



**HISTORIC PRESERVATION BOARD**

**Chair: Kim Head**

**Co-Chair: Hannah Ammar**

**Jangi Borhi**

**Mary Frances Howard**

**Joan Foglia**

**Liz Andert**

**Frank Krens**

**Town Council Liaison: Tony Davit**

***Agenda***

***Agenda***

**September 17, 2024**

**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. CALL TO ORDER**

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

**3. MINUTES**

**a. Meeting Minutes from May 6, 2024**

**4. OLD BUSINESS**

**a. INSPECTION LIST**

**i. Report from Liz Andert**

**b. IMMEDIATE MAINTENACE**

**i. Discuss sending strategic plan to Town Council for review**

**5. NEW BUSINESS**

**a. BRAINSTORMING FOR CENTENNIAL CELEBRATION**

**i. Special Guest Centennial Committee Leader CT Allen**

**b. PRIVATE SCHOOL HOUSE TOURS**

**c. FUNDRAISER IDEAS**

**d. HOLIDAY HOOPLA CONTRIBUTION**

**6. LIAISON REPORTS**

**7. ANNOUCEMENTS**

**8. ADJOURN**



# Historic Preservation Board

Meeting Minutes • 5 pm Monday, May 6, 2024  
[520 Main Street Windermere, FL 34786](#)

Call to order: 5:04pm

**Attendees Included:**

HPB members Hannah Ammar, Joan Foglia, Kim Hawkins-Head, Frank Krens, Hannah Ammar, Jangi Borhi,  
ABSENT: Mary Fran Howard

Approval of minutes from April 2024: Motion by Jangi Borhi seconded by Joan Foglia • Members approved.

Public Comment: None present

**OLD BUSINESS:**

**Strategic Planning:** with Thomas Kohler.

**Inspection List:** Report from Liz Andert: KMF Architects. will finish conducting full assessment, provide reports: maintenance: short/long-term. There is no immediate maintenance need for these two structures.

**NEW BUSINESS:**

**Strategic planning:** HPB will hire Thomas Kohler to lead strategic planning workshop.

**Historic Town Walk: (IDEAS)** Partner with town library and tree board for historic town walk (similar to Winter Garden), Mystery Home Tour, Holiday Home Tour (charge entry fee etc)

**Adjournment:** 6:06 pm

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Board Chair

May 06, 2024  
Date

TOWN HALL



TOWN OF WINDERMERE  
**HISTORIC  
PRESERVATION  
BOARD  
STRATEGIC PLAN**

JUNE 2024

## Our Vision

We believe preserving Windermere's history is vital as it maintains our cultural identity and continuity of place. It connects current and future generations with their roots, teaches valuable lessons from the past, and fosters pride and a sense of belonging. By safeguarding historical landmarks, stories, and traditions, Windermere can ensure that our unique heritage remains a living, enriching part of everyday life.

## Our Mission

As advisors to the Town Council, the Historic Preservation Board heightens awareness and safeguards our historic buildings, natural, and cultural resources. We strengthen the historic bond between the resident community and our Town's heritage. Through a multi-faceted approach we:

- 1 Heighten Awareness of Historic Assets:** We provide identification of historic structures, assessment of conditions and historic relationship to Town's development. Also identified are natural resources of significant importance and location of cultural documents.
- 2 Ensure the Preservation, Maintenance, and Restoration of Historic Structures:** We assess the condition of existing physical assets as the primary role, as well as providing resource guidance on how best to maintain and/or restore the various facilities.
- 3 Educate Our Constituents on the History of Town:** We engage the community by providing knowledge and awareness of Town's heritage through workshops, outreach programs, community events, school volunteer teaching, to foster a deeper understanding of the community's legacy and staying connected to its heritage.

## Goals & Objectives



### GOAL 1: DEVELOP OUTREACH PLANS AND INITIATIVES

#### Objective

Broaden the types of forums for education and information dissemination.

#### Strategies

- Community Workshops: Organize regular workshops and seminars on the Town's history.
- Community Events: Build on 100th Anniversary event to include participation in other community-wide festivals and public activities as part of advocacy program for Historic Preservation Board initiatives.
- Student Programs: Collaborate with schools and other youth organizations to integrate Windermere history education with volunteer teaching. Create engaging materials for students, such as historic identification guides and interactive activities at Town Hall and School House.
- Online Resources: Develop and maintain a page on the Town's website and online portal with resources like location guides, videos, and FAQs. Ensure accessibility to all community members.
- Historic Walks: Conduct guided walks to educate participants about specific historic significance of buildings, what it takes to maintain them, their roles in building the community.
- Partnerships: Partner with other organizations (i.e., Garden Club, Boys & Girls Scouts, Friends of the Library, etc.) and other community groups. Leverage their expertise and networks to expand educational outreach.
- Public Engagement Plan: Initiate more community awareness of issues handled by the Board.



## GOAL 2: MAINTAIN HISTORIC STRUCTURES

### Objective

Identifying and establishing criteria for well-maintained buildings and assets.

### Strategies

- Developing a Maintenance Plan for current facilities.
- Identification, cataloging, preserving existing historic documents.
- Seeking assistance from Orange County Library System and/or Orange County Regional History Center for climate-controlled storage space.



## GOAL 3: PROVIDE RESOURCES TO MEET MAINTENANCE AND RESTORATION NEEDS

### Objective

Identify funding priorities to meet maintenance requirements for existing facilities and future capital needs.

### Strategies

- Develop annual capital maintenance budget as well as identifying long-term capital needs for future historic restorations.
- Develop capital needs for Town Hall restoration and maintenance.
- Develop maintenance needs and resources for School House.
- Develop a capital needs assessment for the adaptive reuse of the Cal Palmer Building.
- Build off of “Band Shell/Gazebo” assessment for future grant application opportunities.



## GOAL 4: ACTIVATE FACILITIES TO ENGAGE BROADER COMMUNITY USE

### Objective

Provide more opportunities for public use of historic buildings to strengthen connection to residents.

### Strategies

- Assess the opportunity uses for Town Hall, School House, and Cal Palmer Building.
- Develop criteria for participatory uses.
- Identify fun/cool/attractive uses for facilities.



## GOAL 5: DEVELOP GREATER INTERNAL CAPACITY TO CARRY OUT BOARD INITIATIVES

### Objective

Strengthen recruitment process to identify and recruit engaged board members.

### Strategies

- Develop solicitation forms to identify interested residents.
- Personally reach out to individuals with diverse backgrounds to broaden experience profiles on Board.
- Develop a “recruitment flyer” to highlight Board priorities and initiatives.

*Town of Windermere Historic Town Hall  
Photo Source: Town of Windermere*



*Windermere School House | Photo Source: Town of Windermere, FL*



Prepared By:

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## **APPENDIX: SWOTT Analysis**



**Strengths** – *internal resources or capabilities that help those responsible for carrying out the mandate or mission of the department:*

- People with passion, who care and diversity of backgrounds.
- Small geography limits growth- small town feel.
- Strong political and staff support.
- Attractive physical environment.
- Documented history.
- Available resources.
- Easy access to historic structures (no red tape).
- Interested private partnership support: Garden Club, Boys Scouts, etc.



**Weaknesses** – *internal deficiencies in resources or capabilities that hinder the ability of those responsible for accomplishing the mandate or mission of the department:*

- Lack of internal capacity for particular needed skill sets.
- Attracting quality board members.
- Not many cultural assets ( + & - ).
- Organizational focus.
- Lack of Board training.
- Need a “Board Charter”.
- Volunteer time required to carry out activities.
- “Small town gossip” that hinders effective communication.



**Opportunities** – *external factors or situations that can affect the department in a favorable way:*

- Board members are engaged.
- Have resources/future Town budget allocation.
- Have broader means of communicating Board activities.
- Can broaden participation in community events.
- Groundwork established for the grant application related to bandshell/gazebo a good basis for future submission for improvements.
- Town Hall improvements are now more broadly understood.



**Threats** – *external factors or situations that can affect the department in a negative way:*

- 2 year Town Council terms.
- Misinformation.
- Internal disagreements on priorities.
- Annexation issues that change voter characteristics.
- Meeting attendance/technological communication shortfalls.
- Climate impact on buildings and documents.



**Trends** – *may address legal/political, socio-cultural, economic, technological, & competitive environment:*

- Conferences/organization education & training sessions for board members.
- Septic tanks–impact of eventual hookups to main wastewater system.
- “Knock down syndrome” changing housing stock characteristics.
- Younger population moving in.
- Accommodating multi-generational families.



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THE TOWN OF  
**Windermere**

MAYOR  
JIM O'BRIEN



TOWN MANAGER  
ROBERT SMITH

CLERK  
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786  
407-876-2563

Dear Town of Windermere Business Owner:

Get ready for The Town of Windermere's 2024 Holiday Hoopla! This year's event will start at 5:30pm on Friday, December 6, 2024, and will feature games, food stations, a live DJ, photo ops, a visit from Santa and so much more!

The Holiday Hoopla Committee is looking for sponsors for this year's event to provide a wide variety of entertainment activities for all ages including inflatables, a rock wall, and bungee jumping. There will also be delicious treats to enjoy.

Sponsorship opportunities are listed below, but if your business would like to support this popular event in other ways, we would love to talk with you and discuss any type of donation.

As a thank you, your logo will be prominently displayed on the giant projection screen and at other stations at the event. The Holiday Hoopla is the only "just for town residents" event of the year and it provides an excellent opportunity for your business to reach this community.

**HOLIDAY HOOPLA SPONSORSHIP OPPORTUNITIES:**

**PLATINUM SPONSORSHIP LEVEL \$2,000:** Platinum sponsors will be thanked during the mayor's welcome speech and by the DJ throughout the night. Your logo will be prominently displayed on the giant projection screen and at various stations. You will have access to a private table with eight chairs and have a bottle of champagne ready to enjoy. Your logo will be part of a special thank you in the 2025 Town of Windermere Gazette. If a platinum sponsorship is secured by Friday, October 18, 2024, your company logo will appear on our invitation that reaches more than 1100 Windermere homes.

**GOLD SPONSORSHIP LEVEL \$1,000:** Prominently displayed logo on the giant projection screen and throughout the event. Special announcement from DJ throughout the night. Special thank you in the 2025 Spring Town of Windermere Gazette.

**SILVER SPONSORSHIP LEVEL \$500:** Prominently displayed logo on the giant projection screen and at various locations throughout the event. Special thank you in the 2025 Town of Windermere Gazette.

**BRONZE SPONSORSHIP LEVEL \$250:** Prominently displayed logo on the giant projection screen. Special thank you in the 2025 Town of Windermere Gazette.

Please contact the 2024 Holiday Hoopla Committee at [windermereholidaysocial@gmail.com](mailto:windermereholidaysocial@gmail.com) or call 407-963-0179.

We thank you for your support!

2024 Holiday Hoopla Committee,  
Bonny Elder, Heather Oles, Liz Beavers, Dorrie Batten, Brynna Connors, Pat Foss, Vicki Hearst, Lana Marchitelli, Kristen Rumble, Christine Samek-Yonge, Leah Thon, Beth Visser, Andy Williams