

# TOWN OF WINDERMERE

## Development Review Board Meeting Minutes

December 19, 2023

Present were Chair Frank Chase, Board Members Norma Sutton, Jennifer Roper, and Peter Fleck. Town Manager Robert Smith, Town Council Liaison Andy Williams, Town Planner Brad Cornelius, and Town Clerk Dorothy Burkhalter were also present. Member Stephen Withers was absent. Member Gregg Anderson resigned.

Chair Chase called the meeting to order at 6:31pm. He then led everyone in the Pledge of Allegiance.

### 1. OPEN FORUM/PUBLIC COMMENTS:

Chair Chase opened the floor to the public. There were no public speakers.

### 2. NEW BUSINESS:

#### a. Reference Board Members:

##### i. Resignation Letter of Gregg Anderson

Clerk Burkhalter read the resignation letter from Mr. Gregg Anderson for the record.

##### ii. New Member Application: Molly Rose

Chair Chase explained that a new member application has been received for Ms. Molly Rose. Member Roper made a motion to approve Ms. Molly Rose as a new Development Review Board member. Member Fleck seconded the motion. All were in favor.

#### b. Minutes

##### i. September 19, 2023, DRB Meeting Minutes

Member Fleck made a motion to approve the September 19, 2023. Member Sutton seconded the motion. All were in favor.

#### c. General Items for Consideration

##### i. Z24-01 – 12 Pine Street – Benjamin and Carolyn Yonge – Variance to allow an extension of existing

Chair Chase turned the floor over to Mr. Brad Cornelius. Mr. Cornelius explained that this variance request is to allow extension to an existing patio along the edge of the existing swimming pool with approximately a 40' setback from the NHWE. He stated that notices were sent out and sixteen were received in support and zero received in objections. Member Roper questioned if there is a previous variance for this property. Mr. Cornelius no. Member Fleck questioned if there is a seawall. Mr. Heinz stated that there is a seawall. Member Sutton stated that this is a safety issue near the edge. Chair Chase agreed. Member Sutton made a motion to recommend approval of variance request Z24-01. Member Fleck seconded the

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motion. All were in favor. Chair Chase advised that this is a recommending Board, and the Town Council will make the final decision at the January 9<sup>th</sup> Town Council meeting.

- ii. **Z24-04 – 656 E 6<sup>th</sup> Avenue – Adam Page and Lori Gilmore – Variance to allow a detached accessory garage in front yard and less than 25 feet from the front property line.**

Mr. Cornelius introduced case Z24-04. He explained that the request is to allow a detached accessory garage in the front yard less than twenty-five feet from the front property line. Mr. Cornelius further explained that this lot fronts both Highland Avenue and 6<sup>th</sup> Avenue. He then stated that notices were sent out with five received in support (two from immediate neighbors), and one in objection (to close to the road). Member Roper questioned if the proposed sidewalk project would be impacted by this. Mr. Cornelius stated no. Council Liaison Williams stated that the sidewalk will be on the opposite side of the road. After minimal discussion was made, Member Roper made a motion to recommend approval. Member Sutton seconded the motion. All were in favor. Chair Chase advised that this is a recommending Board, and the Town Council will make the final decision at the January 9<sup>th</sup> Town Council meeting.

- iii. **The DRB case for 501/503 Main Street is not able to move forward. The fee has not been paid to the Town, and actual construction does not match the submittal.**

Mr. Cornelius explained that this item has been tabled and scheduled for the January DRB meeting providing requirements are met.

#### 4. ADJOURN:

Member Sutton made a motion to adjourn. Member Roper seconded the motion. All were in favor.

The meeting adjourned at 6:44pm.

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Dorothy Burkhalter, Town Clerk

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Frank Chase, Chair

November 16, 2023

Dear Frank and Dorothy,

Recently I was asked to become chair of the Long Range Planning Committee and I have accepted that role. Because of that I do not feel that I can serve both committees effectively.

As a result, please accept my resignation from the Development Review Board. Since there is no meeting in November, I thought it would be best for my resignation to become effective today, November 16 so as to give you as much time as possible to find a replacement for the December meeting.

Frank, thank you for the opportunity to serve and your leadership on the Committee. I enjoyed my time with you and the other Committee members.

I wish you continued success,

Respectfully,

Gregg Anderson  
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