THE TOWN OF
Windermere

MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

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

Agenda ***Agenda***

March 10, 2026
6:00 PM

WINDERMERE TOWN HALL
520 MAIN STREET - WINDERMERE, FL 34786
JOIN ZOOM MEETING: 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 procedings 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. TIMED ITEMS & PUBLIC HEARING

a. Ordinance 2026-01 Tabled for the April 14th Town Council meeting.

3. OLD BUSINESS

a. Windermere Town Hall Rehabilitation – Authorization Preparation of Construction Documents (Attachments)

b. Town Square by Library Restroom Facility – Selection of Preferred Concept Option (Attachments)

c. Town of Windermere v. Fanelli, Daniel et al., Court Case #: 2022-CA-006509-O

4. NEW BUSINESS

a. Swear in Oaths (Attachments)

i. Andy Williams - Mayor

ii. Brandi Haines - Town Council Member

iii. CT Allen - Town Council Member

b. MINUTES (Attachments)

i. Town Council Meeting Minutes February 10, 2026

ii. Public Information Session Restrooms Minutes February 18, 2026

iii. Town Council Workshop Restrooms Minutes February 24, 2026

c. Historic Preservation Board Committee Member Application (Attachments)

i. Charles R. Hobbs

5. MAYOR & COUNCIL LIAISON REPORTS

6. STAFF REPORTS

7. ADJOURN

TOWN OF WINDERMERE
EXECUTIVE SUMMARY

SUBJECT: **Windermere Town Hall Rehabilitation – Authorization for Preparation of Construction Documents**

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** **March 10, 2026**
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: Tom Price Architects
Effective Date: Termination Date:
Managing Division / Dept: Public Works

BUDGET IMPACT: Up to $19,980
☐ Annual **FUNDING SOURCE:** **Town Budget Funds**
☒ Capital **EXPENDITURE ACCOUNT:** **N/A**
☐ N/A

HISTORY/FACTS/ISSUES:

Background:

The Town of Windermere is preparing for the **rehabilitation and renovation of the historic Windermere Town Hall building**. Because the building is a historic structure, the Town retained **Tom Price Architect, P.A.**, a firm with extensive experience in historic architecture and restoration work.

Mr. Price previously completed **Design Development documents** outlining the recommended improvements and rehabilitation approach for the Town Hall building. The next step in the process is the preparation of **Construction Documents**, which will incorporate the design recommendations and provide the detailed architectural plans necessary for permitting and construction.

The Construction Document set will include finalized architectural drawings, structural details, renovation notes, and documentation for improvements such as interior reconfiguration, accessibility improvements, and the proposed porch and roof modifications associated with the rehabilitation effort.

Although the project does not require formal review by the **State Historic Preservation Office (SHPO)**, Town staff proactively coordinated with the State Historic Preservation Office to

review the proposed improvements to ensure that the rehabilitation approach is sensitive to the historic character of the building.

The estimated effort required to complete the Construction Documents is **approximately 133 hours**, with a projected cost range of **$15,930 to $19,980**, depending on the final time required to complete the document set.

Completion of the Construction Documents will allow the Town to proceed with permitting and prepare the project for future construction bidding.

REQUESTED ACTION:

Approve the agreement with **Tom Price Architect, P.A.** to complete the **Construction Documents for the Windermere Town Hall rehabilitation project** for an estimated amount **not to exceed $19,980**, and authorize staff to proceed with final design development and permitting preparation.

TOM PRICE ARCHITECT, P.A. 552 LAKE AVENUE, ORLANDO, FL 32801



Finest Residential design, from Cottages to Manor Homes, in the richest architectural styles.
www.TomPriceArchitects.com tom@tompricearchitects.com 407-422-4422

Tonya Elliot Moore
Director of Public Works
Town of Windermere, FL
614 Main Street
Windermere, FL 34786
November 20, 2025

Good afternoon Tonya,

This comes as your requested Agreement for completion of Architectural Construction Permit Documents for the Windermere Town Hall Addition/Renovation, based on my Design Development Documents already completed. Site Civil Engineering shall be the responsibility of the Town of Windermere.

Those earlier DD Documents were formatted to become the basis for the final CD set. This Agreement will list each CD sheet, indicating the respective degrees of current completion of the DD product, then the estimated time required to complete each sheet.

Sheet 1) Cover/Index Sheet with Vicinity Map and general photos of existing structure.
90% Complete, 4 Hours to completion.

Sheet 2) Survey/Site Plan
60% Complete, 2-4 Hours to completion.

Sheet 3) As-Built Floor Plan
100% Complete

Sheet 4) New work Floor Plan (within original), with Dimensions, including internal Toilet area reorganization, stair lift to Stage, Control Room enclosure, Kitchen access pocket doors on East end with under-stair Pantry.
80% Complete, 6-8 Hours to completion

Sheet 5) West and South Elevations
80% Complete, 6-8 Hours to completion.

Sheet 6) North and East Elevations
80% Complete, 6-8 Hours to completion.

Sheet 7) Comprehensive Rooflines Plan of existing and new areas.
90% Complete, 2 Hours to completion.

Sheet 8) Detail Photos of East, North & South Elevations with prescriptive repair notes and Renovation Narrative with specifications.
60% Complete, 6-8 Hours to completion.

Sheet 9) Detail Photos of West, partial North and partial South Elevations with prescriptive repair notes.
60% Complete, 4-6 Hours to completion.

Sheet 10) New wraparound Porch Extension Foundation Plan with Details, Floor Framing Plan with Details and Floor Decking Plan.
0% Complete, 22-26 Hours to completion.

Sheet 11) New wraparound Porch Extension Reflected Ceiling Plan with Electrical, Roof Framing Plan.
0% Complete, 22-26 Hours to completion.

Sheet 12) New wraparound Porch Extension Structural Cross-section, with Details
0% Complete, 24-28 Hours to completion.

Sheet 13) Roof Overbuild Framing Plan, on existing Porch and Toilet areas.
0% Complete, 16-20 Hours to completion.

The total estimated time target is 133 Hours, within a window of 118 to 148 Hours, or $15,930 to $19,980 at $135 per hour. Consultants' cost is not easy to estimate on this job, but should be nominal.

Hourly Services: Hourly services beyond the scope of this agreement, including Permitting and Construction Facilitation, shall be invoiced on an hourly basis, itemized by work performed to the tenth of an hour.

Reimbursables: Direct reimbursable expenses for job-specific printing, reproduction and scanning will be passed on to you at our cost plus 15% administration.

Invoices for architectural services and reimbursable expenses will be emailed and are payable upon receipt.

ACCURACY, TERMINATION AND MEDIATION

I have successfully completed architectural services for numerous buildings, demonstrating that I have the degree of skill, experience and knowledge commonly possessed by an architect. Since each project is one-of-a-kind, I focus my care and attention on the pursuit of accuracy to the fullest reasonable extent, and I value team relationships with experienced builders and subcontractors in pursuit of good construction. However, perfection is not possible to achieve in the design and construction industry, and I cannot guarantee a flawless set of Construction Documents nor a flawless resulting building.

This Agreement may be terminated during any phase by either party at any time before permitting, and for no reason, provided that you compensate me for all work done through the date of written notification of termination. In such a case, my closing invoice will be based on the percentage of work completed at the time of notification.

Although we expect no serious differences to develop during our relationship, architectural design and construction is a complex venture. If a dispute arises relative to this agreement, and if the dispute cannot be settled through direct negotiation, then we all agree first to try in good faith to settle the dispute by mediation as administered by the American Arbitration Association under its Construction Industry Mediation Rules before pursuing any other dispute resolution procedure. Mediation or other dispute resolution proceedings shall occur in Orange County, Florida**.**

I appreciate the opportunity to complete the Construction Documents for the Town of Windermere. Town Hall, and will be available to commence work on the afternoon of Tuesday, November 25th.

This Agreement offered on November 20, 2025

Sincerely,

State of Florida AA0005464

TOWN OF WINDERMERE
EXECUTIVE SUMMARY

SUBJECT: **Town Square by Library Restroom Facility – Selection of Preferred Concept Option**

REQUESTED ACTION: **Approval**

☐ Work Session (Report Only) **DATE OF MEETING:** **March 10, 2026**
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity:
Effective Date: Termination Date:
Managing Division / Dept: Public Works

BUDGET IMPACT:
☐ Annual **FUNDING SOURCE:** **Town Budget Funds**
☒ Capital **EXPENDITURE ACCOUNT:** **N/A**
☐ N/A

HISTORY/FACTS/ISSUES:

Background:

At the November 11, 2025 Town Council meeting, Council provided initial design feedback on the proposed restroom facility located near the Windermere Library within the Town Square area. Additional resident input was received following that meeting.

Based on Council and resident feedback, multiple restroom concepts were developed for further review. A **Public Information Meeting** was held to present the concepts to residents and gather community input. Following that meeting, a **Town Council Workshop** was held to review the concepts in greater detail and discuss design preferences.

During these meetings, **Concepts/Options #3 and #4 emerged as the most viable design approaches**. Feedback from both the public and Town Council indicated that **Option #4 was the preferred concept**.

At the Town Council Workshop, Council discussed refinements to Option #4 based on public comments received at the Public Information Meeting. The public expressed a desire to increase fixture capacity in the facility. As a result, staff was directed to bring forward **Option #4 with the following modification**:

- **Addition of one (1) additional urinal in the men's restroom**

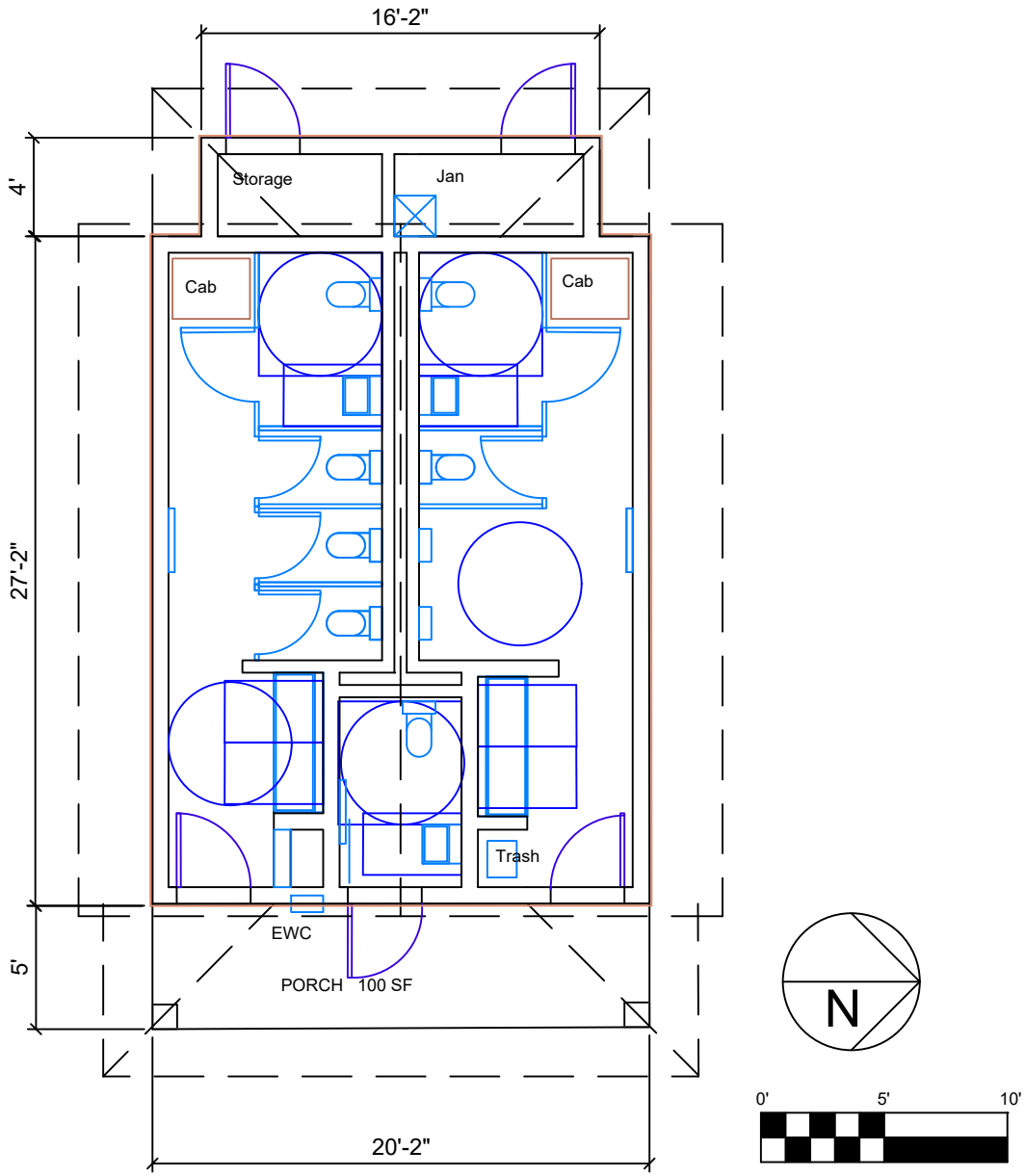
- **Addition of one (1) additional toilet stall in the women's restroom**

Option #4 provides a balanced layout for the men's, women's, and family restrooms while maintaining operational efficiency and aligning with the aesthetic character of the Town Square area.

Staff is bringing this item forward to confirm Council's selection of the preferred concept so the architect may proceed with advancing the design and preparation of construction documents.

REQUESTED ACTION:

Approve **Concept/Option #4**, with the modification to include **one additional urinal in the men's restroom and one additional toilet stall in the women's restroom**, as the preferred design concept for the Town Square Restroom Facility and authorize staff and the project architect to proceed with final design development and preparation of construction documents.



TOWN OF WINDERMERE
PROPOSED TOILET BUILDING
PLAN 4 w/ extra fixture
619 SF with 9 fixtures 559 SF with 7 fixtures (not shown)
PORCH 100 SF

APPROXIMATE DOOR LOCATIONS

PROPOSED PORCH

CONNECT TO EXISTING 1" WATER METER STUB-OUT

1" POTABLE WATER SERVICE LINE

± 619 SF RESTROOM BUILDING (100 SF PORCH)

20'-2"

27'-2"

16'-2"

4'

5'

CONCEPTUAL DRAIN FIELD LOCATION ±630 SF

CONCEPTUAL SEPTIC TANK LOCATION

5'

CONNECT TO EXISTING SIDEWALK

R5'

R10'

LANDSCAPED AND PARKING AREA

COVERED WOOD

OVERHANG

WOOD STEPS

HEDGES 6' TALL

CONC. PEDESTAL

WELL

PIPES CONNECTED TO WELL

124.19 GUY POLE WITH ELEC. METER & PANELS

R/W

EXISTING R/W LINE (P)

K:\ORL_Roadway\049018212-Public Restrooms\00_CADD\CONCEPT\SP-02.dwg

SP-04

WINDERMERE, FL

CONCEPTUAL SITE PLAN

03/05/2026 - CONTACT CHRIS DAVIDSON (407) 815-3563

GRAPHIC SCALE IN FEET
0 2.5 5 10

NORTH

Kimley»Horn

DISCLAIMER:

THIS PLAN IS CONCEPTUAL AND SUBJECT TO CHANGE PER FINAL ENGINEERING AND JURISDICTIONAL REVIEW.

OATH OF OFFICE

March 10, 2026

I, **Loren "Andy" Williams**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinance of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: First two-year term as Mayor 2026 - 2028

_____
Loren "Andy" Williams

_____
Administer of Oath

Sworn and subscribed before me this 10th day of March 2026

_____
Notary Public

OATH OF OFFICE

March 10, 2026

I, **Brandi Haines**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinances of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: Second two-year term 2026-2028

_____
Brandi Haines

_____
Administer of Oath

Sworn and subscribed before me this 10th day of March 2026

_____
Notary Public

OATH OF OFFICE

March 10, 2026

I, **Catherine "CT" Allen**, solemnly swear or affirm that I will support the Constitution of the United States and will obey the laws of the State of Florida; that I will, in all respects, observe the provisions of the Charter and Ordinances of the Town of Windermere and will faithfully discharge the duties of Council Member.

Term: First two-year term 2026-2028

_____
Brandi Haines

_____
Administer of Oath

Sworn and subscribed before me this 10th day of March 2026

_____
Notary Public

TOWN OF WINDERMERE

Town Council Meeting Minutes **February 10, 2026**

CALL TO ORDER:

Present were Mayor Jim O'Brien, Town Council Members Tom Stroup, Andy Williams, Mandy David, Tony Davit, and Brandi Haines. Town Manager Robert Smith, ATM/PWD Tonya Elliott-Moore, Town Attorney Heather Ramos, Police Chief Dave Ogden, and Town Clerk Dorothy Burkhalter were also present.

Mayor O'Brien opened the meeting and determined a quorum at 6:13pm.

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

Mayor O'Brien opened the floor for public comments. Comments were deferred to specific agenda items.

2. SPECIAL PRSENTATION/PROCLAMATIONS/AWARDS

Mayor O'Brien congratulated the Centennial Committee for a job well done this past year recognizing the Town's Centennial (100 year) Anniversary. He commented on all the events and celebrations that took place. Each member received a commemorative Centennial Flag.

3. TIMED ITEMS & 2nd READING/ PUBLIC HEARING

a. First Reading of Proposed Ordinance 2026-01 – 2045 Comprehensive Plan Remedial Amendment

ORDINANCE NO. 2026-01

AN ORDINANCE BY THE TOWN OF WINDERMERE, FLORIDA, PERTAINING TO COMPREHENSIVE PLANNING; ADOPTING THE TOWN OF WINDERMERE 2045 COMPREHENSIVE PLAN WITH AMENDMENTS TO OBJECTIVE 2.3 AND POLICY 2.3.1, TRANSPORTATION ELEMENT, PURSUANT TO CHAPTER 163, FLORIDA STATUTES, BASED ON THE FINDING OF NON-COMPLIANCE, DATED DECEMBER 19, 2025, WITH CHAPTER 2025-190, SECTION 28, LAWS OF FLORIDA, BY THE FLORIDA DEPARTMENT OF COMMERCE, PROVIDING FOR APPLICABILITY; SEVERABILITY; AND AN EFFECTIVE DATE.

Mayor O'Brien read the title of proposed Ordinance 2026-01 for the record. He then stated that a second reading/public hearing will be held at the next Town Council meeting.

b. Resolution 2026-01 – Amending the General Fund 2024/2025

Mayor O'Brien read the title of proposed Resolution 2026-01 for the record. He then opened the floor for any comments. Member Davit questioned the offset of expenditures coming from Public Works. Manager Smith commented on ARPA and projects funded. Member Davit then questioned areas that the actual year-to-date totals are above the amended budget. Manager Smith explained that what's in the resolution is accurate. Some discussion followed. Member Davit made a motion to approve Resolution 2026-01. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – aye. Motion carried 5-0.

c. Resolution 2026-02 -Authorizing the Law Firm of Shutts and Bowen to do an initial assessment of the viability of the Appeal Attendant to the controversy regarding the 3rd Avenue Boathouses and to potentially prosecute the Appellate Action.

Mayor O'Brien read the title of proposed Resolution 2026-02 for the record. He then opened the floor for any comments. Member Williams made a motion to approve Resolution 2026-02. Member David seconded the motion. Ms. Joan Foglia of 215 Butler Street introduced herself. She then questioned the "end goal" with the appeal, ownership of property under boathouses, and the grounds they are attached to. Ms. Foglia also commented on the tension/disconnect between residents/neighbors over this issue. She also stated that money used on the litigation could be used on the Town Hall renovations. Mrs. Pam Martini of 627 Ridgewood Drive introduced herself. She then reminded and invited everyone to Armed Forces Day on May 16th. There being no further discussion, roll call vote was as follows: Haines – aye, Davit – aye, David – aye, Williams- aye, and Stroup – aye. Motion carried 5-0.

4. OLD BUSINESS:

a. Approval of Main Street Tennis Court Resurfacing – Nidy Sports Construction

Mayor O'Brien introduced this item. He then opened the floor for discussion. Mr. David Sharpe of 1027 Oakdale Street introduced himself. He commented on costs to redo the entire courts, materials, maintenance, costs for doing partial repairs, planning costs for complete redo and include Windermere Rec Center. Mayor O'Brien stated that those discussions would take place in the budget season. Member Haines questioned ATM/PWD Elliott-Moore if she was able to research other municipalities redo costs. ATM/PWD Elliott-Moore stated yes. She stated that the figure is around $300,000.00. Member Haines gave a brief history of the courts, previous resurfacing projects, and costs. She then stated that this item should have been discussed prior to the contract being signed. Member Haines further stated that Parks and Recreation could be involved in aiding in grants/fund raising. Member Davit stated he agreed with Member Haines' comments. He stated that he does not like contracts going forward without Town Council approval. Member David made amotion to approve the contract. Member Williams seconded the motion. Roll call vote was as follows: Stroup – aye, Williams – aye, David – aye, Davit – aye, and Haines – nay. Motion carried 4-1.

5. NEW BUSINESS

a. Minutes

i. **Town Council Meeting Minutes December 9, 2025**
ii. **Town Council Workshop/Public Information (Restrooms) Meeting Minutes January 6, 2026**
iii. **Public Information Session (Restrooms) Meeting Minutes January 22, 2026**
iv. **Town Council Workshop (Town Hall Rentals) Meeting Minutes January 27, 2026**

Mayor O'Brien introduced this item. Member Davit made a motion to approve the minutes as presented. Member Haines seconded the motion. Roll call vote was as follows: Haines – aye, Davit – aye, David – aye, William s- aye, and Stroup – aye. Motion carried 5-0.

b. Variance

i. Case Z 26-02 – 400 W 2nd Avenue – Paul Drogosch, property Owner – Variance to permit a decrease in the required contiguous side setback for a contiguous corner lot from 35' to 24' to construct an addition to the property's single-family residence.

Mayor O'Brien introduced this item. He then turned the floor over to Mr. Cornelius. Mr.

Cornelius reviewed the variance request regarding the setbacks for a corner non-contiguous lot. He stated that there are only three lots in town like this. Mr. Cornelius explained that the rear of the property aligns with Palmer Park, stormwater will need to be met, and notices were sent out. All returned were in favor, as well as the adjacent neighbor. Some discussion was made regarding stormwater retention. Owner Mr. Paul Drogosch introduced himself. He briefly reviewed his request. Member Davit made a motion to approve the variance request. Member Williams seconded the request. Roll call vote was as follows: Haines – aye, Davit -aye, David – aye, Williams – aye, and Stroup – aye. Motion carried 5-0.

7. MAYOR & COUNCIL LIASON REPORTS

Mayor O'Brien opened the floor to the Council members. Member Davit reported on Metro Plan. Member Haines reported on the tree give away and the Butler Chain of Lakes Advisory board meeting. Discussion followed regarding the recent freeze, hardy trees and replacements, and more yard debris pick-ups due to the freeze. Member David reported on the WAYS Committee.

8. STAFF REPORTS

a. TOWN MANAGER ROBERT SMITH – Manager Smith had no report.

b. ATM/PWD TONYA ELLIOTT-MOORE – ATM/PWD Elliott-Moore reported on the Ward Trail project.

c. TOWN ATTORNEY HEATHER RAMOS – Attorney Ramos commented on a handout she gave all regarding proposed 2026 Constitutional Amendments and Laws.

d. CHIEF DAVE OGDEN – Chief Ogden thanked the Mayor for attending the Awards Ceremony. He then reported that the department passed the FDLE Technical Audit and will receive Accreditation February 18th and 19th. He then commented on a few of the proposed laws that were handed out by Attorney Ramos.

e. TOWN CLERK DOROTHY BURKHALTER – Clerk Burkhalter Stated that there will not be an Election on March 10th. She stated that Member Andy Williams will take the Mayors seat, and Member Haines and Ms. CT Allen will take Town Council Member seats. They will be sworn in at the March 10th Town Council meeting.

9. ADJOURN:

Mayor O'Brien adjourned the meeting at 7:01pm

_____ _____

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

TOWN OF WINDERMERE

Public Information Session **February 18, 2026**
Town Square Restrooms

PRESENT:

Present were Mayor Jim O'Brien, Council Members Andy Williams, Tom Stroup, Mandy David, Tony Davit, and Brandi Haines. ATM/PWD Tonya Elliott-Moore and Town Clerk Dorothy Burkhalter were also present. Mr. John Fitzgibbon was also present.

Mayor O'Brien began the session at 6:01pm.

1. Open Forum/Public Comment

NONE

2. New Business

a. Town Square Restrooms

i. Four Floor Plan Concepts
ii. Public Comments

b. Site Plan Diagrams

Mayor O'Brien turned the floor over to ATM/PWD Elliott-Moore. ATM/PWD Elliott-Moore gave a brief history of the discussions regarding restrooms that have led to the proposed four concepts. She then reviewed those concepts. ATM/PWD Elliott-Moore stated she would like direction of which option to move forward with. She then turned the floor over to Mr. Fitzgibbon. Mr. Fitzgibbon commented on the need for the choice of design. ATM/PWD Elliott-Moore then asked for any public comments. Mr. Withers commented on proposed options 3 and 4 but leans toward option 4. Ms. Vicki Hurst commented that the white and red staked areas need to be combined and used. She then commented on a compromise for restroom design. Ms. Joan Foglia questioned the square footage of the proposed restrooms. ATM/PWD Elliott-Moore gave the square footage. Discussion followed regarding location, stalls, option 4, size, separate men's/women's bathrooms, adding of three feet, and architectural style. Member Haines reiterated from past discussion that the one family restrooms will always remain unlocked, but the others will remain locked unless there is an event. She then stated that the restrooms need to be for the residents not events. Member Haines commented on precautions should one of the restrooms have an issue and can't be used. She then read comments from residents. Other Council members deferred comments until the Council workshop. ATM/PWD Elliott-Moore summarized the comments as separate men's and women's restrooms, not opposed to option 4 – adding an extra urinal to the men's side and extra toilet to the women's side.

3. ADJOURN:

The Public session adjourned at 6:30pm.

_____ _____

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

TOWN OF WINDERMERE

Town Council Workshop
Town Square Restrooms

February 24, 2026

PRESENT:

Present were Mayor Elect Andy Williams, Council Members Tom Stroup, Mandy David, Tony Davit, and Brandi Haines. Town Manager Robert Smith, ATM/PWD Tonya Elliott-Moore and Town Clerk Dorothy Burkhalter were also present. Mr. John Fitzgibbon was also present. Mayor Jim O'Brien was absent.

Mayor Elect Williams began the workshop at 6:00pm.

1. Open Forum/Public Comment

NONE

2. New Business

a. Town Square Restrooms

i. Four Floor Plan Concepts
ii. Public Comments

b. Site Plan Diagrams

Mayor Elect Williams turned the floor over to ATM/PWD Elliott-Moore. ATM/PWD Elliott-Moore gave a brief history of the restrooms that have led to the proposed four options. She then reviewed those options. ATM/PWD Elliott-Moore stated that options three and four have had the most discussion. She commented that once an option is selected, the 30, 60, 90 plans could be made. ATM/PWD Elliott-Moore questioned if the fixture counts are correct, and which style to move forward with. She then turned the floor over to Mr. Fitzgibbon. Mr. Fitzgibbon commented on option #4. He further commented on the sidewalk, location, overhang, concepts, septic systems, water, and separation of men's/women's restrooms. Mr. Fitzgibbon stated that the concept design is needed, either have separate men's/women's or the Pod style, and number of fixtures. Mayor Elect Williams opened the floor to public comments. Ms. Molly Rose wanted to verify that her email was received by the Mayor and Town Council. (attached for the record). She stated that she "likes the unisex restrooms and that's all that is needed". Mayor Elect Williams then opened the floor to the Town Council. Member David commented on concerns with the recent Admin lobby restrooms and not having the same issue with the proposed restrooms. Mr. Fitzgibbon stated that the pipe size and power flush systems are being reviewed. Member David then questioned which design would be better for maintenance and upkeep. Mr. Fitzgibbon commented on the power flush and accurate pipe design/size that will be needed for any design. Discussion followed regarding, event sizes/participants, and port a potty's. Member Haines also commented on the Admin restroom issues. She then commented on her concerns regarding the proposed restrooms and having the same issues. Discussion followed regarding concerns with lines clogging and having restrooms available for use, line of sight, locked and unlocked restrooms. Member Davit questioned if there are any issues at the Windermere Recreation Center restrooms. ATM/PWD Elliott-Moore stated that the flush handles are an issue due to people using their foot to flush the toilet and cleanliness. Member Davit stated he likes option 4 with some modifications, and its cost effective. Discussion followed regarding costs, climate control, tree protection, and maintenance. Member Stroup stated he is in favor of option 4. Member Haines stated option 3 or option 4 if there is access to the restrooms. She stated that there needs to be access to a men's and a women's restroom for residents, possible key access. Member Davit likes option 4. She also stated she is not opposed to the keypad system. Member Davit also stated option 4 with the fixture count accurate. Some discussion followed regarding fixtures, keypad system, design capacity of 300, ADA, and events/number of attendees. Mr. Fitzgibbon reviewed the comments as option 4,

expanding the building by 3', and adding a urinal and a toilet.

3. ADJOURN:

The Public session adjourned at 6:44pm.

Dorothy Burkhalter, MMC, FCRM
Town Clerk

Jim O'Brien, Mayor

DRAFT

Dorothy Burkhalter

From: Molly Rose <mrose@idletimenetwork.com>
Sent: Tuesday, February 24, 2026 4:02 PM
To: Jim O'Brien; Mandy David; Tom Stroup; Brandi Haines; Tony Davit; Andy Williams
Cc: Robert Smith; Dorothy Burkhalter; Tonya Elliott-Moore
Subject: Proposed Restroom Opinions

Hello everyone,

I just wanted to try and make my opinion clear regarding the restroom project options.

I do not think we need to build like a theme park due to the fact we do not have a need like a tourist attraction has. I believe the best way to proceed is to have unisex restrooms only. Four of these unisex restrooms should be adequate for 90% or more of the events we have. As we always said in the theme park world, "Don't design for Easter Sunday." For those events that we believe have more need we rent a temporary.

I also think whatever we build should be open during daylight hours and locked after dark, unless there is an event at night.

In addition, whatever we build should be able to be hosed down which means concrete floors, walls, counters, etc.

I will try and sign on to the Zoom tonight in case anyone has any questions for me.

Thanks everyone for your time and service. Who would have thought that providing restrooms would be such a difficult, time consuming issue. I can't imagine what the Town Hall renovation will take.

Sincerely,
Molly Rose

MAYOR
JIM O'BRIEN

THE TOWN OF
Windermere

TOWN MANAGER
ROBERT SMITH

CLERK
DOROTHY BURKHALTER

614 MAIN STREET, WINDERMERE, FL 34786
OFFICE: (407) 876-2563 FAX: (407) 876-0103

COMMITTEE MEMBER APPLICATION FORM

1. Name: CHARLES R Hobbs Jr Phone: 8435404077
2. Home Address: 110 W 7TH AVE, Windermere, FL 34786
3. Business: _____ Business' Phone: _____
4. Business Address: _____
5. Email: CHobbs6CHARLES@OUTLOOK.COM Brief Summary of Education and Experience:

BS CONSTRUCTION MANAGEMENT/50 YR CONSTRUCTION

6.	Are you a U.S. Citizen?	Yes ✓ No ___
7.	Are you a registered voter?	Yes ✓ No ___
8.	Resident of the Town for 6 Months or longer?	Yes ✓ No ___
9.	Do you hold public office?	Yes ___ No ✓
10.	Are you employed by the Town?	Yes ___ No ✓
11.	Do you now serve on a Town Board or Committee?	Yes ___ No ✓

12. Indicate which Board(s) or Committee(s) you are interested in:

Development Review Board	___	Elder Affairs Committee	___
Historical Preservation Committee	X	Long Range Planning Committee	___
Parks and Recreation Committee	___	Windermere Active Youth Committee	___
Windermere Tree Board	___	Other: _____	___

13. Why do you think you are qualified to serve on this board?

MY BACKGROUND IN CONSTRUCTION/KNOWLEDGE IN BUILDING CODES/SKILL SET WORKING WITH CONSTRUCTION MATERIALS

*** FOLLOWING APPOINTMENT, FINANCIAL DISCLOSURE FORMS MAY BE REQUIRED**

Signature: _____ Date: 02/16/2026

Note: If you have any questions, please call the Town Clerk, Ms. Dorothy Burkhalter at (407) 876-2563 ext. 6