

THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

**Mayor Jim O'Brien
Council Members
Andy Williams
Tony Davit
Mandy David
Tom Stroup
Brandi Haines**

Agenda

**Join Zoom Meeting
[https://us06web.zoom.us/j/87500561445?
pwd=tdFD0RcU6L5udriVux06PwY8JqJuFF.1](https://us06web.zoom.us/j/87500561445?pwd=tdFD0RcU6L5udriVux06PwY8JqJuFF.1)**

Agenda

**Meeting ID: 875 0056 1445
Passcode: 194228**

**One tap mobile
+13052241968,87500561445# US
+13017158592,87500561445# US
(Washington DC)**

**February 12, 2024
6:00 PM**

**WINDERMERE TOWN HALL
520 MAIN STREET
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such 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 Town Council:

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 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

- 1. CALL TO ORDER**
- 2. DISCUSSION ITEM(S)**
 - 2.a a. Presentation (Attachment)**
 - 2.b b. Comments and Questions**
 - 2.c c. SHPO Comments (Power Point Presentation Attached)**
- 3. ADJOURN**



WINDERMERE TOWN HALL

Windermere began in the mid-1880s when [unclear] built his home in the area, giving it and the [unclear] the name of Windermere. In memory of [unclear] of England. Other settlers followed, and [unclear] 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 [unclear] 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

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

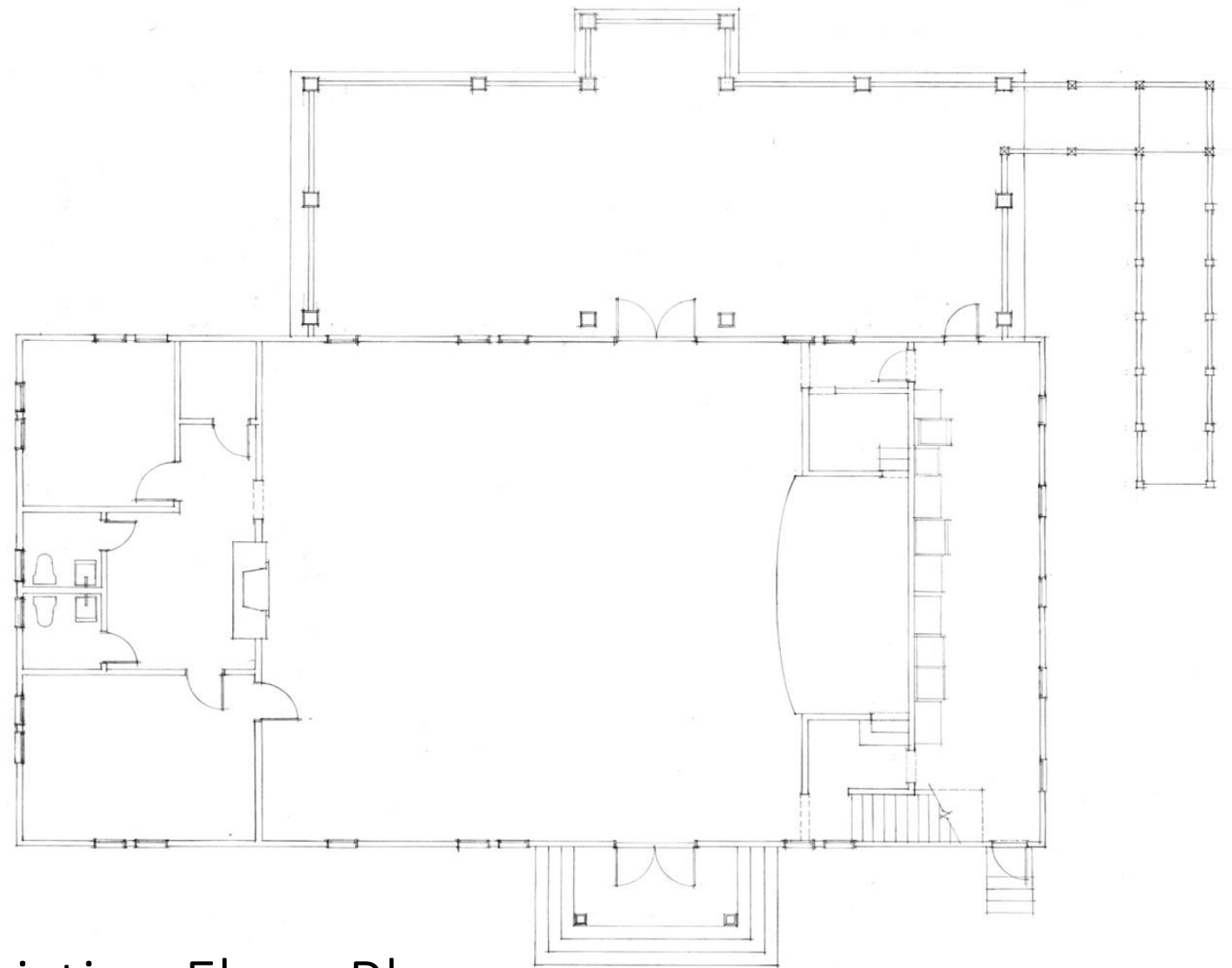
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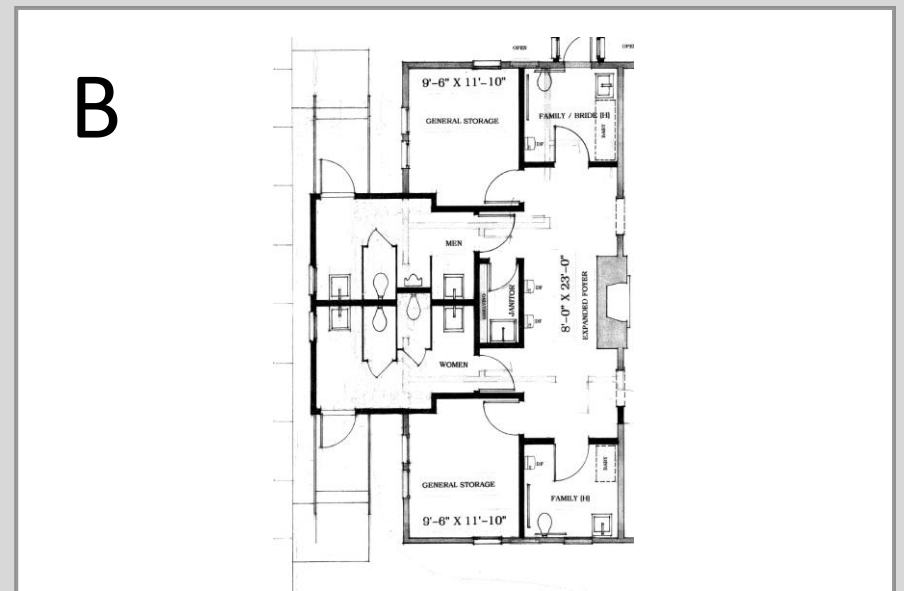
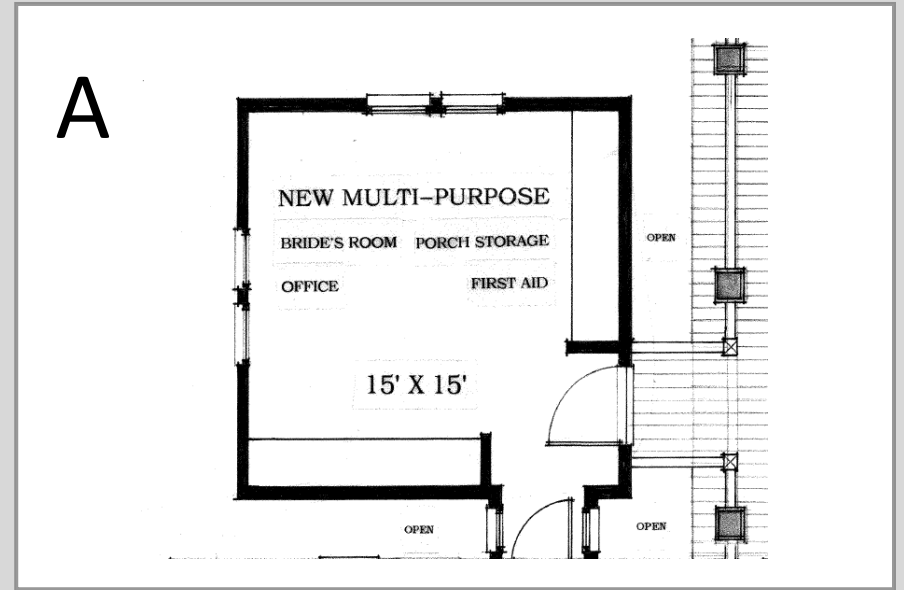
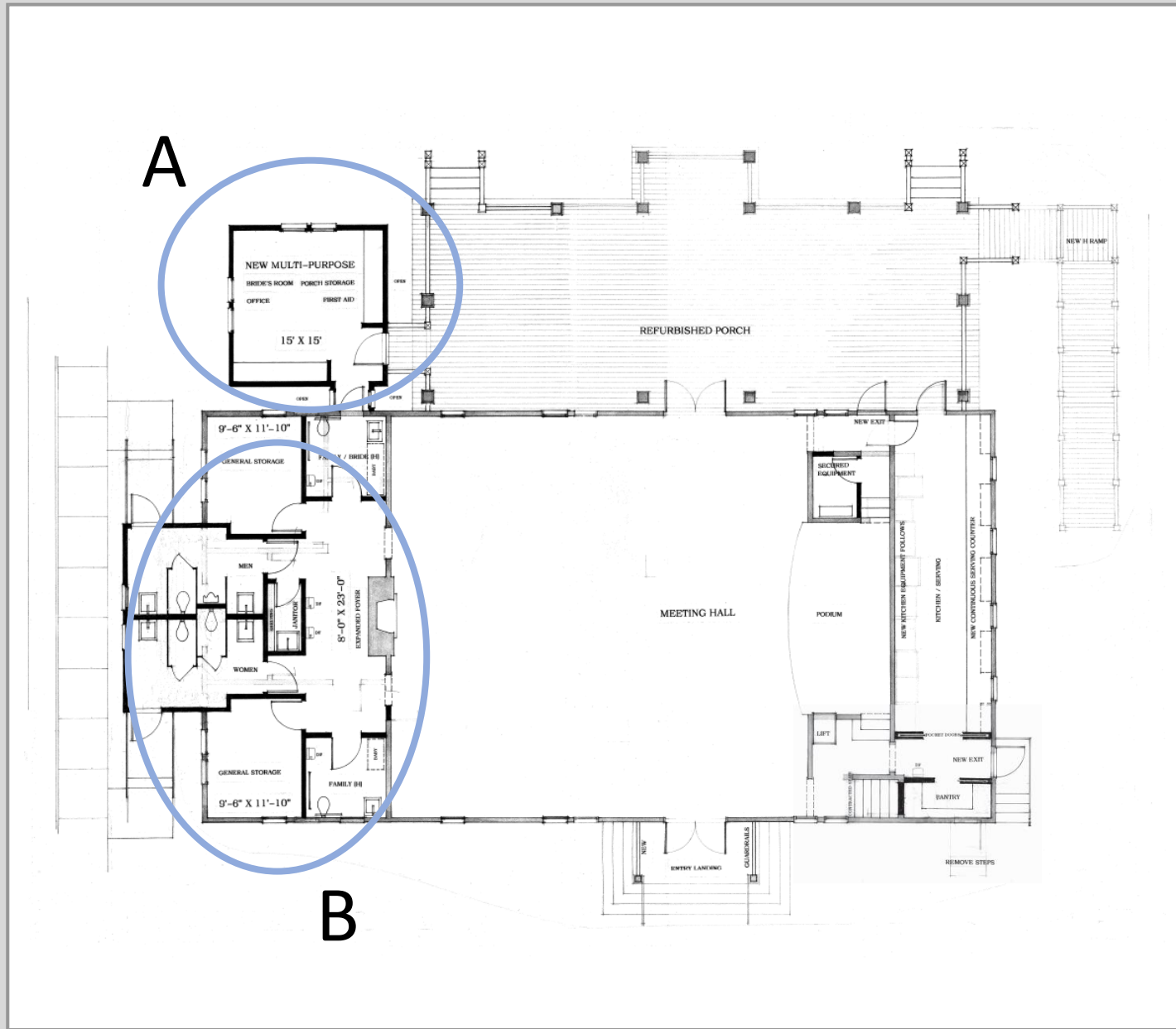
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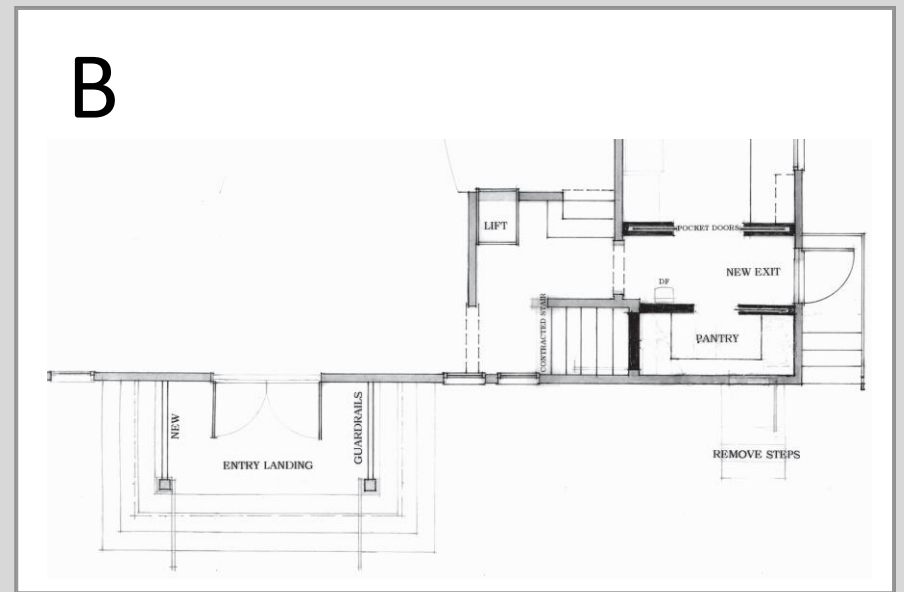
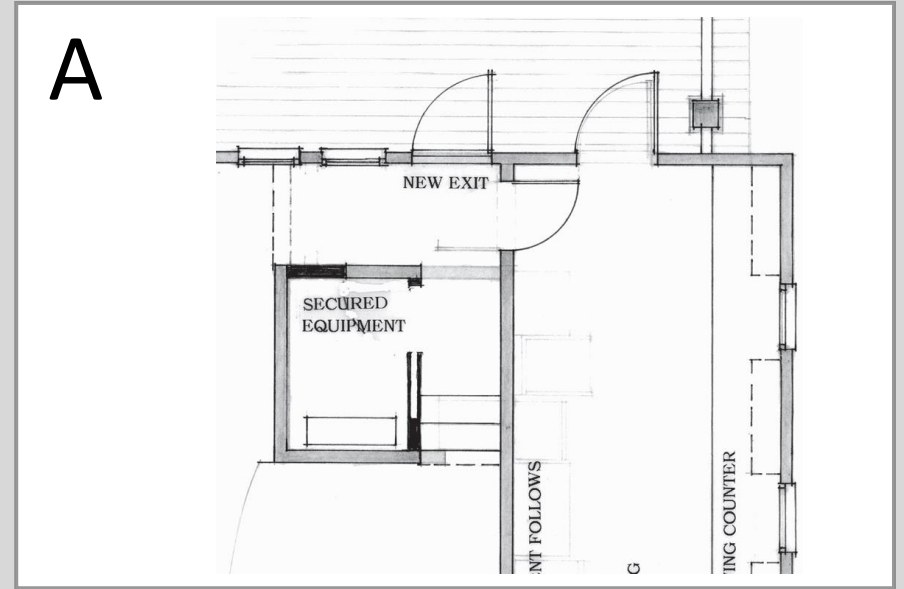
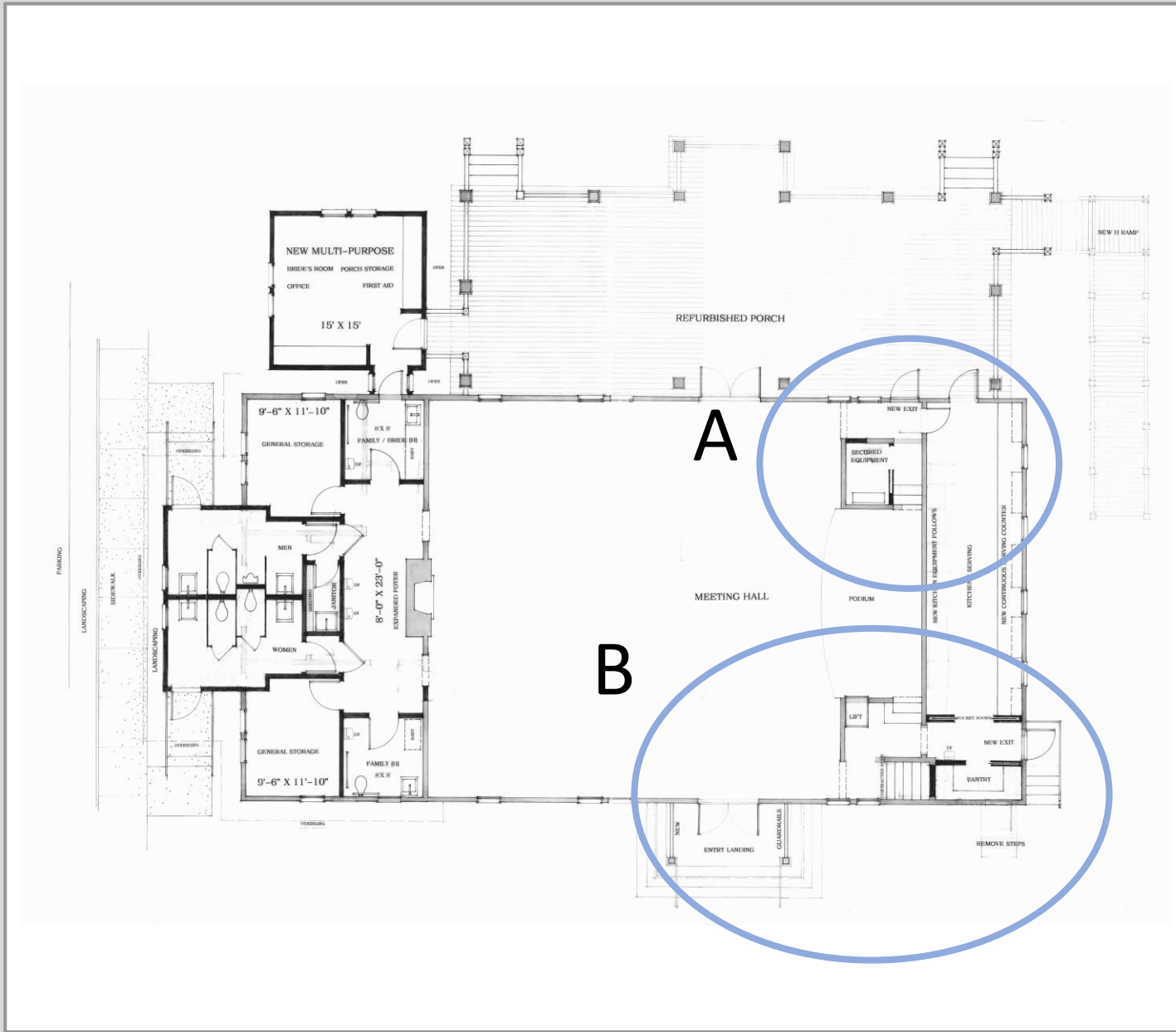


Existing Floor Plan

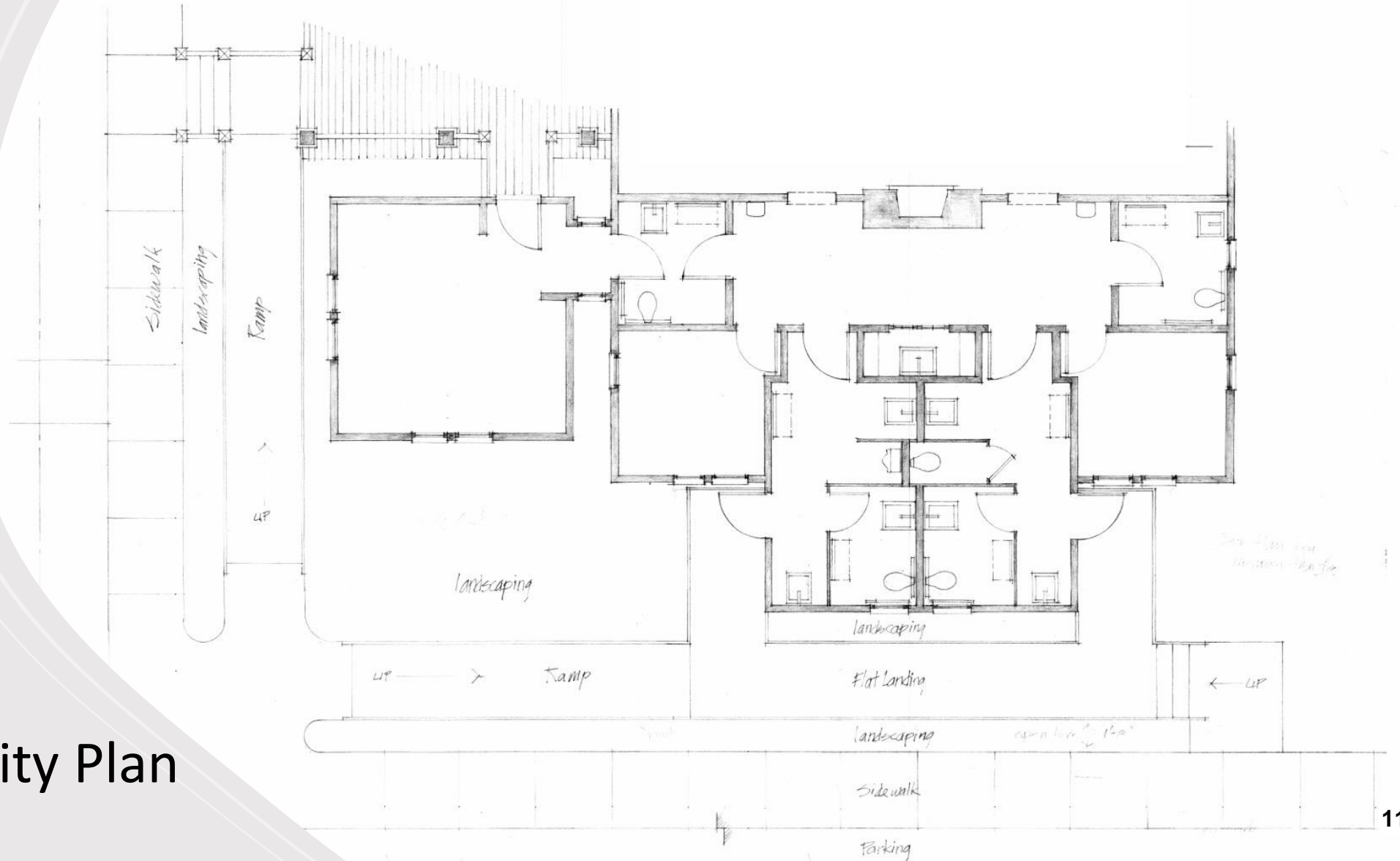


Revised Floor Plan





ADA Accessibility Plan

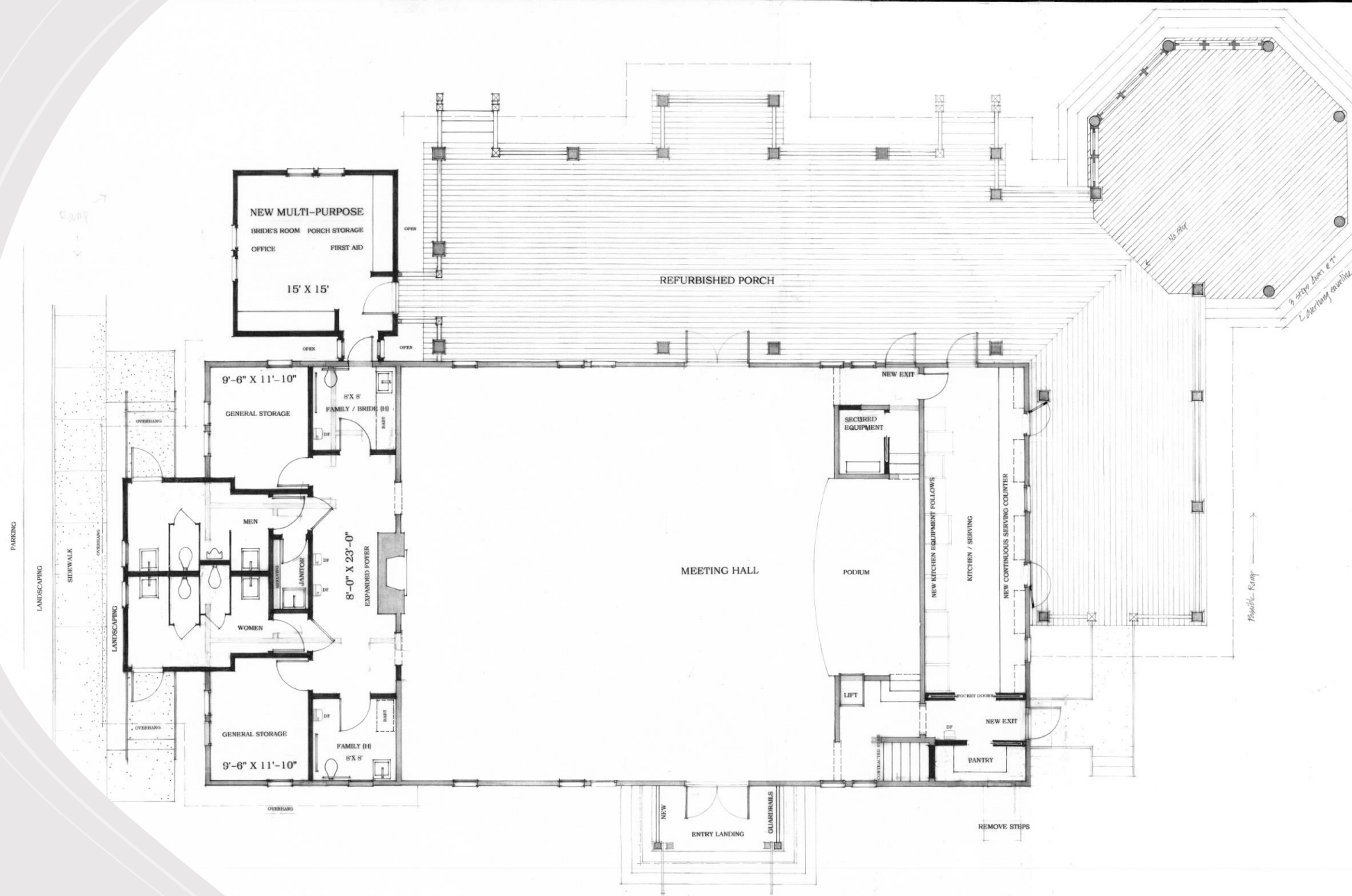




SOUTH ELEVATION



WEST ELEVATION





NORTH ELEVATION



EAST ELEVATION

Gazebo Elevations
for Town events

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

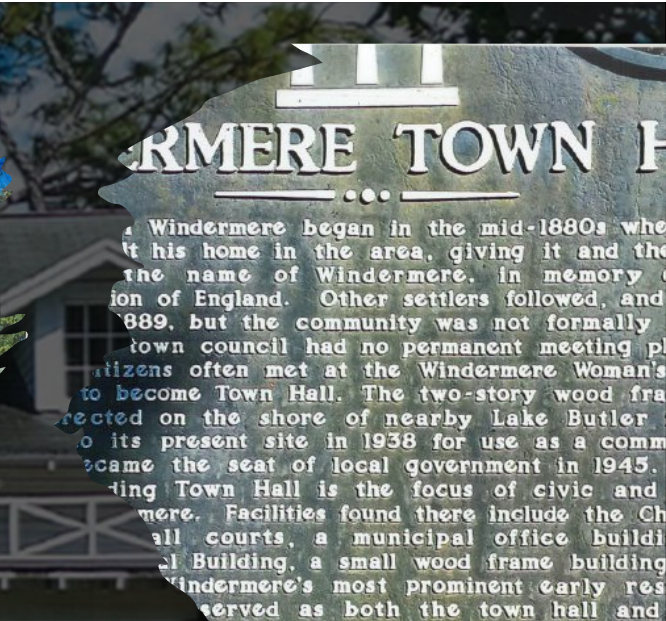
▶ Proposed Performance Gazebo

▶ 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.



WINDERMERE TOWN HALL

Windermere began in the mid-1880s when a settler built his home in the area, giving it and the surrounding area the name of Windermere, in memory of his home in England. Other settlers followed, and by 1889, the community was not formally organized. The town council had no permanent meeting place, and citizens often met at the Windermere Woman's Club. The building to become Town Hall. The two-story wood frame building was erected on the shore of nearby Lake Butler 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, a municipal office building, a Municipal Building, a small wood frame building, and a parking lot. Windermere's most prominent early residence, which served as both the town hall and

Windermere Town Hall Renovations State Historic Preservation Officer (SHPO) Meeting Notes January 24, 2024

Meeting Notes



Virtual TEAMS Meeting
Discuss Proposed Town Hall Renovations
January 24, 2024, at 9:00 a.m.

Alayna Gould, Historic Preservationist
Bureau of Historic Preservation | Division of Historic
Resources | Florida Department of State

Town Participants

Robert Smith, Town Manager
Tonya Elliott-Moore, Town Public Works Director
John Fitzgibbon, Town Contract Engineer
Brad Cornelius, AICP, Wade Trim, Inc., Town Contract Planner
Doug Dierlich, RLA, Wade Trim, Inc.

Meeting Notes



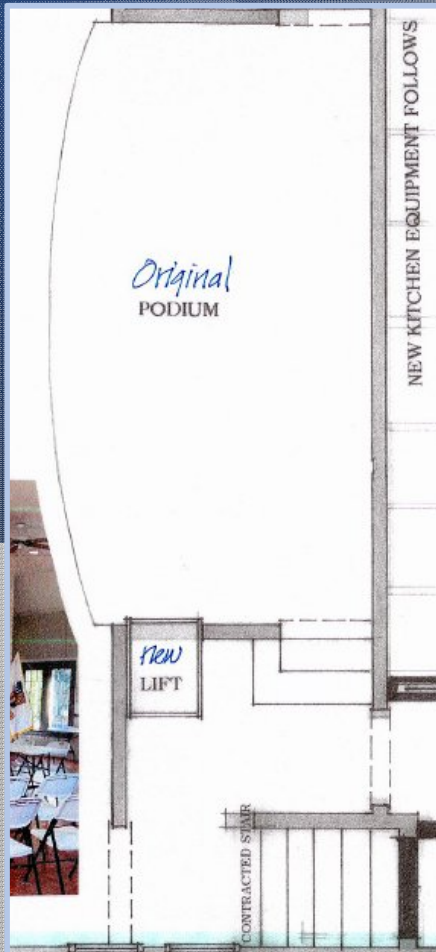
- Ms. Gould started the meeting acknowledging the effort of Town staff contacting her and asking for technical assistance and advice for the Town Hall project.
- Ms. Gould emphasized that since this project does not involve any State or Federal funding, the Florida Division of Historic Resources -SHPO is not a regulatory agency for the Town Hall project and has no role or authority to make a regulatory determination if the proposed project is consistent or inconsistent with historic preservation standards. Ms. Gould stated her role is only to provide the Town technical support and advice to help with the design of the Town Hall project to be consistent with historic preservation standards. However, the Town has no obligation or requirement to follow her technical support or advice.

Meeting Notes

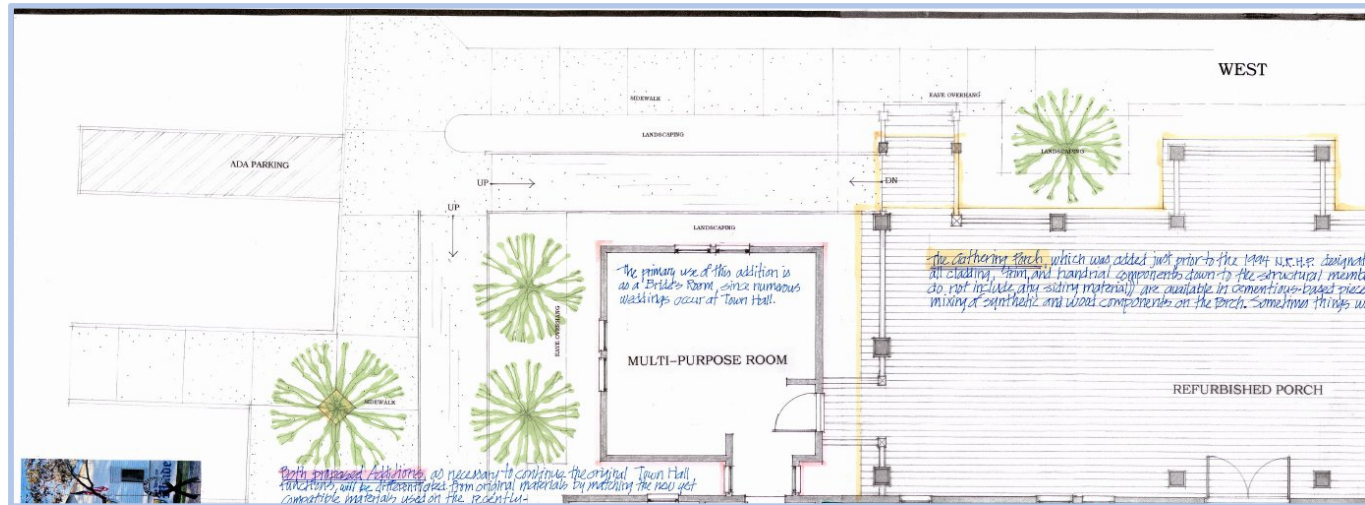
- Ms. Elliott-Moore and Mr. Fitzgibbon thanked Ms. Gould for the technical support and advice and for the clarification and confirmation of the role of the Florida Division of Historical Resources-SHPO in the Town Hall project. They also advised it is the intent of the Town to meet the historic preservation standards and follow Ms. Gould's technical advice for the Town Hall project.



Meeting Notes

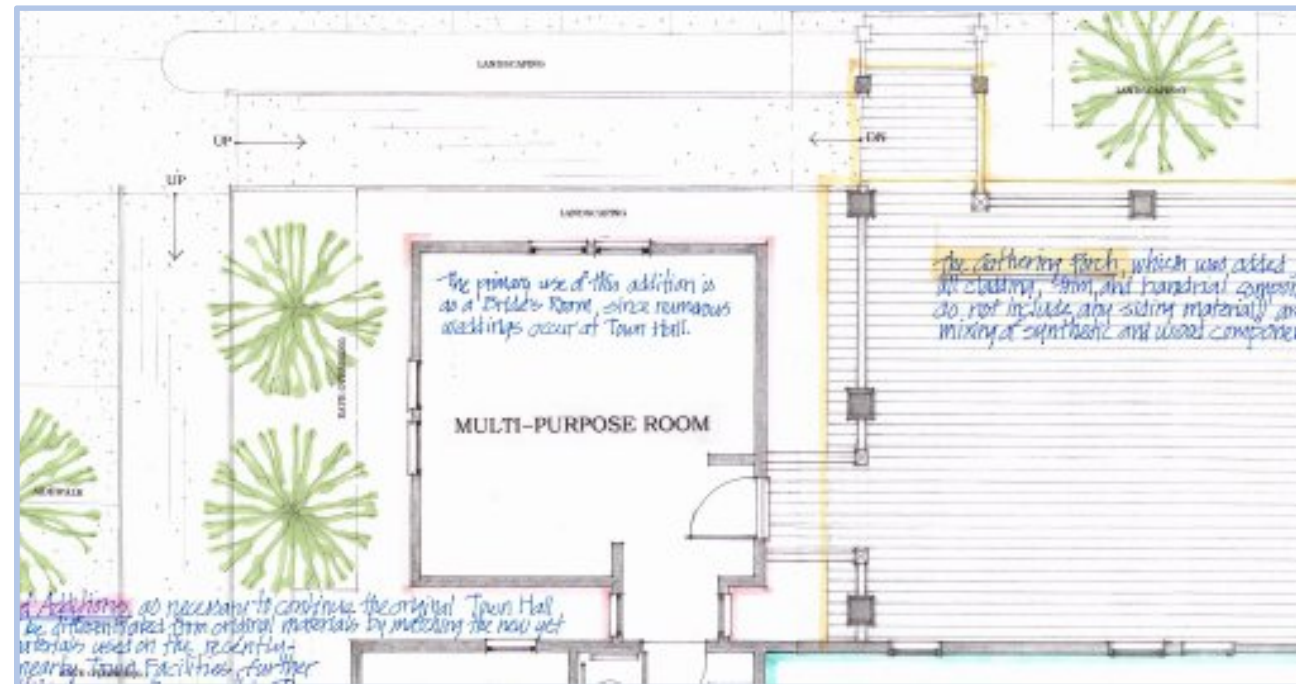
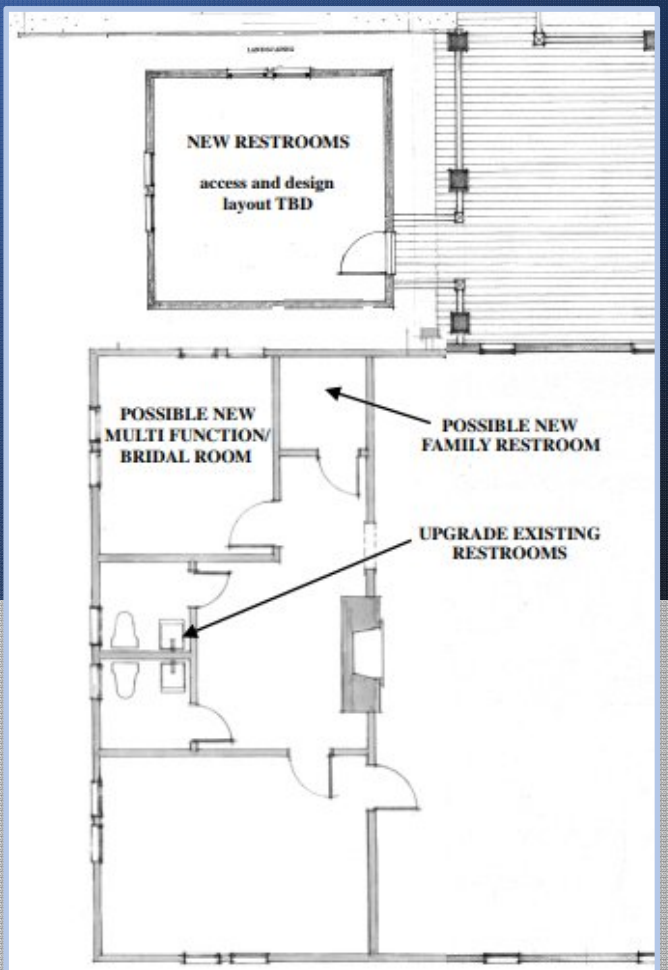


- Proposed ADA accommodations proposed with the Town Hall project. Ms. Gould had no objections or significant concerns regarding the proposed ramps and the interior wheelchair lift.



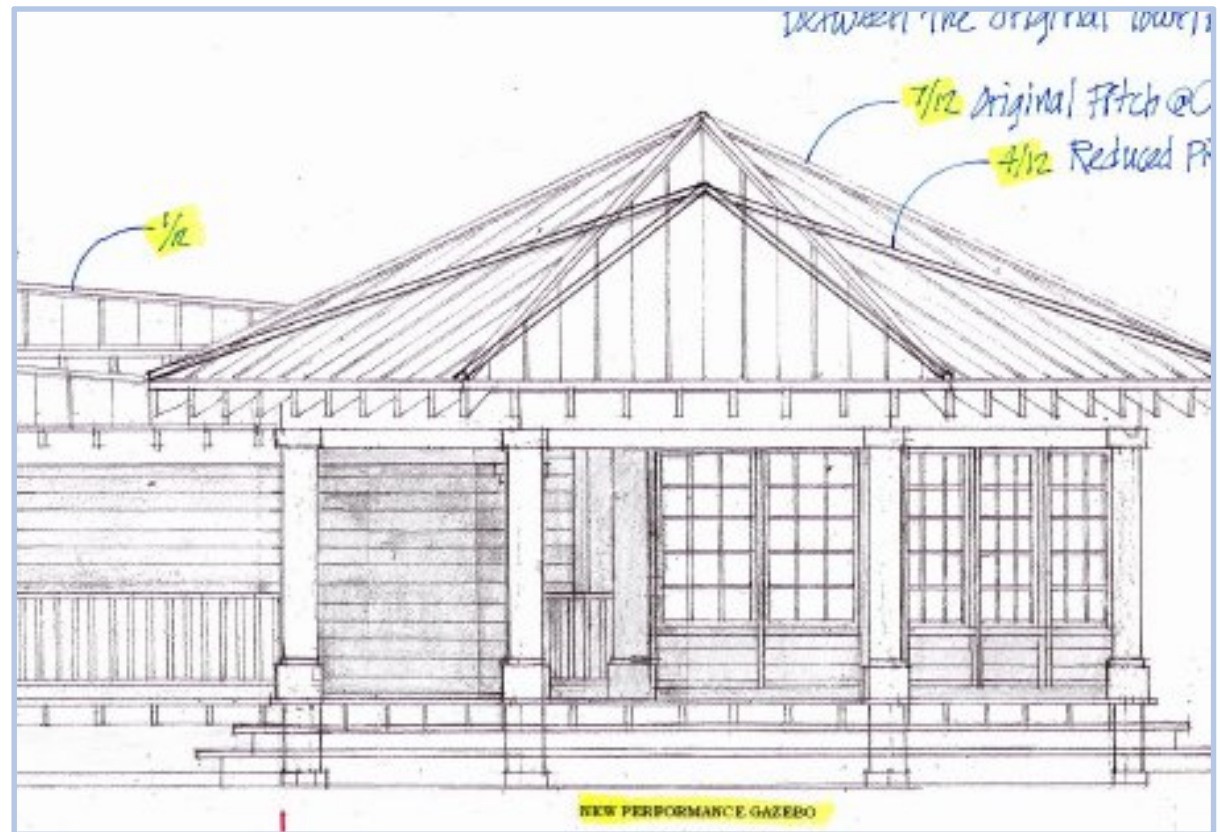
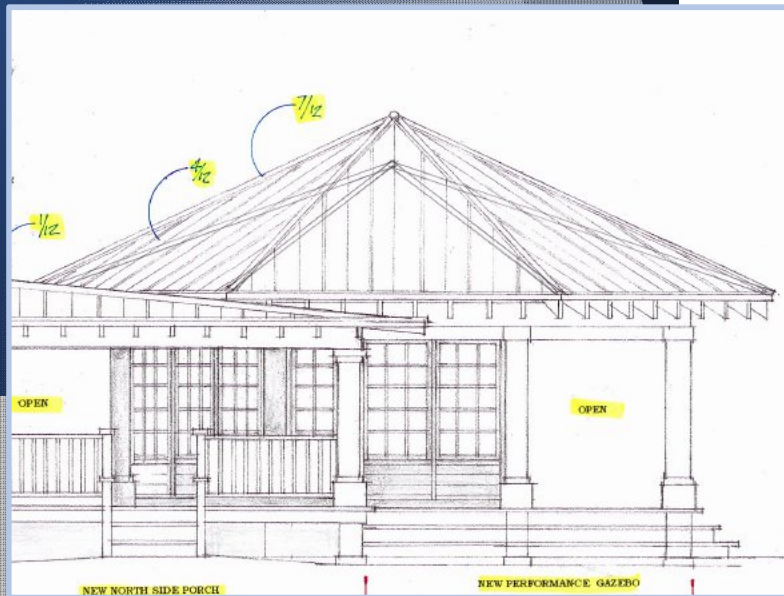
Proposed SHPO Layout Restroom Layout

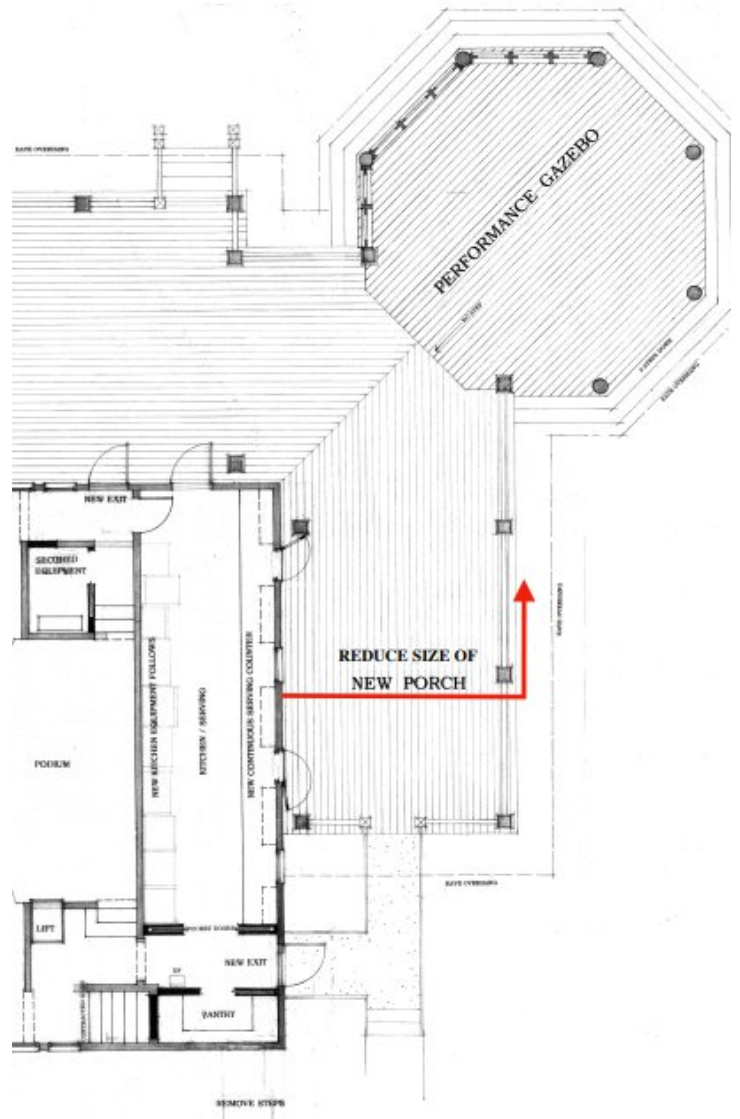
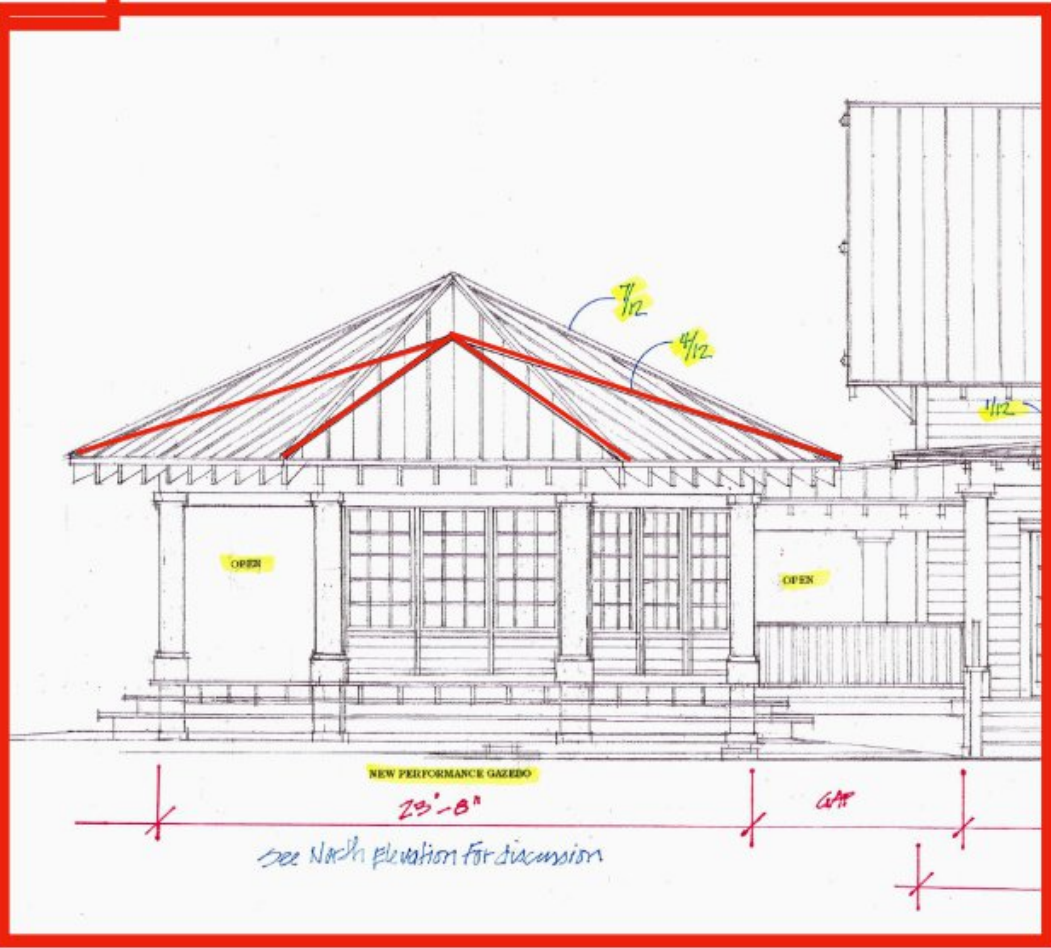
- Proposed bump out of the existing bathrooms at Town Hall would not be compliant with historic preservation standards. Provided alternatives for the bathrooms:
 - “Multi-Purpose” room
 - Suggested existing bathrooms be expanded using adjacent storage area.



Meeting Notes

- Ms. Gould's only concern with the proposed gazebo was its massing. Ms. Gould's comment about massing was related to height. She was good with the lowered size of the roof as noted here. Suggested side porch size reduction.





Meeting Notes

Use of Metal Roofing Material

- Noted a shingle roof would be in keeping with the historic character. But in Florida a case can be made to use metal to protect the building.
- Suggested crimp roof or metal shingle. School House has the crimped metal roof.



Meeting Notes



Use of Hardee Board

- Ms. Gould acknowledged that Hardee board would be an appropriate cladding material on the non-historic additions.
- Hardee board would not be an appropriate replacement material on the original building.
- Plan to use Heart Pine Novelty Siding/Dutch Siding to match existing on Main Town Hall sections.
- She stressed if Hardee board is used it should be used in a manner that closely replicates the siding being replaced with specific regard to board orientation and joinery.

Meeting Notes



- Mr. Cornelius thanked Ms. Gould for the very helpful technical advice she provided that was generally consistent with the recommendations of Wade Trim's historic consultants.
- Mr. Cornelius also advised Ms. Gould that when ready the final proposed plans for the Town Hall project will be presented to the Town's Historic Preservation Board for consideration of the issuance of a Certificate of Appropriateness for the Town Hall project.
- Mr. Dierlich provided his agreement with the information and technical advice provided by Ms. Gould.
- Ms. Gould reiterated that all recommendations were provided in an advisory capacity to provide technical assistance on the Windermere Town Hall project.

Revised Floorplan According to SHPO Comments

