



PUBLIC OUTREACH

Agenda

Agenda

**November 20, 2024
6:00 PM**

VIRTUAL MEETING

JOIN ZOOM MEETING (COPY/PASTE INTO BROWSER) [HTTPS://ZOOM.US/](https://zoom.us/)

**MEETING ID: 863 417 2453
PASSCODE: TOW2024**

ONE TAP MOBILE: 1(305)224-1968

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 Public Outreach:

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 Public Outreach 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 Public Outreach 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

THE MEETING IS CALLED TO ORDER BY TOWN MANAGER

1. Public Review of Town Hall Restroom Facility with Family Bathroom Concept

Attachments

2. Town Square Public Charette and Survey as of 11/11/24 - Brad Cornelius, Contracted Town Planner, Wade Trim, Inc.

Attachments

3. ADJOURN



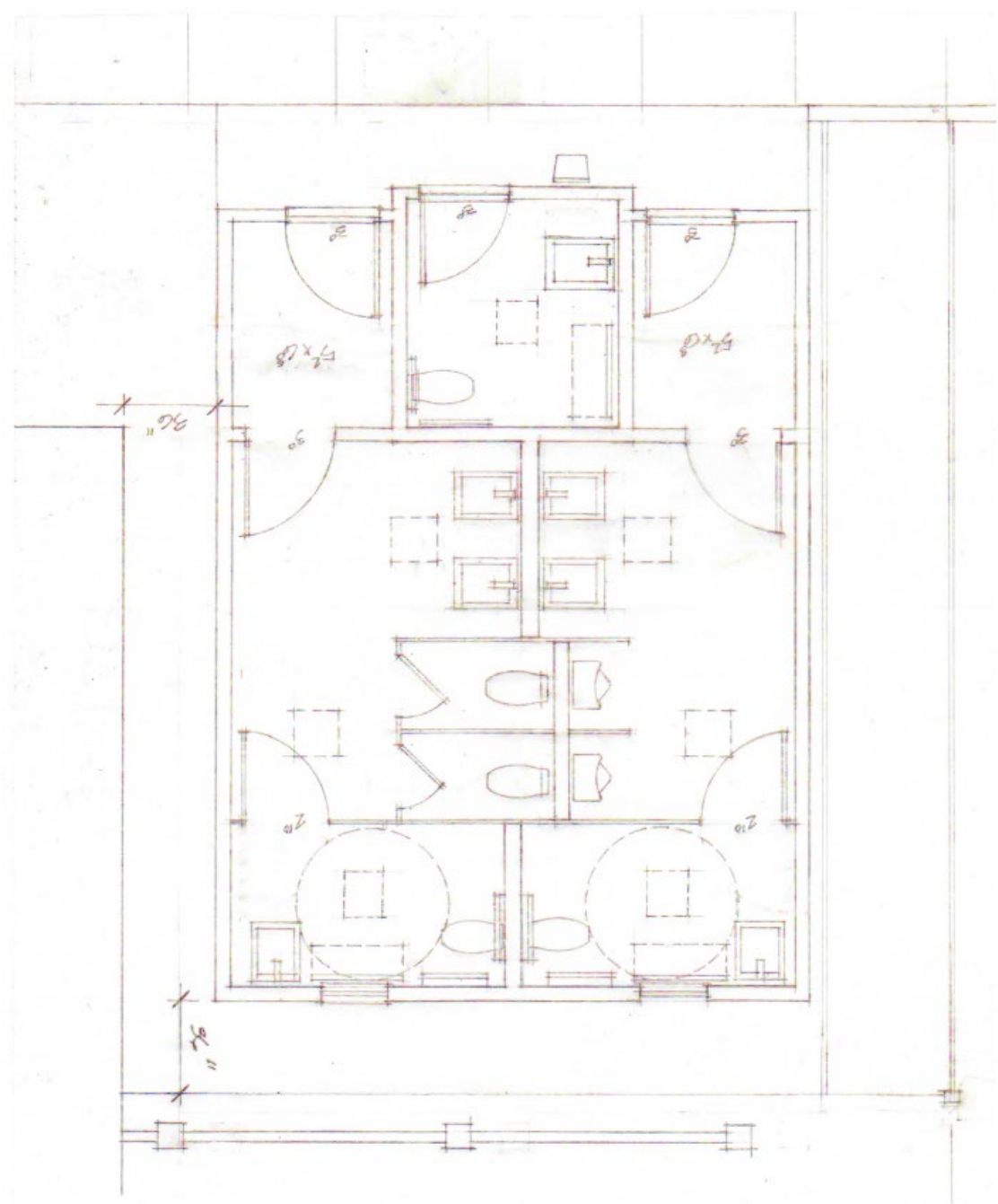
WINDERMERE TOWN HALL

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

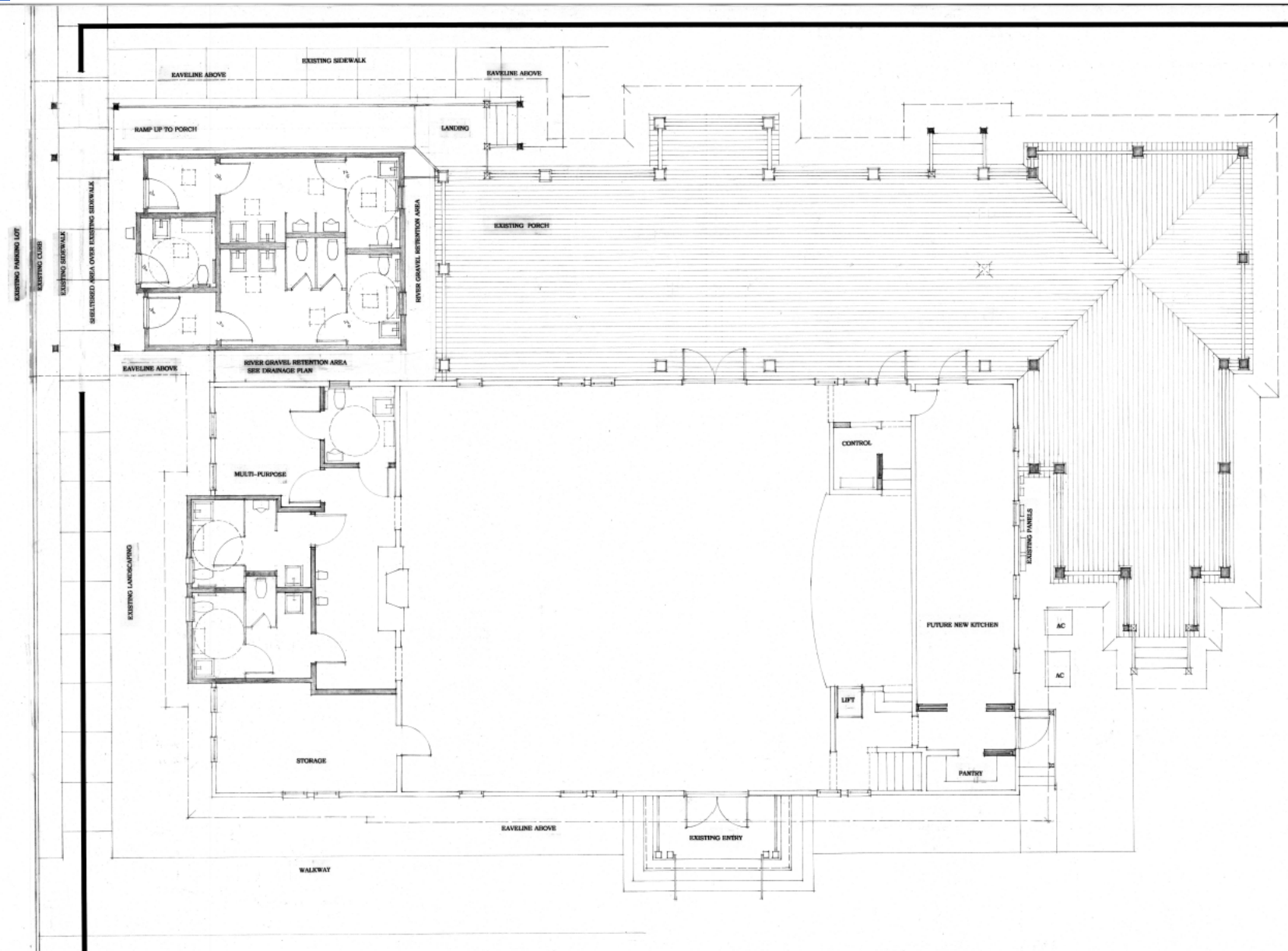
FLORIDA HERITAGE SITE
THE TOWN OF WINDERMERE AND
DEPARTMENT OF STATE
SECRETARY OF STATE

Windermere Town Hall Renovations & Costs July 17, 2024

New Family Restroom Concept



Overall Floor Plan



Phasing Recommendation

Due to the Centennial Celebrations during 2025:

Phase 1: New Bathroom Building - \$418,240 - **Immediately**
(includes \$30,000 for septic and contingency)

Adding of the Family Restroom + \$75,000

Total Phase One: \$493,240

Phase 2: Exterior Renovations

- West Porch/Siding Remediation - \$81,360
- Repaint the Building - \$44,950
- South Slopped Exterior Roof - \$106,350
- West Slopped Exterior Roof - \$191,340
- Main Building Re-Roof - \$ 132,850

Total Phase 2: \$556,850 - 2025

Phase 3: Existing Bathroom Renovations - \$187,700

North Porch Addition - \$349,120

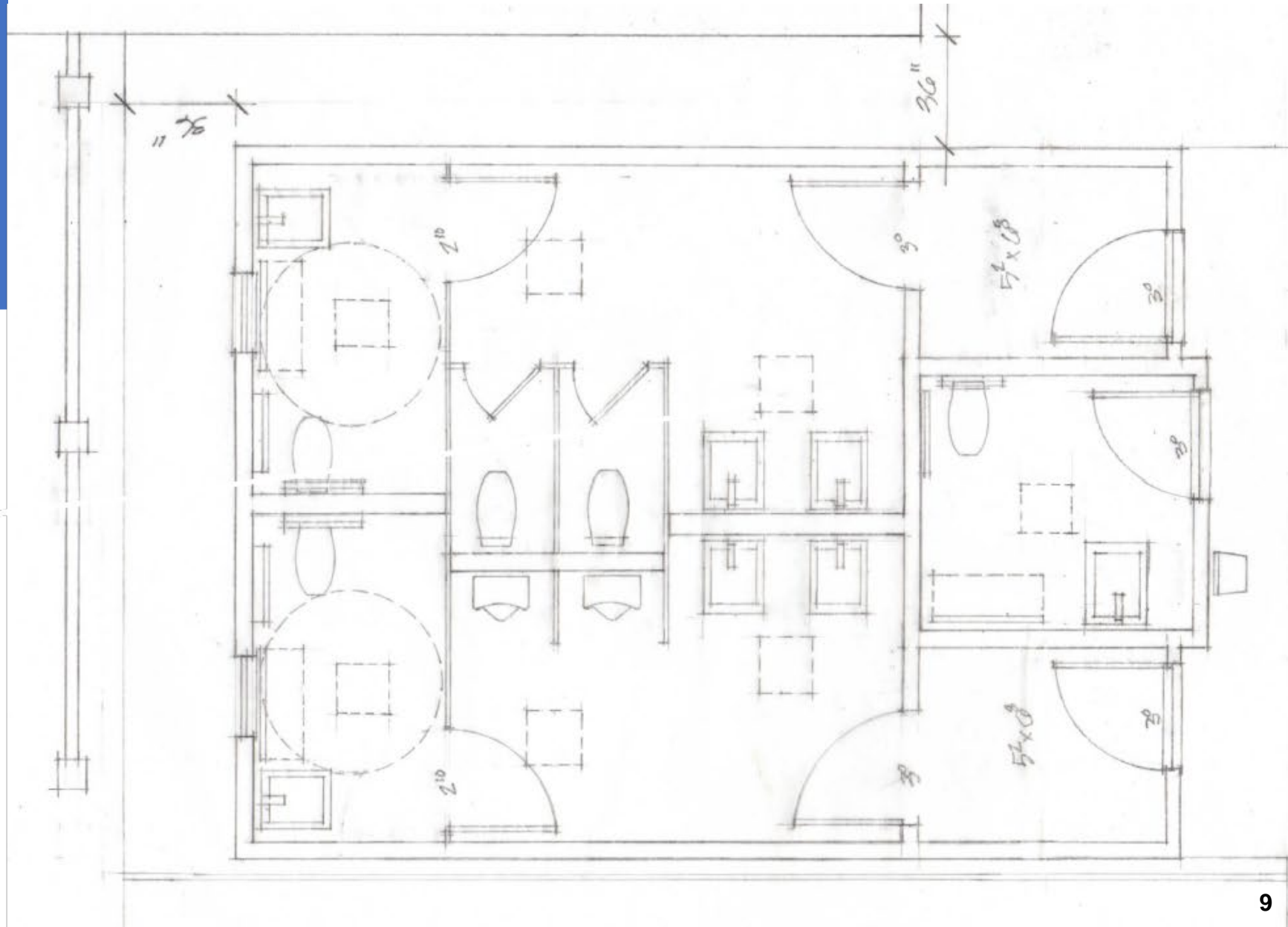
Misc. Interior Town Hall Renovations Pantry Renovation - \$18,600

Stage Access/Lift/Exterior Door - \$30,240

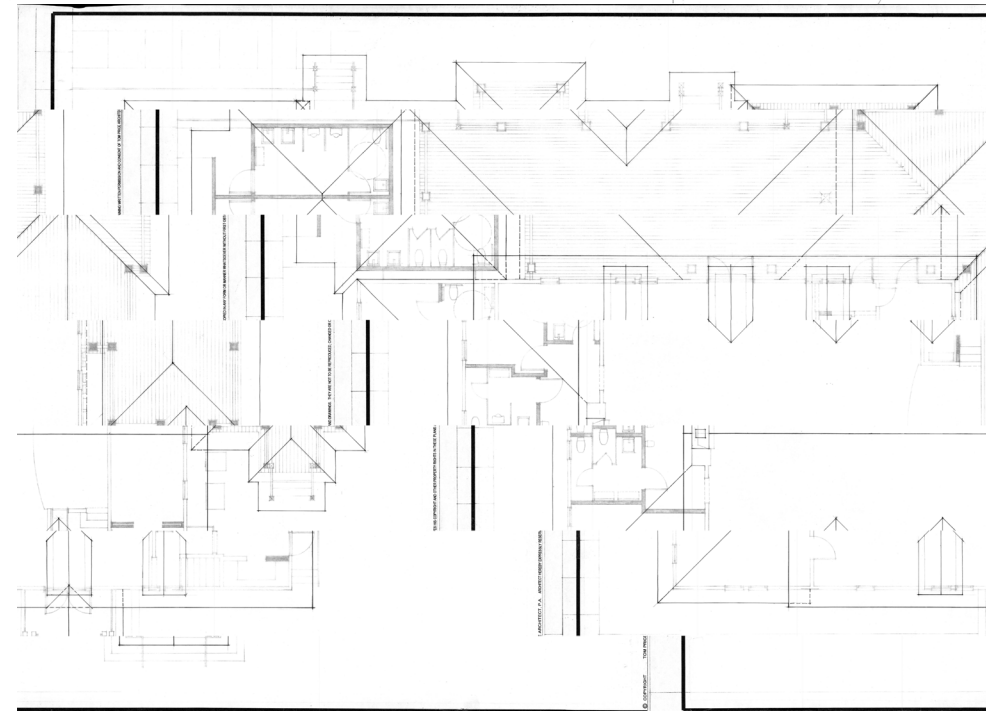
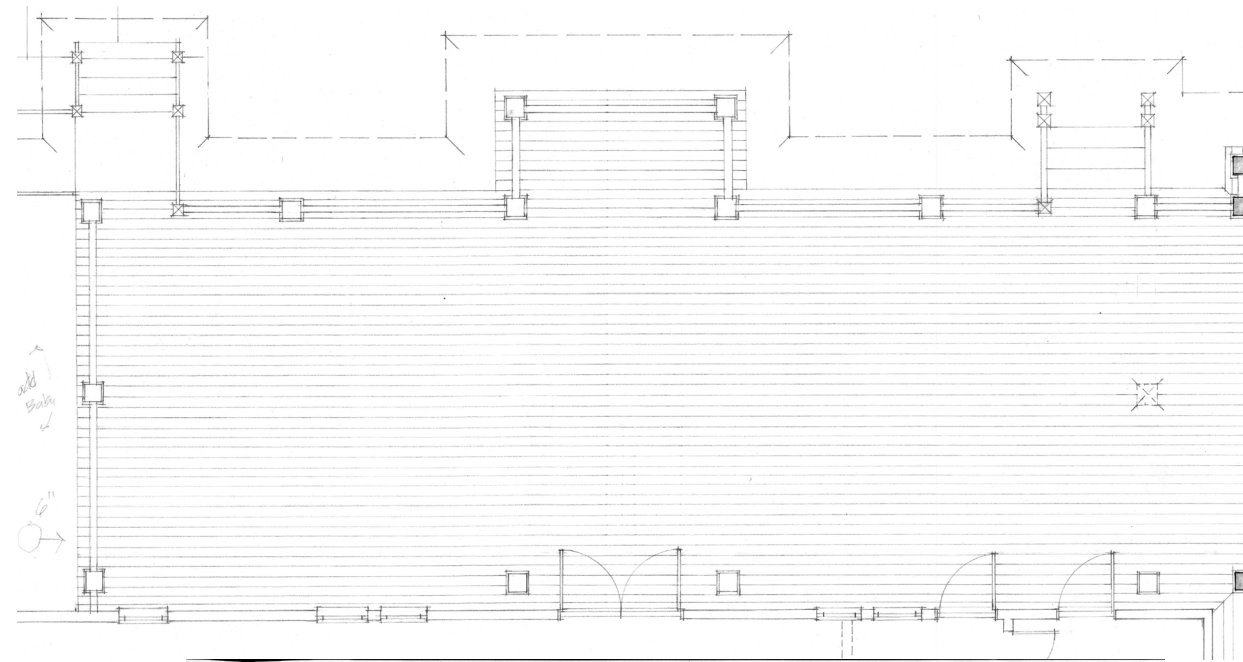
Total Phase 3: \$585,660 - 2026



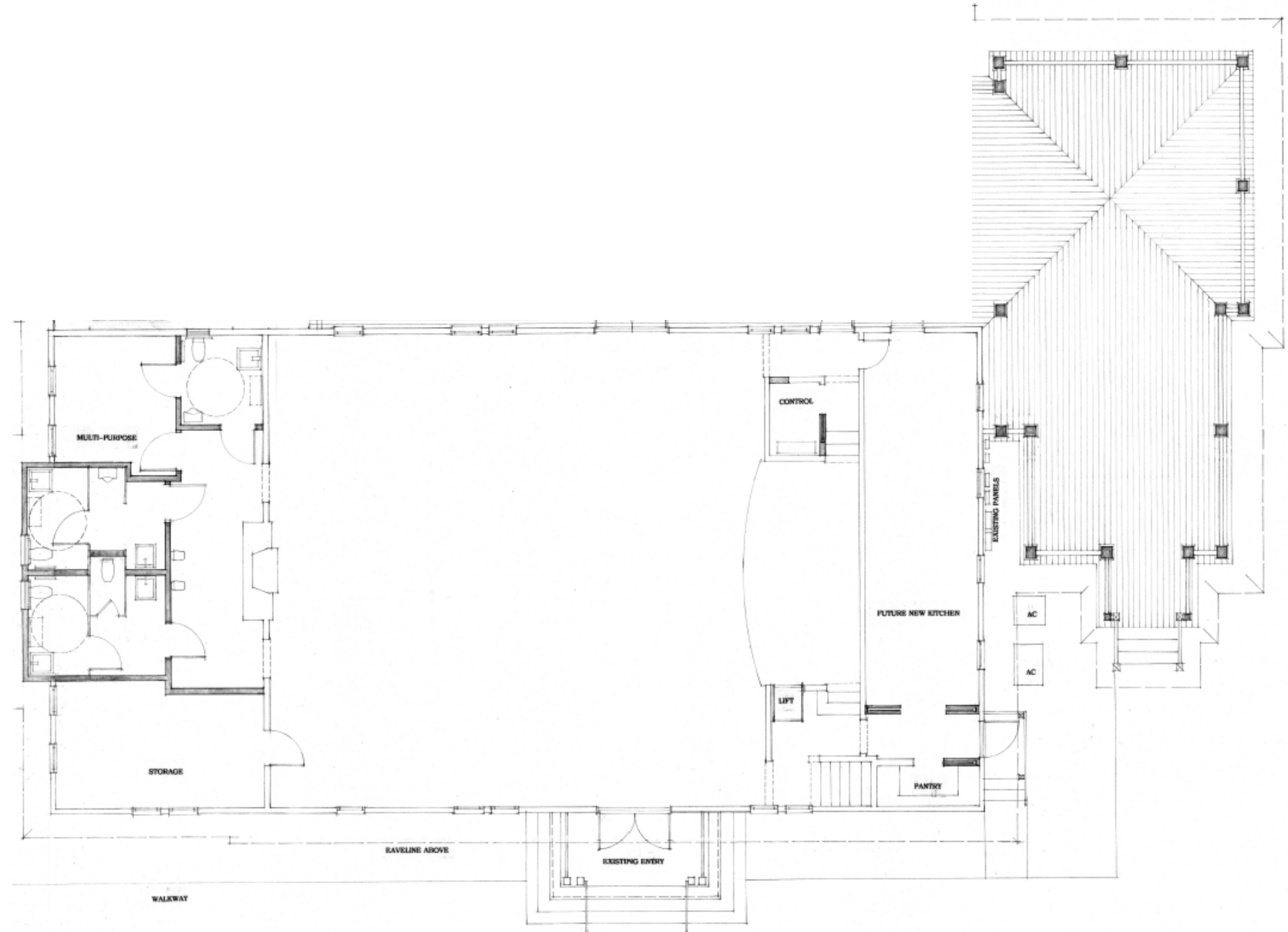
Phase 1
\$493,240
FY 24-25



Phase 2
\$556,850
FY 25-26



Phase 3
\$585,660
FY 26 -27





Thank You!

Project Charter: Windermere Historic Town Hall Renovation and Preservation

Project Overview

Project Name: Windermere Historic Town Hall Renovation and Preservation

Project Managers: Tonya Elliott Moore, Public Works Director, and John Fitzgibbon, Engineering Consultant

Project Sponsor: Town of Windermere

Project Start Date: Immediately

Project Completion Date: End of 2026 (subject to escalation adjustments)

Project Objectives

- To renovate and preserve the historic Town Hall in Windermere, ensuring it meets modern standards while retaining its historical significance and designation on the National Historic Registry.
- To enhance the functionality and aesthetics of the Town Hall to better serve the community and its needs.
- To execute the project in three phases, ensuring minimal disruption to the Town Hall's operations and readiness for the 2025 Centennial Celebration.
- Ensure Town can fund the three phases

Project Scope

Phase 1: New Bathroom Building

- **Budget:** \$493,240 (includes \$30,000 for septic and contingency)
- **Timeline:** Immediate start
- **Deliverables:**
 - Construction of a new bathroom building with family restroom
 - Installation of septic systems and contingency measures

Phase 2: Exterior Renovations

- **Budget:** \$556,850
- **Timeline:** 2025
- **Deliverables:**
 - West Porch/Siding Remediation: \$81,360
 - Repainting the Building: \$44,950
 - South Slopped Exterior Roof: \$106,350
 - West Slopped Exterior Roof: \$191,340
 - Main Building Re-Roof: \$132,850

Phase 3: Interior and Additional Renovations

- **Budget:** \$585,660
- **Timeline:** 2026
- **Deliverables:**
 - Existing Bathroom Renovations: \$187,700
 - North Porch Addition: \$349,120
 - Miscellaneous Interior Renovations:
 - Pantry Renovation: \$18,600
 - Stage Access/Lift/Exterior Door: \$30,240
 - Kitchen Design and Equipment Installation: [Budget to be determined]
 - Design a modern kitchen layout
 - Purchase and install necessary kitchen equipment and appliances

Escalation Adjustment

- **Annual Escalation Rate:** 4%
- **Budget Adjustment:** 4% per year added to the budget for Phases 2 and 3

Project Milestones

- **Phase 1 Start:** Immediately
- **Phase 1 Completion:** TBD
- **Phase 2 Start:** January 2025
- **Phase 2 Completion:** December 2025
- **Phase 3 Start:** January 2026
- **Phase 3 Completion:** December 2026

Project Deliverables

- New bathroom building
- Exterior renovations including porch, siding, and roof
- Interior renovations including bathrooms, pantry, kitchen, and stage access
- Addition of a north porch

Project Budget

- **Total Phase 1:** \$493,240
- **Total Phase 2:** \$556,850 (2025) + 4% escalation
- **Total Phase 3:** \$585,660 (2026) + 4% escalation + kitchen budget
- **Overall Budget:** Sum of all phases adjusted for annual escalation

Project Assumptions

- All work will comply with local building codes and historical preservation guidelines.
- Sufficient funding will be available for each phase of the project.
- Escalation rates will remain at 4% per year.

Project Constraints

- Limited budget and potential for cost overruns.

- Time constraints to minimize disruption to the Town Hall's operations.
- Regulatory approvals for historical preservation.

Project Risks

- Potential delays due to unforeseen construction challenges.
- Budget overruns due to escalation or unexpected expenses.
- Regulatory or community objections to renovation plans.

Project Team

- **Project Managers:** Tonya Elliott Moore, Public Works Director, and John Fitzgibbon, Engineering Consultant
- **Architect:** Tom Price, Historic Architect
- **General Contractor:** TBD
- **Historical Preservation Specialist:** Tom Price
- **Other Key Stakeholders:** Town Council, Historic Preservation Board, Town Residents, and Town Staff

Communication Plan

- Regular updates to the Town of Windermere's council and community.
- Monthly progress reports to the project sponsor.
- Stakeholder meetings at key milestones..

Approval Signatures

- **Project Sponsor:** _____ Date: _____
- **Project Manager:** _____ Date: _____
- **Architect:** _____ Date: _____
- **General Contractor:** _____ Date: _____
- **Historical Preservation Specialist:** _____ Date: _____

This project charter outlines the key aspects of the Windermere Historic Town Hall renovation and preservation project. It serves as a guide to ensure the project is completed successfully, within budget, and on schedule, while preserving the historical integrity of the building and its designation on the National Historic Registry.

Town of Windermere Town Square Charrette

October 30, 2024



Please Sign in

Town of Windermere Town Square Charrette

October 30, 2024



AGENDA

- **Introduction** (10 Minutes)
- Design Team **Presentation** (15 Minutes)
- The Main Event **Charrette Breakout Session** (50 Minutes)
- **Concept Prioritization** (10 Minutes)
- **Closing** (15-30 Minutes)

Introduction

Goals and Scope of the Project

- Analyze the existing conditions and uses of Town Square
- **Facilitate an open discussion for future Planning Efforts**
- Present Input to Town Council at a Workshop
- Prepare several concepts based on the Stakeholder Input
- Present Concepts to Town Council

Expectations and Purpose

- What is a **Design Charrette**?

Charrette, a French word meaning “chariot” or “cart,” derives from stories of architectural students during the Beaux-Arts Period in Paris during the 19th century. The students’ work was collected in a charrette, and many continued frantically sketching as their designs were collected for critique.

A design charrette is an assembly of stakeholders who **work together** in a condensed session to strive **towards a common design solution**. Ideas are explored through **collaboration** via both writing and sketched concepts to **discover and further diverse design ideas**.



Design Team Presentation

What we know

- Site Analysis
- Current Uses
- Planned Improvements



Site Analysis

KEY AREAS

-  RESIDENTIAL AREA - BUFFER NOISE
-  HISTORIC STRUCTURE - PROTECT
-  FRANKLIN W. CHASE MEMORIAL LIBRARY WINDERMERE BRANCH
-  TOWN SQUARE - SITE BOUNDARY
-  DRAIN FIELD
-  STORM DRAINAGE AREA

KEY POINTS

-  MARKED - PEDESTRIAN ACCESS
-  UNMARKED - PEDESTRIAN ACCESS
-  HIGH POTENTIAL CONFLICT POINT PEDESTRIAN & VEHICLE
-  SITE FEATURE - PROTECT
-  COMMERCIAL CENTER

SURFACE TYPES

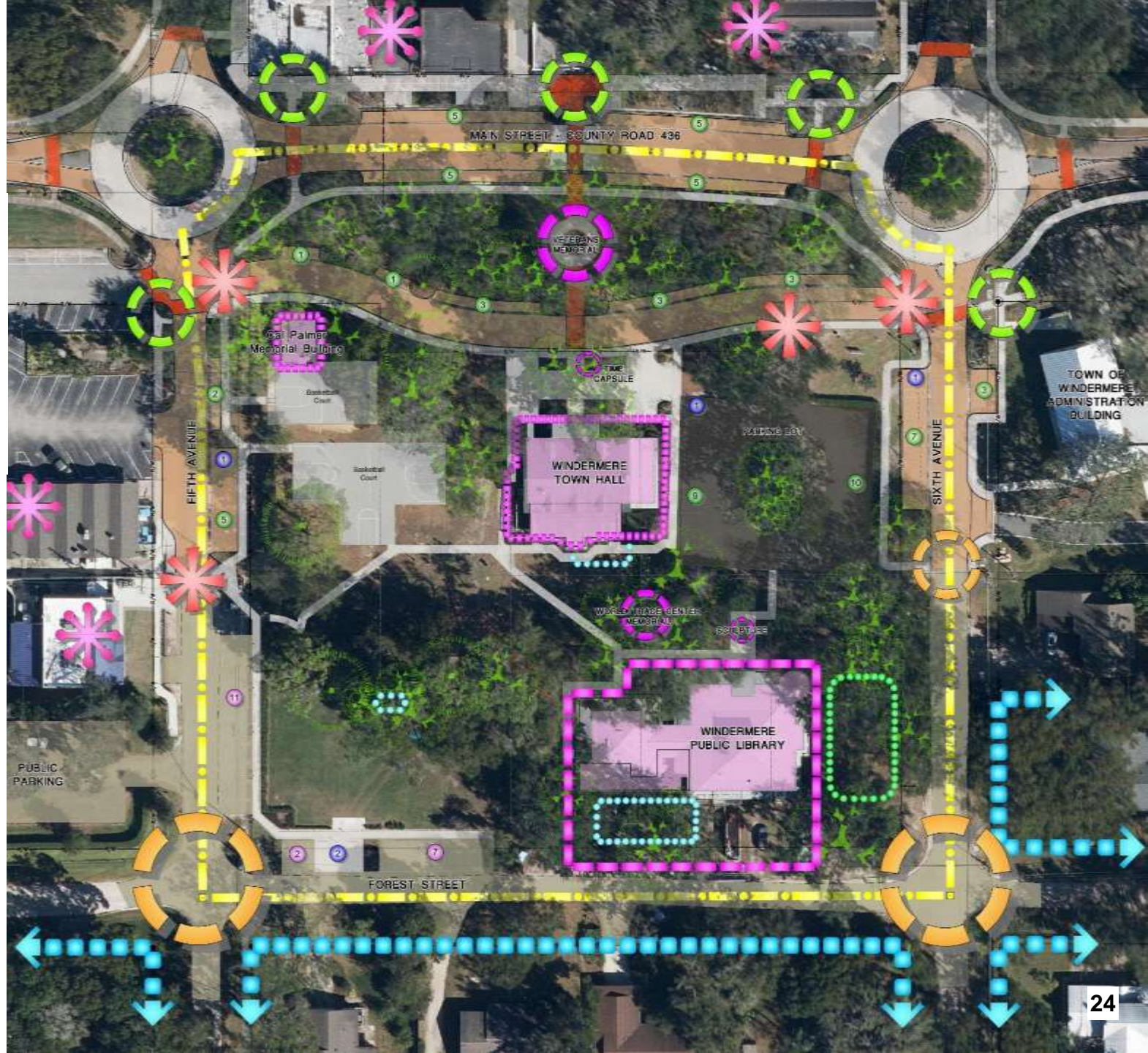
-  GRAVEL SURFACE
-  PAVEMENT - BRICK
-  CROSSWALK / LANDING - BRICK
-  PAVEMENT - CONCRETE/PAVER
-  PAVEMENT - ASPHALT
-  STRUCTURE

SIGNIFICANT TREES

-  PINE
-  OAK

PARKING TYPES (WITH COUNT PER BAY)

-  PARKING BAY - ACCESSIBLE
-  PARKING BAY - PAVED
-  PARKING BAY - UNPAVED



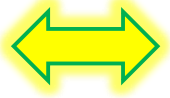
Current Uses

- Friday Farmers Market
- Fourth Friday Food Trucks
- Wine and Dine
- Run Among the Lakes
- Halloween Holiday Hoopla



- Art Fair
- Centennial Events
- PetFest
- Back to School Celebration

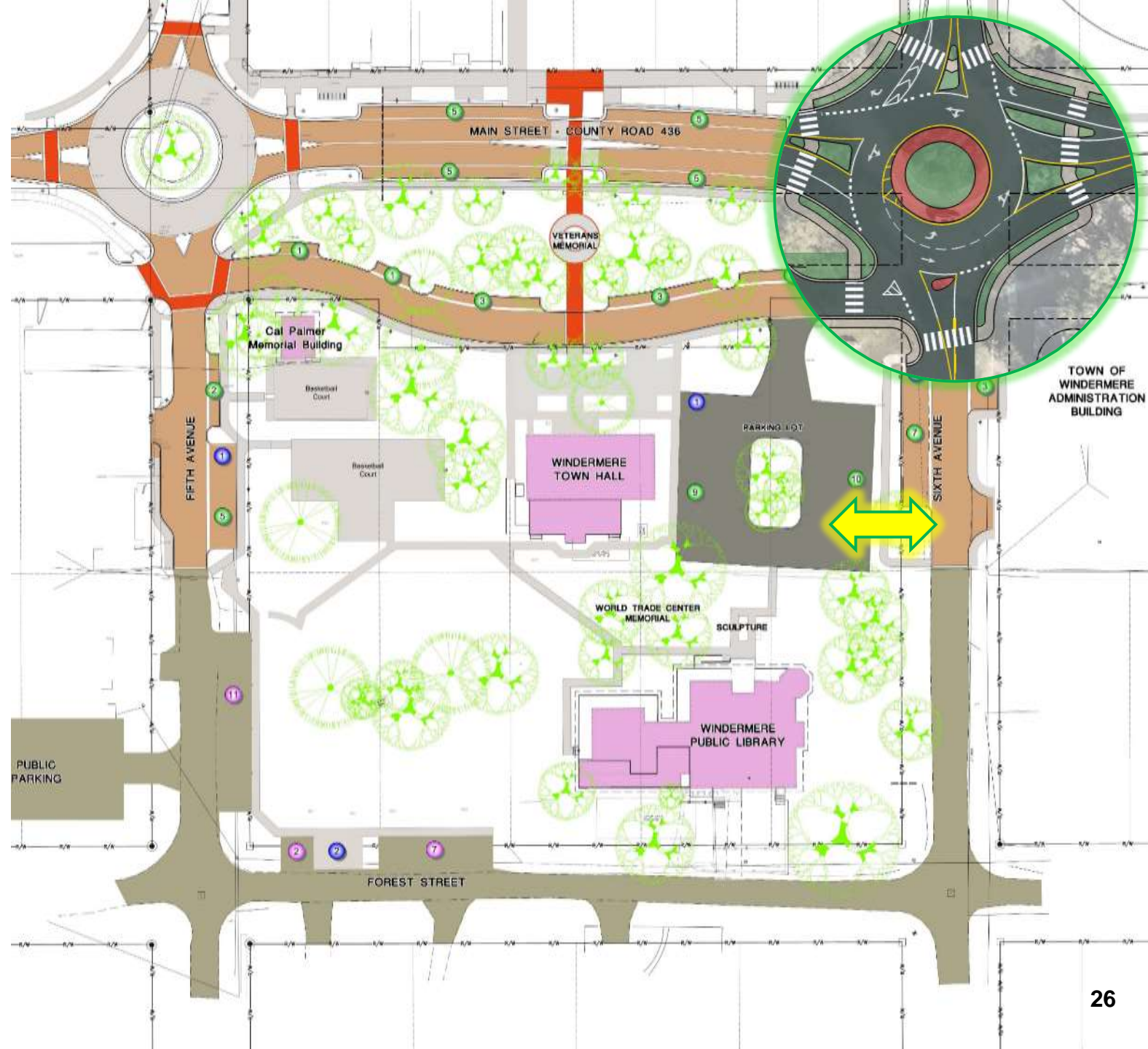
Planned Improvements



Parking Access from 6th Ave



6th Ave Roundabout Improvements



The Main Event Breakout Session

Ground Rules

- You are part of a group at your table
 - Each group must select a scribe/facilitator
-
- No Idea is a bad idea
 - Allow everyone an opportunity to voice their thoughts



Small Group Icebreaker (5 Minutes)



- Introduce yourself to the group, then get to know the members of your group by each answering the question...

What is your **most memorable activity** or **event** in the Town of Windermere?

Small Group Discussion (5 Minutes)



- What is your **favorite part** about Town Square as it is **currently**?
- What is your **least favorite part** about Town Square as it is **currently**?

Small Group Discussion

Finalize your group's thoughts.



Please decide on
one Favorite Part of Town Square
&
one Least Favorite Part of Town Square
within your group.

Small Group Presentation (5 Minutes)



- Our Group's **favorite** parts about Town Square is _____.

- Our Group's **least favorite** parts about Town Square is _____.

What do you want?



Mixed Sport Courts (Basketball, Pickleball, Etc.)



Sand Volleyball Courts



Water Fountain



Open Greenspace

What do you want?



Native/Pollinator Gardens



Interactive Water Features/ Splash Pad



Community Outdoor Games (Table Tennis, Bag Toss, Etc.)



Water Filling Stations

What do you want?



Typical Vehicle Parking



Golf Cart Parking (Potentially Permeable Surface)



Gazebo - Non Performance Space



Gazebo - Performance Space

What do you want?



Nature Playscape



Hammocking Grove



Community Patio



Community Garden

What do you want?



Phone Charging Stations



Public Restroom



Community Based Murals



Dog Waste Clean-Up Stations

What do you want?



Decorative Lighting



Swing Chairs



Picnic Space With Shade



Outdoor Movie Night/Space

What do you want?



What do you want?

(10 Minutes)

- Review the ideas presented around the room.
- Prioritize your likes and dislikes with adhesive dots.

LIKE



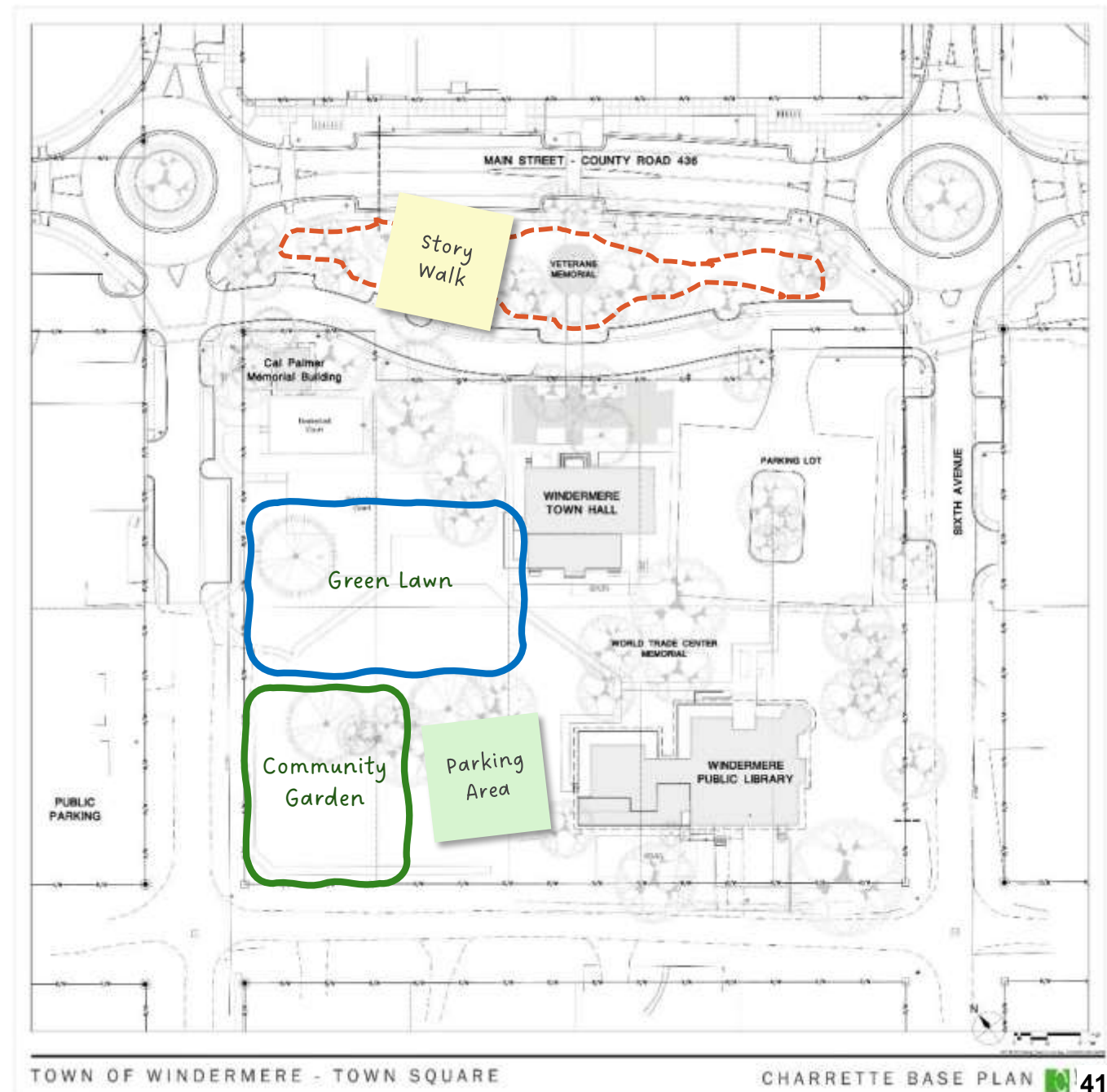
DISLIKE



What do you want?

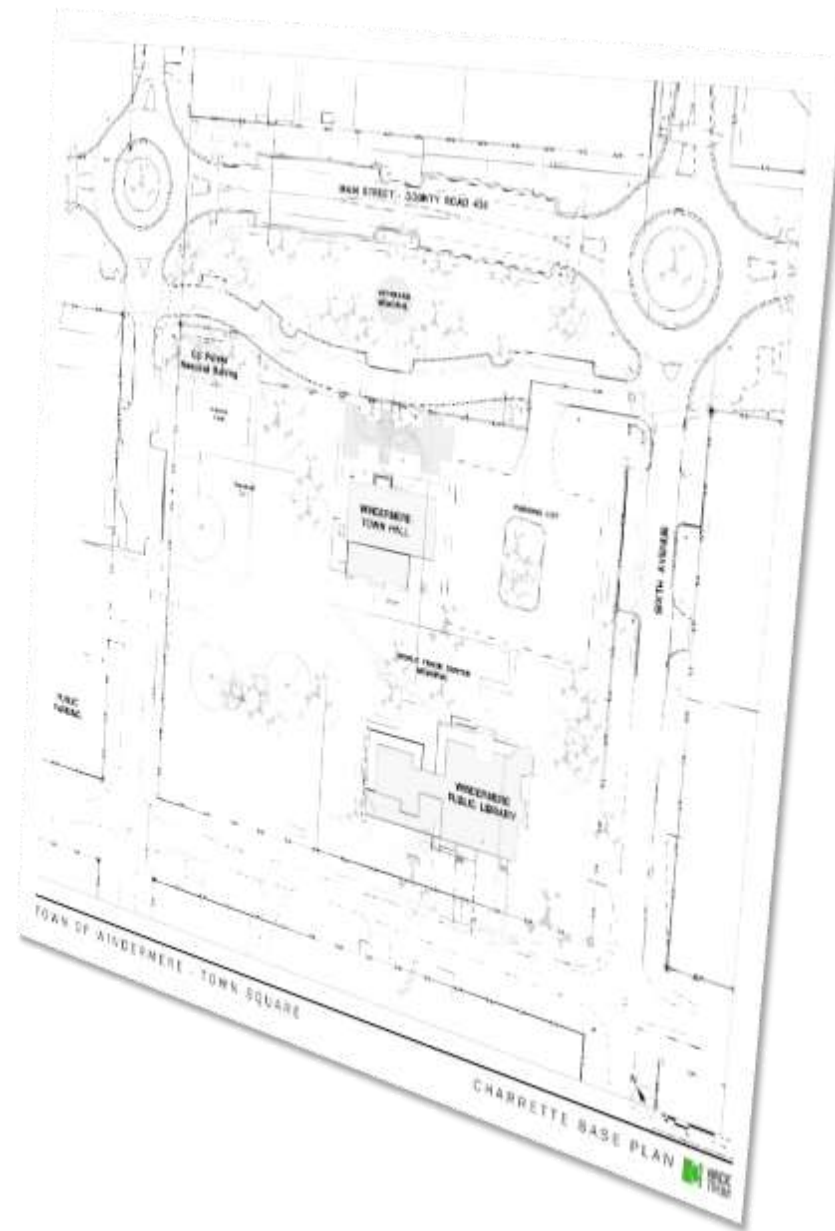
(15 Minutes)

- Expand by showing potential locations for elements you want to see on Town Square by sketching and/or using sticky notes to place the elements on the plan.



Small Group Presentations

(10 Minutes)



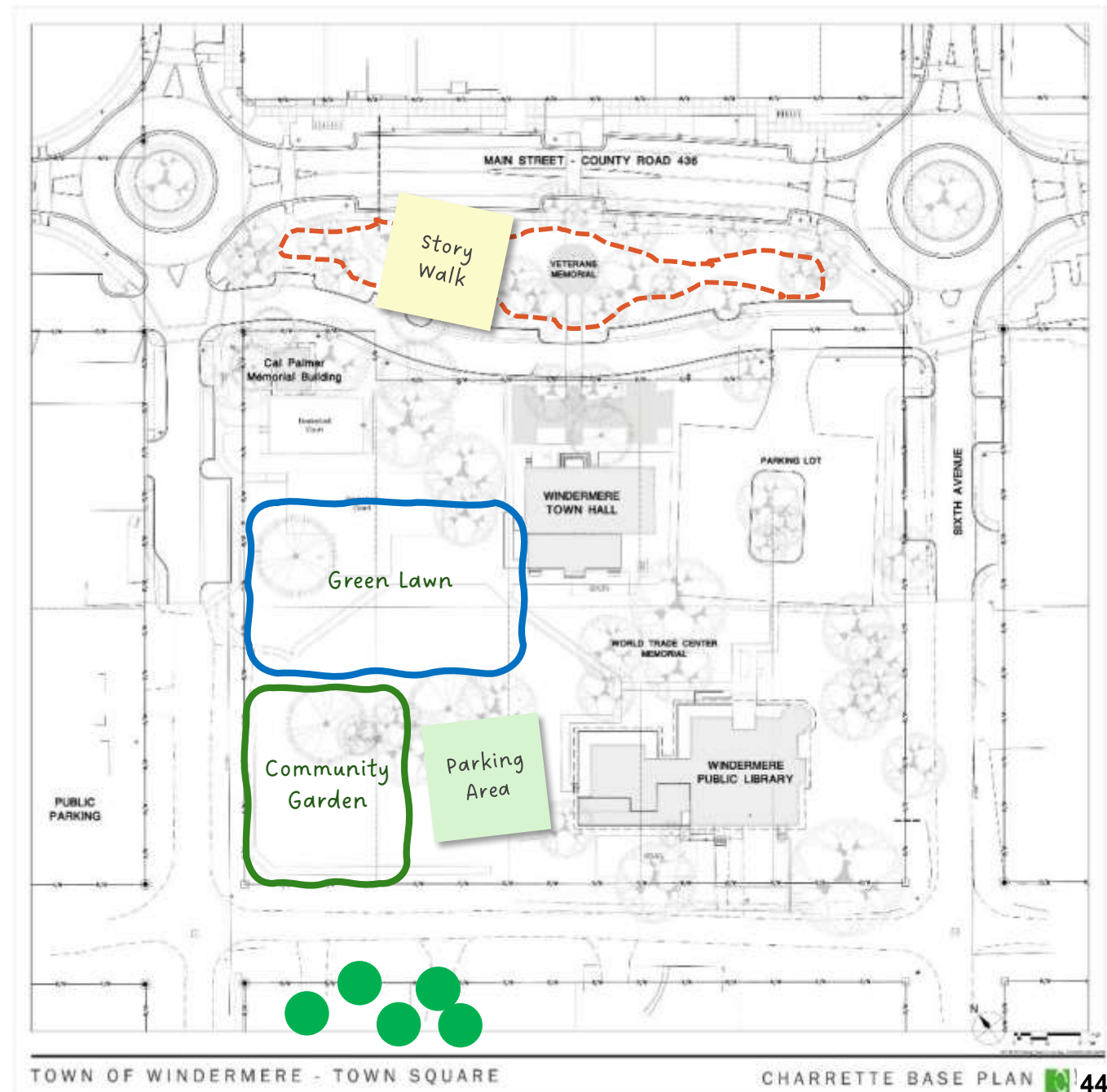
Concept Prioritization

Concept Priority

(10 Minutes)

- Review the concepts presented around the room.
- Prioritize the Overall Plan you find most favorable with green adhesive dots.

LIKE



Closing

Closing

Thank you for attending the
Windermere Town Square
Design Charrette!

Want to provide additional input
and feedback?

Take the **ONLINE SURVEY!**





TOWN SQUARE CHARETTE & ONLINE SURVEY

Executive Summary Public Input Received as of November 11, 2024

November 13, 2024



EXECUTIVE SUMMARY

Background

Wade Trim was tasked with helping to create a vision for the Town Square. The vision will be driven by input from the Town’s staff, committees, residents, and business owners. Input from these key groups was obtained via a design charrette and an online survey.

Methodology

Data was collected from 34 attendees at the charrette held on October 30, 2024, via dot polling, and from 176 users via the online survey, between the period of October 30, 2024, and November 11, 2024.

Response

The top five key elements in Town Square that the residents value as provided in the charrette and online survey are Green Space/Open Space, Town Hall, Quaintness, and Trees. Other notable elements valued by the residents include Sport Courts, Accessibility, Historic Character, and Safety. The five main elements residents dislike about Town Square are the lack of Restroom Facilities, Traffic, Landscape Maintenance, Lack of Parking, and Food Trucks.

Analysis

**The Top 5 major planning elements residents would like to see in Town Square include:
Green Space - Public Restroom - Community Patio - Native/Pollinator Gardens - Nature Playscape**

**Additional Design Elements liked by the residents include:
Decorative Lighting - Drinking Water Fountains - Water Bottle Filling Stations - Bench Swings
Shaded Picnic Spaces - Community Outdoor Games**

**Major Planning Elements that the majority of residents do not want to see include:
More Vehicle Parking - Sand Volleyball Courts - Hammock Groves - Device Charging Stations**

**Controversial Elements which residents feel strongly about, but with conflicting responses include:
Community Gardens – Community Art / Murals - Interactive Water Features
Gazebos (Performance and Non-Performance)**

This is brief summary of the results of the public input through November 11, 2024. The public input will be open until November 20, 2024. These results may change based on additional public input received. A full summary will be prepared after the online survey closes on November 20, 2024.