



HISTORIC PRESERVATION BOARD

Chair: Kim Head

Co-Chair: Hannah Ammar

Secretary:

Treasurer: Jangi Borhi

Mary Frances Howard

Joan Foglia

Liz Andert

Donna Steele

Frank Krens

Town Council Liaison: Tony Davit

Agenda

Agenda

January 8, 2024

6:00 PM

****SPECIAL MEETING** @ TOWN HALL
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. Minutes approval October 5, 2023

4. OLD BUSINESS

a. Review of Tow Hall Renovation Presentation

b. Wade Trim Peer Review

b. Inspection List: Report from Liz Andert

c. Immediate maintenance (cobweb sweeping, etc)

5. NEW BUSINESS

a. Resignation email of Donna Steele (Attachments)

b. VOTE - Changing of dates and times for board meetings

i. First Monday of each month at 5:00 pm

c. Plans for writing board charter

d. Meet with 100 year celebration to discuss brick-fundraising

6. LIASON REPORTS

7. ANNOUNCEMENTS

8. ADJOURN



THE TOWN OF
Windermere

Historic Preservation Board

Meeting Minutes • 5pm Wed, October 04, 2023

614 Main Street Windermere, FL 34786

Call to order: 5:09 Kimberly Head Motioned by Jangi Borhi second by Liz Andert

Attendees included:

Hannah Ammar, Joan Foglia, Kim Hawkins-Head, Mary Fran Howard, Jangi Borhi, Frank Krens, Li Andert

Members not in attendance included Donna Steele

Approval of minutes: Hannah Ammar second by Joan Foglia second • Members approved

SPECIAL GUEST: Liz Beavers and Bonnie Elders presented Holiday Hoopla and need funding from HPB

NEW MEETING TIME: 5pm First Monday of month: Motioned by Kim Hawkins second by Jangi Borhi The motion passed unanimously

• **Inspection List:** Liz Andert will be heading this project

NEW MEMBER: Voted in Frank Krens (Kimberly Head Motioned by Jangi Borhi second by Liz Andert The motion passed unanimously

• Discussed creating a Board Charter (clearly definiing the respective roles, responsibilities and authorities of the Board of Directors (both individually and collectively) in setting the direction, the management and the control of the bord

• School house tours will be at no cost (donations allowed): Jangi Borhi second by Joan Foglia second • Members approved

• Fundraising BRICKS to tie in with The town's 100 year birthday celebration planning will begin in 2023.

Adjournment: 6:22 pm / Kimberly Head Motioned by Jangi Borhi second by Joan Foglia

Historic Preservation Board Chair

Date of approval



WINDERMERE TOWN HALL

Windermere began in the mid-1880s when [unclear] built his home in the area, giving it and the surrounding area the name of Windermere. In memory of [unclear] of England. Other settlers followed, and [unclear] in 1889, but the community was not formally [unclear]. The town council had no permanent meeting place. Citizens often met at the Windermere Woman's Club, which later became Town Hall. The two-story wood frame building was erected on the shore of nearby Lake Butler. It was moved to its present site in 1938 for use as a community center. It became the seat of local government in 1945. The existing Town Hall is the focus of civic and cultural activities in Windermere. Facilities found there include the Chamber of Commerce, all courts, a municipal office building, a City Hall Building, a small wood frame building [unclear]. Windermere's most prominent early residences were [unclear] served as both the town hall and the Cal Palmer Building are listed as Historic Places.

FLORIDA HERITAGE SITE
THE TOWN OF WINDERMERE AND
DEPARTMENT OF STATE
SECRETARY OF STATE

Windermere Town Hall Renovations

Public Input Summary



Maintaining Historical Designation

- Discussions with Dept of Interior/Historic Preservation
- Previous renovations utilized State Grant Funding which required extensive input and oversight from Dept of Interior
- Pursuant to the applicable Federal Regulations and guidance provided by the National Park Service, the Federal NHP listing does not impose any Federal restrictions or limitations on demolition, alterations, or new construction for the Town Hall if there is not Federal funding
- Without Federal or State funding, impacts to Town Hall are only regulated under Town local regulation in Section 3.01.00, LDC
- Currently working with SHPO to respond to request for additional information. WT and PW is developing a response.

Concept Design – Public Input

- Move handicapped ramp to Southside of the building
- Investigate opportunities for funding with Healthy West Orange for programmatic element modifications to align with the grant requirements
- Look at modifying front entry steps to code requirements
- Provide ADA accessibility to exterior restroom entrances
- Provide North and East Elevations – will be provided on the construction documents.
 - North and East were not done prior to this for public input as the modifications were minor.
 - Working with Architect on North Elevation Concept for HWO and Town Council

Proposed Enhancements and Modifications



Safety, Accessibility and Functionality

- Provide foundation enhancements for porch columns
- Provide new handicapped ramp on north side
- Improve stage access and add HC lift for accessibility
- Add new exits at west stage area and back Kitchen east side
- Add guard rails at main entry landing
- Remove steps at NE corner of TH
- Provide access from multipurpose room to porch

Historical Aesthetic Improvements

- Improved roof enhancements
- Renovate porch columns/stairs/rails with Hardie board
- Replace rotted wood
- New metal roof for entire facility

Additional Enhancements

- New multi-purpose room (Bridal Room/storage)
- Restroom Expansion
- Additional Family Restrooms
- Exterior Access to TH Restrooms
- New Kitchen Equipment

Proposed Enhancements and Modifications



Safety, Accessibility and Functionality

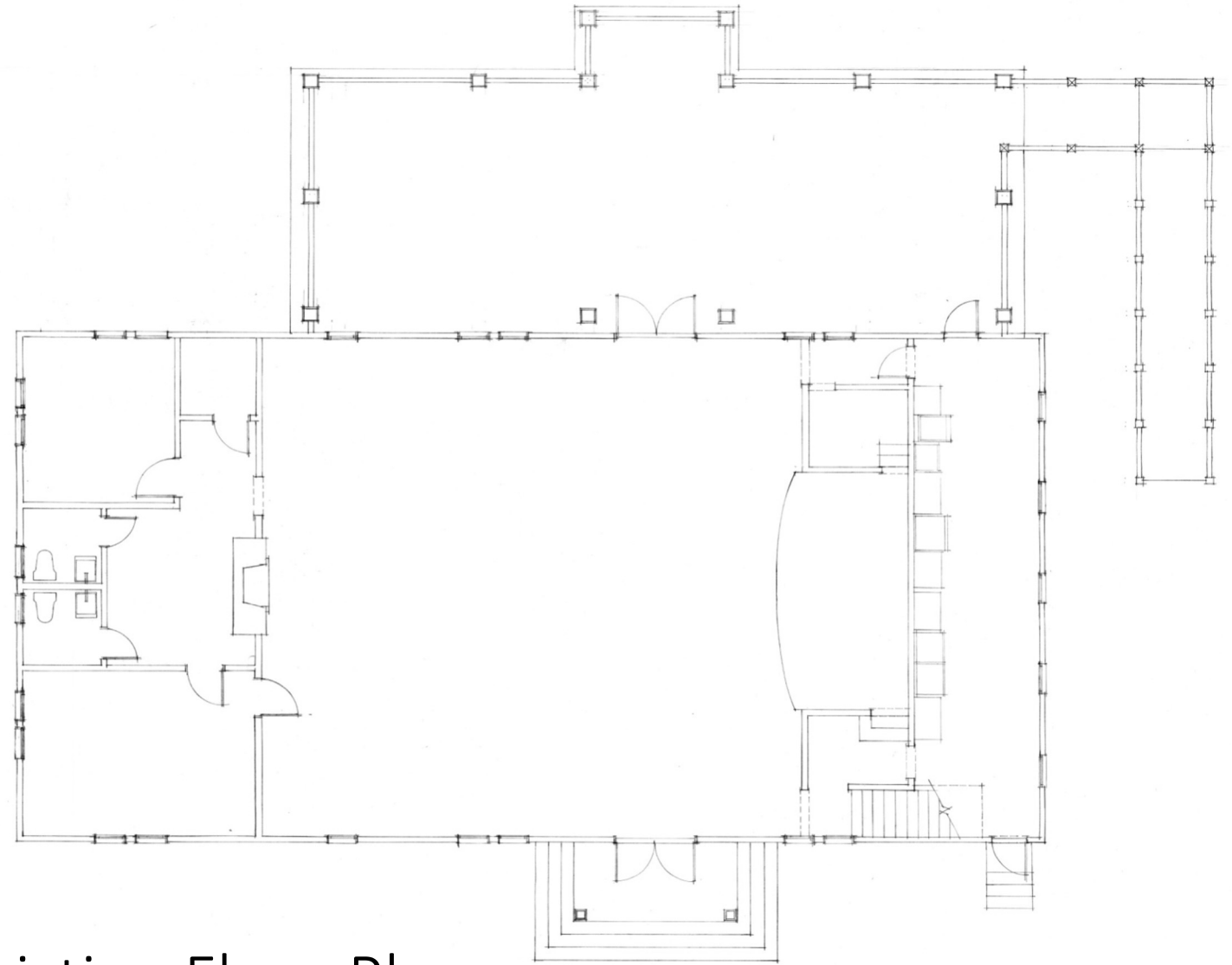
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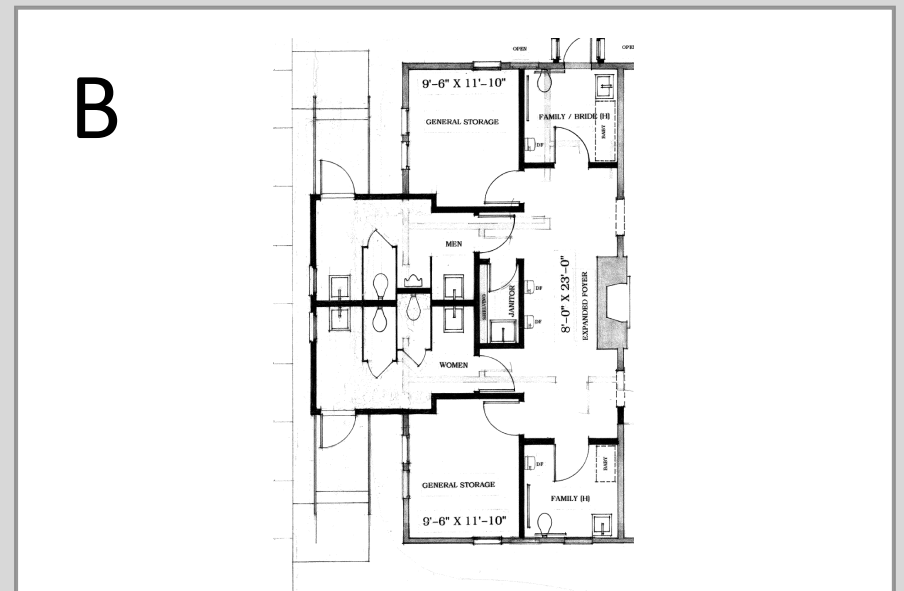
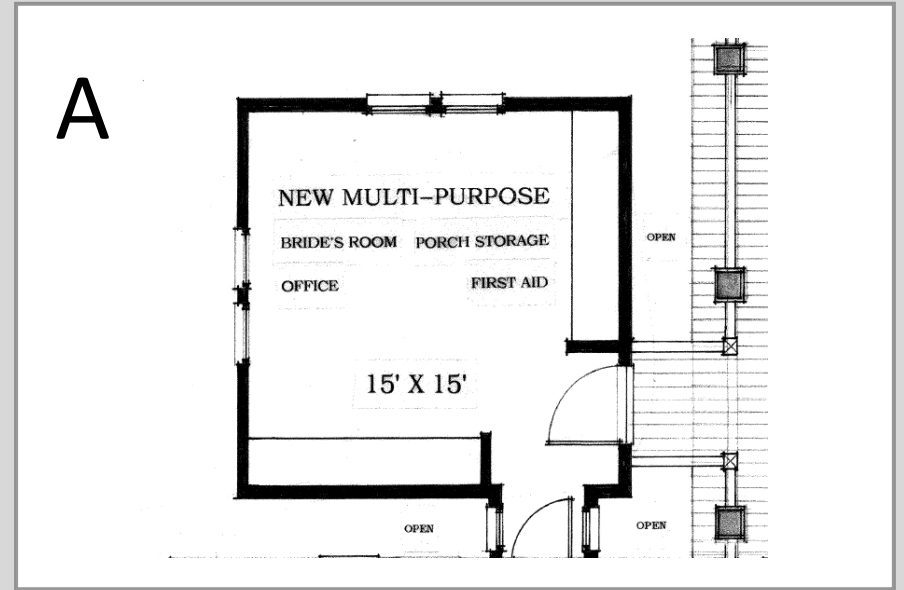
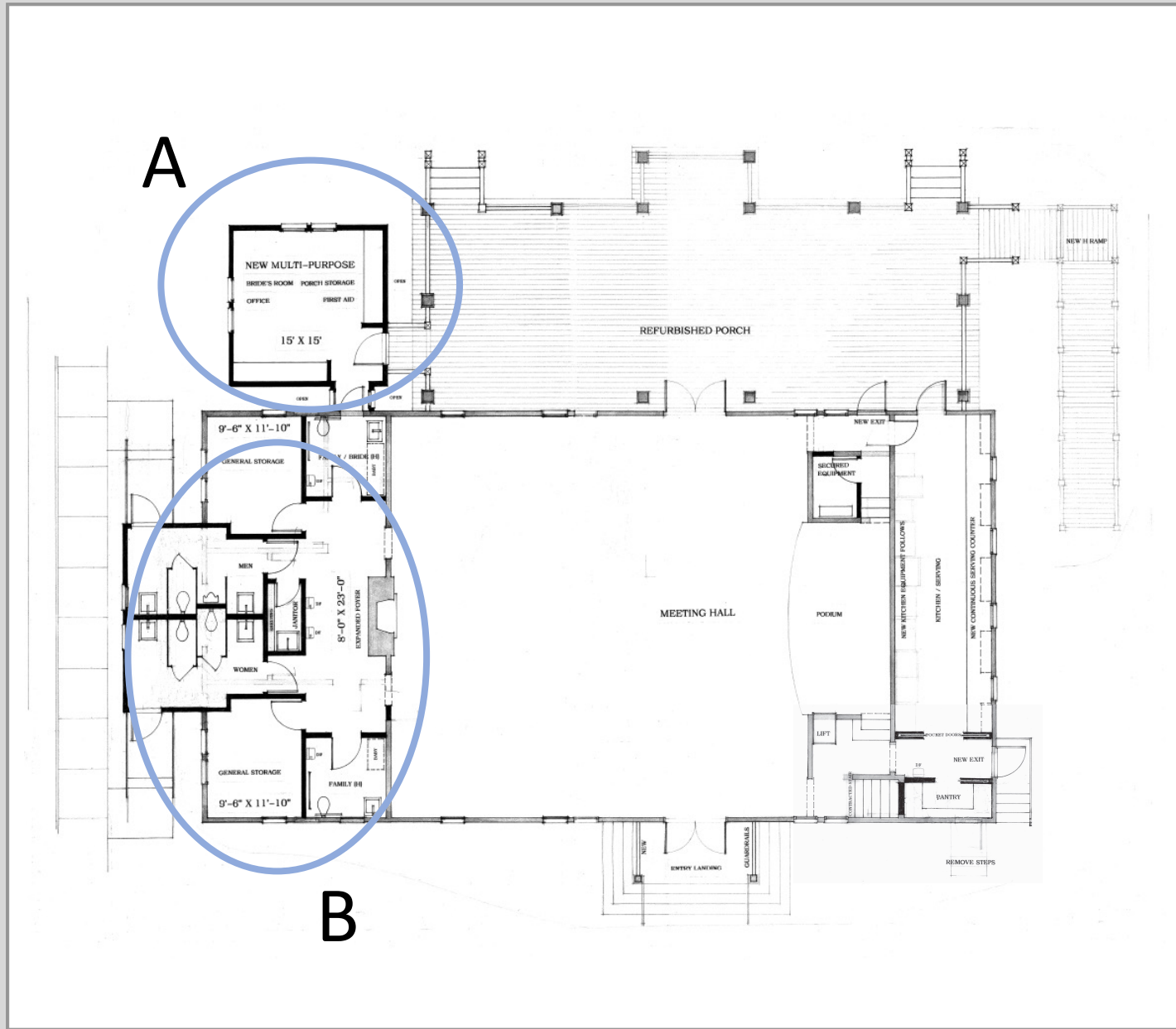
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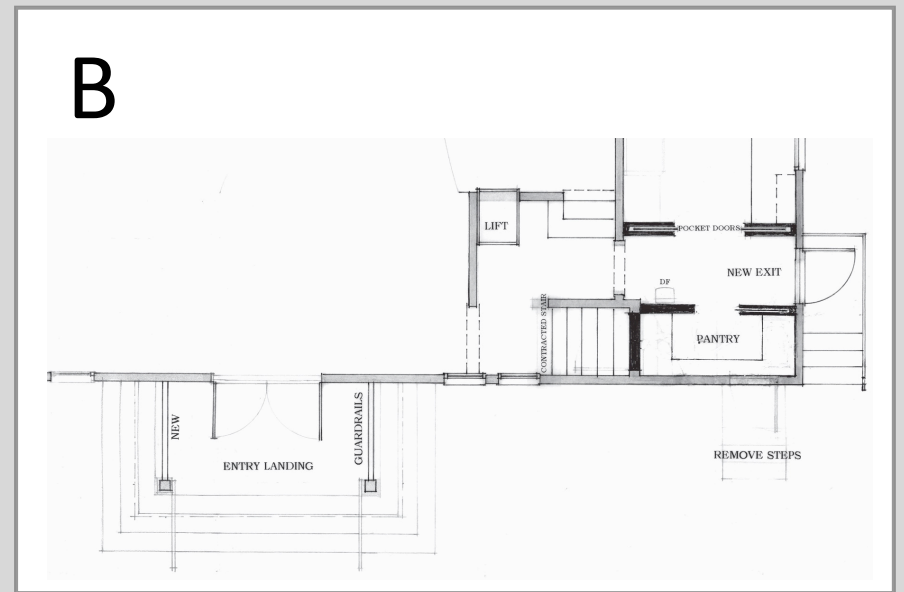
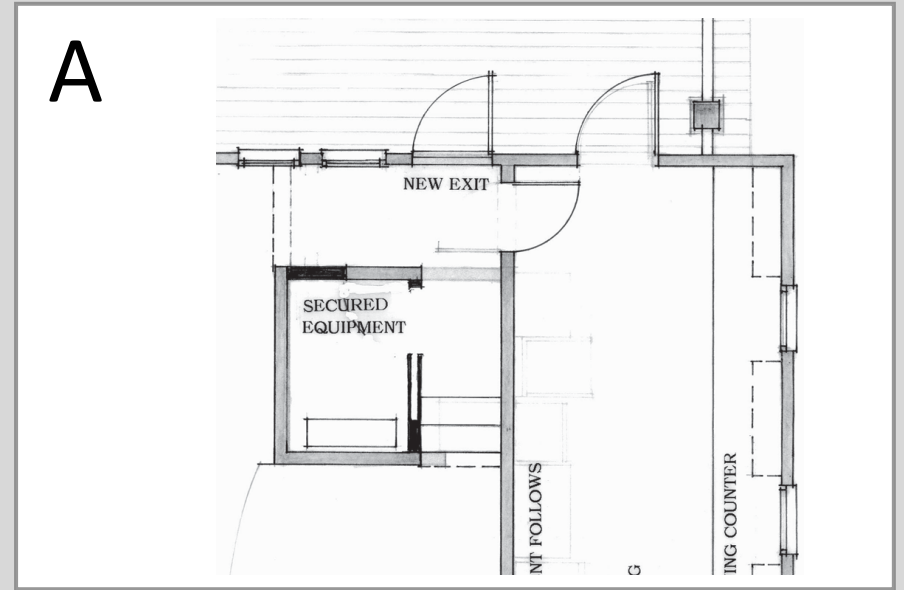
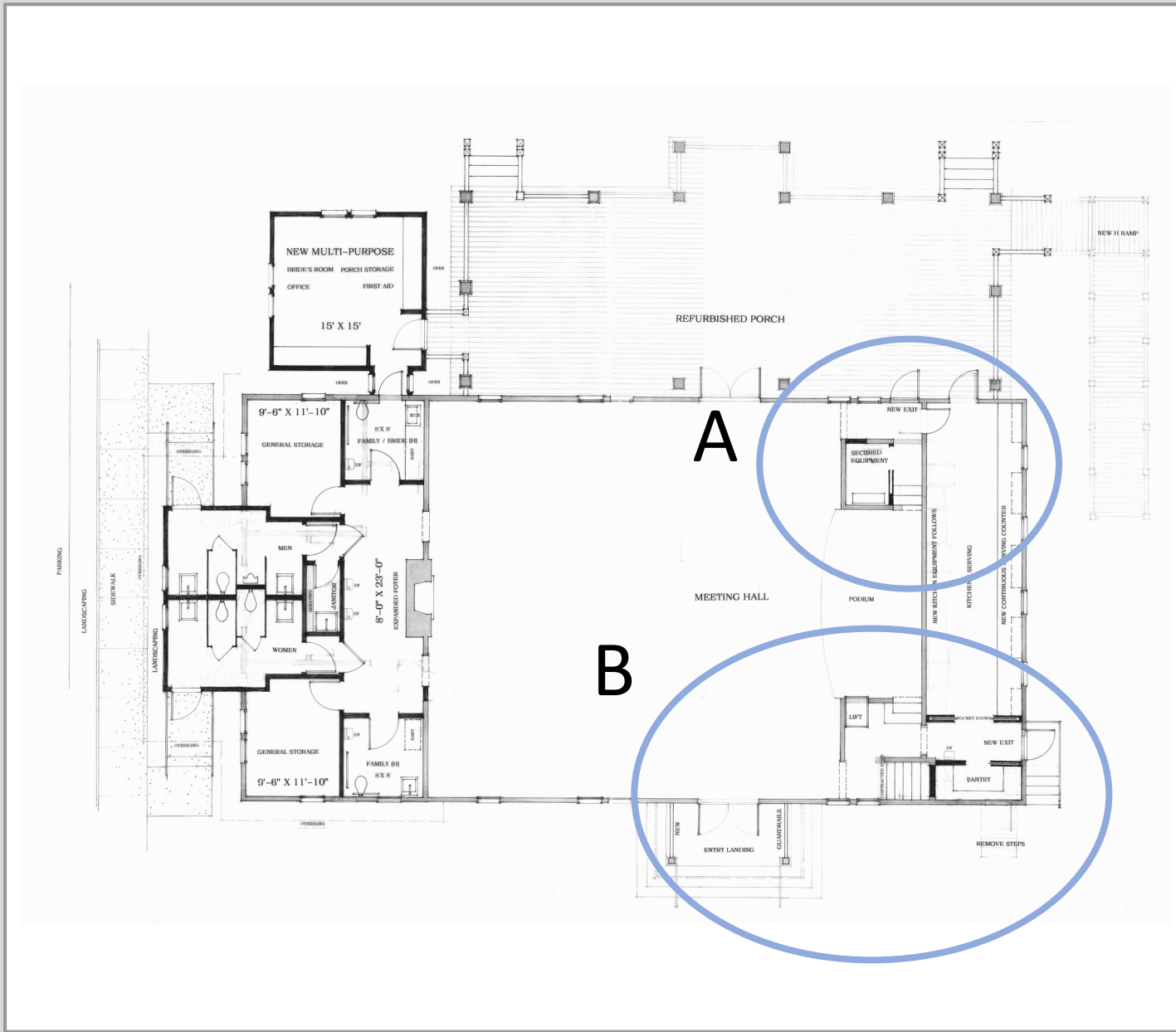


Existing Floor Plan

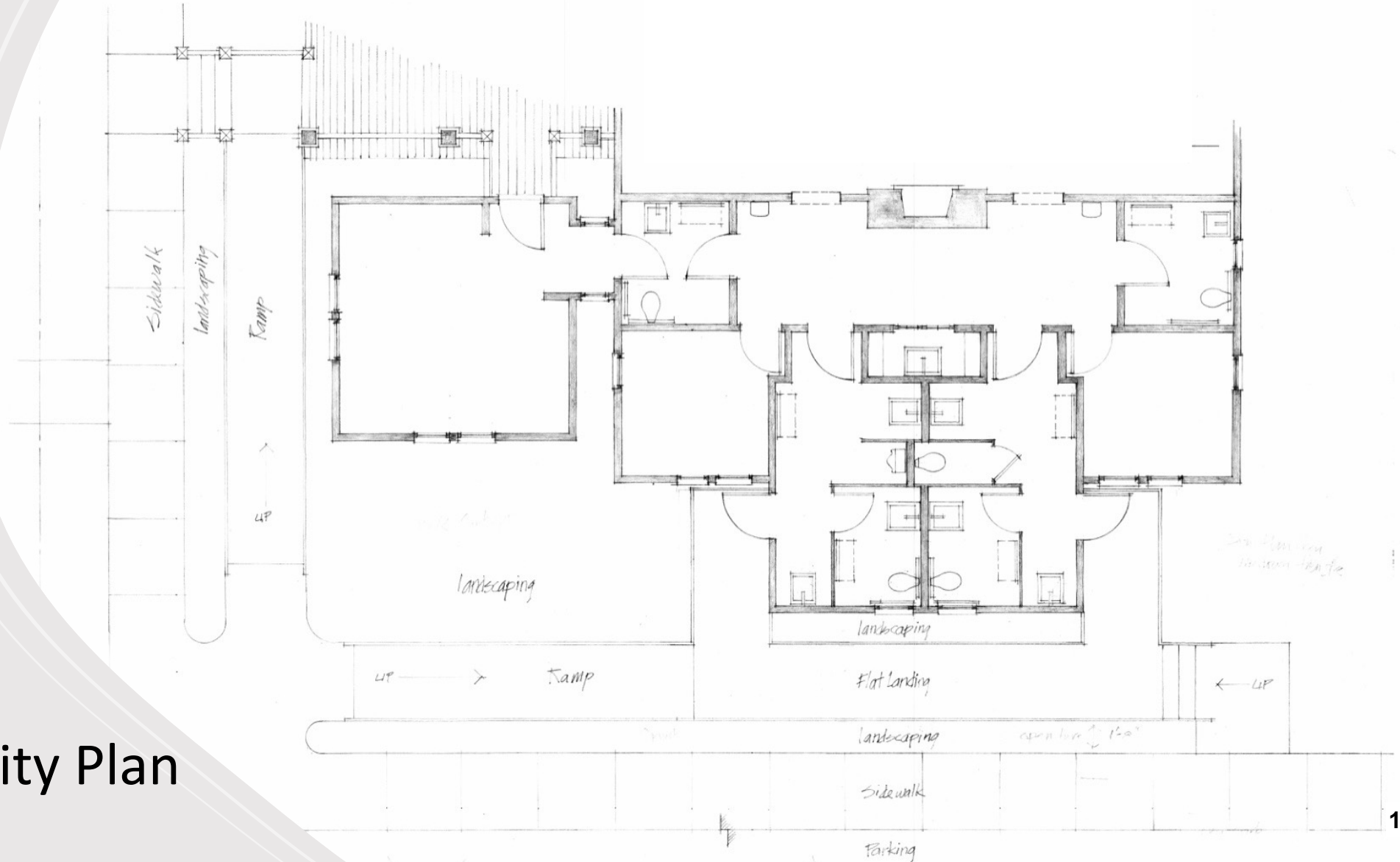


Revised Floor Plan

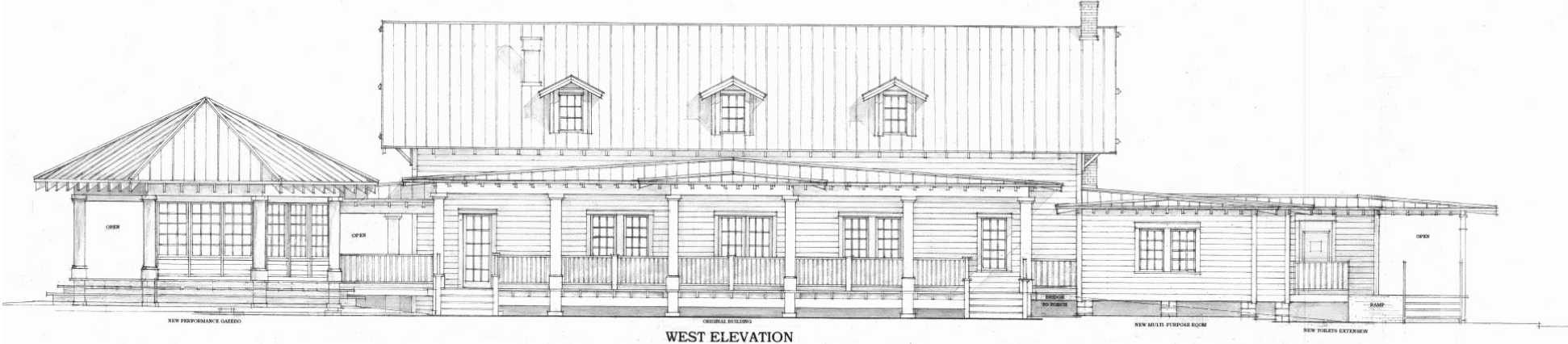
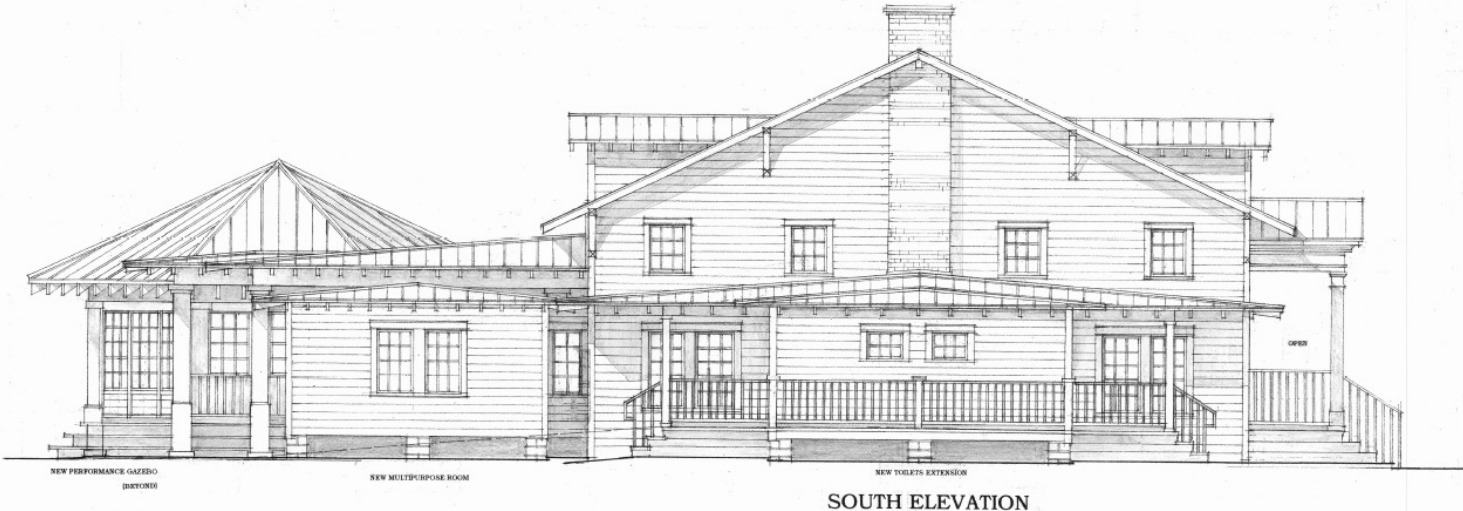




ADA Accessibility Plan



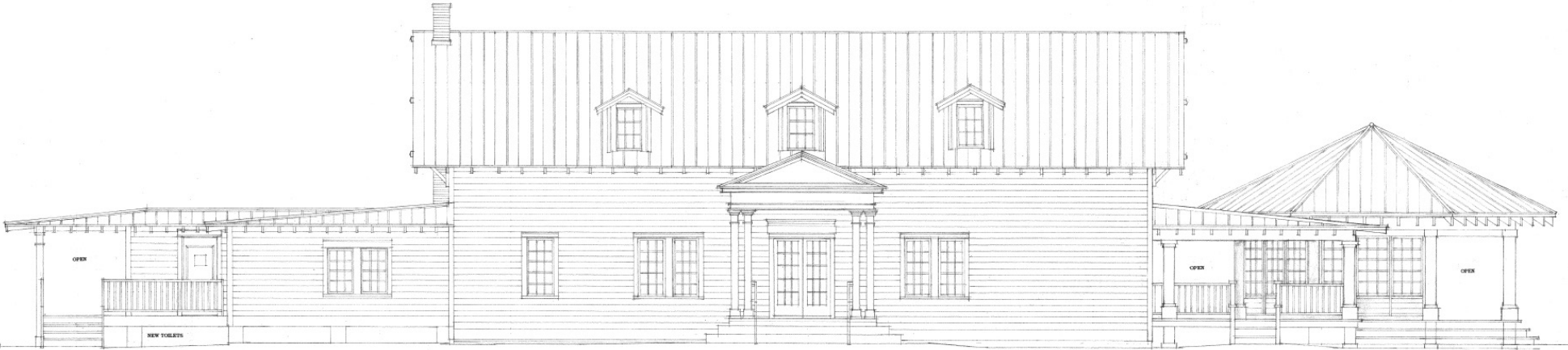
Elevations



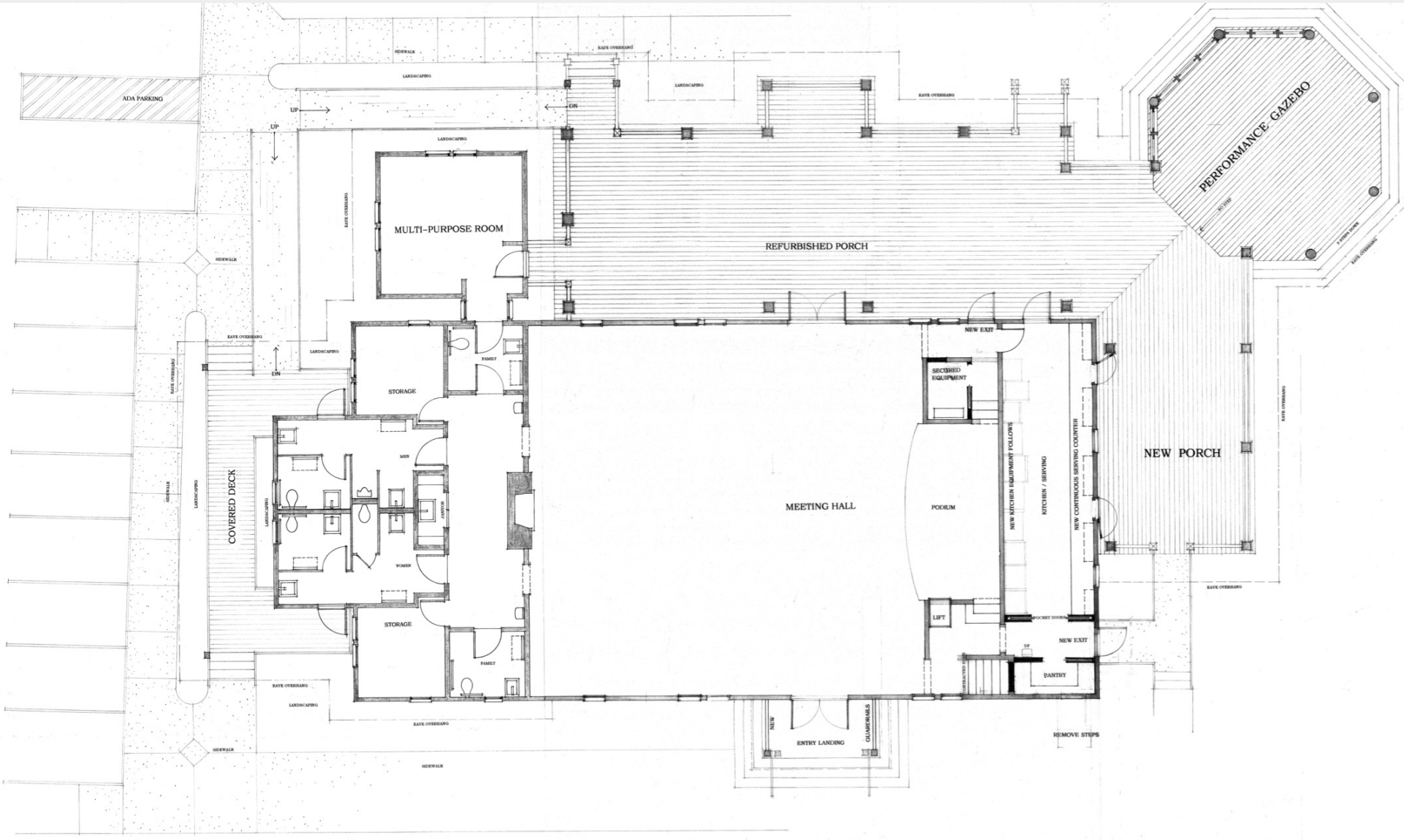
Elevations



NORTH ELEVATION



EAST ELEVATION



Overall Floor Plan

Proposed Town Hall Renovations Peer Review of Florida SHPO Comments

Town Council
December 12, 2023



Florida SHPO Comments

- ▶ Initial Town Hall renovation concepts sent to the Florida State Historic Preservation Officer (SHPO) for comments.
- ▶ SHPO provided comments on September 6, 2023.
- ▶ Town requested Wade Trim to provide a peer review and recommendations in response to SHPO comments.
- ▶ Wade Trim Historic Reviewers:

Arthur Mullen, AICP, MS in Historic Preservation from Columbia University, and Federally qualified as Architectural Historian and Historian (36 CFR, Part 61)

Dough Dierlich, RLA, Professional Landscape Architect and former Chair of the City of St. Cloud Historic Preservation Board

Recommendations

- ▶ National Register historic designation is not a prohibition on changes or alterations.
- ▶ Local historic district review to assure harmony in design, limit damage or inappropriate alteration, and maintain historic connection.
- ▶ Town is a Certified Local Government for historic protection by the State of Florida (Town's HPB).
- ▶ Town's HPB must issue a "Certificate of Appropriateness" for the proposed renovations.
- ▶ "Appropriateness" - U.S. Secretary of Interior's 10 Standards for Rehabilitation (SR).

SHPO Comments and Recommendations

- ▶ Town Hall designated in 1994 - Alterations up to 1994 are recognized as contributing to its history.
- ▶ Information provided to SHPO was preliminary - Primary comments from SHPO were to request more information on materials and construction methods.
- ▶ SHPO comment: Roof alterations - Flat to Hip Roof
 - ▶ Recommendations:
 - ▶ Provide more information showing consistency with with SR.
 - ▶ Reinstall original railing along roof edge to lessen massing of hipped roof behind railing.
 - ▶ Proposed hipped roof can be compatible.

Recommendations

- ▶ SHPO comment: Renovation with Hardie board
 - ▶ Recommendations:
 - ▶ Only proposed on western elevation where non-original materials already exist.
 - ▶ Hardie board installed to match appearance and profile.
- ▶ SHPO comment: Rotted wood replacement
 - ▶ Recommendations
 - ▶ Replacement installed to match design and profile of existing siding.

Recommendations

- ▶ SHPO comment: Metal roof
 - ▶ Recommendations:
 - ▶ SHPO did not object or support proposed metal roof requested more information on visual impact to structure.
 - ▶ The metal roof can be used with minimal visual impact and increased roofing protection.
- ▶ SHPO comment: Handicapped ramp
 - ▶ Recommendations
 - ▶ Proposed handicapped ramp should be acceptable as it is consistent with the SR.

Recommendations

- ▶ SHPO comment: New multi-purpose room
 - ▶ Recommendations:
 - ▶ SHPO found new multi-purpose room met the SR and had no objections or comments.
- ▶ SHPO comment: Restroom addition/expansion
 - ▶ Recommendations
 - ▶ SHPO found not compliant with SR due to change to the Town Hall façade.
 - ▶ Additional discussions with SHPO to find design alternatives.
 - ▶ One construction alternative is to not build new restroom and change new multi-purpose room to new restroom.

Recommendations

▶ Proposed Performance Gazebo

▶ Recommendations:

- ▶ Do not extend roof of gazebo to the Town Hall on the north elevation - maintain separation.
- ▶ Reduce height and massing of gazebo roof to lessen visual impact of new structure on the Town Hall.

▶ Final Recommendation

- ▶ With some more design and details, the Town will be able to provide renovations to Town Hall that will maintain its historic connection and provide long needed improvements to protect this historic structure.

Lilian Colli

From: Donna Steele
Sent: Thursday, December 21, 2023 9:42 AM
To: Lilian Colli
Subject: Re: Historic Preservation Board_January 4th Meeting

Good morning, Lillian,

Please accept this as my resignation from the Historic Preservation Board. I wish the committee all the best and hope they can find another volunteer.

Respectfully,

Donna Steele

From: Lilian Colli <lcolli@town.windermere.fl.us>
Date: Wednesday, December 20, 2023 at 12:10 PM
To: Kimberly Hawkins <khawkins@town.windermere.fl.us>, Hannah Ammar <hammar@town.windermere.fl.us>, Mary Howard <mhoward@town.windermere.fl.us>, Joan Foglia <jfoglia@town.windermere.fl.us>, Jangi Borhi <jborhi@town.windermere.fl.us>, Liz Andert <landert@town.windermere.fl.us>, Donna Steele <dstele@town.windermere.fl.us>, Tony Davit <tdavit@town.windermere.fl.us>
Cc: Robert Smith <rsmith@town.windermere.fl.us>, Dorothy Burkhalter <dburkhalter@town.windermere.fl.us>, John Fitzgibbon <jfitzgibbon@town.windermere.fl.us>, Tonya Elliott-Moore <tmoore@town.windermere.fl.us>
Subject: Historic Preservation Board_January 4th Meeting

Good afternoon.

Please advise if you will be meeting on January 4th.
If so, please send any agenda items no later than December 28th at 3:00 pm.

Thank you for all that you do and have a very Merry Christmas!

Lilian Colli
Administrative Assistant

1(407) 909-5327
lcolli@town.windermere.fl.us

614 Main Street
Windermere, FL 34786