



HISTORIC PRESERVATION BOARD

Chair: Kim Head

Co-Chair: Hannah Ammar

Secretary:

Treasurer: Jangi Borhi

Mary Frances Howard

Joan Foglia

Liz Andert

Donna Steele

Town Council Liaison: Tony Davit

Agenda

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October 5, 2023

5:00 PM

**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. THE MEETING IS CALLED TO ORDER BY THE CHAIR

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

3. OLD BUSINESS

a. Review where HPB left off at May Meeting

b. Update on Town Hall Renovations

c. Inspection List (Liz Andert to Report)

i. Immediate Maintenance

4. NEW BUSINESS

a. Minutes

i. May 4, 2023 Historic Preservation Board Meeting (Attachment – Board Option)

ii. July 24, 2023 Historic Preservation Board Special-Called Workshop (Attachment – Board Option)

b. Membership

i. New Membership Application – Frank Krens (Attachment – Board Option)

ii. Welcome New Members

c. Build Comprehensive Task List for HPB

d. School House Tours

i. Should HPB Charge for Tours? If So, How Much?

ii. Volunteers for Tours at 10/14 Run Among the Lakes

e. Fundraising Ideas / Revenue Streams

i. Events?

5. LIAISON REPORTS

a. Town Council Liaison – Town Council Member Tony Davit

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

6. ANNOUNCEMENTS

7. ADJOURN



HISTORIC PRESERVATION BOARD MEETING MINUTES

May 4, 2023

5:00 PM

**COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786**

Members Present: Kim Head, Jangi Borhi, Donna Steele, Liz Andert

Members Not Present: Joan Foglia, Hannah Ammar, Mary Frances Howard

Others Present: Town Council Liaison Tony Davit, Public Works Director Tonya Elliott-Moore

Guests: Frank Krens

1. The meeting is called to order at 5pm by Kim Head based on a quorum to conduct business

2. There was no public comment

3. MINUTES

a. April 6, 2023 No minutes were presented or approved

4. UNFINISHED BUSINESS

a. Town Hall Inspection List-request to develop a new template/checklist and research grants for preservation. Maintain Historical Designation from the State of FL.

b. Immediate Historic Maintenance-basics and a system. Create a facility condition assessment

c. Metal Detection at Town Hall-how to be utilized

d. Tonya will research Historic Restoration Consultants and quotes

5. NEW BUSINESS

a. Membership

- i. Donna Steele unanimous approval as Secretary
- ii. Resident Frank Krens requested to join HPB and sent in application

b. 4th of July School House Tour / Lemonade Stand

c. Fundraiser Ideas- postponed

d. Discussion about preserving our history through presentations at local schools

6. LIAISON REPORTS

a. Town Council: Council Member Tony Davit

b. Staff: Public Works Director Tonya Elliott-Moore

7. ANNOUNCEMENTS- Kim Head made a motion to suspend HPB meetings through the summer until September and the motion carried.

8. ADJOURN- The meeting was adjourned at approximately 6pm



HISTORIC PRESERVATION BOARD MINUTES

**July 24, 2023
5:00 PM**

SPECIAL-CALLED VIRTUAL WORKSHOP - TOWN HALL ENHANCEMENTS

Board Members in attendance: Hannah Ammar, Joan Foglia, Kim Hawkins-Head, Liz Andert, Donna Steele

Board Members not in attendance: Jangi Borhi, Mary Frances Howard

Town Council Liason: Tony Davit

Town Staff Liason: Tonya Elliott Moore

Town Consultant: John Fitzgibbon

1. REVIEW OF PROPOSED TOWN HALL ENHANCEMENTS

a. Presentation - Staff introduced the historic architect on the project Mr. Tom Price. They then reviewed the presentation and discussed the current Town Hall Floor Plan and the proposed floor plan and exterior. They reviewed the needs to provide safety, accessibility, and functionality, as well as continuing the historic aesthetic improvements and other enhancements based upon facility feedback.

b. Discussion - Board Members were very supportive of the project. They asked about moving the accessibility ramp to the library parking side of Town Hall. Staff explained this modification was already underway. It was noted that these enhancements and renovations at Town Hall were very much needed. Historic Architect Tom Price explained the roof modifications being made to make it more inline with the actual historical time period. The board members thanked staff and Mr. Price for the efforts and indicated they were in favor of the modifications and were glad a historic architect was involved. The Staff Liaison encouraged the HPB Board Members to attend the other public input workshops to support the projects.

MAYOR
JIM O'BRIEN

THE TOWN OF
Windermere



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: FRANK KRENS Phone: 407 443-5212
2. Home Address: 727 FOREST ST Windermere, FL 34786
3. Business: Retired Business Phone: _____
4. Business Address: _____
5. Email: fkrens@calnet.com @ _____
6. Brief Summary of Education and Experience:
BS Aerospace Eng 1968 Penn State
47 years in Aerospace Eng - Navy Lab, Lockheed Martin, Coleman Aerospace
Town Committees

7. Are you a U.S. Citizen? Yes No
8. Are you a registered voter? Yes No
9. Resident of the Town for 6 Months or longer? Yes No
10. Do you hold public office? Yes No
11. Are you employed by the Town? Yes No
12. Do you now serve on a Town Board or Committee? Yes No
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 Long Range Planning Committee
Parks and Recreation Committee Windermere Tree Board

14. Why do you think you are qualified to serve on this board?

• Strong Interest, • 44 years as Resident
• Demonstrated Commitment to Town via Rotary,
Tree Board, Parks & Rec, Long Range Planning
committees, Retired, have time
Currently on Tree Board & LR Planning Bd, plan to continue both.

***FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT**

Signature: [Signature] Date: 5/4/2023

Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323