



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

Agenda

October 28, 2025

6:00 PM

****AMENDED AGENDA****

WINDERMERE TOWN HALL

520 MAIN STREET - WINDERMERE, FL 34786

JOIN ZOOM MEETING: [HTTPS://WWW.ZOOM.COM/](https://www.zoom.com/)

MEETING ID: 816 9286 6627 / PASSCODE: TOW2024

ONE TAP MOBILE: +1(305)224-1968,81692866627# US

PLEASE TURN OFF ALL CELL PHONES

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, 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 proceedings is made, which includes the testimony and evidence upon which the appeal is to be based.

AGENDA

- **THE MEETING IS CALLED TO ORDER BY THE MAYOR**
- **FLAG SALUTE**

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

2. SPECIAL PRESENTATION / PROCLAMATIONS / AWARDS

- a. **Appreciation Plaque presentation to Mr. Mike Galura – Manager Smith**

3. TIMED ITEMS SECOND READING - PUBLIC HEARING

- a. **Ordinances**

- i. **Ordinance 2025-05: Amending Subparagraph 3.02.02(4)a.3, Sections 12.02.12 and 12.03.01 Land Development Code**

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO DEVELOPMENT; PROVIDING FINDINGS; AMENDING SUBPARAGRAPH 3.02.02(4)a.3 AND SECTIONS 12.02.12 AND 12.03.01 OF THE WINDERMERE LAND DEVELOPMENT CODE; CLARIFYING AND REVISING PROCEDURES AND REQUIREMENTS FOR REVIEW AND APPROVAL OF PROPOSED PLATS AND

REPLATS OF LAND TO CONFORM TO 2025 AMENDMENTS TO PART I OF CHAPTER 177 OF THE FLORIDA STATUTES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

ii. Ordinance 2025-06: Adoption of 2045 Comprehensive Plan

ORDINANCE NO. 2025-06

AN ORDINANCE BY THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO COMPREHENSIVE PLANNING; AMENDING THE ADOPTED TOWN OF WINDERMERE COMPREHENSIVE PLAN, PURSUANT TO CHAPTER 163, FLORIDA STATUTES, BASED ON THE EVALUATION AND APPRAISAL OF THE COMPREHENSIVE PLAN PURSUANT TO CHAPTER 163.3191, FLORIDA STATUTES; PROVIDING FOR APPLICABILITY; SEVERABILITY; AND AN EFFECTIVE DATE.

iii. Ordinance 2025-08: Permitting and Inspecting

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO FIRE SAFETY; PROVIDING FINDINGS; CREATING NEW ARTICLE IV OF CHAPTER 6 OF THE CODE OF ORDINANCES; ENACTING A SIMPLIFIED PERMITTING AND INSPECTION PROCESS FOR FIRE ALARM SYSTEM AND FIRE SPRINKLER SYSTEM PROJECTS; REQUIRING CERTAIN DOCUMENT RETENTION BY CONTRACTORS; PROVIDING FOR APPLCIATION FEE REFUNDS IN CERTAIN CIRCUMSTANCES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

iv. Ordinance 2025-09: Certified Recovery Residences

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO REASONABLE ACCOMMODATIONS FOR CERTIFIED RECOVERY RESIDENCES; PROVIDING FINDINGS; CREATING NEW ARTICLE XVI OF THE LAND DEVELOPMENT CODE; PROVIDING DEFINITIONS; PROVIDING STANDARDS FOR THE ESTABLISHMENT OF RECOVERY RESIDENCES AND AN APPLICATION PROCEDURE; DECLARING THE SUSPENSION OR FAILURE TO OBTAIN CERTIFICATION A PROPER BASIS FOR REVOCATION OF REASONABLE ACCOMMODATION; DECLARING THAT RECOVERY RESIDENCES ARE SUBJECT TO THE SAME REGULATIONS AND HAVE THE SAME RIGHTS AS RESIDENTIAL

USES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

v. Ordinance 2025-10: Condos and Coop Building Repairs and Inspections

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO STRUCTURAL INSPECTIONS AND REPAIRS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; PROVIDING FINDINGS; CREATING NEW ARTICLE III OF CHAPTER 6 OF THE CODE OF ORDINANCES; REQUIRING MILESTONE INSPECTIONS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; REQUIRING INSPECTION REPORTS; SPECIFYING TIMEFRAMES FOR REPAIRS TO BE SCHEDULED AND COMMENCED; REQUIRING THE BUILDING OFFICIAL TO SUBMIT REPAIR AND INSPECTION INFORMATION TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

4. OLD BUSINESS

5. NEW BUSINESS

a. Minutes

i. September 3, 2025 – Town Council Tentative Budget Hearing Minutes

ii. September 9, 2025 – Town Council Meeting Minutes

iii. September 15, 2025 – Town Council Final Budget Hearing Minutes

b. Variance request:

i. Z25-03 Variance Request 904 Main Street – Allow demolition and reconstruction of portions of an existing non-conforming pool and pool deck less than 50 feet from the normal high-water elevation

c. Financial:

i. Approve Purchase of Playground Equipment for Central Park \$13,040.45 – Gametime

ii. Approve Holiday Lighting and Décor Proposal \$35,955.37– Humbug Holiday Lights

iii. IPO #138 Amendment #1 (Windermere Road and Maguire Road Roundabout - Main Entry into Marina Bay Landscape Concept Design, Gateway Landscape and Irrigation Construction Documents, Signage Design, and Meetings/Presentations) \$27,715.00 - Kimley Horn

d. Other items for consideration:

i. Windermere Tree Board Member Appointment – Cillian Ammar

6. MAYOR & COUNCIL LIAISON REPORTS

7. STAFF REPORTS

8. ADJOURN

ORDINANCE NO. 2025-05

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO DEVELOPMENT; PROVIDING FINDINGS; AMENDING SUBPARAGRAPH 3.02.02(4)a.3 AND SECTIONS 12.02.12 AND 12.03.01 OF THE WINDERMERE LAND DEVELOPMENT CODE; CLARIFYING AND REVISING PROCEDURES AND REQUIREMENTS FOR REVIEW AND APPROVAL OF PROPOSED PLATS AND REPLATS OF LAND TO CONFORM TO 2025 AMENDMENTS TO PART I OF CHAPTER 177 OF THE FLORIDA STATUTES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Be it ordained by the Town Council of the Town of Windermere, Florida:

an

Section 1. Findings. In adopting this ordinance, the Town Council of the Town of Windermere, Florida (the “Town”), finds and declares the following:

- (1) The Town’s current Land Development Code platting procedures require review and approval of all plats by the Windermere Town Council.
- (2) The Florida Legislature amended Chapter 177, Florida Statutes, through session law Chapter 2025-164. The amendments require plat and replat submittals to be administratively approved.
- (3) The Town Council determines that the proposed amendments to the Land Development Code set forth in Sections 2-4 of this ordinance are consistent with the amendments to Chapter 177, Florida Statutes. It is in the interest of the citizens, residents, and property owners of the Town to enact the amendments to the Town’s Land Development Code contained in Sections 2-4 of this ordinance.

Section 2. Amendments to Subparagraph 3.02.02(4)a.3 of the Land Development Code of the Town of Windermere. Subparagraph 3.02.02(4)a.5 of the Land Development Code is hereby amended as follows (words that are underlined are additions; words that are ~~stricken~~ are deletions):

3.02.02 *Development standards.*

* * *

(4) Applicable development standards include those imposed upon the initial development except standards for development in a floodplain and standards for stormwater management. The following initial development standards shall be followed if contained in the original approval (pre-Code standards):

a. *Minimum lot dimensions and area.*

* * *

3. All unplatted property annexed into the town shall be subject to the following requirements:

(i) Any plat approved by the ~~town~~ Town Manager's office shall have a density no less than one unit per acre with each lot having a minimum width at the building site of 130 feet.

(ii) A developers' agreement between the town and the owner and his successors shall require execution and recording of a restrictive covenant, which prohibits subdivision of any platted lot.

Section 3. Amendments to Section 12.02.12 of the Land Development Code of the Town of Windermere. Section 12.02.12 of the Land Development Code is hereby amended as follows (words that are underlined are additions; words that are ~~stricken~~ are deletions):

Sec. 12.02.12. - Platting.

(a) *Generally.* Where more proposed minor or major development includes the subdivision of land, the final approval of the development plan by the development review board shall be made contingent upon approval by the ~~town council~~ Town Manager's office of a plat conforming to the development plan.

(b) *Filing with town.* After receiving plat-contingent final development plan approval, the developer shall submit to the ~~town~~ Town Manager's office a plat conforming to the development plan and the requirements of F.S. ch. 177. Alternatively, the developer may submit a plat at any point in the development review process.

(c) *Review by town manager's office.* ~~The town shall, within ten working days of receiving the plat, determine whether the plat conforms to the approved development plan and the requirements of F.S. ch. 177, and that all fees required have been paid. If the town determines that the plat so conforms, it shall place the plat on the next available agenda of the town council allowing for required notice. If it does not conform, the town shall explain the deficiency in the plat to the developer and inform him that a corrected plat may be resubmitted for approval. Within 7 business days of receiving the plat, the Town Manager's office will provide written notice to the developer. This notice will include the following information: (1) acknowledgment of receipt, (2) identification of any missing documents or information necessary to process the plat, (3) an explanation of the review and approval process, and (4) an expected timeframe for reviewing, approving, and processing the plat.~~

The Town Manager's office shall approve, approve subject to conditions, or deny the plat within the timeframe stated in the notice unless the applicant requests an extension of time. In denying a plat, the Town Manager's office must state reasons for the denial, including specific citations to unmet requirements.

The Town Manager's office may not request or require the developer to file a written extension of time.

Once the Town Manager's office, on advice from the Town Planner, Town surveyor, the Town engineer, and the Town Attorney, is satisfied with the plat and all supporting documents, the Town

Manager will approve the plat by affixing his signature to it. The Town Manager will provide the approved plat to the Town Clerk to send to the developer for the developer to record the plat in the records of Orange County, Florida.

A copy of the recorded plat shall be provided by the Town to the developer. The Town Clerk shall also forward a copy of the recorded plat to the appropriate Orange County office for verification of street addresses for the new lots.

~~(d) *Review by town council.* Review of the plat by the town council shall be strictly limited to whether the plat conforms to the requirements of F.S. ch. 177. A conforming plat shall be approved and the town shall forthwith issue the development order allowing development to proceed. The town council shall return nonconforming plats to the developer with an explanation of deficiencies and a notice that a corrected plat may be resubmitted for approval.~~

Section 4. Amendments to Section 12.03.01 of the Land Development Code of the Town of Windermere. Section 12.03.01 of the Land Development Code is hereby amended as follows (words that are underlined are additions; words that are stricken are deletions):

Sec. 12.03.01. - Review by town.

(a) *Generally.* The ~~town~~ Town Manager's office may approve a minor replat that conforms to the requirements of this division.

(b) *Submittals.* The ~~town~~ Town Manager's office shall consider a proposed minor replat upon the submittal of the following materials:

- (1) An application form provided by the department accompanied;
- (2) The final replat along with an electronic copy ~~21 paper copies~~ of the proposed minor replat;
- (3) A statement indicating whether water and/or sanitary sewer service is available to the property; and
- (4) Land descriptions and acreage or square footage of the original and proposed lots and a scaled drawing showing the intended division shall be prepared by a professional land surveyor registered in the state. In the event a lot contains any principal or accessory buildings or structures, a survey showing the structures on the lot shall accompany the application.

(c) *Review procedure.*

~~(1) The town~~ Town Manager's office shall transmit a copy of the proposed minor replat to
——— staff and town council for review and comments.

~~(2) If the proposed minor replat meets the conditions of this section and otherwise complies~~

~~with all applicable laws and ordinances, the town manager shall approve the minor replat by signing the application form.~~

- (1) Within 7 business days of receiving the replat, the Town Manager's office will provide written notice to the developer. This notice will include the following information: (1) acknowledgment of receipt, (2) identification of any missing documents or information necessary to process the plat, (3) an explanation of the review and approval process, and (4) an expected timeframe for reviewing, approving, and processing the plat.
- (2) The Town Manager's office shall approve, approve subject to conditions, or deny the replat within the timeframe stated in the notice unless the applicant requests an extension of time. In denying a replat, the Town Manager's office must state reasons for the denial, including specific citations to unmet requirements.
- (3) The Town Manager's office may not request or require the developer to file a written extension of time.
- (4) Once the Town Manager's office, on advice from the Town Planner, Town surveyor, the Town engineer, and the Town Attorney, is satisfied with the replat and all supporting documents, the Town Manager will approve the replat by affixing his signature to it. The Town Manager will provide the approved replat to the Town Clerk to provide to the developer for the developer to record the plat in the records of Orange County, Florida.

(d) *Recordation.* Upon approval of the minor replat, the town shall record the replat on the appropriate maps and documents, and shall authorize the developer to record the replat in the official county records at his expense.

Section 5. Codification. The amendments in Sections 2-4 of this Ordinance shall be codified and made part of the official Code of Ordinances of the Town of Windermere.

Section 6. Severability. If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full effect.

Section 7. Effective Date. This ordinance takes effect immediately upon enactment.

APPROVED AND ADOPTED by the Town Council of the Town of Windermere on the ____ day of _____, 2025.

Town of Windermere, Florida
By: Town Council

By: _____
Jim O'Brien, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First Reading:

Advertised:

Second Reading:

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE NO. 2025 - 05

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO DEVELOPMENT; PROVIDING FINDINGS; AMENDING SUBPARAGRAPH 3.02.02(4)a.3 AND SECTIONS 12.02.12 AND 12.03.01 OF THE WINDERMERE LAND DEVELOPMENT CODE; CLARIFYING AND REVISING PROCEDURES AND REQUIREMENTS FOR REVIEW AND APPROVAL OF PROPOSED PLATS AND REPLATS OF LAND TO CONFORM TO 2025 AMENDMENTS TO PART I OF CHAPTER 177 OF THE FLORIDA STATUTES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the Town is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
 - c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or

¹ See Section 166.041(4)(c), Florida Statutes.

d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The Ordinance revises standards and procedures for reviewing plats to comply with Chapter 177 amendments.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None

4. Additional information the governing body deems useful (if any):

None.

Town of Windermere

614 Main Street Windermere, FL 34786

Office: (407) 876-2563

Fax: (407) 876-0103

Mayor

JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk

DOROTHY BURKHALTER

Town Council October 14, 2025

Second and Final Reading of Ordinance 2025-06: Adoption of the 2045 Comprehensive Plan

This agenda item is for the Town Council to complete the second and final reading of Ordinance 2025-06 to adopt the 2045 Comprehensive Plan. The Town Council held the first reading of the ordinance to adopt the 2045 Comprehensive Plan on September 9, 2025. The Town Council unanimously approved the first reading of the ordinance. After the first reading, the ordinance was noticed in the newspaper for adoption at the October 14, 2025, Town Council meeting.

The 2045 Comprehensive Plan proposed for adoption is the same as approved by the Town Council at the first reading on September 16, 2025. No changes have been made.

As a reminder, the Town submitted the updated Comprehensive Plan to the Florida Department of Commerce, other state agencies, and Orange County on May 28, 2025. On July 25, 2025, the Town received a letter from the Florida Department of Commerce stating there were no objections or comments and directing adoption within 180 days.

The 2045 Comprehensive Plan is provided in strike out and underline format to easily see the proposed changes. Most of the changes are minor. However, where there are relatively significant changes or deletions, I have provided comments in the margin to explain the reason for the change or the deletion.

As you are aware, the Town is essentially built out and unlike other areas of western Orange County, the issues that face the Town in the Comprehensive Plan are not how we control pending significant growth in population but more focused on maintaining the character and quality of life in the town.

There are a few new State requirements that are included in the draft 2025 Comprehensive Plan:

1. The Town is required to identify if there are any areas in the town with a development of 50 or more lots with a density of septic tanks of 50 per acre or greater. The Town does not have any areas that meet this threshold. If the Town did, then the State requires that the local government develop a plan to extend central sewer to that area.
2. The Town is required to coordinate with the Florida Department of Environmental Protection (FDEP) and South Florida Water Management District (SFWMD) to implement actions to protect the Lake Okeechobee watershed from excess pollutants (Lake Okeechobee Basin Management Action Plan). Town Public Works is currently coordinating with FDEP and SFWMD.

Also, the adoption of the Town's 2045 Comprehensive Plan includes the recently annexed Chaine Du Lac community.

Staff recommends that the Town Council approve Ordinance 2025-06, thereby adopting the 2045 Comprehensive Plan.

After the Town Council adopts the Town's Comprehensive Plan, it will again be sent to the Florida Department of Commerce, other state review agencies, and Orange County for a final finding of compliance with Chapter 163, Part II, Florida Statutes. The compliance notice should be received by the Town within 30 days of sending the adopted 2045 Comprehensive Plan to the review agencies. After the finding of compliance by the Florida Department of Commerce, the Town's 2045 Comprehensive Plan becomes effective.

July 25, 2025

The Honorable Jim O'Brien
Mayor, Town of Windermere
614 Main Street
Windermere, Florida 34786

Dear Mayor O'Brien,

FloridaCommerce has completed its review of the proposed comprehensive plan amendment for the Town of Windermere (Amendment No. 25-01ER), which was received on May 28, 2025. We have reviewed the proposed amendment in accordance with the state coordinated review process set forth in Sections 163.3184(2) and (4), Florida Statutes (F.S.), for compliance with Chapter 163, Part II, F.S. FloridaCommerce does not identify any objections or comments to the proposed amendment and this letter serves as the Objections, Recommendations and Comments Report. Review comments received by the Department from the appropriate reviewing agencies, if any, are enclosed.

The Town should act by choosing to adopt, adopt with changes, or not adopt the proposed amendment. For your assistance, we have enclosed the procedures for final adoption and transmittal of the comprehensive plan amendment.

The second public hearing, which shall be a hearing on whether to adopt one or more comprehensive plan amendments, **must be held within 180 days** of your receipt of FloridaCommerce's attached report, or the amendment will be deemed withdrawn unless extended by agreement with notice to FloridaCommerce and any affected party that provided comment on the amendment pursuant to Section 163.3184(4)(e)1., F.S. **The adopted amendment must be transmitted to FloridaCommerce within ten working days after the second public hearing pursuant to Section 163.3184(4)(e)2., F.S.**

If you have any questions related to this review, please contact Jon Coulter, Planning Analyst, by telephone at (850) 717-8421 or by email at Jon.Coulter@Commerce.fl.gov.

Sincerely,



James D. Stansbury, Chief
Bureau of Community Planning and Growth

JDS/jc

Enclosure: Procedures for Adoption
Agency Comments

cc: Brad Cornelius, AICP, Contracted Town Planner
Tara McCue, AICP, Executive Director, East Central Florida Regional Planning Council

ORDINANCE NO. 2025-06

AN ORDINANCE BY THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO COMPREHENSIVE PLANNING; AMENDING THE ADOPTED TOWN OF WINDERMERE COMPREHENSIVE PLAN, PURSUANT TO CHAPTER 163, FLORIDA STATUTES, BASED ON THE EVALUATION AND APPRAISAL OF THE COMPREHENSIVE PLAN PURSUANT TO CHAPTER 163.3191, FLORIDA STATUTES; PROVIDING FOR APPLICABILITY; SEVERABILITY; AND AN EFFECTIVE DATE.

Be it ordained by the Town Council of the Town of Windermere, Florida:

Section 1. Findings. In adopting this ordinance, the Town Council of the Town of Windermere, Florida (the “Town”), finds and declares the following:

- (1) As required by Section 163.3191, Florida Statutes, the Town approved the required evaluation and appraisal letter of the adopted comprehensive plan on May 30, 2024, which identified the needed amendments to the Town’s comprehensive plan;
- (2) As required by Section 163.3184, Florida Statutes, the Town approved the transmittal of the proposed comprehensive plan amendments to the Florida Department of Commerce and other required review agencies on May 13, 2025, and provided the Florida Department of Commerce and all applicable review agencies with the proposed comprehensive plan amendments on May 28, 2025;
- (3) On July 25, 2025, the Florida Department of Commerce issued a letter stating that the Florida Department of Commerce has no objections nor comments for the proposed comprehensive plan amendments. No other review agencies had substantial comments. The Town was directed to adopt the proposed amendments within 180 days of July 25, 2025.

Section 2. Amendments to the Town’s Comprehensive Plan. The comprehensive plan amendments set forth in Exhibit “A” of this ordinance are hereby approved and adopted by the Town Council.

Section 3. Codification. It is the intent of the Town Council that the comprehensive plan amendments shall become and be made part of the comprehensive plan of the Town. Goals, objectives, and policies of the comprehensive plan may be renumbered or reorganized for editorial, or codification purposes and such renumbering or reorganization shall not constitute nor be considered a substantive change to the comprehensive plan amendments adopted.

Section 4. Severability. If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full effect.

Section 5. Effective Date. The effective date of this comprehensive plan amendment, if the amendment is not timely challenged, shall be the date the state land planning agency posts a notice of intent determining that this amendment is in compliance. If the amendment is timely challenged, or if the state land planning agency issues a notice of intent determining that this amendment is not in compliance, this amendment shall become effective on the date the state land planning agency or the Administration Commission enters a final order determining this adopted amendment to be in compliance.

APPROVED AND ADOPTED by the Town Council of the Town of Windermere on the _____ day of _____, 2025.

Town of Windermere, Florida
By: Town Council

By: _____
Jim O'Brien, Mayor

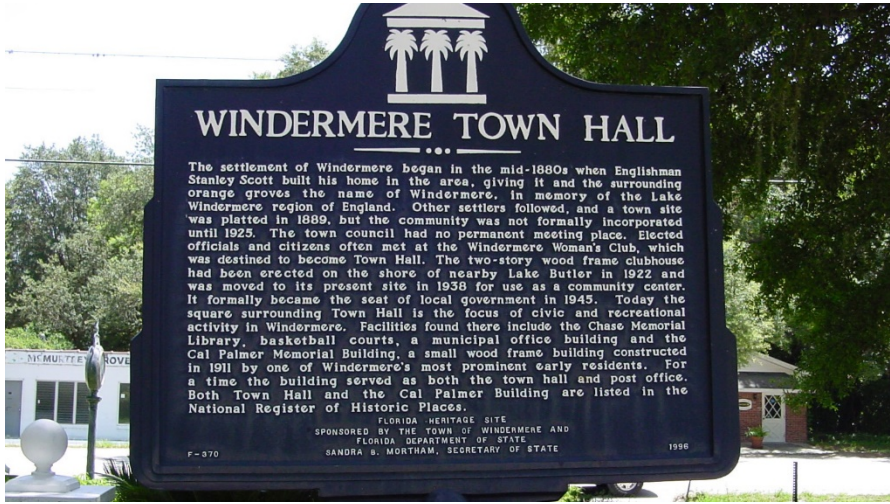
Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First Reading:
Advertised:
Second Reading:

EXHIBIT “A”

2045 Town Comprehensive Plan



Town of Windermere Comprehensive Plan

Goals, Objectives, & Policies

Adopted - September 9, 2025 and October 14, 2025

Town of Windermere

Comprehensive Plan

Goals, Objectives, and Policies



Town Staff

Robert Smith, Town
Manager
Dorothy Burkhalter, Town
Clerk
Tara Vogel, Finance
Director
Tonya Elliot-Moore,
Public Works Director
Dave Ogden, Police Chief

Town Council

Jim O'Brien, Mayor
Loren "Andy" Williams,
Council Member
Mandy David, Council
Member
Tony Davit, Council
Member
Tom Stroup, Council
Member
Brandi Haines, Council
Member

Development Review Board

Frank Chase
Peter Fleck
Jennifer Roper
Molly Rose
Stephen Withers

With the assistance of:



One Tampa Center
201 North Franklin Street, Suite 1350
Tampa, FL 33602

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Appendix

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 1
FUTURE LAND USE ELEMENT

FUTURE LAND USE GOALS, OBJECTIVES AND POLICIES

GOAL 1: Retention of the quaint distinctive residential character of the Town by promotion of safe, high quality residential development and ~~a low-level~~ [limited](#) commercial activity, while preserving the natural features of the area and minimizing threats to the citizens caused by hazards, nuisances, incompatible land uses or environmental degradation while providing a sense of place and history.

NOTE: MEASURABILITY OF THE OBJECTIVES WITHIN THIS *ELEMENT* SHALL BE BY THE IMPLEMENTATION OF THE POLICIES WITHIN EACH OBJECTIVE OF THE *ELEMENT*.

OBJECTIVE 1.1: *Level of Service.* The Town shall require that facilities and services to maintain established levels of service standards are available concurrent with the impact of development.

POLICY 1.1.1: The Town shall continue to implement its Concurrency Management System.

POLICY 1.1.2: All development orders and permits for future development and redevelopment activities shall be issued in accordance with the Town's Land Development ~~Regulations~~ [Code](#).

OBJECTIVE 1.2: *Soil Conditions and Topography.* The Town shall require that soil conditions, topography, and availability of facilities and services are coordinated with land uses.

POLICY 1.2.1: The Town shall continue, through the Land Development ~~Regulations~~ [Code](#), to require that sound engineering practices are required with respect to the topography and soil conditions, prior to the approval of development activities within the Town.

POLICY 1.2.2: The developer/owner of any site shall be responsible for the on-site management of runoff in a manner so that post-development runoff rates, volumes and pollutant loads do not exceed pre-development conditions.

POLICY 1.2.3: Extraction of natural resources shall not be permitted.

OBJECTIVE 1.3: *Blighted Areas.* Blighted areas, should they occur, shall be redeveloped.

POLICY 1.3.1: The Town shall monitor through the Code Enforcement process areas of the Town to determine if blighted areas are occurring.

POLICY 1.3.2: The Town shall require all landowners to prevent deterioration of their properties so as to preclude blighted areas and enhance the value of their property.

POLICY 1.3.3: The Town shall make use of its Code Enforcement staff and the Special Magistrate to require needed improvements to blighted properties within the Town.

OBJECTIVE 1.4: *Urban Sprawl.* Urban sprawl, scattered, untimely poorly planned development and uses inconsistent with the character of the Town shall be prohibited, eliminated or reduced so as to preserve and enhance the quality of life in the Town and nearby areas. This objective shall be measurable by implementing the following policies as well as those in the other *Elements* of this *Plan*.

POLICY 1.4.1: Future development and redevelopment activities shall be directed in appropriate areas as depicted on the *Future Land Use Map*, consistent with sound planning principles, minimal natural [area impacts](#)~~limitations~~, prevention of urban sprawl, [consistent with](#) the *Goals, Objectives and Policies* contained within this *Comprehensive Plan*, and in a harmonious pattern to take full benefits of the natural environment and to enhance the character of the Town.

POLICY 1.4.2: The Town Council shall require that zoning and/or other land use decisions are consistent with the uses envisioned on the *Future Land Use Map* and with the Town's Land Development Code.

~~**POLICY 1.4.3:** The Town Council shall require that all persons responsible for enforcement of development/redevelopment and/or other land use regulations are adequately trained and are knowledgeable in the need for such regulations.~~

Commented [BC1]: This is not required to be in the comprehensive plan.

POLICY 1.4.43: The Town shall continue to enforce existing requirements for site plan review in order to require that all new development makes adequate provision for conservation, protection of water resources, drainage, storm water management, open space, parking and safe convenient on-site traffic flow.

POLICY 1.4.54: The Town shall continue to enforce the standards in the Land Development ~~Regulations~~ Code regarding the size, height, and bulk of ~~development~~ adjoining properties to adequately protect surrounding properties from incompatible and inconsistent land uses.

POLICY 1.4.65: The Town shall forbid spot zoning and strip zoning.

POLICY 1.4.76: The Town shall continue to require amendments and variance requests to be reviewed to ensure that such requests are consistent and compatible with the surrounding area. These requests shall not encourage further requests for changes into areas where such would not be deemed appropriate.

POLICY 1.4.78: The Town shall continue to enforce its Land Development ~~Regulations~~ Code so that the following provisions are implemented:

- (a) Regulate the subdivision of land;
- (b) Regulate the use of land and water for those land use categories included in the *Future Land Use Element* and ensure the compatibility of adjacent uses and provide for open space;
- (c) Provide for protection of potable water well field;
- (d) Regulate areas subject to seasonal and periodic flooding and provide for drainage and storm water management;
- (e) Ensure the protection of environmentally sensitive lands as outlined in the *Comprehensive Plan*;
- (f) Regulate signage;
- (g) Provide that public facilities and services meet or exceed the standards established in the *Capital Improvements Element* required by s.Ch. 163.3177 F.S. and are available when needed for the development, or that development

- orders and permits are conditioned on the availability of these public facilities and services necessary to serve the proposed development; and
- (h) Ensure safe and convenient onsite traffic flow, considering needed vehicle parking.

POLICY 1.4.98: The Town shall continue to require that redevelopment and renovation activities remain in harmony with surrounding residential properties. The Town shall ~~use~~ implement the Florida Building Code in effect at the time of permitting for construction standards on redevelopment and renovation activities.

POLICY 1.4.109: Existing land uses which are incompatible or inconsistent with the *Future Land Use Plan* shall not be increased by the Town and shall be eliminated as redevelopment occurs to the extent feasible.

POLICY 1.4.1110: ~~As needed, t~~The Town shall coordinate with appropriate nearby governments and others to maximize input by all parties into the development review process and to mitigate potential adverse impacts of future development activity in adjacent areas and coordination ~~with their Future Land Use Maps.~~

POLICY 1.4.112: The conversion of residential properties to office and commercial uses along Main Street shall ~~not be approved~~ be prohibited in order to maintain the character of the downtown area.

POLICY 1.4.132: The Town shall consider incentives for developing land in a way that maximizes the use of existing public facilities and enhances the quality of life in the Town.

POLICY 1.4.143: The Town shall continue to ensure that urban sprawl is discouraged by enforcing its Land Development ~~Regulations Code~~ with regards to conservation, resource protection, land use, housing, and capital funding.

POLICY 1.4.154: The Town shall maintain the *Future Land Use Map* to ensure that lands appropriate for and planned for urban land uses and those scheduled for the provision of public facilities and services are

provided on the *Future Land Use Map*.

POLICY 1.4.165: The urban service area is the same as the incorporated Town limits.

POLICY 1.4.176: Public elementary schools are a permitted use in any land use category except Conservation.

POLICY 1.4.187: Public middle and high schools are a permitted use in the PUD/Mixed Use Land Use Category.

POLICY 1.4.198: Where additional lands are considered for annexation into the Town, consideration shall be given to the provision of adequate sites for public schools required by ~~the~~ Orange County ~~School Board~~ Public Schools.

POLICY 1.4.2019: To the extent possible, schools should be collocated with public facilities such as parks, libraries, and community centers.

POLICY 1.4.2120: ~~A~~ The Town Center District is hereby implemented as shown on the *Town Center District Map*. The permitted land uses include the following:

1. Business and Professional Office;
2. Government Offices, parks, and related ancillary uses and special events;
3. Bank and Financial institutions;
4. Churches and related ancillary uses;
5. Personal Services such as barber/beauty, personal training, spa, salons, pottery shops, art/painting galleries or studios, dance studios, etc.;
6. Restaurants and bakeries (drive through window services and fast-food ~~–~~restaurants are prohibited);
7. Light retail uses such as bicycle shop, hardware (no outdoor storage), home décor, florist, clothing, specialty fashion, jewelers, bookstores, household goods and services, antiques, pharmacies, (drive through window services prohibited), and Segway/electrical vehicle shops, etc.;

Commented [BC2]: Included reference to parks and special events to cover the existing parks and many special events in the Town Center District.

8. Storm water retention/detention areas and landscaping permitted within restricted buffer areas shown on the *Town Center District Map*. Dimensions of the buffer area will be determined during the development of the design standards prescribed in Policy 1.4.2221; and
9. Residential.

POLICY 1.4.2221: The Town shall use the Town Center PUD Zoning District to implement the Town ~~Vision Plan~~ Center District and all development activities ~~which~~ that occur within the ~~defined area~~ district. All development shall be subject to further design and development standards adopted by the Town as part of this ~~Zoning~~ District.

OBJECTIVE 1.5: *Preservation and Protection of the Natural Environment.* The Town shall require the preservation and protection of the natural environment through use of its Land Development Regulations. ~~and~~ that This objective shall be measurable by implementing the following policies:

POLICY 1.5.1: The Town shall continue to enforce its stormwater management ordinance in order to preserve and protect natural features and prevent discharge into local lakes of any runoff from streets, roads and lakefront lots.

POLICY 1.5.2: The Town shall require that new development is not permitted within the 100-year Flood Hazard Area, unless proper compensatory storage is provided, ~~and any~~ all County or State regulations are complied with, and ~~that~~ the Flood Hazard Ordinance is kept current.

POLICY 1.5.3: The Town shall continue to minimize the removal of protected trees by enforcing its Tree Preservation Ordinance and updating the ordinance as needed.

POLICY 1.5.4: The Town shall use the guidelines and standards established in its Landscape Ordinance to:

- preserve and expand the natural resources of the Town;
- identify landscape buffer zones in between parcels and land

- uses;
- enforce tree planting requirements; and
- identify the type and nature of landscaping; such as Florida-Friendly landscaping for new development or redevelopment projects.

POLICY 1.5.5: The Town shall utilize its PUD Ordinance rather than conventional zoning ordinances in ~~all~~-new subdivisions on two (2) acres or greater in size, to provide better control and preserve open spaces, provide parking, control traffic flow and preserve natural resources, environmentally sensitive land and water recharge areas.

POLICY 1.5.6: Consistent with Orange County Health Department permitting, septic tanks and other individual wastewater treatment systems shall not be used in areas deemed environmentally unsuitable for their proper and continual function.

POLICY 1.5.7: The Town shall continue to protect potable water wellheads by maintaining the Cone of Influence (zone of exclusion; where no development activity is permitted). The Town's zone of protection shall prohibit the following uses:

1. landfills;
2. facilities for the bulk storage, handling or processing of materials on the Florida Substance List;
3. activities that require the storage, use or transportation of restricted substances, agricultural chemicals, petroleum products, hazardous toxic waste, medical waste, ~~ete~~etc.;
4. feedlots or other commercial animal facilities;
5. wastewater treatment plants, percolation ponds, and similar facilities;
6. mines; and
7. excavation of waterways or drainage facilities which intersect the water table. Should Orange County or South Florida Water District enact other or additional regulations.

The Cone of Influence shall have a 300 ~~foot² radius~~diameter and the protection zone a 600 ~~foot² radius~~diameter.

POLICY 1.5.8: The Town shall coordinate with Orange County and other applicable governmental agencies to enact specific education, monitoring, and enforcement programs regarding lake protection measures for all lakes within and surrounding Windermere.

OBJECTIVE 1.6: *Properties with Historical Value.* The Town shall require the preservation of properties with historical value or interest to the Town as outlined in the *Housing Element*.

POLICY 1.6.1: The Town shall continue to assist the Historic Preservation Board in its efforts to provide public information, education and technical assistance relating to archaeological sites and historic preservation programs and to assist in preparation of any needed regulations.

POLICY 1.6.2: Historically, significant structures, when identified, shall be protected and the owners encouraged in taking steps to preserve the property.

POLICY 1.6.3: The Town shall assist property owners of historically significant property in applying for and utilizing state and federal assistance programs.

POLICY 1.6.4: The Town shall use the *Florida Master Site File* as a resource to identify archeological resources and historically significant structures.

OBJECTIVE 1.7: *Utility Facilities.* The Town shall require the availability of suitable land for utility facilities needed to support new developments.

POLICY 1.7.1: Utility facilities shall continue to be permitted in all zoning classifications established in the Town's Land Development ~~Regulations~~ Code. These facilities shall be designated in areas consistent with and compatible to surrounding land uses with appropriate restrictions to protect adjacent landowners.

POLICY 1.7.2: The Town shall require, prior to approval of a building permit and/or development order, that the locally established "Level of Service of Standards" are being met or that facility improvements will be available concurrently with the impact of new construction

or development such that level of service standards are maintained.

POLICY 1.7.3: The Town shall coordinate with Orange County, as the provider of potable water and sanitary sewer services, on the future needs of the Town with regards to these utilities.

OBJECTIVE 1.8: *Innovative Land Development Regulations.* Future growth and development shall be managed through the preparation, adoption, implementation and enforcement of innovative land development regulations.

POLICY 1.8.1: The Town shall continue to use its *Planned Unit Development (PUD) Ordinance* to promote flexible zoning practices and to include mixed use zoning where the adequate infrastructure such as central sewer and water are available.

POLICY 1.8. 2: The Town shall ~~biannually~~ periodically review its Land Development ~~Regulations Code~~ to ensure that they are consistent with the *Comprehensive Plan* and changes in the community and ~~that they~~ reflect, to the extent possible, improvements in methods and practices in the regulation of land uses.

POLICY 1.8. 3: The Town shall continue to involve the police department in the review of subdivision or commercial/office preliminary plans ~~to enhance public safety through identification of crime prevention design strategies and improvement of traffic flow.~~

POLICY 1.8. 4: Prior to annexation or creation of a new development, the owner(s), or developer(s) shall investigate and certify to the Town in writing that:

- the plan is consistent with the Town's *Future Land Use Element*;
- no surface water or groundwater contamination exists;
- no underground storage tanks are present or are disclosed;
- no point or non-point sources of water pollution exist or are disclosed; and

- all wetlands, floodplain, conservation area, ecological or environmentally sensitive areas, wildlife habitats, and protected wildlife are identified and disclosed.

POLICY 1.8. 5: The Town shall establish, adopt and implement density and intensity standards for all future land uses, as applicable, and as indicated on the *Future Land Use Map* and the adopted Town *Zoning Map*.

Density and intensity standards for land uses in [the Town of Windermere](#) are ~~featured~~ [provided](#) below in Table 1.1.

TABLE 1.1: FUTURE LAND USE AND DENSITY

Land Use Category	Maximum Potential Gross Density/Intensity*
Agriculture	1 dwelling unit per lot platted or created by record prior to the adoption of this comprehensive plan or 1 dwelling unit per 10 acres on other lands
Commercial/Office	Maximum floor area ratio (FAR) of 0.60; impervious surface ratio (ISR) of 0.80
Conservation	No development except dock walkways that meet the minimum required square footage under the Florida Accessibility Code is permitted.
Public Use	Maximum FAR for governmental use 1.0, for institutional use 0.75, and for public service use 0.50 ; ISR of 0.80
Recreation	No building is permitted except equipment storage and restrooms, picnic pavilions, or other recreation facilities; Maximum ISR of 0.25
Residential	Maximum density of 1 dwelling unit per acre or for waterfront lots or 1 dwelling unit per 0.75 acres for interior lots or 1 dwelling unit per lot platted or created by record prior to the adoption of this comprehensive plan
PUD/Mixed Uses	All uses with the exception of agriculture. This land use is only allowed on lands in the Town Center District. Maximum building height is 35 feet. The land uses in the District must be comprised of at least two (2) of the listed land uses below. The maximum density and intensity of development shall be consistent with the applicable land use in this table. The following represent the maximum percentage of the land use with regard to the total building square footage in the PUD/Mixed Uses land use category: • Restaurants 30% • Retail 30% • Medical office 20% • General office 50% • Commercial 60% • Office 70% • Residential 30% • Public Use/Churches 30% • Recreation 30% Existing land uses or land uses that have been approved under a development agreement with the Town prior to the adoption of this Comprehensive Plan are vested and may continue as existing or approved. The Town Center District shall have a minimum 70% impervious surface.

Commented [BC3]: Added "Office" to clarify that it is included with "Commercial"

Commented [BC4]: Updated to consolidate land use types. The very specific listing of land use types is difficult to track and enforce. The consolidation to just Commercial and Office provides for clearer implementation. Also, clarified that there must be at least 2 land uses in the District, which there is, and that the maximum density and intensity for the uses are the same as the same applicable land use in the table. Also, provides vesting of existing uses and uses approved by a development agreement approved by the Town Council prior to the adoption of this comprehensive plan update.

PUD/Residential	Maximum total density of 1 dwelling unit per 0.5 acre. All lakefront lots shall be a minimum of 1 acre in size and shall only be developed with 1 dwelling unit per lot.
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Note: The maximum densities and intensities are not guaranteed. The actual densities or intensities of development may be less than shown in the table based on further regulation by the Land Development Code and site conditions.

OBJECTIVE 1.9: *Maintaining Future Land Use Map.* The Town shall exercise control over land use by maintaining its *Future Land Use Map* and *Town Center District Map*.

POLICY 1.9.1: The Town shall maintain unified Land Development ~~Regulations~~ [Code](#) that will regulate:

- all land uses shown on the *Future Land Use Map*;
- all land uses shown on the *Town Center District Map*;
- the subdivision of land;
- the location, size, and height of signage;
- areas subject to periodic flooding; and
- the type of land use based on the suitability for the topography, soils condition, and availability of public services and facilities.

OBJECTIVE 1.10: *Annexations.* The Town shall continue to maintain the Town's character and quality of life standards when annexing neighboring lands.

POLICY 1.10.1: The Town shall discourage urban sprawl when annexing properties and ensure that the public services and facilities will be readily available prior to annexation consistent with the Town's Concurrency standards.

POLICY 1.10.2: The Town shall continue to consider annexation of neighboring residential communities to promote responsible urban growth, safeguard natural resources, and to expand the Town's economic base.

POLICY 1.10.3: ~~The Town shall continue to consider annexation of the vacant 43± acres located adjacent to the eastern Town limits at the intersection of Conroy Windermere Road and Apopka Vineland Road to ensure that:~~

- ~~• the scale, intensity, and type of any proposed development is compatible and consistent with the Town's existing land uses and Land Development Regulations;~~
- ~~• the Town promotes responsible urban growth;~~
- ~~• the Town safeguards natural resources; and~~
- ~~• the Town create opportunities to expand the Town's economic base.~~

Commented [BC5]: This is no longer needed. During the 2018 update, there was a concern about the development across from The Grove. At the time, the Town Council was considering annexing the property to prevent the development.

POLICY 1.10.43: The Town shall use annexation and subsequent land use petition processing as a guide to the location, timing and character of development on the Town's edge to ensure that:

- the scale, intensity, and type of any proposed development is compatible and consistent with the Town's existing land uses and Land Development Regulations;
- the Town promotes responsible urban growth;
- the Town safeguards natural resources; and
- the Town create opportunities to expand the Town's economic base.

POLICY 1.10.54: The Town shall pursue a Joint Planning Area Agreement and/or an Interlocal Service Boundary Area Agreements with Orange County, and/or Ocoee and Winter Garden. The Town shall, whenever possible and appropriate, use annexations and subsequent land use petition processing as an opportunity to enter into an interlocal agreement with Orange County regarding responsibility and timing of services and infrastructure within an agreed upon Joint Planning Area.

POLICY 1.10.65: The Town shall estimate the fiscal impacts of proposed annexations and/or land use changes on levels of service and the Town's costs and revenues; then apply this information in

formulation of the Town's *Capital Improvement Program*.

OBJECTIVE 1.11: *Capital Improvements*. The Town shall review its Five-year Capital Improvements Plan (CIP) annually.

POLICY 1.11.1: The Town shall include adequate funding for the replacement of Town-owned equipment and facilities in its Five-year CIP.

POLICY 1.11.2: The Town shall include any projects in its Five-year CIP necessary to meet the adopted level of service standards outlined in this Comprehensive Plan.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 2
TRANSPORTATION ELEMENT

TRANSPORTATION GOALS, OBJECTIVES AND POLICIES

GOAL 1: A safe, timely, economical, convenient and efficient motorized and non-motorized transportation system shall be available for all residents and visitors to the Town while still maintaining the natural beauty and unique character of the Town.

ALL OBJECTIVES IN THIS *ELEMENT* SHALL BE MEASURABLE BY IMPLEMENTATION OF THE POLICIES THAT FOLLOW FOR THE OBJECTIVE.

THE TOWN ADOPTS BY REFERENCE THE METROPLAN ORLANDO 2045 LONG RANGE TRANSPORTATION PLAN, REVISED DECEMBER 11, 2024, AS PART OF THE SUPPORTING DATA AND ANALYSIS FOR THE TRANSPORTATION ELEMENT.

OBJECTIVE 1.1: *Level of Service* ~~Use~~ The adopted level of service standards are not regulatory but are used to monitor and manage congestion and address the safety of Town roadways.

POLICY 1.1.1: The Town establishes the following advisory peak hour/direction Level of Service Standard for each listed facility as indicated below.

CLASSIFICATION	PEAK HOUR/DIRECTION
Collector Roads	D
Local	E

POLICY 1.1.2: Level of Service Standards shall be monitored yearly.

OBJECTIVE 1.2: *Safe Transportation System*. The Town shall provide a safe transportation system as well as a safe environment for pedestrians and cyclists through ~~stricter~~ law enforcement, ~~safe~~ road design, maintenance, and improvements.

POLICY 1.2.1: Safety, convenience, traffic flow and aesthetics shall be the primary concern ~~for~~ all transportation planning and design.

Commented [BC1]: This acknowledges that the Town' transportation planning is done in coordination with MetroPlan Orlando.

POLICY 1.2.2: The Town shall continue its close communication and coordination with the Orange County Sheriff so as to maintain and improve the efficiency of law enforcement.

POLICY 1.2.3: The Police Department shall continue— ~~its enforcement of the speed limits, apprehension of drunken drivers under the influence of drugs and/or alcohol, requiring use of automobile occupant restraint devices, and among other~~ traffic regulations.

Commented [BC2]: Simplified

POLICY 1.2.4: The Town shall ~~continually~~ review accident reports to determine high accident locations ~~;~~ ~~and, to~~ correct ~~existing~~ hazardous conditions ~~;~~ ~~and have an annual accident frequency report prepared.~~

Commented [BC3]: Simplified

POLICY 1.2.5: The Town shall continue to enforce the parking regulations established in the Town's Land Development Code to minimize potential ~~—~~safety hazards.

POLICY 1.2.6: ~~Timely~~ Grading and resurfacing of Town streets shall continue to be done ~~so as to~~ minimize costly reconstruction and to enhance public safety ~~and protect the water quality of the lakes.~~

Commented [BC4]: Put focus on grading and resurfacing for public safety and protecting water quality of lakes.

OBJECTIVE 1.3: *Transportation Coordination.* Transportation planning shall be coordinated with the citizens of the Town so that ~~—~~transportation systems are responsive to the needs of the citizens of the Town.

POLICY 1.3.1: The Town shall provide early, adequate, continuing, cooperative and comprehensive opportunities for ongoing public input, discussion and review in the development and updating of transportation, ~~roadway, and multi-modal~~ plans.

POLICY 1.3.2: The Town shall seek public review and comment on all new roadway construction ~~and multi-modal proposals and widening projects.~~

Commented [BC5]: Add reference to multi-modal - golf carts, bikes, peds.

POLICY 1.3.3: The Town shall discourage cut through traffic on local streets to avoid hardships to established neighborhoods.

OBJECTIVE 1.4: *Safe, Convenient, and Energy Efficient System.* The Town shall provide a safe, convenient, and energy efficient transportation system.

POLICY 1.4.1: The Town shall continue to enforce adequate site review regulations to ensure a safe and efficient transportation circulation.

POLICY 1.4.2: The Town shall examine yearly, within their capabilities, measures to enhance traffic flow capacity.

POLICY 1.4.3: Planning for transportation facilities shall include:

- a. All streets/roads are engineered and constructed ~~and certified~~ to meet all County proper engineering standards;
- b. Residential street layouts avoid four-way intersections;
- c. Residential areas are accessible to emergency vehicles;
- d. Through traffic on residential streets shall be avoided;
- e. New subdivisions or developments shall address circulation, access control, off-street parking and landscaping of median strips and rights-of-way; and
- f. Design criteria for landscaping and signs along new streets/roads shall be maintained.

Commented [BC6]: Simplified to only refer to "proper engineering standards"

POLICY 1.4.4: No plantings, fencing or construction shall be permitted within street/road rights-of-ways ~~except without obtaining a right-of-way permit from Town Public Works, with the permission of the Town Council.~~ In addition, all streets will be examined for existing hazards which if discovered should be eliminated.

Commented [BC7]: Clarified that ROW encroachments are allowed only with approval from Public Works

POLICY 1.4.5: The Town shall require new development to submit a site plan that provides for adequate off-street parking and safe, convenient on-site and off-site traffic flow for motorized and non-motorized vehicles as more specifically defined in the Town's land development code.

OBJECTIVE 1.5: Access Points. The Town shall continue to enforce its ~~zoning regulations~~ land development code and code of ordinances right-of-way standards ~~so as to~~ control access points onto arterial and collector streets and roadways.

POLICY 1.5.1: The guidelines and standards in the land development code and code of ordinances right-of-way standards for the location of access points shall ~~be addressed~~ include ~~at~~ a minimum:

- a. Access points to major streets/roads shall be limited in number;
- b. Where frontage roads are available, no additional access points to major streets/roads shall be permitted between established intersections;
- c. In the design of new areas, frontage roads shall be

- provided, whenever right-of-way is available, so as to provide access to private property; and
- d. Distance from intersections, width and frontage requirements shall ~~ould~~ be ~~studied~~ considered.

OBJECTIVE 1.6: *Bicycle Paths, ~~and Pedestrians, and Golf Carts~~* Bicycle paths, ~~and~~ pedestrian walkways, ~~and golf cart access~~ shall be ~~required-considered~~ in ~~any~~ expansion of the transportation system and ~~is~~ for new non-residential developments or residential subdivisions.

POLICY 1.6.1: Bicycle paths, ~~and~~ pedestrian walkways, ~~and golf cart access~~ shall connect schools, the Town Center District, parks and recreational areas and should include plans for bicycle ~~and golf cart~~ parking. The provision of golf cart access shall be subject to requirements of Florida law and appropriate engineering standards.

POLICY 1.6.2: The County shall be encouraged to provide bikeways in areas adjacent to the Town that will connect with the Town system.

POLICY 1.6.3: The Town shall enforce the guidelines and standards established in the ~~Land Development Regulations~~ land development code or code of ordinances regarding bicycle paths, ~~and~~ pedestrian walkways, ~~and golf cart access~~ to reduce the potential for automobile emission pollution and promote the use of ~~bicycles and walking~~ non-motorized transportation in the Town.

Commented [BC8]: Added reference to use of golf carts

OBJECTIVE 1.7: *Environmental Concern* The environment shall be a major concern in any expansion of the transportation system.

POLICY 1.7.1: Planning and design ~~offer~~ future transportation improvements shall recognize the sensitivity of the natural environment so as to protect the quality of existing and future neighborhoods and to protect the water quality of the lakes.

Commented [BC9]: Added consideration for protection of lake water quality as part of transportation planning and design

POLICY 1.7.2: Transportation facilities shall not be placed in conservation resource areas or impact those places unless an overriding public need can be clearly demonstrated.

POLICY 1.7.3: The State and County shall be encouraged to monitor the environment before, during and after construction of ~~traffic~~ transportation improvements.

POLICY 1.7.4: New or improved streets/roads shall use vegetated swale

drainage and properties adjoining new or improved streets/roads shall be required to come into compliance with the Town's Stormwater Regulations concurrent with the completion of the road construction. Where improvements are not completed by the Property owner, the Town, 10 days after notifying the owner, shall make such necessary improvements and bill the owner. Should payment not be made within 60 days of transmittal of the bill, a lien shall be filed by the Town.

OBJECTIVE 1.8: *Future Transportation Map.* The Town shall exercise control over transportation planning ~~and changes~~ by maintaining a *Future Transportation Map*.

POLICY 1.8.1: All transportation planning shall be consistent with the *Future Transportation Map*, which is adopted with this *Plan* by the Town Council along with the *Future Land Use Map* and the *Capital Improvements Element*.

POLICY 1.8.2: Any changes to the transportation system shall be reviewed for conflicts with the *Future Land Use Map*. If necessary, ~~the~~ *Future Transportation Map* and the *Capital Improvements Element* shall be coordinated and updated, ~~changed concurrently if necessary.~~

~~**POLICY 1.8.3:** Any proposed amendments to this *Element*, to include the *Future Transportation Map*, shall include a statement of findings supporting such proposals.~~

~~**POLICY 1.8.4:** Energy efficiency shall be a consideration in any plans for improvements or expansion of the road network by the Town.~~

~~**POLICY 1.8.5:** The Council shall review all proposed developments for consistency with this *Element*.~~

~~**POLICY 1.8.6:** The Town shall review its *Future Transportation Map* yearly.~~

OBJECTIVE 1.9: *Coordination with Transportation Authorities.* The Town shall coordinate traffic circulation system and planning with adjacent cities, towns, the County, MetroPlan Orlando, Florida Department of Transportation (FDOT), LYNX, and other transportation authorities or planning groups involved in the planning, construction ~~and/or~~ operation of transportation facilities and services, and shall provide protection of rights of way and acquisition and preservation of existing and future rights-of-way.

Commented [BC10]: These policies are not required and can be done without being in the comprehensive plan as needed.

- POLICY 1.9.1:** The *Intergovernmental Coordination Element* shall be used as a guide in establishing or enhancing communication ~~or of~~ transportation planning ~~and problems~~.
- POLICY 1.9.2:** The Town shall share its *Future Transportation Map* and ~~proposed changes~~any update thereto with neighboring cities, towns, and the County ~~and~~ for review for compatibility of the transportation plans ~~with of~~ those ~~agencies~~agencies.
- POLICY 1.9.3:** The Town shall continue to provide for protection of rights-of-way from building encroachments as well as providing for the acquisition and preservation of any existing and future rights-of-way.
- POLICY 1.9.4:** The Town shall continue requiring dedication of needed rights-of-way from new development, through subdivision regulations and applicable local ordinances.
- POLICY 1.9.5:** The Town shall continue to pursue grant opportunities for median landscaping and road beautification.
- POLICY 1.9.6:** Unless permitted by Town Public Works, ~~The Town shall prohibit encroachment of development and required setbacks into established present and future rights-of-way and, within the law, require dedication of rights-of-way through development orders issued by the Town.~~
- POLICY 1.9.7:** The Town shall coordinate with the County and MetroPlan Orlando ~~MPO~~ on a Congestion/Mobility Management Program to identify Transportation Demand Management strategies within the region to mitigate peak-hour congestion impacts. Strategies may include growth management and activity center strategies, telecommuting, transit information systems, alternative work hours, carpooling, vanpooling, guaranteed ride home program, parking management, addition of general purpose lanes, channelization, computerized signal systems, intersection or midblock widenings, and Intelligent Transportation System.
- POLICY 1.9.8:** The Town shall coordinate with the County and MetroPlan Orlando ~~MPO~~ in the establishment of numerical indicators against

Commented [BC11]: Provide that ROW encroachment only allowed with approval from Public Works

which the achievement of the mobility goals of the community can be measured, such as modal split, annual transit trips per capita, and automobile occupancy rates.

POLICY 1.9.9: The Town shall ensure that all assumptions and policies in the *Transportation Element* are consistent or coordinated with other Plan Elements, the MetroPlan Orlando ~~MPO's~~ [2045 Long-Range](#) Transportation Plan, the FDOT adopted Five-year Work Program, the long-range and short-range elements of the Florida Transportation Plan, the East Central Florida Strategic Regional Policy Plan, and the Orange County Comprehensive Plan through establishment of formal ~~—~~coordination mechanisms and other informal coordination mechanisms.

POLICY 1.9.10: The Town shall cooperate with the County, MetroPlan Orlando ~~MPO~~, and FDOT to identify ~~the~~ future conditions and road ~~and~~ [transportation](#) improvements necessary to develop alternative road bypass route(s).

OBJECTIVE 1.10: *Various Funding Strategies.* The Town shall explore and implement, where feasible, various funding strategies including provision of land and/or services, user fees, impact fees, bond financing, etc. for maintenance, improvement or acquisition of transportation facilities.

POLICY 1.10.1: Continue to fund maintenance of the Town road system using all available funds.

POLICY 1.10.2: Develop a revenue base for transportation which is consistent with goals and policies of this *Plan*.

POLICY 1.10.3: The Town shall continue to consider matching funds from the residents for the expansion of bike paths and ~~sidewalks~~ [pedestrian](#) paths or [providing golf cart access](#).

Commented [BC12]: Include pedestrian and golf cart paths

POLICY 1.10.4: The Town may assess benefiting landowners a proportionate share of costs associated with improvement of paved streets based on ~~the provision of~~ enhanced level of service benefits accruing from such improvements or resurfacing.

POLICY 1.10.5: The Town shall continue to ~~implement its program for~~ [consider](#) the mandatory dedication of necessary rights-of-way and for

providing needed roads and transportation facilities or the creation of impact fees or other mitigation to provide the above for any new developments within the Town so as to not burden existing residents.

OBJECTIVE 1.11: *Natural and Manmade Disasters.* Protection of public and private property and human lives from the effect of natural and manmade disasters.

POLICY 1.11.1: The Town shall continue to implement its *Emergency Evacuation Plan* and coordinate with County Emergency Management to protect public and private property as well as human lives in the case of natural or manmade disaster.

POLICY 1.11.2: The Town shall coordinate with the County and adjacent communities for proper evacuations resulting from disasters.

POLICY 1.11.3: The Town shall continue to require that doctors and dentists provide the police department and the Ocoee Fire Department and other required agencies with current biohazardous contingency plans.

OBJECTIVE 1.12: *Public Transit.* In the event that LYNX proposes any plans to establish a transit route in the Town ~~Windermere~~, the Town shall work with LYNX to provide a safe and efficient public transit system.

It should be noted, however, due to Windermere's limited population, ~~with~~ dirt roads that would not accommodate bus traffic, and ~~due to the~~ very limited non-residential uses within the Town, ~~any~~ public transit would probably be limited to only a few roads within the Town and ridership from within Windermere would be ~~very~~ limited. ~~in scope.~~

POLICY 1.12.1: Transit ridership shall be accommodated on ~~certain~~ E 6th Avenue/Conroy-Windermere Road and Main Street/Maguire Avenue/Chase Road ~~Town roads~~. It is anticipated that if LYNX were to establish a route through Windermere, it would most likely be taking residents to work, shopping, or other venues outside the Town. The Town shall encourage ~~any such~~ public transportation by:

Commented [BC13]: List actual major roads to potential future transit

- Working with LYNX to determine where a transit stop may be feasible;
- Requiring transit stops to meet ADA requirements; and
- Clearly delineated walkways from ~~the building~~ buildings along the transit route to the transit stop.

GOAL 2: Coordinate the transportation system with future land use to ensure that existing and proposed land uses are consistent with transportation corridors, capacity, modes, and services.

OBJECTIVE 2.1: *Future Land Use Compatibility.* The *Transportation Element* shall be compatible with the *Future Land Use Element* and the *Future Land Use Map*.

POLICY 2.1.1: The Town shall utilize ~~population, dwelling unit and employment~~ future development projections obtained in within the *Future Land Use Element* as data assumptions in Town transportation planning models.

POLICY 2.1.2: In areas designated for new ~~growth~~ non-residential development or residential subdivisions, the Town shall determine the transportation system improvements needed prior to development approvals.

POLICY 2.1.3: Decisions and actions that the Town initiates or implements that will have an impact on the transportation system shall be consistent with the adopted *Future Land Use Map* and *Future Land Use* goals, objectives and policies of this *Plan*.

OBJECTIVE 2.2: *Transportation Costs.* The Town shall establish mechanisms that will allow new growth to proportionally contribute to the cost of new transportation capital facilities.

POLICY 2.2.1: The Town shall review all development proposals and require that they provide sufficient information to ascertain impacts on the Town's transportation facilities.

POLICY 2.2.2: Where feasible, the Town shall enter into development agreements with proposed ~~land~~ developments to establish how project impacts may be addressed through mechanisms such as right-of-way dedication, roadway construction, multimodal design (bicycle, pedestrian, golf cart), financial payments, and site access.

POLICY 2.2.3: Land development shall bear the proportionate share of the cost of the provision of the new or expanded road capital facilities or signalization required by such development.

POLICY 2.2.4: The Town shall require all new developments to pay their fair share for the improvement or construction of needed transportation facilities to mitigate congestion and maintain safety. Fair share payments will be collected consistent with the Town and State required procedure for the determination of the proportionate fair share. ~~adopted Proportionate Fair Share Ordinance.~~

OBJECTIVE 2.3: Residential Conversions and Constrained Facilities. The Town shall establish mechanisms that ~~shall will discourage~~ prohibit the conversion of current residential properties to non-residential uses on constrained roads ~~facilities~~.

POLICY 2.3.1: The Town shall ~~prohibit discourage~~ the conversion of residential properties to non-residential uses along Main Street/Maguire Road/Chase Road and E 6th Avenue/Conway-Windermere Road, which are constrained facilities as identified by the Town Council.

~~**POLICY 2.3.2:** The Town shall discourage the conversion of residential properties to non-residential uses adjacent to the Town Center to preserve the character of the Town Center area and to discourage land uses with limited ability to improve the traffic flow along the Main Street corridor.~~

Commented [BC14]: Change from "discourage" to "prohibit" to be consistent with Future Land Use Element on all constrained major roads

Commented [BC15]: This is not needed. Covered in Policy 2.3.1

The Town does not have a port, an airport, rail ~~and~~ seaport ~~facilities~~, or ~~related~~ major intermodal facilities.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 3
HOUSING ELEMENT

HOUSING GOALS, OBJECTIVES AND POLICIES

GOAL 1: The provision of safe, adequate, sanitary housing to meet the needs of the present and future residents of the Town while encouraging retention of historically significant structures.

NOTE ALL OBJECTIVES IN THIS *ELEMENT* SHALL BE MEASURABLE BY IMPLEMENTATION OF THE POLICIES THAT FOLLOW EACH OBJECTIVE.

OBJECTIVE 1.1: *Housing Implementation Program.* The Town shall maintain its housing implementation program to require safe, adequate, sanitary and affordable housing for the existing population and by ~~2035~~ 2045 for the anticipated population growth to include those persons needing special housing.

POLICY 1.1.1: The Town shall encourage members of the home building profession, financial institutions, real estate firms and developers to adopt affirmative marketing plans that comply with ~~—~~Federal housing requirements.

POLICY 1.1.2: The Town shall continue to ~~use~~ implement the Florida Building Code for all building permitting.

POLICY 1.1.3: The Town shall continue to promote standards to eliminate any housing discrimination and encourage housing opportunities for all of its citizens, and encourage involvement of the Town, its citizens and both private and non-profit sector in the housing production effort.

POLICY 1.1.4: The Town shall ensure that residential land use policies are compatible with environmentally sensitive areas and continue to encourage residential development into areas which do not demonstrate significant environmental constraints.

POLICY 1.1.5: The Town shall remain within the National Flood Insurance Program and maintain its ordinances in compliance with that program.

POLICY 1.1.6: The Town shall continue to enforce regulations established in the Land Development Code to create innovative permitting, building, zoning and parking codes and standards that support the local residents' visions of the Town's image.

POLICY 1.1.7: The Town shall provide clear and concise ordinances, codes, regulations and permitting process for the purpose of eliminating excessive requirements in order to increase private sector participation in meeting the housing needs.

POLICY 1.1.8: The Town shall designate sufficient sites on the *Future Land Use Map* to meet the projected housing needs of the Town.

POLICY 1.1.9: The Town shall support job training, job creation and economic development as a part of the overall strategy addressing the affordable housing needs of the Town, while recognizing that these efforts will be limited due to the limited amount of non-residential development in Windermere.

POLICY 1.1.10: The Town shall continue to look into ~~the benefits of~~ opportunities for annexation to enhance the Town's housing stock.

Commented [CB1]: Change from "benefits" to "opportunities"

OBJECTIVE 1.2: Substandard Housing. The Town shall eliminate any substandard housing ~~by 2025~~ by 2035 and shall take steps to maintain and improve the quality and aesthetics of the Town's housing.

POLICY 1.2.1: The Town shall require that the *Zoning Map* remains consistent with the requirements of the *Future Land Use Element* and the Future Land Use Map.

POLICY 1.2.2: The Town shall continue to ensure that existing land uses are compatible and consistent with the surrounding land uses, the *Future Land Use Element*, and the *Zoning Regulations*.

POLICY 1.2.3: ~~600~~The Town shall require energy-efficient and water saving measures to be implemented in all new construction and redevelopment projects.

POLICY 1.2.4: The Town shall maintain code enforcement activities through regular ~~—~~inspections of the housing stock and institute special concentrated code enforcement activities where warranted.

POLICY 1.2.5: As needed, the Town shall continue to seek federal and state funding for housing subsidy programs and the rehabilitation and/or demolition of identified substandard housing.

OBJECTIVE 1.3: *Low and Moderate-Income Housing.* The Town shall require that development regulations do not prevent the provision of very low, low, and moderate-income housing.

POLICY 1.3.1: The Town shall, by December ~~2020~~2035, review its regulations to reduce barriers to permitting very low, low and moderate-income housing and manufactured homes. The Town shall continue to allow manufactured homes in residential areas and to maintain corresponding development standards for manufactured homes.

Commented [BC2]: Update year

POLICY 1.3.2: The Town shall continue to enforce the guidelines and standards established in the Town's Land Development ~~Regulations~~Code to enable single family homeowners to provide accessory dwelling units (i.e., accessory apartments or guesthouses) as a means of extending the supply of affordable housing for the elderly and others.

POLICY 1.3.3: The Town shall cooperate with Orange County Housing and Community Development, Orlando Housing Authority, and other appropriate agencies to determine possible sites and programs for housing for very low, low, and moderate-income persons.

POLICY 1.3.4: The Town shall designate sufficient sites on the *Future Land Use Map* to meet the projected affordable housing needs of the Town.

OBJECTIVE 1.4: *Special Population Groups.* The Town shall continue to cooperate with other governmental agencies and any private organizations to ensure that the needs of special population groups are met.

POLICY 1.4.1: The Town shall continue to cooperate with Orange County by participation in Community Development Block ~~grants~~ Grants from [United States Department of Housing and Urban Development \(HUD\)](#).

POLICY 1.4.2: The Town shall encourage Orange County to utilize local, State and Federal housing programs to upgrade existing substandard units and to provide rental and mortgage assistance to very low, low, and moderate income and special needs groups.

OBJECTIVE 1.5: *Group Home and Foster Care Facilities.* The Town shall require that the needs of those residents requiring group home or foster care are met.

POLICY 1.5.1: [As required by State law, t](#)The Town shall continue to allow the location of group homes and foster care facilities in residential areas. These facilities shall serve as alternatives to institutionalization.

Commented [BC3]: Reflect that under State law Town must allow these uses subject to certain limitations (i.e. no more than 6 residents, etc.)

POLICY 1.5.2: The Town shall encourage Orange County to continue to provide adequate sites for group and foster care facilities in the county and continue to cooperate with the Florida Department of Health, Florida Department of Children and Families, and Florida Department of Elder Affairs to aid in the integration of foster care facilities, foster homes, foster group homes, and other group housing as well as sites for the elderly into residential areas that offer services and facilities such as transit, recreational, educational and medical [services](#) that [are](#) needed by these persons as well as their ~~attendants~~ care givers.

OBJECTIVE 1.6: *Archeological Sites and Historical Buildings.* The Town shall identify

archaeological sites and buildings of historical significance and develop means of preserving and/or maintaining such items. Measurement shall be determined by implementing the following policies:

- POLICY 1.6.1:** The Town shall continue to assist the Historic Preservation Board in its efforts to provide public information, education and technical assistance relating to archaeological sites and historic preservation programs and to assist in preparation of any needed regulations.
- POLICY 1.6.2:** The Town shall encourage the extension of useful life of the existing housing stock, as well as improve and stabilize neighborhood quality.
- POLICY 1.6.3:** Historically significant structures, when identified, shall be protected and the owners encouraged in taking steps to preserve the property.
- POLICY 1.6.4:** The Town shall assist property owners of historically significant property in applying for and utilizing state and federal assistance programs.
- POLICY 1.6.5:** The Town shall use the *Florida Master Site File* as a resource to identify archeological resources and historically significant structures.

OBJECTIVE 1.7: *Useful Life of Housing.* The useful life of housing shall be conserved and extended, improving the quality of the Town.

- POLICY 1.7.1:** Individual homeowners shall be encouraged to maintain and improve their properties.
- POLICY 1.7.2:** The Town shall continually review ~~and amend~~ the Town [Code of Ordinances](#) and ~~Regulations~~ [Land Development Code](#) relating to care and maintenance of structures [and properties, as needed.](#) ~~using newly developed methods.~~

~~**POLICY 1.7.3:** The Town shall continue to enforce regulations concerning demolition of structures.~~

Commented [CB4]: This is not needed. Building demolition is regulated by the Florida Building Code as well as the Town's Land Development Code

OBJECTIVE 1.8: *Displaced Persons.* The Town shall ~~require~~ assure that persons displaced by actions of governmental agencies are provided fair and uniform treatment consistent with Florida Statutes.

POLICY 1.8.1: The Town shall ~~ensure~~ assure that requirements of ~~State~~ Florida Statutes are met when property is taken, whether for relocation, or for other reasons.

POLICY 1.8.2: The availability of relocation housing shall be researched and verified by Town Staff prior to commencement of any governmental residential revitalization program enacted for the Town.

OBJECTIVE 1.9: *Improvement of Housing.* ~~Improvement of the housing within the Town shall be encouraged.~~ The Town shall assure that housing meets required codes and standards.

Commented [CB5]: Reworded to clarify

POLICY 1.9.1: The Town shall investigate improvements in ~~building and the~~ land development codes to identify and modify those regulations which unnecessarily inflate the cost of housing, and which delays the permitting process.

~~**POLICY 1.9.2:** The Town shall be encouraged in examining the development and use of technological innovations in housing construction which provide safe and livable housing and at the same time provide reduced housing costs.~~

Commented [CB6]: Not needed. This relates more to the Florida Building Code than to the Land Development Code

~~**POLICY 1.9.3:** The Town shall continue future land use policies which prevent the encroachment of commercial or industrial activity in established residential areas.~~

Commented [CB7]: Not needed. This is covered in the future land use element.

POLICY 1.9.4~~2~~: The Town shall continue its close communication and coordination with the Ocoee Fire Department to maintain and improve the efficiency of fire protection.

POLICY 1.9.5~~3~~: The Town shall continue to require that new housing development or redevelopment projects comply with the Federal Americans

with Disabilities Act and State of Florida requirements relating to accessibility by handicapped persons.

POLICY 1.9.64: The Town shall promote partnerships with private and non-profit organizations so that coordination can occur between all participants involved in housing production.

POLICY 1.9.75: The Town shall continue to enforce principles to guide conservation, rehabilitation and demolition program techniques and strategies.

~~**POLICY 1.9.8:** The conversion of residential properties to commercial uses along Main Street shall be discouraged to maintain the residential character of the downtown area.~~

Commented [CB8]: Not needed. This is covered in the future land use element.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 4
INFRASTRUCTURE ELEMENT

1. SANITARY SEWER GOALS, OBJECTIVES AND POLICIES

GOAL 1: When appropriate, the Town should provide sanitary sewer facilities to meet the needs of the residents of the Town.

OBJECTIVE 1.1: *Central Sanitary Facilities.* When appropriate, the Town should provide central sanitary facilities to meet the needs of the residents of the Town. ~~and~~ The measurement of ~~the~~ this objective is by the implementation of the following policies.

POLICY 1.1.1: The Town Council shall annually, during the review of the Capital Improvement Budget, evaluate the need and feasibility for central sewer facilities. If such facilities are needed, the Town shall establish priorities to develop these facilities and comply with other County, State, and Federal regulations.

POLICY 1.1.2: The Town adopts the County level of service standards of 225 ~~300~~ gallons per day per equivalent residential ~~unit~~ connection for sanitary sewer usage.

Commented [CB1]: Updated to be consistent with current Orange County Utilities standards

POLICY 1.1.3: The Town shall continue to require that developments and other residential or commercial users to tie-in to centralized wastewater facilities within one year of their availability and that any new development shall be required to use such facility if available.

POLICY 1.1.4: The Town shall continue to preclude new development dependent on use of central water or sewer systems until such time that such facilities are available.

~~**POLICY 1.1.5:** In all studies required above, development of greywater systems shall be examined and required as applicable.~~

Commented [CB2]: Town has not ability to produce greywater. Provision of greywater under control of Orange County Utilities

POLICY 1.1.6: The Town shall evaluate connection to the County's wastewater system as property in the Town Center District develops or redevelops.

~~**POLICY 1.1.7:** The Town shall consider entering into discussions with Orange County on the future provision of a central wastewater system~~

within Windermere, complete the wastewater master plan, under development by Kimley Horn & Associates (2025), to determine the feasibility of eliminating septic systems and extending central wastewater services to the entire town.

Commented [CB3]: Update to reflect study currently underway by Kimley Horn to evaluate feasibility of wastewater throughout the town

OBJECTIVE 1.2: *Onsite Septic Systems.* The Town will implement mandatory requirements for inspection, operation and maintenance of onsite septic systems with measurability by implementing the following policies:

POLICY 1.2.1: Unless otherwise approved by the Orange County Health Department, the Town shall preclude the use of septic tank systems or other individual wastewater treatment systems in areas deemed environmentally unsuitable for their proper and continual functioning and which may have potential impacts to significant natural resources or in areas likely to be inundated by a 100-year flood event.

Commented [CB4]: Acknowledges Orange County Health as the primary regulatory agency for septic.

POLICY 1.2.2: Existing and newly authorized septic tank systems may remain in service until one year after a centralized system is available to the site, or as authorized by State law.

POLICY 1.2.3: The Town shall request the Orange County Health Department or other appropriate agency to develop guidelines for septic tank inspection and maintenance and upon receipt enact appropriate regulations. Private sector companies should be used for implementation whenever practical.

POLICY 1.2.4: Within the Town's jurisdiction, for any development of more than fifty (50) residential lots, whether built or unbuilt, with more than one (1) onsite sewage treatment and disposal system (OSTDS) per one (1) acre, the Town shall consider the feasibility of providing central wastewater services within a 10-year planning horizon and must identify the name and location of the wastewater treatment facility that could receive wastewater flows after connection; the capacity of the facility and any associated transmission facilities; the projected wastewater flow at that facility for the next twenty (20) years, including expected future new construction and connections of OSTDS to wastewater central sewer; and a timeline for the construction of the wastewater central sewer system. The Town shall update its feasibility analysis as needed to account for future applicable

developments. By September 30, 2026, the Town shall include in the Five-Year Schedule of Capital Improvement, with an annual update as necessary, a list of projects for providing central wastewater sewer to the development(s), as applicable. This analysis shall be conducted pursuant to Section 163 .3177(c)3 of the Florida Statutes, incorporated by reference in this element.

GOAL 2: ~~Windermere's goal is to~~ The Town shall develop and maintain a 10-Year Water Supply Facilities Work Plan and ~~to shall~~ coordinate with the South Florida Water Management District, and other local, regional, state, and federal agencies in the implementation of effective traditional and alternative water supply programs, including utilization of reclaimed water sources an water conservation, and ~~in for~~ the implementation of effective linkages between water resource management and growth management in the Town.

OBJECTIVE 2.1: Ten Year Water Supply Facilities Work Plan Maintenance. The Town of Windermere shall maintain a Water Supply Facilities Work Plan (Work Plan) for at least a 10-year planning period addressing traditional and alternative water supply sources, facilities, and issues necessary to serve existing and future development within the jurisdiction of the Town.

POLICY 2.1.1: The *Work Plan* shall be consistent with the wastewater level-of-service (LOS) standards established in Policy 1.1.2 and potable water LOS standards established in Policy 5.1.2.

POLICY 2.1.2: The *Work Plan* shall identify feasible traditional and alternative water supply sources, including reclaimed water and reuse, which the Town may use to meet existing and projected water demands.

POLICY 2.1.3: The *Work Plan* shall be updated at least every 5 years, but no later than 18 months following adoption of the South Florida Water Management District Regional Water Supply Plan update. The *Work Plan* (Town of Windermere Water Supply Facilities Work Plan 2025~~18~~) is herein adopted, by reference, as data, analysis and supporting documentation for the *Element*.

OBJECTIVE 2.2: Sources of Water. The Town of Windermere shall identify, investigate, and utilize any technically, environmentally and economically feasible sources of water and wastewater that may be used to satisfy existing and future water demands when updating or maintaining the *Work Plan*.

Commented [CB5]: This policy is a new requirement by the State for comprehensive plans. It requires that if a local government has a development of 50 or more lots with a density of septic tanks of 1 per acre or more, then the local government must evaluate the feasibility of extending central sewer to the area and develop a plan to provide central sewer to the area. The Town does not have any development of 50 lots or greater with a density of septic tanks of 1 per acre or more. Consequently, the Town is not impacted by this policy. However, the Town is required to have this policy per the State requirement.

Commented [BC6]: Required by the State

POLICY 2.2.1: In coordination with the South Florida Water Management District, and other local governments or private utilities, the Town of Windermere shall seek the development of efficient, cost-effective, and technically feasible water sources that will satisfy and supplement future demands, without causing adverse impacts to water quality, wetlands, aquatic systems, or the environment. These sources may include treated wastewater and reclaimed water.

POLICY 2.2.2: The Town shall coordinate with the South Florida Water Management District, during updates to their *Regional Water Supply Plan*, to identify potentially feasible alternative water supply projects involving wastewater or reclaimed water sources within the Town.

OBJECTIVE 2.3: *Promote and Sustain Compatibility.* The Town of Windermere shall promote and sustain compatibility between the built and natural systems.

POLICY 2.3.1: The Town shall coordinate with the South Florida Water Management District, and other entities to assist with implementation of goals and provisions of the applicable *Regional Water Supply Plan*, and other local/municipal water resource management and restoration programs, to evaluate the long-term needs of the natural and built environments; to restrict activities that may result in the degradation or over-utilization of potable water and wastewater resources; and to assure adequate water supply for native ecosystems, agriculture, and domestic and industrial users.

POLICY 2.3.2: The Town will integrate growth management, land use and water resources planning to ensure the availability of water for ~~Windermere~~-Town residents and regional water management purposes.

POLICY 2.3.3: The Town shall continue to coordinate with the South Florida Water Management District and the Florida Department of Environmental Protection to implement actions to meet the goals of the Lake Okeechobee Basin Management Action Plan to

reduce the total maximum daily load of pollution.

Commented [BC7]: New Policy required by the State. The Town is within the Lake Okeechobee basin management area and must work with the State to meet the required reduction in pollutants in the watershed. Town Public Works is currently coordinating.

GOAL 3: The Town shall ensure that all solid waste, including hazardous waste and all hazardous materials are properly managed.

OBJECTIVE 3.1: *Refuse Collection and Disposal Service.* The Town shall continue to ensure that the parties providing refuse collection and disposal services are properly licensed, ~~and~~ provide proper and adequate services to all residents of the Town and ensure that the citizens participate fully in the recycling program. This objective shall be measurable by implementing the following policies:

- POLICY 3.1.1:** The Town shall continue its mandatory service policy and maximize the recycling program ~~to~~ reduce the volume of solid waste taken to the landfill.
- POLICY 3.1.2:** The Town has a level of service standard of 4.0 pounds/day/person of solid waste for residential and 2.0 pounds/day/person for commercial development.
- POLICY 3.1.3:** The Town shall annually review the refuse collection and disposal needs to revise this portion of the *Element* and make necessary amendments to the *Plan* if needed.
- POLICY 3.1.4:** The Town shall cooperate with the County, State and Federal Government in the collection and disposal of hazardous waste.
- POLICY 3.1.5:** The Town shall continue to enforce regulations to require the proper disposal of construction and demolition debris as established in the Town's Code of Ordinances.
- POLICY 3.1.6:** The Town shall continue to enforce its Code of Ordinances by requiring the proper disposal of items listed in Ch 403.708 F.S. such as: solid waste, lead acid batteries, used oil, yard trash, and white goods (discarded or unusable refrigerators, freezers, water heaters, etc.).

- POLICY 3.1.7:** The Town shall require all dentists and doctors to comply with Ch. 381.00980 F.S. concerning the storage and handling of biohazardous materials and waste and to provide the Town Police Chief and Ocoee Fire Chief a current copy of their required Contingency Plan.
- POLICY 3.1.8:** Town regulations shall prohibit the outdoor storage of waste tires, waste construction materials, nonfunctioning cars, and car parts within the Town and require the disposal of waste tires at a waste tire site or permitted solid waste management facility.
- POLICY 3.1.9:** Town regulations shall prohibit any composting facilities; however, individual households may compost in their rear yards as long as the practice does not present a nuisance to neighbors.
- POLICY 3.1.10:** The Town shall enforce ordinances intended to reduce littering and unauthorized dumping through its Code Enforcement.

GOAL 4: The Town shall ensure that drainage facilities are provided to meet the existing and projected demands of the residents.

OBJECTIVE 4.1: *Adequate Protection of Drainage Facilities.* The Town shall ensure that all drainage facilities provide adequate protection to the residents, to the Butler Chain of Lakes and to the water resources of the area. This objective shall be measurable by implementing the following policies:

- POLICY 4.1.1:** The minimum Level of Service Standard for drainage facilities shall provide 100-year 24-hour rainfall event protection and provide retention for water quality purposes consistent with new and innovative techniques.
- POLICY 4.1.2:** Cost/benefit studies shall be prepared by the Town as a technical supplement to any drainage *Capital Improvement Program* for items from this *Element*.

POLICY 4.1.2: The Town shall remain in the National Flood Insurance Program as required in [the Housing Element](#).

POLICY 4.1.3: The Town shall preclude any fill in the 100-year floodplain unless proper compensatory storage and mitigation can be provided.

OBJECTIVE 4.2: *Stormwater Facilities and Protection of Water Resources.* The Town shall ensure that any Stormwater drainage facilities improve and extend the capabilities of existing facilities so that water resources are protected and conserved.

POLICY 4.2.1: The Town shall annually examine the ability of the present drainage and stormwater management system to meet future requirements and to set priorities for any changes needed ~~through the required concurrency report.~~

POLICY 4.2.2: The Town shall require that all new development or redevelopment must meet all South Florida Water Management District stormwater management regulations.

POLICY 4.2.3: The Town shall require all new construction or substantial reconstructed property to retain on-site, the first inch of runoff.

POLICY 4.2.4: The Town shall preclude any storm runoff that has not been treated to preclude pollution of the Butler Chain of Lakes or Lake Bessie. Direct pollutant discharge shall not lower ambient (existing) water quality and indirect discharges will not significantly degrade the lakes.

POLICY 4.2.5: The Town shall minimize any conditions that would cause a rise in lake levels above the flood levels set by the Federal Government.

POLICY 4.2.6: Natural terrain or landscape barriers to flooding shall be preserved, when practicable, during the land development process.

POLICY 4.2.7: As newer or better information is received from the County or Federal Government, the building elevations required shall be re-evaluated and the current regulations amended so as to protect new construction.

POLICY 4.2.8: Stormwater collected in any development or property must be disposed of in a manner that will not cause personal or property damage to upstream and/or downstream property owners, ~~and all applicable regulations must be amended if necessary.~~

POLICY 4.2.9: The Town shall cooperate with the South Florida Water Management District and other agencies in educating ~~of~~ the public about nonpoint source pollution and the value of stormwater programs.

POLICY 4.2.10: Not including the development of one (1) single-family dwelling unit, stormwater facilities must meet the standards in Ch 17-25 and Ch 17-302, FAC and must retain/detain an additional 50% of the run-off. Stormwater discharge facilities must be designed so as to not degrade the receiving water body below the minimum conditions necessary to assure the suitability of water for the designated use of its classification as established in Chapter 17-302, FAC.

POLICY 4.2.11: The Town shall ~~work~~ coordinate with Orange County to develop educational and enforcement programs regarding stormwater facilities and the protection of lakes to ensure the quality of the Butler Chain and other lakes in the area are protected.

GOAL 5: An adequate supply of safe potable water shall be provided and steps taken to improve and protect sources of potable water in the Windermere area.

OBJECTIVE 5.1: *Provision of Potable Water.* The Town shall assist in the provision of potable water to its residents, ~~and~~ The measurement of ~~the~~ this objective shall be by the implementation of the following policies:

POLICY 5.1.1: The Town shall cooperate with its residents, ~~and~~ the State, and Orange County authorities who regulate wells, water systems and septic systems to assist in the provision of an adequate supply of safe potable water to all residents at all times.

POLICY 5.1.2: The Town's Level of Service Standard as established by Orange County is ~~275~~ 350 gallons per day per equivalent residential ~~unit~~ connection.

Commented [BC8]: Update to be consistent with current Orange County Utility Standards

POLICY 5.1.3: The Town shall continue to cooperate with Orange County Utilities in any plans by them to extend or increase capacity of their potable water system within the Town and shall encourage its citizens to tie into the County system when available, ~~so as to preclude urban sprawl~~.

POLICY 5.1.4: ~~In Fiscal Year 2019, the Town plans to develop a potable water master plan to evaluate the feasibility of extending potable water services throughout the Town. The Town shall continue to pursue the implementation of the Town's potable water master plan.~~

Commented [BC9]: Potable Water Master Plan completed and not in process of implementation

POLICY 5.1.5: As required in the *Future Land Use Element*, the Town shall continue to enforce regulations requiring new development to be compatible with water resources.

~~**POLICY 5.1.6:** The implementation of action from this Sub-element must be closely coordinated with the other Elements of this Comprehensive Plan and priorities established for any needed changes.~~

Commented [BC10]: Not needed. This occurs without this policy

POLICY 5.1.7: ~~Windermere shall review and update the *Water Supply Facilities Work Plan (Work Plan)* within 18 months of the update to the Regional Water Supply Plans, which are required to be updated at least every five years, to identify system deficiencies and, if necessary, implement a plan for correction. The *Work Plan (Town of Windermere 2018 Water Supply Facilities Work Plan)* is herein adopted, by reference, as data, analysis and supporting documentation for the element.~~

POLICY 5.1.8: ~~Capital Improvements Program, consistent with the *Work Plan*, shall be prepared annually in order to provide improvements and expansion to the existing water system to meet or exceed the adopted level of service.~~

POLICY 5.1.9: ~~Windermere shall continue to participate in the regional water supply planning efforts of the South Florida Water Management District's 2020 *Regional Water Supply Plan* effort to establish and implement the most efficient and cost-effective public water supply plans for the region through the year 2025, without creating significant adverse unacceptable impacts to natural systems.~~

Commented [BC11]: Already covered in Objective 2.1 not needed here.

OBJECTIVE 5.2: *Conservation of Potable Water Resources.* The Town shall enforce regulations to properly ensure the conservation of potable water resources.

POLICY 5.2.1: The standards established in the Town's *Water Conservation Ordinance and Florida Building Code* regarding the use of low volume plumbing fixtures in all new and significantly renovated construction shall be enforced by the Town.

POLICY 5.2.2: The Town shall ensure that the guidelines and procedures established in the Town's *Emergency Water Conservation Plan* are consistent with regulations of the South Florida Water Management District, at minimum, once a year.

POLICY 5.2.3: New developments which propose use of central potable water for landscape irrigation shall use native vegetation or drought-resistant plants.

POLICY 5.2.4: The Town, when applicable, shall consider regulations that use the lowest quality water available for non-potable water use demands.

POLICY 5.2.5: The Town shall continue to work with Orange County Utilities and the South Florida Water Management District to encourage water conservation through a combined program of public education and plumbing and irrigation system retrofits and refinements.

POLICY 5.2.6: The Town shall continue to promote the following principles of ~~Florida~~ Florida-Friendly landscaping to be used for new developments or for new houses in ~~older portions of~~ the Town:

- appropriate planning and design;
- use of soil amendments;
- efficient irrigation;
- practical turf areas;
- use of drought tolerant plants;
- use of mulches; and
- appropriate maintenance.

OBJECTIVE 5.3: *Protection of Potable Water Resources.* The Town shall enforce regulations to properly ensure the protection of potable water resources. Measurement of the objective shall be by implementation of the following policies.

POLICY 5.3.1: The Town shall enforce the requirements established in Policies 1.3.1 through 1.3.9 of the *Conservation Element* to provide proper protection to the water supply of the Town.

POLICY 5.3.2: The Town shall manage and control the disposal of non-hazardous waste materials to prevent surface water and groundwater contamination.

POLICY 5.3.3: Small “package type” wastewater treatment plants and septic tanks shall not be allowed in areas where improper levels of treatment and/or inadequate effluent disposal may result in adverse impact on groundwater or surface water systems.

POLICY 5.3.4: The Town shall cooperate with Orange County and the Florida Department of Environmental Protection ~~and enact needed regulations~~ to comply with ~~F.A.C.~~ Florida Administrative Code 17.61 concerning new, existing or abandoned pollutant storage tanks.

OBJECTIVE 5.4: *Maximize Use of Existing Potable Water Facilities.* The Town of Windermere shall maximize the use of existing potable water facilities and available capacity through the implementation of appropriate technology and management strategies for enhancing water supply and reducing demand, including traditional and alternative water supply options, conservation and reuse.

POLICY 5.4.1: In coordination with Orange County Utilities, the Town shall support ~~the~~ the shift to new technologies and operational procedures, including expanded conservation programs, water rate increases, system interconnections and alternative water supply options such as reclaimed water reuse and storage, ~~shall occur~~ as they become technically and economically feasible.

OBJECTIVE 5.5: *Innovative Water Conservation Techniques.* The Town of Windermere shall support the use of innovative water conservation techniques and strategies and will conserve water resources through coordination with the Orange County Utilities and the South Florida Water Management District and through the implementation of County and other agency programs.

POLICY 5.5.1: The Town shall encourage the use of Florida-Friendly landscaping ~~by~~ to ~~reduc~~ ing irrigation requirements as part of water conservation efforts.

~~**GOAL 6:** Windermere’s goal is to maintain a *Water Supply Facilities Work Plan* and to coordinate with the Orange County Utilities, the South Florida Water Management District, and other local, regional, state and federal agencies, as well as all other municipal or private suppliers~~

~~of potable water services, in the implementation of effective traditional and alternative water supply programs and linkages between water resource management and growth management within the Town.~~

OBJECTIVE 6.1: *Maintenance of Water Supply Plan.* Windermere shall maintain a *Water Supply Facilities Work Plan (Work Plan)* for at least a 10-year planning period addressing traditional and alternative water supply sources, facilities, and issues necessary to serve existing and future development within the jurisdiction of the Town.

POLICY 6.1.1: ~~Windermere shall coordinate with the South Florida Water Management District and other entities to assist with implementation of goals and provisions of the Regional Water Supply Plans and other local/municipal water resource management and restoration programs, to evaluate the long-term needs of the natural and built environments, to restrict activities that may result in the degradation or over utilization of potable water resources, and to assure adequate water supply for the competing needs of native ecosystems, agriculture, and domestic and industrial users.~~

POLICY 6.1.2: ~~Windermere shall work with the South Florida Water Management District, during updates to the *Regional Water Supply Plan*, to identify potentially feasible alternative water supply projects.~~

Commented [BC12]: Not needed. Already covered in Objective 2.1

OBJECTIVE 6.2: *Identifying Traditional and Alternative Water Supply Sources.* Windermere shall identify, investigate and utilize any technically, environmentally and economically feasible traditional or alternative sources of water that may be used to meet existing and future water demands when updating or maintaining the *Work Plan*.

POLICY 6.2.1: In ~~conjunction or~~ coordination with the Orange County Utilities, the South Florida Water Management District, and other local governments or private utilities, ~~Windermere~~[The Town](#) shall seek the development of water sources that will satisfy existing and future demands, without causing adverse impacts to water quality, wetlands, aquatic systems or the environment. These sources may include, but are not limited to, fresh groundwater, reclaimed water, stormwater, brackish groundwater, [and](#) surface water and seawater.

POLICY 6.2.2: The Town of Windermere in cooperation with Orange County Utilities ~~will~~ shall pursue the maximization of the efficient use of existing potable water facilities through the implementation of management techniques that can enhance a source of supply, sustain water resources and related natural systems, and optimize water supply yield. Available techniques may include, but are not limited to, water conservation, potable water rate increases, non-potable water reuse, system interconnects, and storage.

POLICY 6.2.3: As needed, the Town of Windermere shall coordinate, cooperate and participate with utility providers in the region and the water management districts in the development and update of local and regional water supply plans and assessments.

GOAL 7: The protection of the natural groundwater aquifer recharge area shall be ensured in the Town of Windermere area.

OBJECTIVE 7.1: *Groundwater Basin Resource.* The Town's Land Development ~~Regulations~~ Code shall include development requirements that will serve to protect the function of natural groundwater recharge areas and natural drainage features.

POLICY 7.1.1: Site plan review criteria shall be implemented that require new development to meet or exceed the water quality rules of the South Florida Water Management District.

POLICY 7.1.2: The Town shall cooperate with Orange County in the development of an aquifer protection program, including public education, coordination with appropriate agencies, and the provision of adequate collection and treatment facilities in order to limit the amount of contaminants reaching the surficial and Floridan aquifers.

POLICY 7.1.3: The Town will coordinate with the South Florida Water Management District to identify and protect vulnerable features within or adjacent to the Town which have the potential to discharge directly to the Floridan aquifer.

POLICY 7.1.4: The Town shall continue to restrict development from occurring within 300 feet in diameter of any public wells (Cone of Influence area). The Town shall also maintain a 600 ~~feet~~foot in diameter wellhead protection area.

POLICY 7.1.5: The Town shall request that Orange County Health Department inspect septic systems (especially lakefront) on a regular basis for malfunctions.

~~**GOAL 8:** Windermere's goal is to maintain a *Water Supply Facilities Work Plan (Work Plan)* and to coordinate with the South Florida Water Management District, Orange County Utilities and other local, regional, state and federal agencies in the implementation of effective traditional and alternative water supply programs, including aquifer recharge projects, and in the implementation of effective linkages between water resource management and growth management in the Town.~~

~~**OBJECTIVE 8.1: *Maintenance of Work Plan.*** Windermere shall maintain a Work Plan for at least a 10-year planning period addressing traditional and alternative water supply sources, facilities, and issues necessary to serve existing and future development within the Orange County Utilities service areas.~~

~~**POLICY 8.1.1:** The *Work Plan* shall be updated at least every 5 years, but no later than 18 months following adoption of the applicable Water Management Districts' *Regional Water Supply Plan* updates. The *Work Plan (Town of Windermere Water Supply Facilities Work Plan 2018)* is herein adopted, by reference, as data, analysis and supporting documentation for the element.~~

Commented [BC13]: Not needed. Already addressed in Objective 2.1

OBJECTIVE 8.2: *Recharging the Aquifer and Offsetting Water Demand Effects.* Windermere shall identify, investigate and utilize any technically, environmentally and economically feasible sources of water and treated wastewater that may be used to recharge the aquifers to help offset the effects of existing and future water demands when updating or maintaining the Work Plan.

POLICY 8.2.1: In coordination with the South Florida Water Management District, Orange County Utilities and other local governments or

private utilities, Windermere shall seek the development of efficient, cost-effective, and technically feasible water sources that will satisfy and supplement future demands, without causing adverse impacts to water quality, wetlands, aquatic systems or the environment. These sources may include augmentation of groundwater supplies via additional recharge.

POLICY 8.2.2: Windermere will seek to maximize the use of existing water and reclaimed water facilities through the implementation of management techniques that can enhance a source of supply, sustain water resources and related natural systems, and optimize water supply yield. Available techniques may include, but are not limited to, conservation, rate increases, reclaimed water reuse, system interconnections, storage and aquifer recharge.

~~**POLICY 8.2.3:** Windermere shall work with the South Florida Water Management District, during updates to their *Regional Water Supply Plan*, to identify potentially feasible alternative water supply projects involving aquifer recharge.~~

Commented [BC14]: No needed. Already addressed in Objective 2.1

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 5
CONSERVATION ELEMENT

CONSERVATION GOAL, OBJECTIVES AND POLICIES

GOAL 1: Conserve, protect, acquire, restore and appropriately use and manage the quality and quantity of all natural resources and hazardous waste, as well as cooperate with adjacent communities and Orange County and the State, to ensure that adequate natural resources are available for present and future generations at the highest environmental quality possible in accordance with national, state, regional and county standards.

NOTE: MEASUREMENT OF THE OBJECTIVES IN THIS *ELEMENT* SHALL BE MEASURABLE BY THE IMPLEMENTATION OF THE POLICIES CONTAINED WITHIN EACH OBJECTIVE.

OBJECTIVE 1.1: *Air Quality Standards.* The Town shall assist the County in meeting federal and state air quality standards by assisting in the identification of sources of pollution and controlling development.

POLICY 1.1.1: The Town shall require that the *Future Land Use Map* and *Future Land Use Element* policies continue to prohibit land uses that may contribute to air pollution.

POLICY 1.1.2: The Town shall cooperate with the County and State in monitoring air quality and the identification of sources of air pollution.

POLICY 1.1.3: The Town shall continue to reduce the potential for automobile emission pollution by:

1. Requiring vegetative buffers strips, walls and/or berms between roadways and new developments;
2. Establishing additional bike paths/walkways to promote the reduction in use of automobiles; and
3. Promote the Planned Unit Development type of land use, where feasible.

POLICY 1.1.4: The Town shall continue to prohibit new industries in the Town which might have adverse impacts on air quality.

- POLICY 1.1.5:** The Town shall ~~discourage~~prohibit open burning due to its adverse impacts on air quality.
- POLICY 1.1.6:** The Town shall cooperate with Orange County and encourage the use of alternative energy resources that do not degrade air quality.
- POLICY 1.1.7:** The Town shall discourage the removal of trees along the Main Street/Maguire Road and Sixth Avenue/Conroy Windermere Road corridors.

OBJECTIVE 1.2: *Lake and Well water Quality.* The lakes shall be protected from any degradation with emphasis on the quantity and quality of lakes and well water.

- POLICY 1.2.1:** The Town shall continue to support actions by public and private agencies or groups to protect the water quality in the Butler Chain of Lakes (designated as Outstanding Florida Waters by the State).
- POLICY 1.2.2:** As specified in the Town's *Stormwater Drainage Ordinance*, lake front areas are required to preserve the intact natural communities which provides filtration of stormwater runoff and prohibit structures within 50 feet of the water's edge. ~~with only a narrow path to the water.~~
- POLICY 1.2.3:** Developers and individuals shall minimize impervious surface coverage and roads to preclude reducing the flow of good quality water to the recharge area and shall maximize the on-site retention of stormwater runoff.
- POLICY 1.2.4:** Landowners, developers and individual builders shall comply with State and County regulations concerning wells and septic tanks to include their closure or abandonment.
- ~~**POLICY 1.2.5:** The Town shall review and enact such changes in this Comprehensive Plan and other regulations upon receipt of the State Groundwater Basin Resource Inventory if needed.~~
- POLICY 1.2.6:** Point and non-point sources of water pollution shall be identified and programs established to reduce the harmful impacts of those sources on the natural environment.

Commented [BC1]: No longer needed.

POLICY 1.2.76: Stormwater retention/detention systems shall be designed in such a manner as to prevent the degradation of all surface water bodies and all road runoff shall be prevented from polluting the lakes.

POLICY 1.2.87: Strict enforcement on the proper installation of stormwater systems is required as well as the continual maintenance of such systems to include swales.

POLICY 1.2.8: The Town shall continue to ensure that:

- a) site plans for new development identify the location and extent of wetlands located on the property;
- b) site plans provide measures to assure that normal flows and quality of water will be provided to maintain wetlands after development; and,
- c) where alteration of wetlands is necessary in order to allow reasonable use of property, either the restoration of disturbed wetlands will be provided or additional wetlands will be created as a last resort to mitigate any wetland destruction. Lands designated “preservation” or “conservation” as a part of a development shall be identified as such in a legal agreement which ensures their protection and maintenance in perpetuity.

POLICY 1.2.409: Public facilities shall not be located within the 100-year flood plain or in a flood prone area unless the facilities are water related, such as boat ramps docks or surface water management structures or are not adversely affected by periodic flooding or standing water such as bridges and construction is clearly in the public interest.

POLICY 1.2.4410: ~~All~~ Ecological sensitive areas, as identified by the County, State, or Town, shall be maintained at an optimum quality (soils included).

POLICY 1.2.4211: The Town shall continue to support and implement the Basin Management Action Plans for Lake Okeechobee developed by the Florida Department of Environmental Protection and in coordination with ~~SFWMD's SWIM planning effort to assess the~~

~~existing water quality and prepare a detailed water quality and environmental enhancement strategy to reduce the pollutant loading into~~for the Butler Chain of Lakes.

Commented [BC2]: Revised to reflect current State requirement for Lake Okeechobee Basin Management Plan coordination and implementation. Town Public Works is currently coordinating.

POLICY 1.2.12: Waterfront properties shall be required to install berm and swale systems so that storm runoff is slowed and traps pollutants before they reach the lake or canal.

POLICY 1.2.13: Properties with seawalls shall comply with Policy 1.2.10 and provide onsite stormwater retention at least one foot from the seawall so as to prevent direct discharge of impure runoff.

POLICY 1.2.14: Waterfront owners shall not permit yard clippings to reach a lake or canal so as to not lower water quality.

POLICY 1.2.15: The Town shall not permit the continued use of malfunctioning septic systems and take appropriate action through the Orange County Health Department and, if needed, through the Town Code Enforcement Special Magistrate.

POLICY 1.2.16: The Town shall coordinate with Orange County and the State regarding best management practices (BMPs) for the protection of surface and groundwater quality of the ~~Lake~~ Butler Chain of Lakes.

OBJECTIVE 1.3: *Conserving the Water Supply.* The Town shall continue to enforce regulations to conserve the water supply.

POLICY 1.3.1: The standards established in the Town's *Water Conservation Ordinance* and the Florida Building Code regarding the use of low volume plumbing fixtures in all new and significantly renovated construction shall be enforced by the Town.

POLICY 1.3.2: The Town of Windermere shall coordinate and cooperate with the South Florida Water Management District in the enforcement of the provisions of their emergency water shortage plans, and in the implementation of the appropriate groundwater conservation and protection programs outlined in the 2020 Regional Water Supply Plans of the South Florida Water Management District.

POLICY 1.3.3: The Town shall continue to enforce the landscape irrigation conservation requirements identified in the Potable Water Sub-element of this Comprehensive Plan.

- POLICY 1.3.4:** The Town shall encourage the use of Florida-Friendly Landscaping™ by reducing irrigation requirements as part of water conservation efforts in all new development or redevelopment projects in Town.
- POLICY 1.3.5:** The Town shall continue to support the implementation of a water conservation promoting rate structure by their utility systems provider, Orange County Utilities (OUC/OCU).
- POLICY 1.3.6:** The Town shall continue to cooperate with Orange County and the South Florida Water Management District in water conservation education.
- POLICY 1.3.7:** ~~The Town shall coordinate with Orange County to implement shall use the water quality and quantity protection, preservation, and conservation measures as designated in the objectives and policies of the Potable Water, Wastewater and Aquifer Recharge Elements, to protect groundwater quality and quantity.~~
- POLICY 1.3.8:** ~~Windermere's Water Supply Facilities Work Plan (Work Plan) shall assess existing and projected water sources and needs for at least a 10-year planning period and consider the 2020 Regional Water Supply Plan of the South Florida Water Management District. The Work Plan will also identify traditional and alternative water supply sources, including water conservation efforts, which the Town may use to reduce or satisfy existing and projected water demands.~~
- POLICY 1.3.9:** Windermere will continue to implement the water conservation efforts identified in the *Work Plan*. These efforts will include concentrating on outreach and education as well as irrigation system modifications and indoor plumbing retrofits.

Commented [BC3]: Remove un-needed references to other elements. Focus on protecting groundwater quality and quantity

Commented [BC4]: Required by State to be referenced in this element

OBJECTIVE 1.4: *Protection of Soils, Minerals, and Environmentally Sensitive Lands.* The Town shall require the conservation, appropriate use and proper protection of soils, minerals, environmentally sensitive lands and native vegetative communities.

- POLICY 1.4.1:** Mining shall not be permitted within the Town and discouraged in any neighboring area.
- POLICY 1.4.2:** Land to be annexed shall be inventoried for native vegetative communities, forests, wetlands, wildlife habitats, natural reservations and environmentally sensitive land and provisions

made for their protection prior to annexation and during any subsequent site plan review. All existing natural reservations identified in the *Recreation and Open Space Element* shall be protected.

POLICY 1.4.3: The guidelines and standards established in the Future Land Use Element regarding the tree and landscape ordinances shall be enforced by the Town.

POLICY 1.4.4: The Town shall continue to ensure that the Land ~~Development Code~~Development Code includes proper protection and conservation of the natural functions of existing soils and wildlife habitats and environmentally sensitive lands.

OBJECTIVE 1.5: *Endangered and Threatened Wildlife.* The Town shall continue to search for wildlife, wildlife habitats, fisheries, review its regulations and restrict activities known to adversely affect the survival of any endangered and threatened wildlife.

POLICY 1.5.1: The Town shall continue to ensure the protection of wildlife or wildlife habitats and fisheries through the Land Development Code and site plan review process.

POLICY 1.5.2: The Town shall maintain its status as a “Bird Sanctuary” as defined by the National Audubon Society.

POLICY 1.5.3: Stormwater detention ponds with permanently wet detention ponds shall be designed, operated and maintained so as to resemble a natural pond to the greatest extent practicable.

POLICY 1.5.4: The Town shall require that there will be no net loss of endangered species habitat as a result of land development decisions.

POLICY 1.5.5: The Town shall restrict the use of and introduction of exotic species, especially on or adjacent to lands or waters containing native habitats during the site plan review process.

OBJECTIVE 1.6: *Hazardous Waste.* Hazardous waste shall not be permitted to destroy or impair the quality of our natural resources and the Town shall ensure the proper management of hazardous waste ~~which~~that shall be made measurable by the following policies.

- POLICY 1.6.1:** The Town shall cooperate with the County, State and Federal Government in the collection and disposal of hazardous waste.
- POLICY 1.6.2:** The Town shall improve the monitoring of and disposal of hazardous waste by local businesses and others.
- POLICY 1.6.3:** The Town shall encourage its citizens to utilize Orange County collection facilities and “Amnesty Days”.
- POLICY 1.6.4:** The Town shall support the County’s and ~~applicable~~ [the South Florida](#) Water Management District’s efforts to educate the public regarding the proper management of hazardous waste.
- POLICY 1.6.5:** Secondary containment vessels or systems shall be required in all tanks used for storage of hazardous material.
- POLICY 1.6.6:** Vehicles transporting hazardous materials will not be allowed on Town streets unless the material is properly contained/packaged.
- POLICY 1.6.7:** Septic tanks shall not be used by any new generator of hazardous/toxic waste. Current generators must dispose of any such wastes to a permitted County site.
- POLICY 1.6.8:** The hazardous waste requirements specified in the *Infrastructure Element* of this *Comprehensive Plan* shall be enforced.

OBJECTIVE 1.7: *Reducing Energy.* Enhances conservation and efficiency measures to reduce energy requirements shall be practiced.

- POLICY 1.7.1:** The Town shall conduct energy audits, monitor energy use and implement cost-effective energy conservation measures in all public buildings.
- POLICY 1.7.2:** The Town shall continue to reduce levels of all air-conditioning, heating and lighting systems during non-business hours and promote the use of energy saving features in all government buildings.
- POLICY 1.7.3:** The Town shall maintain local codes and ordinances that do not handicap implementation of energy efficient construction and operation.

OBJECTIVE 1.8: *Funding.* Adequate funding will be provided for the conservation and protection of natural resources as developed in this *Element* of the *Comprehensive Plan*.

POLICY 1.8.1: The Town shall explore and implement where feasible, various funding strategies [for the conservation and protection of natural resources](#), including but not limited to user fees, impact fees, bond financing, etc., for the maintenance, improvement or acquisition of [conservation and natural lands](#)~~needed facilities~~.

OBJECTIVE 1.9: *Protection of Conservation, Floodplain, and Wetland Areas.* The Town shall protect identified conservation, floodplains and wetland areas by implementing the following policies.

POLICY 1.9.1: The Town shall coordinate with Federal, State and County agencies to identify and regulate wetland areas, floodplains, ~~sensitive and~~ conservation areas and unique native habitats within the Town.

POLICY 1.9.2: The conservation designation on the *Future Land Use Map* series shall serve as a conceptual indicator of conservation, wetland, floodplain and environmentally and ecological sensitive areas. The precise delineation of each area must be through specific studies and field determination.

POLICY 1.9.3: All ecological sensitive areas, as identified by the County, State, or Town, shall be maintained at an optimum quality.

POLICY 1.9.4: The Town shall continue to ensure that:

- a) site plans for new development identify the location and extent of wetlands located on the property:
- b) site plans provide measures to assure that predevelopment flows and quality of water will be provided to maintain wetlands after development; and,
- c) where alteration of wetlands is necessary in order to allow reasonable use of property it should be clearly in the public interest and there is no practical alternative which reduces or avoids impacts to wetlands. Mitigation shall only be a last resort action to be used only after other measures such as non-approval of a development,

reconfiguring of the development to avoid sensitive areas, reduction of density, etc. have been considered and shown not to be feasible. There shall be no net loss of sensitive lands. Any mitigation shall avoid impact to ecologically valuable uplands.

POLICY 1.9.5: Newly created mitigated areas, preservation or conservation areas as a part of a development shall be identified in a legal agreement which ensures their protection and maintenance in perpetuity. These areas shall be depicted on the *Future Land Use Map* as Conservation lands.

POLICY 1.9.6: The Town shall ensure that future land uses that are incompatible with the protection and conservation of wetlands are directed away from wetlands.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 6
RECREATION AND OPEN SPACE

RECREATION GOALS, OBJECTIVES AND POLICIES

GOAL 1: Ensure maintenance and improvement of existing public parks, recreation facilities and open space areas to satisfy the health, safety, and welfare needs of the Town's citizens and their guests and enhance the ~~total~~ quality of life within the Town, in an efficient and appropriate manner.

OBJECTIVE 1.1: *Beaches, Parks, and Recreational Facilities.* The Town shall continue to require that all ~~beaches~~, parks and recreation facilities are available to all residents and their guests with emphasis on accessibility and availability to the handicapped.

Commented [BC1]: Remove reference to beaches. Not applicable to Town

- POLICY 1.1.1:** All parks and recreational facilities shall be maintained at their existing level of access or improved, available and accessible to all residents and their guests.
- POLICY 1.1.2:** Barrier-free access shall be provided at all existing and new recreational facilities.
- POLICY 1.1.3:** Accessibility to recreational facilities shall be provided without the destruction of the unique character and quality of these areas.
- POLICY 1.1.4:** The Town shall clearly identify, designate and provide sign identification of all public recreational facilities.
- POLICY 1.1.5:** The Future Land Use designation of Recreation does not supersede (i) the Lake Bessie Consent Final Judgment, dated June 15, 2006, and recorded in the Public Records of Orange County, OR BK 08945 PG 3279, or (ii) the Lake Down Consent Final Judgment, dated March 23, 2006, recorded in the Public Records of Orange County, OR BK 08573 PG 1393. To the extent of conflicts or inconsistencies, the Consent Final Judgments prevail.
- POLICY 1.1.6:** Fernwood Park shall only be utilized as a boat ramp with related activities, for Town residents only.

OBJECTIVE 1.2: *Cooperation with Public Agencies and Private Enterprise.* The Town shall cooperate with public agencies as well as private enterprise to fund quality improvements and enhancements to the existing public park and recreational facilities.

- POLICY 1.2.1:** The Town shall coordinate public and private efforts to provide and improve and enhance public recreational opportunities for the Town's residents through its Parks and Recreation Committee.

POLICY 1.2.2: The Town shall continue to work with and assist ~~the Windermere Rotary Club~~ private organizations and other private individuals ~~and groups~~ to assist in providing adequate funding for new parks and recreation facilities as well as maintenance and improvement of present park and recreational facilities.

Commented [BC2]: Generalize to provide opportunity to work with any private organization

POLICY 1.2.3: Adequate operating budgets shall be provided for all parks and recreational facilities.

POLICY 1.2.4: The Town shall actively solicit grants from public and private agencies, donations of money, facilities or services for improvement enhancement and maintenance of existing public parks and recreational facilities.

POLICY 1.2.5: Adequate capital expenditures shall be provided for the improvement and expansion of existing public park and recreational facilities.

POLICY 1.2.6: The Town shall maintain incentives in the Land Development Regulations for developers to provide park and recreation facilities in their developments and recognize that private parks, open space and recreational areas within a development are an integral part of the park and recreational facilities provided to Town residents.

POLICY 1.2.7: The Town shall encourage the use of innovative site design and development techniques in order to maximize the provision of usable park and recreational facilities and open space areas at a minimum cost.

POLICY 1.2.8: The Town shall review park and recreational funding needs as part of the Town's annual budgetary process.

POLICY 1.2.9: Should additional parks be needed or acquired, emphasis shall be placed on developing activity-based facilities, but only at a size and scope consistent with surrounding areas.

OBJECTIVE 1.3: *Level of Service.* The Town shall continue to provide adequate recreational opportunities for all residents and their guests to meet the Level of Service Standards.

POLICY 1.3.1: The Town establishes the following ~~peak~~ Level of Service Standards as guidance to meet existing and future demands for

parks and recreation facilities. The level of service standards are not regulatory nor mandated.

Commented [BC3]: Clarify that the level of service not regulatory but is for guidance

PARK AND RECREATION LEVELS OF SERVICE STANDARDS

FACILITY	LEVEL OF SERVICE
Neighborhood Park	1 per 5,000 population <u>persons</u>
Park Acreage	2.5 acres per 1,000 persons
Tennis Courts	1 per 1,000 persons
Boat Ramp	1 per 4,300 persons
Bicycle Paths (Miles)	1 per 1,000 persons

POLICY 1.3.2:

The use of land within the Town's boundaries for a facility described in paragraphs (a) and (b) is declared to be an inappropriate use of land, water, and other resources within the Town, contrary to the public interest and the interests of the Town and its citizens, and contrary to the safety, comfort, good order, convenience, and general welfare of the Town and its citizens. Therefore, development undertaken, and action taken by a governmental agency to approve a development order for development to be undertaken, in connection with a facility described in paragraphs (a) and (b) is inconsistent with this *Comprehensive Plan*:

- a) the acquisition, establishment, construction, and/or operation of a park or recreational facility, whether for usual and customary activity-based park uses (such as picnicking, sports, camping, hiking, fishing, swimming, skiing, canoeing, kayaking, boat-launch facilities, boat-dock facilities, beach and shoreline access and activities, etc.) or other recreational uses, where the park or recreational facility is open to the public (regardless of whether the facility is publicly or privately owned or managed) and the facility is larger in scope and intensity than a neighborhood park;
- b) the conversion of a facility described in paragraph (a) from a private facility, not open to the public (regardless of whether the private facility is publicly or privately owned or managed), to a facility open to the public.

The land uses, land-use intensities, capacity, size, timing, and other aspects of development of a facility described in

paragraph (a) or (b) are declared to be (i) incompatible with and contrary to the objectives, policies, land uses, and densities and intensities in this *Comprehensive Plan*, (ii) incompatible with and contrary to other criteria enumerated by the Town in this *Plan* and in its Land Development ~~Regulations~~Code, and therefore (iii) inconsistent with this *Comprehensive Plan*.

POLICY 1.3.3: From time to time, the Town shall review and revise its regulations for newly annexed areas so as to address ~~open space~~park and recreation needs ~~definitions, signage, landscaping, buffering, greenspace, and requirements for amounts needed.~~

Commented [BC4]: Simplify

POLICY 1.3.4: Conservation areas located within the Town may be ~~so~~ designated and used for active and/or passive recreational uses only where it can be demonstrated that such uses will not have any significant adverse ~~transportation or~~ environmental impact and ~~are~~is compatible with other surrounding land uses.

POLICY 1.3.5: Natural reservations, as well as open spaces, are hereby defined as any land or water surface that affords unobstructed physical movement and is relatively free of manmade structural mass, shall be provided for their aesthetic, health, environmental and economic benefits in any new ~~development~~residential subdivision.

~~**POLICY 1.3.6:** Bike paths as required and provided are discussed in the Transportation Element, Objective 1.6.~~

Commented [BC5]: Not needed. It is addressed in Transportation Element.

OBJECTIVE 1.4: *Safety of Public Parks and Recreation Facilities.* All public parks and recreation facilities shall be made safe and kept safe so that the number of accidents will be minimized.

POLICY 1.4.1: Strict safety rules and procedures shall be posted at each facility by appropriate signage.

POLICY 1.4.2: Proper lighting shall be provided or the facility shall be closed at sunset.

- POLICY 1.4.3:** Appropriate rails or fences shall be installed at each existing ~~and~~ or planned public recreational facility.
- POLICY 1.4.4:** Children's play areas shall be at least 50 feet from streets, parking areas, and vehicular access points or shall be separated by a fence.
- POLICY 1.4.5:** Efficient maintenance activities shall be conducted in all park and recreational facilities so as to maintain them in an accident-free condition and to correct or improve existing deficiencies.
- POLICY 1.4.6:** Regular monitoring of each park and recreation facility shall be ~~maintained~~provided during open hours.

OBJECTIVE 1.5: *Passive Recreation and Conservation Uses.* Open spaces shall be acquired and maintained by the Town or private entities, so as to provide undeveloped land for passive recreation and/or conservation uses as well as to improve the attractiveness of the Town.

- POLICY 1.5.1:** ~~Zoning~~The land development code~~regulations~~ shall be reviewed from time to time to ensure that adequate buffer zones are required around parks, open spaces, recreation areas, and conservation areas so as to protect them from adverse effects of encroaching urbanization.
- POLICY 1.5.2:** The Town's land development code ~~regulations~~ shall include specific open space definitions and standards.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 7
INTERGOVERNMENTAL
COORDINATION ELEMENT

GOALS, OBJECTIVES AND POLICIES

GOAL 1: Establish processes within the Town government to coordinate efficiently and maximize effectiveness of ~~all~~ activities to preserve the quality of life by identifying and resolving incompatible activities, goals, objectives and policies of ~~the Town-Windermere~~, adjacent ~~cities~~ and towns, the County, and other government agencies.

MEASUREMENT OF THE OBJECTIVES IN THIS *ELEMENT* SHALL BE MEASURABLE BY THE IMPLEMENTATION OF THE POLICIES FOR EACH OF THE OBJECTIVES WITHIN THE *ELEMENT*.

OBJECTIVE 1.1: *Coordination with Local Governments.* The Town shall coordinate its *Comprehensive Plan* with the plans of the ~~School Board~~ Orange County Public Schools (OCPS); Orange County, Orange County Utilities, which provides ~~some~~ potable water to ~~the~~ a portion of ~~the~~ Town; City of Ocoee, which provides fire protection, and other local governments ~~requesting~~ coordination, as needed.

POLICY 1.1.1: The Town shall ~~continually~~ coordinate planning activities involving *Elements* of the *Comprehensive Plan* with the City of Ocoee, the City of Winter Garden, Orange County, and Orange County ~~School Board~~ Public Schools.

POLICY 1.1.2: The Town will ensure that needed coordination is maintained with ~~the following~~ the following agencies: ~~Orange County~~

- Orange County
- Orange County ~~School Board~~ Public Schools
- City of Ocoee
- City of Winter Garden
- MetroPlan Orlando (~~Metropolitan Planning Organization~~)
- South Florida Water Management District
- Florida Department of Environmental Protection

POLICY 1.1.3: The Town shall cooperate in the preparation of any needed or requested ~~Interlocal~~ interlocal agreements.

~~**POLICY 1.1.4:** The Town shall pursue an Interlocal Agreement with Orange~~

~~County to provide a Joint Planning area for the Town and County. The agreement shall discuss at minimum: a reserve area or future annexation boundary; the provision of public facilities; lake protection and water quality measures; and criteria pertaining to periodic amendments to the Interlocal Agreement to ensure that the Agreement is updated on a regular basis.~~

Commented [BC1]: No longer needed due to change in Orange County Charter

POLICY 1.1.5: The Town shall consider entering into an Interlocal Agreement with [the City of Ocoee](#), [the City of Winter Garden](#), and [the Town of Oakland](#) for the purpose of improved intergovernmental cooperation and coordination with respect to planning throughout the western Orange County area as determined by the respective municipalities areas of concern.

POLICY 1.1.6: Communicate and coordinate with adjacent ~~home owners~~[homeowners](#), nearby neighborhoods and others within any future joint planning area to resolve any annexation issues.

POLICY 1.1.7: The Town of Windermere's *Water Supply Facilities Work Plan (Work Plan)*, shall assess existing and projected water sources and needs for at least a 10-year planning period and consider the [2020 Regional Water Supply Plan](#) of the South Florida Water Management Districts. The *Work Plan* shall identify traditional and alternative [potable](#) water supply sources that the [Town or](#) County may use to meet existing and projected [potable](#) water demands. ~~The a~~ Alternative water supply projects in the *Work Plan* will be selected from the ~~applicable~~ District's [2020 Regional Water Supply Plans](#) or otherwise proposed by the Town.

POLICY 1.1.8: ~~The Town Windermere~~ shall coordinate with the South Florida Water Management District during updates to their *Regional Water Supply Plan*; to identify potentially feasible alternative water supply projects in Windermere. Within 18 months following the approval of the South Florida Water Management District's *-Upper Kissimmee Basin (CFWI) Water Supply Plan Update*, the Town shall complete updates of the appropriate elements and adopt related plan amendments in order to address all of the 10-year water facilities supply work plan components of Chapter 163, F.S. The Town shall update its *Water Supply Facilities Work Plan* every five years, within 18 months of the adoption of the South Florida Water Management District *Regional Water Supply Plan*.

OBJECTIVE 1.2: *Impacts of Development.* The Town shall continue to ~~study-review~~ all proposed development within the Town; for impacts ~~or conflicts to development in~~ with the City of Ocoee ~~and/or~~ Orange County and establish mechanisms to coordinate discussions between parties.

POLICY 1.2.1: Any conflicts with other governments or agencies which cannot be resolved using person to person Intergovernmental Cooperation shall utilize Chapter 164, Florida Statutes as applicable.

POLICY 1.2.2: The Town shall use Intergovernmental ~~C~~oordination ~~channels to provide needed services and information to~~ with the County, School Board, City of Ocoee and other entities ~~and~~ to ensure timely, efficient, cost-effective and environmentally sound public facilities and services in the Town.

POLICY 1.2.3: As information on proposed developments in the area becomes available, the Town shall review the relationship of such developments with the comprehensive plans of Orange County and City of Ocoee and make such necessary communication about the new development to the County or City of Ocoee.

POLICY 1.2.4: The Town shall, prior to approving any new development, study the relationship of that development with those proposed by Orange County or City of Ocoee to determine if such development would impact ~~their jurisdictions~~ others and report to them any possible impact for further coordination.

POLICY 1.2.5: The Town shall coordinate with Orange County on siting of facilities with countywide significance, including locally unwanted land uses, through ad-hoc technical committees, ~~I~~nterlocal agreements or joint planning agreements.

OBJECTIVE 1.3: *Adequate Public School Facilities.* The Town shall coordinate its *Comprehensive Plan* with ~~the~~ Orange County ~~School Board~~ Public Schools (OCPS), Orange County and other agencies so as to ensure proper planning ~~for~~ and provision of adequate public school facilities in the County.

POLICY 1.3.1: The Town shall coordinate with ~~the School Board~~ OCPS and

Windermere Elementary School on emergency preparedness issues.

POLICY 1.3.2: The Town shall provide ~~to the School Board~~ OCPS, for comment, any comprehensive plan amendment related to the annexation of land outside the current into the Town boundaries.

POLICY 1.3.3: The Town shall support and encourage the involvement of businesses, community organizations, families and other volunteers in a range of programs in support of public school facilities and programs.

POLICY 1.3.4: The Town will coordinate with Orange County in developing population projections for the purpose of decision making and for planning future public facility needs.

OBJECTIVE 1.4: *Sufficient School Capacity.* The Town shall, throughout the planning period, coordinate with Orange County Public Schools (OCPS) to ensure that sufficient school capacity is available to support proposed development and that necessary infrastructure is available to accommodate new schools.

POLICY 1.4.1: The Town shall designate a representative to serve on the OCPS Technical Planning Committee to discuss issues and formulate recommendations regarding the coordination of land use and schools.

POLICY 1.4.2: The Town shall provide projected development data to OCPS on a regular basis to assist in development of a long-range planning model to project student enrollment.

POLICY 1.4.3: As a member of the OCPS Technical Planning Committee, the Town shall review OCPS model projections for consistency with the Town's projections and, if necessary, shall recommend additions or modifications to the model results.

POLICY 1.4.4: The Town shall comply with the Amended Interlocal Agreement for Public School Facility Planning and Implementation of Concurrency adopted in 2011.

OBJECTIVE 1.5: *Countywide Significant Facilities.* The Town shall coordinate with Orange County regarding the siting of facilities with countywide significance, including locally unwanted land uses.

POLICY 1.5.1: Facilities of countywide significance include but are not limited to: hospitals, major school facilities, and governmental complexes. Locally unwanted land uses include but are not limited to ~~to~~ uses that produce enough traffic, noise, smoke, odor, dust, fumes or vibrations to have an effect on the health and general welfare of the citizens of ~~Windermere~~ the Town.

POLICY 1.5.2: The Town shall meet annually or more frequently if needed with Orange County to identify facilities of countywide significance, including locally unwanted land uses, and to discuss the planning of these facilities. The coordination shall identify the best available data and analysis regarding these facilities and land uses and provide recommendations, if appropriate, regarding the siting of the facilities and land uses.

POLICY 1.5.3: The Town shall provide Orange County notice and opportunity to comment on the siting of facilities of countywide significance, including locally unwanted land uses. The Town shall provide an opportunity for the comments to be addressed in the siting process.

OBJECTIVE 1.6: *Population Projections.* The Town shall coordinate population projections with Orange County, Orange County ~~School Board~~ Public Schools, ~~METROPLAN~~ MetroPlan Orlando ~~Metropolitan Planning Organization~~, and other units of local government providing public facilities and services but not having regulatory authority over the use of land.

POLICY 1.6.1: The Town shall meet annually or more frequently if needed with the Orange County Planning Department to discuss and develop countywide population projections that include expected growth shown in the Town's *Comprehensive Plan*. The Town will review the draft population projections and consider using them in the Town's *Comprehensive Plan* to foster the joint utilization of consistent and coordinated population projections between the Town and County.

POLICY 1.6.2: The Town shall meet annually or more frequently if needed with ~~the~~ Orange County ~~School Board~~ Public Schools to discuss population projections used in the Town's *Comprehensive Plan* in order to allow ~~the School Board~~ OCPS to consider Town growth and development projections and the Town to consider ~~School Board~~ OCPS enrollment projections. The population projections shall address but not be limited to the location, timing and ~~amount~~ number of school students.

POLICY 1.6.3: The Town shall meet annually, or more frequently if needed, with ~~the~~ METROPLAN MetroPlan Orlando Metropolitan Planning Organization to discuss population projections and consider expected growth shown in the Town's *Comprehensive Plan*.

POLICY 1.6.4: The Town shall meet annually, or more frequently if needed, with other units of local government providing public facilities and services but not having regulatory authority over the use of land, to discuss population projections used in the Town's *Comprehensive Plan*.

OBJECTIVE 1.7: Orange County ~~School Board~~ Public Schools Coordination. The Town shall coordinate with ~~the~~ Orange County ~~School Board~~ Public Schools for collaborative planning purposes, including public school concurrency procedures.

POLICY 1.7.1: Review annually the interlocal agreement with ~~the School District of~~ Orange County Public Schools to ensure inclusion of:

- coordination of *Public School Facilities Element*;
- review of population projection figures;
- corroboration on public school facilities siting;
- infrastructure and safety needs of schools;
- adoption of level of service standards;
- creation of a public school capital facilities program; and
- definition of the geographic application of school concurrency; the use of schools by the public, including use

as emergency shelters; and for outlining public school concurrency requirements for future development.

POLICY 1.7.2: The Town shall coordinate with ~~the School District of~~ Orange County [Public Schools](#) to identify deficient Levels of Services for public school facilities; and to mitigate for those deficiencies through the development process when applicable.

POLICY 1.7.3: The Town shall participate in regularly scheduled joint meetings with all participants identified in the Interlocal Agreement for Public School Facility Planning and Implementation of Concurrency.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 8
CAPITAL IMPROVEMENTS

CAPITAL IMPROVEMENTS GOALS, OBJECTIVES AND POLICIES

GOAL 1: The Town shall undertake innovative actions necessary to adequately provide, through the use of sound fiscal policies, needed public facilities for all residents in a manner which protects investments in existing facilities, maximizes the use of existing facilities and promotes orderly compact growth consistent with the *Future Land Use Map* while retaining the quality of life in the Town.

MEASUREMENT OF THE OBJECTIVES IN THIS *ELEMENT* SHALL BE MEASURABLE BY THE IMPLEMENTATION OF THE POLICIES IN EACH OBJECTIVE OF THE *ELEMENT*.

OBJECTIVE 1.1: Implementation of the Comprehensive Plan. The Town shall require that the *Comprehensive Plan* is implemented in a timely manner, and is updated as conditions within the town area change, or at a minimum reviewed yearly, and in a manner that all interested residents are given ample opportunity to participate in the planning process.

POLICY 1.1.1: The Town Council will review the effectiveness of its *Capital Improvement Program* and annual budgeting program in accordance with the Monitoring and Evaluation Procedures that follow and make such changes in these programs that are appropriate.

MONITORING AND EVALUATION PROCEDURES

The role of monitoring and evaluation is vital to the effectiveness of any planning program and particularly for the *Capital Improvements Element*. This is largely because the Town's revenue and expenditure streams are subject to fluctuations in the market and economy. It is the behavior of these streams which will be used to predict fiscal trends in order to maintain the Town's adopted level of service standards for public facilities. Therefore, the *Capital Improvements Element* requires a continuous program for monitoring and evaluation, ~~and p.~~ Pursuant to Chapter 163, F.S., this *Element* shall be reviewed on an annual basis as part of the Town's annual budgeting process to ensure that required fiscal resources are available to provide public facilities needed to support adopted LOS standards.

The annual review at the annual budget a public hearing shall be the responsibility of the Town Council. The Town Manager, Town Public Works Director, and the Town

Planner shall serve as advisory members at all formal deliberations related to capital improvement monitoring and evaluation. The [Town](#) Council shall direct staff to take action deemed appropriate.

The review shall include the following considerations, and will include an examination of these considerations in order to determine their continued appropriateness:

- 1) any corrections, updates, and modifications concerning costs; revenues sources; acceptance of facilities pursuant to dedications which are consistent with the *Element*; or the date of construction of any *Element*; or the date of construction of any facility enumerated in the *Element*;
- 2) the *Capital Improvement Element*'s consistency with the other *Elements* and its support of the *Future Land Use Element*;
- 3) the Town's ability to provide public facilities and services;
- 4) the priority assignment of existing public facility deficiencies;
- 5) the Town's progress in meeting those needs determined to be existing deficiencies;
- 6) the criteria used to evaluate capital improvement projects in order to ensure that projects are being ranked in their appropriate order of priority;
- 7) the Town's effectiveness in maintaining the adopted LOS standards;
- 8) the Town's effectiveness in reviewing the impacts of plans and programs of the County that provide public facilities within the Town's jurisdiction;
- 9) the effectiveness of mandatory dedications or fees in lieu of, for assisting new development a pro rata share of the improvement costs which they generate;
- 10) the cost effectiveness of imposing impact fees and if imposed, the effectiveness of such impact fees;

- 11) the ratio of outstanding indebtedness to the property tax base;
- 12) efforts made to secure grants or private funds, whenever available, to finance the provision of capital improvements;
- 13) the transfer of any unexpended account balances;
- 14) the criteria used to evaluate proposed plan amendments and requests for new development or redevelopment;
- 15) capital improvements needed for the latter part of the planning period, for inclusion in the *5-Year Schedule of Improvements*;
- 16) the adherence to its capital improvement schedule;
- 17) the ability to ascertain at any given time the existing infrastructure capacity;
- 18) needed changes to this monitoring and evaluation procedures.

POLICY 1.1.2: The Town shall continue to improve efficiency and economy in the areas of records-management, information management and competitive bid contracting.

OBJECTIVE 1.2: *Concurrency Management System.* Insurance of development orders and permits by the Town shall be controlled by the Town's Concurrency Management System, which requires that facilities and services which do not reduce the adopted level of service standards are in place, shall be in place or are guaranteed by a binding contract or agreement to be provided prior to the impact of the development.

POLICY 1.2.1: The Town's Concurrency Management System shall provide the following:

- a. the capital improvements budget and a five-year schedule of capital improvements which, in addition to meeting all of the other statutory and rule requirements, ~~must~~ shall be financially feasible and are adopted annually in the budget process;

- b. the *Five-year Schedule of Improvements* which includes both necessary facilities to maintain the established level of service standards to serve the new development proposed to be permitted and the necessary facilities required to eliminate that portion of existing deficiencies which are a priority to be eliminated during the five-year period under the Town's *Schedule of Capital Improvements*;
- c. a realistic, financially feasible funding system based on currently available revenue sources which is adequate to fund the public facilities required to serve the development authorized by the development order and development permit and which public facilities are included in the *Five-year Schedule of Capital Improvements*;
- d. the *Five-year Schedule of Capital Improvements* must include the estimated date of commencement of actual construction and the estimated project completion date and which areas will be provided with public funds in accordance with the ~~§Five-year~~ *Schedule of Capital Improvements* ~~Schedule~~;
- e. a provision that a plan amendment shall be required to eliminate, defer or delay construction of any facility or service which is needed to maintain the adopted level of service standard and which is listed in the ~~§Five-year~~ *Schedule of Improvements*;
- f. a requirement that development orders and permits are issued in a manner that will guarantee that the necessary public facilities and services will be available to accommodate the impact of that development;
- g. a provision that the Town, on an annual basis, shall determine whether it is adhering to the adopted level of service standards and its ~~§Five-year~~ *Schedule of Capital Improvements* and that the Town has a demonstrated capability of monitoring the availability of public facilities and services; and
- h. development guidelines for interpreting and applying level of service standards to applications for development

orders and permits and determining when the test for concurrency must be met. At a minimum, the latest point in the application process for the determination of concurrency is prior to the approval of a development order or permit which contains a specific plan for development and which would authorize the commencement of construction of physical activity on the land. Development orders and permits approved prior to the actual authorization for the commencement of construction or physical activity will be contingent upon the availability of public facilities and services necessary to serve the proposed development.

POLICY 1.2.2: The Town's *Concurrency Management System* shall provide that public facilities and services needed to support development are available concurrent with the impacts of such development by meeting the following standards prior to issuance to permit.

- a. For potable water, sewer, solid waste, and drainage, at a minimum, the following standards will satisfy the concurrency requirement:
 - (1) the necessary facilities and services are in place at the time a development permit is issued; or
 - (2) a development permit is issued subject to the condition that the necessary facilities and services will be in the place when the impacts of the development occur; or
 - (3) the necessary facilities are under construction at the time a development permit is issued; or
 - (4) the necessary facilities and services are guaranteed in an enforceable development agreement. An enforceable development agreement may include, but is not limited to, development agreements pursuant to Section 163.3220, Florida Statutes or an agreement or development order issued pursuant to Chapter 380, Florida Statutes. The agreement must guarantee that the necessary facilities and services will be in place when the impact of development occur; or

- (5) the necessary facilities and services are in place no later than the issuance of a certificate of occupancy as required by Chapter 163.3180 F.S.
- b. In determining the availability of services or facilities, a developer may propose, and the Town Council by a majority of the votes of its total membership may approve, developments in stages or phases so that facilities and services needed for each phase shall be available.
- c. Developers shall assess their needs for essential services (electricity, gas etc.) and seek confirmation of future availability from appropriate utility suppliers. Confirmation should be provided to the Town by the utility during the planning stages of development, but no later than prior to the issuance of a development order.
- d. The latest point in the application process for the determination of concurrency is prior to the approval of an application for a development order or permit which contains a specific plan for development, including the densities and intensities of development.

POLICY 1.2.3: Should the Town prepare projected revenue sources, that include the Town's intent to increase the amount of a revenue source which is contingent on ratification by a public referendum, for the sole purpose of determining the financial feasibility of the *Capital Improvements Element*, this *Plan* must be amended to include policies which identify alternatives and actions to be undertaken should the referendum fail. Such an amendment should identify alternative funding sources or other proper actions.

POLICY 1.2.4: Local fiscal policies shall direct expenditures for capital improvements in a manner that policies in other *Elements* of the *Plan* are recognized.

POLICY 1.2.5: The Town shall allow approved development that does not meet concurrency to occur if the Town has failed to implement the requirements of this ~~CIE~~ *Capital Improvements Element* and the developer makes a binding commitment to pay the proportionate fair share of the cost for facilities and services associated with the development.

OBJECTIVE 1.3: *Coordinate Land Use Decisions.* The Town shall coordinate land use decisions with its financial capability - to meet level of service standards and provide capital improvements while managing a realistic, financially feasible funding system to correct existing deficiencies, to accommodate desired future growth consistent with the *Future Land Use Map*, and to replace worn out or obsolete facilities, as indicated in the *5-year Schedule of Improvements* of this *Element*.

POLICY 1.3.1: The Town shall use stable revenue sources, fiscally sound and cost-effective financing programs so as to retain financial self-sufficiency while providing necessary facilities and their upkeep.

POLICY 1.3.2: The Town Council shall, in a fiscally sound manner, establish the millage rate each year within limitation of Florida Statutes, to provide needed funding for all required expenditures.

POLICY 1.3.3: The Town shall continue to make efforts to secure grants or private funds whenever available to finance all or part of capital improvement projects.

POLICY 1.3.4: Debt management practices shall insure that:

- a. revenue bonds, as a percent of total debt, shall not exceed 50 percent;
- b. the maximum ratio of total debt to total revenue shall not exceed 15 percent; and
- c. the maximum ratio of outstanding debt to the property tax base shall not exceed 15 percent.

POLICY 1.3.5: The Town shall include all projects necessary to maintain established levels of service standards to serve new developments and to eliminate that portion of existing deficiencies which are a priority to be eliminated during the five year period of the Town's planned schedule of improvements which are identified in any *Element* of this *Plan* and determined to be of relative large scale and high cost (\$25,000.00 or greater), as capital improvement projects (and include in any listing thereof, their estimated project completion date) within the *5-year Schedule of Improvements* of this *Element* -.

POLICY 1.3.6: During the annual review of the Town's *Capital Improvements Program*~~Element~~, all proposed capital improvement projects,

including the replacement and/or renewal of capital facilities and equipment, shall be evaluated and ranked in order of priority according to the following guidelines.

- a. Is the project needed to protect public health and safety? Does it fulfill the Town's legal commitment to provide facilities and services? Does it preserve or achieve full use of existing facilities, or does it correct an existing deficiency?
- b. Does the project increase the efficiency of existing facilities, prevent or reduce future improvement costs, provide service to developed areas lacking service or promote in fill development and efficient use been made in energy conservation?
- c. Should the facility be upgraded or replaced?
- d. Does the improvement represent a logical extension of existing facilities and/or services within the Town?
- e. What is the impact of the proposed project [based](#) upon the local budget?
- f. Is the project financially feasible?
- g. What is the effect on plans of the State or County within the Town?

POLICY 1.3.7: The Town shall prohibit public facilities and services intended to serve future development needs that are inconsistent with the Town's *Comprehensive Plan*, unless the *Comprehensive Plan* is amended by the Town.

POLICY 1.3.8: The Town shall review the public facility and service recommendations of its ~~Five-year~~ [Five-year](#) *Schedule of Capital Improvements* and other *Elements* of this *Plan* with every future land use plan amendment, in order to assure proper coordination and compatibility between public facilities and changing land use patterns as well as any redevelopment demands.

POLICY 1.3.9: The *Capital Improvement* ~~Program~~ [Element](#) shall be coordinated with the County and other agencies through the

intergovernmental coordination procedures outlined in this *Element*.

POLICY 1.3.10: ~~Windermere~~ The Town shall identify, include and maintain, in its annual ~~Five- Year Schedule of Capital Improvements Budget~~ update, a listing, description and budget cost for water related projects and improvements outlined for the first ~~Five~~ years of the *Water Supply Facilities Work Plan* to ensure consistency between the Potable Water Element and the *Capital Improvements Element*.

POLICY 1.3.11: The Town shall amend, as needed, the ~~CIE~~ Five-Year Schedule of Capital Improvements of this *Comprehensive Plan* each year to include an ~~the~~ updated *Capital Improvements Program*.

POLICY 1.3.12: The Town shall coordinate the *Capital Improvements Program* and the Town's *Water Supply Plan* with the South Florida Water Management District's *Water Supply Plan* to ensure consistency as required by Chapter 163.3177(4)(a), F.S.

POLICY 1.3.13: The Town shall ensure that this *Plan* as revised by a *Future Land Use Map* amendment is financially feasible if such amendment is supported by the following:

- (1) a condition in the binding agreement that addresses proportionate fair-share mitigation, or
- (2) a binding agreement addressing proportionate fair-share mitigation.

OBJECTIVE 1.4: Level of Service. Level of Service Standards established within the *Comprehensive Plan* shall be maintained as a minimum.

POLICY 1.4.1: The Level of Service Standards outlined below have been adopted within the various *Elements* of this Plan and such facilities ~~as are~~ needed to meet these minimum levels of service standards shall be available concurrently with the impact of any new developments as outlined in this *Element*.

Potable Water Level of Service Standard

The Town Level of Service Standard as established by Orange County is ~~275~~³⁵⁰ gallons per day per equivalent residential ~~unit~~^{connection}.

Sewer Level of Service Standards

~~The Town does not have a central sanitary sewer system. However, the~~ The Town adopts the County's level of service standard of ~~300~~²²⁵ gallons per day per equivalent residential unit for ~~central~~ sanitary sewer usage.

Commented [BC1]: Updated to be consistent with current Orange County Utilities standards

Solid Waste Level of Service Standard

The Town does not have a solid waste facility. However, the Town adopts the level of service standard of 4.0 pounds/day/person for residential and 2.0 pounds/day/person for commercial activities with respect to solid waste.

Drainage Level of Service Standard

The minimum level of service standard for drainage facilities shall provide the 100-year 24-hour rainfall event protection and provide retention for water quality consistent with the new and innovative techniques, and consistent with the requirements of the South Florida Water Management District.

Commented [BC2]: Clarify drainage also consistent with SFWMD

OBJECTIVE 1.5: *Proportionate Share of Costs.* All future developments shall bear a proportionate share of the cost of facility improvements necessitated by the development in order to maintain adopted level of services standards.

POLICY 1.5.1: The Town shall require developers to provide internal roads, internal stormwater drainage systems and their pro rata share of other needed facilities - to maintain the previously stated level of service standards. Plat approval shall only be authorized if needed fees are paid or mandatory dedication is completed.

POLICY 1.5.2: The Town shall require analysis of all new public facilities to determine the allocation of costs amongst the State, County, other local governments, the Town and the private sector. The Town ~~and~~ through intergovernmental coordination shall ~~assist in~~

establishing such intergovernmental and developer agreements that are needed prior to approval of such facilities.

POLICY 1.5.3: The Town shall rely on private contributions to fund capital improvements listed on the *Five-year Schedule of Capital Improvements-Program* only when a private, external entity's obligation to pay is addressed in an enforceable development agreement or development order. When the *Five-year Schedule of Capital Improvements CIP* lists the cost of a capital improvement as funded by private contribution, it shall not be the responsibility of the Town to fund the improvement. Should any private party or developer fail to successfully complete the construction of a given capital improvement listed in the *Five-year Schedule of Capital Improvements-CIP*, then a Comprehensive Plan amendment is required to delete said improvement from the *Five-year Schedule of Capital Improvements CIP*.

GOAL 2: ~~To work~~ *Coordinate* with Orange County Public Schools (OCPS) to develop a financially feasible five-year district capital outlay plan, and consistent *Public School Facilities Element* and *Capital Improvements Element* consistent with state of Florida concurrency statutes and regulations.

OBJECTIVE 2.1: Coordination with Orange County Public Schools. Prior to June 1 of each year, OCPS shall coordinate with the Town to develop a financially feasible five-year and, if necessary, a *Ten-Year District Capital Outlay Plan (DCOP)* for review and approval by the OCPS Board and adoption into the *Capital Improvements Element* for the Town of Windermere.

POLICY 2.1.1: The Town shall review the updated annual *Ten-Year DCOP* to determine if the projected capacity, projected enrollment, and LOS for each school and Concurrency Service Area (CSA) within the Town's jurisdiction is consistent with its growth projections.

POLICY 2.1.2: The Town shall review and update the OCPS adopted CSAs, adopted Level of Service and enrollment projections in the annual update of the *Five-year Schedule of Capital Improvements CIE* to ensure that the ~~CIE~~ *Five-year Schedule of Capital Improvements* continues to be financially feasible and that the LOS will be achieved.

- POLICY 2.1.3:** The *Ten-Year DCOP* shall include all planned capital projects, which increase the capacity of public schools within the Town.
- POLICY 2.1.4:** The Town shall include the *Ten-Year DCOP* in the annual update of the ~~CIE~~*Five-year Schedule of Capital Improvements*.
- POLICY 2.1.5:** OCPS will review the need with the Town to adopt the OCPS *Ten-Year Financially Feasible DCOP* in order to achieve the adopted LOS in all CSAs within the County. When necessary, the Town shall include the *Ten-Year DCOP* in the annual update of the ~~CIE~~*Five-year Schedule of Capital Improvements*.
- POLICY 2.1.6:** The Town hereby incorporates by reference the Orange County Public Schools *10-Year Capital Outlay Plan* for ~~2018-2027~~*2025-2034* adopted by the Orange School Board on September 10~~2~~, 20~~17~~*24* that includes school capacity sufficient to meet anticipated student demands projected by OCPS.
- POLICY 2.1.7:** The Town adopts the ~~2018-2027~~*2025-2034* Fiscal Years Capital Appropriations Projections, 10-Year Capital Outlay Plan for Additional Schools, and ~~2018-2027~~*2025-2034* Fiscal Years Capital Revenues Projections tables in the OCPS *Plan* adopted in Policy 2.1.6 as the 10-year long-term schedule of capital improvements for the purposes of correcting existing deficiencies and setting priorities for addressing backlogged facilities within the designated CSAs.

OBJECTIVE 2.2: Adopted LOS for Public schools. The Town shall ensure that future needs are addressed consistent with the adopted level of service standards for public schools.

- POLICY 2.2.1:** In accordance with F.S. 163.3180–(9)(a), the Town hereby adopts a long-term school concurrency management system with the ten-year planning period of ~~2018/2019-2027/2028~~*Fiscal Year 2025 to Fiscal Year 2034* for areas where a significant backlog exists.

POLICY 2.2.2: Consistent with section 15 of the Interlocal Agreement for Public School Facility Planning and Implementation of Concurrency as amended and restated March 11, 2011, the LOS standards shall be applied consistently by all the local governments within Orange County and by the School Board to all schools of the same type. During the period covered by the *10-Year Schedule of Capital Improvements* the backlogged CSA will be improved to the districtwide LOS standard. The level of service standards are initially set as follows:

School Type	Adopted LOS
Elementary	110% of Adjusted FISH Capacity
	According to Orange County 2016/2017 Florida Department of Education's Florida Inventory of School Houses (FISH) CSA data, dated March 21, 2025 , there are no backlogged elementary school CSAs serving the Town of Windermere. The CSA containing Windermere Elementary School (KK) is utilized at 90 96 %, which is below the LOS of 110%.
Middle	100% of Adjusted FISH Capacity
	According to Florida Department of Education's Florida Inventory of School Houses (FISH) Orange County 2016/2017 CSA data, the following there are no middle school CSAs serving the Town of Windermere are designated as backlogged facilities: Bridgewater MS (155 83 %), Chain of Lakes MS (117 81 %), and Gotha MS (160 85 %), which are below the LOS of 100%. Bridgewater MS is to be relieved by #37 M-W 4 in 2019 and by #65 M-W 4 in 2022.
	The utilization of these CSAs must achieve a LOS of 100% by Year 2027/2028.
High	100% of Adjusted FISH Capacity
	According to Orange County 2016/2017 CSA data, there are no backlogged high school CSAs serving the Town of Windermere. Olympia HS is utilized at 99 84 %, which is below the LOS of 100% and Windermere HS is utilized at 92%, which are below the LOS of 100%. a new facility opened in 2017. utilized at 92%, which are below the LOS of 100%.

Commented [BC3]: Update to reflect current data

Notes: Capacity [and enrollment](#) based on the FISH database, ~~October 2016~~[March 21, 2024](#), Florida Department of Education (FDOE); Enrollment based on the ~~October 17, 2016~~ Enrollment Summary (Department of Student Enrollment, OCPS)

Town of Windermere 5-Year Capital Improvement Plan - FY 2025/2026 to FY 2029/2030

CIP Project	2025-2026	2026-2027	2027-2028	2028-2029	2029-2030	Totals
8th Avenue and Bessie St/East Blvd/3rd Avenue and Magnolia Drainage Improvements	\$360,390.50	\$360,390.50				\$720,781.00
W. 2nd Avenue Roadway and Drainage Improvements	\$2,769,343.50	\$2,769,343.50				\$5,538,687.00
7th Avenue and Butler Street Drainage Improvements	\$346,987.00	\$346,987.00				\$693,974.00
Lake Butler Boulevard and Main Street Drainage Improvements			\$106,351.00	\$106,351.00		\$212,702.00
Chase Road Water Quality Improvements					\$79,751.00	\$79,751.00
Lake Butler Boulevard Culvert Improvements						\$0.00
Old Dirt Main Paving and Drainage Improvements						\$0.00
Old Dirt Main Realignment Improvements	\$418,000.00					\$418,000.00
6th Avenue and Lake Down Retaining Wall Improvements			\$717,355.00	\$717,355.00		\$1,434,710.00
5th Avenue and Lake Street Retaining Wall Improvements				\$364,795.50	\$364,795.50	\$729,591.00
4th Avenue and Magnolia Street Drainage Improvements				\$223,250.00	\$223,250.00	\$446,500.00
Stormwater Pond Maintenance Plan (1st Ave and Oakdale St)			\$66,688.00			\$66,688.00
Stormwater Pond Maintenance Plan (Ballfield)				\$87,682.00		\$87,682.00
Stormwater Pond Maintenance Plan (Ridgewood Drive)					\$53,665.00	\$53,665.00
Roadway and Drainage Maintenance Plan	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$60,000.00	\$300,000.00
Town Dirt Road Maintenance Plan	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$500,000.00	\$2,500,000.00
Town Dirt Road Improvement Plan		\$2,194,169.50	\$2,194,169.50	\$2,194,169.50	\$2,194,169.50	\$1,755,335.60
Town Swale Improvement Plan		\$937,500.00	\$937,500.00	\$937,500.00	\$937,500.00	\$3,750,000.00

Source: Town Public Works, April 3, 2025

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 9
PUBLIC SCHOOLS ELEMENT

PUBLIC SCHOOL FACILITIES GOALS, OBJECTIVES AND POLICIES**GOAL 1:** Implement a County-wide school concurrency program.

The Town of Windermere shall establish plans, regulations and programs, in conjunction with Orange County Public Schools (OCPS) to facilitate the future availability of public school facilities to serve residents, consistent with the adopted level of service for public schools and with state of Florida concurrency statutes and regulations.

OBJECTIVE 1.1: *Level of Service Standards.* The Town of Windermere shall coordinate with OCPS to implement a Concurrency Management System that ensures adequate classroom capacity to accommodate the impacts of new residential development throughout the planning period.

POLICY 1.1.1: The Concurrency Management System shall include standards and procedures to ensure that new residential development complies with the Level of Service (LOS) Standards provided in the interlocal agreement between OCPS and the Town and the adopted Capital Improvements Element. The adopted LOS shall be used to determine the available capacity of Elementary, Middle and High Schools within the designated Concurrency Service Area (CSA) where the development is proposed. The adopted LOS must be achieved in all CSAs by the end of the five-year planning period, except for deficient CSAs, where improvements needed to achieve adequate classroom capacity are specifically identified in the OCPS Ten-year District Capital Outlay Plan (DCOP) for funding by the end of the ten-year planning period.

POLICY 1.1.2: The Town shall utilize the OCPS calculation of school capacity, which is determined annually by OCPS using the Adjusted FISH Capacity for each school and CSA within the school district. Consistent with the Interlocal Agreement, the number of students who can be served in a permanent public school facility as provided in Florida Inventory of School Houses (FISH) adjusted to account for design capacity of Modular or In-Slot Classrooms on the campuses designed as Modular or In-Slot schools, but not to exceed Core Capacity.

POLICY 1.1.3: The LOS standards, except for backlogged facilities as provided

in Capital Improvements Element (CIE) Policy 2.2.1, to implement school concurrency shall be calculated as a percentage of the Adjusted FISH Capacity as follows:

- (a) Elementary: 110% of Adjusted FISH Capacity for each Elementary School CSA
- (b) Middle: 100% of Adjusted FISH Capacity for each Middle School CSA
- (c) High, including ninth grade centers: 100% of Adjusted FISH Capacity for each High School CSA

POLICY 1.1.4: Any change or modifications to the adopted LOS shall follow the process and guidelines as outlined in Section 15 of the Interlocal Agreement.

POLICY 1.1.5: The Town shall support OCPS efforts to initiate any of the following strategies to ensure compliance with adopted LOS standard.

- a) Building new schools to relieve over-capacity schools in CSAs that exceed the adopted LOS,
- b) Renovating over-capacity schools to add permanent capacity and replace on-campus portables,
- c) Rezoning students from over-capacity schools to under-capacity schools,
- d) Moving special programs from over-capacity schools to under-capacity schools to utilize excess permanent capacity where it exists.

POLICY 1.1.6: Concurrency shall be evaluated and determined within the geographical boundaries of the established CSAs.

POLICY 1.1.7: The number of elementary, middle, and high school students generated by a residential development, shall be calculated by multiplying the number of dwelling units by the student generation rates by school type as set forth by the School District.

POLICY 1.1.8: The Town shall support OCPS efforts to meet adopted LOS standards through the adoption of a ten-year, financially feasible District Capital Outlay Plan (DCOP). Where the LOS cannot be achieved through the construction of new school capacity as provided in the five-year DCOP, the Town shall cooperate with OCPS efforts to adopt a long range ten-year DCOP as part of the School District's annual capital planning process.

POLICY 1.1.9: Where adequate school facilities will be in place or under actual construction within three (3) years after the issuance of final subdivision or site plan approval, or the functional equivalent, the Town shall not deny an application for site plan approval, final subdivision approval, or the functional equivalent thereof, for any development, or phase of a development, that includes residential uses, based solely on failure to achieve and maintain the adopted LOS in a CSA.

POLICY 1.1.10: The Town, in ~~conjunction~~ cooperation with OCPS, shall review LOS standards for public school facilities annually. Changes to those standards shall be processed as amendments to the Town's Public School Facilities Element and Capital Improvements Element.

OBJECTIVE 1.2: *School Concurrency Areas.* OCPS, in conjunction with the Town, consistent with Section 16 of the Interlocal Agreement shall establish and annually review school Concurrency Service Areas (CSAs), which will be used to evaluate capacity of schools available to accommodate students generated by proposed development.

POLICY 1.2.1: CSAs shall be reviewed annually in conjunction with the OCPS adoption of an updated ten-year District Capital Outlay Plan (DCOP). CSA boundaries may be adjusted to ensure that the utilization of school capacity is maximized to the greatest extent possible, ~~taking into account~~ considering transportation costs and state-adopted student travel standards, court approved desegregation plans, the impact on school capacity from

committed and approved development, and other factors.

OBJECTIVE 1.3: *Implementation of School Concurrency.* The Town of Windermere and OCPS shall develop and maintain throughout the planning period a joint process for the implementation of School Concurrency as provided for in the adopted interlocal agreement.

POLICY 1.3.1: The Town shall not approve a developer-initiated Comprehensive Plan amendment or rezoning that would increase residential density on property that is not otherwise vested until such time as OCPS has determined whether sufficient capacity will exist concurrent with the development or a capacity enhancement agreement is executed that provides for the needed capacity to accommodate the proposed development.

POLICY 1.3.2: The Town will determine if a development is vested or exempt from school concurrency. Unless the development is determined to be vested or exempt from concurrency, the Town shall not approve a residential site plan, plat, or its functional equivalent, until a school concurrency recommendation has been provided by OCPS and a Concurrency Certificate has been issued for the development consistent with the provisions of the adopted interlocal agreement.

~~**POLICY 1.3.3:** School concurrency shall not apply to property within a development of regional impact (DRI) for which a Development Order was issued prior to July 1, 2005, or for which a DRI application was submitted prior to May 1, 2005, unless the developer elects otherwise or unless the developer files a Notice of Proposed Change (NOPC) and/or Substantial Deviation to increase the total number of residential dwelling units.~~

~~**POLICY 1.3.4:** For DRIs that include residential development and are submitted after July 1, 2005, the Town shall include OCPS planning staff on the review team for the DRI, and shall ensure that DRI Development Orders, and DRI Development Order amendments that increase the total number of residential dwelling units, address the issue of school capacity. Where existing school capacity is exceeded, mitigation for school impacts shall be included in any mitigation agreements, Development Orders and agreements.~~

Commented [BC1]: Not needed. The Town has no DRIs and DRIs are no longer part of the Florida law.

POLICY 1.3.53: Any proposed residential development that creates an impact of less than one student shall be considered de minimis and therefore exempt from school capacity review.

POLICY 1.3.64: Vested rights and exemptions with respect to concurrency and consistency shall be in accordance with applicable law.

POLICY 1.3.75: Consistent with Section 18.2 of the Interlocal Agreement, the following residential uses shall be exempt from the requirements of school concurrency:

- (a) Any proposed residential development considered de minimis as defined by **PSFE**-Policy 1.3.5.
- (b) One single-family house, one (1) duplex, and/or one accessory dwelling unit being developed on an existing platted residential lot of record.
- (c) Any building or structure that has received a Building Permit as of the effective date of the Interlocal Agreement.
- (d) Any new Residential Development that has Site Plan approval for a site pursuant to a specific development order approved prior to the effective date of school concurrency, including the portion of any project that has received final subdivision plat approval as a residential subdivision into one (1) dwelling unit per lot.
- (e) Any amendment to any previously approved Residential Development, which does not increase the number of dwelling units or change the type of dwelling units (e.g., converts single-family to multi-family, etc.).
- (f) Any age-restricted community that qualifies as one of the three types of communities designed for older persons as "housing for older persons" in the Housing for Older Persons Act, 42 U.S.C. § 3607(b). This exemption shall be applied in conformity with the principles set forth in *Volusia County v. Aberdeen at Ormond Beach, L.P.*, 760 So. 2d 126 (Fla. 2000).

Provided, however, that any senior housing community or dwelling unit that loses its qualification as housing for

older persons shall be required to meet applicable school concurrency requirements in effect at the time the qualification as housing for older persons is lost.

- (g) Alterations or expansion of an existing dwelling unit where no additional dwelling units are created.
- (h) The construction of accessory buildings or structures, which will not create additional dwelling units.
- (i) The replacement of a dwelling unit where no additional dwelling units are created and where the replacement dwelling unit is located on the same lot, If the type of dwelling unit is different from the original dwelling unit type, the exemption shall be limited to an exemption based on the current student generation rate for the original dwelling unit type. Documentation of the existence of the original dwelling unit must be submitted to the concurrency management official.

~~(j) School concurrency shall not apply to property within a development of regional impact (DRI) for which a Development Order was issued prior to July 1, 2005, or for which a DRI application was submitted prior to May 1, 2005, unless the developer elects otherwise or unless the developer files a Notice of Proposed Change (NOPC) and/or Substantial Deviation to increase the total number of residential dwelling units; however, such exemption shall expire upon withdrawal, denial, or expiration of the application for a development order. If such Development of Regional Impact has been approved, or is approved, through a development order, such exemption shall expire for any phase of the development order upon expiration of the development order build-out date for such phase, or for the entire development order upon expiration of the development order, or upon any material default of the school mitigation conditions of the development order or a related development agreement, unless such project, or portions of such project, remains exempt pursuant to another exemption provision.~~

- ~~(k)~~(i) The portion of any Residential Development that, prior to July 1, 2005, is the subject of a binding and enforceable development agreement or Capacity Enhancement Agreement designated as a Capacity Commitment Agreement by resolution of the School Board; however,

Commented [BC2]: Not needed. There are no DRIs in the Town. DRIs are no longer part of Florida law

such exemption shall expire upon expiration of the development agreement, Capacity Enhancement Agreement, or upon any material default of the school impact mitigation conditions of such development agreement or Capacity Enhancement Agreement, unless such project, or portions of such project, remains exempt pursuant to another exemption provision.

~~(H)~~(k) Any Residential Development with a letter vesting it for purposes of complying with school concurrency, or which would be vested at common law for purposes of such concurrency requirement implemented by this Agreement, provided that the School Board may contest a vested rights determination as provided in the land development regulations.

~~(m)~~(l) _____ Group living facilities that do not generate students and including residential facilities such as local jails, prisons, hospitals, bed and breakfast, motels and hotels, temporary emergency shelters for the homeless, adult halfway houses, firehouse sleeping quarters, dormitory-type facilities for postsecondary students, and religious non-youth facilities, regardless of whether such facilities may be classified as residential uses.

OBJECTIVE 1.4: OCPS Concurrency Review. Upon completion of an OCPS Concurrency Review, a development that fails to meet LOS requirements as set forth in Policies 1.4.1, 1.4.2, 1.4.3, and 1.4.4 may be postponed until adequate public school capacity is created.

POLICY 1.4.1: A development shall be deemed to meet concurrency if there is available capacity in the CSA where the development is located or where available capacity exists in one or more contiguous CSAs, so long as the LOS in the adjacent zone does not exceed 95% of the LOS and the School District does not exceed 100% of capacity on a district-wide basis for the school type. The evaluation of capacity in the adjacent CSAs will also ~~take into account~~ consider transportation costs and court-ordered desegregation plans.

POLICY 1.4.2: Proportionate share, when used for mitigation, shall be calculated based on the number of additional permanent student stations and additional core and ancillary facilities necessary to

meet the level of service standards established for the affected CSA(s). Any Proportionate Share Mitigation must be directed by OCPS to a school capacity improvement identified in the capital improvement schedule in the financially feasible five-year district work plan of the District Facilities Work Program, and in the Capital Improvements Element in the Comprehensive Plan of the County and the Municipalities to maintain financial feasibility based upon the adopted LOS standards. If a school capacity improvement does not exist in the District Facilities Work Program, OCPS may, in its sole discretion, add a school capacity improvement to mitigate the impacts from a proposed residential development, so long as the financial feasibility of the District Facilities Work Program can be maintained and so long as the Town agrees to amend its Capital Improvements Element to include the new school capacity improvement.

POLICY 1.4.3: Proportionate Share Mitigation may include payments of money, construction of schools, donations of land, expansion of permanent capacity of existing school campuses, payment of funds necessary to advance schools contained in the ten-year DCOP, establishment of charter schools that meet State Requirements for Educational Facilities (SREF) standards, payments into mitigation banks, or other methods identified in Section 19.6(b) of the School ILA and as may be negotiated between the developer and OCPS and, as appropriate, the Town.

POLICY 1.4.4: Any of the Proportionate Share options set forth in Policy 1.4.3 that are utilized by developers as mitigation are eligible for school impact fee credits as provided for in Florida law.

GOAL 2: Maintain a high quality educational system for the current and future residents of Orange County through coordinated efforts with Orange County Public Schools (OCPS), as provided in the adopted Interlocal Agreement.

OBJECTIVE 2.1: *Coordination and Cooperation with OCPS.* The Town shall coordinate and cooperate with OCPS throughout the planning period to review and maintain procedures established in the adopted interlocal agreement.

POLICY 2.1.1: Pursuant to the adopted interlocal agreement, a Technical Planning Committee comprised of representatives from the Town, other Orange County Municipalities, OCPS and the Regional Planning Council shall be established to discuss issues of mutual concern. OCPS shall be responsible for making meeting arrangements, providing notification and maintaining a written summary of meeting actions.

POLICY 2.1.2: The OCPS Technical Planning Committee shall meet quarterly, or as needed, to discuss issues and formulate recommendations regarding coordination of land use and school facilities. Specific areas addressed by the committee shall include:

- a) Short and long-range planning, population and student projections, and future development trends;
- b) Co-location and joint-use opportunities, and ancillary infrastructure improvements needed to support the school facilities and ensure safe student access to schools;
- c) Planning for needed supporting infrastructure for schools such as utilities, roads, sidewalks, etc.;
- d) The need for new schools to meet the adopted LOS within the adopted CSAs and the coordination of annual revisions to the ten-year District Capital Outlay Plan; and
- e) Update of the Town's Capital Improvements Element for inclusion in the Town's Comprehensive Plan.

POLICY 2.1.3: Pursuant to the Interlocal Agreement, the Town shall provide an update of approved developments, phases of development and estimated build out by phase to the OCPS Planning Department on an annual basis.

POLICY 2.1.4: The Town shall review OCPS generated future enrollment and growth projections on an annual basis and provide input to the OCPS Planning Department [if needed](#).

OBJECTIVE 2.2: *Coordinate the Siting of New Public Schools.* Town and OCPS shall, throughout the planning period, coordinate the siting of new public schools to ensure to the extent possible [that](#) public school facilities are located to address the needs of future residential development, are coordinated with necessary services and infrastructure development, provide for safe learning environments, and are consistent with the Town's adopted Future Land Use Map and with the other provisions of the Comprehensive Plan.

POLICY 2.2.1: Applications for Future Land Use Map amendments, rezonings, conditional use/special exceptions and site plans for schools

shall be given priority status. OCPS shall not be required to pay application fees or impact fees for the development of public school facilities, provided, however, OCPS shall not be exempt from payment of capital connection fees for water and wastewater.

- POLICY 2.2.2:** The Town shall protect existing schools from the intrusion of incompatible land uses through the development review process.
- POLICY 2.2.3:** In an effort to enhance local communities and neighborhoods, the Town will participate with OCPS in the school siting, design and development process so that the school serves as a focal point for the community and is compatible with the Future Land Use Map and with land uses surrounding proposed school sites.
- POLICY 2.2.4:** Where feasible, OCPS and the Town shall work jointly to co-locate public facilities such as parks, libraries, and community centers with public schools. Where such co-location occurs, both entities shall establish an ongoing management relationship via written agreement that permits the school's use of the public facilities and the public's use of school facilities for community meetings and sports activities.
- POLICY 2.2.5:** In accordance with Section 1006.23, Florida Statutes, and as funding permits, the Town shall provide construction of sidewalks along roadways and trails connecting neighborhoods that are within two miles of schools to the school facility. OCPS shall be responsible for the construction of sidewalks and trails on school property and shall provide connections to existing and future sidewalks and trails identified by the Town.
- POLICY 2.2.6:** Turn lanes and signalization shall be provided at school entrances and at other locations near schools, where warranted, to provide safe access to students and the public. Responsibility for construction of school-related signalization and road construction at school entrances shall be the responsibility of OCPS.
- POLICY 2.2.7:** OCPS shall coordinate with the Town in the construction of new public school facilities and in rehabilitation of existing public school facilities to serve as emergency shelters as required by

Section 1013.372, Florida Statutes.

TOWN OF WINDERMERE
COMPREHENSIVE PLAN
GOALS, OBJECTIVES, POLICIES

CHAPTER 10
PROPERTY RIGHTS ELEMENT

PROPERTY RIGHTS GOALS, OBJECTIVES AND POLICIES

GOAL 1 The Town of Windermere will make local decisions respecting private property rights.

OBJECTIVE 1 The Town of Windermere will respect judicially acknowledged and constitutionally protected private property rights.

POLICY 1.1 The Town will consider in its decision-making the right of a property owner to physically possess and control his or her interests in the property, including easements, leases, or mineral rights.

POLICY 1.2 The Town will consider in its decision-making the right of a property owner to use, maintain, develop, and improve his or her property for personal use or for the use of any other person, subject to state law and local ordinances.

POLICY 1.3 The Town will consider in its decision-making the right of the property owner to privacy and to exclude others from the property to protect the owner's possessions and property.

POLICY 1.4 The Town will consider in its decision-making the right of a property owner to dispose of his or her property through sale or gift.

TOWN OF WINDERMERE

COMPREHENSIVE PLAN

GOALS, OBJECTIVES, POLICIES

APPENDIX

2045 Future Land Use Map

2045 Future Transportation Map

TOWN OF WINDERMERE
FUTURE LAND USE MAP
2045

Legend

Town Center Overlay District

Potable Water Wellhead

Wellhead Protection Area

Roads

Description

Agricultural

Commercial

Conservation

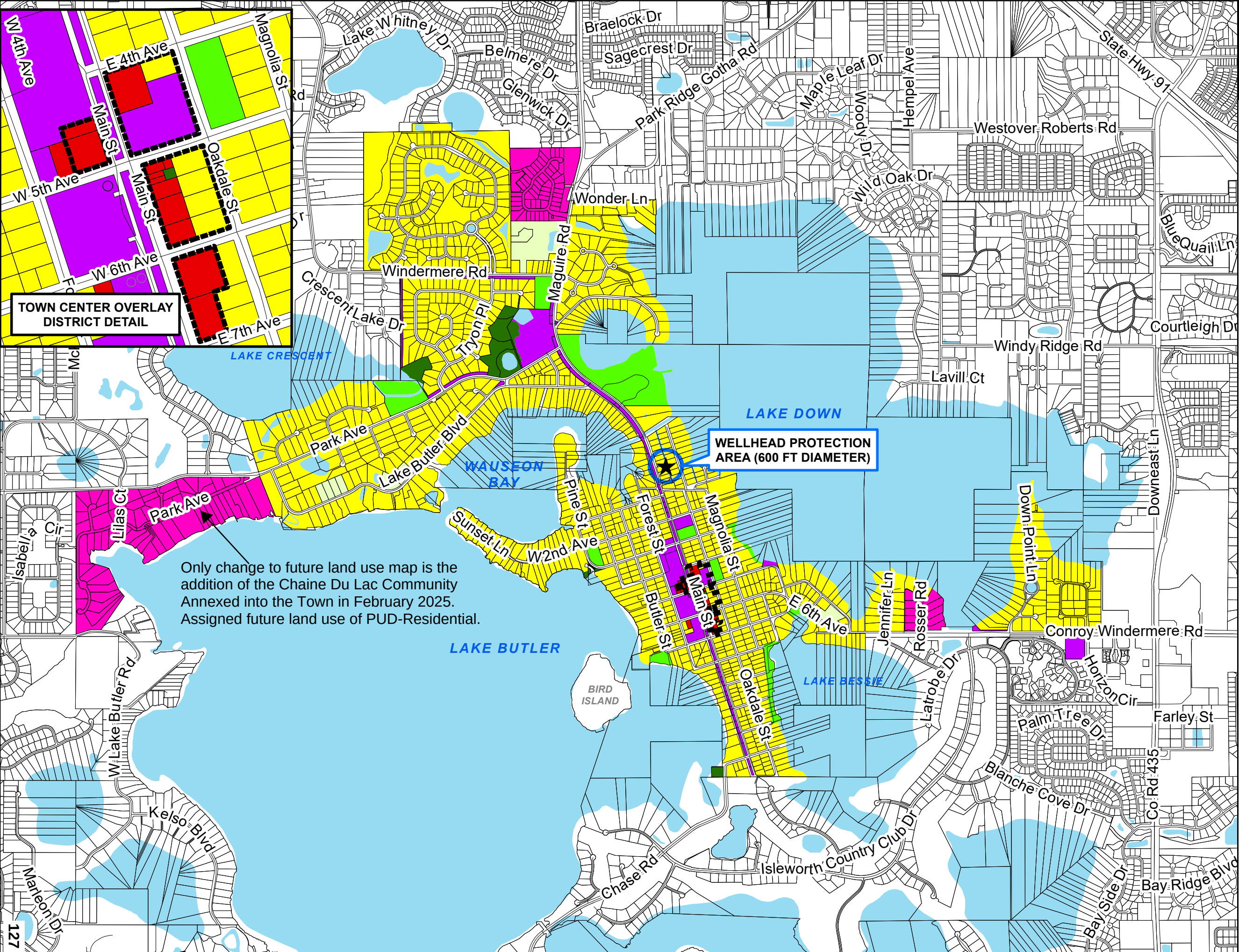
Public Use

PUD - Residential

Recreation

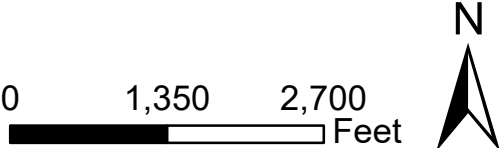
Single Family Residential

Lakes

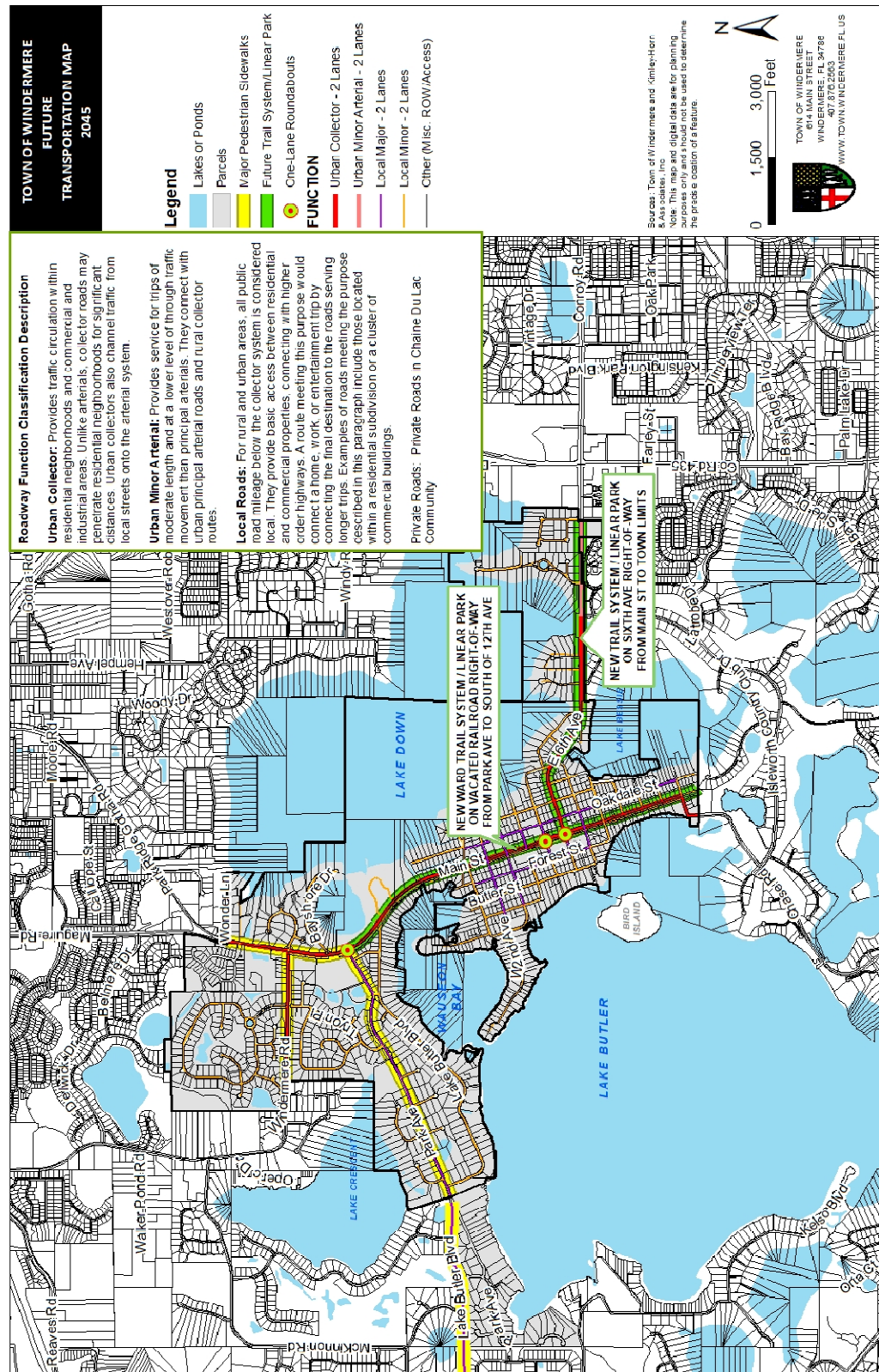


Only change to future land use map is the addition of the Chaine Du Lac Community Annexed into the Town in February 2025. Assigned future land use of PUD-Residential.

Sources: Town of Windermere, Orange County.
Note: This map and digital data are for planning purposes only and should not be used to determine the precise location of a feature



TOWN OF WINDERMERE
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ORDINANCE NO. 2025-08

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO FIRE SAFETY; PROVIDING FINDINGS; CREATING NEW ARTICLE IV OF CHAPTER 6 OF THE CODE OF ORDINANCES; ENACTING A SIMPLIFIED PERMITTING AND INSPECTION PROCESS FOR FIRE ALARM SYSTEM AND FIRE SPRINKLER SYSTEM PROJECTS; REQUIRING CERTAIN DOCUMENT RETENTION BY CONTRACTORS; PROVIDING FOR APPLICATION FEE REFUNDS IN CERTAIN CIRCUMSTANCES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Be it ordained by the Town Council of the Town of Windermere, Florida:

Section 1. Findings. In adopting this ordinance, the Town Council of the Town of Windermere, Florida (the “Town”), finds and declares the following:

- (1) The Florida Legislature amended Section 553.7932, Florida Statutes, through session law Chapter 2025-115. The amendments require municipalities to enact ordinances providing simplified permitting processes for fire alarm system and fire sprinkler systems projects.
- (2) The Town Council determines that the proposed amendments to the Code of Ordinances set forth in Section 2 of this ordinance are consistent with the amendments to Section 553.7932, Florida Statutes. It is in the interest of the citizens, residents, and property owners of the Town to enact the amendments to the Town’s Code of Ordinances contained in Section 2 of this ordinance.

Section 2. Amendments to the Town’s Code of Ordinances. Article IV, Chapter 6, of the Code of Ordinances is created as follows (words that are underlined are additions; words that are ~~stricken~~ are deletions):

Chapter 6 – BUILDINGS AND BUILDING REGULATIONS

* * *

ARTICLE IV. – FIRE ALARM AND SPRINKLER SYSTEM PERMITTING

Sec. 6-36. – Definitions.

- (a) “Alteration” means to add, install, relocate, replace, or remove.
- (b) “Component” means valves, fire sprinklers, escutcheons, hangers, compressors, or any other item deemed acceptable by the local enforcing agency. For purposes of this paragraph, a valve does not include pressure-regulating, pressure-reducing, or pressure-control valves.

(c) “Contractor” means a person who:

1. Is qualified to engage in the business of electrical or alarm system contracting pursuant to a certificate or registration issued by the department under part II of chapter 489; or
2. Is qualified to engage in the business of fire protection system contracting pursuant to a license or certificate issued by the State Fire Marshal.

(d) “Fire alarm system project” means a fire alarm system alteration of a total of 20 or fewer initiating devices and notification devices; the installation or replacement of a fire communicator connected to an existing fire alarm control panel in an existing commercial, residential, apartment, cooperative, or condominium building; or the replacement of an existing fire alarm panel using the same make and model as the existing panel.

(e) “Fire sprinkler system project” means a fire protection system alteration of a total of 20 or fewer fire sprinklers in which the sprinklers are of the same K-factor and located in spaces where there is no change of hazard classification or increased system coverage area, or the installation or replacement of an equivalent fire sprinkler system component in an existing commercial, residential, apartment, cooperative, or condominium building. For purposes of this paragraph, a component is equivalent if the component has the same or better characteristics, including electrical, hydraulic, pressure losses, and required listings and spacing as the component being replaced.

Sec. 6-37. – Permitting process.

(a) A permit application for alteration of any fire alarm system or fire sprinkler system project must include:

1. Identification and credentials of the contractor;
2. Identification of the applicant, if different from the contractor;
3. Applicant’s mailing address;
4. Address of the property on which the alteration is to take place;
5. The reason for the alteration;
6. An application fee in an amount determined from time to time by the town council.

(b) A contractor who has submitted a completed application may commence work authorized by a permit immediately after submission of the completed application. An incomplete application does not allow for immediate commencement of work, and any such work

will be subject to code violations.

- (c) Within 2 business days of receipt of the completed application, the Building Official must issue a permit in person or electronically.

Sec. 6-38. – Inspection.

- (a) Within three days of an inspection request, the Building Official must inspect the fire alarm system or fire sprinkler system to ensure compliance with applicable codes and standards.
- (b) If a fire alarm system or fire sprinkler system fails inspection, the contractor must take corrective action necessary to pass inspection within the time specified by the Building Official.

Sec. 6-39. – Contractor’s retention obligations.

- (a) For a fire alarm system project, a contractor must keep a copy of the plans and specifications at the fire alarm system project worksite and make such plans and specifications available to the inspector for an onsite plans review at each inspection. If the Building Official determines that it needs additional documents for recording purposes, the contractor must provide such documentation in paper or electronic form to the Building Official within 4 business days after the inspection or 4 days after the documentation is requested, whichever is later. The Building Official may not require additional plans, reviews, or documentation of areas or devices outside the scope of permitted work, as needed on permit applications.
- (b) For a fire sprinkler system project, a contractor must keep a copy of the plans and specifications at the fire sprinkler system project worksite and make such plans and specifications available to the inspector at each inspection. If the Building Official determines that it needs additional documents for recording purposes, the contractor must provide such documentation in paper or electronic form to the Building Official within 4 business days after the inspection or 4 days after the documentation is requested, whichever is later. The Building Official may not require additional plans, reviews, or documentation of areas or devices outside the scope of permitted work, as needed on permit applications.
- (c) For a fire sprinkler system project to install or replace a component, a contractor must keep a copy of the manufacturer’s installation instructions and any pertinent testing instructions needed to certify or accept the component at the fire sprinkler system project worksite and make such documents available to the inspector at each inspection.

Sec. 6-40. – Application fee refund.

- (a) A failure by the Building Official to meet the deadlines set forth in sections 6-37 and 6-38 will result in a refund of the application fee by 10 percent for each business day that

such failure continues, unless

1. The Building Official and the contractor agree in writing to a reasonable extension of time;
2. The delay is caused by the applicant; or
3. The delay is attributable to a force majeure or other extraordinary circumstance.

(b) Each 10-percent refund is based on the original amount of the permit fee.

Section 3. Codification. The amendments in Section 2 of this Ordinance shall be codified and made part of the official Code of Ordinances of the Town of Windermere.

Section 4. Severability. If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full effect.

Section 5. Effective Date. This ordinance takes effect immediately upon enactment.

APPROVED AND ADOPTED by the Town Council of the Town of Windermere on the ____ day of _____, 2025.

Town of Windermere, Florida
By: Town Council

By: _____
Jim O'Brien, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First Reading:
Advertised:
Second Reading:

We are waiting for information from PDCS regarding necessary information for complete application.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE NO. 2025-08

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO FIRE SAFETY; PROVIDING FINDINGS; CREATING NEW ARTICLE IV OF CHAPTER 6 OF THE CODE OF ORDINANCES; ENACTING A SIMPLIFIED PERMITTING AND INSPECTION PROCESS FOR FIRE ALARM SYSTEM AND FIRE SPRINKLER SYSTEM PROJECTS; REQUIRING CERTAIN DOCUMENT RETENTION BY CONTRACTORS; PROVIDING FOR APPLICATION FEE REFUNDS IN CERTAIN CIRCUMSTANCES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the Town is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
 - b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;

¹ See Section 166.041(4)(c), Florida Statutes.

- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The Ordinance provides a simplified permitting and inspection process for fire alarm system and fire sprinkler systems projects to ensure that these projects are approved quickly and providing the protection they are intended to.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None

4. Additional information the governing body deems useful (if any):
None.

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO REASONABLE ACCOMMODATIONS FOR CERTIFIED RECOVERY RESIDENCES; PROVIDING FINDINGS; CREATING NEW ARTICLE XVI OF THE LAND DEVELOPMENT CODE; PROVIDING DEFINITIONS; PROVIDING STANDARDS FOR THE ESTABLISHMENT OF RECOVERY RESIDENCES AND AN APPLICATION PROCEDURE; DECLARING THE SUSPENSION OR FAILURE TO OBTAIN CERTIFICATION A PROPER BASIS FOR REVOCATION OF REASONABLE ACCOMMODATION; DECLARING THAT RECOVERY RESIDENCES ARE SUBJECT TO THE SAME REGULATIONS AND HAVE THE SAME RIGHTS AS RESIDENTIAL USES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Be it ordained by the Town Council of the Town of Windermere, Florida:

Section 1. Findings. In adopting this ordinance, the Town Council of the Town of Windermere, Florida (the “Town”), finds and declares the following:

- (1) The Florida Legislature amended Section 397.487, Florida Statutes, through session law Chapter 2025-182. The amendments require municipalities to establish procedures for the review and approval of certified recovery residences.
- (2) The Town Council determines that the proposed amendments to the Code of Ordinances set forth in Section 2 of this ordinance are consistent with the amendments to Section 397.487, Florida Statutes. It is in the interest of the citizens, residents, and property owners of the Town to enact the amendments to the Town’s Code of Ordinances contained in Section 2 of this ordinance.

Section 2. Amendments to the Town’s Code of Ordinances. Article XVI of the Land Development Code is created as follows (words that are underlined are additions; words that are ~~stricken~~ are deletions):

ARTICLE XVI. – REASONABLE ACCOMMODATIONS

DIVISION 16.01.00. – CERTIFIED RECOVERY RESIDENCES

Sec. 16.01.01. – Purpose.

The purpose of this section is to establish a uniform mechanism for processing requests for reasonable accommodation to town ordinances, rules, policies, and procedures for certified recovery residences in accordance with the Federal Fair Housing Amendments Act (42 U.S.C. 3601, et seq.) (“FHA”). The provisions of this division that establish recovery residences as

permitted uses and conditional uses in various zoning districts subject to a spacing distance between recovery residences and possession of a license or certification from the State of Florida are intended to constitute this required reasonable accommodation. Further reasonable accommodations for recovery residences may be granted to allow more than six occupants in a recovery residence or to reduce off-street parking requirements established in this Code.

Sec. 16.01.02. – Definitions.

- a. Certificate of compliance means a certificate that is issued by a credentialing entity to a recovery residence or a recovery residence administrator.
- b. Certified recovery residence means a recovery residence that holds a valid certificate of compliance and is actively managed by a certified recovery residence administrator.
 1. A Level I certified recovery residence houses individuals in recovery who have completed treatment, with a minimum of 9 months of sobriety. A Level I certified recovery residence is democratically run by the members who reside in the home.
 2. A Level II certified recovery residence encompasses the traditional perspectives of sober living homes. There is oversight from a house manager who has experience with living in recovery. Residents are expected to follow rules outlined in a resident handbook provided by the certified recovery residence administrator. Residents must pay dues, if applicable, and work toward achieving realistic and defined milestones within a chosen recovery path.
 3. A Level III certified recovery residence offers higher supervision by staff with formal training to ensure resident accountability. Such residences are staffed 24 hours a day, 7 days a week, and offer residents peer-support services, which may include, but are not limited to, life skill mentoring, recovery planning, and meal preparation. Clinical services may not be performed at the residence. Such residences are most appropriate for persons who require a more structured environment during early recovery from addiction.
 4. A Level IV certified recovery residence is a residence offered, referred to, or provided by, a licensed service provider to its patients who are required to reside at the residence while receiving intensive outpatient and higher levels of outpatient care. Such residences are staffed 24 hours a day and combine outpatient licensable services with recovery residential living. Residents are required to follow a treatment plan and attend group and individual sessions, in addition to developing a recovery plan within the social model of living in a sober lifestyle. No clinical services are provided at the residence and all licensable services are provided offsite.
- c. Community housing means a certified recovery residence offered, referred to, or provided by a licensed service provider that provides housing to its patients who are required to reside at the residence while receiving intensive outpatient and higher levels of outpatient

care. A certified recovery residence used by a licensed service provider that meets the definition of community housing shall be classified as a Level IV level of support.

- d. Credentialing entity means a nonprofit organization that develops and administers professional, facility, or organization certification programs according to applicable nationally recognized certification or psychometric standards.
- e. Recovery residence shall mean a residential dwelling unit, multiple dwelling units in a single multi-family structure, the community housing portion of a licensed day or night treatment facility with community housing, or other form of group housing, that are not held out to the general public for rent or occupancy, that provide a drug-free and alcohol-free living arrangement for people in recovery from drug and/or alcohol addiction, which taken together, do not emulate a single biological family and are under the auspices of a single entity or group of related entities. Recovery residences include land uses for which the operator is eligible to apply for certification from the State of Florida. When located in a multiple-family structure, a recovery residence shall be treated as a multiple family structure under building and fire codes applicable in the town.
- f. Recovery means a process of personal change through which individuals achieve abstinence from alcohol or drug use and improve health, wellness, and quality of life.

Sec. 16.01.03. – Application for reasonable accommodation.

The application must include, at a minimum:

- a. The name and contact information of the applicant or the applicant's authorized representative;
- b. The property address and parcel identification number;
- c. A description of the accommodation requested and the specific regulation or policy from which relief is sought;
- d. The current level of certification or licensure held by the recovery residence, with proof thereof attached; and
- e. All application materials submitted to the credentialing entity to obtain certification or licensure.

Sec. 16.01.04. – Designated zoning districts.

Recovery residences may be established under this Article in any multi-family residential zoning district.

Sec. 16.01.05. – Procedure following application.

- a. Following submittal of a complete application under section 16.01.03, a recovery residence shall be allowed as of right in the designated zoning districts except as required by state law when:
 - i. It is at least 1,200 linear feet from the closest existing recovery residence as measured from the nearest property line of the proposed recovery residence to the nearest property line of the closest existing recovery residence, and
 - ii. The operator or applicant is licensed or certified by the State of Florida to operate the proposed recovery residence.
- b. A recovery residence that does not comply with the standards of subsection a, or which will house more than 6 individuals, may be allowed only by conditional use in accord with the standards established in Article XV of this Code, and only if it can be determined that the proposed recovery residence will operate in a manner that provides the same sort of protection to residents that licensing or certification provides.
- c. The application will be date-stamped upon receipt. If the town determines that it needs further information, the town will notify the applicant in writing within 30 days of receipt of the application. The applicant will have 30 days from the date of notification to respond and supplement their application. If the application is not supplemented within 30 days of the town's notification, the town will issue a written denial.
- d. The town will issue a final written determination within 60 days of receipt of a completed application. This determination will:
 - i. Approve the request in whole or in part, with or without conditions; or
 - ii. Deny the request, stating with specificity the objective, evidence-based reasons for denial and identifying any deficiencies or actions necessary for reconsideration.
- e. If a final written determination is not issued within 60 days of receipt of a completed application, the application is deemed approved unless the town and the applicant agree in writing to a reasonable extension of time.

Sec. 16.01.07. – Application of ordinances and codes.

A recovery residence that has been approved as a reasonable accommodation under this Division shall be treated as a residential use of property having all rights and responsibilities accorded to residential use. No restrictions, prohibitions, or other provisions, including those related to building and fire codes, that are not applicable to residential uses will apply to recovery residences.

Sec. 16.01.06. – License, certification, or recertification denied or suspended.

A recovery residence that has been denied a license the State of Florida requires or certification offered by the State of Florida, had its license or certification suspended, or has been denied recertification is not allowed in the town, and any reasonable accommodation granted is revoked, and the residence must (i) cease operations and vacate the premises or (ii) take affirmative steps to obtain licensure or certification within 60 days of the date on which its license or certification was denied or suspended or recertification denied. The town, in its discretion, will determine whether the affirmative steps taken are sufficient to suspend revocation of reasonable accommodation.

Section 3. Codification. The amendments in Section 2 of this Ordinance shall be codified and made part of the official Code of Ordinances of the Town of Windermere.

Section 4. Severability. If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full effect.

Section 5. Effective Date. This ordinance takes effect immediately upon enactment.

APPROVED AND ADOPTED by the Town Council of the Town of Windermere on the ____ day of _____, 2025.

Town of Windermere, Florida
By: Town Council

By: _____
Jim O'Brien, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First Reading:
Advertised:
Second Reading:

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE NO. 2025-09

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO REASONABLE ACCOMMODATIONS FOR CERTIFIED RECOVERY RESIDENCES; PROVIDING FINDINGS; CREATING NEW ARTICLE XVI OF THE LAND DEVELOPMENT CODE; PROVIDING DEFINITIONS; PROVIDING STANDARDS FOR THE ESTABLISHMENT OF RECOVERY RESIDENCES AND AN APPLICATION PROCEDURE; DECLARING THE SUSPENSION OR FAILURE TO OBTAIN CERTIFICATION A PROPER BASIS FOR REVOCATION OF REASONABLE ACCOMMODATION; DECLARING THAT RECOVERY RESIDENCES ARE SUBJECT TO THE SAME REGULATIONS AND HAVE THE SAME RIGHTS AS RESIDENTIAL USES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the Town is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:

¹ See Section 166.041(4)(c), Florida Statutes.

- a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;
- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The Ordinance provides a process to approve reasonable accommodations for certified recovery residents within the town. This serves the public interest by providing a safe place for people struggling with addiction to recover, while also maintaining the safety and surrounding character of the town.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None

4. Additional information the governing body deems useful (if any):
None.

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO STRUCTURAL INSPECTIONS AND REPAIRS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; PROVIDING FINDINGS; CREATING NEW ARTICLE III OF CHAPTER 6 OF THE CODE OF ORDINANCES; REQUIRING MILESTONE INSPECTIONS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; REQUIRING INSPECTION REPORTS; SPECIFYING TIMEFRAMES FOR REPAIRS TO BE SCHEDULED AND COMMENCED; REQUIRING THE BUILDING OFFICIAL TO SUBMIT REPAIR AND INSPECTION INFORMATION TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Be it ordained by the Town Council of the Town of Windermere, Florida:

Section 1. Findings. In adopting this ordinance, the Town Council of the Town of Windermere, Florida (the “Town”), finds and declares the following:

- (1) The Florida Legislature amended Section 553.899, Florida Statutes, through session law Chapter 2025-175. The amendments require municipalities to enact ordinances related to repairs and milestone inspections of condominiums and cooperative buildings.
- (2) The Town Council determines that the proposed amendments to the Code of Ordinances set forth in Section 2 of this ordinance are consistent with the amendments to Section 553.899, Florida Statutes. It is in the interest of the citizens, residents, and property owners of the Town to enact the amendments to the Town’s Code of Ordinances contained in Section 2 of this ordinance.

Section 2. Amendments to the Town’s Code of Ordinances. Article III, Chapter 6, of the Code of Ordinances is created as follows (words that are underlined are additions; words that are ~~stricken~~ are deletions):

Chapter 6 – BUILDINGS AND BUILDING REGULATIONS

* * *

ARTICLE III. – CONDOMINIUMS & COOPERATIVE BUILDINGS

Sec. 6-28. – Definitions.

- (a) “Condominium” means a building or complex of buildings containing a number of individually owned units, the owners of which have an undivided share in the common elements (e.g., all portions of the property not within the units).

- (b) “Cooperative building” means a building owned by a cooperative association, wherein the legal title is vested in the corporation and the individual residents own shares in the building, which shares grant them a proprietary lease to occupy a specific unit. Residents collectively manage and share the costs of maintenance, taxes, and other expenses through periodic fees, while the cooperative association oversees such management through a board of directors elected by the individual residents.
- (c) “Milestone inspection” means a structural inspection of a building, including an inspection of load-bearing elements and the primary structural members and primary structural systems as those terms are defined in F.S. 627.706, by an architect licensed under chapter 481, F.S., or engineer licensed under chapter 471, F.S., authorized to practice in this state for the purposes of attesting to the life safety and adequacy of the structural components of the building and, to the extent reasonably possible, determining the general structural condition of the building as it affects the safety of such building, including a determination of any necessary maintenance, repair, or replacement of any structural component of the building. The purpose of such inspection is not to determine if the condition of an existing building is in compliance with the Florida Building Code or the firesafety code. The milestone inspection services may be provided by a team of professionals with an architect or engineer acting as a registered design professional in responsible charge with all work and reports signed and sealed by the appropriate qualified team member.
- (d) “Substantial structural deterioration” means substantial structural distress or substantial structural weakness that negatively affects a building’s general structural condition and integrity. The term does not include surface imperfections such as cracks, distortion, sagging, deflections, misalignment, signs of leakage, or peeling of finishes unless the licensed engineer or architect performing the phase one or phase two inspection determines that such surface imperfections are a sign of substantial structural deterioration.

Sec. 6-29. – Required inspections.

- (a) An owner or owners of a building that is three stories or more in height as determined by the Florida Building Code and that is subject, in whole or in part, to the condominium or cooperative form of ownership as a residential condominium under chapter 718, F.S., or a residential cooperative under chapter 719, F.S., must have a milestone inspection performed by December 31 of the year in which the building reaches 30 years of age, based on the date the certificate of occupancy for the building was issued, and every 10 years thereafter.
- (b) The town may determine that local circumstances, such as the proximity to salt water, require milestone inspections to be performed by December 31 of the year in which the building reaches 25 years of age, based on the date the certificate of occupancy for the building was issued, and every 10 years thereafter.
- (c) The town may accept an inspection report prepared by a licensed engineer or architect for

a structural integrity and condition inspection of a building performed before July 1, 2022, if the inspection and report substantially comply with the requirements of 553.899, F.S. Notwithstanding when such inspection was completed, the condominium or cooperative association must comply with the unit owner notice requirements in section 6-30. The inspection report accepted by the Building Official under this subsection is deemed a milestone inspection for the applicable requirements in chapters 718 and 719, F.S. If a previous inspection and report is accepted by the Building Official under this subsection, the deadline for the building's subsequent 10-year milestone inspection is based on the date of the accepted previous inspection.

- (d) The milestone inspection report must be arranged by a condominium or cooperative association and any owner of any portion of the building which is not subject to the condominium or cooperative form of ownership. The condominium association or cooperative association is responsible for all costs associated with the milestone inspection attributable to the portions of a building which the association is responsible to maintain under the governing documents of the association.

Sec. 6-30. – Notice.

Upon determining that a building must have a milestone inspection, the Building Official must provide written notice of such required inspection to the condominium association or cooperative association and any owner of any portion of the building which is not subject to the condominium or cooperative form of ownership, as applicable, by certified mail, return receipt requested. The condominium or cooperative association must notify the unit owners of the required milestone inspection within 14 days after receipt of the written notice from the town and provide the date that the milestone inspection must be completed. Such notice may be given by electronic submission to unit owners who consent to receive notice by electronic submission or by posting on the association's website.

Sec. 6-31. – Milestone inspection phases.

- (a) Phase one of the milestone inspection must be completed within 180 days after the owner or owners of the building receive the written notice under section 6-30. For purposes of this section, completion of phase one of the milestone inspection means the licensed engineer or architect who performed the phase one inspection submitted the inspection report by e-mail, United States Postal Service, or commercial delivery service to the town.
- (b) A milestone inspection consists of two phases:
 1. For phase one of the milestone inspection, a licensed architect or engineer authorized to practice in this state must perform a visual examination of habitable and nonhabitable areas of a building, including the major structural components of a building, and provide a qualitative assessment of the structural conditions of the building. If the architect or engineer finds no signs of substantial structural deterioration to any building components under visual examination, phase two of

the inspection, as provided in paragraph 2, is not required. An architect or engineer who completes a phase one milestone inspection shall prepare and submit an inspection report pursuant to section 6-32.

2. A phase two of the milestone inspection must be performed if any substantial structural deterioration is identified during phase one. A phase two inspection may involve destructive or nondestructive testing at the inspector's direction. The inspection may be as extensive or as limited as necessary to fully assess areas of structural distress in order to confirm that the building is structurally sound and safe for its intended use and to recommend a program for fully assessing and repairing distressed and damaged portions of the building. When determining testing locations, the inspector must give preference to locations that are the least disruptive and most easily repairable while still being representative of the structure. If a phase two inspection is required, within 180 days after submitting a phase one inspection report the architect or engineer performing the phase two inspection must submit a phase two progress report to the local enforcement agency with a timeline for completion of the phase two inspection. An inspector who completes a phase two milestone inspection shall prepare and submit an inspection report pursuant to section 6-32.

Sec. 6-32. – Inspector's report.

- (a) Upon completion of a phase one or phase two milestone inspection, the architect or engineer who performed the inspection must submit a sealed copy of the inspection report with a separate summary of, at minimum, the material findings and recommendations in the inspection report to the condominium association or cooperative association, to any other owner of any portion of the building which is not subject to the condominium or cooperative form of ownership, and to the building official of the local government which has jurisdiction. The inspection report must, at a minimum, meet all of the following criteria:
 1. Bear the seal and signature, or the electronic signature, of the licensed engineer or architect who performed the inspection.
 2. Indicate the manner and type of inspection forming the basis for the inspection report.
 3. Identify any substantial structural deterioration, within a reasonable professional probability based on the scope of the inspection, describe the extent of such deterioration, and identify any recommended repairs for such deterioration.
 4. State whether unsafe or dangerous conditions, as those terms are defined in the Florida Building Code, were observed.
 5. Recommend any remedial or preventive repair for any items that are damaged but are not substantial structural deterioration.

6. Identify and describe any items requiring further inspection.
- (b) Within 45 days after receiving the applicable inspection report, the condominium or cooperative association must distribute a copy of the inspector-prepared summary of the inspection report to each condominium unit owner or cooperative unit owner, regardless of the findings or recommendations in the report, by United States mail or personal delivery at the mailing address, property address, or any other address of the owner provided to fulfill the association's notice requirements under chapter 718 or chapter 719, F.S., as applicable, and by electronic transmission to the e-mail address or facsimile number provided to fulfill the association's notice requirements to unit owners who previously consented to receive notice by electronic transmission; must post a copy of the inspector-prepared summary in a conspicuous place on the condominium or cooperative property; and must publish the full report and inspector-prepared summary on the association's website, if the association is required to have a website.
 - (c) Within 45 days after receiving the applicable inspection report, the condominium or cooperative association must distribute a copy of the inspector-prepared summary of the inspection report to the Building Official, regardless of the findings or recommendations in the report, by United States mail or personal delivery.

Sec. 6-33. – Required repairs.

- (a) Any condominium or cooperative association and any other owner subject to section 553.899, F.S., must schedule repairs for substantial structural deterioration within 6 months after the Building Official receives a phase two inspection report.
- (b) Repairs for substantial structural deterioration must commence within 1 year after the Building Official receives a phase two inspection report.

Sec. 6-34. – Proof of scheduling and commencement required.

- (a) An owner of the condominium or cooperative building must submit proof to the Building Official that repairs have been scheduled for a substantial structural deterioration identified in a phase two inspection report within 6 months of the Building Official's receipt of the report.
- (b) An owner of the condominium or cooperative building must submit proof to the Building Official that repairs have commenced for a substantial structural deterioration identified in a phase two inspection report within 1 year of the Building Official's receipt of the report.
- (c) If an owner fails to submit proof of scheduling or commencement, the Building Official must review, investigate, and determine if the building is unsafe for human occupancy.

Sec 6.35. – Milestone Inspection reporting.

Annually, on or before December 31, the Building Official must provide the Department of Business and Professional Regulation with the following information, in the department's designated electronic format:

- (a) The number of buildings required to have a milestone inspection within the agency's jurisdiction.
- (b) The number of buildings for which a phase one milestone inspection has been completed.
- (c) The numbers of buildings granted a good cause extension pursuant to 553.899, F.S.
- (d) The number of buildings required to have a phase two milestone inspection.
- (e) The number of buildings for which a phase two milestone inspection has been completed.
- (f) The number, type, and value of permit applications received to complete repairs required by a phase two milestone inspection.
- (g) A list of buildings deemed to be unsafe or uninhabitable as determined by a milestone inspection.
- (h) The license number of the building code administrator responsible for milestone inspections for the town.

Section 3. Codification. The amendments in Section 2 of this Ordinance shall be codified and made part of the official Code of Ordinances of the Town of Windermere.

Section 4. Severability. If any provision or portion of this ordinance is declared by a court of competent jurisdiction to be void, unconstitutional, or unenforceable, then all remaining provisions and portions of this ordinance shall remain in full effect.

Section 5. Effective Date. This ordinance takes effect immediately upon enactment.

APPROVED AND ADOPTED by the Town Council of the Town of Windermere on the ____ day of _____, 2025.

Town of Windermere, Florida
By: Town Council

By: _____
Jim O'Brien, Mayor

Attest:

Dorothy Burkhalter, MMC, FCRM
Town Clerk

First Reading:
Advertised:
Second Reading:

We are waiting for information from PDCS regarding type of proof required to be submitted for scheduled/commenced repairs.

Business Impact Estimate

This form should be included in the agenda packet for the item under which the proposed ordinance is to be considered and must be posted on the Town's website by the time notice of the proposed ordinance is published.

Proposed ordinance's title/reference:

ORDINANCE NO. 2025-10

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO STRUCTURAL INSPECTIONS AND REPAIRS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; PROVIDING FINDINGS; CREATING NEW ARTICLE III OF CHAPTER 6 OF THE CODE OF ORDINANCES; REQUIRING MILESTONE INSPECTIONS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; REQUIRING INSPECTION REPORTS; SPECIFYING TIMEFRAMES FOR REPAIRS TO BE SCHEDULED AND COMMENCED; REQUIRING THE BUILDING OFFICIAL TO SUBMIT REPAIR AND INSPECTION INFORMATION TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

This Business Impact Estimate is provided in accordance with section 166.041(4), Florida Statutes. If one or more boxes are checked below, this means the Town is of the view that a business impact estimate is not required by state law¹ for the proposed ordinance, but the Town is, nevertheless, providing this Business Impact Estimate as a courtesy and to avoid any procedural issues that could impact the enactment of the proposed ordinance. This Business Impact Estimate may be revised following its initial posting.

- ☒ The proposed ordinance is required for compliance with Federal or State law or regulation;
- ☐ The proposed ordinance relates to the issuance or refinancing of debt;
- ☐ The proposed ordinance relates to the adoption of budgets or budget amendments, including revenue sources necessary to fund the budget;
- ☐ The proposed ordinance is required to implement a contract or an agreement, including, but not limited to, any Federal, State, local, or private grant or other financial assistance accepted by the municipal government;
- ☐ The proposed ordinance is an emergency ordinance;
- ☐ The ordinance relates to procurement; or
- ☐ The proposed ordinance is enacted to implement the following:
 - a. Part II of Chapter 163, Florida Statutes, relating to growth policy, county and municipal planning, and land development regulation, including zoning, development orders, development agreements and development permits;

¹ See Section 166.041(4)(c), Florida Statutes.

- b. Sections 190.005 and 190.046, Florida Statutes, regarding community development districts;
- c. Section 553.73, Florida Statutes, relating to the Florida Building Code; or
- d. Section 633.202, Florida Statutes, relating to the Florida Fire Prevention Code.

In accordance with the provisions of controlling law, even notwithstanding the fact that an exemption noted above may apply, the Town hereby publishes the following information:

1. Summary of the proposed ordinance (must include a statement of the public purpose, such as serving the public health, safety, morals and welfare):
The Ordinance requires milestone inspections, reports, and repairs of condos and coop building to ensure the structural integrity of such buildings, thereby ensuring the safety of the inhabitants.

2. An estimate of the direct economic impact of the proposed ordinance on private, for-profit businesses in the Town, if any:
(a) An estimate of direct compliance costs that businesses may reasonably incur;
(b) Any new charge or fee imposed by the proposed ordinance or for which businesses will be financially responsible; and
(c) An estimate of the Town regulatory costs, including estimated revenues from any new charges or fees to cover such costs.

None.

3. Good faith estimate of the number of businesses likely to be impacted by the proposed ordinance:

None

4. Additional information the governing body deems useful (if any):
None.

TOWN OF WINDERMERE

Town Council Tentative Budget Hearing Minutes

September 3, 2025

Present were Mayor ProTem Andy Williams, Council members Mandy David, Tony Davit, and Brandi Haines. Also present was Town Manager Robert Smith. Absent was Mayor Jim O'Brien and Council member Tom Stroup.

Mayor ProTem Williams called the meeting to order at 6:00pm.

1. OPEN FORUM/PUBLIC COMMENT

There were no public speakers.

2. NEW BUSINESS

a. Financial

i. Presentation of Fiscal Year 2025-2026 Budget

No discussion was made on this item.

b. Council Actions

i. Motion to tentatively adopt proposed millage rate of 3.7425 mills per thousand

Member Davit made a motion to tentatively adopt the proposed millage rate of 3.7425 mills per thousand. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, Williams -aye, and David – aye. Motion carried 4-0.

ii. Motion to consent to balanced proposed budget: Revenues - \$17,254,615.13 Expenses - \$17,254,615.13

Member David made a motion to consent to the balanced proposed budget of \$17,254,615.13. Member Davit seconded the motion. Roll call vote was as follows: David – aye, Williams – aye, Davit – aye, and Haines – aye. Motion carried 4-0.

iii. Motion to set date, time, and location of Final Budget Hearing:

September 15, 2025 – 6:00pm, Town Hall – 520 Main Street, Windermere, FL 34786

Member Davit made a motion to set the Final Budget Hearing for Monday September 15, 2025, 6:00pm, in the Town Hall located at 520 Main Street, Windermere, FL 34786. Member Haines seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, Williams -aye, and David – aye. Motion carried 4-0.

iv. Motion for Assessments

1. Motion to approve Solid Waste Assessment: \$435,402.46
2. Motion to approve Stormwater Fund Assessment Roll: \$350,707.88
3. Motion to approve Fire Assessment: \$972,976.98

Member Haines made a motion to approve the Assessments. Member David seconded the motion. Roll call vote was as follows: David – aye, Williams – aye, Davit – aye, and Haines -aye. Motion carried 4-0.

TOWN OF WINDERMERE

**Town Council Tentative
Budget Hearing Minutes**

September 3, 2025

v. Motion to approve The Willows Street Light Assessment: \$18,355.68

This item will be heard September 9, 2025, at the Town Council meeting at 6:00pm.

Mayor ProTem Williams adjourned the hearing at 6:04pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

DRAFT

TOWN OF WINDERMERE

Town Council Meeting Minutes

September 9, 2025

CALL TO ORDER:

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Mandy David, Tony Davit, and Brandi Haines. ATM/PWD Tonya Elliott-Moore, Town Attorney Heather Ramos, Police Chief Dave Ogden and Town Clerk Dorothy Burkhalter were also present. Town Manager Robert Smith was absent.

Mayor O'Brien called the meeting to order at 6:00 pm and stated that a quorum was present. He then led everyone in the Pledge of Allegiance.

1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)

There were no comments from the public.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS:

a. **Senator Keith L. Truenow**

Mayor O'Brien introduced and turned the floor over to Senator Truenow. Senator Truenow gave an update of the House and upcoming appropriations discussions. Mayor O'Brien thanked Senator Truenow for his assistance and attendance this evening. Member Davit questioned the upcoming property tax issue. Senator Truenow commented that discussion is needed regarding the property taxes. Member Davit stated that if the Senator needed any assistance from the Town Council members or Mayor, they would be available. Senator Truenow commented on his appreciation for his staff and if anyone needed to reach out to them, they would be great assistance.

3. TIMED ITEMS & PUBLIC HEARING:

a. **Resolution 2025-06 of the Town Council for the Town of Windermere, Florida pertaining to the Non-Ad Valorem Assessment Roll for Streetlights for The Willows at Lake Rhea Phase 1, 2, and 3**

Mayor O'Brien introduced this item. He then closed the Town Council meeting and opened the Public Hearing at 6:10pm regarding proposed Resolution 2025-06. First to speak was Mr. Robert Duggan of 11448 Willow Gardens Drive. Mr. Duggan commented on street light issues that have not been addressed. ATM/PWD Elliott-Moore gave an update regarding a conversation she had with DUKE Energy regarding the issue. Clerk Burkhalter stated for the record that an email was received from Mrs. Janice Duggan which has been forwarded to the Mayor and Town Council. There being no further public discussion, Mayor O'Brien closed the Public Hearing at 6:16pm and reconvened the Town Council meeting. Member Williams made a motion to approve Resolution 2025-06. Member David seconded the motion. Roll call vote was as follows: Stroup -aye – Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

b. **Ordinance No. 2025-06 Town of Windermere Comprehensive Plan Amendment Approval**

Mayor O'Brien introduced this item. He then read the title of proposed Ordinance No. 2025-06 for the record. ATM/PWD Elliott-Moore commented on the process of the proposed Comp Plan amendment that has led up to this Public Hearing. Mr. Cornelius stated he would answer any questions there might be. There were none. Mayor O'Brien closed the Town Council meeting at 6:19pm and opened the Public Hearing regarding proposed Ordinance 2025-06. There being no comments from the public, Mayor O'Brien closed the Public Hearing at 6:20pm and reconvened the Town Council meeting. Mayor O'Brien stated that this is a first reading. He stated that the Second Reading/Public Hearing will be held at the October 14th Town Council meeting.

4. NEW BUSINESS

a. **Minutes**

TOWN OF WINDERMERE

Town Council Meeting Minutes

September 9, 2025

- i. **Town Council Budget Session Minutes August 7, 2025**
- ii. **Town Council Meeting Minutes August 12, 2025**
- iii. **Virtual Public Workshop Butler/Bessie Bassin Meeting Minutes August 18, 2025**

Mayor O'Brien introduced this item. Clerk Burkhalter commented that a typographical error was made in the Virtual Public Workshop minutes. She stated that "stagging" should have been "staging". Mayor O'Brien stated, "duly noted". Member Davit made a motion to approve the minutes with the correction. Member David seconded the motion. Roll call vote was as follows: Haines – aye, Davit -aye, David – aye, Williams -aye, and Stroup – aye. Motion carried 5-0.

b. Ordinances/Resolutions

i. ORDINANCE NO. 2025-05

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO DEVELOPMENT; PROVIDING FINDINGS; AMENDING SUBPARAGRAPH 3.02.02(4)a.3 AND SECTIONS 12.02.12 AND 12.03.01 OF THE WINDERMERE LAND DEVELOPMENT CODE; CLARIFYING AND REVISING PROCEDURES AND REQUIREMENTS FOR REVIEW AND APPROVAL OF PROPOSED PLATS AND REPLATS OF LAND TO CONFORM TO 2025 AMENDMENTS TO PART I OF CHAPTER 177 OF THE FLORIDA STATUTES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Mayor O'Brien introduced this item. He then read the title of proposed Ordinance No. 2025-05 for the record. He then stated that the Second Reading/Public Hearing will be held at the October Town Council meeting.

ii. ORDINANCE NO. 2025-08

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO FIRE SAFETY; PROVIDING FINDINGS; CREATING NEW ARTICLE IV OF CHAPTER 6 OF THE CODE OF ORDINANCES; ENACTING A SIMPLIFIED PERMITTING AND INSPECTION PROCESS FOR FIRE ALARM SYSTEM AND FIRE SPRINKLER SYSTEM PROJECTS; REQUIRING CERTAIN DOCUMENT RETENTION BY CONTRACTORS; PROVIDING FOR APPLICATION FEE REFUNDS IN CERTAIN CIRCUMSTANCES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Mayor O'Brien introduced this item. He then read the title of proposed Ordinance No. 2025-08 for the record. He then stated that the Second Reading/Public Hearing will be held at the October Town Council meeting.

iii. ORDINANCE NO. 2025-09

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO REASONABLE ACCOMMODATIONS FOR

CERTIFIED RECOVERY RESIDENCES; PROVIDING FINDINGS; CREATING NEW ARTICLE XVI OF THE LAND DEVELOPMENT CODE; PROVIDING DEFINITIONS; PROVIDING STANDARDS FOR THE ESTABLISHMENT OF RECOVERY RESIDENCES AND AN APPLICATION PROCEDURE; DECLARING THE SUSPENSION OR FAILURE TO OBTAIN CERTIFICATION A PROPER BASIS FOR REVOCATION OF REASONABLE ACCOMMODATION; DECLARING THAT RECOVERY RESIDENCES ARE SUBJECT TO THE SAME REGULATIONS AND HAVE THE SAME RIGHTS AS RESIDENTIAL USES; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Mayor O'Brien introduced this item. He then read the title of proposed Ordinance No. 2025-09 for the record. He then stated that the Second Reading/Public Hearing will be held at the October Town Council meeting.

iv. ORDINANCE NO. 2025-10

AN ORDINANCE OF THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO STRUCTURAL INSPECTIONS AND REPAIRS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; PROVIDING FINDINGS; CREATING NEW ARTICLE III OF CHAPTER 6 OF THE CODE OF ORDINANCES; REQUIRING MILESTONE INSPECTIONS OF CONDOMINIUMS AND COOPERATIVE BUILDINGS; REQUIRING INSPECTION REPORTS; SPECIFYING TIMEFRAMES FOR REPAIRS TO BE SCHEDULED AND COMMENCED; REQUIRING THE BUILDING OFFICIAL TO SUBMIT REPAIR AND INSPECTION INFORMATION TO THE DEPARTMENT OF BUSINESS AND PROFESSIONAL REGULATION; PROVIDING FOR CODIFICATION, SEVERABILITY, AND AN EFFECTIVE DATE.

Mayor O'Brien introduced this item. He then read the title of proposed Ordinance No. 2025-10 for the record. He then stated that the Second Reading/Public Hearing will be held at the October Town Council meeting.

c. Contracts & Agreements

i. Recommendation of Award – BID No. 2025-02 Safe Route to School Phase I – Ward Trail and Pedestrian Bridge

Mayor O'Brien introduced this item. ATM/PWD Elliott-Moore commented on the LAP certification, process and approvals for the Ward Trail and Pedestrian Bridge. Member Davit questioned the "unresponsive" submittals. ATM/PWD Elliott-Moore explained the non-compliant reasons that found the submittals unresponsive. Member Davit made a motion to approve bid #2025-02. Member David seconded the motion. Roll call vote was as follows: Stroup -aye – Williams – aye, David – aye, Davit – aye, and Haines – aye. Motin carried 5-0.

5. OTHER ITEMS FOR CONSIDERATION

6. MAYOR AND COUNCIL LIAISON REPORTS

TOWN OF WINDERMERE

Town Council Meeting Minutes

September 9, 2025

Mayor O'Brien opened the floor for reports. Mayor O'Brien reminded all of the 911 Memorial. Member David reported on Parks and Recreation, the upcoming Run Among the Lakes, and the Pocket Park Committee meeting. Member Davit reported on the Historical Preservation Board meeting, Audio History, fund raising ideas and members needed. Member Stroup reported on the Long-Range Planning Committee. Member Williams reported on the Holiday Hoopla, which is December 5th with a Roaring 20's theme, Centennial Committee, October 7th Social 60+ Luncheon, December 20th Boat Parade, and the Olympia High School Homecoming Parade.

9. STAFF REPORTS

- a. **TOWN MANAGER ROBERT SMITH** – Manager Smith was absent.
- b. **ATM/PWD TONYA ELLIOTT-MOORE** – ATM/PWD Elliott-Moore reported on projects existing and upcoming. She then thanked John Fitzgibbon and Frank Chase for their work with the projects.
- c. **TOWN ATTORNEY HEATHER RAMOS** – Attorney Ramos report on the upcoming hearing regarding the Boathouses.

Mr. John Fitzgibbon commented that he appreciates the acknowledgement, but he takes his by the number of complaints that have been received which have been very minimal. He commented on a luncheon that was held for the workers by the residents.
- d. **POLICE CHIEF DAVE OGDEN** – Chief Ogden reported on School starting, stolen cars, Lake Street Park incident, Officer recognition, Cops & Bobbers, Bed Build, Staff, and National Night out September 26th and an upcoming fundraisers event.
- e. **TOWN CLERK DOROTHY BURKHALTER** – Clerk Burkhalter – no report.

10. ADJOURN:

Mayor O'Brien adjourned the meeting at 7:47pm

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

Dorothy Burkhalter

From: Janice Duggan <dugganjanicel@gmail.com>
Sent: Wednesday, August 27, 2025 5:59 PM
To: Dorothy Burkhalter
Subject: Written objection to the Town Council regarding the increase in assessment for streetlights

You don't often get email from dugganjanicel@gmail.com. [Learn why this is important](#)
Dorothy Burkhalter Town Clerk

I received a notice about the proposed increase in the assessment that the town council wants to impose on the residents of the Willows for maintaining street lights. I wanted to go on record voicing my concern.

If I felt like I was getting a timely response and a solution to the problem I am having regarding the street light in front of my house I would have no problem paying the increased assessment. However that has not been the case.

I live at 1448 Willow Gardens Drive. In October of 2022, we had a hurricane knock down the street light that is in front of our house. It was replaced with a new pole and an extremely bright light which shines directly into my primary bathroom and bedroom. I contacted Duke energy in November of 2022 about the light disturbance to my home. In January 2023, I received an email from Yasmin Garcia of Duke Energy telling me that they could not come up to fix it at my request but that it had to be done through the Town of Windermere Public Works department. I submitted an online request and received no response. Therefore on Feb 17th, I emailed Tonya Elliot-Moore requesting that she contact Duke on my behalf to correct the problem. On May 24th, I finally received a response from Ms. Elliot-Moore that she is working with Duke to see what can be done. On May 30th, I received an email from Ms. Elliot-Moore stating "Duke Energy went out to take a look at the issue and came up with a resolution. Their lighting department took a field visit and found the pole was a 20' pole instead of a 15' pole. They have now exchanged the taller pole with the shorter pole which they feel will alleviate the issues you were experiencing." Duke Energy did not exchange the pole. This is totally inaccurate statement. My daughter and I were home, and we watched them open up the top piece and maybe adjust it slightly if at all, which obviously has not changed a thing. On May 31, I emailed back and mentioned that they did not change the pole or the bulb or install a shield. I stated that I have lived at this address for over 30 years and never had a problem with this street light causing such light pollution and disrupting sleep, until they replaced it with the new bright LED lamp post. This is definitely a nuisance, which is preventing me from enjoying my property. I don't know if the shorter pole will resolve the issue but I assume Duke's field agents determined it was the best way to go, but did nothing. Is it possible to replace it with the old lights? The Willows neighborhood has a combination of new brighter LEDs and the old less disruptive ones (and unfortunately for me the placement of this pole is closer to my house and to my primary bedroom as opposed to my garage like several other locations of light posts in the neighborhood are). The light is also so bright that when I pull out of my driveway at night and look to the right towards it, it is almost blinding and more of a nuisance than it is worth. On June 7th, I heard from Ms. Elliot-Moore that Duke is now stating that they did shield the light on the house side and also repositioned the fixture to make sure it was square to the roadway. There is no shield in place (if there is, it is clear and not opaque). And whomever stated that they replaced the pole was incorrect.

In October of 2023, after I emailed the county clerk disputing the proposed assessment to the Willows residents for street lights, because of the difficulty I am having obtaining a solution, I received an email from Thomas Stoup stating "Janice, I read your email regarding the LED lighting. Did you get any resolution from Duke energy? Tom ". I replied that I did not. He then replied to call him and then provided an incomplete phone number (missing a digit). I replied to the email asking for his complete phone number and I never received a reply.

Nothing has been done to alleviate the problem. I would love to have them come back out and come up with an acceptable solution to alleviate the light disturbance (maybe a solid shield on the house side) especially if I am now going to have an assessment increased for this and have to still go through the Town of Windermere to get anything done from Duke.

If I am not going to receive any resolution to this problem, I would like to file an objection to the increased assessment.

Thank you.

Janice Duggan
11448 Willow Gardens Drive

TOWN OF WINDERMERE

Town Council Final Budget Hearing Minutes

September 15, 2025

Present were Mayor Jim O'Brien, Council Members Tom Stroup, Andy Williams, Mandy David, Toni Davit, and Brandi Haines. Town Manager Robert Smith was also present. Town Clerk Dorothy Burkhalter was absent.

Mayor O'Brien led everyone in the Pledge of Allegiance. He then called the hearing to order at 6:00pm and noted that a quorum was present.

1. OPEN FORUM/PUBLIC COMMENT

There were no public present.

2. SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS

a. Fiscal Year 2025/2026 Budget Approval

Mayor O'Brien opened the Public Hearing at 6:00 p.m. Member Haines commented on the Pedestrian Bridge project, millage rate, and Town Hall renovations/restrooms. Manager Smith commented on funding. Discussion followed regarding funding for projects. Mayor O'Brien then closed the Public Hearing and reconvened the Final Budget meeting at 6:06 p.m.

i. Announce that the FY 2025-2026 operating millage is 3.7425 mills which is higher than the rolled-back rate of 3.1708 mills by 18.03%

Mayor O'Brien announced the percentage of the millage rate over the rolled back rate as 3.7425 mills by 18.03%. Member Williams made a motion to approve rate over the rolled back rate as 3.7425 mills by 18.03%. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

ii. Motion & Vote: Resolution #2025-04 Adopting Millage Rate of 3.7425

Member Davit made a motion to approve Resolution 2025-04 adopting the millage rate of 3.7425. Member Williams seconded the motion. Roll call vote was as follows: Haines – aye, Davit -aye, David – aye, Williams – aye, and Stroup – aye. Motion carried 5-0 at 6:10pm.

iii. Motion & Vote: Resolution #2025-05 Adopting a total budget of \$17,254,615.13

Member David made a motion to approve Resolution 2025-05 adopting the total operating budget of \$17,254,615.13. Member Davit seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye and Haines – aye. Motion carried 5-0 at 6:10pm.

Mayor O'Brien adjourned the Final Budget meeting at 6:11pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

Development Review Board September 16, 2025

Town Council October 14, 2025

Case No.: Z25-03

Property Owner/Applicant: Daniel and Sandra Webb

Representative: Darrell Nunnelley

Requested Action: Variance to allow for demolition and reconstruction of portions of an existing non-conforming pool and pool deck at less than 50 feet from the Normal High-Water Elevation of Lake Butler.

Property Address: 904 Main Street

Legal Description: PLAT OF WINDERMERE G/36 LOT 77 & S 30 FT OF VAC ST LYING N OF LOT 77 & VAC RR R/W BEING 40 FT WIDE LYING ELY OF LOT 77

Future Land Use/Zoning: Residential/Residential

Existing Use: Residential (Single Family)

Surrounding Future Land Use/Zoning

North: Residential/Residential
East: Across Main St. - Residential/Residential
South: Residential/Residential
West: Lake Butler

CASE SUMMARY:

Darrell Nunnelley, representative of the owners of 904 Main St., submitted a request for approval of a variance pursuant to Division 10.02.00 of the Town of Windermere Land Development Code. The purpose of the variance request is to allow for the demolition and reconstruction of portions of an existing non-conforming pool and pool deck within the 50-foot setback from the Normal High -Water Elevation (NHWE) for Lake Butler. The proposed reconstruction requires a partial demolition of existing features, reconfiguration of the pool within the 50-foot setback from the NHWE, increase in elevation of the pool deck to eliminate a step down into the pool area and an alteration to a planter for an infinity pool waterfall.

The current pool and pool deck are non-conforming with the 50-foot setback requirement. The pool and pool deck are setback approximately 26'7" at its closest point and 42'4" at its furthest point. The 50-foot NHWE setback cuts across the existing pool and pool deck. See the attached marked up survey with the dimensions. See attached marked up survey with the dimensions.

Section 10.01.03(a)(1), Town LDC, requires that if a non-conforming structure is voluntarily fully or partially demolished, any reconstruction must meet all requirements of the LDC. Because the proposed demolition and reconstruction of the pool and pool deck are not bringing the pool and pool deck into compliance with the required 50-foot setback from the NHWE, this requires approval of a variance.

Section 10.01.03(a), Town LDC, states:

"Generally. Non-conforming development or structures shall only be expanded or improved if the expansion or improvement is fully compliant with the requirements of this Land Development Code and the non-conforming condition is not increased as a result of the new construction. Nonconforming development is also subject to the following requirements:

- (1) If a nonconforming development or structure is voluntarily fully or partially demolished, any reconstruction must meet all requirements of this Land Development Code."

The existing pool and deck were constructed in 1998. The plans for the pool and pool deck from 1998 were incorrect in the location of the 50-foot setback from the

NHWE. See attached plans sheet from 1998 building permit.



Picture of Existing Single-Family Home at 904 Main St.

Source: Orange County Property Appraiser

Division 10.02.00 of the LDC empowers the Development Review Board to review and make recommendations for approval, approval with conditions or denial to the Town Council on variance requests.

Division 10.02.00 of the LDC requires the Town Council to consider the recommendation of the Development Review Board and to take final action to either approve or deny the variance request.

CASE ANALYSIS:

Section 10.02.02 of the LDC provides the specific standards by which the Development Review Board and Town Council are to review to consider the approval or denial of a variance application. In addition, this Section requires a positive finding, based on substantial competent evidence, for each of the standards. These standards are summarized as follows:

1. The need for the variance arises out of the physical surroundings, shape, topographical condition or other physical or environmental conditions that are unique to the subject property. Variances should be granted for conditions peculiar to the property and not the result of actions of the property owner;
2. There are practical or economic difficulties in carrying out the strict letter of the regulation;

3. The variance request is not based exclusively upon a desire to reduce the cost of developing the site;
4. The proposed variance will not substantially increase congestion surrounding public streets, the danger of fire or other hazard to the public;
5. The proposed variance will not substantially diminish property values in, nor alter the essential character of, the area surrounding the site;
6. The effect of the proposed variance is in harmony with the general intent of this Land Development Code and the specific intent of the relevant subject areas of this Land Development Code; and
7. The variance will not encourage further requests for changes where such a land use would not be deemed appropriate.

It is also important to note that this Section also provides specific standards that are not to be considered in the review of a variance application. These standards are:

1. That the implementation of these regulations would impose an economic hardship on the cost of the building or redevelopment project;
2. That these regulations impose a hardship by decreasing the maximum density of a property in terms of the number of units, square footage of buildings, etc.; and
3. That other adjacent lands, structures or buildings not in conformance with these regulations provide a rationale for a lessening of their application in this specific case.

Section 10.02.02(c) of the LDC allows the imposition of conditions and restrictions as may be necessary to allow a positive finding to be made on any of the variance standards to minimize the negative effect of the variance. The conditions and restrictions should further the interest of the LDC.

The applicant submitted a site plan, and other materials in support of the variance request. Please see the information provided with the agenda item for the applicant's submittal.

PUBLIC NOTICE:

Public notices were mailed to property owners within 500 ft of the subject property. As of October 1, 2025, seven (7) responses were received in support of the variance, and two (2) responses were received in opposition to the variance.

DEVELOPMENT REVIEW BOARD RECOMMENDATION:

At the September 16, 2025, Development Review Board (DRB) meeting, the DRB reviewed the request for the variance. Based on the information provided in the staff report and testimony and discussion at the DRB meeting, the DRB recommended approval of the variance with the following conditions:

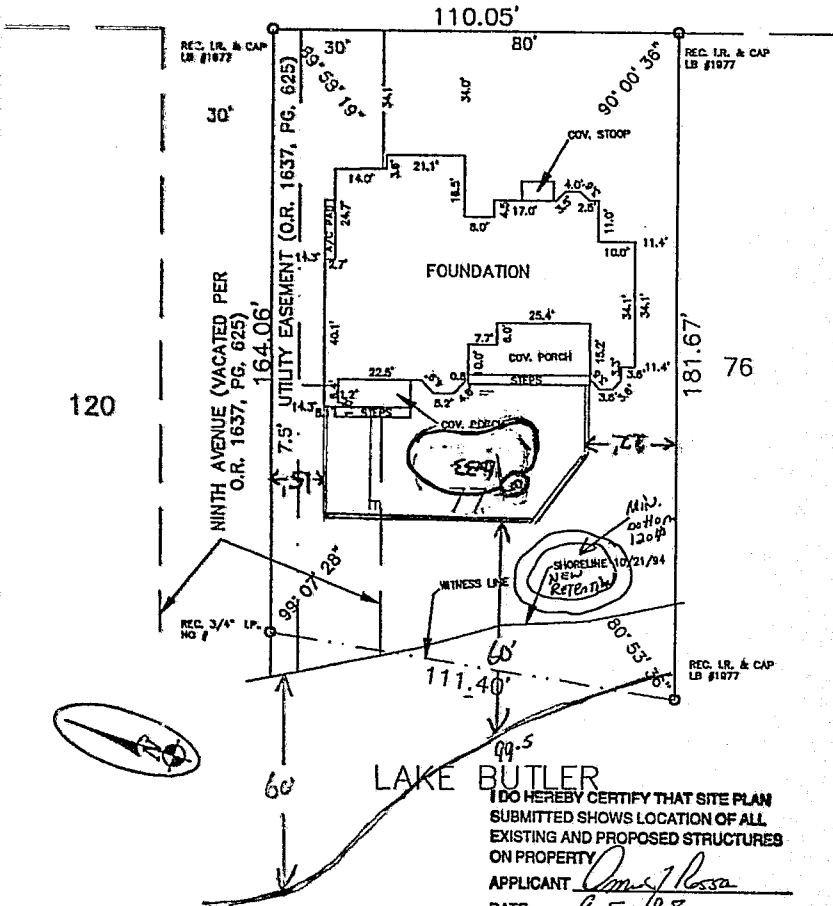
1. Stormwater swales shall be provided at the rear of the property to capture the 1st inch of stormwater runoff from the property;
2. The stormwater swales shall include water-vegetation (rain garden); and
3. The property owner shall record a conservation easement over the rear yard of the property.

The DRB vote was 5-1.

Plan Sheet from 1998
Building Permit - Incorrect
Location of 50-Foot
Setback

Q A.C.L. RAILROAD (ABANDONED)

MAIN STREET



I DO HEREBY CERTIFY THAT SITE PLAN
SUBMITTED SHOWS LOCATION OF ALL
EXISTING AND PROPOSED STRUCTURES
ON PROPERTY

APPLICANT Orme / Rosa

DATE 9-8-1998

TOWN OF WINDERMERE

APPROVED BY Beverly Hart Jones

DATE 9/14/98

SHEET 2 OF 2 SHEETS

SCALE:	1" = 30'
DATE:	9/15/98
JOB No.:	94044
FIELD: KJ	CAG, BHJ
F FILE	D FILE 94044F
REVISIONS	DATE

BHJ
SURVEY
CONSULTANTS,
INC.

132 E. Colonial Drive
Suite 220
Orlando, Florida 32801
phone (407) 422-1616
fax (407) 422-1614
RLB #8503

I hereby certify that this FOUNDATION SURVEY
is in accordance with the technical standards
set forth by the Florida Board of Professional
Land Surveyors in Chapter 61G17-5, Florida
Administrative Code, pursuant to Chapter 472.07,
Florida Statutes.

Beverly Hart Jones

Beverly Hart Jones

FLORIDA Reg. LAND SURVEYOR No. 5270

NOT VALID Unless embossed with Surveyor's seal

August 4, 2025

Ms. Dorothy Burkhalter
Town Clerk
Town of Windermere
Windermere, FL 34786
(407) 876-2563

RE: 904 Main St. Windermere, Fl. 34786

Dorothy:

Please accept this letter as our request for a Variance to remodel the existing pool from a free form style to a rectangular Infinity Edge style pool

It will require the existing pool walls to be moved closer to the Western existing retaining wall

A portion of the existing pool deck and perimeter wall is inside the 50 ft setback from the (NHWE) Normal High Water Elevation mark

A portion of the existing pool is inside the 50 ft setback from the (NHWE) Normal High Water Elevation mark

The new pool will have a portion inside the 50 ft setback from the (NHWE) Normal High Water Elevation mark

Thank you for your assistance with this project



Darrell Nunnelley on behalf of Daniel Webb

904 Main Street

Free Form Pool Deck - Existing



904 Main Street

Infinity Pool Deck - Proposed



AGENT AUTHORIZATION FORM

I/WE, (PRINT PROPERTY OWNER NAME) Daniel Webb, AS THE OWNER(S) OF THE
REAL PROPERTY DESCRIBED AS FOLLOWS, 904 Main Street Windermere, Fl. 34786, DO
HEREBY AUTHORIZE TO ACT AS MY/OUR AGENT (PRINT AGENT'S NAME), Darrell Nunnelley,
TO EXECUTE ANY PETITIONS OR OTHER DOCUMENTS NECESSARY TO AFFECT THE APPLICATION APPROVAL REQUESTED
AND MORE SPECIFICALLY DESCRIBED AS FOLLOWS, Pool wall location variance, AND TO
APPEAR ON MY/OUR BEHALF BEFORE ANY ADMINISTRATIVE OR LEGISLATIVE BODY IN THE COUNTY CONSIDERING THIS
APPLICATION AND TO ACT IN ALL RESPECTS AS OUR AGENT IN MATTERS PERTAINING TO THE APPLICATION.

Date: 8/4/2025

Daniel B Webb
Signature of Property Owner

Daniel Webb
Print Name Property Owner

Date: _____

Signature of Property Owner

Print Name Property Owner

STATE OF FLORIDA :
COUNTY OF Orange :

I certify that the foregoing instrument was acknowledged before me this 4th day of August,
2025 by Daniel Webb. He/she is personally known to me or has produced
_____ as identification and did/did not take an oath.

Witness my hand and official seal in the county and state stated above on the 4th day of
August, in the year 2025.



Linda Barbara
Signature of Notary Public
Notary Public for the State of Florida

My Commission Expires: HH 630811

Legal Description(s) or Parcel Identification Number(s) are required:

PARCEL ID #: 17-23-28-9336-00-770

LEGAL DESCRIPTION:

Plat of Windermere G/36 Lot 77 & S 30 ft of Vac St Lying N of Lot 77 & Vac RR R/W being 40 ft wide
lying Ely of Lot 77

RECOMMEND - Z25-03 (904 Main St)

APPROVAL: _____ **DISAPPROVAL** _____

COMMENTS: _____

SIGNATURE: _____ DATE: 8-25-25

Received
AUG 28 2025
Wade Trim

RECOMMEND – Z25-03 (904 Main St)

APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: *Sam R* DATE: 8-22-25

Received

AUG 26 2025

Wade Trim

RECOMMEND - Z25-03 (904 Main St)

APPROVAL: ☒ DISAPPROVAL ☐

COMMENTS: _____

SIGNATURE: Lacey Adams DATE: 9/7/2025

Received
SEP 10 2025
Wade Trim

RECOMMEND – Z25-03 (904 Main St)

APPROVAL: ☒ DISAPPROVAL ☐

COMMENTS: will look beautiful!

SIGNATURE: Christine Syorge DATE: 9/6/2025

Received

SEP 10 2025

Wade Trim

RECOMMEND – Z25-03 (904 Main St)

APPROVAL: X DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: Wade Keow DATE: 10/1/25

Received
SEP 05 2025
Wade Trim

RECOMMEND— ~~Z25~~-03 (904 Main St)

APPROVAL: ☒ DISAPPROVAL ☐

COMMENTS: _____

SIGNATURE: Wade Trim DATE: 9/3/25

Received
SEP 05 2025
Wade Trim

RECOMMEND – Z25-03 (904 Main St)

APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: W. Lore DATE: 8/29/2025

Received

SEP 02 2025

Wade Trim

RECOMMEND - Z25-03 (904 Main St)

APPROVAL: _____ DISAPPROVAL: ☒

COMMENTS: I believe the rules should be followed
and that "any reconstruction must meet
all requirements of..." (applicable) Land development code"

SIGNATURE: [Signature] DATE: 9/4/2025

Received

SEP 08 2025

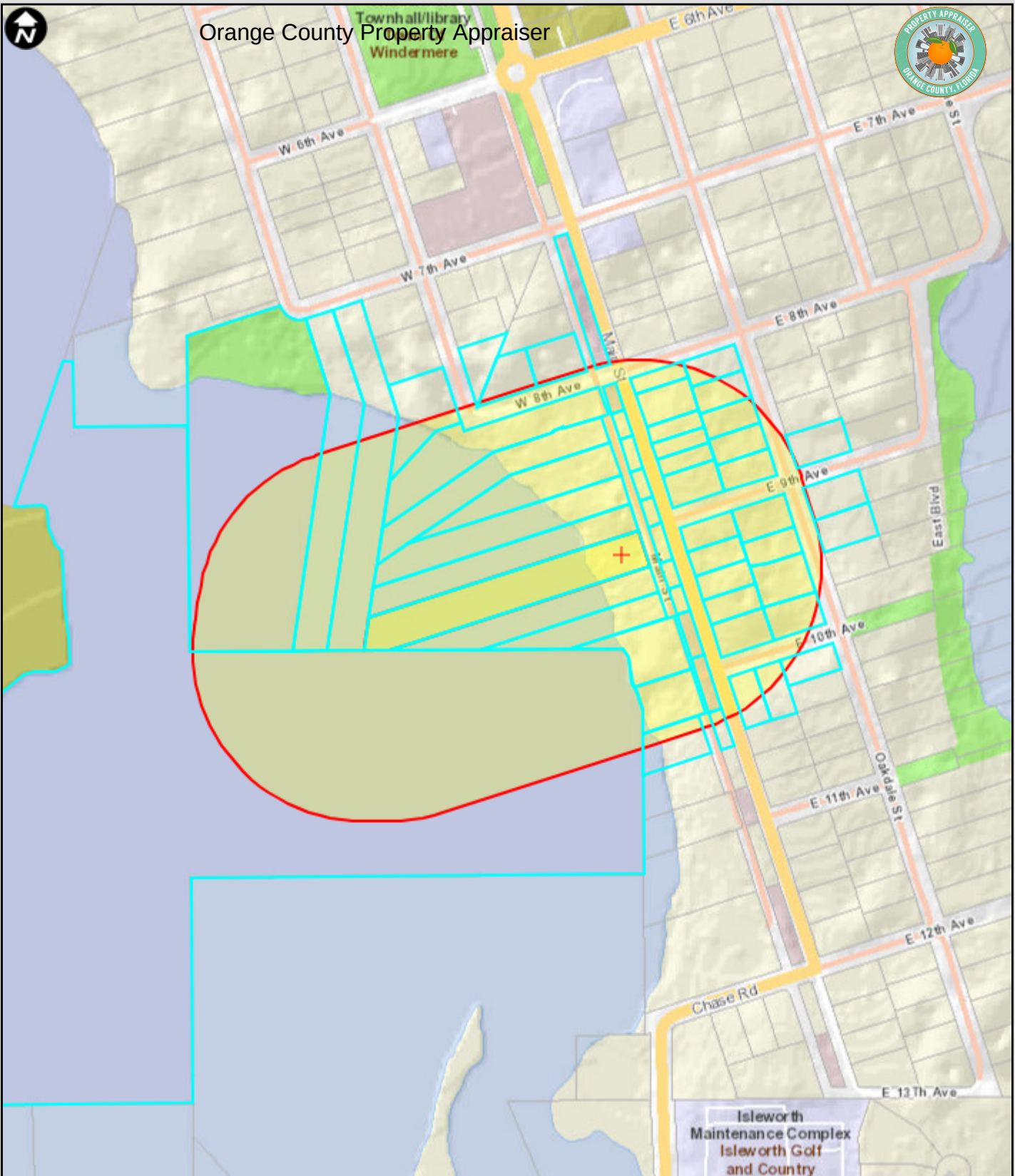
Wade Trim

Hi Brad, this is Rick Haines. Sorry I've been swamped. Just wanted to send my objection to the variance for 904 Main St. Their existing pool is already way into the setback and they want to move it even further towards the NHWL.

9/16/2025

OCPA Web Map

Florida turnpike	Major Roads	Proposed Road	Block Line	Commercial/Institutional	Hydro	Golf Course
Interstate 4	Public Roads	Brick Road	Lot Line	Governmental/Institutional/Misc	Waste Land	Lakes and Rivers
Toll Road	Gated Roads	Rail Road	Residential	Commercial/Industrial/Vacant Land	County Boundary	Building
	Road Under Construction	Proposed SunRail	Agriculture	Agricultural Curtilage	Parks	Hospital



Created: 9/8/2025 20:48 , undefined

This map is for reference only and is not a survey



EXECUTIVE SUMMARY

SUBJECT: Approval of Purchase of Playground Equipment Central Park – Gametime

REQUESTED ACTION:

☐ Work Session (Report Only)

☒ Regular Meeting

DATE OF MEETING: 10/14/2025

☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date:

Managing Division / Dept:

Vendor/Entity: Gametime

Termination Date:

Public Works

BUDGET IMPACT: \$13,040.45

☐ Annual

FUNDING SOURCE:

Funds available in Parks Committee Line Items

☒ Capital

EXPENDITURE ACCOUNT:

001 9150 000 5692

☐ N/A

HISTORY/FACTS/ISSUES:

Mayor & Council,

The Parks and Recreation Committee remains committed to enhancing the Town's Park system by providing safe, engaging, and inclusive play opportunities for residents and visitors.

As part of these efforts, the Committee has identified a need for additional playground features at Central Park to expand recreational options and better utilize available space. After careful consideration and review of multiple proposals, the Committee is recommending the purchase of new freestanding playground equipment.

To ensure competitive pricing, the Committee solicited quotes from several vendors. The following proposals were received:

1. Bliss Products

Option 1: Selfie Swirl with Center Wheel – \$13,203.50

Option 2: 10' Pyramid Tower – \$22,385.42

Option 3: Evergreen Spinner – \$25,631.24

2. GameTime

Option 1: Spin with Me – \$13,040.45 (Recommended for approval)

Option 2: Inclusive SeeSaw – \$17,602.36

3. ARC Recreational Concepts, LLC

Option 1: Spinner – \$13,971.39

Option 2: Thunder Wedge – \$9,067.10
Option 3: Rock Wall – \$18,175.16
(All ARC options include installation costs.)

After evaluating the options based on quality, cost, and community needs, the Parks and Recreation Committee unanimously recommend moving forward with the GameTime Spin with Me unit for a total of \$13,040.45.

Funding for this purchase is available within the Parks and Recreation Committee budget.

Approval by Town Council will allow this project to move forward and provide an exciting, interactive play element for children of all ages to enjoy at Central Park.

The Town of Windermere

Central Park Playground Enhancements

Presented by:

Bliss Products & Services, Inc.

www.blissproducts.com

Playground Equipment by:

Play & Park Structures







UPRIGHT BROWN ACCENT N/A DECK N/A PLASTIC GREEN HDPE N/A HDPE/C N/A SHADE N/A ROOF N/A CABLE N/A MAXIMEX N/A

WIDEMERE CENTRAL PARK - OPTION 1

WIDEMERE, FLORIDA

645-177522

PLEASE NOTE: DIMENSIONS ARE FOR VISUAL PURPOSES ONLY. ANY PRODUCTS AND/OR RIT DETAILS HEREIN MAYBE SUBJECT TO CHANGE WITHOUT NOTICE.



144 CHESTER ST
CHATTANOOGA, TN 37402
800.727.1907
PLAYANDPARK.COM



There is no greater thrill for a child than spinning on a merry-go-round! What if there was a built-in slot for a smart phone that could capture the look on a child's face with pictures or video? Introducing the newest spinner that includes cell phone slots that invite users to capture precious moments, hands-free with their mobile phones.

Product Line: ParkPlay

Ages: All | 2-5 | 5-12

Space Req: 23'8" x 23'8"



Windermere Central Park Playground Addition - Option 1
405 Oakdale St
Windermere, FL 34786

Bliss Products & Services

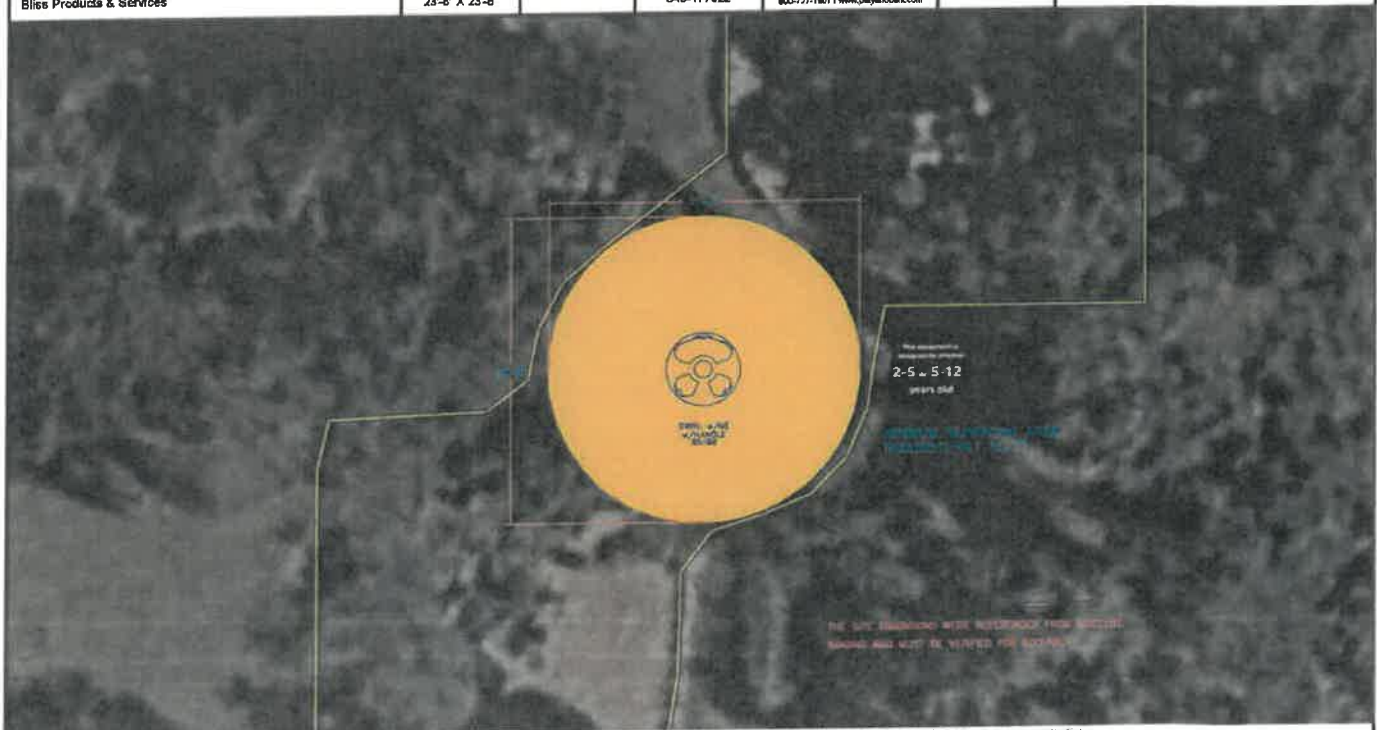
This play equipment is
recommended for
children ages:
2-5 or 5-12
Minimum Area Required:
23'-8" X 23'-8"

Scale: 5/32" = 1'-0"
This drawing can be
scaled only when in
an 11" x 17" format

Drawn By:
Kimber Scroggins
Date:
7/18/2025
Quote Number:
645-177522

**play park
structures**
544 Chestnut Street
Chattanooga, TN 37402
800-773-1187 / www.playpark.com

User Capacity:
5-10
Critical Fall Height:
4'-0"



Top View drawings and measurements are for general site and structure appearance purposes. Top view should not be considered as a construction detail. Therefore, all measurements and slope requirements should be fully verified prior to construction.
IMPORTANT: Never install play equipment over bare unresilient surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion potential falls.

Windemere Central Park Playground Addition - Option 1
405 Oakdale St
Windemere, FL 34788

Bliss Products & Services

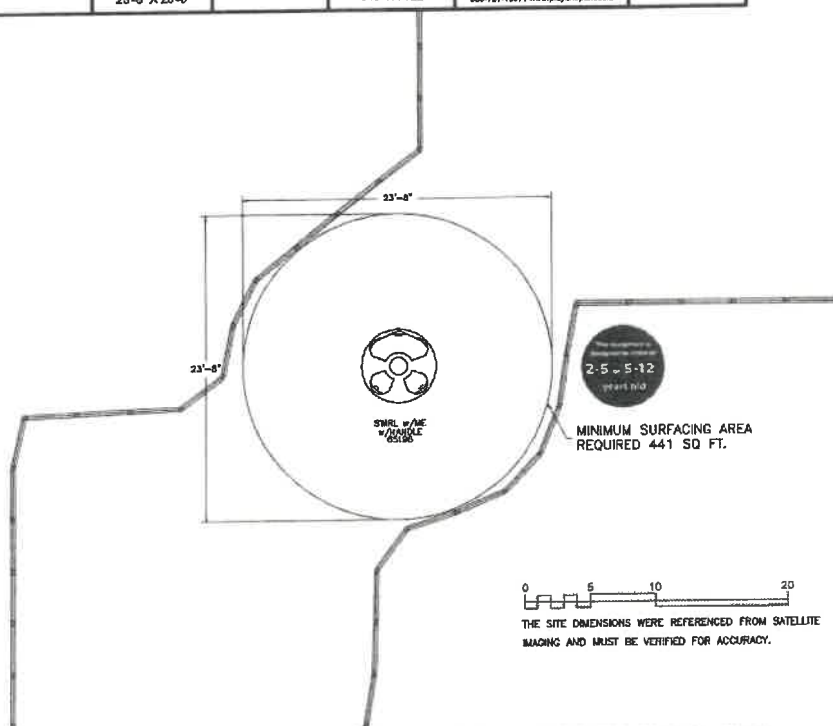
This play equipment is
recommended for
children ages:
2-5 or 5-12
Minimum Area Required:
23'-8" X 23'-8"

Scale: 5/32" = 1'-0"
This drawing can be
scaled only when in
an 11" x 17" format

Drawn By:
Kimber Scroggins
Date:
7/18/2025
Quote Number:
645-177622

**play & park
structures**
544 Chestnut Street
Chattanooga, TN 37403
800-727-1807 / www.playandpark.com

Use: Capacity
5-10
Cribbed Post Height
4'-0"



Top View drawings and measurements are for overall site and structure appearance purposes. Top view should not be conceived as a construction detail; therefore, all measurements and slope requirements should be field verified prior to construction.
IMPORTANT: Never install play equipment over hard, unyielding surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion accidental falls.



Bliss Products and Services, Inc
6831 S. Sweetwater Rd.
Lithia Springs, GA 30122
(800) 248-2547
(770) 920-1915 Fax

Quote # **77268**

Sales Rep: Heather Smith
heather.smith@blissproducts.com
C: (727) 403-7849

Town of Windemere

Date 07-21-2025

Project Central Park
Playground - Swirl with Me

Bill To
Town of Windemere
614 Main St.
Windemere, Florida 34786

Ship To
Central Park
Oakdale Street, between 4th
and 5th Avenue
Windemere, Florida 34786

Contact
Peter Balgobin
Public Works Administrative
Coordinator
Phone: (407) 909-5333

Approximate Ship Date

Ship Via

Terms
Per Payment Schedule

Vendor	Part #	Description	Qty	Unit Price	Extended Price
BPF	Permitting	Permit Service and Application Fees	1	\$1,200.00	\$1,200.00
INS	Installation	Installation of Freestanding Swirl with Me	1	\$3,500.00	\$3,500.00
INS	Safety Surface	Certified Playground Mulch with Blower Truck Installation @ 12" depth 441sf	26	\$57.00	\$1,482.00
PPS	Swirl with Me	Freestanding Swirl with Me (65198)	1	\$5,615.00	\$5,615.00
PPS	Material Surcharge	Material Surcharge	1	\$218.25	\$218.25

Sub Total \$12,015.25
Freight 1,188.25
Tax 0.00

Taxable Subtotal

Grand Total \$13,203.50

- Due to volatility in raw material pricing, this quote is only valid for 30 days unless otherwise noted.
- Due to instability in material procurement and manufacturing, verbal or written lead times are subject to change.

Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer. Deposits may be required. Add 3% to total for charge card transactions. Manufacturing lead times will not begin without an actual shipping address, color and mount selection, approved purchase order or fully executed contract. Customer will need to coordinate with freight carrier if unloading or inside delivery is required. Damaged or missing parts must be noted on the bill of lading at the time of delivery. A finance charge of 1.5% per month will be added to all invoices past due. Return items are subject to manufacturer's policies and may result in freight and restocking fees.

Signed quote will not be accepted for orders over \$500.

Install Conditions - Unless otherwise noted:

- Site should be clear, level and allow continuous access for delivery, materials and equipment. A space must be provided for the staging and secure storage of equipment within a reasonable distance to the jobsite. A water source within 100' of the job site may be required.
- Installation price based on a single mobilization and unrestricted work hours. We can accommodate special requests but they may result in additional labor costs.
- Installation requiring footers are based on normal soil conditions. Rock, coral, asphalt, foundations, pipes, underground utilities, poor soil conditions, and poor drainage may incur additional charges.

- Bliss will call for public locates but the customer is responsible for locating and identifying all private utilities. We are not responsible for damage to unmarked lines.
- If permitting is required, customer is responsible for providing site survey. Equipment delivery and installation times will not begin until permitting is approved. Permitting fees and engineering drawings not included.
- Bliss will smooth jobsite but full site restoration (such as sod) is not included. Bliss will take every care with trees, curbs, sidewalks, fences and other site obstructions but will not be responsible for damage caused by normal installation processes.
- Removal of trash and spoils is not included. Customer responsible for providing dumpster for debris and/or an area within reasonable distance to spread spoils.
- Bliss will not be held responsible for delays due to weather.
- Customer accepts all responsibility for requests that are not in compliance with ASTM, CPSC or local building codes.

Complete Terms and Conditions can be found at <https://blissproducts.com/terms-conditions/>





UPRIGHT BROWN ACCENT GREEN DECK N/A PLASTIC N/A HDPE N/A HDPE/C N/A SHADE N/A ROOF N/A CABLE BROWN & GREEN MAXIMPEX N/A

WINDEMERE CENTRAL PARK - OPTION 2 WINDEMERE, FLORIDA

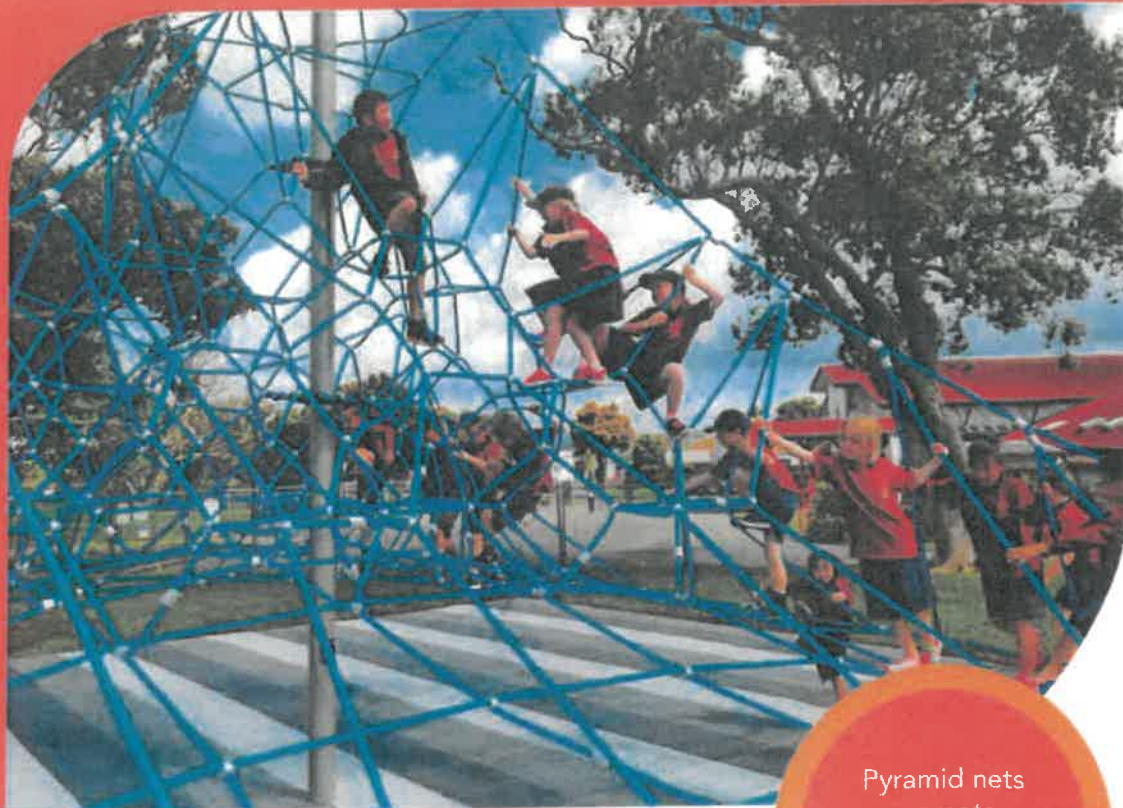
645-177523

PLEASE NOTE: RENDERINGS ARE FOR VISUAL PURPOSES ONLY. ANY PRODUCT & AND/OR SITE DETAILS HEREIN MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.



344 CHEROKEE ST
 CHATTANOOGA, TN 37404
 800.727.1907
 PLAYANDPARK.COM

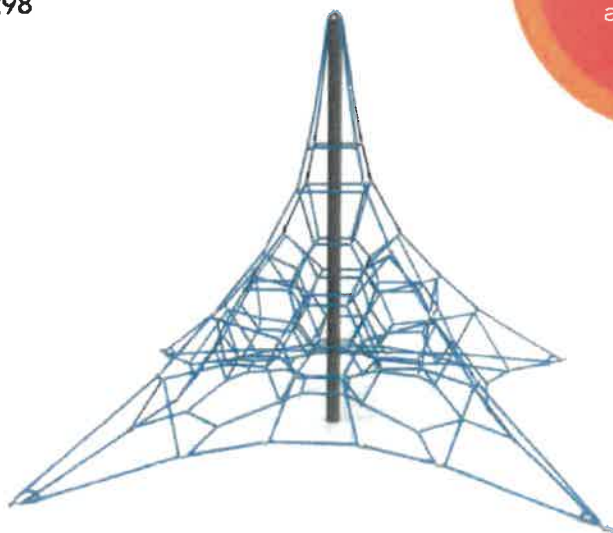
Meridian Cable Play Systems introduce innovative climbing adventures that not only increase physical activity, but provide a modern, inviting new way for children to play.

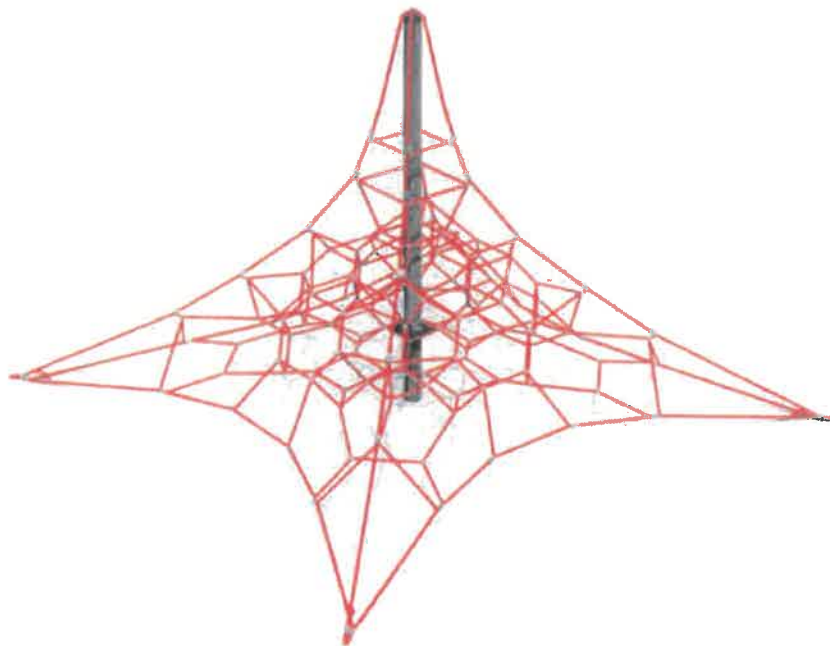


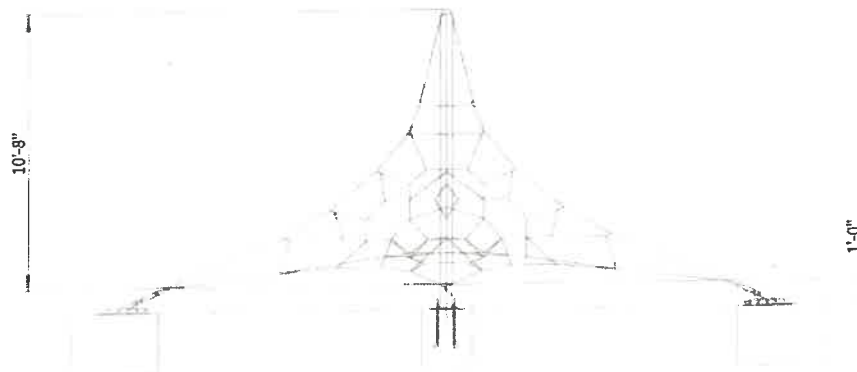
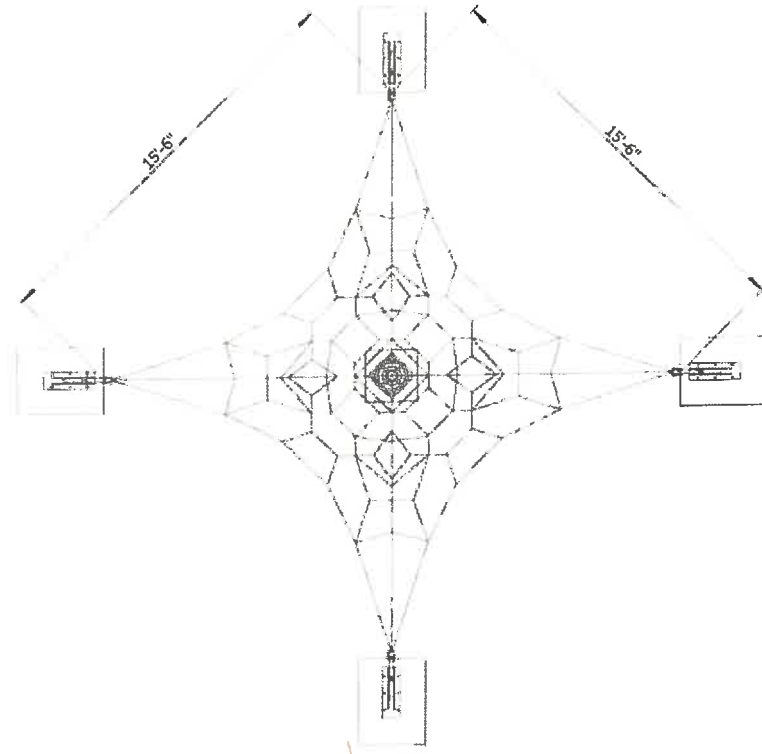
Pyramid nets
promote
movement
and balance

10 FT Pyramid Tower | YP298

Age: 5 to 12 years
Capacity: 27 Children
Height: 10'8"H
Use Zone: 27'6" x 27'6"
Fall Height: 6'0"H







Product Name: 10ft Pyramid Tower
Model Number: YP298
Size: Length: 15' 6"
 Width: 15' 6"
 Height: 10' 8"
Fall Height: 6'
Foundations: 5
Concrete Volume: 3.25 cubic yards
COMPLIANT WITH: ASTM F-1487
 CSA Z614
Ages: 5-12 years
Use Zone: Length: 27' 6"
 Width: 27' 6"



Technical Details:

Support Posts

This will be 5-1/2" (140mm) OD steel tubing, after fabrication shall be powder coated in accordance with the specifications herein.

Post Shields

Where required, these will completely surround the post to fill in openings in the net, preventing entrapments. Shields will be made of a textile-reinforced flexible rubber material and secured with hardware.

Climbing Nets

20mm diameter rope consists of 6 main strands, each strand containing 24 galvanized steel reinforcing strands within a polyamide sleeve, wrapped around a solid polyamide core for a total of 144 reinforcing strands. 22mm edge ropes will contain a solid core of wound steel cables in place of the polyamide core for a total of 168 steel reinforcing strands. Ropes shall achieve a Class 7-8 colorfastness rating.

Rope Ball Connectors and End Fittings

One-piece compressed aluminum ball connector or end fitting, compressed in place with 150,000 pounds source (667kN) to prevent the connection from moving and causing premature cable wear.

Flexible Surfaces

5/16" (8mm) thick textile-reinforced rubber belt.

Fasteners

All fasteners shall be stainless steel with locking patch or locking compound (by others).

Turnbuckles

These will be steel alloy that will withstand a maximum load of over 87,675 pounds force (390 kN) along the main axis.

Installation

Installation recommended by a licensed playground contractor, trained and certified on the applicable playground installation methods and standards, preferably certified by manufacturer or National Playground Contractors Association.

Windemere Central Park Playground Addition - Option 2
405 Oakdale St
Windemere, FL 34786

This play equipment is
recommended for
children ages:
5-12
Minimum Area Required:
33'-6" X 33'-8"

Scale: 5/32" = 1'-0"
This drawing can be
scaled only when in
an 11" x 17" format

Drawn By:
Kimber Scroggins
Date:
7/10/2025
Quote Number:
645-177523

**play & park
structures**
LLC
544 Chestnut Street
Chattanooga, TN 37403
800-727-1927 / www.playandpark.com

User Capacity:
5-10
Climb Fall Height:
4'-0"



Biss Products & Services



THIS STRUCTURE IS
DESIGNED FOR CHILDREN
5-12
YEARS OLD

MINIMUM AREA REQUIRED FOR
INSTALLATION: 33'-6" X 33'-8"

THE SET DRAWING WITH REFERENCE FROM SUPPLIER
SHOWN AND MUST BE VIEWED FOR ACCURACY

Top View drawings and measurements are for overall site and structure appearance purposes. Top View should not be conceived as a construction detail; therefore, all measurements and slope requirements should be field verified prior to construction.
IMPORTANT: Never install play equipment over hard, unrelatable surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion accidental falls.

Windermere Central Park Playground Addition - Option 2
405 Oakdale St
Windermere, FL 34786

This play equipment is
recommended for
children ages:
5-12
Minimum Area Required:
33'-8" X 33'-8"

Scale: 5/32" = 1'-0"
This drawing can be
scaled only when in
an 11" x 17" format

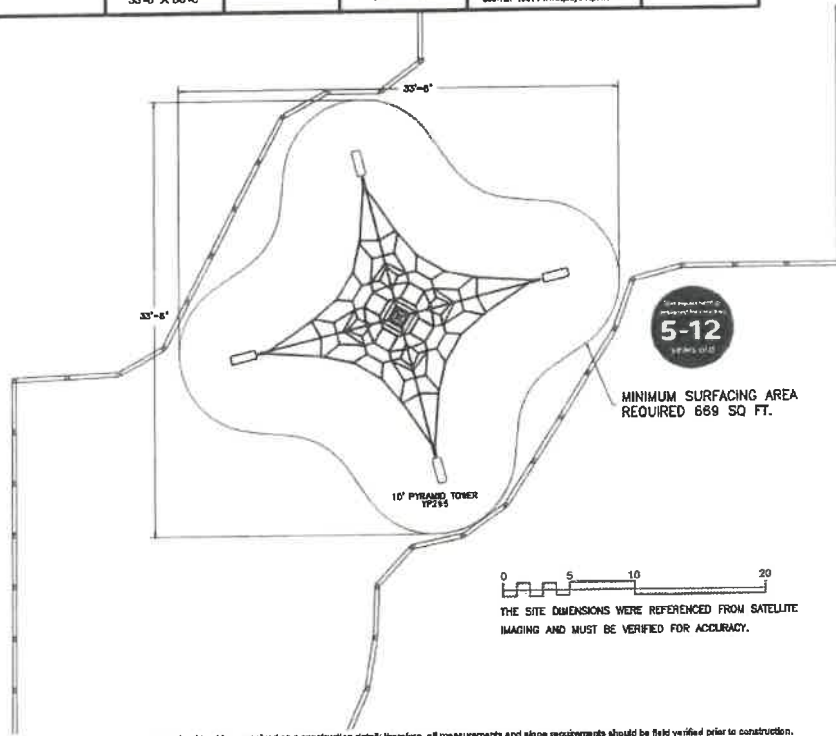
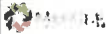
Drawn By:
Kimber Scroggins
Date:
7/18/2025
Quote Number:
845-177523

**play & park
structures**
4142 41st Avenue
544 Chestnut Street
Chattanooga, TN 37402
800-727-1907 / www.playandpark.com

User Capacity:
5-10
Critical Fall Height:
4'-0"



Bliss Products & Services



Top View drawings and measurements are for overall site and structure appearance purposes. Top view should not be conceived as a construction detail; therefore, all measurements and slope requirements should be field verified prior to construction.
IMPORTANT: Never install play equipment over hard, unyielding surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion accidental falls.



Bliss Products and Services, Inc
6831 S. Sweetwater Rd.
Lithia Springs, GA 30122
(800) 248-2547
(770) 920-1915 Fax

Quote # **77279**

Sales Rep: Heather Smith
heather.smith@blissproducts.com
C: (727) 403-7849

Town of Windemere

Date 07-21-2025

Project Central Park
Playground - Meridian 10'
Pyramid Tower

Bill To
Town of Windemere
614 Main St.
Windemere, Florida 34786

Ship To
Central Park Playground
Oakdale Street, between 4th
and 5th Avenue
Windemere, Florida 34786

Contact
Peter Balgobin
Public Works Administrative
Coordinator
Phone: (407) 909-5333

Approximate Ship Date

Ship Via

Terms
Per Payment Schedule

Vendor	Part #	Description	Qty	Unit Price	Extended Price
BPF	Permitting	Permit Service and Application Fees	1	\$1,200.00	\$1,200.00
INS	Installation	Installation of Meridian 10' Pyramid Tower	1	\$4,500.00	\$4,500.00
INS	Safety Surfacing	Certified Playground Mulch with Blower Truck Installation @ 12" depth 669sf	42	\$57.00	\$2,394.00
PPS	Swirl with Me	Meridian 10' Pyramid Tower	1	\$11,200.00	\$11,200.00
PPS	Material Surcharge	Material Surcharge	1	\$475.52	\$475.52

Sub Total	\$19,769.52
Freight	2,615.90
Tax	0.00
Taxable Subtotal	
Grand Total	\$22,385.42

- Due to volatility in raw material pricing, this quote is only valid for 30 days unless otherwise noted.
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Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer. Deposits may be required. Add 3% to total for charge card transactions. Manufacturing lead times will not begin without an actual shipping address, color and mount selection, approved purchase order or fully executed contract. Customer will need to coordinate with freight carrier if unloading or inside delivery is required. Damaged or missing parts must be noted on the bill of lading at the time of delivery. A finance charge of 1.5% per month will be added to all invoices past due. Return items are subject to manufacturer's policies and may result in freight and restocking fees.

Signed quote will not be accepted for orders over \$500.

Install Conditions - Unless otherwise noted:

- Site should be clear, level and allow continuous access for delivery, materials and equipment. A space must be provided for the staging and secure storage of equipment within a reasonable distance to the jobsite. A water source within 100' of the job site may be required.
- Installation price based on a single mobilization and unrestricted work hours. We can accommodate special requests but they may result in additional labor costs.
- Installation requiring footers are based on normal soil conditions. Rock, coral, asphalt, foundations, pipes, underground utilities, poor soil conditions, and poor drainage may incur additional charges.

- Bliss will call for public locates but the customer is responsible for locating and identifying all private utilities. We are not responsible for damage to unmarked lines.
- If permitting is required, customer is responsible for providing site survey. Equipment delivery and installation times will not begin until permitting is approved. Permitting fees and engineering drawings not included.
- Bliss will smooth jobsite but full site restoration (such as sod) is not included. Bliss will take every care with trees, curbs, sidewalks, fences and other site obstructions but will not be responsible for damage caused by normal installation processes.
- Removal of trash and spoils is not included. Customer responsible for providing dumpster for debris and/or an area within reasonable distance to spread spoils.
- Bliss will not be held responsible for delays due to weather.
- Customer accepts all responsibility for requests that are not in compliance with ASTM, CPSC or local building codes.

Complete Terms and Conditions can be found at <https://blissproducts.com/terms-conditions/>





UPRIGHT BROWN ACCENT GREEN DECK N/A PLASTIC N/A HDPE N/A HDPE/C N/A SHADE N/A ROOF N/A CABLE BROWN & GREEN MAXAPEX N/A

WINDEMERE CENTRAL PARK - OPTION 3 WINDEMERE, FLORIDA

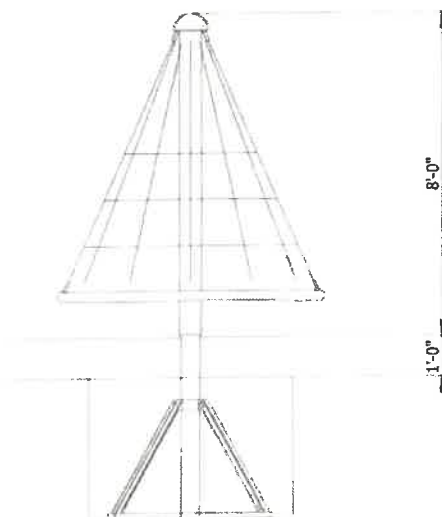
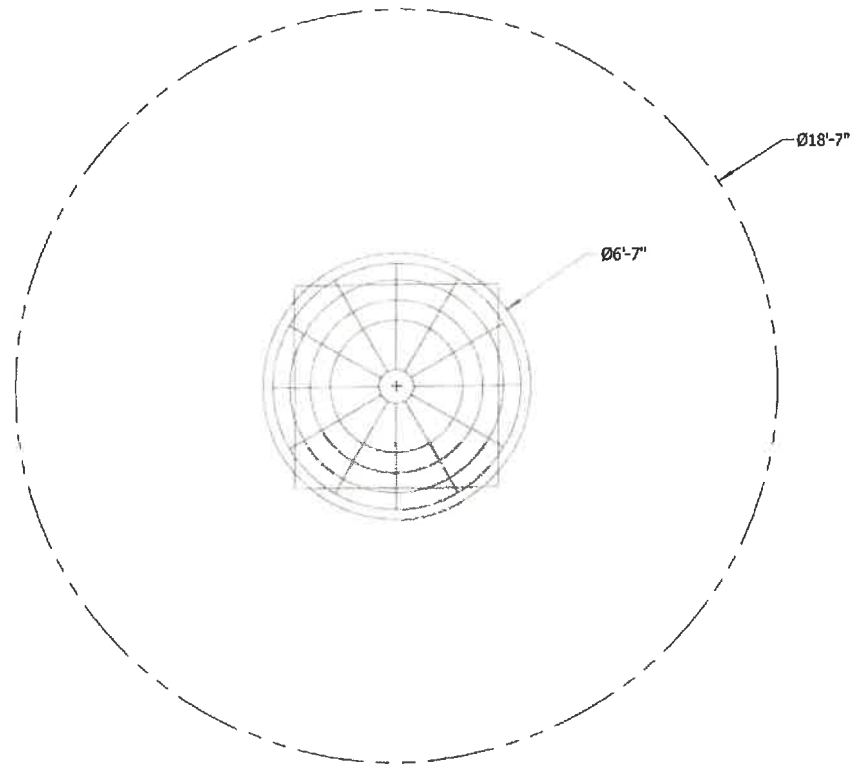
645-177524

PLEASE NOTE: DIMENSIONS ARE FOR VISUAL PURPOSES ONLY. ANY PRODUCTS AND/OR SITE DETAILS HEREIN MAY BE SUBJECT TO CHANGE WITHOUT NOTICE.



544 GREENWAY ST
 CHATTAHOOCHEE, TN 38408
800.727.1907
 PLAYANDPARK.COM





Product Name: Evergreen Spinner

Model Number: YP321

Size: Length: 6' 7"
Width: 6' 7"
Height: 8'

Fall Height: 4'

Foundations: 1

Concrete Volume: None cubic yards

COMPLIANT ASTM F-1487

WITH: CSA Z614

Free standing flexible climbers are compliant to ASTM F1487 and CSA Z614 for use by preschool age groups (2-5 years or 18 months-5 years respectively). The US CPSC does not recommend freestanding flexible climbers for these age groups

Ages: 2-5 or 5-12 years

Use Zone: Length: 18' 7"
Width: 18' 7"



Technical Details:

Inner Post

Inner Support Post shall be 5-1/2" (140mm) diameter galvanized steel tubing.

Rotational Post

Outer Support Post shall be 6-5/8" (168mm) diameter steel tubing. After fabrication the frame shall be powder coated in accordance with the specifications herein.

Bearings

Precision machined Ultra-high-molecular-weight polyethylene.

Climbing Nets

20mm diameter rope consists of 6 main strands, each strand containing 24 galvanized steel reinforcing strands within a polyamide sleeve, wrapped around a solid polyamide core for a total of 144 reinforcing strands. Ropes shall achieve a Class 7-8 colorfastness rating.

Rope Ball Connectors and End Fittings

One-piece compressed aluminum ball connector or end fitting, compressed in place with 150,000 pounds source (667kN) to prevent the connection from moving and causing premature cable wear.

Horizontal Rings

These will be 3" (75mm) OD steel tubing. After fabrication the frame shall be powder coated in accordance with the specifications herein.

Decking

Constructed of 3/16" (5mm) thick steel. Deck sections are dipped in a phthalate-free textured slip-resistant polyvinyl chloride plastiso coating.

Foot Base

4' square galvanized steel plate, 3/16" (5mm) thick, connected to the support post with 2" X 2" galvanized angle steel braces.

Fasteners

All fasteners shall be stainless steel with locking patch or locking compound (by others).

Metal Finish

Polyester (Powder) Coating – The polyester coating shall be uniformly applied by the electro-static method to a minimum thickness of four mils. Promptly after application of the powder, the coating shall be oven-cured at 350 degrees Fahrenheit. The color(s) of the polyester coating shall be from the manufacturer's standard color selection.

Installation

Installation recommended by a licensed playground contractor, trained and certified on the applicable playground installation methods and standards, preferably certified by manufacturer or National Playground Contractors Association.

Windermere Central Park Playground Addition - Option 3
405 Oakdale St
Windermere, FL 34786

Bliss Products & Services

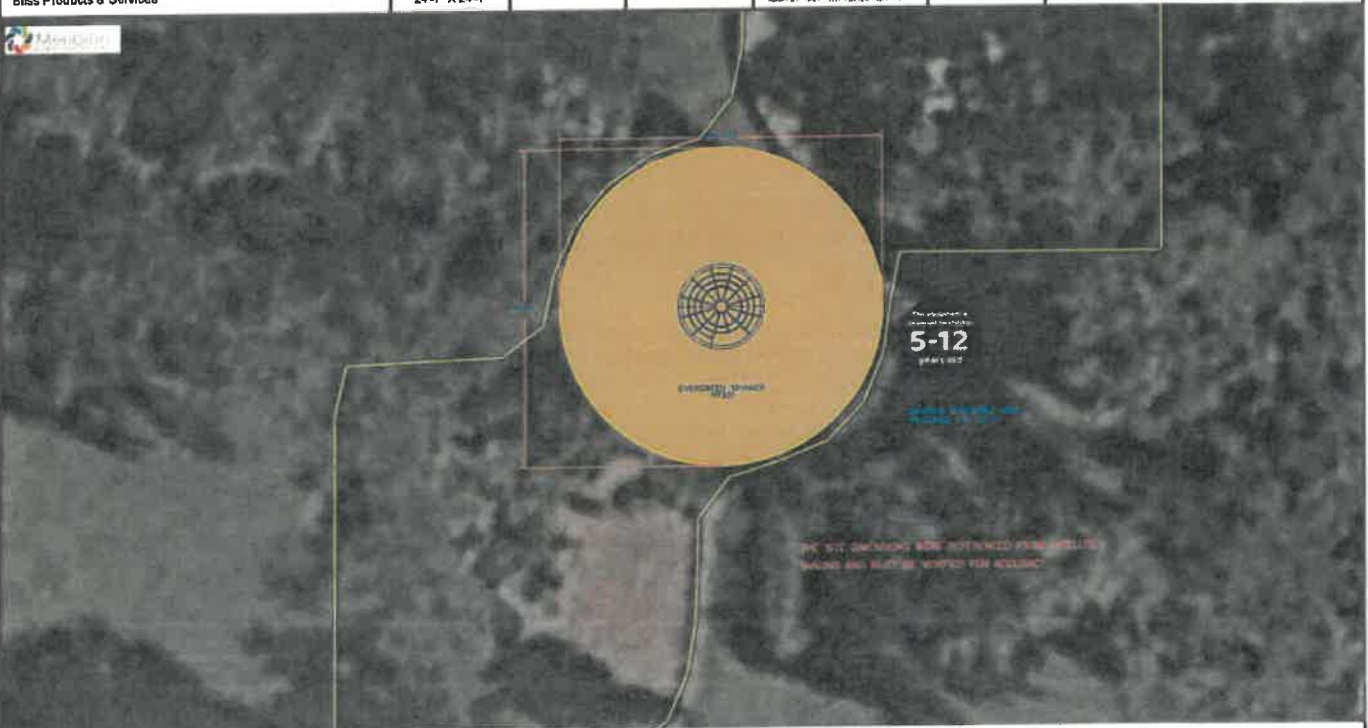
This play equipment is
recommended for
children ages:
5-12
Minimum Area Required:
24'-7" X 24'-7"

Scale: 5/32" = 1'-0"
This drawing can be
scaled only when in
an 11" x 17" format

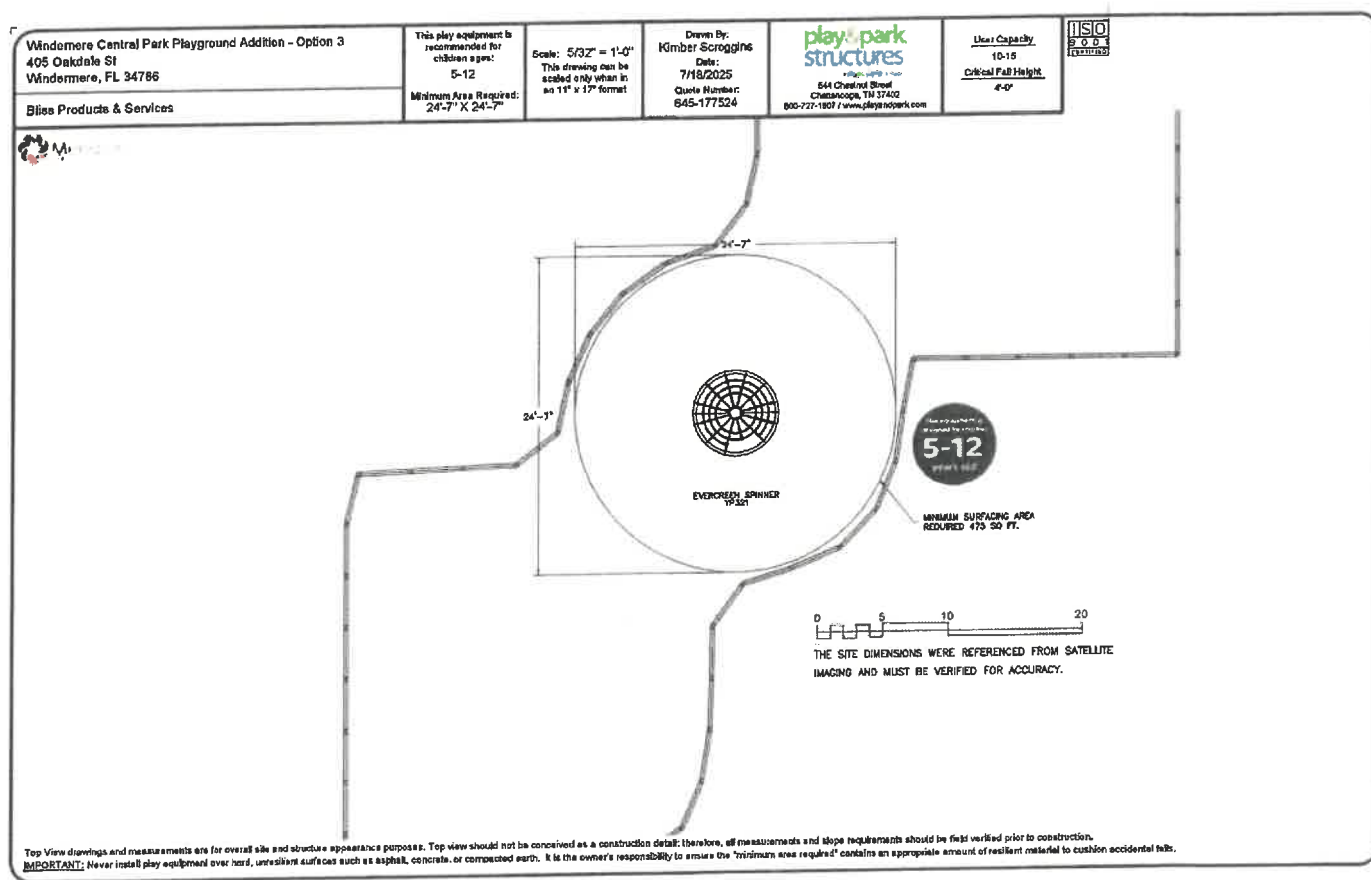
Drawn By:
Kimber Scroggins
Date:
7/18/2025
Quote Number:
645-177524

**play park
structures**
544 Chestnut Street
Chapel Hill, NC 27402
800-737-1967 • www.playparkstructures.com

User Capacity:
10-15
Critical Fall Height:
4'-0"



Top View drawings and measurements are for visual use and structure appearance purposes. Top view should not be considered as a construction detail. Therefore, all measurements and slope requirements should be field verified prior to construction.
IMPORTANT: Never install play equipment over hard, unyielding surfaces such as asphalt, concrete, or compacted earth. It is the owner's responsibility to ensure the "minimum area required" contains an appropriate amount of resilient material to cushion accidental falls.





Bliss Products and Services, Inc
6831 S. Sweetwater Rd.
Lithia Springs, GA 30122
(800) 248-2547
(770) 920-1915 Fax

Quote # **77284**

Sales Rep: Heather Smith
heather.smith@blissproducts.com
C: (727) 403-7849

Town of Windemere

Date 07-22-2025

Project Central Park
Playground - Meridian
Evergreen Spinner

Bill To
Town of Windemere
614 Main St.
Windemere, Florida 34786

Ship To
Central Park Playground
Oakdale Street, between 4th
and 5th Avenue
Windemere, Florida 34786

Contact
Peter Balgobin
Public Works Administrative
Coordinator
Phone: (407) 909-5333

Approximate Ship Date

Ship Via

Terms
Per Payment Schedule

Vendor	Part #	Description	Qty	Unit Price	Extended Price
BPF	Permitting	Permit Service and Application Fee	1	\$1,200.00	\$1,200.00
INS	Safety Surfacing	Certified Playground Mulch with Blower Truck Installation @ 12" depth 475sf	27	\$57.00	\$1,539.00
INS	Installation	Installation of Meridian Evergreen Spinner	1	\$4,500.00	\$4,500.00
PPS	Freestanding Evergreen Spinner	Meridian Evergreen Spinner	1	\$14,100.00	\$14,100.00
PPS	Material Surcharge	Material Surcharge	1	\$572.24	\$572.24

Sub Total \$21,911.24

Freight 3,720.00

Tax 0.00

Taxable Subtotal

Grand Total \$25,631.24

- Due to volatility in raw material pricing, this quote is only valid for 30 days unless otherwise noted.
- Due to instability in material procurement and manufacturing, verbal or written lead times are subject to change.

Sales tax exempt certificate will be required for exemption. All orders are subject to approval and acceptance by the manufacturer. Deposits may be required. Add 3% to total for charge card transactions. Manufacturing lead times will not begin without an actual shipping address, color and mount selection, approved purchase order or fully executed contract. Customer will need to coordinate with freight carrier if unloading or inside delivery is required. Damaged or missing parts must be noted on the bill of lading at the time of delivery. A finance charge of 1.5% per month will be added to all invoices past due. Return items are subject to manufacturer's policies and may result in freight and restocking fees.

Signed quote will not be accepted for orders over \$500.

Install Conditions - Unless otherwise noted:

- Site should be clear, level and allow continuous access for delivery, materials and equipment. A space must be provided for the staging and secure storage of equipment within a reasonable distance to the jobsite. A water source within 100' of the job site may be required.
- Installation price based on a single mobilization and unrestricted work hours. We can accommodate special requests but they may result in additional labor costs.

- Installation requiring footers are based on normal soil conditions. Rock, coral, asphalt, foundations, pipes, underground utilities, poor soil conditions, and poor drainage may incur additional charges.
- Bliss will call for public locates but the customer is responsible for locating and identifying all private utilities. We are not responsible for damage to unmarked lines.
- If permitting is required, customer is responsible for providing site survey. Equipment delivery and installation times will not begin until permitting is approved. Permitting fees and engineering drawings not included.
- Bliss will smooth jobsite but full site restoration (such as sod) is not included. Bliss will take every care with trees, curbs, sidewalks, fences and other site obstructions but will not be responsible for damage caused by normal installation processes.
- Removal of trash and spoils is not included. Customer responsible for providing dumpster for debris and/or an area within reasonable distance to spread spoils.
- Bliss will not be held responsible for delays due to weather.
- Customer accepts all responsibility for requests that are not in compliance with ASTM, CPSC or local building codes.

Complete Terms and Conditions can be found at <https://blissproducts.com/terms-conditions/>

Color Options

Rotomold Colors

Choose from 15 colors



Metal Colors

Choose from 28 powder coat colors



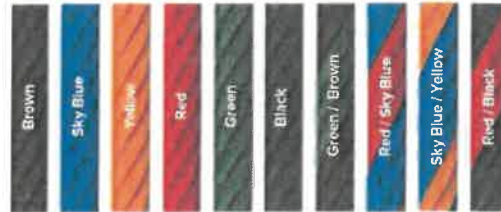
HDPE Plastic Colors

Available 1-color or 2-color for graphics



Raptor Cable Colors

for Meridian products only



Standard Climber Cable Color



Nature Rotomold Plastic Colors

for Apex, MaxClimb, and Rock Wall Climbers



Plastisol Deck and Site Colors

Thermoplastic deck coating is also available. Ask your Play Consultant for more information



Recycled Deck Colors

Fabric Shade & Canopy



NEW! DualShade Colors



play&park
structures®

A PLAYCORE Company

544 Chestnut Street
Chattanooga, TN 37402
Phone: 888-404-5737
Email: customerservice@playandpark.com

Play & Park Structures Warranties

Play & Park Structures provides warranties on all materials and workmanship for one year, excluding vandalism. In addition, Play & Park Structures offers:

Limited Lifetime Warranty* on:

- Supermax, Duramax, totMax, Boulderscapes, Skyline, and Horizons uprights
- Hardware

20 Year Limited Warranty on:

- Recycled Plastic Lumber

15 Year Limited Warranty on:

- Rotationally molded products
- Metal decks, pipes, rings, rails and loops

10 Year Limited Warranty on:

- Redwood and pressure treated wood
- Integrated shade products
- Site furnishings
- Fiberglass signs

5 Year Warranty on:

- Swing Seats
- Nylon-covered cable net climbers and components
- HDPE Panels

3 Year Warranty on:

- "C" Springs for spring bouncers

1 Year Warranty on:

- All other Play & Park Structures products including moving parts
- Nylon rope products
- HDPE components
- Powder coated parts

All warranties specifically exclude damage caused by vandalism; negligence, improper installation or improper use; changes in appearance resulting from weathering; scratches, dents or marring as a result of use.

Warranties are valid only if products are installed and maintained in accordance with Play & Park Structures instructions and use approved parts

At Play & Park Structures, we stand behind our product and are committed to the highest level of customer satisfaction.

For the purpose of this warranty, lifetime encompasses no specific term of years, but rather that Seller warrants to its original customer for as long as the original customer owns the Product and uses the Product for its intended purpose; that the Product and all parts will be free from defects in material and manufacturing workmanship.



A PLAYCORE Company

GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

07/16/2025
Quote #
108295-01-01

Central Park ~ Freestanding Equipment Spin with ME

Town of Windermere
Attn: Jill Ata
614 Main Street
Windermere, FL 34786
United States
Phone: 407-408-3177
jata@town.windermere.fl.us

Ship to Zip 34786

ELECTED

Quantity	Part #	Description	Unit Price	Amount
<i>Site access for construction equipment and staging area must be provided by owner.</i>				
Quote does not include safety surfacing top off				
1	6372	GameTime - Spin With Me (With Handle) [Accent: _____] [Roto Plastic: _____]	\$7,275.00	\$7,275.00
1	Sealed	5-Star Plus - Signed/Sealed FBC 2023 8th Edition Building Code Drawings	\$1,350.00	\$1,350.00
1	INSTALL	5-Star Plus - Installation of Spin With ME	\$2,950.00	\$2,950.00
1	Permits	5-Star Plus - Building Permits- <i>Estimated Costs of Permits plus Time. If actual permit fees are significantly higher or lower, final invoice will be adjusted accordingly. If additional time spent acquiring permits, due to lack of information from owner, final invoice to be adjusted. Survey & Siteplan are to be provided by the owner for the permit application. Correct legal address will be required.</i>	\$1,500.00	\$1,500.00
Sub Total				\$13,075.00
Discount				(\$1,164.00)
Freight				\$1,129.45
Total				\$13,040.45

This quote was prepared by Gina Wilson, Vice President / Senior Project Manager.
For questions or to order please call - 800-432-0162 ext. 101 ginaw@gametime.com

All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001134.

All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.

For more information on the Omnia Partners / U.S. Communities contract please visit [Omnia Partners Public Sector GameTime](#)

Permits are not included in cost, unless specifically listed in pricing. If permits are required Signed/Sealed drawings are needed and are also not included unless specifically listed in pricing. Any costs for municipal permits, paid by installer, will be charged back to the owner. Adding permits to any job will increase the length of completion, expect total time to be about **150 days**, after receipt of Site Plan from owner/customer (this is not due to manufacturing but rather the permit process at the municipality level). It is expected that the owner will provide approved site plans of the area for the permit office, and will help and assist in the securing of all required approvals before assembly of equipment can begin. Installer cannot provide site plans. **The permit process can not begin until appropriate and current site plans are provided by owner.** If there are no current surveys or site plans available, the owner may be required to obtain a new survey for the permit. This is the responsibility of the owner to obtain. If additional permitting requirements are needed during the process, those will be added and billed accordingly, i.e. soil density test, formed footers, etc.



GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

07/16/2025
Quote #
108295-01-01

Central Park ~ Freestanding Equipment Spin with ME

Payment Terms: Governmental Purchase Order.

Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime.

Net 30 days subject to approval by GameTime Credit Manager. A completed Credit Application and Bank Reference Authorization, must be received with the order. The decision on credit is the sole discretion of GameTime/PlayCore. A 1.5% per month finance charge will be imposed on all past due accounts.

Multiple Invoices: Invoices will be generated upon services rendered. When equipment ships it will be invoiced separately from installation and/or other services. Terms are Net 30 for each individual invoice.

This Quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment.

Pricing: Firm for 60 days from date of quotation.

Shipment: F.O.B. factory, order shall ship within 120 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of payment.

Taxes: State and local taxes will be added at time of invoicing, if not already included, unless a tax exempt certificate is provided at the time of order entry.

Exclusions: Unless specifically discussed, this quotation excludes all sitework and landscaping; removal of existing equipment; acceptance of equipment and off-loading; lift gate delivery; storage of goods prior to installation; security of equipment (on site and at night); equipment assembly and installation; safety surfacing; borders; drainage; signed/sealed drawings; or permits.

Installation Terms: Shall be by a Certified Installer. The installer is an independent installer and not part of PlayCore, GameTime, nor Dominica Recreation Products. If playground equipment, installer will be NPSI and Factory Trained and Certified. Unless otherwise noted, installation is based on a standard installation consistent with GameTime installation sheets and in suitable soil with a sub-base that will allow proper playground installation. Drainage is not part of our scope of work unless otherwise noted. Customer shall be responsible for scheduling and coordination with the installer. Site should be level and allow for unrestricted access of trucks and machinery. Customer shall also provide a staging and construction area. Installer not responsible for sod replacement or damage to access path and staging area. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, or any concealed materials or conditions that may result in additional labor or material costs. Customer will be billed hourly or per job directly by the installer for any additional costs that were not previously included.

ORDER INFORMATION

Bill To: _____ Ship To: _____
Contact: _____ Contact: _____
Address: _____ Address: _____
Address: _____ Address: _____
City, State, Zip: _____ City, State, Zip: _____
Tel: _____ Fax: _____ Tel: _____ Fax: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

Acceptance of quotation:

Accepted By (printed): _____ P.O. No: _____
Signature: _____ Date: _____
Title: _____ Phone: _____
E-Mail: _____ Purchase Amount: **\$13,040.45**

Plastic: Green
Accent: Brown



Central Park ~ Spin With Me Windermere, FL



Plastic: Green
Accent: Brown



Central Park ~ Spin With Me
Windermere, FL



7/16/25



GTEvents

SPIN WITH ME (WITH HANDLE) | 6372

Spin into the fun with GameTime's Spin w/ Me! This inclusive merry-go-round is installed at an accessible level for those in mobility devices to transfer from their device to a seat with additional postural support.

SPECIFICATIONS

Use Zone:	23'-7.625" x 23'-7.625" (7.2m x 7.2m)
Age Ranges:	2 to 5 or 5 to 12 Years
Fall Height:	4' (1.22 m)
Number of Children:	10

DESIGN FEATURES

- Inclusive design with seats at transfer height
- Promotes social interaction and collaborative play
- Durable, frictionless magnetic braking system to minimize speed
- Compact design maximizes freestanding play space and value

23' - 8"



SPIN WITH ME
(WITH HANDLE)
6372

23' - 8"

**THIS DRAWING CANNOT BE
ALTERED IN ANY WAY. IF CHANGES
ARE REQUIRED PLEASE CONTACT
YOUR GAMETIME REPRESENTATIVE
@ 1-800-235-2440.**



GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

07/16/2025
Quote #
108295-01-02

Central Park ~ Freestanding Equipment SeeSaw

Town of Windermere
Attn: Jill Ata
614 Main Street
Windermere, FL 34786
United States
Phone: 407-408-3177
jata@town.windermere.fl.us

Ship to Zip 34786

Quantity	Part #	Description	Unit Price	Amount
<i>Site access for construction equipment and staging area must be provided by owner.</i>				
Quote does not include safety surfacing top off				
1	6299	GameTime - Inclusive Seesaw [2 Color HDPE: _____] [Accent: _____] [Basic: _____]	\$9,633.00	\$9,633.00
1	Sealed	5-Star Plus - Signed/Sealed FBC 2023 8th Edition Building Code Drawings	\$1,350.00	\$1,350.00
1	INSTALL	5-Star Plus - Installation of SeeSaw	\$3,420.00	\$3,420.00
1	Permits	5-Star Plus - Building Permits- <i>Estimated Costs of Permits plus Time. If actual permit fees are significantly higher or lower, final invoice will be adjusted accordingly. If additional time spent acquiring permits, due to lack of information from owner, final invoice to be adjusted. Survey & Siteplan are to be provided by the owner for the permit application. Correct legal address will be required.</i>	\$1,500.00	\$1,500.00
Sub Total				\$15,903.00
Freight				\$1,699.36
Total				\$17,602.36

This quote was prepared by Gina Wilson, Vice President / Senior Project Manager.
For questions or to order please call - 800-432-0162 ext. 101 ginaw@gametime.com

All pricing in accordance with Omnia Partners / U.S. Communities Contract #2017001134.

All terms in the Omnia Partners / U.S. Communities Contract take precedence over terms shown below.

For more information on the Omnia Partners / U.S. Communities contract please visit [Omnia Partners Public Sector GameTime](#)

Permits are not included in cost, unless specifically listed in pricing. If permits are required Signed/Sealed drawings are needed and are also not included unless specifically listed in pricing. Any costs for municipal permits, paid by installer, will be charged back to the owner. Adding permits to any job will increase the length of completion, expect total time to be about **150 days**, after receipt of Site Plan from owner/customer (this is not due to manufacturing but rather the permit process at the municipality level). It is expected that the **owner will provide approved site plans** of the area for the permit office, and will help and assist in the securing of all required approvals before assembly of equipment can begin. Installer cannot provide site plans. **The permit process can not begin until appropriate and current site plans are provided by owner.** If there are no current surveys or site plans available, the owner may be required to obtain a new survey for the permit. This is the responsibility of the owner to obtain. If additional permitting requirements are needed during the process, those will be added and billed accordingly, i.e. soil density test, formed footers, etc.



GameTime
c/o Dominica Recreation Products, Inc.
P.O. Box 520700
Longwood, FL 32752-0700
800-432-0162 * 407-331-0101
Fax: 407-331-4720
www.playdrp.com

07/16/2025
Quote #
108295-01-02

Central Park ~ Freestanding Equipment SeeSaw

Payment Terms: Governmental Purchase Order.

Purchases in excess of \$1,000.00 to be supported by your written purchase order made out to GameTime.

Net 30 days subject to approval by GameTime Credit Manager. A completed Credit Application and Bank Reference Authorization, must be received with the order. The decision on credit is the sole discretion of GameTime/PlayCore. A 1.5% per month finance charge will be imposed on all past due accounts.

Multiple Invoices: Invoices will be generated upon services rendered. When equipment ships it will be invoiced separately from installation and/or other services. Terms are Net 30 for each individual invoice.

This Quotation is subject to policies in the current GameTime Park and Playground Catalog and the following terms and conditions. Our quotation is based on shipment of all items at one time to a single destination, unless noted, and changes are subject to price adjustment.

Pricing: Firm for 60 days from date of quotation.

Shipment: F.O.B. factory, order shall ship within 120 days after GameTime's receipt and acceptance of your purchase order, color selections, approved submittals, and receipt of payment.

Taxes: State and local taxes will be added at time of invoicing, if not already included, unless a tax exempt certificate is provided at the time of order entry.

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Installation Terms: Shall be by a Certified Installer. The installer is an independent installer and not part of PlayCore, GameTime, nor Dominica Recreation Products. If playground equipment, installer will be NPSI and Factory Trained and Certified. Unless otherwise noted, installation is based on a standard installation consistent with GameTime installation sheets and in suitable soil with a sub-base that will allow proper playground installation. Drainage is not part of our scope of work unless otherwise noted. Customer shall be responsible for scheduling and coordination with the installer. Site should be level and allow for unrestricted access of trucks and machinery. Customer shall also provide a staging and construction area. Installer not responsible for sod replacement or damage to access path and staging area. Customer shall be responsible for unknown conditions such as buried utilities, tree stumps, rock, or any concealed materials or conditions that may result in additional labor or material costs. Customer will be billed hourly or per job directly by the installer for any additional costs that were not previously included.

ORDER INFORMATION

Bill To: _____	Ship To: _____
Contact: _____	Contact: _____
Address: _____	Address: _____
Address: _____	Address: _____
City, State, Zip: _____	City, State, Zip: _____
Tel: _____ Fax: _____	Tel: _____ Fax: _____

SALES TAX EXEMPTION CERTIFICATE #: _____ (PLEASE PROVIDE A COPY OF CERTIFICATE)

Acceptance of quotation:

Accepted By (printed): _____	P.O. No: _____
Signature: _____	Date: _____
Title: _____	Phone: _____
E-Mail: _____	Purchase Amount: \$17,602.36



2 Color HDPE: Green/White
Accent: Brown

7/16/25

Central Park ~ Inclusive See Saw Windermere, FL



2 Color HDPE: Green/White
Accent: Brown

7/16/25

Central Park ~ Inclusive See Saw Windermere, FL



www.gametime.com



www.playdrrp.com



GTEvents

INCLUSIVE SEESAW | 6299

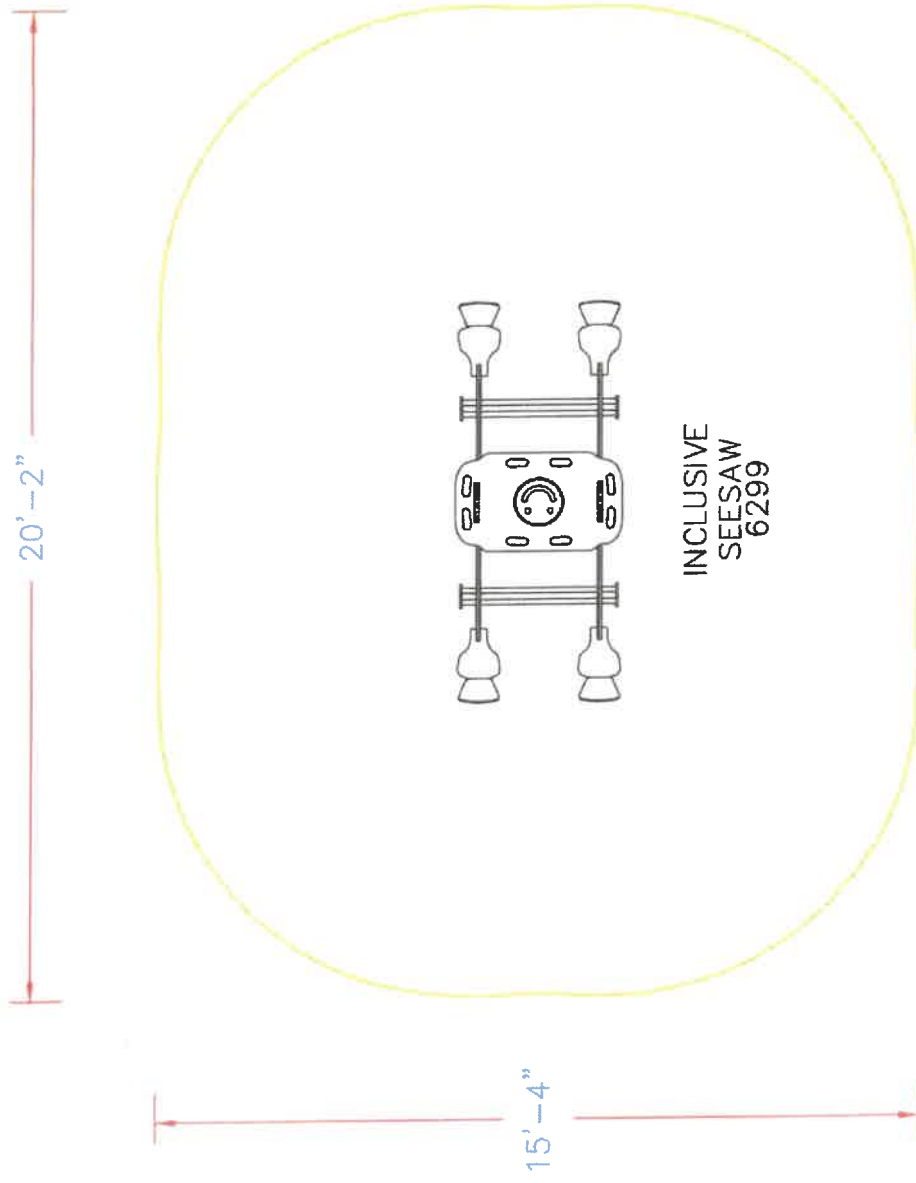
The Inclusive Seesaw includes adaptive seats that allow four children to rock back and forth as a team. This seesaw also includes a central pod at transfer height that includes Braille and tactile sensory elements.

SPECIFICATIONS

Age Ranges:	2 to 5 or 5 to 12 Years
Fall Height:	3' (0.91 m)
Number of Children:	6

DESIGN FEATURES

- Central Pod w/ finger trace and sensory play opportunities
- Ergonomically designed seats with high back for additional support
- Gentle rocking system that provides soothing, vestibular feedback
- Builds strength and coordination
- Helps instill an inclusive mindset in children



INCLUSIVE
SEESAW
6299

**THIS DRAWING CANNOT BE
ALTERED IN ANY WAY. IF CHANGES
ARE REQUIRED PLEASE CONTACT
YOUR GAMETIME REPRESENTATIVE
@ 1-800-235-2440.**



Advanced Recreational Concepts, LLC

3127 Skyway Circle # 101
Melbourne, FL 32934

Phone: 321-775-0605 / Fax: 321-242-2216

Proposal

Organization Town of Windermere
614 Main Street
Windermere, FL 34786

Prepared For Peter Balgobin
Ship To Central Park
Oakdale St
Windermere, FL 34786

Date 8/11/2025
Quotation # 27270
Prepared By Sally-Ann Ball
Payment Terms Net 30
Prices Valid Until 9/10/2025
Project Name Spinner
Customer Phone (407) 876-2563
County Orange

Product ID	Description	Qty	U/M	Price	Total
	PROPOSAL BASED ON SUPPLY & DELIVERY. INSTALLATION SEPARATE ON PSS # 26467				0.00
	PC 2476 Spin Max, Tower	1		9,274.99	9,274.99T
	Discount based on Clay County #23/24-074, -5% on Playcraft Products			-463.75	-463.75
	Freight	1		2,000.00	2,000.00

100% Financing Available – Flexible Terms
Ask Your ARC Sales Representative For More Information

Subtotal \$10,811.24
Sales Tax (0.0%) \$0.00
Total \$10,811.24

Signature _____ Print Name/Title _____ Date _____ P.O. # _____

Upon acceptance of this proposal please sign above and initial the 'ARC Site Preparation Check List' and the 'ARC General Terms and Conditions' exhibits attached. Please return initialed copies to ARC.



3127 Skyway Circle # 101
Melbourne, FL 32934
Phone 1-321-775-0600 Fax 1-321-242-2216
Toll Free - 888-653-7529

PROPOSAL

Date: 8/11/2025

Proposal # 26467

Prepared for: P. Balgobin

Payment Terms: Net 30

Customer Phone:

Proposal Valid Until: 9/10/2025

Customer Fax:

Organization: Town of Windermere
614 Main Street
Windermere, FL 34786

Project: Spinner

Ship To: Central Park
Oakdale St
Windermere, FL 34786

Sales Rep SB

Scope of Services:

DESCRIPTION

INSTALLATION IS BASED ON ARC PROPOSAL # 27270

Installation of:

- (1) Spin Max Tower

(Price includes concrete for footers)

(Price based on Clay County #23/24-074)

TOTAL: \$3,160.15

Subtotal \$3,160.15

Sales Tax (7.0%) \$0.00

TOTAL \$3,160.15

Signature: _____ ... Print Name/Title: _____ Date: _____ P.O. # _____

The above quotation is based upon site access for heavy equipment and soil conditions of 2000 PSI. If during excavation of foundations necessary per manufacturer's specifications conditions exceed normal, our contractor shall notify the owner immediately. This shall include all types of rock, vegetation and any unforeseen hazards. There will be additional charges incurred to clear the area and/or the abutment hole so that installation can be completed.

Central park spinner
TOP VIEW

ADA ACCESSIBILITY GUIDELINES - ADAAG CONFORMANCE

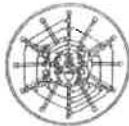
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0/0	1/0	1/0
CHILD CAPACITY	8	MAX FALL HEIGHT	96	

FOR KIDS
AGES
5-12

GENERAL NOTES

This conceptual plan is based on information provided prior to construction. Detailed site information, including the following, should be obtained, evaluated, and utilized in the final project design. Exact site dimensions, topography, existing utilities, soil conditions and drainage solutions.

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC's Handbook For Public Playground Safety, Section 4: Surfacing.



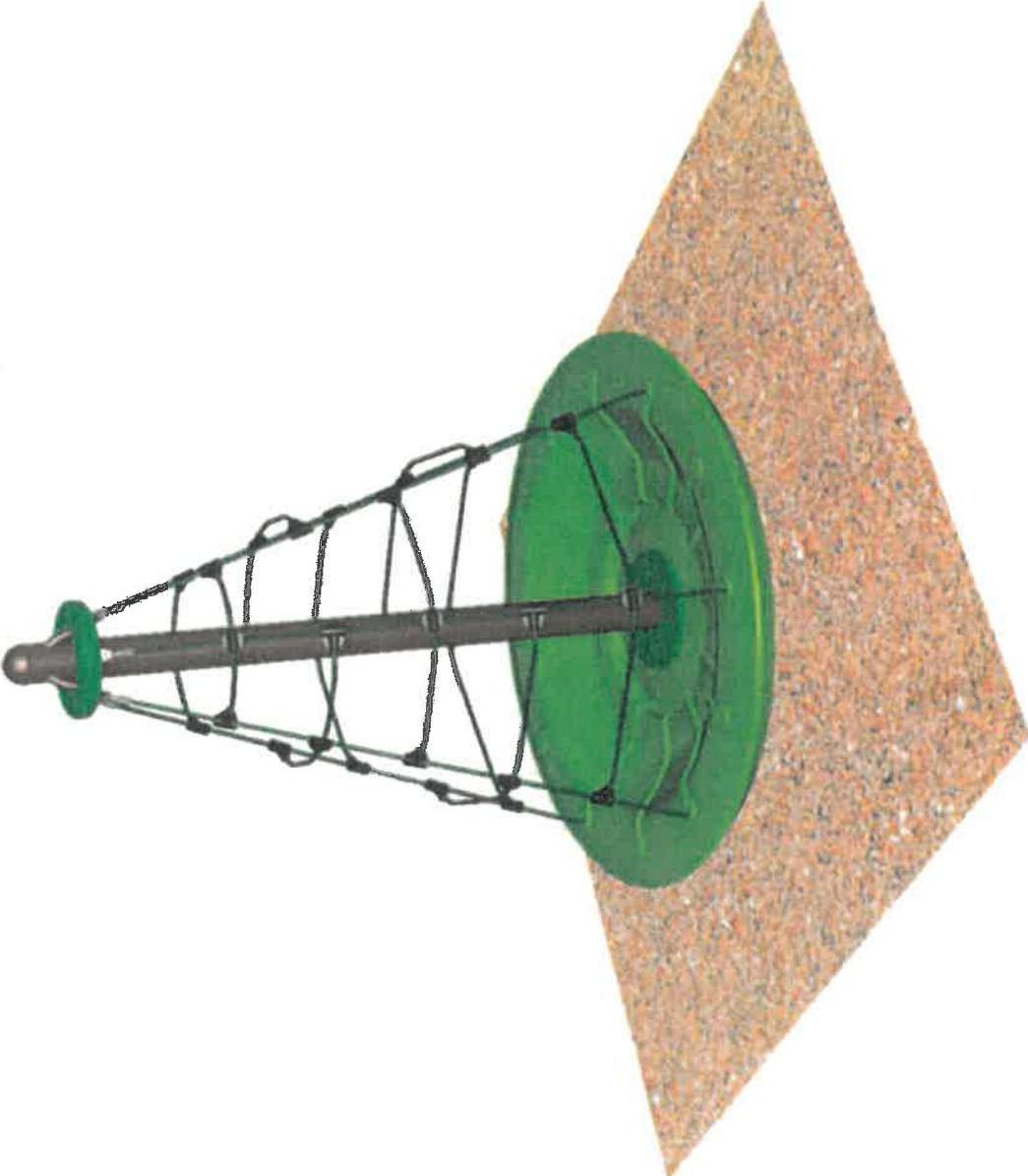
STRUCTURE # 1
PROJECT # 1
DATE 8/11/2025

Advanced Recreational Concepts
MIN. USE ZONE 19' x 19' (5.517m x 5.524m)



Central park spinner
SW VIEW

FOR KIDS
AGES
5-12



STRUCTURE # 1
PROJECT # 1
DATE 8/11/2025



Bill of Materials

Central park spinner

Project # 1

Date 8/11/2025

Item / Part Number	Description	Qty
[spinner] A2-2476	PC 2476 Spin Max, Tower	1



Advanced Recreational Concepts, LLC

3127 Skyway Circle # 101
Melbourne, FL 32934

Phone: 321-775-0605 / Fax: 321-242-2216

Proposal

Organization Town of Windermere
614 Main Street
Windermere, FL 34786

Prepared For Peter Balgobin
Ship To Central Park
Oakdale St
Windermere, FL 34786

Date 8/11/2025
Quotation # 27271
Prepared By Sally-Ann Ball
Payment Terms Net 30
Prices Valid Until 9/10/2025
Project Name Thunder Wedge
Customer Phone (407) 876-2563
County Orange

Product ID	Description	Qty	U/M	Price	Total
	PROPOSAL BASED ON SUPPLY & DELIVERY. INSTALLATION SEPARATE ON PSS # 26468				0.00
	PC 1906-H Thunder Half Wedge	1		5,213.92	5,213.92T
	Discount based on Clay County #23/24-074, -5% on Playcraft Products			-260.70	-260.70
	Freight	1		1,200.00	1,200.00

100% Financing Available – Flexible Terms
Ask Your ARC Sales Representative For More Information

Subtotal \$6,153.22
Sales Tax (0.0%) \$0.00
Total \$6,153.22

Signature _____ Print Name/Title _____ Date _____ P.O. # _____

Upon acceptance of this proposal please sign above and initial the 'ARC Site Preparation Check List' and the 'ARC General Terms and Conditions' exhibits attached. Please return initialed copies to ARC.



3127 Skyway Circle # 101
Melbourne, Fl. 32934
Phone 1-321-775-0600 Fax 1-321-242-2216
Toll Free - 888-653-7529

PROPOSAL

Date: 8/11/2025

Proposal # 26468

Prepared for: P. Balgobin

Payment Terms: Net 30

Customer Phone:

Proposal Valid Until: 9/10/2025

Customer Fax:

Organization: Town of Windermere
614 Main Street
Windermere, FL 34786

Project: Spinner

Ship To: Central Park
Oakdale St
Windermere, FL 34786

Sales Rep SB

Scope of Services:

DESCRIPTION

INSTALLATION IS BASED ON ARC PROPOSAL # 27271

Installation of:

- (1) Thunder Half Wedge

(Price includes concrete for footers)

(Price based on Clay County #23/24-074)

TOTAL: \$2,913.88

Subtotal \$2,913.88

Sales Tax (7.0%) \$0.00

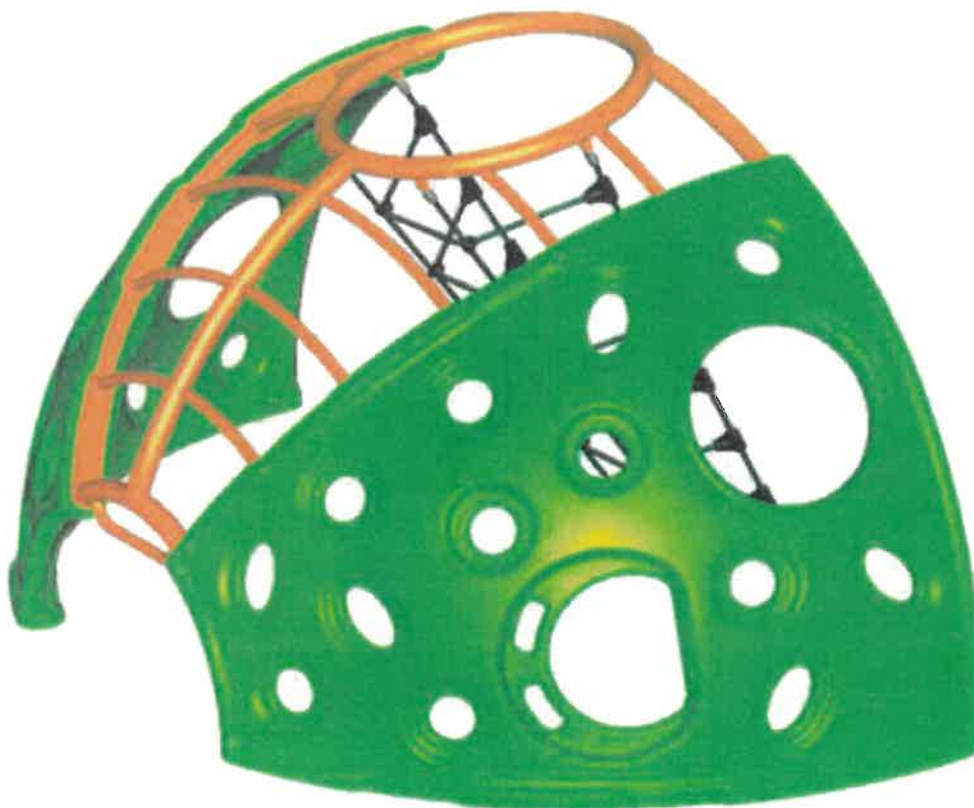
TOTAL \$2,913.88

Signature: _____ ... Print Name/Title: _____ Date: _____ P.O. # _____

The above quotation is based upon site access for heavy equipment and soil conditions of 2000 PSI. If during excavation of foundations necessary per manufacturer's specifications conditions exceed normal, our contractor shall notify the owner immediately. This shall include all types of rock, vegetation and any unforeseen hazards. There will be additional charges incurred to clear the area and/or the abutment hole so that installation can be completed.

Central Park

1



Presented by

Advanced Recreational Concepts

and



(800) 333-8519

8/12/2025

DESIGN SUMMARY

Advanced Recreational Concepts is very pleased to present this Proposal for consideration for the Central Park located in Windermere. Playcraft Systems has been providing recreational playground equipment for over 25 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of their customers. We believe our proposal will meet or exceed your project's requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

Project Name	Central Park
Project #	1
Age Groups	N/A
Dimensions	19' x 23'
User Capacity	6
Max Fall Height	60

Playcraft Systems has developed a custom playground configuration based on the requirements as they have been presented for the TEST playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, this proposal has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

Thank you in advance for giving us the opportunity to make this project a success.



(800) 333-8519

Central Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINES - ADAAG CONFORMANCE

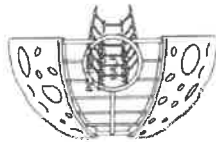
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0/0	1/0	1/0
CHILD CAPACITY	6	MAX FALL HEIGHT	80	

FOR KIDS
AGES
5-12

GENERAL NOTES

This conceptual plan is based on information provided prior to construction. Detailed site information, including the following, should be obtained, evaluated, and utilized in the final project design. Exact site dimensions, topography, existing utilities, soil conditions and drainage solutions.

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC's Handbook For Public Playground Safety, Section 4: Surfacing.



STRUCTURE # 1_9AB4D
PROJECT # 1
DATE 8/12/2025

Advanced Recreational Concepts
MIN. USE ZONE 19' x 23' (5.675m x 6.829m)



Central Park SITE PLAN

ADA ACCESSIBILITY GUIDELINES - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0/0	1/0	1/0

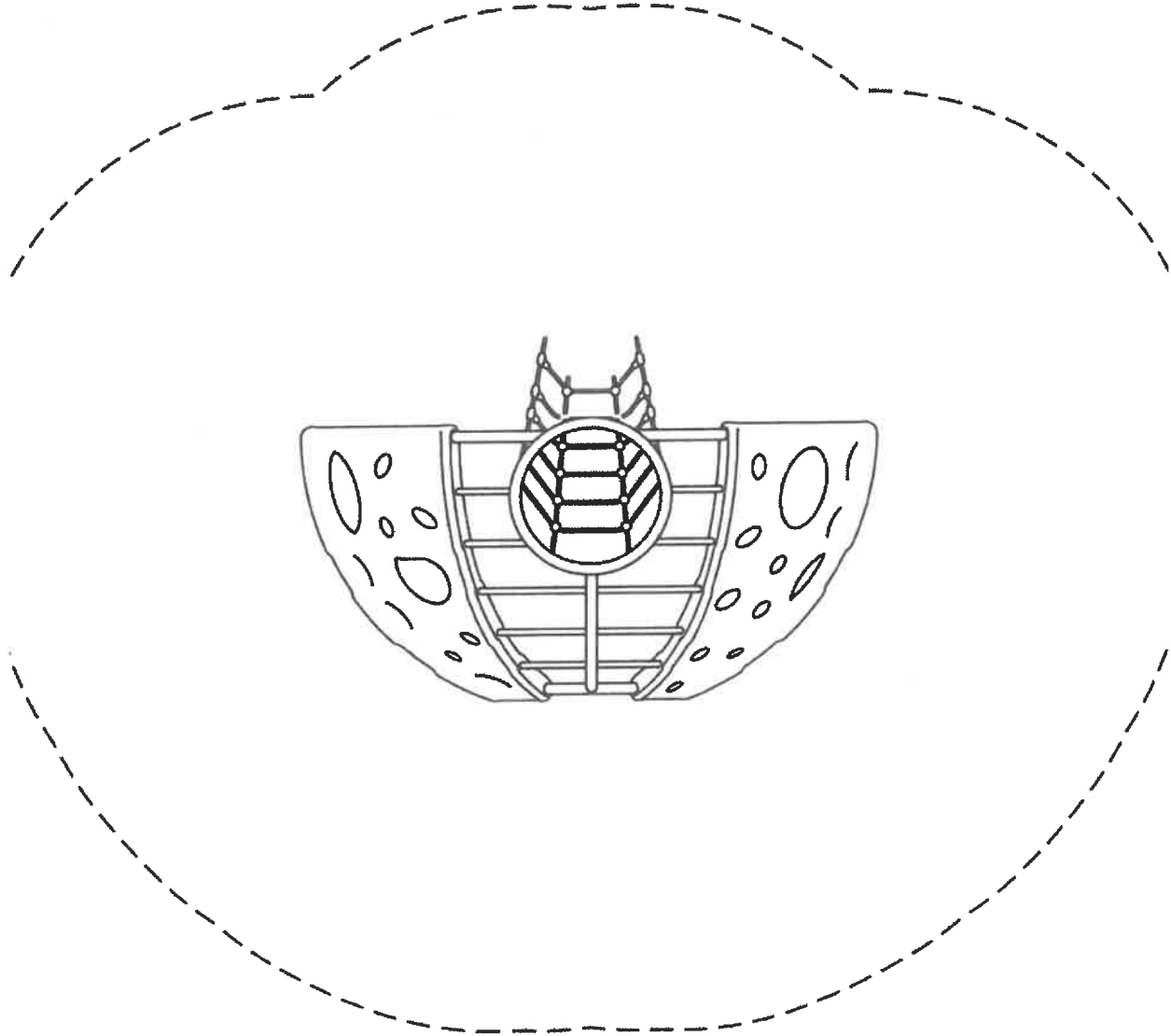


GENERAL NOTES

This Preliminary Site Plan is based on measurements that were provided in the initial planning phase. All dimensions must be verified prior to the submission of a purchase order. Playcraft Systems will not be held responsible for any discrepancies between actual dimensions and dimensions submitted in the planning phase.

The Minimum Use Zone for a play structure is based on the product design at the time of proposal. Components and structure designs may be subject to change which may affect dimensions. Therefore, before preparing the site, we strongly recommend obtaining final drawings from the factory (available after the order is placed and included in the Assembly Manual).

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC'S Handbook For Public Playground Safety, Section 4: Surfacing.



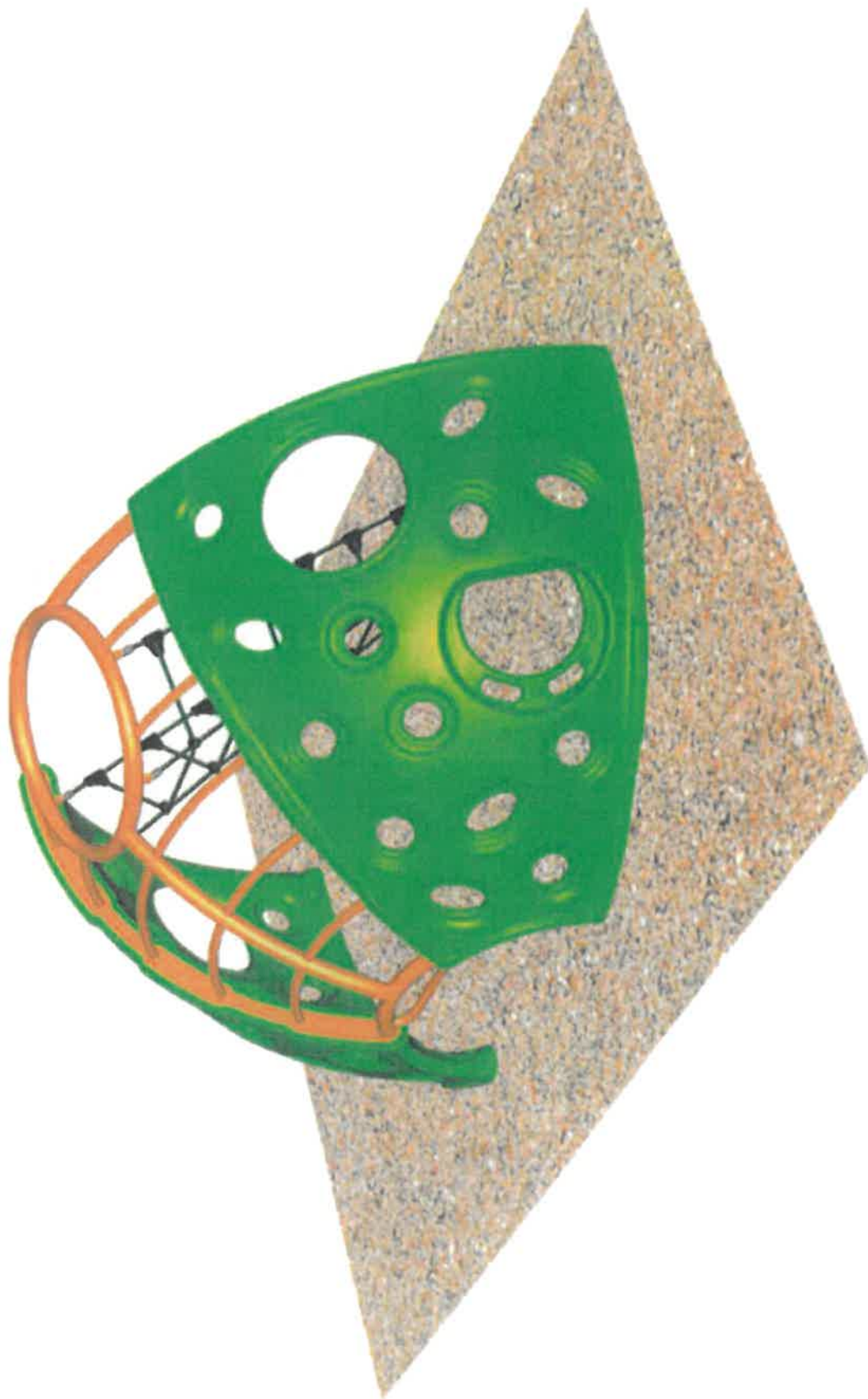
Advanced Recreational Concepts
MIN. USE ZONE 19' x 23' (5.674m x 6.829m)

PROJECT # 1
DATE 8/12/2025



**Central Park
SW VIEW**

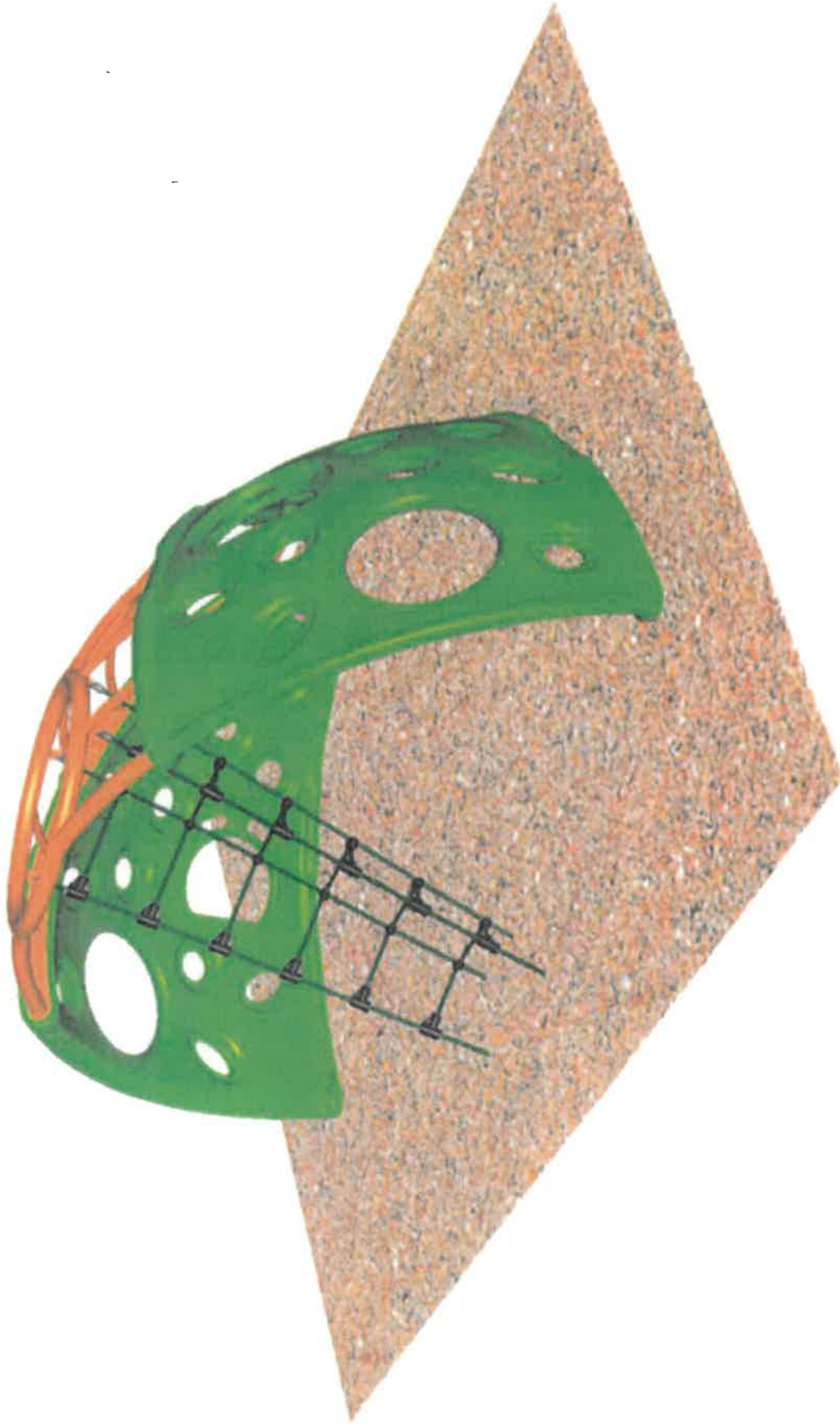
FOR KIDS
AGES
5-12



STRUCTURE # 1_9AB4D
PROJECT # 1
DATE 8/12/2025

Central Park
NE VIEW

FOR KIDS
AGES
5-12



STRUCTURE # 1_9AB4D
PROJECT # 1
DATE 8/12/2025

PLAYCRAFT
DESIGN SYSTEMS
A PLAYCORE COMPANY



Bill of Materials

Central Park

Project # 1

Date 8/12/2025

Item / Part Number	Description	Qty
[wedge] A2-1906-H	PC 1906-H Thunder Half Wedge	1



Advanced Recreational Concepts, LLC

3127 Skyway Circle # 101
Melbourne, FL 32934

Phone: 321-775-0605 / Fax: 321-242-2216

Proposal

Organization Town of Windermere
614 Main Street
Windermere, FL 34786

Prepared For Peter Balgobin
Ship To Central Park
Oakdale St
Windermere, FL 34786

Date 8/11/2025
Quotation # 27272
Prepared By Sally-Ann Ball
Payment Terms Net 30
Prices Valid Until 9/10/2025
Project Name Rock Wall
Customer Phone (407) 876-2563
County Orange

Product ID	Description	Qty	U/M	Price	Total
	PROPOSAL BASED ON SUPPLY & DELIVERY. INSTALLATION SEPARATE ON PSS # 26469				0.00
	ER 3333-W W-Shaped Rock	1		12,780.21	12,780.21
	Discount based on Clay County #23/24-074, -5% on Playcraft Products			-639.01	-639.01
	Freight	1		2,135.00	2,135.00

100% Financing Available – Flexible Terms
Ask Your ARC Sales Representative For More Information

Subtotal \$14,276.20
Sales Tax (0.0%) \$0.00
Total \$14,276.20

Signature _____ Print Name/Title _____ Date _____ P.O. # _____

Upon acceptance of this proposal please sign above and initial the 'ARC Site Preparation Check List' and the 'ARC General Terms and Conditions' exhibits attached. Please return initialed copies to ARC.



3127 Skyway Circle # 101
Melbourne, FL 32934
Phone 1-321-775-0600 Fax 1-321-242-2216
Toll Free - 888-653-7529

PROPOSAL

Date: 8/11/2025

Proposal # 26469

Prepared for: P. Balgobin

Payment Terms: Net 30

Customer Phone:

Proposal Valid Until: 9/10/2025

Customer Fax:

Organization: Town of Windermere
614 Main Street
Windermere, FL 34786

Project: Rock Wall

Ship To: Central Park
Oakdale St
Windermere, FL 34786

Sales Rep SB

Scope of Services:

DESCRIPTION

INSTALLATION IS BASED ON ARC PROPOSAL # 27272

Installation of:

- (1) Rock Wall

(Price includes concrete for footers and rental equipment)

(Price based on Clay County #23/24-074)

TOTAL: \$3,898.96

Subtotal \$3,898.96

Sales Tax (7.0%) \$0.00

TOTAL \$3,898.96

Signature: _____ ... Print Name/Title: _____ Date: _____ P.O. # _____

The above quotation is based upon site access for heavy equipment and soil conditions of 2000 PSI. If during excavation of foundations necessary per manufacturer's specifications conditions exceed normal, our contractor shall notify the owner immediately. This shall include all types of rock, vegetation and any unforeseen hazards. There will be additional charges incurred to clear the area and/or the abutment hole so that installation can be completed.

Central Park

1



Presented by

Advanced Recreational Concepts

and



(800) 333-8519

8/12/2025

DESIGN SUMMARY

Advanced Recreational Concepts is very pleased to present this Proposal for consideration for the Central Park located in Windermere. Playcraft Systems has been providing recreational playground equipment for over 25 years and has developed the right mix of world-class capabilities to meet the initial and continuing needs of their customers. We believe our proposal will meet or exceed your project’s requirements and will deliver the greatest value to you.

The following is a summary of some of the key elements of our Proposal:

Project Name	Central Park
Project #	1
Age Groups	N/A
Dimensions	15' x 25'
User Capacity	15
Max Fall Height	84

Playcraft Systems has developed a custom playground configuration based on the requirements as they have been presented for the TEST playground project. Our custom design will provide a safe and affordable playground environment that is aesthetically pleasing, full of fun for all users and uniquely satisfies your specific requirements. In addition, this proposal has been designed with a focus on safety, and is fully compliant with ASTM F1487 and CPSC playground safety standards.

Thank you in advance for giving us the opportunity to make this project a success.



(800) 333-8519

Central Park
TOP VIEW

ADA ACCESSIBILITY GUIDELINES - ADAAG CONFORMANCE

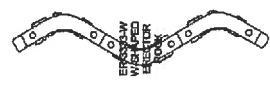
ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0/0	1/0	1/0
CHILD CAPACITY	15	MAX FALL HEIGHT	84	

FOR KIDS
AGES
5-12

GENERAL NOTES

This conceptual plan is based on information provided prior to construction. Detailed site information, including the following, should be obtained, evaluated, and utilized in the final project design. Exact site dimensions, topography, existing utilities, soil conditions and drainage solutions.

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC'S Handbook For Public Playground Safety, Section 4: Surfacing.



STRUCTURE # 1
PROJECT # 1
DATE 8/12/2025

Advanced Recreational Concepts
MIN. USE ZONE 15' x 25' (4.477m x 7.513m)



Central Park SITE PLAN

ADA ACCESSIBILITY GUIDELINES - ADAAG CONFORMANCE

ELEVATED	ACCESSIBLE	RAMP ACCESSIBLE	GROUND	TYPES
0	0/0	0/0	1/0	1/0

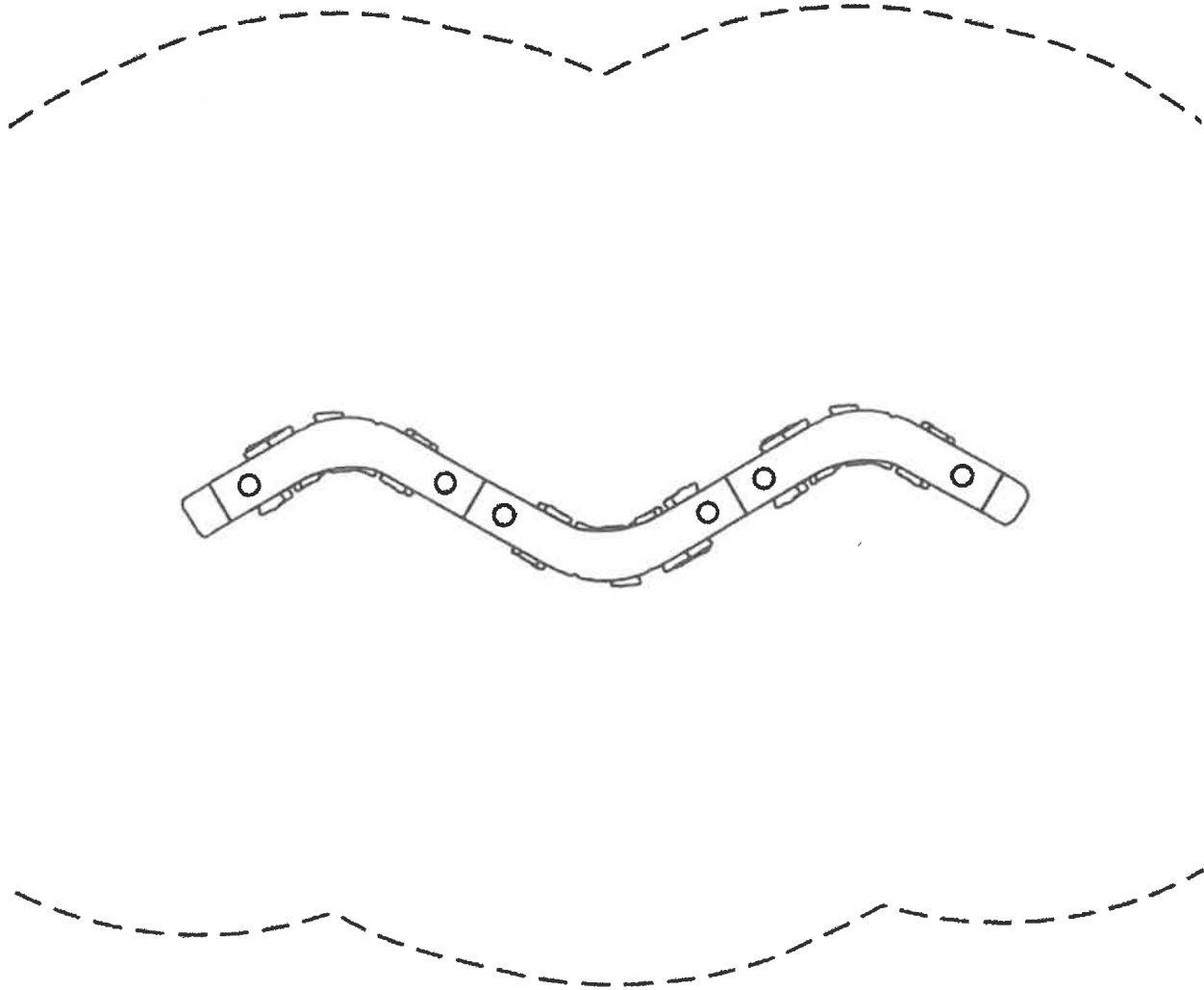


GENERAL NOTES

This Preliminary Site Plan is based on measurements that were provided in the initial planning phase. All dimensions must be verified prior to the submission of a purchase order. Playcraft Systems will not be held responsible for any discrepancies between actual dimensions and dimensions submitted in the planning phase.

The Minimum Use Zone for a play structure is based on the product design at the time of proposal. Components and structure designs may be subject to change which may affect dimensions. Therefore, before preparing the site, we strongly recommend obtaining final drawings from the factory (available after the order is placed and included in the Assembly Manual).

WARNING: Accessible safety surfacing material is required beneath and around this equipment that has a critical height value (Fall Height) appropriate for the highest accessible part of this equipment. Refer to the CPSC'S Handbook For Public Playground Safety, Section 4: Surfacing.



Advanced Recreational Concepts

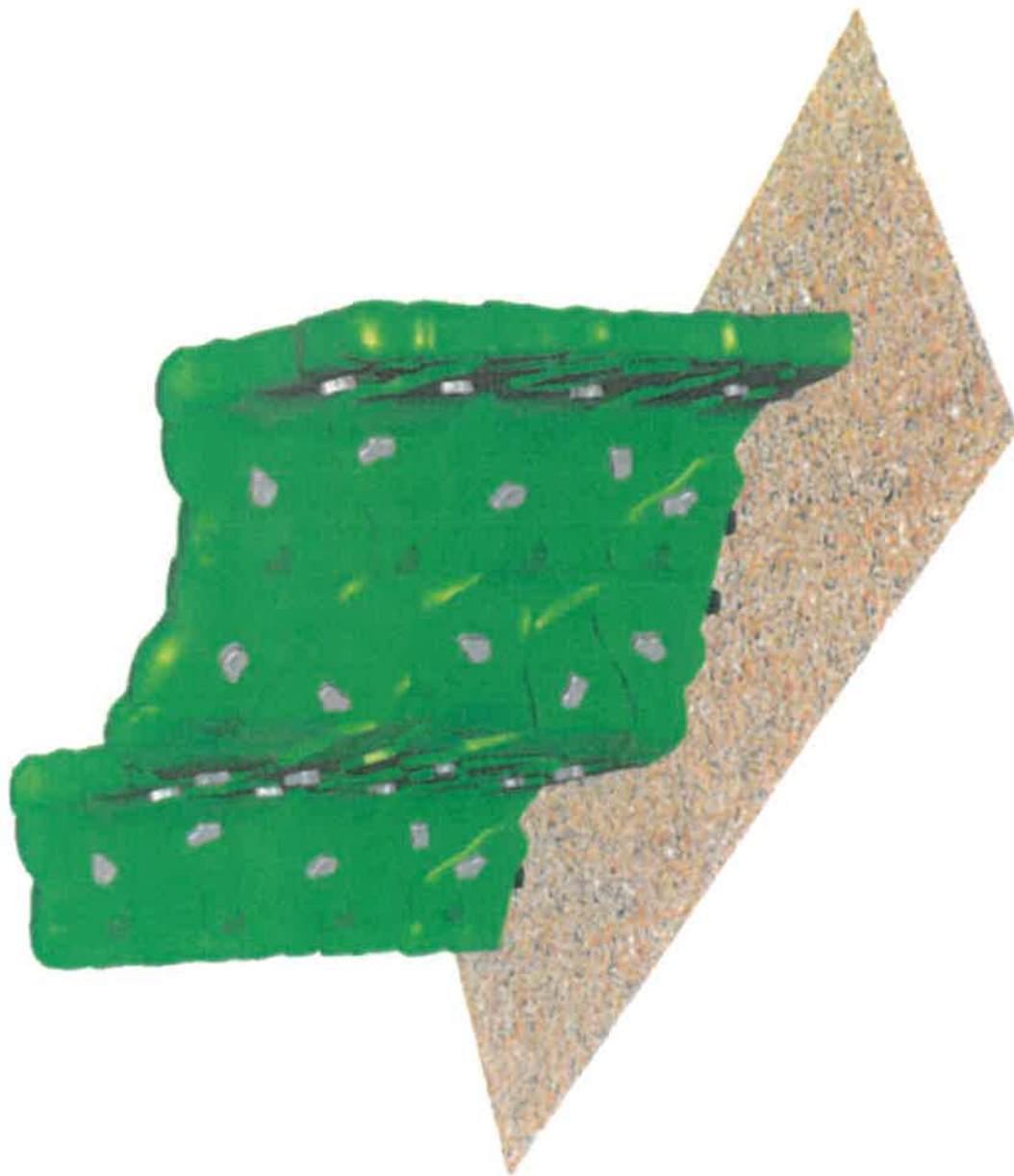
MIN. USE ZONE 15' x 25' (4.475m x 7.512m)

PROJECT # 1
DATE 8/12/2025



**Central Park
SW VIEW**

FOR KIDS
AGES
5-12



STRUCTURE # 1
PROJECT # 1
DATE 8/12/2025



Bill of Materials

Central Park

Project # 1

Date 8/12/2025

Item / Part Number	Description	Qty
[free] ER-3333-W	ER 3333-W W-Shaped Rock	1



EXECUTIVE SUMMARY

SUBJECT: Holiday Lighting & Décor Proposal Vendor Selection – Humbug Holiday Lights
REQUESTED ACTION:

☐ Work Session (Report Only) **DATE OF MEETING:** 10/14/2025
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: Humbug Holiday Lights
Effective Date: Termination Date: _____
Managing Division / Dept: Public Works

BUDGET IMPACT: \$35,955.37
☐ Annual **FUNDING SOURCE:** Funds In Public Works Budget
☒ Capital **EXPENDITURE ACCOUNT:** _____
☐ N/A

HISTORY/FACTS/ISSUES:

Background:

At the direction of Town Council, the Town Manager was asked to research professional holiday lighting and décor options modeled after the successful programs in the City of Ocoee and the City of Winter Garden. The Town's existing holiday lighting has become outdated, potentially hazardous, and no longer supported by vendors for installation due to liability and safety concerns. To provide a safe, festive, and professional holiday display, staff solicited proposals from three vendors.

Proposals:

- **Humbug Holiday Lights** – Submitted a detailed proposal in the amount of **\$35,955.37**, which included custom renderings specifically designed for Windermere's Town Hall, parks, and downtown areas
- **Holiday Outdoor Decor** – Submitted a proposal in the amount of **\$34,208.47**, which consisted primarily of a catalog of products with limited customization and no visual renderings.
- **Jingle Bell Lights** – Contacted but did not submit a proposal.

Regional Comparisons:

To provide perspective, staff reviewed costs incurred by nearby municipalities:

- **City of Ocoee** – Leases holiday lights and decorations annually for a total of **\$234,180.90**, split between two vendors: Holiday Outdoor Décor (\$186,805 for street poles) and St. Nick's Décor (\$47,375.90 for City Hall and McGuire House).
- **City of Winter Garden** – Contracts with multiple providers, including Miller's Lighting and Outdoor Décor (Clark's), while also using City staff for some installations. Their total program, which covers building lights, pole decorations, wreaths, garlands, parade/event lighting, and downtown décor, costs approximately **\$250,000** annually.

Both communities spend well over \$200,000 each year for holiday lighting programs. By comparison, Windermere's proposal with Humbug Holiday Lights at **\$35,955.37** is significantly more cost-effective while still providing professional-quality installation, maintenance, removal, and design.

Town Staff Capacity:

Historically, Town staff have installed holiday lights using existing inventory. However, this is no longer a viable option. The lighting equipment is outdated and potentially unsafe, and professional installation companies will not work with Town-owned inventory due to liability concerns. In addition, the Public Works Department does not have the staffing levels, lifts, or specialized equipment needed to safely install and maintain large-scale holiday lighting across multiple locations. Installing in-house would also require the rental of a lift truck, which exceeds **\$4,000** in cost. Further, if lights fail during the holiday season, the Town would not have access to a lift truck for timely repair or replacement, leaving displays dark or incomplete. Outsourcing ensures the Town avoids these risks and costs while delivering a safe, professional holiday program for residents and visitors.

Analysis:

While both Humbug Holiday Lights and Holiday Outdoor Decor provided competitive pricing, the proposals differed significantly in quality and responsiveness. Humbug demonstrated the strongest commitment to the Town's vision by:

1. **Providing Renderings** – Their proposal included conceptual visuals, allowing Council and residents to preview the holiday décor before approval.
2. **Customization & Design Quality** – The package was tailored to Windermere's charm and scale, rather than generic catalog products.
3. **Responsiveness** – Humbug was more engaged during the proposal process, demonstrating a willingness to collaborate and adjust to Town preferences.
4. **Value & Risk Mitigation** – Though slightly higher in cost, Humbug offers greater overall value through design quality, reduced liability, and professional installation/maintenance.

Fiscal Impact:

- **Humbug Holiday Lights:** \$35,955.37
- **Holiday Outdoor Decor:** \$34,208.47

Funds will come from the Public Works budget to support this expenditure.

Recommendation:

Town staff recommends awarding the 2025 Holiday Lighting and Décor contract to **Humbug Holiday Lights** in the amount of **\$35,955.37**, based on their responsiveness, creative renderings, customized design approach, and ability to provide a safe, professional holiday display. This solution also represents significant cost savings compared to nearby municipalities, ensuring Windermere receives a festive and professional holiday program at a fraction of the cost.

P R O P O S A L

Humbug Holiday Lighting of Central Florida
149 Terra Mango Loop Suite 1
Orlando, FL 32835
(407) 993-6444

<https://www.humbugholidaylighting.com/central-florida-fl>



Billing/Service Address

Town of Windermere
Peter Balgobin
614 Main St
Unit 200
Windermere, FL 34786
(407) 909-5333 (Mobile)
pbalgobin@town.windermere.fl.us

Date	September 26, 2025
Total	\$35,955.37

This proposal expires on 10/24/2025

Prepared by Matt Rearden (mattrearden@mosquitohunters.com)

N O T E S

Tonya, Peter and Town of Windermere team,

We are excited to present you with this proposal for an amazing light display for the Town of Windermere. Below you will find a detailed proposal for the wrapping/lighting of 25 trees, 59 light posts, the town center light tree, building lights on the Town Center and Library front, as well as numerous LED tubes, hanging light bursts and some specialty snowflakes/light drapes. We are certain that this presentation will be a spectacular Winter Wonderland.

We have done our best to itemize the displays in 12 different zones, so that you have a good idea of what is being done. If you want to adjust any particular tree or zone, please just let us know and we will be happy to work with you.

There are also some optional items that we think would look GREAT. However, if you do not want those included, simply uncheck the box to the left of the item and they will be removed from the total, along with a revised price.

If you would like to meet to review anything, we are able to do so at your convenience. Once we have the proposal accepted, we will order the specialty items and plan for the installation. All of this will be ready to go for the November 21st evening of lighting.

Thank you for the opportunity to bid and serve the Town of Windermere. We look forward to hearing from you!

Matt, Shayna, DJ & The Humbug Team

This proposal contains 20 options. Be sure to click the checkboxes below for the options you want to include.

Item	Description	Amount
Commercial Holiday Light Installation	Our Holiday Lights service provides you with professional grade, custom cut, energy efficient LED lights that shine brighter and last longer than standard lights. You will find your specialized design in this interactive proposal, allowing you to check/uncheck boxes based on your preference or budget. The price will change as you check/uncheck the boxes to the left of the item. This proposal includes all labor, products, and materials needed to complete your Holiday Lights installation and takedown. Once accepted, our team will schedule installation, and after the holidays are over, will come back to remove and store the lights. If you would like to take advantage of a 3-year contract discount, the pricing would be reduced 5% each year You will see design photos at the bottom, which gives you an idea of what the finished product could look like; however, please note that some of the features portrayed are NOT TO SCALE.	\$500.00
☐ Town Hall		\$3,703.50
C9 Lighting Cord-Level 1	Bright and customized C9 roofline lighting along the front roofline, 2 side peaks, over bathroom area, back porch and 3 front dormers, fitted with the bulb color below.	\$3,102.00
C9 Pure White Bulbs	C9 Bulb Polystyrene-PS LED Faceted Pure White	\$0.00

Garland - 9'X14" Mixed Noble Garland - Warm White	SPECIAL ORDER - PURE WHITE - A classic garland featuring realistic greenery, wrapped in our beautiful LED warm-white mini-lights.	\$125.00
Garland (XL) - 16'L x 14" diam. Warm White Mixed Noble Garland	SPECIAL ORDER - PURE WHITE - A classic garland featuring realistic greenery, wrapped in our beautiful LED warm-white mini-lights.	\$400.00
Wreath - 36" Mixed Noble Wreath - PURE White LED	A classic wreath featuring realistic greenery, wrapped in our beautiful pure-white 5mm mini-lights.	\$398.00
Bow - 18"	18" CANVAS Bow Red/Gold Trim - UV Protected	\$90.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$411.50)
☐ Library Front		\$942.97
C9 Lighting Cord- Level 1	Bright and customized C9 roofline lighting, fitted with the bulb color below.	\$1,047.75
C9 Pure White Bulbs	C9 Bulb Polystyrene-PS LED Faceted Pure White	\$0.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$104.78)
☐ Light Posts		\$11,484.00
Custom Product	PURE WHITE lit garland wrapped around 58 city light posts. City to provide timers for posts from prior use.	\$12,760.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$1,276.00)
☐ Zone 1		\$320.00

Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE Wrapping of ONE OAK trunk / branches in roundabout with 5MM COAX mini lights to 12ft	\$400.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$80.00)
☐ Zone 1 Option		\$172.80
Custom Product	Four (4) FROZEN (PW/BL) 16" Starbursts with Twinkle	\$192.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$19.20)
☐ Zone 2		\$2,305.20
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	BLUE. Two Large Oak Trees in Zone around the center flag pole/tree. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L BLUE 4" (can change to PW if you want color)	\$1,920.00
Pure White, 5mm Coaxial Mini Light Strand	CENTER TREE on LIGHT POLE. Hardware for tree provided by city staff. Christmas Tree strung with bright 5MM COAX 70L (BALLED) Pure White 4"	\$792.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$406.80)
☐ Zone 2 Highlight		\$378.00
12" LED Light Drop	Six (6) Hanging Light Drop in overhead tree attached to C9 cord - PURE WHITE and BLUE in two Oaks closest to Brick Main	\$180.00
24" LED Light Drop	Six (6) Hanging Light Drop in overhead tree attached to C9 cord - PURE WHITE and BLUE in two Oaks closest to Brick Main	\$240.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$42.00)

Discount		
■ Zone 3		\$320.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE Wrapping of ONE OAK trunk / branches in roundabout with 5MM COAX mini lights to 12ft	\$400.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$80.00)
■ Zone 3 Option		\$172.80
Custom Product	Four (4) FROZEN (PW/BL) 16" Starbursts with Twinkle	\$192.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$19.20)
■ Zone 4		\$3,456.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Six Large Oak Trees in Zone. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L Pure White 4"	\$3,840.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$384.00)
■ Zone 4 Highlights		\$1,336.50
Custom Product	Highlight Tree - 3 PURE WHITE 30" Snowflake	\$405.00
Custom Product	Highlight Tree - 3 BLUE 30" Snowflake	\$405.00
C9 Lighting Cord- Level 1	Highlight Tree - Approx 12-15 Bright and customized C9 PURE WHITE and BLUE lights (various lengths) dropped from branches under snowflakes. (Inspiration Picture)	\$675.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$148.50)

■ Zone 5		\$1,290.60
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Large Oak Tree. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L Pure White 4"	\$960.00
BURST - 24" Warm White Twinkle 3D Starlight	Six (6) 24" PURE WHITE Twinkle 3D Starlight Burst Deluxe in White Wrap - Designed to be hung from overhead in trees	\$474.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$143.40)
■ Zone 6		\$1,152.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Three (3) Oak Trees in Center Parking Lot Island. Wrapped trunk / branches with 5MM COAX mini lights to approx 12 ft.	\$1,440.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$288.00)
■ Zone 7		\$768.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Extra Large Oak. Wrapping of trunk / branches with 5MM COAX mini lights to 12ft.	\$960.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$192.00)
■ Zone 8		\$384.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Large Oak. Wrapping of trunk / branches with 5MM COAX mini lights to 12ft.	\$480.00

Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$96.00)
☐ Zone 9		\$1,101.60
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Two Oak Trees in Zone near the entrance to Town Hall. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L Pure White 4"	\$960.00
24" LED Light Drop	Four (4) Hanging Light Drop in overhead tree attached to C9 cord PURE WHITE	\$144.00
36" LED Light Drop	Four (4) Hanging Light Drop in overhead tree attached to C9 cord BLUE	\$192.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$194.40)
☐ Zone 10		\$612.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. One Oak Trees in Zone. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L Pure White 4"	\$720.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$108.00)
☐ Zone 11		\$1,626.90
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. 3 Oaks / 2 Palms in Cluster. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L Pure White 4"	\$1,440.00
BURST - 24" Warm White Twinkle 3D Starlight	Six (6) 24" PURE WHITE Twinkle 3D Starlight Burst Deluxe in White Wrap - Designed to be hung from overhead in trees	\$474.00

Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$287.10)
■ Zone 12		\$2,592.00
Oak/Magnolia Trunk and/or Branches - Mini Light Strand	PURE WHITE. Four Large Oak Trees in Zone. Wrapped trunk to approx 12 feet and selected branches with 5MM COAX 70L Pure White 4" Note: 2 trees closest to roundabout do not have power and wil not be wrapped.	\$2,880.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$288.00)
■ Zone 12 Highlights		\$1,336.50
Custom Product	Highlight Tree - 3 PURE WHITE 30" Snowflake	\$405.00
Custom Product	Highlight Tree - 3 BLUE 30" Snowflake	\$405.00
C9 Lighting Cord-Level 1	Highlight Tree - Approx 12-15 Bright and customized C9 PURE WHITE and BLUE lights (varios lengths) dropped from branchers under snowflakes. (Inspiration Picture)	\$675.00
Town Of Windermere Bid Discount	Large Municipality Bid Discount	(\$148.50)
	Base	\$500.00
	Town Hall	\$3,703.50
	Light Posts	\$11,484.00
	Library Front	\$942.97
	Zone 12	\$2,592.00
	Zone 1	\$320.00
	Zone 3	\$320.00

Zone 4	\$3,456.00
Zone 4 Highlights	\$1,336.50
Zone 12 Highlights	\$1,336.50
Zone 2	\$2,305.20
Zone 2 Highlight	\$378.00
Zone 5	\$1,290.60
Zone 6	\$1,152.00
Zone 7	\$768.00
Zone 8	\$384.00
Zone 9	\$1,101.60
Zone 10	\$612.00
Zone 11	\$1,626.90
Zone 1 Option	\$172.80
Zone 3 Option	\$172.80
Subtotal	\$35,955.37
Tax	\$0.00
Total	\$35,955.37

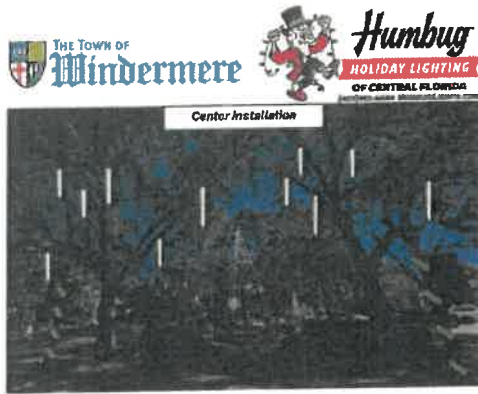
You may select a payment plan before accepting your proposal:

2 Part Payment Plan

This option allows you to accept your proposal with 25% of the total as your deposit. Monthly payments will begin on 9/1/2025. Balance to be paid upon installation.

Pay \$8,988.84 upfront followed by 3 payments of \$8,988.84 monthly.

PICTURES



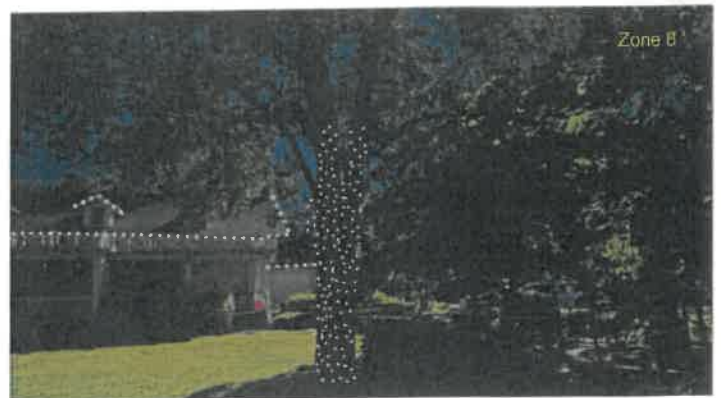
ZONES 4 & 12 HIGHLIGHT TREES

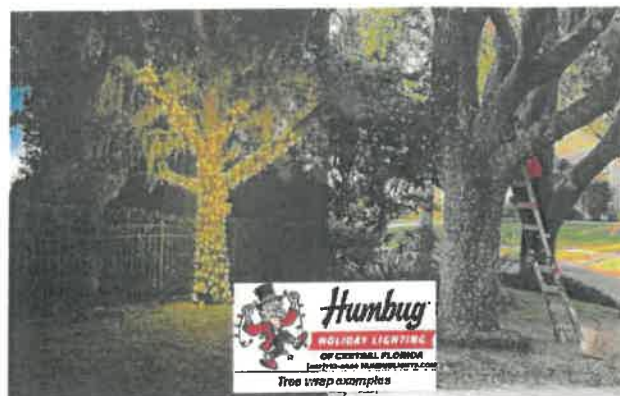
Large Oaks in each Zone (closest to center) adorned with 5 snowflakes and multiple c9 light strands dropped from higher branches

Selection of 30" Blue or Pure White Snowflakes hung from high branches



C9 Lights hung from top in Pure White Twinkle, Blue and Pure White





TERMS AND CONDITIONS

Humbug Holiday Lighting of Central Florida (the "Company" or "Humbug Holiday Lighting CF") is an independently owned and operated franchisee of the Humbug Holiday Lighting brand. By accepting this proposal, the person/company listed on the first page ("Customer") agrees to the terms of this document, including entering into a contract with Humbug Holiday Lighting CF and no other individual or entity. Customer represents that they have the full authority to enter into this agreement and authorize the lights, decorations and services described in this document. The terms of the holiday lighting agreement are as follows:

1. PROJECT MINIMUMS, INVOICING & PAYMENTS

- o The minimum holiday lighting project starts at \$850 and increases from there. All projects must meet the minimum pricing requirement of \$850 (regardless of any offered discounts), unless otherwise approved by Humbug Holiday Lighting CF.
- o A deposit of 50% of the project is required confirm the project and accept this proposal as a contract. Such 50% deposit must be paid prior to scheduling an installation date. This is a non-refundable deposit. In the event Customer cancels this agreement prior to installation, Company will retain the deposit.
- o If a payment plan has been offered and selected, at least 50% of the total project cost must be paid prior to installation.

- o Payment of the remaining project total is due upon completion of installation.
- o If full payment for all products, items and services has not been received one month after installation, Company will assess late fees of 5% accruing monthly on the unpaid balances until payment is received in full.
- o All received payments will be first applied to any outstanding late fees, and then to the remainder of the unpaid balance.
- o In the event payments are not made as required, the Company will consider the account in default and Customer will be responsible for the cost of collections, including reasonable attorney fees, as allowed by law. In its sole discretion, Company may choose to remove the lighting following notice of non-payment to Customer.
- o The Company reserves the right to decline any service to be performed, or reimbursement of a Customer for payment received for said service.

2. LIGHTING, DISPLAYS, & DECORATIONS MAINTENANCE

If any lights stop working, or there are issues with decorations and displays, minor maintenance is free of charge. Simply contact Humbug Holiday Lighting CF at **407-993-6444** or emailing **h26@humbugholidaylighting.com** and we will schedule a service call as soon as practical. However, restrictions do apply:

- o Humbug Holiday Lighting CF will only repair lights and decorations that were provided by, and installed by, Humbug Holiday Lighting CF. No items installed or provided by the Customer (or any other third party) will be the responsibility of Humbug Holiday Lighting CF.
- o Customer will not plug any lights, decorations or other electrical devices into the Humbug Holiday Lighting CF lights and decorations. Such action will void the service and maintenance obligation.
- o Humbug Holiday Lighting CF will continue to service decorations and displays free of charge until December 23rd. After that point, a maintenance charge will be incurred if service is requested.
- o Humbug Holiday Lighting CF will not be liable for fulfilling agreements if circumstances beyond its control occur, including but not limited to; weather emergencies, war, pandemics, government actions, national emergencies, acts of vandalism, intentional damage, theft, terrorism, changes in trade legislation, and other unforeseen events.
- o Repair or replacement for damage to decorations and/or lighting not caused by "Acts of God" (as described in the prior bullet point) or are more than "minor maintenance" will be billed hourly at a rate of \$85/hour, with a minimum of two (2) hours. In addition, any materials that need to be replaced will be billed accordingly (e.g. damage to driveway stakes/lights due to someone driving a car over them).
- o If any decorations/displays/lights need repair, we will use reasonable efforts to be there within a 24-48 hour period but cannot guarantee that time frame depending on current schedule, weather, staffing and possible extenuating circumstances. Customer agrees that Humbug Holiday Lights of CF may take photos of the holiday lights and decorations installed on Customers home or business and use such photos for business and marketing purposes, provided the address of the installation will not be disclosed.

3. INSTALLATION REQUIREMENTS AND DATES

- o Customer is responsible for ensuring proper electrical supply availability of 120v plug outlets. Our installation requires functional 120v plug outlets. If there are no functional 120v plugs, or not enough 120v plug outlets, the installation will be delayed until a licensed electrician installs the necessary plugs required for install. The customer is responsible for arranging the licensed electrician to install the necessary 120v plug outlets.
- o All installation dates are on a first come first serve basis. Humbug Holiday Lighting CF will try to accommodate specific scheduling requests, however not all requests may be accommodated due weather, other schedules and staff.
- o Humbug Holiday Lighting CF will provide Customer with an installation date range (usually a 7-day window). Installation dates may change depending on weather conditions or other unforeseen circumstances.
- o Humbug Holiday Lighting CF will try to honor the installation window provided; however, changes may occur. Humbug Holiday Lighting CF is not responsible for any damages occurring from the failure to complete an installation by a specific time frame.
- o In some cases, Customers with lights installed prior to Thanksgiving may have Greenery added the Saturday and Sunday following Thanksgiving.
- o Humbug Holiday Lighting CF is closed and not available for work, repair or maintenance on the following dates: Thanksgiving Day and the subsequent day after, as well as December 23rd – 26th, December 31st, and January 1st. Business operations are usually closed on weekends, but may be available for emergencies or special issues.
- o Humbug Holiday Lighting CF may have prior projects and commitments, which could cause blackout dates for availability.

4. REMOVAL, STORAGE AND OWNERSHIP

- o Removals begin on or around January 2nd and continue until completed. If you require removal on a specific date or wish to keep the lights and decor up longer, please tell your representative and arrangements may be made.
- o Removal of lighting and décor is generally scheduled by geographic location in order to maximize efficiency. Our goal is to have all lights and décor removed by the end of January, but we cannot guarantee this time for completion.
- o Any requests to keep lighting and décor up past the installation and removal window may incur additional fees. Upon request and availability, early removals, late removals and removal on a specific date may be provided at an additional charge. Humbug Holiday Lighting CF reserves the right to decline specific removal requests. Not all requests may be accommodated.
- o All materials provided by Humbug Holiday Lighting CF are owned solely by Humbug Holiday Lighting CF. At no time will the customer assume any ownership of materials used. Customer further agrees not to remove or damage any materials supplied by Humbug Holiday Lighting CF without prior written approval from the Company. In the event Customer's home or building

changes ownership during the term of any rental of materials from the Company, customer remains responsible for payment.

5. BILLING ERRORS

o Please notify Humbug Holiday Lighting CF within 7 days of receiving your bill if there are any errors or discrepancies. After 7 days, it is assumed that all billing is correct and any changes may not be authorized.

6. DISCOUNTS

o Humbug Holiday Lighting CF reserves the right to offer discounts to clients as it sees fit. Humbug Holiday Lighting CF makes no guarantees that discounts offered one year will be extended in future years. Humbug Holiday Lighting CF has the right to remove discounts based on non-payment or late payment.

7. LIMITATIONS ON LIABILITY

o To the extent allowed by applicable law, The Company's maximum liability to Customer is the amount Customer has agreed to pay under this agreement, specifically excluding any special, incidental, consequential or other damages, as well as attorneys' fees.

o Except as otherwise expressly provided in this agreement, all materials are provided as is without any warranty of any kind, whether expressed or implied, and excluding any warranty of merchantability or fitness for particular purpose.

o Both parties agree to seek to resolve any disputes in good faith and waive the right to a jury trial in the event a dispute cannot be resolved and must go to court.

Click [here](#) if you no longer wish to receive notifications or related information about this proposal.



From Moments to Memories -
American Craftsmanship in Every Space

Remit to Holiday Outdoor Decor
PO Box 4365
Bethlehem, PA 18018

Created Date 9/29/2025
Quote Number 00024558

Bill To Name Tonya Elliott Moore
Bill To 614 Main Street
Windermere, Florida 34786
United States

Ship To Name Peter Balgobin
Ship To 614 Main Street
Windermere, Florida 34786
United States

Subtotal \$34,208.47
Not including Sales Tax

*If Approved, **Sign here**
or reply to the email stating "Proposal Approved".*

***We will not be able to schedule your project before receiving
your down-payment - our schedule fills up fast, don't wait!***

Product Line Description	Line Item Description	Price	Quantity	Total Price
Wide Angle Mini Light Set, 70 lights 4" apart (12" lead) - Cool White LED	13 Oak Trees	\$34.00	242.00	\$8,228.00
5mm Wide Angle Blue LED Christmas Lights on Green Wire - 70 - 4" Spacing	10 Oak Trees	\$34.00	116.00	\$3,944.00
3' Snowfall Tube - Cool White LED	21 Trees	\$46.49	53.00	\$2,463.97
C7 6" spacing white cord light line with LED bulbs - 1ft	15 - 35' runs to make a sting of light tree on the flagpole	\$8.50	525.00	\$4,462.50
15ft Two-Tone Natural Branch Garland 14-4-2, C7 Lit 12" spacing & Decorated	59 Pole Wraps - Cool White LED	\$140.00	59.00	\$8,260.00
C9 12" spacing white cord LED C9 Bulbs - 1ft	Town Hall Roof Line	\$7.50	500.00	\$3,750.00
Classic Lighted Wreath with Red Vinyl Bow. Best-Seller! Measures 5'. With 46 C-7 Lamps. Weighs 33 lbs. LED	Cool White with Blue Bow	\$377.50	3.00	\$1,132.50
15ft Two-Tone Natural Branch Garland 14-4-2, C7 Lit 12" spacing	Town Hall Entry Way	\$140.00	2.00	\$280.00
C9 12" spacing white cord LED C9 Bulbs - 1ft	Library Roof Line	\$7.50	225.00	\$1,687.50

Contract terms - Commencing August 15th to December 15th

Town of Windermere 2025 Lease

Terms and Conditions

PAYMENTS: Deposit payments of 50% due prior to September 1st, to be placed on installation schedule, final 50% payment due upon completion of installation of each season under contract. Any product purchases will be invoiced when product is shipped from vendor, regardless of delivery location.
Balances over 30 days will incur a 1.5% finance charge per month. 4% Credit Card payments fee.
Sales Tax and County Tax will be applied on Final Invoice unless a **Tax-Exempt Certificate** is provided beforehand.



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American Craftsmanship in Every Space

ACCEPTANCE: All material is guaranteed to be as specified. All work to be completed in a workman like manner according to standard practices. Any alteration or deviation from the above specifications involving extra costs will be executed only upon written orders and will become an extra charge over and above this contract. All agreements contingent upon strikes, accidents, any acts of God or delays beyond our control. Property Owner will carry fire, tornado, hurricane (wind) and other necessary insurance. Our workers are fully covered by Worker's Compensation.

The above prices, specifications, terms and conditions are satisfactory and hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. Once this Agreement is signed by both parties it becomes a contract. This proposal may be withdrawn if not accepted within 30 days. To lock in current pricing, please ask for a multi-year proposal.

Customer Awareness Information Sheet -

<https://christmasdesigners-fl.com/wp-content/uploads/2020/05/Customer-Awareness-Information-Sheet.pdf>

General Terms and Conditions - <https://holidayoutdoordecor.com/terms-conditions/>

INDIVIDUAL PROJECT ORDER NUMBER 138 - AMENDMENT #1
October 6, 2025

This is Amendment #1 to the Agreement between The Town of Windermere (the "Client" or the "Town") and Kimley-Horn and Associates, Inc. ("Kimley-Horn") dated April 9, 2024 ("the Agreement") for the Windermere Road and Main Street Roundabout Design (the "Project").

Kimley-Horn has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Kimley-Horn for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Kimley-Horn will perform the following services:

Task 1 – Landscape Concept Designs

Kimley-Horn will prepare landscape design concepts (plan view / plant palette) for the main entry into the Marina Bay neighborhood from the roundabout. The concepts will be provided to the Town for review and comment. After incorporating comments, final illustrative color renderings (plan view) will be prepared.

Deliverables for this task include:

- Preliminary renderings (one plan view) – 11"x17" PDF
- Final renderings (one plan view with plant palette) – 11"x17" PDF

Task 2 – Gateway Landscape and Irrigation Construction Documents

Kimley-Horn will prepare Landscape and Irrigation Construction Documents for the project. The Landscape Plans will show new and existing plant material locations as they relate to the site elements. Included in these sheets will be a planting schedule specifying recommended plant species, size, specifications, and details/specifications illustrating recommended installation methods and requirements. It is assumed tree mitigation will not be required for this site and minor schematic lighting improvements will be proposed.

The Irrigation Plans will include documents suitable for bidding/permitting/construction depicting head layout, mainline and lateral line layout and sizing, valve sizes and locations, pipe sleeving, controller and rain sensor type and location, source and/or point of connection, backflow prevention device (water meter connection and assembly through the backflow preventor shall be the responsibility of the Client), system operation calculations and schedules, detailed drawings and installation notes.

The Client is to specify preferred irrigation equipment type prior to authorization of this task if a specific manufacturer is required.

Deliverables for this task include:

- One (11"x17") set of reproducible drawings in PDF format to be included as part of the roadway plans submittal. The effort for this task includes addressing two (2) rounds of ordinary and reasonable comments from the Town.

Task 3 – Signage Design

Kimley-Horn will research the Town of Windermere Land Development Code to understand the local signage design guidelines and parameters. Kimley-Horn will prepare:

Concept Design

- Prepare up to two (2) conceptual monument signage concepts (11x17 PDF, in plan and elevation) and associated landscape for review with the Town.
- Revise one (1) conceptual monument sign concept (in plan and elevation) based on review comments and input from the Town.

Schematic Design

- Provide one (1) final schematic monument sign concept (11x17 PDF, in plan and elevation) based on prior conceptual design comments from the Town.
- Schematic level drawings which demonstrate design intent notes suitable for pricing and coordination with local sign vendors.

Construction Documents

Kimley-Horn will prepare monument sign construction details based on the approved Schematic Design. Construction documents will assume that the General Contractor will obtain a sign vendor to pull permits utilizing vendor signed and sealed plans and details. The construction documents for this will include:

- Hardscape Plans showing the location per the overall sign plans of entry gateway hardscape features such as walls, columns, entry signage, and detail callouts.
- Hardscape Details suitable for bidding and construction depicting detailed design of gateway entry walls, columns, and signage elements except for the internally illuminated aluminum box. This element will be design intent and coordinated with sign manufacturers. The wall details will provide sufficient detail to receive the illuminated box with associated conduit for electrical and lighting connections.
- Construction details incorporating the structural design of all walls, columns, entry signage elements.

Entry Gateway Signage Construction Plans will be submitted concurrently with the roadway and landscape documents as outlined in those tasks and will be revised up to two (2) times per Town comments. General Contractor to obtain appropriate permits for construction of the sign.

Task 4 – Meetings and Presentation

Kimley-Horn will prepare for and attend up to one (1) meeting with the Town to discuss the signage concepts. Kimley-Horn will also attend one (1) meeting with Town Council. Additional meeting attendance beyond the number listed above will be provided as an additional service.

Kimley-Horn will perform the services in Tasks 1-4 for a lump sum fee of \$27,715.00 inclusive of expenses. A breakdown of fee by task is provided in the table below.

Task 1 – Landscape Concept Designs	\$ 4,200.00
Task 2 – Gateway Landscape and Irrigation Construction Documents	\$ 7,705.00
Task 3 – Signage Design	\$ 13,510.00
Task 4 – Meetings and Presentation	\$ 2,300.00

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA
INC.

KIMLEY-HORN AND ASSOCIATES,



BY: _____

BY: _____
Hao T. Chau, PE

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: 10/06/2025

October 6, 2025

KIMLEY-HORN AND ASSOCIATES, INC.

Project: IPO #138 - Amendment #1 Windermere Road and Main Street Roundabout Design

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours		Lump Sum
Project: IPO #138 - Amendment #1 Windermere Road and Main Street Roundabout Design	170.0	\$	27,715.00
Task 1 - Landscape Concept Designs	26.0	\$	4,200.00
Task 2 - Gateway Landscape and Irrigation Construction Docum	48.0	\$	7,705.00
Task 3 - Signage Design	84.0	\$	13,510.00
Task 4 - Meetings and Presentation	12.0	\$	2,300.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	170.0	\$	27,715.00
TOTAL FEES :		\$	27,715.00

Consultant Name: **Kimley-Horn and Associates, Inc.**

Work Effort and Fee Estimate Table

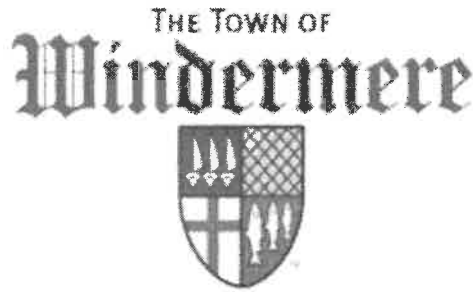
Project: IPO #138 - Amendment #1 Windermere Road and Main Street Roundabout Design

task	Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical		Task Totals	
	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate		
	0	\$ 240.00	16	\$ 200.00	39	\$ 200.00	53	\$ 175.00	62	\$ 120.00	0	\$ 80.00		
Task 1 - Landscape Concept Designs	0	\$ -	2	\$ 400.00	6	\$ 1,200.00	8	\$ 1,400.00	10	\$ 1,200.00	0	\$ -	26	\$ 4,200.00
Task 2 - Gateway Landscape and Irrigation Construction Documents	0	\$ -	4	\$ 800.00	10	\$ 2,000.00	15	\$ 2,625.00	19	\$ 2,280.00	0	\$ -	48	\$ 7,705.00
Task 3 - Signage Design	0	\$ -	6	\$ 1,200.00	19	\$ 3,800.00	26	\$ 4,550.00	33	\$ 3,960.00	0	\$ -	84	\$ 13,510.00
Task 4 - Meetings and Presentation	0	\$ -	4	\$ 800.00	4	\$ 800.00	4	\$ 700.00	0	\$ -	0	\$ -	12	\$ 2,300.00
Total Billable Labor													170	\$ 27,715.00

Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
0 \$ 240.00	16 \$ 3,400.00	39 \$ 8,000.00	53 \$ 9,450.00	62 \$ 7,560.00	0 \$ 80.00
0.0%	9.4%	22.9%	31.2%	36.5%	0.0%

Notes:

MAYOR
JIM O'BRIEN



TOWN MANAGER
ROBERT SMITH

CLERK
DOROTHY BURKHALTER

REC'D JUL 28 2025 614 MAIN STREET, WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

COMMITTEE MEMBER APPLICATION FORM

1. Name: Cillian Ammar Phone: 407-766-8740
2. Home Address: 315 W 2nd Ave Windermere, FL 34786
3. Business: / Business Phone: /
4. Business Address: /
5. Email: Cillianhammar @ proton.me
6. Brief Summary of Education and Experience:
I graduated from Olympia HS in 2019 as an NHS student w/a 4.8 GPA, and got a full-ride scholarship to Bard College, where I took courses like Engaged Citizenship, Dramatic theory, scientific literacy skills + critical thinking. Volunteer w/ the Historic Board, Tree Board (for Treebute) + Nehrling Gardens for several years.
7. Are you a U.S. Citizen? Yes ☒ No ☐
8. Are you a registered voter? Yes ☒ No ☐
9. Resident of the Town for 6 Months or longer? Yes ☒ No ☐
10. Do you hold public office? Yes ☐ No ☒
11. Are you employed by the Town? Yes ☐ No ☒
12. Do you now serve on a Town Board or Committee? Yes ☐ No ☒
13. Indicate which Board(s) or Committee(s) you are interested in:

Code Enforcement Board ☐ Development Review Board ☐
Downtown Business Committee ☐ Elders Committee ☐
Historical Preservation Committee ☐ Long Range Planning Committee ☐
Parks and Recreation Committee ☐ Windermere Tree Board ☒

14. Why do you think you are qualified to serve on this board?
I've lived in Windermere nearly all my life and was raised here. I love to be involved in local community, and as "The Next Generation" I look forward to being a younger voice that brings new perspectives. I have passion for activism, environmentalism, native biodiversity, community-building, and so on — and I would love to apply my knowledge + experience to benefit the Town.

*FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED FOLLOWING APPOINTMENT

Signature: Cillian Ammar Date: 07/07/2025
Note: If you have any questions, please call the Town Clerk at (407) 876-2563 ext. 5323