



HISTORIC PRESERVATION BOARD

Chair: Kim Head

Co-Chair: Hannah Ammar

Secretary:

Treasurer: Jangi Borhi

Mary Frances Howard

Jackie Rapport

Joan Foglia

Tom Stroup

Town Council Liaison: Andy

Williams

Agenda

Agenda

February 1, 2023

4:30 PM

****AMENDED AGENDA****

COMMUNITY CONFERENCE ROOM

614 MAIN STREET, BUILDING 100

WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the 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 Historic Preservation Board:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation 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 Historic Preservation Board 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 Historic Preservation Board 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

1. CALL TO ORDER

2. OPEN FORUM / PUBLIC COMMENT (3-Minute Limit)

3. MINUTES

a. Historic Preservation Board Meeting Minutes: January 4, 2023 (Attachment - Board Option)

4. UNFINISHED BUSINESS

a. Inspection List (sample list attached)

b. Immediate Maintenance

5. NEW BUSINESS

a. Board Positions for 2023

i. Member Resignation - Tom Stroup (Attachment)

ii. New Member Application - Liz Andert (Attachment - Board Option)

iii. Liaison for Food Truck / Farmers Market Selection Committee

1. FTFM is held at 10am the first Thursday of every month

iv. Suggestions for additional board members

b. Change of time to accommodate (potential) new board member

i. First Thursdays at 5pm

c. Keynote speaker ideas

i. Assigned board member to speak at clubs/schools about the history of the Town of Windermere

d. Ideas for 2023 to build awareness of the Town of Windermere's historic buildings and architecture

6. LIAISON REPORTS

a. Town Council Liaison: Council Member Andy Williams

b. Town Staff Liaison: Public Works Director Tonya Elliott-Moore

7. ANNOUNCEMENTS

8. ADJOURN



Historic Preservation Board

Meeting Minutes 4:30 Wed, December 07, 2022

[614 Main Street Windermere, FL 34786](#)

Call to order: 4:37: Kimberly Head Motioned by Jangi Borhi second by Joan Foglia

Attendees included:

Hannah Ammar, Mary Francis Howard, Joan Foglia, Kim Hawkins-Head, Jangi Borhi,

Members not in attendance included Tom Stroup

Approval of minutes: Hannah Ammar second by Jangi Borhi second • Members approved

UNFINISHED BUSINESS

FACILITIES

- **Inspection List:** (NO report: om Stroup was absent)
- **Immediate maintenance** (NO report: om Stroup was absent)
- **Financial report (balance confusion has been cleared up**

FINANICAL

- **ANNUAL BUDGET** \$44k per year. (discrepancy in Excel doc has been cleared up)

NEW BUSINESS

- Town Hall Repair has been awarded to Tom Price Architects
- The town's 100 year birthday celebration planning will begin in 2023.
- Suggestions for board Secretary – (search is current)
- Palmer House:
 - Pest Control; need person to sweep cobwebs off structure, note to town to see if this is a town maintenance task.
 - Hole in floor needs to addressed
 - Discussed new (potential) band shell.

Adjournment: 5:37 pm / Kimberly Head Motioned by Jangi Borhi second by Hannah Ammar

Historic Preservation Board Chair

Date of approval

Windermere Historic Preservation Board

Historic Structure Assessment

Boat House #1

Prepared For:



THE TOWN OF
Windermere

Prepared By:



WINDERMERE
—HISTORIC—
PRESERVATION
—BOARD—

Town of Windermere
Historic Preservation Board



LOCATION MAP



Prepared for:



Town of Windermere

Boat House Inspection Report

Boat House #1

Prepared by:



CONTENTS OF REPORT

- | | |
|---|---|
| A. Condensed Inspection Report | C. Evaluation of Previous Corrective Action |
| B. Comprehensive Report of Deficiencies | D. Required Maintenance Repair and Rehabilitation |

REPORT IDENTIFICATION

ADDRESS #: 210 Pine Street

DATE INSPECTED: July 30, 2021

STATUS

Type of Inspection: ☒ Initial ☐ Routine ☐ Interim

This report identifies deficiencies which require prompt corrective action:

☐ YES ☒ NO

INSPECTOR(S)

INITIALS

ENGINEERING REGISTRATION #

Travis Bonnett

TB

CGC 1521491

A. CONDENSED INSPECTION REPORT

MAJOR FEATURE			MAJOR FEATURE			MAJOR FEATURE		
ELEM #	ELEMENT	NCR	ELEM #	ELEMENT	NCR	ELEM #	ELEMENT	NCR
S.00	Overall Rating	3	S.04	Roofing	4	S.08	Walkways/ Access	3*
S.01	Foundations	3*	S.05	Siding	N/A	S.09	Electrical	N/A
S.02	Framing	3*	S.06	Paint	4	S.10	Miscellaneous	3*
S.03	Roof Decking	4	S.07	Interior Walkways	3*			

* Deficiencies exist in this element that warrant written descriptions (see Section B of this report). NOTE: Element ratings are for all items on the structure under that respective element heading. Individual items within each element may have ratings below the overall element rating shown in this table.

NUMERICAL CONDITION RATING (NCR) DEFINITIONS

CODE	DESCRIPTION
N/A	Not applicable
4	<u>Good:</u> Performs intended function with high degree of reliability and/or effectiveness
3	<u>Fair:</u> Performs intended function with small reduction in reliability and/or effectiveness
2	<u>Poor:</u> Performs intended function with significant reduction in reliability and/or effectiveness; repair or replacement may be required.
1	<u>Critical:</u> Does not perform intended function at an acceptable level of reliability and/or effectiveness; repair or replacement is required

Prepared for:



Town of Windermere

Boat House Inspection Report

Boat House #1

Prepared by:



B. COMPREHENSIVE REPORT OF DEFICIENCIES

S.01 Foundations-

S.02 Framing-

S.03 Roof Decking-

S.04 Roofing

S.05 Siding

S.06 Paint

S.07 Interior Walkways

S.08 Walkways/ Access

S.09 Electrical

S.10 Misc.

Windermere Historic Perseveration Board inspection team used generally-accepted standards and procedures throughout the inspection.
NOTE: There is no representation that all latent inadequacies were, or could have been, detected.

Diane Edwards

From: Dorothy Burkhalter
Sent: Wednesday, January 11, 2023 10:42 AM
To: Thomas Stroup; Kimberly Hawkins
Cc: Diane Edwards
Subject: RE: Resignation from HPB

Thank you Tom. Town Council is waiting 😊

Regards,

Dorothy Burkhalter, MMC, FCRM
Town Clerk
Town of Windermere
614 Main Street
Windermere, FL 34786
407-876-2563 x 5323
407-876-0103
dburkhalter@town.windermere.fl.us

Florida has a very broad Public Records Law. Virtually all written communications to or from State and Local Officials and employees are public records available to the public and media upon request. This means email messages, including your e-mail address and any attachments and information we receive online might be disclosed to any person or media making a public records request. E-mail sent on the Town system will be considered public and will only be withheld from disclosure if deemed confidential or exempt pursuant to State Law. If you are an individual whose information is exempt under 119.071, Florida Statutes, please so indicate in your email or other communication. If you have any questions about the Florida public records law refer to Chapter 119 Florida Statutes.

-----Original Message-----

From: Thomas Stroup <tomstroup@icloud.com>
Sent: Wednesday, January 11, 2023 10:38 AM
To: Kimberly Hawkins <khawkins@town.windermere.fl.us>; Dorothy Burkhalter <dburkhalter@town.windermere.fl.us>
Subject: Resignation from HPB

Good morning Kim, please accept this as my letter of resignation from the historic preservation board. It has been a pleasure serving with you. Thank you for all that you do for the town of Windermere and please know that I will continue to volunteer to help wherever you need me.

Tom Stroup

Sent from my iPhone

MAYOR
JIM O'BRIEN



TOWN MANAGER
ROBERT SMITH

CLERK
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

COMMITTEE MEMBER APPLICATION FORM

1. Name: LIZ ANDERT Phone: 651-253-9295
2. Home Address: 60 OAKDALE STREET Windermere, FL 34786
3. Business: N/A Business Phone: N/A
4. Business Address: N/A
5. Email: Lizvander t @ gmail. com
6. Brief Summary of Education and Experience:
- BSB (MARKETING, FINANCE), MBA (MARKETING, STRATEGIC MGMT) UNIV. OF MN
- HIGHER EDUCATION FINANCE INDUSTRY NON-PROFIT POSITIONS: SALES, PROD. DEV.,
COMMUNICATIONS, MARKETING, GOVT. RELATIONS PROJECT MGMT., BUSINESS DEVELOPMENT
- RETAIL OWNERSHIP - CONSULTING - LOCAL GOVT., TOWN COUNCIL
7. Are you a U.S. Citizen? Yes X No
8. Are you a registered voter? Yes X No
9. Resident of the Town for 6 Months or longer? Yes X No
10. Do you hold public office? Yes No X
11. Are you employed by the Town? Yes No X
12. Do you now serve on a Town Board or Committee? Yes No X
13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board Development Review Board
Downtown Business Committee Elders Committee
Historical Preservation Committee X Long Range Planning Committee
Parks and Recreation Committee Windermere Tree Board

14. Why do you think you are qualified to serve on this board?
I WILL BE AN INFORMED, ACCOUNTABLE, ACTIVE PRESENCE ON THIS BOARD.
SERVING TOWN RESIDENTS VIS-A-VIS TOWN COUNCIL AND VARIOUS
COMMITTEE LIAISON ASSIGNMENTS AND VOLUNTEERING HAS PROVIDED A
RICHNESS OF STORIES AND PERSPECTIVES THAT WILL GUIDE MY SERVICE
AS A REPRESENTATIVE FOR OUR NEIGHBORS. PLEASE CONTACT ME IF YOU WISH
***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT TO EXCHANGE**

Signature: Elizabeth Andert Date: 1/12/2023 MORE THOUGHTS.
Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323

THANK YOU FOR YOUR CONSIDERATION -
Elizabeth Andert