report from Kissimmee, FL

Thanks for this opportunity, and please let us know if more information is desired,

Sincerely,

A handwritten signature in blue ink that reads "MR. WOODWARD".

Mike Woodward, P.E.
Project Manager



LEGEND:

	SF	QTY	TOTAL SF
A Multi-Tenant Sign	119 SF	(1)	119 SF
B Individual Tenant Sign 1	30 SF	(6)	180 SF
C Individual Tenant Sign 2	73 SF	(1)	73 SF
D Multi-Family Entry Sign	48 SF	(2)	96 SF

TOTAL PROPOSED COPY AREA: 468 SF
 MAXIMUM ALLOWED COPY AREA: 475 SF

COPY AREA DETERMINED BY RIGHT OF WAY:
 (750 LF R.O.W. FRONTAGE X .5 SF) 375 SF

COPY AREA DETERMINED BY MULTI-FAMILY (LOT 7):
 (MULTI-FAMILY DEVELOPMENT ALLOWED 100 SF COPY) 100 SF

NOTE:
 All signs and sign locations shall comply with the FDOT/FDM sight distance requirements.
 Signs must be located outside of 20' transect easement along Turkey Lake Road.
 Signs must be located outside of 10' setback from right-of-way.
 Each proposed ground sign must have a minimum distance of 100 linear feet from any adjacent ground sign.



MULTI-TENANT SIGN

Scale: 1/4" = 1'-0"

Above concept generated and provided by Dik-Hite + Partners

NOTE: All signs and sign locations shall comply with the FDOT FDM sight distance requirements.

Sign must be located outside of 20' transect easement along Turkey Lake Road.

Sign must be located outside of 10' setback from right-of-way.

Each proposed ground sign must have a minimum distance of 100 lineal feet from any adjacent ground sign.

KEY:

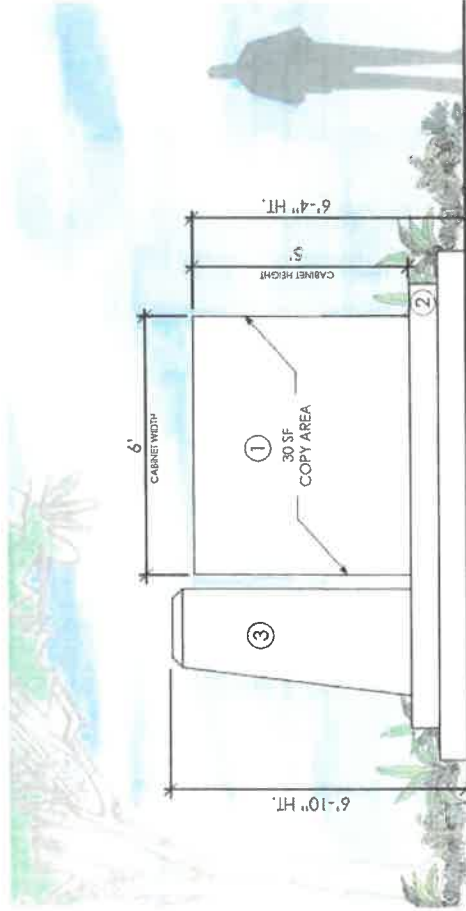
1. Multi-family signage, back-lit channel letters - 18" letters shown: "AZUL", 5" letters shown: "SAND LAKE VISTA"
2. Tenant panel signage 13"x96"; back lit letters (white) on dark bronze panel cabinet, 8" letters shown, final copy tenants TBD
3. Signage cabinet: 12'-6" x 9'-6", light / fine sand finish background
4. Adjacent masonry column accessory structure, light / fine sand finish
5. Stepped stucco monument base, light / fine sand finish

NUMBER OF SIGNS:	1 SIGN
COPY AREA PER EACH SIGN:	119 SF
TOTAL COPY AREA:	119 SF TOTAL

Requested Waivers:

"A waiver is requested from Orange County Code Section 31.5-47(f) minimum allowable copy area for each individual tenant on a multi-tenant ground sign to allow for 8.66 SF of minimum provided copy area per individual tenant sign in lieu of 12 SF of minimum provided copy area per individual tenant sign allowed through existing Orange County Code. This waiver is requested due to the spatial constraints of providing individual tenant signs for each of the seven (7) individual parcels within the allowable sign face area while also displaying the anchoring multi-family development parcel branding element in an aesthetically pleasing hierarchical arrangement.

"A waiver is requested from Orange County Code Section 31.5-47(b) maximum height of any ground sign, to allow for a height of 15 feet in lieu of 12 feet allowed through existing Orange County Code. This waiver is requested due to the proposed ground sign consistently matching the colors and surface treatments of the proposed building elevations in the approved Lot 7 Development Plan DP-18-05-142. The proposed anchoring multi-tenant sign, the proposed multi-family development gateway signs, and the proposed multi-family buildings provide consistent color and surface treatment throughout the development. Moreover, these three elements create a connected multi-layered entry experience and design.



TENANT PARCEL SIGNAGE 1

Scale: 3/8" = 1'-0"

NOTE: All signs and sign locations shall comply with the FDOT FDM sight distance requirements.

Sign must be located outside of 20' transect easement along Turkey Lake Road.

Sign must be located outside of 10' setback from right-of-way.

Each proposed ground sign must have a minimum distance of 100 lineal feet from any adjacent ground sign.

Orange County Sec. 31.5-67 - Ground Signs

- The maximum height of any ground sign in a commercial, industrial or agricultural district shall be twelve (12) feet, except that a monument-style ground sign may be a maximum of fifteen (15) feet in height
- A maximum number of one (1) ground sign may be permitted per parcel, provided that any pole signs and ground signs on the parcel shall be separated by a distance of not less than one hundred (100) feet.
- The minimum setbacks for any ground sign shall be ten (10) feet from any right-of-way line, ten (10) feet from any side property line, ten (10) feet from the rear property line and twenty (20) feet from any residential district where no right-of-way exists between the sign and the residential district.
- The maximum allowable copy area of any ground sign on a parcel in a commercial, industrial or agricultural district shall be one hundred twenty (120) square feet per sign face. If a sign on a commercial, industrial, agricultural, or professional-office parcel is located within one hundred (100) feet of a residential district and no right-of-way exists between the sign and the residential district, the maximum allowable copy area shall be thirty-two (32) square feet per sign face.
- The minimum allowable copy area for each individual tenant on a multi-tenant ground sign shall be twelve (12) square feet per sign face.
- A ground sign shall not be erected on unimproved property.

REFERENCE SECTION 31.5-67 OF THE ORANGE COUNTY, FL CODE FOR COMPLETE CODE SECTION

KEY:

- Pre-fabricated signage cabinet, light / fine sand-like finish, mounted on base foundation, internally illuminated cabinet or back lit channel letters, 30 SF copy area per sign face
- Stepped stucco monument base, light / fine sand-like finish
- Masonry column accessory structure, light / fine sand-like finish

NUMBER OF SIGNS:	6 SIGNS
COPY AREA PER EACH SIGN:	30 SF
TOTAL COPY AREA:	180 SF TOTAL

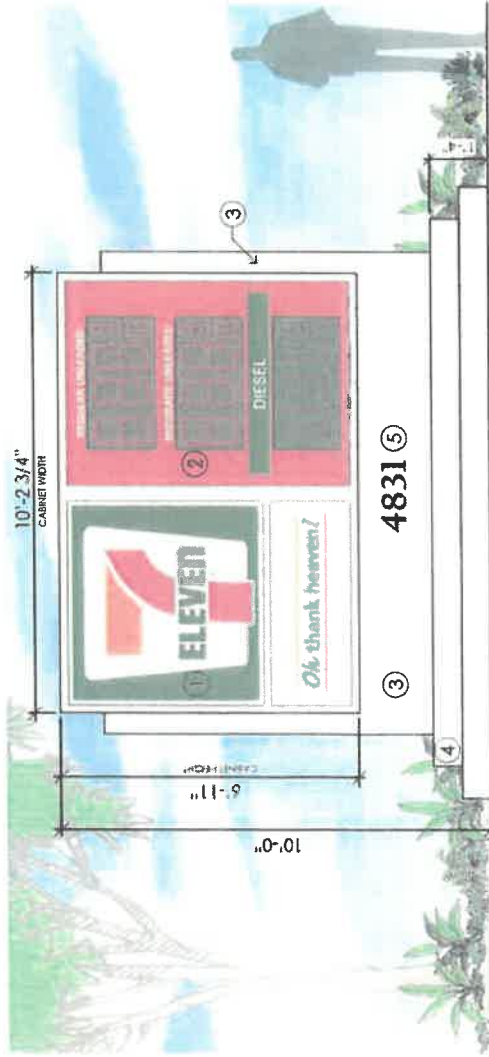
Requested Waivers:

Lot 5 Sign

"A waiver is requested from Orange County Code Section 31.5-15(1) Maximum Allowable Copy Area to allow for one ground sign located on Lot 5 consisting of 30 SF copy area in lieu of 03F allowed through existing Orange County Code. This waiver is requested due to Lot 5 containing no right of way frontage for typical calculation of allowable copy area. The 30 SF of copy area proposed for Lot 5 is borrowed from the overall site's maximum allowable copy area total. Moreover, the ground sign addition to Lot 5 will not add any copy beyond the existing allowable copy area on site, while providing a ground sign opportunity for Lot 5."

Lot 6 Sign

"A waiver is requested from Orange County Code Section 31.5-15(1) Maximum Allowable Copy Area to allow for one ground sign to be located on Lot 6 consisting of 30 SF copy area in lieu of 03F allowed through existing Orange County Code. This waiver is requested due to Lot 6 containing no right of way frontage for typical calculation of allowable copy area. The 30 SF of copy area proposed for Lot 6 is borrowed from the overall site's maximum allowable copy area total. Moreover, the ground sign addition to Lot 6 will not add any copy area beyond the existing maximum allowable copy area on site, while providing a ground sign opportunity for Lot 6."



KEY:

- ① Pre-fabricated signage cabinet, light / fine sand-like finish background, internally illuminated cabinet, mounted within aluminum support structure
- ② Pre-fabricated signage cabinet with green and red LED illuminated digits, light / fine sand-like finish background, mounted within aluminum support structure, internally illuminated cabinet
- ③ Aluminum structural support system, light / fine sand-like finish
- ④ Stepped stucco monument base, light / fine sand-like finish
- ⑤ Address numbers, 7" ht. lettering, black, pin mounted

NUMBER OF SIGNS:	1 SIGN
COPY AREA PER EACH SIGN:	73 SF
TOTAL COPY AREA:	73 SF TOTAL

TENANT PARCEL SIGNAGE 2

Scale: 3/8" = 1'-0"

NOTE: All signs and sign locations shall comply with the FDOT FDM sight distance requirements.

Sign must be located outside of 20' transect easement along Turkey Lake Road.

Sign must be located outside of 10' setback from right-of-way.

Each proposed ground sign must have a minimum distance of 100 lineal feet from any adjacent ground sign.

Orange County Sec. 31.5-142 - Gasoline Stations

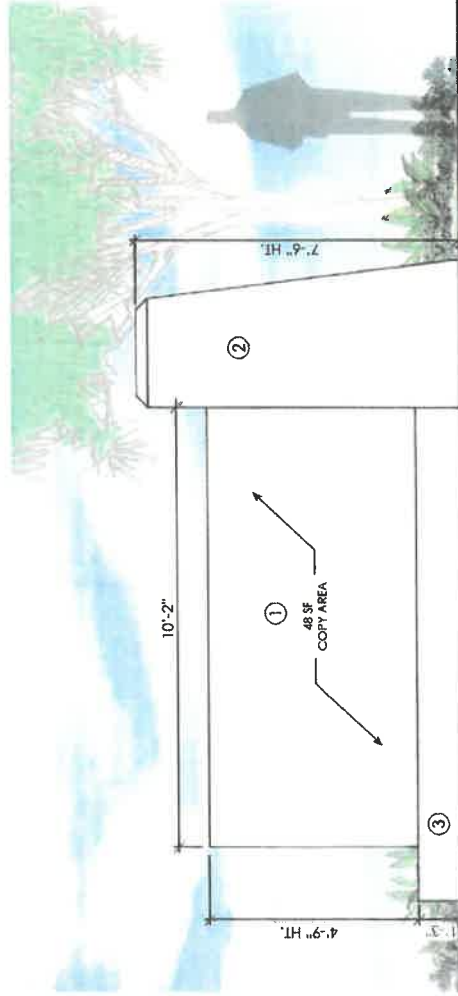
- Location of signs. Signs shall conform to all setback requirements of the county's land development code, and other applicable laws, and shall be designed and located on the premises of the gas station so that passing motorists are effectively appraised of the current and correct price of the gasoline sold on the premises.
- Sign size. Signs shall conform to maximum sign area and dimension requirements of the county's land development code, except as provided in paragraph (5) of this part, and other applicable laws. Each of the numerals constituting the dollars and cents price per gallon of fuel shall be at least fourteen (14) inches tall and eight and one-half (8½) inches wide. This part does not apply to the size of numerals constituting fractions of a penny.
- Visibility. Such a sign shall be placed at no less than a 45-degree angle to the primary roadway frontage, unless the sign is located at intersecting streets on a corner lot. The sign shall be kept free from vegetation and other obstructions that effectively block the view of the sign from the adjacent street or roadway. The numerals constituting the price of gasoline shall sharply contrast with the background color of the sign so that a passing motorist of average visual acuity is effectively appraised of the price of the gasoline sold on the premises. If the gasoline price sign is contained within a sign face with other advertising material, the gasoline pricing shall be separate and distinct from the other material so that the gasoline price is not camouflaged or effectively hidden from passing motorists.
- Illumination. Such a sign shall be illuminated in a manner that makes the sign visible at night to a person of average visual acuity.
- Sign area variance. Unless a sign is deemed conforming per subsection (d), below, a gas station that, as of the date of adoption of this ordinance [section] (February 7, 2012), exceeds its maximum allowable sign area, or would exceed its maximum allowable sign area if in compliance with this section, may exceed such restrictions to the minimum extent necessary to comply with the minimum requirements of this section. A sign installed pursuant to this section is hereby deemed to be a legally existing nonconforming structure; however, such sign shall be brought into compliance with subsection 31.5-98(b) of this section when a structural improvement to the station's total sign package is undertaken that results in the replacement of the sign or signs.

REFERENCE SECTION 31.5-142 OF THE ORANGE COUNTY, FL CODE FOR COMPLETE CODE SECTION

KEY:

- ① Pre-fabricated signage cabinet or masonry structure with light / fine sand-like finish, sign may be ground lit or back lit channel letters, 48 SF copy area per sign face
- ② Masonry column accessory structure, light / fine sand-like finish
- ③ Stucco monument base, light / fine sand like finish

NUMBER OF SIGNS:	2 SIGNS
COPY AREA PER EACH SIGN:	48 SF
TOTAL COPY AREA:	96 SF TOTAL



MULTI-FAMILY ENTRY SIGNAGE

Scale: 3/8" = 1'-0"

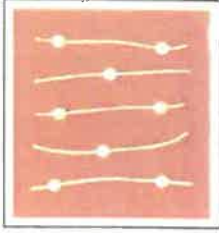
NOTE: All signs and sign locations shall comply with the FDOT FDM sight distance requirements.

Each proposed ground sign must have a minimum distance of 100 lineal feet from any adjacent ground sign.

Orange County Sec. 31.5-73 - Signs Identifying Multi-Family Development

- Signs stating only the name of an approved residential, commercial, or industrial subdivision, mobile home park, or multifamily development may be erected within the approved subdivision, mobile home park or multifamily development.
- Such a sign shall be only a ground sign or a wall sign (facia sign), and, subject to subsections (c) through (e), such a sign shall satisfy the standards for ground signs and wall signs.
- Any such sign which is the primary sign shall be located only at the main entrance or on the median of the main entrance.
- A additional such signs which are secondary signs shall be located only at a secondary entrance or on the median of a secondary entrance.
- The maximum allowable copy area of the primary identification sign for a residential subdivision, mobile home park, or multifamily development shall be one hundred (100) square feet, and the maximum allowable copy area of any secondary sign shall be forty-eight (48) square feet. The maximum allowable copy area of the primary identification sign for a commercial or industrial subdivision shall be one hundred fifty (150) square feet, and the maximum allowable copy area of any secondary sign shall be one hundred (100) square feet.
- Any such sign which is a ground sign shall be subject to the height requirements of section 31.5-67(b) and (c). Any such sign which is a wall sign shall be subject to the extension requirement of section 31.5-72(e).

REFERENCE SECTION 31.5-73 OF THE ORANGE COUNTY, FL CODE FOR COMPLETE CODE SECTION



BELGATE

**ARCHITECTURAL GUIDELINES FOR OVERALL
DEVELOPMENT AND IDENTIFICATION SIGNAGE**

Existing Zoning: CC
Rezoning Petition Number: 2008-059

Approved by
The City of Charlotte, November 12, 2008

▲ Revised February 4, 2014
▲ Revised February 22, 2016



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Landmark Development Monuments Walls – 4.4.1, 4.2.1

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Appendix A – 6.6.1, 6.2

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REVISIONS

1	2.04.2014 - City of Charlotte Submittal Revised Sheets: 1, 2.1, 3, 3.1, 3.2, 4.1, 4.2
2	2.22.2016 - City of Charlotte Submittal Revised Sheets: TOC, 1



**OVERALL BELGATE MONUMENT
LOCATION PLAN**

Descriptions

The purpose of the sign location plan is to illustrate the proposed monument sign locations and their types for the Belgate Development.

All monuments shown on this plan are illustrated within the next chapters.

All monument locations are in their respective areas and shall be subject to move or be adjusted within the general location.

Each monument shown is color-coded by street front locations on City Blvd, IKEA Blvd, Shopping Center Drive & Brookside Lane.

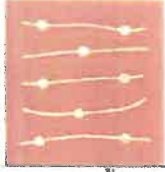
Notes:

Location of previously approved low monument walls and development signage to remain. Sign modifications based only on revised sheets 4.1 and 4.2.

REVISIONS

- 1 2/04/2014 - City of Charlotte Submittal
- 2 2/22/2016 - City of Charlotte Submittal

CHAPTER



BELGATE

SIGN 1D: POTENTIAL FUTURE DEVELOPMENT LANDMARK DEVELOPMENT MONUMENT DESIGN TO BE DETERMINED. ARCHITECTURAL STYLE AND MATERIALS TO MATCH OVERALL LANDMARK DEVELOPMENT AND TENANT MONUMENTS.

PROPOSED LOCATION FOR SECONDARY LANDMARK DEVELOPMENT MONUMENT WALLS (4 LOW WALL MONUMENTS.) SEE CHAPTER 2 & 4 "MONUMENT WALL LOCATION PLAN" & "LANDMARK DEVELOPMENT MONUMENT WALL".

SIGN C1: PROPOSED LOCATION FOR 16' TENANT MONUMENT SIGN 1 LOCATION ON SHOPPING CENTER DRIVE. SEE CHAPTER 5 "16' TENANT MONUMENT SIGN".
POTENTIAL LOCATION FOR SIGNS 1B AS SHOWN

SIGNS 1B, 2B & 3B: PROPOSED LOCATION FOR 16' TENANT MONUMENT SIGN 3 LOCATIONS ON IKEA BLVD. SEE CHAPTER 5 & 5.1 "16' TENANT MONUMENT SIGN".
POTENTIAL LOCATION FOR SIGN 1B AS SHOWN
POTENTIAL LOCATION FOR SIGN 2B ON PARCEL C1
POTENTIAL LOCATION FOR SIGN 3B ON PARCEL B6

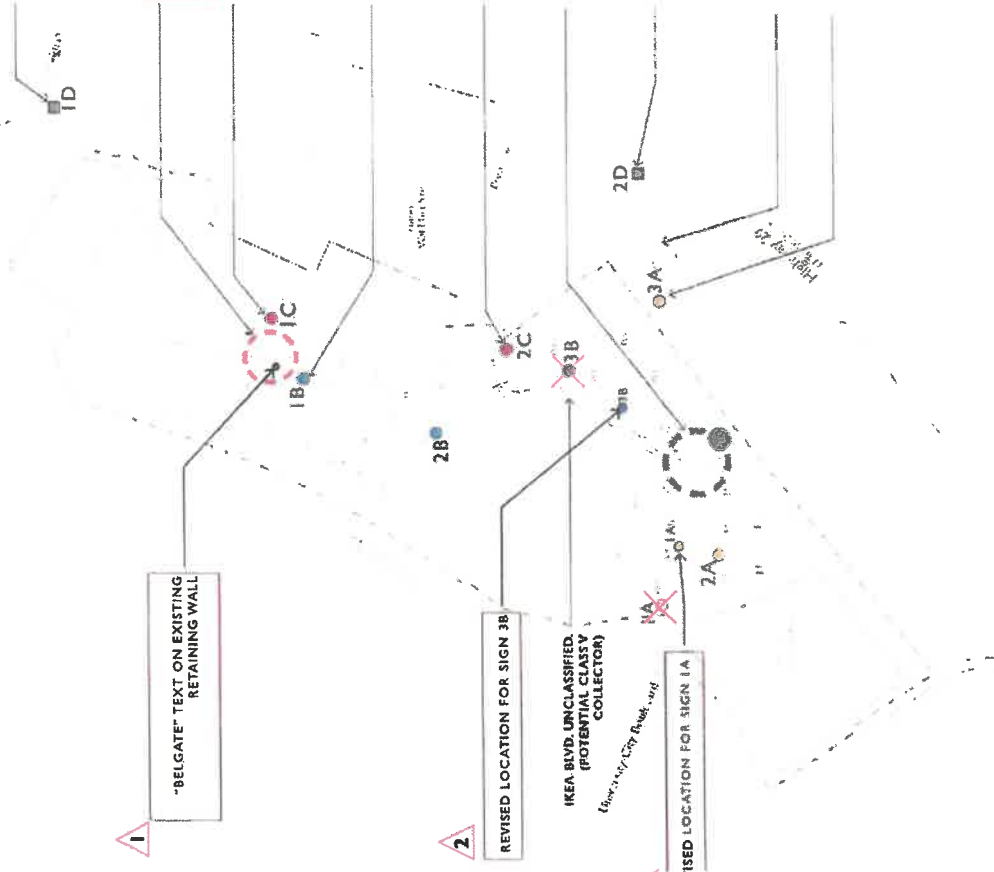
SIGN 2C: PROPOSED LOCATION FOR 16' TENANT MONUMENT SIGN 1 LOCATION ON FUTURE BROOKSIDE LANE. SEE CHAPTER 5 "16' TENANT MONUMENT SIGN".
POTENTIAL LOCATION FOR SIGN 2C ON PARCEL D1

PROPOSED LOCATION FOR LANDMARK DEVELOPMENT MONUMENT & SECONDARY MONUMENT SIGN (1 MONUMENT MONUMENT & 3 LOW WALL MONUMENTS.) SEE CHAPTER 2, 3 & 4 "MONUMENT WALL LOCATION PLAN", "LANDMARK DEVELOPMENT MONUMENT SIGN" & "LANDMARK DEVELOPMENT MONUMENT WALL".

SIGN 2D: POTENTIAL FUTURE DEVELOPMENT LANDMARK DEVELOPMENT MONUMENT DESIGN TO BE DETERMINED. ARCHITECTURAL STYLE AND MATERIALS TO MATCH OVERALL LANDMARK DEVELOPMENT AND TENANT MONUMENTS.

CITY BLVD, CLASS III.
(MAJOR ARTERIAL)

SIGNS 1A, 2A & 3A: PROPOSED LOCATION FOR 16' TENANT MONUMENT SIGN 2 LOCATIONS ON CITY BLVD. SEE CHAPTER 5 & 5.1. "16' TENANT MONUMENT SIGN".
POTENTIAL LOCATION FOR SIGN 1A AS SHOWN OR ON PARCEL A3
POTENTIAL LOCATION FOR SIGN 2A ON PARCEL J9
POTENTIAL LOCATION FOR SIGN 3A AS SHOWN OR ON PARCEL B1 OR B2



**LANDMARK DEVELOPMENT MONUMENT WALL LOCATION PLAN
CITY BLVD. & IKEA BLVD.**

Description:

The purpose of the landmark development monument and wall location plan is to illustrate and create an overall gateway to the city. The landmark development monument and walls are illustrated in Chapter 3 & 4. Elevations and plan views are provided within these chapters.

This plan illustrates the gateway vision for the intersection of City Blvd. and IKEA Blvd.

Notes:

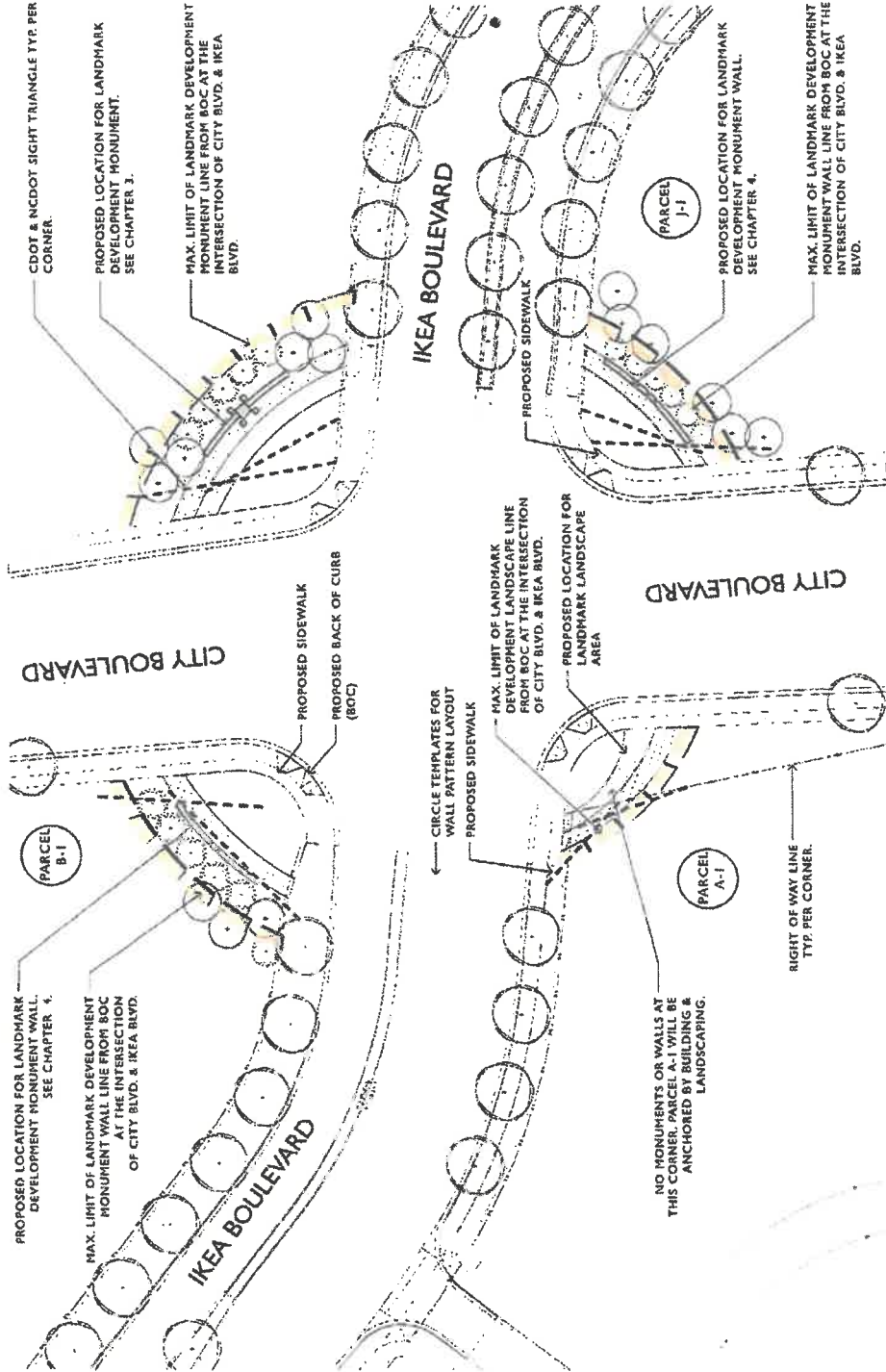
Monuments, wall, and planting area locations may vary or be modified within the right-of-way of landmark development monument line from BOC as shown on this plan.

All monuments, walls, and landscaping are shown behind the existing and proposed ROW and right distance lines.

The red dashed line represents the landmark development monument wall location. The monuments, walls, and landscaping areas may be adjusted to be closer to the BOC and/or within the right triangle upon approval from NCDOT and CDOT to accommodate potential development within the areas illustrated.

(See Chapter 3-3.2 for landmark development monument plan and elevation details.)

(See Chapter 4 for Landmark development wall plan and elevation detail.)



2

CHAPTER

BELGATE

**LANDMARK DEVELOPMENT MONUMENT WALL LOCATION PLAN
IKEA BLVD. & SHOPPING CENTER DR.**

Description:

The purpose of the landmark development monument wall location plan is to illustrate and create an overall entrance gateway with the use of walls and landscaping. The monument wall location plan is located in Chapter 4. Elevations and plan views are provided within this chapter.

This plan illustrates the gateway vision for the intersection of Shopping Center Dr. and IKEA Blvd.

Notes:

Walls and planting area locations may vary or be modified within the max. limit of landmark development monument line from BOC as shown on this plan.

All walls and landscaping are shown behind the existing and proposed ROW and right distance lines.

The red dashed line represents the landmark development monument, walls and landscape limits from BOC. The monuments, walls and landscape area may be adjusted to be closer to the BOC, and the existing and proposed ROW and right distance lines may be adjusted to accommodate potential developments within the areas illustrated. (See Chapter 4 for landmark development wall plan and elevation detail.)

REVISIONS

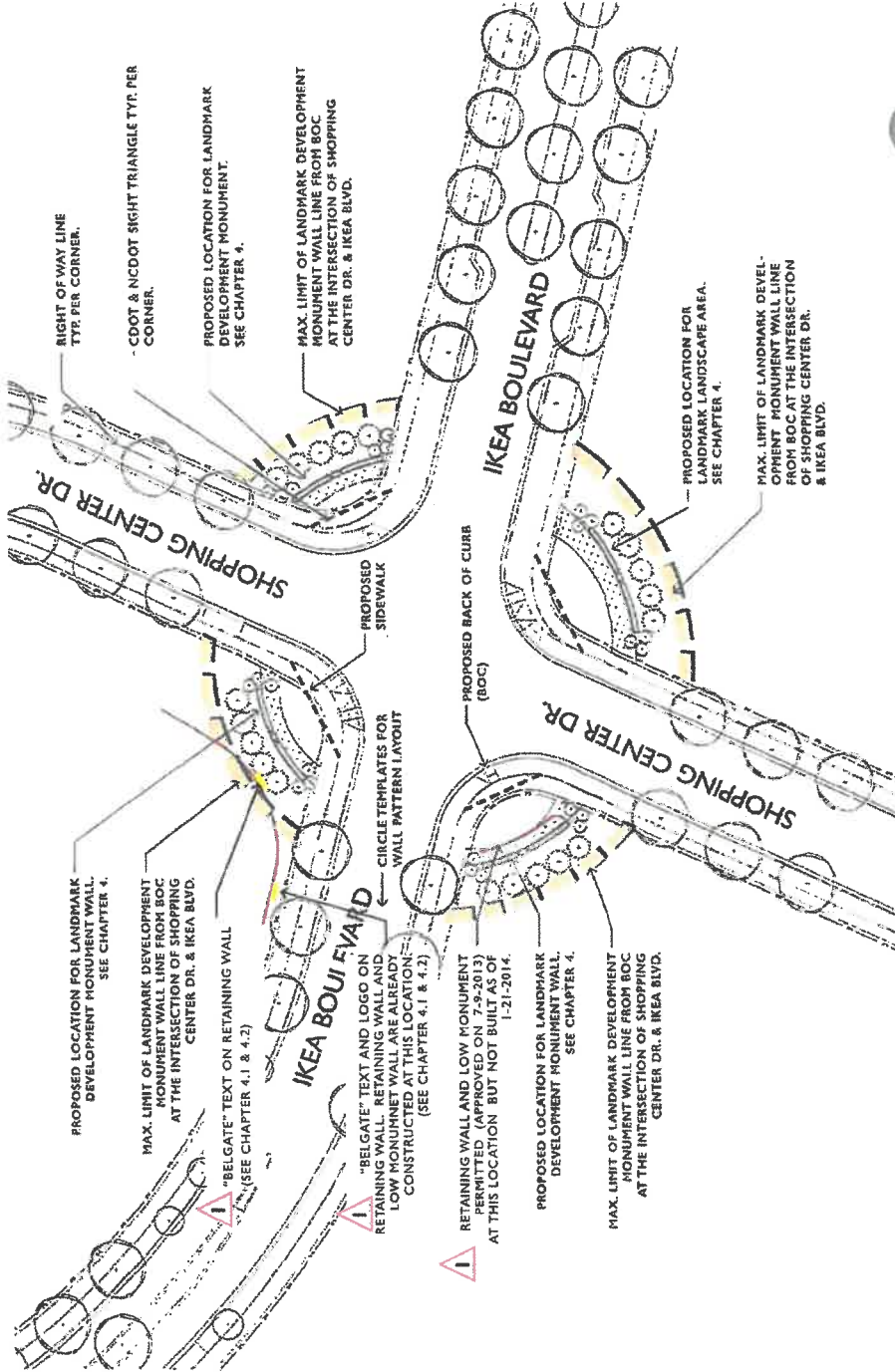
1 2.04.2014 - City of Charlotte Submitted

CHAPTER

2.1



BELGATE



LANDMARK DEVELOPMENT MONUMENT IS FOR ARCHITECTURAL AND MATERIAL USES REFERENCE ONLY

LANDMARK DEVELOPMENT MONUMENT

Description:

Elevation

The purpose of the landmark development monument elevation is to illustrate a gateway element at the intersections of City Blvd. and IKEA Blvd.

One landmark development monument will be located at the southeast intersection corner of City Blvd. and IKEA Blvd.

The walls will be built on a radius as shown on the development monument wall location plan. (See Chapter 2 plan view).

The proposed materials for the landmark development monuments will match that of the multi-tenant monuments and the architecture of the overall development. Lighting shown is schematic, subject to change.

Size Allowed = 30' Max. Height

Size Proposed = 30' Max. Height

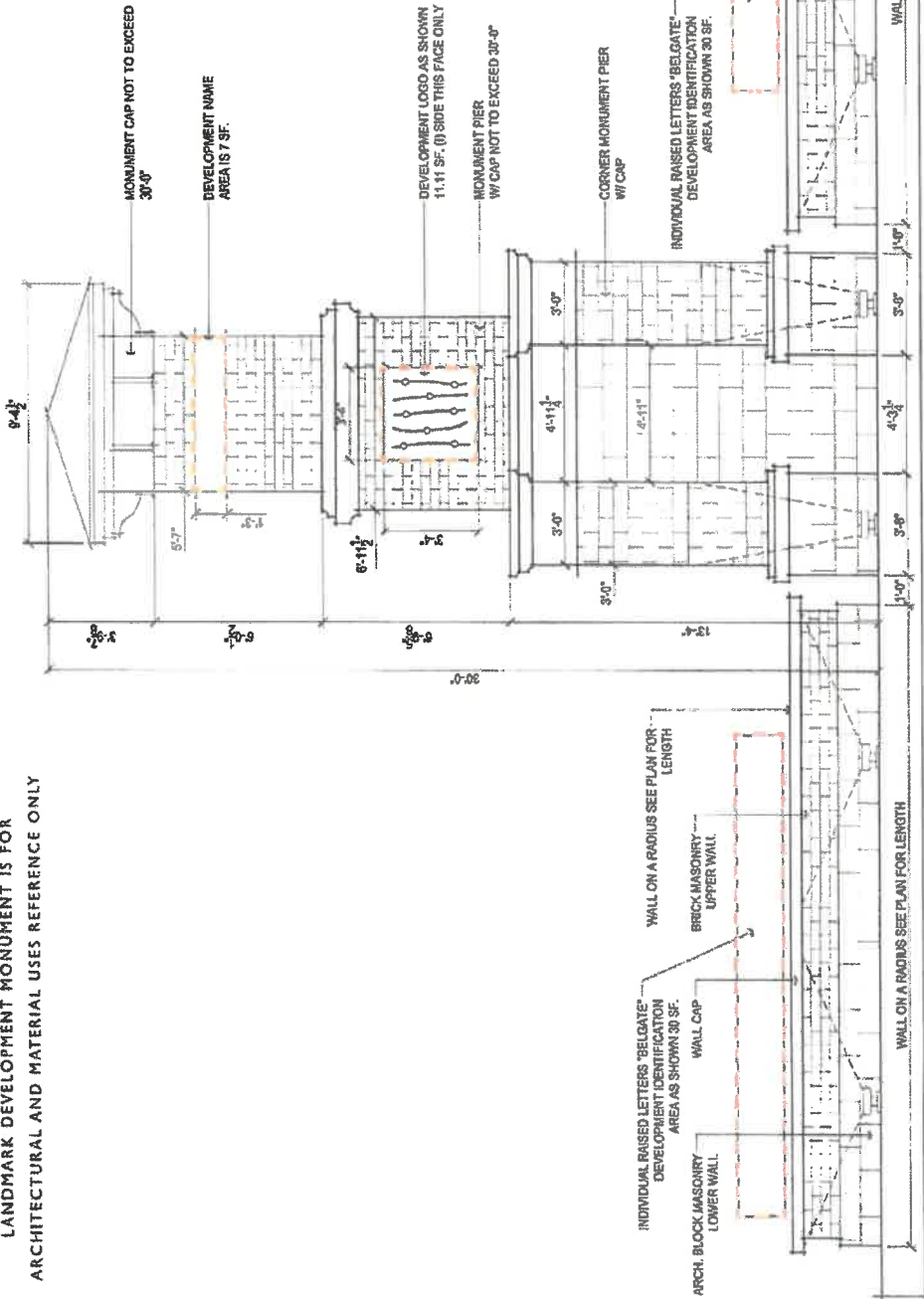
Notes:

The elevation is schematic in nature and the general design and site of the sign shown may change.

The orange dashed line represents area for conceptual development elements: branding, lettering and logos for the "Belgate" development.

(See Chapter 2 for general locations)

(See Chapter 3.1.1 for elevation and plan detail)



ELEVATION "A"

ARCHITECTURAL GUIDELINES FOR OVERALL DEVELOPMENT AND IDENTIFICATION SIGNAGE



LANDMARK DEVELOPMENT MONUMENT IS ALREADY CONSTRUCTED THIS SHEET IS FOR REFERENCE ONLY

3

CHAPTER

BELGATE

LANDMARK DEVELOPMENT MONUMENT IS FOR ARCHITECTURAL AND MATERIAL USES REFERENCE ONLY

LANDMARK DEVELOPMENT MONUMENT SIGN

Description:

Plan

The purpose of the landmark development monument plan is to illustrate a gateway element at the intersections of City Blvd. and IKEA Blvd. One landmark development monument will be located at the southeast intersection corner of City Blvd. and IKEA Blvd.

The detached walls will project out equally on either side of the landmark development monument with the development name, "Belgate" raised above the cap in individual letters.

The proposed materials for the landmark development monument will match that of the multi-story development and the signage for the overall development. Lighting shown is schematic, subject to change.

Site Allowed = 30' Max. Height

Size Proposed = 30' Max. Height

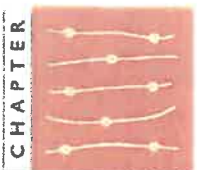
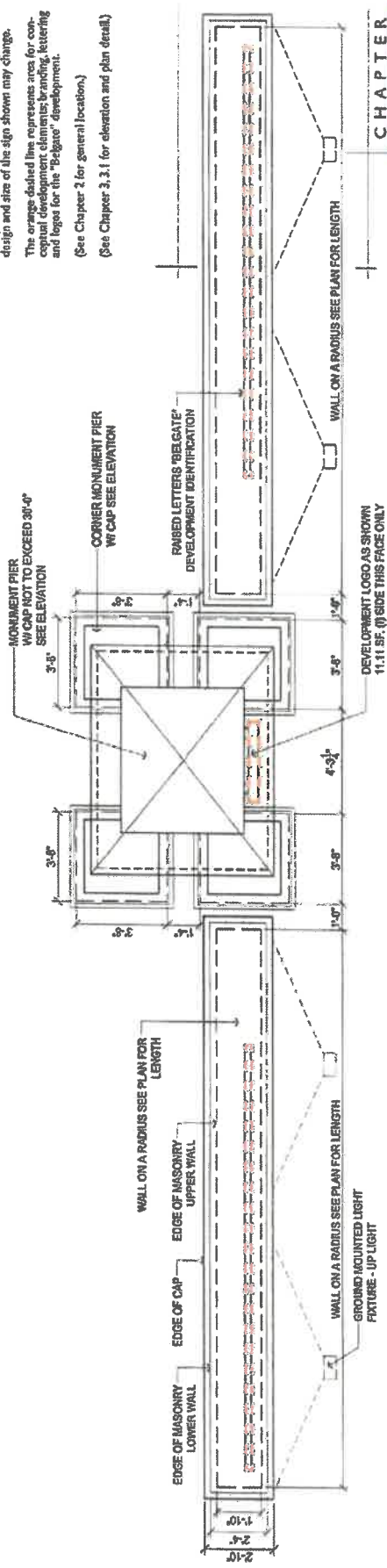
Notes:

The plan is schematic in nature and the general design and size of the sign shown may change.

The orange dashed line represents area for conceptual development elements including lettering and logos for the "Belgate" development.

(See Chapter 2 for general location.)

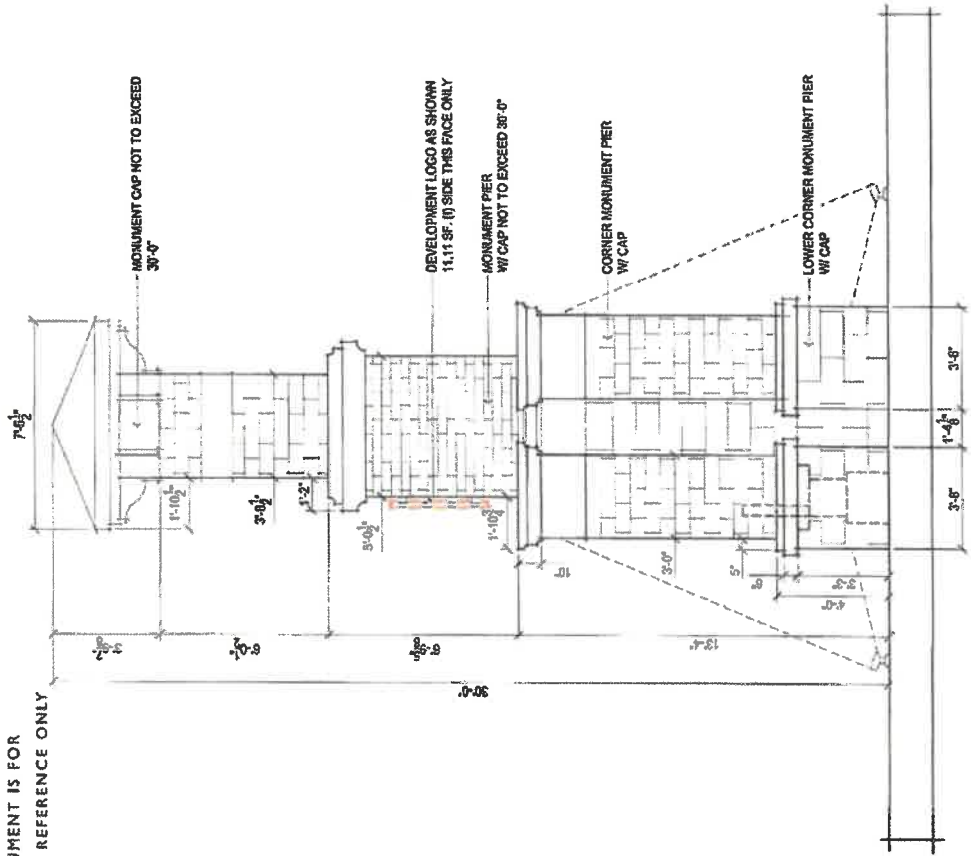
(See Chapter 3.1 for elevation and plan detail.)



3.1

LANDMARK DEVELOPMENT MONUMENT IS ALREADY CONSTRUCTED THIS SHEET IS FOR REFERENCE ONLY

LANDMARK DEVELOPMENT MONUMENT IS FOR ARCHITECTURAL AND MATERIAL USES REFERENCE ONLY



TYP. SECTION "A"

LANDMARK DEVELOPMENT MONUMENT SIGN

Description:

Side Elevation

The purpose of the landmark development monument is to identify the gateway at the intersections of City Blvd. and IKEA Blvd.

One landmark development monument will be located at the southeast intersection corner of City Blvd. and IKEA Blvd.

The detached walls will project out equally on either side of the landmark development monuments with the development name, "Belgate", raised above the cap in individual letters.

The proposed materials for the landmark development monument are to match that of the millerment monuments and the architecture of the one millerment. Lighting shown is schematic, subject to change.

Size Allowed = 30' Max. Height

Size Proposed = 30' Max. Height

Notes:

The side elevation is schematic in nature and the general design and size of the sign shown may change.

The orange dashed line represents area for consideration for the cap lettering and logos for the "Belgate" development (See Chapter 2 for general location)

(See Chapter 3.3.1 for elevation and plan detail)

CHAPTER

3.2



BELGATE

LANDMARK DEVELOPMENT MONUMENT IS ALREADY CONSTRUCTED THIS SHEET IS FOR REFERENCE ONLY

ARCHITECTURAL GUIDELINES FOR OVERALL DEVELOPMENT AND IDENTIFICATION SIGNAGE

LANDMARK DEVELOPMENT MONUMENT WALLS

LANDMARK DEVELOPMENT MONUMENT IS FOR ARCHITECTURAL AND MATERIAL USES REFERENCE ONLY

Description:

Elevation, Plan, Section

The purpose of the landmark development monument walls are to assist with the identification of the development and to provide a "Gateway" element at the intersections of City Blvd and IKEA Blvd.

Three landmark monument wall structures will be located at the intersection of IKEA Blvd. & City Blvd. (See Chapter 2), and four landmark monument wall structures will be located at the intersection of Shopping Center Dr. and IKEA Blvd. (See Chapter 2 & 2.1 plan view).

The development monument walls proposed at the southeast corner of the City Blvd. and IKEA Blvd. intersection will correspond with the landmark development monument sign at this location (See Chapter 3, 3.1, 3.2.)

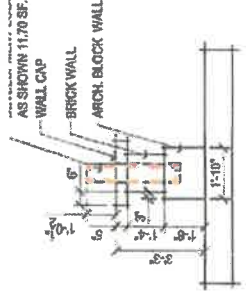
The walls will be built on a radius as shown on the development monument wall location plan. (See Chapter 2 & 2.1 plan view)

The proposed materials for the development monument walls are to match that of the development monument walls at other locations. The materials and the architecture of the overall development. Lighting shown is schematic, subject to change.

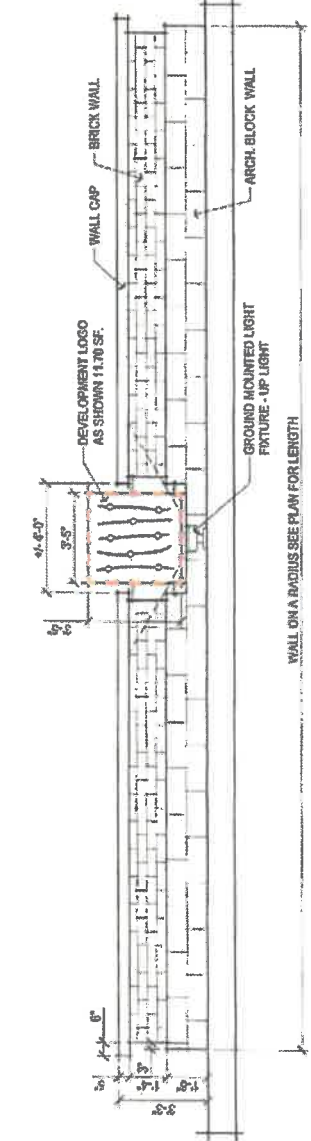
Notes:

The plans, elevations, sections, and locations of the walls are schematic in nature and the general design and area of the walls shown may change.

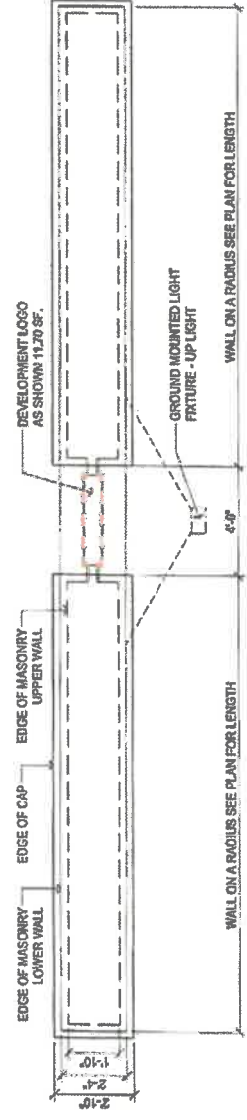
The orange dashed line represents area for conceptual development elements: branding, lettering and logos for the "Belgate" development. (See Chapter 2 & 3 for general location.)



TYP. SECTION "A"



ELEVATION "A"



PLAN "A"

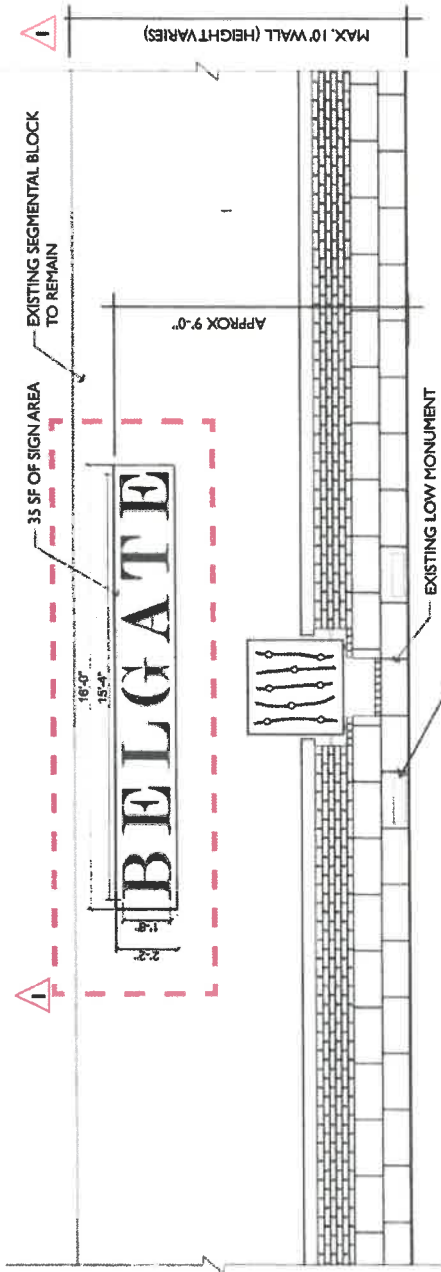
DEVELOPMENT MONUMENT WALL IS ALREADY CONSTRUCTED IN LOCATION SHOWN ON SHEET 2.1 AND APPROVED FOR THE REMAINING LOCATIONS SHOWN ON SHEET 2.1. THIS SHEET IS FOR REFERENCE ONLY

CHAPTER

4

BELGATE

RETAINING WALL SIGNAGE



Notes:

The images to the left are for illustrative purposes only. The low monument wall and retaining wall shown have already been constructed. The "Belgate" lettering shown shall be black and match the existing lettering within the development including font, color, and material. Lettering and logo will be pin mounted to the existing retaining walls based on shop drawings provided by the sign manufacturer and approval by the landscape architect and owner prior to construction.

REVISIONS



1 2/04/2014 - City of Charlotte Submittal

CHAPTER

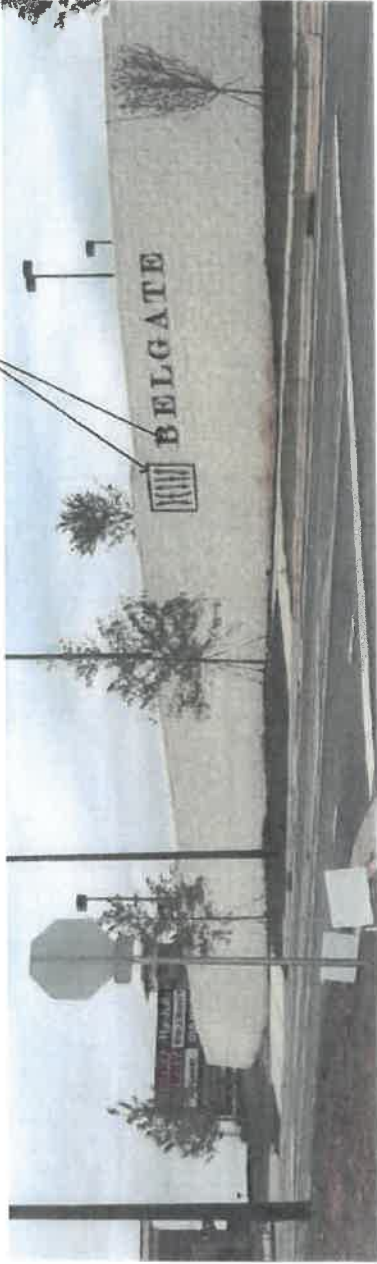
4.1



BELGATE

RETAINING WALL SIGNAGE

PROPOSED LETTERS AND LOGO



PROPOSED LETTERS



Notes:

The images to the left are for illustrative purposes only. The low monument wall and retaining wall shown have already been constructed. The "Belgate" lettering shown shall be black and match the existing lettering within the development including font, color, and material. Lettering and logo will be pin mounted to the existing retaining walls based on shop drawings provided by the sign manufacturer and approved by the landscape architect and owner prior to construction.

REVISIONS



2.04.2014 - City of Charlotte Submittal

CHAPTER

4.2



BELGATE

16' MULTI-TENANT MONUMENT

Description

Elevation, Plan, Section

The purpose of the 16' multi-tenant monument sign is to identify the retail tenants within the entire Belgate development.

Tenant names will be illustrated on this monument regardless of the monument and street frontage within the entire development.

The 16' multi-tenant monument sign face size may be reduced as illustrated in Chapter 5.1 as an alternative option.

The proposed materials for the 16' multi-tenant monument sign face will be determined by the development, materials and the architectural of the overall development. Lighting shown is schematic, subject to change.

Sign Type - 1A, 2A, 3A, 1B, 2B, 3B 1C & 2C

Site Allowed = 16' Max Height
Sign Face Area 150 SF Max.

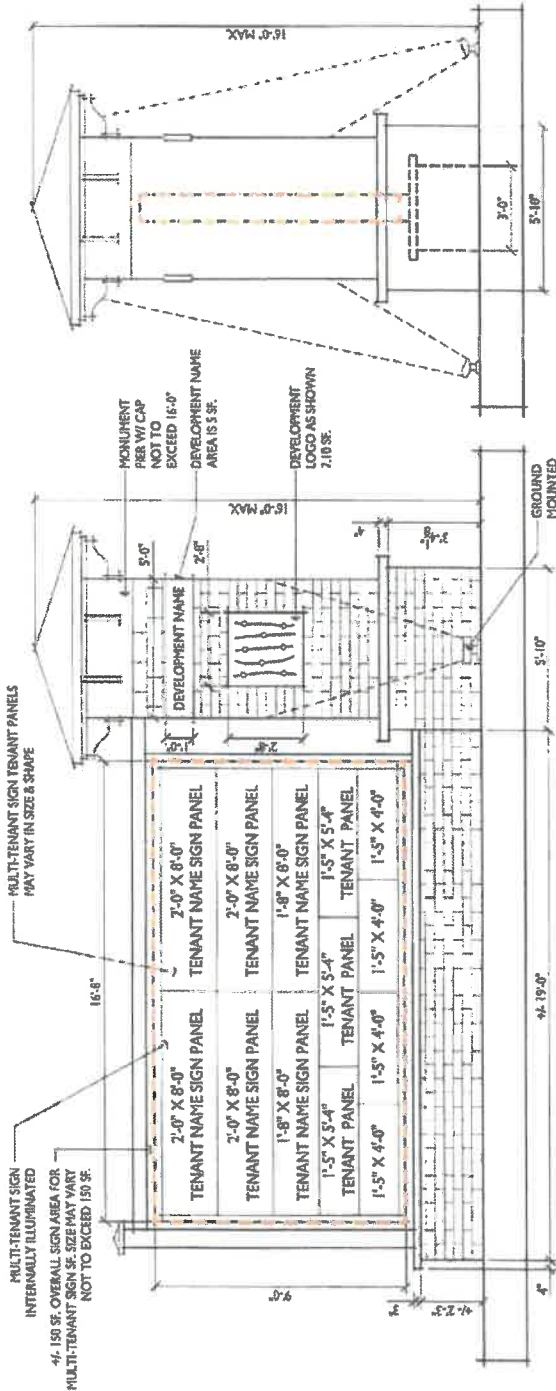
Site Proposed = 16' Max Height
Sign Face Area 187.5 SF Max.

Notes:

The plans, elevations, sections, and locations of the 16' tenant sign are schematic in nature and the general design and size of the sign shown may change.

The orange dashed line shown illustrates the sign face area.

(See Chapter 1, 1A, 2A, 3A, 1B, 2B, 3B, 1C & 2C for general locations.)



TYP. SECTION "A"

ELEVATION "A"

PLAN "A"

PLANNED DEVELOPMENT SIGN FLEXIBILITY OPTION APPROVAL

DATE 11-12-08

SIGN AREA

CHAPTER

5



BELGATE

1 MULTI-TENANT MONUMENT IS ALREADY CONSTRUCTED THIS SHEET IS FOR REFERENCE ONLY

ARCHITECTURAL GUIDELINES FOR OVERALL DEVELOPMENT AND IDENTIFICATION SIGNAGE

Kimley Horn

16' MULTI-TENANT MONUMENT (OPTIONAL)

Description:

Elevation, Plan, Section (Optional)

The purpose of the 16' multi-tenant monument sign is to identify the retail tenants within the entire big box development.

Tenant names will be illustrated on this monument regardless of their location and street frontage within the entire development.

The 16' multi-tenant monument sign face size may be enlarged as illustrated in Chapter 5 as an alternative option.

The proposed materials for the 16' multi-tenant monuments are to match that of the landmark development monuments and the architecture of the overall development. Lighting shown is schematic, subject to change.

Sign Type - 1A, 2A, 3A, 1B, 2B, 3B 1C & 2C

Size Allowed = 16' Max. Height
150 SF Max.

W/ 25% Bonus 16' Max. Height
187.5 SF Max.

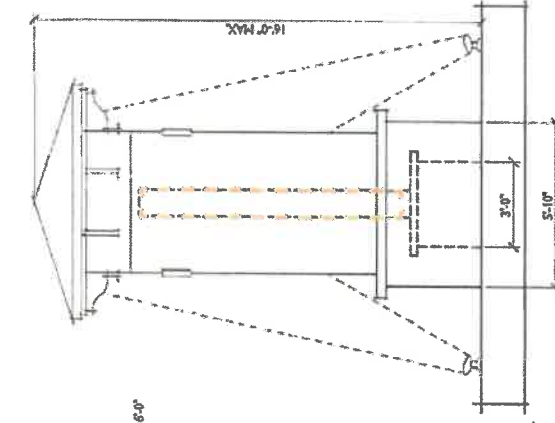
Size Proposed = 16' Max. Height
100 to 187.5 SF Max.

Notes:

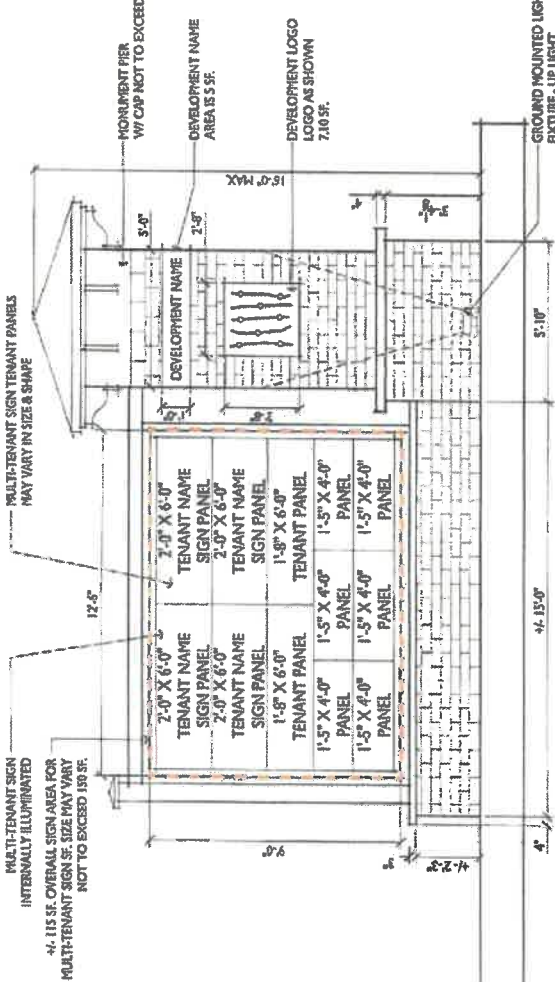
The plans, elevations, sections, and locations of the 16' tenant sign are schematic in nature and the general design and size of the sign shown may change.

The orange dashed line shown illustrates the sign face area.

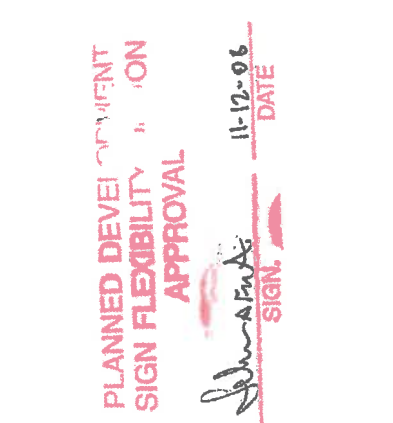
(See Chapter 1 "1A, 2A, 3A, 1B, 2B, & 3B," 1C & 2C" for general locations.)



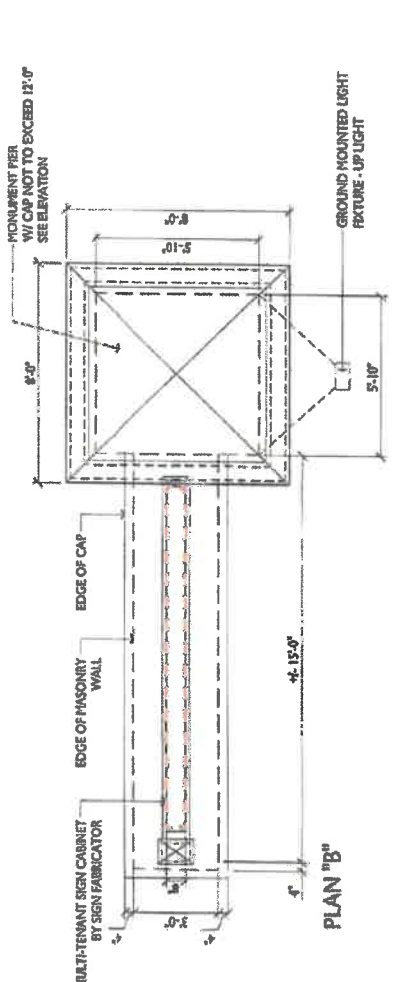
ELEVATION "B"



PLAN "B"



TYP. SECTION "B"



ELEVATION "B"

PLANNED DEVELOPMENT SIGN FLEXIBILITY APPROVAL

John A. Fink
SIGN. DATE 11-12-06

CHAPTER

5.1

BELGATE

1 MULTI-TENANT MONUMENT IS ALREADY CONSTRUCTED THIS SHEET IS FOR REFERENCE ONLY

Section 13.110. Creation of Special Sign Regulations.

(1) Sign Districts

For the purpose of establishing, enhancing, preserving, and developing the character, quality, and property values of areas of unique character and special development potential, districts which signs are regulated by special provisions may be established subject to the following conditions:

- (a) As a prerequisite to the establishment of such a special sign district, it must be determined that the modified rules established for said district shall:
 - i. Preserve and enhance the special character of the particular area.
 - ii. Not contravene the intent of these regulations.
 - iii. Cause no disturbance to neighboring property lying outside the proposed district.
- (b) Without changing the basic structure of these regulations, the modified rules for special sign districts may impose sign regulations which are in addition to or more stringent than those provided for elsewhere in these regulations.
- (c) Districts for which special sign regulations may be imposed may include, but shall not be limited to the following:
 - i. Historic Overlay District Reserved.
 - ii. Neighborhood Mixed Use Overlay District Reserved.
 - iii. Billboard Free Overlay District.

No outdoor advertising sign shall be allowed in this district regardless of zoning classification.

(2) Planned Development Flexibility Option

For the purpose of providing flexibility and incentive for coordinated, well designed signs systems for large scale development, special provisions varying the standards of these regulations may be approved by the Charlotte-Mecklenburg Planning Commission until subject to the following:

- (a) The development is a planned residential, nonresidential, or mixed use development, 35 acres or greater in size or 150 units for single family development, a hospital or other large scale institutional complex, a large scale cultural, civic, or recreational facility, or a medium large scale development.
- (b) A Master Sign Program that includes the following information in booklet form is submitted.
 - i. Detailed designs of all proposed signs including the size, height, copy, materials, and colors of such signs.
 - ii. Proposed locations and number of proposed signs.
 - iii. Sign Illumination Plans.
 - iv. Plans for landscaping or architectural features to be used in conjunction with such plans.

(c) It is determined that the proposed signs shall meet the following criteria:

- i. All signs are contained in terms of design features.
 - ii. The maximum height of proposed signs is not to exceed 15 feet by more than 25%.
 - iii. The maximum height of detached signs is not to exceed 12 feet except when located along a Class II or III street, the height does not exceed 16 feet.
 - iv. Multiplication of directional signs are no greater than 16 square feet and are located in the interior of a development. Notwithstanding the foregoing, the maximum sign area of multi-information directional signs serving a regional mall, a shopping center, an office complex or a mixed use development containing over 500,000 square feet of gross building area and located within the interior of the development shall be 57 square feet per side, and the maximum height of such signs shall be 14 feet.
 - v. Changeable copy highlighting special events on signs for cultural, civic, or recreational facilities shall not exceed 25% of the sign face area of a sign.
 - vi. Notwithstanding the terms of Section 13.110(2)(c)(ii) and subject to the sign criteria set out below, a regional mall, a shopping center, an office complex or a mixed use development containing over 500,000 square feet of gross building area may have detached signs identifying the pedestrian entrances into the building(s) and guiding pedestrians thereto, such signs shall not be considered to be detached signs along a street frontage for the purposes of Section 13.110(2)(c)(ii), and such signs shall not count towards the maximum of 3 detached signs along a street frontage. (Purton No. 2005-67, § 13.110(2)(c)(ii), 06/20/05)
- (d) Each sign must be located a minimum of 400 feet from any public street.
- (e) Each sign must be located within the relevant building's curb line.

- (c) Each sign must be located visible 150 feet of the pedestrian entrance it identifies.
- (d) The maximum height of each sign shall be 18 feet, and the maximum sign area shall be 70 square feet per side.

(3) Off-Premises Directional Development Signs

For the purposes of directing traffic from Class II or III streets (major or minor thoroughfares) to developments located on Class IV or V streets (local streets) and not having direct access or visibility from the Class II or III streets, and to ensure that visual clutter is minimized, off-premises directional signs may be permitted subject to the following:

(a) Application Requirements: The applicant for a directional sign permit shall submit complete and accurate information to Neighborhood Development including:

- i. A form statement prepared by Neighborhood Development and signed by the owner of the parcel of property upon which the sign will be located, containing and authorizing the location of the sign on the premises and the right of the Historic District Commission or the County to enter the property to remove a sign which is in violation of these regulations. (Purton No. 2005-78, § 13.110(2)(b), 06/20/05)
- ii. A sketch showing the location of the proposed sign and manifesting that the sign's location would be in compliance with the local governmental requirements concerned hereto.
- iii. Two blueprints or other drawings to scale of the plans and specifications of the sign to be erected. Such plans shall include but not be limited to details of the design, dimensions and material of the proposed sign.
- iv. A letter from either the City's Department of Transportation or the North Carolina Department of Transportation, whichever agency has jurisdiction over the road on which the sign is to be located, verifying that the sign will not be in violation of any local or State regulations as to the proposed location.
- v. Acknowledgment by the applicant that he/she shall be responsible for the cost of removal of a sign for any reason stated in (f) herein, and that if the County removes the sign the permit holder has the duty to retrieve the sign, after which time the County may dispose of such sign.
- vi. If the sign is proposed in a historic district, approval of such a sign by the Historic District Commission shall be required prior to obtaining a sign permit.

(b) Inspection and conditional approval: If Neighborhood Development is satisfied that the applicant has submitted complete and accurate information as required by these provisions, then Neighborhood Development shall notify the applicant that he/she has priority for that location and has 30 days to submit the following information for the issuance of the permit if not already submitted with (a) above: (Purton No. 2005-78, § 13.110(2)(b), 06/20/05)

- i. A local hardship/condemnation statement as described below in (i).
- ii. A cash bond or cash deposit as described in (i).

(c) Use of directional signs: The person to whom the permit is issued is solely and exclusively responsible for the usage and maintenance of the directional sign and shall ensure the sign available for use by any eligible user; (Planners of interpretation such as whether proposed copy is allowed by the provisions of this section shall be a proper matter for the Zoning Administrator and/or Zoning Board of Adjustment. The permit holder shall show development to be identified on the sign subject to (d) following.

- i. The development is a unified commercial, residential, or institutional use under single ownership or management that has a minimum of 50 parking spaces and/or 50 units of residential development.
- ii. The entrance that reasonably identifies the development is located no further than one and one-half miles along streets from the intersection of the Class II or III Street with the Class IV or V Street.
- iii. The development does not have direct access or visibility from any Class II or III Street.
- iv. The development does not have an identification sign located on a Class II or III Street nor does it have identification on another off-site directional sign. Only one sign per development shall be permitted.

(d) Location and Orientation of Directional Signs: The sign shall be located in any zoning district only at the intersection of a Class II, III, or IV Street with a Class V or VI Street as defined in the adopted Comprehensive Street Classification System Manual. The sign shall be oriented toward the traffic flow on the Class IV or V Street, which is generally perpendicular to the Class II, III, or IV Street. The sign must be located on the side of the Class II, III, IV Street closest to the development(s) identified on the sign. The portion of any sign shall be situated in such a way as to obscure any public entrance or exit to the development(s) identified on the sign, whether the entrance or exit is located on the same side of the street as the sign or on the opposite side of the street. The sign shall be located no further than 11 feet from the edge of any public street. (Purton No. 2005-67, § 13.110(2)(c)(ii), 06/20/05)

(e) Spacing Requirements: No sign shall be located closer than 500 linear feet to any other similar directional sign on the same side of the street. There shall be no more than two signs erected at any intersection. In addition, no directional sign shall be located closer than 20 linear feet to any on-premises sign(s).

(f) Design of Directional Signs: A directional sign shall be constructed as a



See Charlotte Zoning Code

Section 13.110. Creation of Special Sign Regulations

NOTE:
FOR REFERENCE ONLY.

ground mounted sign designed to accommodate up to 4 panels of equal size for one to 4 separate and distinct development names. It shall be designed in accordance with the requirements listed below.

i. Maximum Size and Height:

Maximum structure width: 7 feet

Maximum sign face size: 20 sq. feet

Maximum panel size: On streets with a speed limit of less than 45 miles/hour: 10 sq. feet. On streets with a speed limit of 45 miles/hour or greater: 15 sq. feet.

Maximum height: 6 feet if freestanding if placed at base of sign; otherwise 4-1/2 feet.

(Revised No. 2003-010, §13.110(Q), 2-17-03)

ii. Construction of Sign (Revised No. 2005-78, §13.110(Q)(6), 06-27-05) The sign shall be constructed of all heavy grade A wood or aluminum having a minimum thickness of .090 with the copy on each panel of the sign frame no less than 1/8 inches. Copy on wood signs shall be either routed or sandblasted into the face panels. Copy on aluminum signs shall be either routed into the sign or shall be made of vinyl having a minimum five-year durability rating. To implement the requirements for the aesthetic appearance and uniformity of directional signs, Neighborhood Development shall have the authority to prepare diagrams illustrating the requirements stated above and further to adapt any necessary details within the scope of the requirements, hereby, to achieve standardized, directional signs.

iii. Permitted Copy Only the name, type, and/or logo under which a development is known or designated and a directional arrow shall be permitted on a sign. The name of the owner or developer or information related to availability of units, space, goods, or services shall not be permitted as copy on a sign.

iv. Lighting Signs shall not be lighted in residential districts.

(j) Maintenance: All signs shall be maintained in accordance with Section 13.104(B) hereby.

(k) Review of board and removal of sign: If Neighborhood Development determines that there is a violation of these provisions, a notice of violation shall be issued to the permit holder. If the violation is not corrected or there has been no removal of the direction of Neighborhood Development by the Zoning Board of Appeals or by Court, then the Neighborhood Development shall have the authority to engage an independent contractor to remove the sign and pay for the removal of such sign from the board. The sign may be removed for any of the following reasons: (Revised No. 2005-78, §13.110(Q)(6), 06-27-05)

i. A failure to maintain a sign in accordance with (j) above.

ii. The failure to erect the sign within the location shown on the survey.

iii. The reinstallation of the permit for any violation of Section 13.110(Q).

iv. Any other violation of this section.

(l) Bond and Identification: Neighborhood Development shall have the authority to set an amount for a cash bond double the estimated reasonable cost for the removal, the transporting, and the possible storage of a directional sign. Bonds shall be returned to the permit holder when the permit holder removes the sign. The applicant shall sign a bond identification statement on behalf of the City of Charlotte. Neighborhood Development may require a permit holder to post a bond in the amount of \$1,000.00 when the sign is placed in the public right-of-way in any way prohibited by the City's Zoning Ordinance provisions. (Revised No. 2005-78, §13.110(Q)(6), 06-27-05)

(m) Trees: The permit holder shall not destroy or trim any trees in the public right-of-way nor install a sign in such a manner to impact significant trees on trees in the public domain.

(4) Off-Premises Identification Signs.

For the purpose of providing flexibility when a shopping center is located on a Class V or VI street and not visible from a Class II, III, or IV street, an applicant may obtain a permit for an off-premises identification sign subject to the following:

(a) An applicant for an off-premises identification sign must comply with the application requirements specified in subdivision (1) through (3) of this section, in addition, provide a statement that the subject property being identified would not be visible from the nearest Class II, III, or IV street.

(b) An approved off-premises identification sign shall be erected instead of (and not in addition to) both an applicant's on-premises identification or business sign and any off-premises directional sign permissible under the provisions herein.

(c) A proposed off-premises sign shall comply with all the requirements in subdivisions 13.110(Q)(3)(i) through (j) with the following exception:

i. Size of Center Eligible for Use of Sign

The minimum size of a shopping center eligible for the use of an off-premises identification sign shall be 25,000 square feet, and the center must contain five or more businesses.

ii. Design of Sign

Minimum Size and Height: The maximum size and height of a sign shall be the same as would be permitted if the sign were located on the premises being identified.

Permitted Copy:

Only the name and/or logo of the shopping center and/or names of individual establishments within the shopping center shall be permitted on the sign face(s). No advertising shall be permitted.

Construction of Sign:

Copy on aluminum signs shall be either routed into the sign or shall be made of vinyl or plastic having a minimum five-year durability rating.

Lighting:

Signs shall not be lighted by any method when located in a single family residential district. When located in other districts, signs may be lighted, but only by incandescent sources.

(5) Landmark Signs

When restricted sign regulations were adopted on February 1, 1998, changes were made which caused many signs to be nonconforming with the new regulations. Some of the signs were the original signs, while others were "landmark signs" which will permit them to remain and not be subject to the eight-year amortization.

(a) Application

Any person may apply for designation of an existing on-premise sign as a landmark sign. Such application shall be submitted to and on a form determined by the Zoning Administrator. Applicants for landmark sign designation must be made no later than one (1) year from the adoption date of this amendment. **EDITOR'S NOTE:** This amendment was adopted by City Council February 19, 1996.

(b) Criteria

The Zoning Administrator may designate an existing on-premise sign as a landmark sign if it meets the following criteria:

- (1) The sign is a commercial sign which occupies at least three (3) of the following:
 - (a) An entire building or portion of a building.
 - (b) An entire lot or portion of a lot.
 - (c) An entire lot or portion of a lot.
 - (d) It bears a historical or local emblem, logo, or other graphic that is unique to the property or the establishment or
 - (e) It is a remnant of an advertising program that is no longer used by the parent company; or
 - (f) The sign exhibits unique or rare characteristics that enhance the streetscape or identity of a neighborhood; or
 - (g) The sign contributes to the historical or cultural character of the community at large.

(2) The sign was erected at least 15 years prior to the adoption date of this amendment.

(3) The sign complies with the appropriate provisions of the North Carolina State Building and Electrical Codes. If any portion of the sign is permitted to remain on or over a public right-of-way, a City or State approved encroachment agreement is executed.

(c) Designation

(1) The Zoning Administrator shall have the authority to approve or to disapprove the designation of landmark sign based upon the criteria set forth above. At the time of the filing of a landmark sign designation application, the applicant must file all necessary information in order for the Zoning Administrator to determine if the sign meets the criteria. The Zoning Administrator has the authority to request whatever other information is necessary in order to make a decision. The burden of proof for meeting the criteria is upon the applicant. In approving or disapproving a landmark sign application, the Zoning Administrator shall state the reasons in writing. An



APPENDIX B

The Purpose of the Appendix is to illustrate the options, alternatives and variations of materials proposed for the monuments. These materials are in conjunction of proposed material for the entire development including, but not limited to the proposed buildings and monuments.

Monuments materials are for reference only and may or may not be used in combinations or in whole.

All materials proposed are coordinated with proposed architecture located throughout the development.

Materials as shown are not limited to this pallet only and other coordinating materials may be added to complement materials shown.

FOR REFERENCE ONLY. MATERIALS SHOWN ARE NOT LIMITED AS ADDITIONAL MATERIALS BE INCORPORATED OR SUBTRACTED.



TRI-STATE BRICK
LIGHT GRAY VELOUR



TRENWYTH PRAIRIE STONE
LIMESTONE ROCK-FACE OR EQUAL



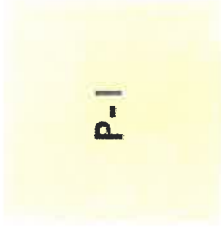
HANSON BRICK, CAROLINA COLLECTION
OLD SAVANNAH (COLUMBIA 2)



TRENWYTH PRAIRIE STONE
LIMESTONE CHISEL FACE OR EQUAL

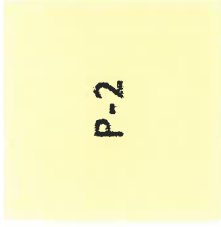


DUFFERIN STONE
CHAMBLY BEIGE



P-1

SHERWIN WILLIAMS PAINT COLORS
OVER STUCCO



P-2

SHERWIN WILLIAMS PAINT COLORS
OVER STUCCO

P-1 PAPER LANTERN: SW 7676

P-2 TOASTED PINE NUT: SW 7686

COLORS AS SHOWN MAY VARY DUE TO
ELECTRONIC FILE & PRINTING



P-3

SHERWIN WILLIAMS PAINT COLORS
OVER STUCCO

P-3 LIGONIER TAN: SW 7717

P-4 SANDERLING: SW7513

COLORS AS SHOWN MAY VARY DUE TO
ELECTRONIC FILE & PRINTING



P-4

SHERWIN WILLIAMS PAINT COLORS
OVER STUCCO

MATERIAL NOTE:

Additional potential materials such as powder coated aluminum logo elements, post, rails and stand alone lettering shall be incorporated within each monument design.

ARCHITECTURAL GUIDELINES FOR OVERALL DEVELOPMENT AND IDENTIFICATION SIGNAGE



THIS SHEET IS FOR REFERENCE ONLY

BELGATE

CHAPTER

7

City of Kissimmee



*Community
Redevelopment Agency*

DESIGN DEVELOPMENT

S I G N A G E

Wayfinding

Historic District

Gateway Feature

This wayfinding design development study includes gateway signage, vehicular directional signage, pedestrian directional signage, map kiosk, parking identity signage, and historic district signage. The overall purpose is to identify and lead visitors and residents to their destinations and various points of interest in downtown Kissimmee. The sign designs in the study are a design development guide providing typical sign type sizes, colors, font styles, and other detail. Prior to fabrication sign manufacturers will need to provide shop drawings which show detail and engineering specifications to ensure safe installation.

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Wayfinding

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Design Intent

Wayfinding signs should make a strong and consistent visual statement representing the character and image of downtown Kissimmee.

Signage should be bold and recognizable without confusing images or clutter. A limited color palette contributes to greater readability and clarity of message.

The wayfinding signage system is meant to provide visitors guidance and information on various destinations within the downtown area as well as leave a lasting impression of quality, history and community.

In addition the wayfinding signage system should be cost effective and easily constructed so the system can be implemented and maintained at a reasonable expense.

Objectives of a Wayfinding System

- 1) Clearly define primary routes and entrance points to downtown, for both vehicles and pedestrians.
- 2) Enable users to locate public parking adjacent to or in proximity of their intended destination
- 3) Create a hierarchy of directional information
 - a. Citywide Level
 - b. Individual Key Destinations within the City
 - c. District Destinations
 - d. Direct Vehicles to Parking
 - e. Direct Pedestrians to Destinations

Sign Family

The following components of the sign system were designed individually for optimal functionality while complementing each other in form and finish to create a unified sign family

City Gateways: Signs and structures distinguishing city edges or entry portals

Vehicular Directional: Signs serving to direct vehicular traffic to key destinations within and beyond the city

Retail Directional: Directional signage specifically to guide pedestrians to retail and dining establishments.

Map Kiosks: Signs and maps intended to orient and direct pedestrians throughout the city. Could also provide historic information if lactated at a site of special interest.

Historic District Signs: Identification signs for designated historic districts within the city.

Parking Signs: Identification and directional signs for parking which help make facilities easier to locate.

WAYFINDING

Vehicular Directional

Retail Directional

Map Kiosk

Parking Indicator

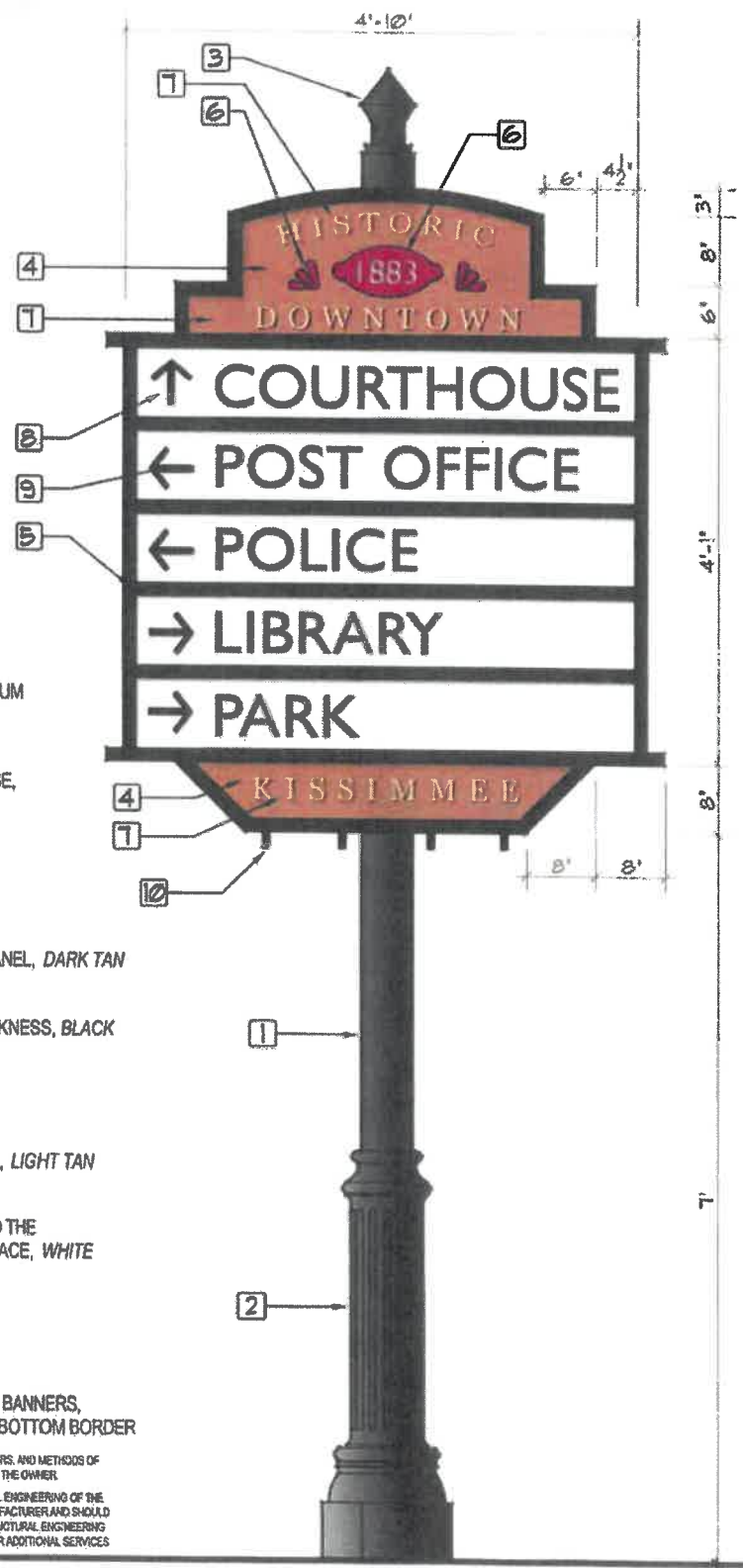
W-1.0 COLOR SPECIFICATIONS

- BLACK, PANTONE PROCESS BLACK C
- WHITE, PANTONE 7499 C
- DARK TAN, PANTONE 146 C
- LIGHT TAN, PANTONE 146 C at 50%
- RED, PANTONE 1805 C

REFER TO APPENDIX A-1.0 FOR ALTERNATIVE COLOR PALETTES, FINAL COLORS TO BE CHOSEN BY OWNER

W-1.0 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 1
 BEACON PRODUCTS - 6" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE
 BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL
 BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL
 ALL ALUMINUM CONSTRUCTION SOLID PANEL, DARK TAN
- 5 RAISED ALUMINUM BORDER
 APPLIED TUBULAR BAR STOCK, 1 1/2" THICKNESS, BLACK
- 6 RAISED GRAPHIC
 CAST ALUMINUM, RED
- 7 RAISED TEXT
 CAST ALUMINUM, FONT TYPE - 'GEORGIA', LIGHT TAN
- 8 MODULAR ALUMINUM PANELS
 REMOVABLE SIGN BLADES, FASTENED TO THE BACK PANEL, APPLIED REFLECTIVE SURFACE, WHITE
- 9 DIRECTIONAL TEXT AND ARROWS
 APPLIED FLAT TO THE MODULAR PANELS, FONT TYPE - 'GILL SANS MT', BLACK
- 10 BANNER HOOKS
 DESIGNED TO SUPPORT SPECIAL EVENT BANNERS, EQUALLY SPACED AND ANCHORED INTO BOTTOM BORDER



FINAL DESIGN, SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER
 THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING SERVICES CAN BE PROVIDED BY KULLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES

W-2.0 COLOR SPECIFICATIONS

- BLACK,**
PANTONE PROCESS BLACK C
- WHITE,**
PANTONE 7499 C
- DARK TAN,**
PANTONE 146 C
- LIGHT TAN,**
PANTONE 146 C at 50%
- RED,**
PANTONE 1805 C

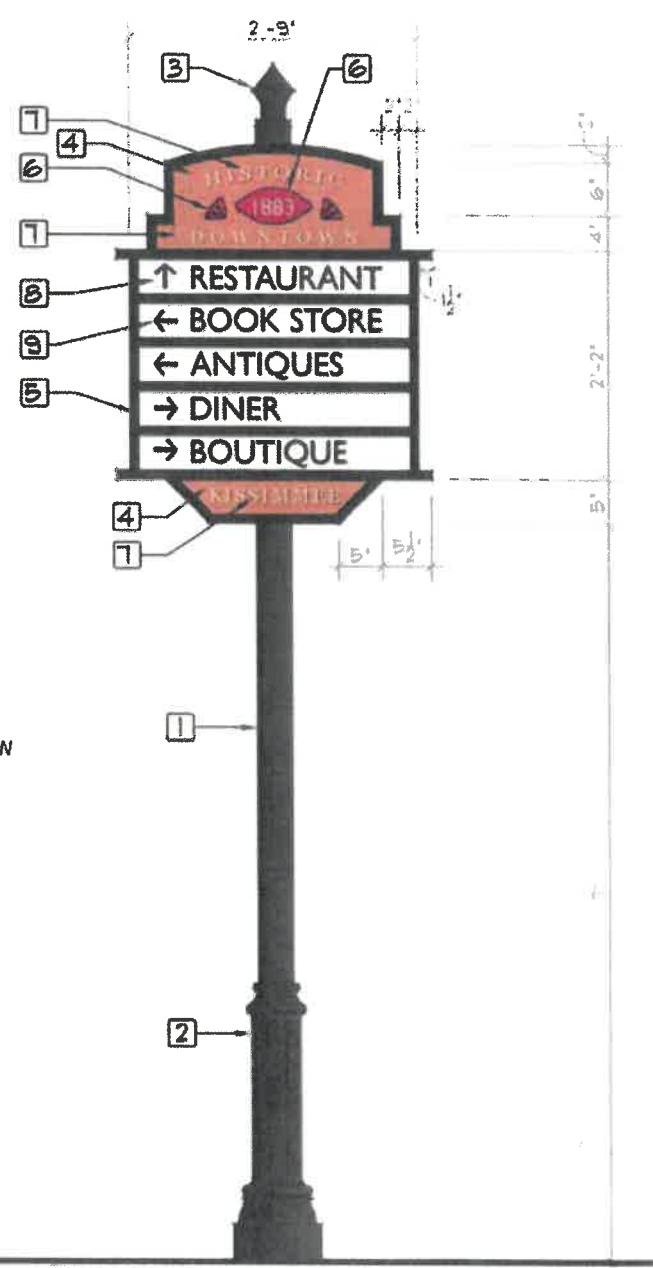
REFER TO APPENDIX A-1.0 FOR
ALTERNATIVE COLOR PALETTES. FINAL
COLORS TO BE CHOSEN BY OWNER

W-2.0 SIGN SPECIFICATIONS

- 1** SIGN POLE TYPE 2
BEACON PRODUCTS - 4" SMOOTH ALUMINUM
SHAFT, OR APPROVED EQUAL, BLACK
- 2** SIGN POLE BASE
BEACON PRODUCTS - CONWAY POLE BASE,
OR APPROVED EQUAL, BLACK
- 3** DECORATIVE POLE FINIAL
BEACON PRODUCTS - PYRAMID,
OR APPROVED EQUAL, BLACK
- 4** DOUBLE FACED ALUMINUM SIGN PANEL
ALL ALUMINUM CONSTRUCTION SOLID PANEL, DARK TAN
- 5** RAISED ALUMINUM BORDER
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, BLACK
- 6** RAISED GRAPHIC
CAST ALUMINUM, RED
- 7** RAISED TEXT
CAST ALUMINUM, FONT TYPE - 'GEORGIA', LIGHT TAN
- 8** MODULAR ALUMINUM PANELS
REMOVABLE SIGN BLADES, FASTENED TO THE
BACK PANEL, APPLIED REFLECTIVE SURFACE, WHITE
- 9** DIRECTIONAL TEXT AND ARROWS
APPLIED FLAT TO THE MODULAR PANELS,
FONT TYPE - 'GILL SANS MT', BLACK

FINAL DESIGN SHOP DRAWINGS MATERIAL SELECTION SIZES COLORS AND METHODS OF
CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER

THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE
COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD
ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING
SERVICES CAN BE PROVIDED BY KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES



W-3.0 COLOR SPECIFICATIONS

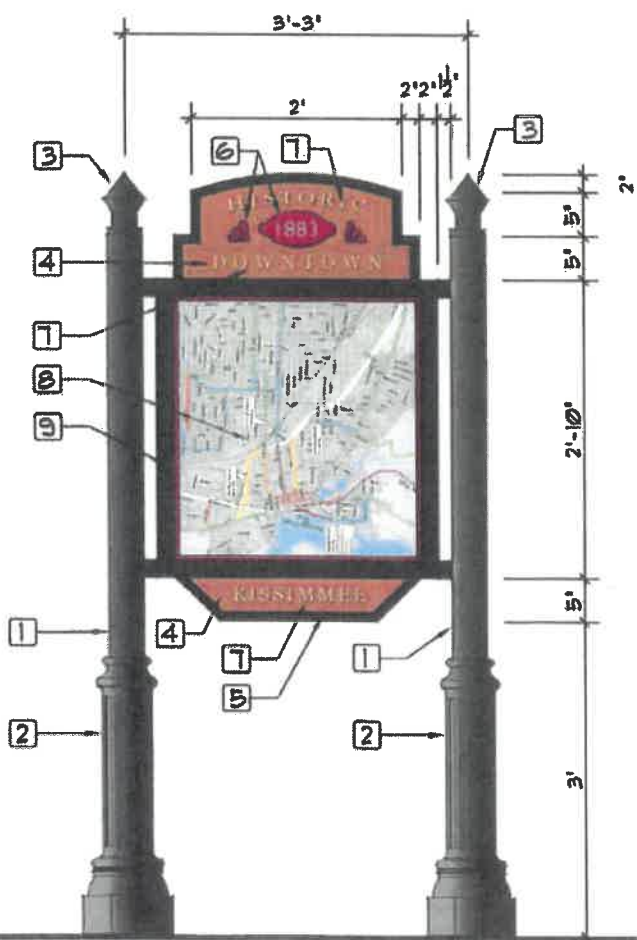
- BLACK, PANTONE PROCESS BLACK C
- WHITE, PANTONE 7499 C
- DARK TAN, PANTONE 146 C
- LIGHT TAN, PANTONE 146 C at 50%
- RED, PANTONE 1805 C

REFER TO APPENDIX A-1.0 FOR ALTERNATIVE COLOR PALETTES. FINAL COLORS TO BE CHOSEN BY OWNER

W-3.0 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2
BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE
BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL
BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL
ALL ALUMINUM CONSTRUCTION SOLID PANEL, DARK TAN
- 5 RAISED ALUMINUM BORDER
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, BLACK
- 6 RAISED GRAPHIC
CAST ALUMINUM, RED
- 7 RAISED TEXT
CAST ALUMINUM, FONT TYPE - 'GEORGIA', LIGHT TAN
- 8 DOUBLE SIDED DISPLAY CASE
CLEAR PROTECTIVE COVER, STAINLESS LOCKS, FULL PIANO HINGE
- 9 DISPLAY CASE BORDER
ALUMINUM CONSTRUCTION, 2" THICK, BLACK

FINAL DESIGN, SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.
THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING SERVICES CAN BE PROVIDED BY KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES.

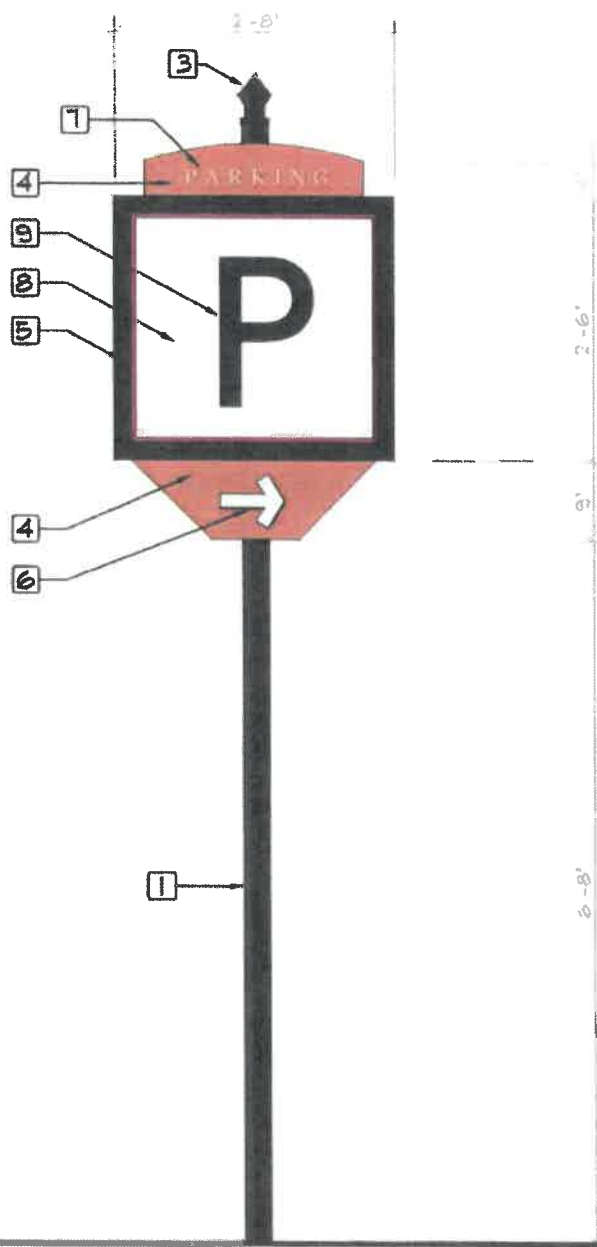


W-4.0 COLOR SPECIFICATIONS

- **BLACK,**
PANTONE PROCESS BLACK C
 - **WHITE,**
PANTONE 7499 C
 - **DARK TAN,**
PANTONE 146 C
 - **LIGHT TAN,**
PANTONE 146 C at 50%
 - **RED,**
PANTONE 1805 C
- REFER TO APPENDIX A-1.0 FOR
 ALTERNATIVE COLOR PALETTES. FINAL
 COLORS TO BE CHOSEN BY OWNER

W-4.0 SIGN SPECIFICATIONS

- 1 **SIGN POLE TYPE 3**
BEACON PRODUCTS - 3" SMOOTH ALUMINUM
SHAFT, OR APPROVED EQUAL, **BLACK**
- 2 **SIGN POLE BASE**
BEACON PRODUCTS - CONWAY POLE BASE,
OR APPROVED EQUAL, **BLACK**
- 3 **DECORATIVE POLE FINIAL**
BEACON PRODUCTS - PYRAMID,
OR APPROVED EQUAL, **BLACK**
- 4 **SINGLE FACED ALUMINUM SIGN PANEL**
ALL ALUMINUM CONSTRUCTION SOLID PANEL, **DARK TAN**
- 5 **RAISED ALUMINUM BORDER**
APPLIED TUBULAR BAR STOCK, 2" THICKNESS, **BLACK**
- 6 **RAISED GRAPHIC - ARROW**
CAST ALUMINUM, **RED**
- 7 **RAISED TEXT**
CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', **LIGHT TAN**
- 8 **REFLECTIVE PANEL**
ALL ALUMINUM CONSTRUCTION, FASTENED TO THE
BACK PANEL, APPLIED REFLECTIVE SURFACE, **WHITE**
- 9 **DIRECTIONAL TEXT AND ARROWS**
APPLIED FLAT TO THE MODULAR PANELS,
FONT TYPE - 'GILL SANS MT', **BLACK**



FINAL DESIGN SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS AND METHODS OF
 CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.
 THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE
 COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD
 ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING
 SERVICES CAN BE PROVIDED BY KBAILEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES.

HISTORIC DISTRICT

Courthouse District

Beaumont District

Brack District

Lakeshore District



H-1.0 COLOR SPECIFICATIONS

- **BLACK,**
PANTONE PROCESS BLACK C
- **CAJUN RED,**
SW 0008
- **CLASSICAL WHITE,**
SW 02829
- **SHERATON SAGE,**
SW 0014

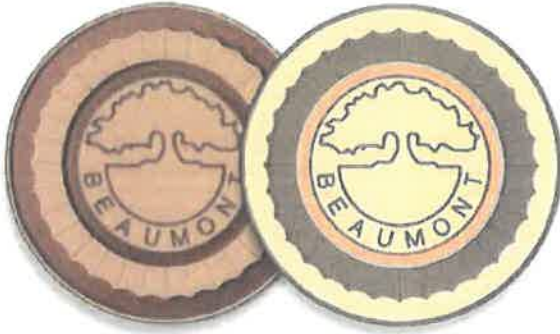
SW COLORS SHOWN ARE BASED ON SHERWIN - WILLIAMS HISTORIC COLLECTION. IF USING ANOTHER BRAND OF PAINT OR COATING, THE SIGN MANUFACTURER IS RESPONSIBLE FOR MATCHING COLORS. FINAL APPROVAL BY OWNER.

H-1.0 SIGN SPECIFICATIONS

- 1 **SIGN POLE TYPE 2**
BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, **BLACK**
- 2 **SIGN POLE BASE**
BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, **BLACK**
- 3 **DECORATIVE POLE FINIAL**
BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, **BLACK**
- 4 **SINGLE FACED ALUMINUM SIGN PANEL**
ALL ALUMINUM CONSTRUCTION SOLID PANEL, **CAJUN RED**
- 5 **RAISED ALUMINUM BORDER**
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, **SHERATON SAGE**
- 6 **RAISED GRAPHIC**
CAST ALUMINUM, **CLASSICAL WHITE & SHERATON SAGE**
- 7 **RAISED TEXT**
CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', **CLASSICAL WHITE**
- 8 **DISTRICT ICON**
CAST ALUMINUM
RAISED GRAPHIC, 10" DIAMETER

FINAL DESIGN SHOP DRAWINGS MATERIAL SELECTION SIZES, COLORS AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.
THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING SERVICES CAN BE PROVIDED BY KHALEV-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES.





H-1.1 COLOR SPECIFICATIONS

- BLACK, PANTONE PROCESS BLACK C
- LIBRARY PEWTER, SW 0038
- HUBBARD SQUASH, SW 0044
- TWILIGHT GRAY, SW 0054

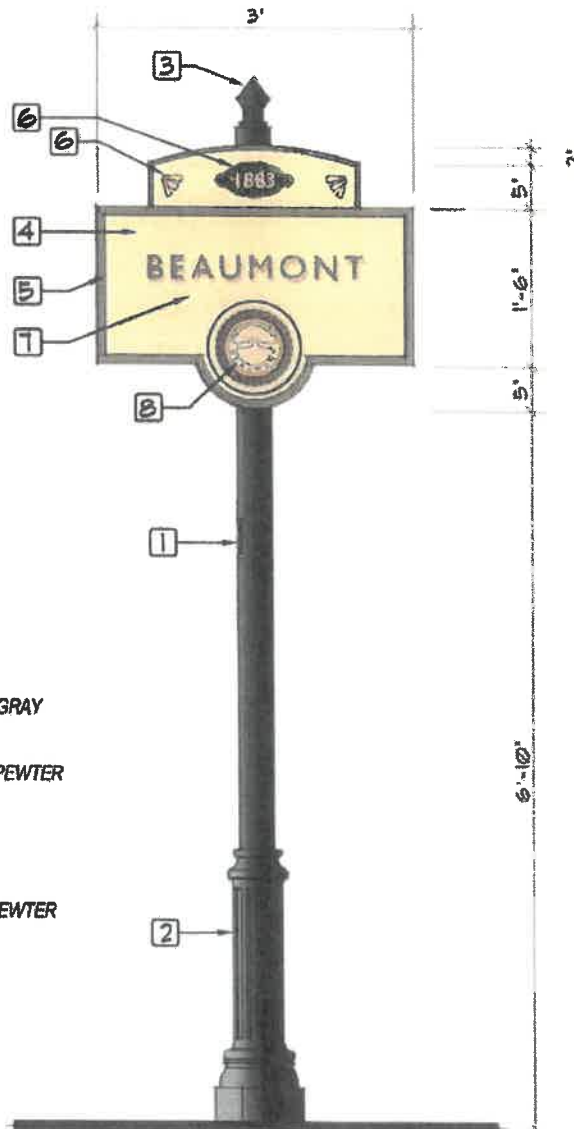
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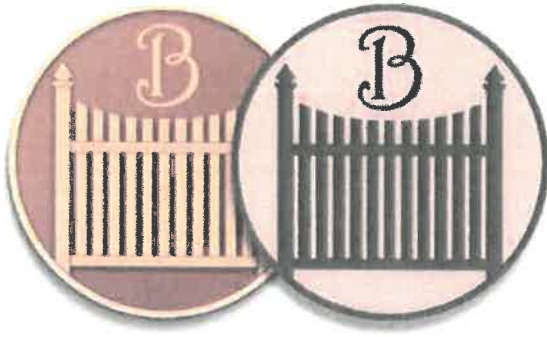
H-1.1 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2
BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE
BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL
BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL
ALL ALUMINUM CONSTRUCTION SOLID PANEL, TWILIGHT GRAY
- 5 RAISED ALUMINUM BORDER
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, LIBRARY PEWTER
- 6 RAISED GRAPHIC
CAST ALUMINUM, HUBBARD SQUASH & LIBRARY PEWTER
- 7 RAISED TEXT
CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', LIBRARY PEWTER
- 8 DISTRICT ICON
CAST ALUMINUM
RAISED GRAPHIC, 10" DIAMETER

FINAL DESIGN, SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER

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H-1.2 COLOR SPECIFICATIONS

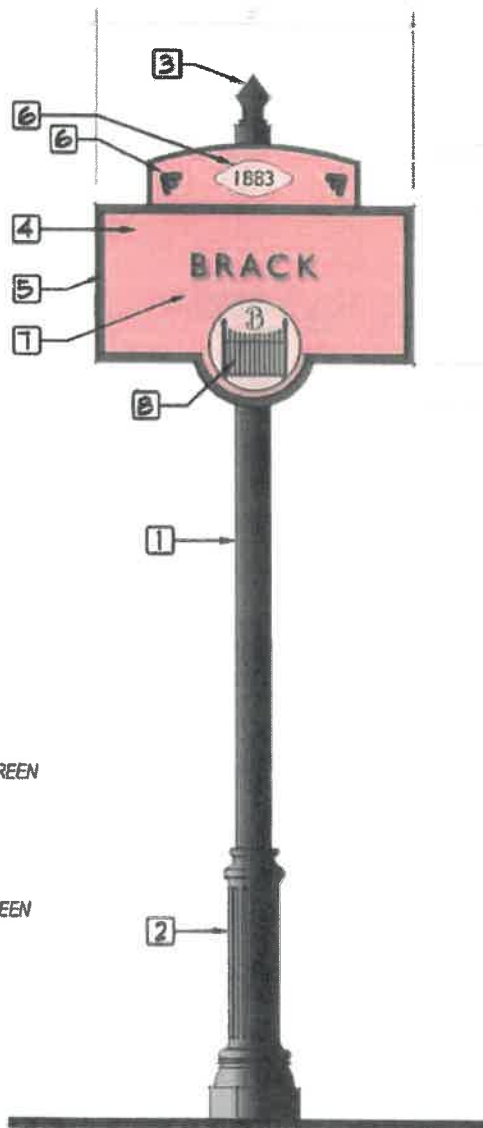
- BLACK, PANTONE PROCESS BLACK C
- ROSE TAN, SW 0069
- CLASSIC SAND, SW 0058
- VOGUE GREEN, SW 0065

*SW COLORS SHOWN ARE BASED ON SHERWIN - WILLIAMS HISTORIC COLLECTION IF USING ANOTHER BRAND OF PAINT OR COATING THE SIGN MANUFACTURER IS RESPONSIBLE FOR MATCHING COLORS FINAL APPROVAL BY OWNER

H-1.2 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2
BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE
BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL
BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL
ALL ALUMINUM CONSTRUCTION SOLID PANEL, ROSE TAN
- 5 RAISED ALUMINUM BORDER
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, VOGUE GREEN
- 6 RAISED GRAPHIC
CAST ALUMINUM, CLASSIC SAND & VOGUE GREEN
- 7 RAISED TEXT
CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', VOGUE GREEN
- 8 DISTRICT ICON
CAST ALUMINUM
RAISED GRAPHIC, 10" DIAMETER

FINAL DESIGN SHOP DRAWINGS MATERIAL SELECTION SIZES COLORS AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER
THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY STRUCTURAL ENGINEERING SERVICE CAN BE PROVIDED BY KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES





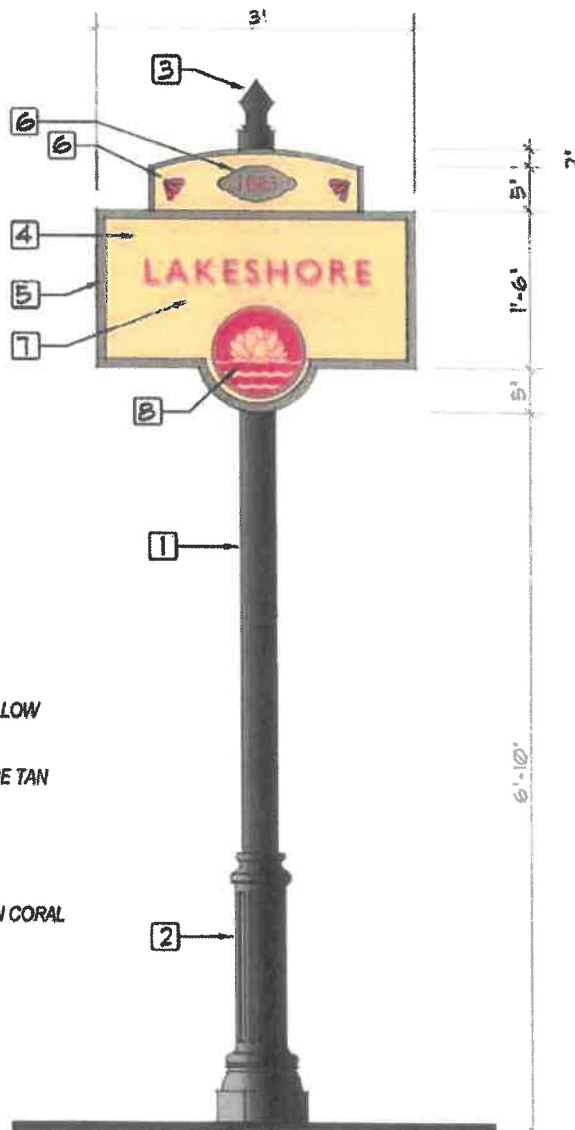
H-1.3 COLOR SPECIFICATIONS

- **BLACK,**
PANTONE PROCESS BLACK C
- **PEACE YELLOW,**
SW 2857
- **CARIBBEAN CORAL,**
SW 2854
- **SYCAMORE TAN,**
SW 2855

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H-1.3 SIGN SPECIFICATIONS

- 1 **SIGN POLE TYPE 2**
BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, **BLACK**
- 2 **SIGN POLE BASE**
BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, **BLACK**
- 3 **DECORATIVE POLE FINIAL**
BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, **BLACK**
- 4 **SINGLE FACED ALUMINUM SIGN PANEL**
ALL ALUMINUM CONSTRUCTION SOLID PANEL, **PEACE YELLOW**
- 5 **RAISED ALUMINUM BORDER**
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, **SYCAMORE TAN**
- 6 **RAISED GRAPHIC**
CAST ALUMINUM, **CARIBBEAN CORAL & SYCAMORE TAN**
- 7 **RAISED TEXT**
CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', **CARIBBEAN CORAL**
- 8 **DISTRICT ICON**
CAST ALUMINUM
RAISED GRAPHIC, 10" DIAMETER



FINAL DESIGN SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.

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H-2.0

11/11/2014

11/11/2014



H-2.0 COLOR SPECIFICATIONS

- BLACK,**
PANTONE PROCESS BLACK C
- CAJUN RED,**
SW 0008
- CLASSICAL WHITE,**
SW 02829
- SHERATON SAGE,**
SW 0014

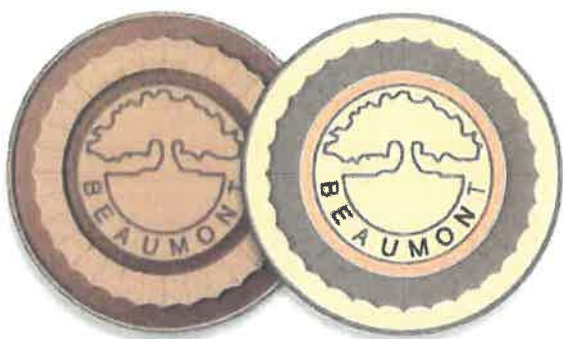
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H-2.0 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2**
BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, **BLACK**
- 2 SIGN POLE BASE**
BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, **BLACK**
- 3 DECORATIVE POLE FINIAL**
BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, **BLACK**
- 4 SINGLE FACED ALUMINUM SIGN PANEL**
ALL ALUMINUM CONSTRUCTION SOLID PANEL, **CAJUN RED** or **CLASSICAL WHITE**
- 5 RAISED ALUMINUM BORDER**
APPLIED TUBULAR BAR STOCK, 1" THICKNESS, **SHERATON SAGE**
- 6 RAISED GRAPHIC**
CAST ALUMINUM, **CLASSICAL WHITE**
- 7 RAISED TEXT**
CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', **CAJUN RED** or **CLASSICAL WHITE**
- 8 DISTRICT ICON**
CAST ALUMINUM
RAISED GRAPHIC, 10" DIAMETER

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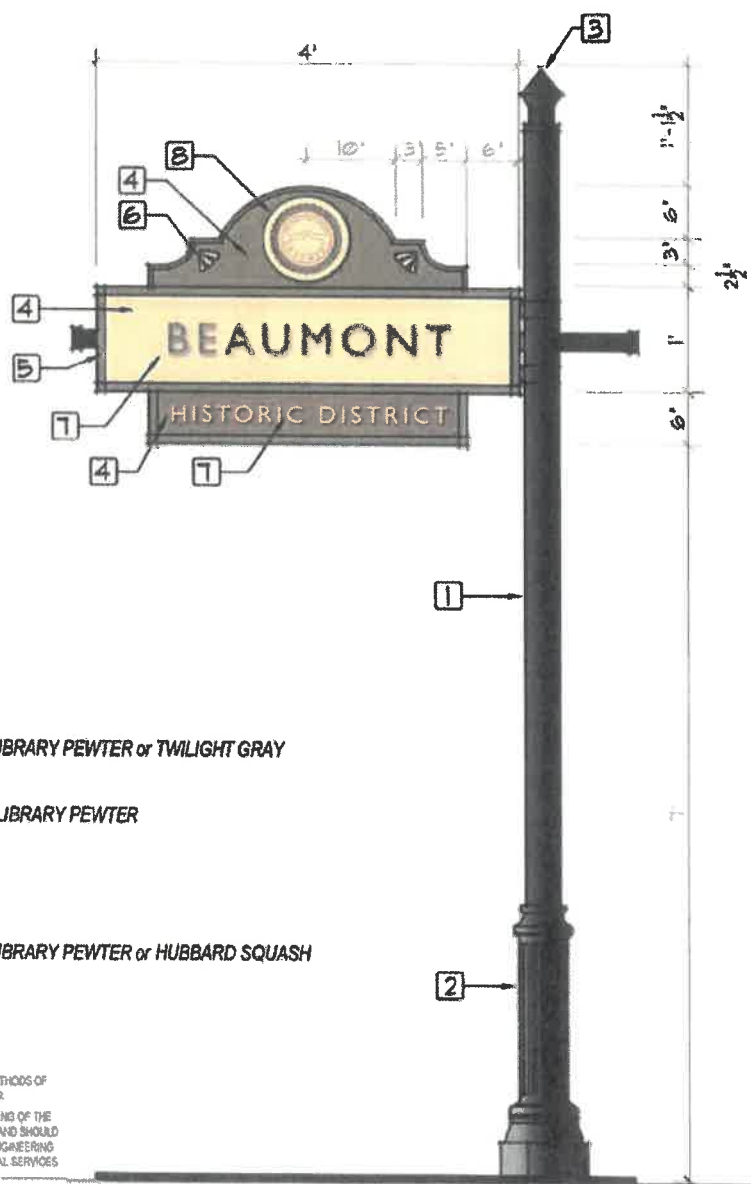
H-2.1 COLOR SPECIFICATIONS

- BLACK, PANTONE PROCESS BLACK C
- LIBRARY PEWTER, SW 0038
- HUBBARD SQUASH, SW 0044
- TWILIGHT GRAY, SW 0054

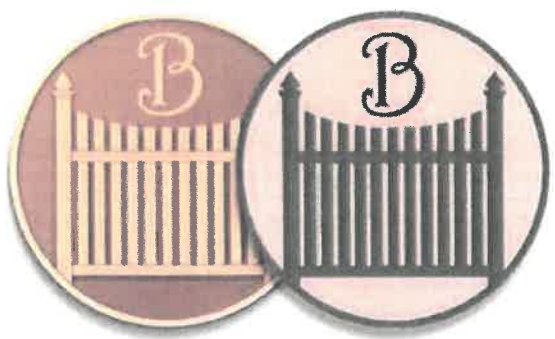
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H-2.1 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2
 BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE
 BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL
 BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL
 ALL ALUMINUM CONSTRUCTION SOLID PANEL, LIBRARY PEWTER or TWILIGHT GRAY
- 5 RAISED ALUMINUM BORDER
 APPLIED TUBULAR BAR STOCK, 1" THICKNESS, LIBRARY PEWTER
- 6 RAISED GRAPHIC
 CAST ALUMINUM, HUBBARD SQUASH
- 7 RAISED TEXT
 CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', LIBRARY PEWTER or HUBBARD SQUASH
- 8 DISTRICT ICON
 CAST ALUMINUM
 RAISED GRAPHIC, 10" DIAMETER



FINAL DESIGN SHOP DRAWINGS. MATERIAL SELECTION, SIZES, COLORS AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.
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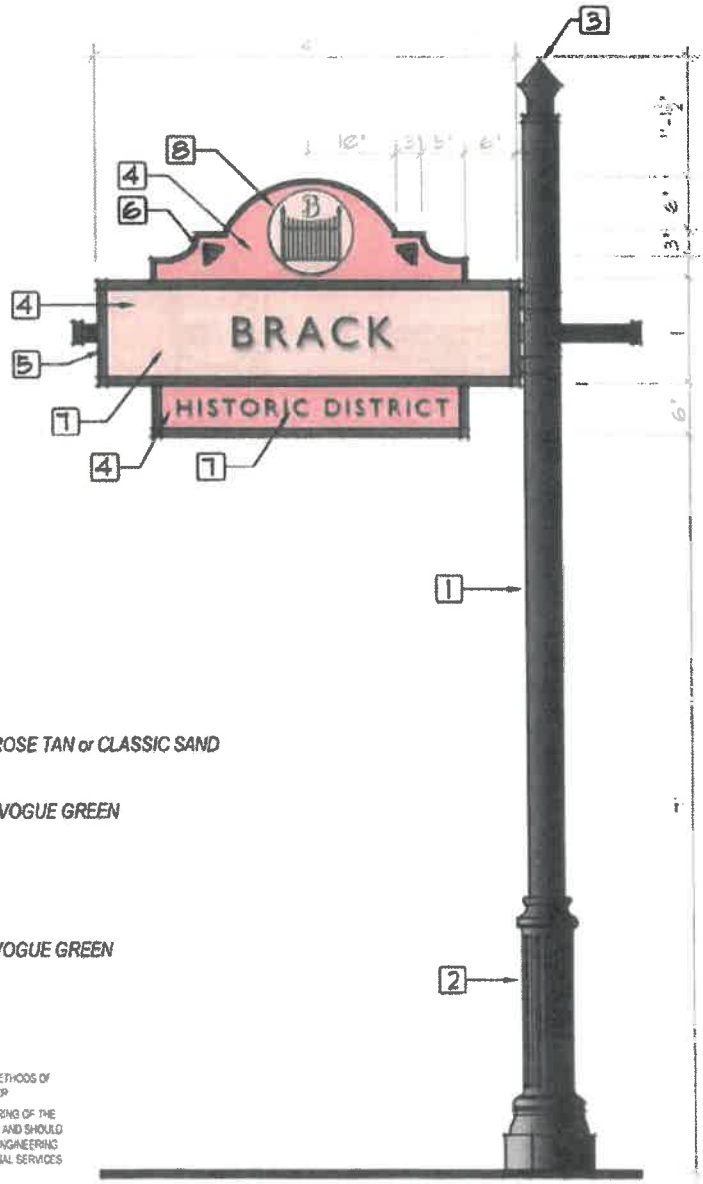
H-2.2 COLOR SPECIFICATIONS

- BLACK, PANTONE PROCESS BLACK C
- ROSE TAN, SW 0069
- CLASSIC SAND, SW 0056
- VOGUE GREEN, SW 0065

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H-2.2 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2 BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL ALL ALUMINUM CONSTRUCTION SOLID PANEL, ROSE TAN or CLASSIC SAND
- 5 RAISED ALUMINUM BORDER APPLIED TUBULAR BAR STOCK, 1" THICKNESS, VOGUE GREEN
- 6 RAISED GRAPHIC CAST ALUMINUM, VOGUE GREEN
- 7 RAISED TEXT CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', VOGUE GREEN
- 8 DISTRICT ICON CAST ALUMINUM RAISED GRAPHIC, 10" DIAMETER



FINAL DESIGN SHOP DRAWINGS MATERIAL SELECTION SIZES COLORS AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER
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H-2.3 COLOR SPECIFICATIONS

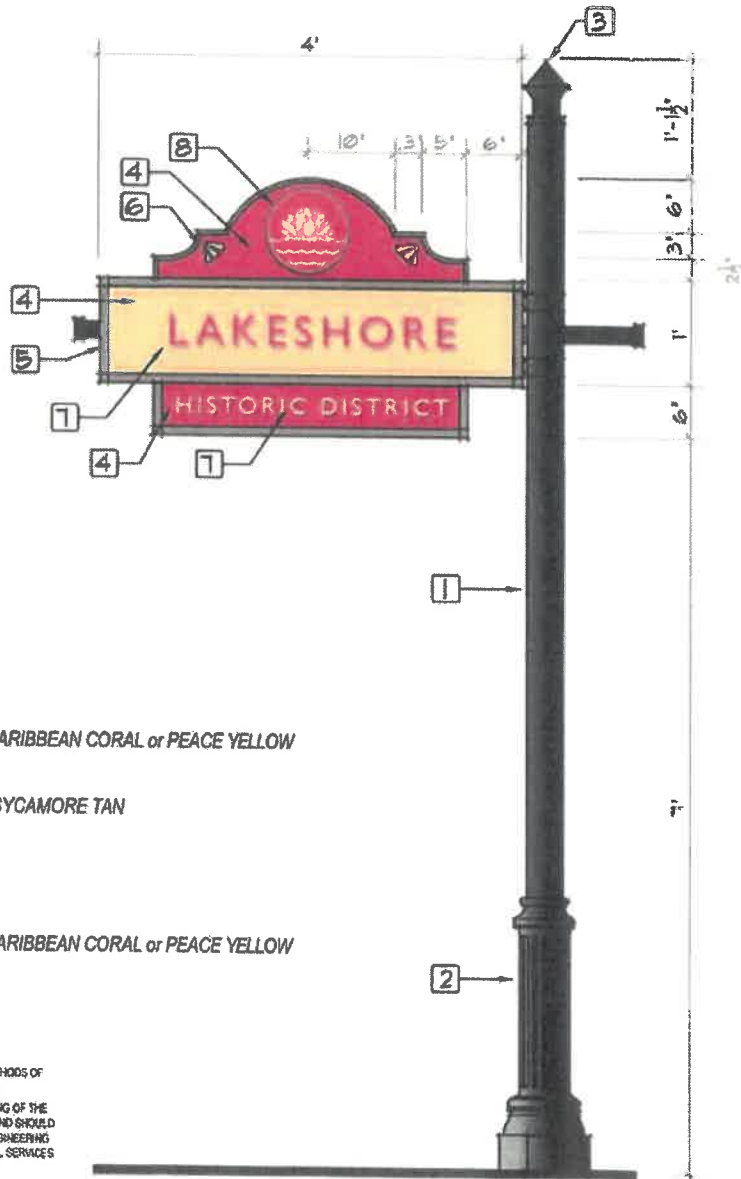
- BLACK, PANTONE PROCESS BLACK C
- PEACE YELLOW, SW 2857
- CARIBBEAN CORAL, SW 2854
- SYCAMORE TAN, SW 2855

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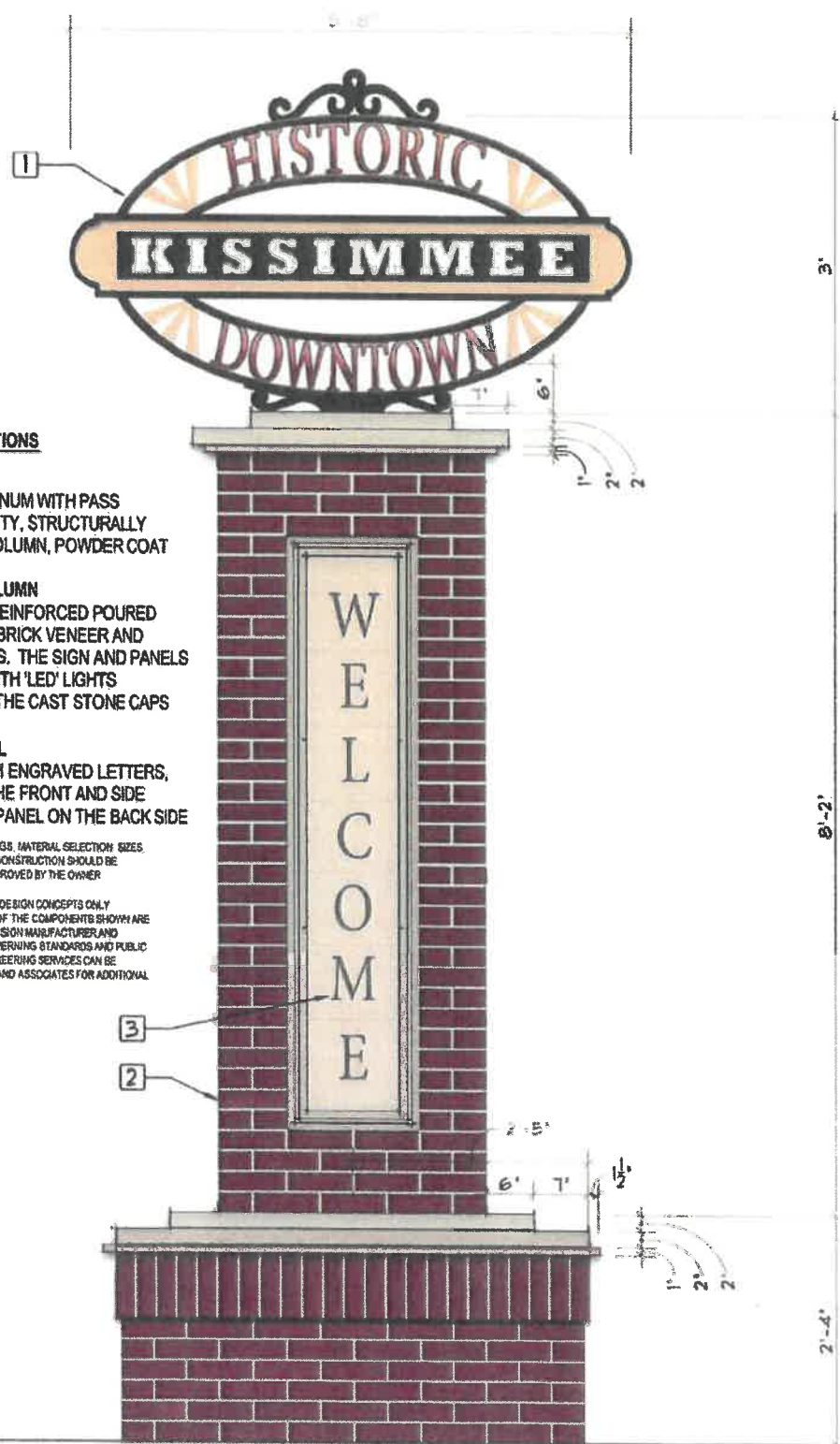
H-2.3 SIGN SPECIFICATIONS

- 1 SIGN POLE TYPE 2
 BEACON PRODUCTS - 4" SMOOTH ALUMINUM SHAFT, OR APPROVED EQUAL, BLACK
- 2 SIGN POLE BASE
 BEACON PRODUCTS - CONWAY POLE BASE, OR APPROVED EQUAL, BLACK
- 3 DECORATIVE POLE FINIAL
 BEACON PRODUCTS - PYRAMID, OR APPROVED EQUAL, BLACK
- 4 SINGLE FACED ALUMINUM SIGN PANEL
 ALL ALUMINUM CONSTRUCTION SOLID PANEL, CARIBBEAN CORAL or PEACE YELLOW
- 5 RAISED ALUMINUM BORDER
 APPLIED TUBULAR BAR STOCK, 1" THICKNESS, SYCAMORE TAN
- 6 RAISED GRAPHIC
 CAST ALUMINUM, PEACE YELLOW
- 7 RAISED TEXT
 CAST ALUMINUM, FONT TYPE - 'GILL SANS MT', CARIBBEAN CORAL or PEACE YELLOW
- 8 DISTRICT ICON
 CAST ALUMINUM
 RAISED GRAPHIC, 10" DIAMETER

FINAL DESIGN, SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.
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GATEWAY FEATURE



G-1.0 SIGN SPECIFICATIONS

- 1 **KISSIMMEE SIGN**
LASER CUT ALUMINUM WITH PASS THROUGH VISIBILITY. STRUCTURALLY ANCHORED TO COLUMN, POWDER COAT
- 2 **DECORATIVE COLUMN**
STRUCTURALLY REINFORCED POURED CONCRETE WITH BRICK VENEER AND CAST STONE CAPS. THE SIGN AND PANELS SHOULD BE LIT WITH 'LED' LIGHTS EMBEDDED INTO THE CAST STONE CAPS
- 3 **RECESSED PANEL**
CAST STONE WITH ENGRAVED LETTERS, "WELCOME" ON THE FRONT AND SIDE ELEVATIONS, NO PANEL ON THE BACK SIDE

FINAL DESIGN SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER

THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING SERVICES CAN BE PROVIDED BY KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES

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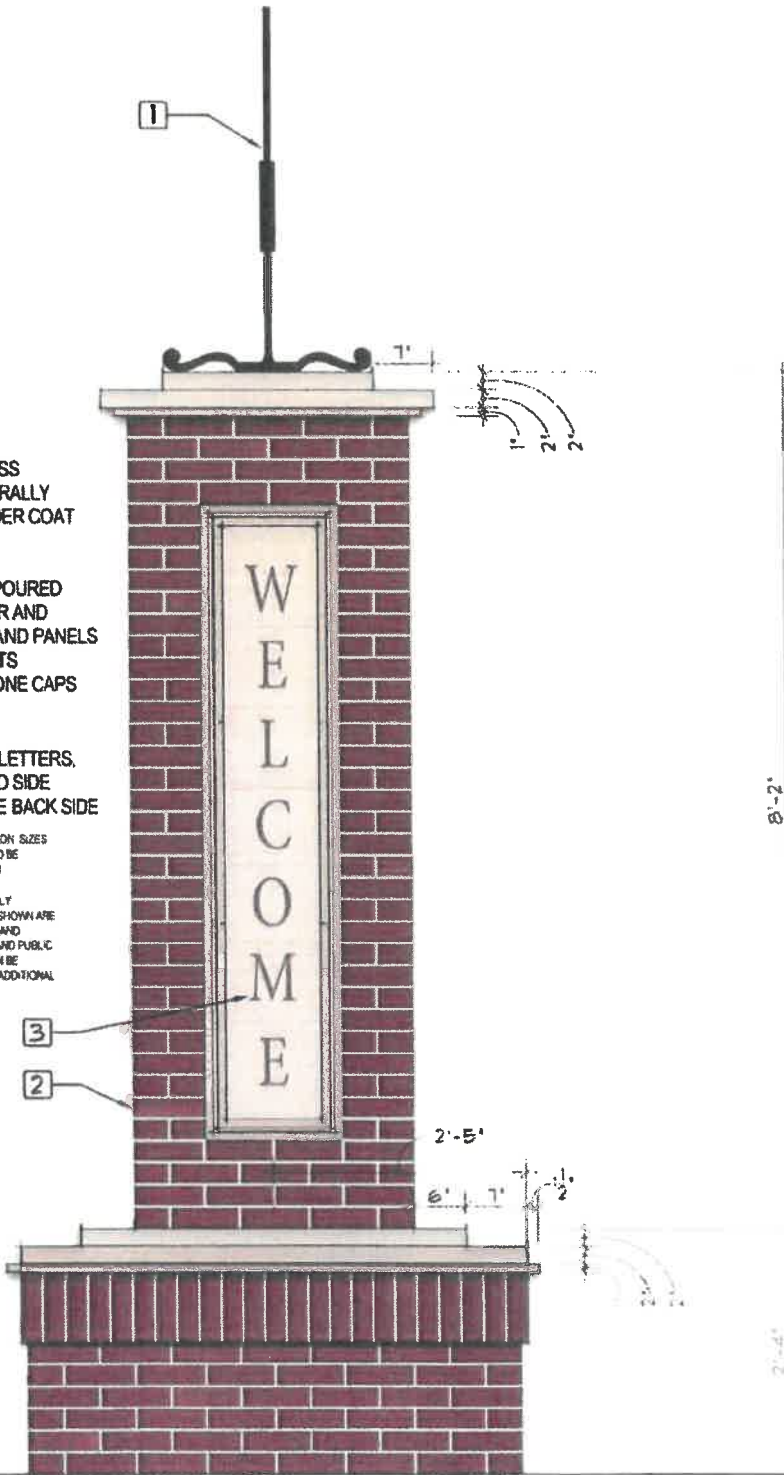
WELLSVILLE, OHIO
OHIO STATE UNIVERSITY
ARCHITECTURAL SERVICES

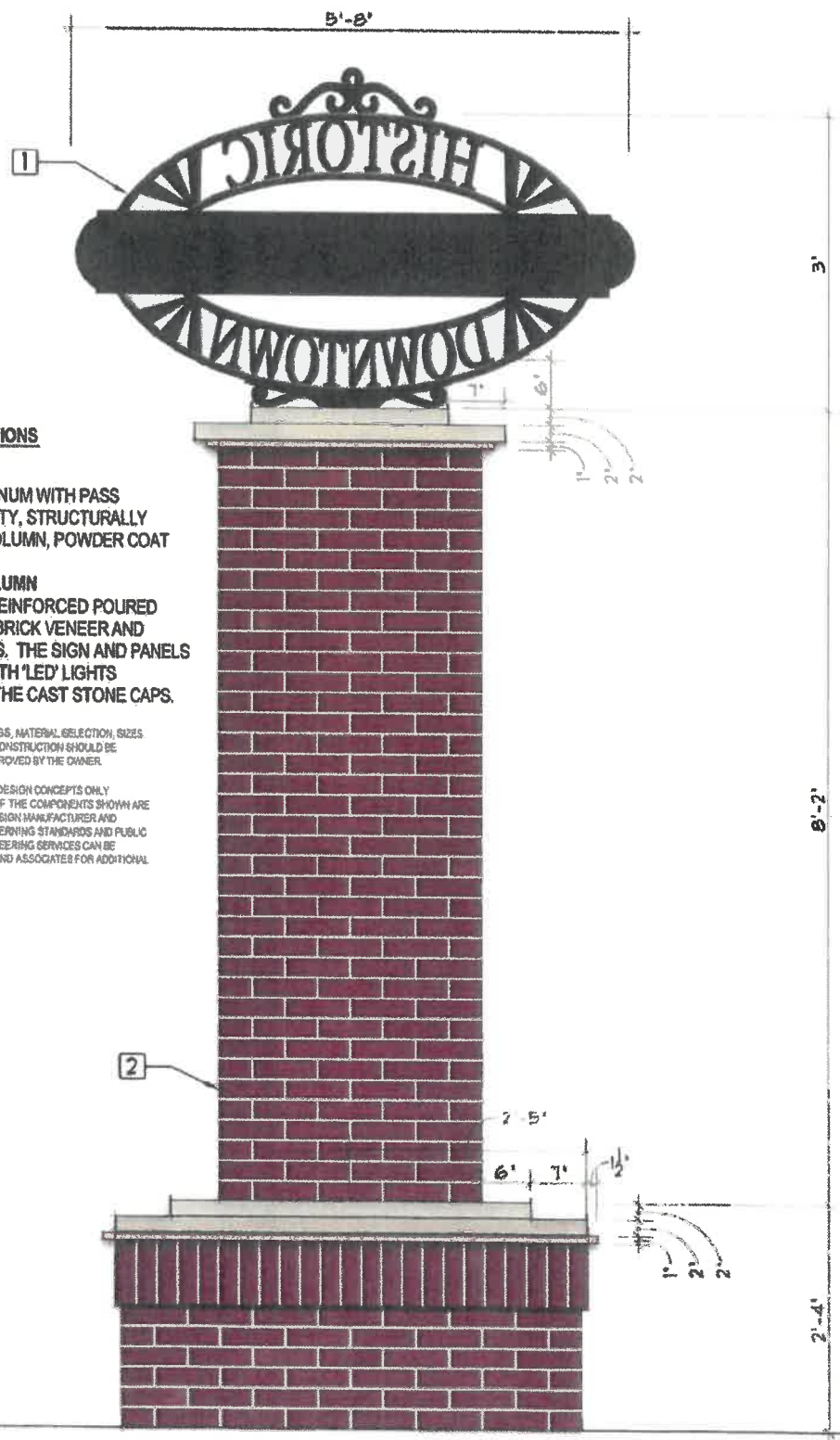
G-1.1 SIGN SPECIFICATIONS

- 1** **KISSIMMEE SIGN**
LASER CUT ALUMINUM WITH PASS THROUGH VISIBILITY, STRUCTURALLY ANCHORED TO COLUMN, POWDER COAT
- 2** **DECORATIVE COLUMN**
STRUCTURALLY REINFORCED POURED CONCRETE WITH BRICK VENEER AND CAST STONE CAPS. THE SIGN AND PANELS SHOULD BE LIT WITH 'LED' LIGHTS EMBEDDED INTO THE CAST STONE CAPS
- 3** **RECESSED PANEL**
CAST STONE WITH ENGRAVED LETTERS, "WELCOME" ON THE FRONT AND SIDE ELEVATIONS, NO PANEL ON THE BACK SIDE

FINAL DESIGN, SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.

THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING SERVICES CAN BE PROVIDED BY KARLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES.





G-1.3 SIGN SPECIFICATIONS

- 1** KISSIMMEE SIGN
 LASER CUT ALUMINUM WITH PASS THROUGH VISIBILITY, STRUCTURALLY ANCHORED TO COLUMN, POWDER COAT
- 2** DECORATIVE COLUMN
 STRUCTURALLY REINFORCED POURED CONCRETE WITH BRICK VENEER AND CAST STONE CAPS. THE SIGN AND PANELS SHOULD BE LIT WITH 'LED' LIGHTS EMBEDDED INTO THE CAST STONE CAPS.

FINAL DESIGN, SHOP DRAWINGS, MATERIAL SELECTION, SIZES, COLORS, AND METHODS OF CONSTRUCTION SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER.

THIS DRAWING REPRESENTS DESIGN CONCEPTS ONLY. STRUCTURAL ENGINEERING OF THE COMPONENTS SHOWN ARE THE RESPONSIBILITY OF THE SIGN MANUFACTURER AND SHOULD ADHERE TO ALL GOVERNING STANDARDS AND PUBLIC SAFETY. STRUCTURAL ENGINEERING SERVICES CAN BE PROVIDED BY KIMLEY-HORN AND ASSOCIATES FOR ADDITIONAL SERVICES.

6-2.0 SIGN SPECIFICATIONS

- 1** KISSIMMEE SIGN
LIT SOLID PANEL WITH RAISED LETTERS OR
LASER CUT ALUMINUM WITH PASS THROUGH VISIBILITY
- 2** STEEL SPAN
STRUCTURALLY SUPPORTED, EXPOSED RIVETS, BOLTS, AND
ADDITIONAL HARDWARE FOR PERIOD LOOK, POWDER COAT
- 3** DECORATIVE COLUMN
POURED CONCRETE WITH BRICK VENEER, CAST STONE
VENEER BASE, ACCENT PANELS, AND CAP

FINAL SIGN SPECIFIC MATERIAL SELECTIONS ARE THE RESPONSIBILITY OF THE CONTRACTOR AND SHOULD BE COORDINATED WITH AND APPROVED BY THE OWNER. THIS DRAWING REPRESENTS THE SIGNING SYSTEMS ENGINEER'S RECOMMENDATIONS AND DOES NOT CONSTITUTE A GUARANTEE OF PUBLIC SAFETY. SIGNAGE ENGINEERING SERVICES PROVIDED BY A/E/C/FIRM HAS BEEN REVIEWED FOR TECHNICAL ASPECTS.

