THE TOWN OF
Windermere

LONG RANGE PLANNING COMMITTEE

Chair: Frank Krens
Secretary: Lloyd Woosley

Agenda

George Roat
Stephen Lewis
Paul Pantozzi
Council Liaison: Tony Davit

Agenda

June 11, 2026
6:00 PM

ADMINISTRATION CONFERENCE ROOM
614 MAIN STREET - WINDERMERE, FL 34786

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 Long Range Planning Committee:

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 Long Range Planning Committee 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 Long Range Planning Committee 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 CHAIR**

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

2. OLD BUSINESS

a. Begin Reactive Mode as Requested by Town Manager

i. Get familiar and stay current with Town Managers Project List (Attachment)

ii. Review and make recommendations on matters referred by TOW leadership

3. NEW BUSINESS

a. Approval of the April 9, 2026, Meeting Minutes (Attachment)

b. Begin Proactive Mode - Focus on emerging quality of life issues within a 5-year horizon.

i. More expansive, volunteer-run community calendar page on TOW website

ii. Safety improvements, e.g. crossing Main Street and Sixth Ave

iii. More things for kids, more inclusion of kids in events

iv. Other ideas as presented in the meeting

4. OTHER ITEMS FOR CONSIDERATION

a. Potential Future Agenda Items

5. ADJOURN

May 4th, 2026 PROJECTS MEETING

Attendees:

- **Robert Smith, Town Manager**
- **Tonya Elliott-Moore, Public Works Director Town of Windermere**
- **John Fitzgibbon, Town of Windermere**
- **Tara Vegel, Finance Director**
- **Travis Mathias, Town of Windermere**
- **Tony Davit, Town Councilman Liaison**
- **Chris Davidson, Kimley-Horn Associates**
- **Michael Galura, MG Engineering**
- **Mike Woodward, Kimley-Horn Associates**
- **Hao Chau, Kimley-Horn Associates**
- **Victor Gallo, Kimley-Horn Associates - Not in Attendance**

1. **NPDES (National Pollutant Discharge Elimination System):** The NPDES permit program addresses water pollution by regulating point sources that discharge pollutants to waters of the United States. Since the Town discharges into the lakes via a stormwater retention system, we are required to maintain this permit.

   Most of the discussion on this item will be related to maintaining the permit and addressing any concerns to make sure they are reported.

   1/4/26 – Audit Completed
   2/4/26 – RAI docs sent.
   3/4/26 – Tracking on schedule.
   4/4/26 – Everything Submitted to date.
   5/4/26 – Satisfied all requirements, currently working with Google Analytics up and running.

2. **Orange County LMS:** Orange County Local Mitigation Strategy (LMS) is comprised of the County and other governmental jurisdictions within it to plan and prepare for natural disasters. These projects are funded by FEMA and require a 25% match. Town Staff works with Orange County in order to get projects listed on their CIP and try to get those into the funding categories. These typically include projects that the Town, but for these funds, would not be able to proceed with. If a natural disaster occurs within Orange County and an emergency declaration has been issued, funds are allocated to the County as a whole based on need. Each natural disaster will have a different amount allocation attached to it. However, if one jurisdiction doesn't fully allocate the monies from FEMA, then other communities may apply for funding.
   Ex: Projects the Town was successful in apply for:

   - 4337-693: 3rd Avenue and Magnolia Street Drainage Improvements
   - 4337-694: 6th Avenue and Butler Street Drainage Improvements
   - 4337-695: 9th Avenue/10th Avenue and Oakdale Street Drainage Improvements
   - 4337-697: West Second Avenue

Current list of projects on priority list:

- Lake Down Retaining Wall Improvements: This project proposes to construct a retaining wall at Lake Down, adjacent to 6th Avenue and the 6th Avenue boat ramp. These improvements will construct a retaining wall to counter erosive action along Lake Down. The existing natural shoreline is constantly losing embankment due to wave action on the lake and other erosive actions. The damage and closure of this roadway would have significant economic loss effects to the users and businesses of west Orange County, including the Town of Windermere. Current Rank 3. Proposed Cost: $1,134,680

- 5th Avenue and Lake Street Retaining Wall Improvements: This project proposes to construct a retaining wall at Lake Down, adjacent to 5th Avenue and Lake Street. These improvements will construct a retaining wall and sidewalk improvements to counter erosive wave action along Lake Down. The existing natural shoreline is constantly losing embankment due to wave action on the lake. Current Rank 7. Proposed Cost: $5221,610

- 4th Avenue and Magnolia Street Drainage Improvements: This project proposes to construct drainage improvements along 4th Avenue, Magnolia Street and Lake Street Park to address stormwater runoff, flooding, erosion and sediment discharge. Proposed drainage improvements are anticipated to include swales, ditch bottom inlets, drainage pipes, side drains, stormwater retention area next to the lake, and dirt road grading for positive drainage to the road sides. Current Rank 14. Proposed Cost: $300,000

- Retrofit and Upgrade Flood Control Devices for New and Existing Structures: Multi-jurisdictional. No Current Ranking.

1/4/26 - Nothing Submitted
2/4/26 – 4th & Magnolia working on , boardwalk & Seawall along 6th Conroy- Windermere Rd, 5th & Lake.
3/4/26 – No Update.
4/4/26 – **Lake Down**; Engineers to submit proposal
5th Ave & Lake; Working on phase 2
4th Ave & Magnolia St; Engineers to submit plans and exhibits- continue to submit for reimbursements.
5/4/26 – Lake Down;- Proposal ready to be reviewed by HAO for June Town Council
5th Ave & Lake; Proposed retaining wall to be reviewed
4th Ave & Magnolia St Kh to submit 45% plans & exhibits.

3. **RR ROW Acquisitions (Sidewalks, Multi Modal Path, RR ROW):** Town Council approved the purchase of the Ward/DP Lynn interests in the Railroad ROW. Once acquired the Town would be able to use the property for various projects: multimodal, stormwater, and landscaping. This would also allow for possible property swaps with those that own RR Row so the TOW would have a continuous corridor form 12th/chase to Windermere Rd.

2/4/26 – Meeting to take place with denoyls.
3/4/26 – Testing to continue
4/4/26 – No Update
5/4/26 – Hold for Now paving from 2nd down to bridge

4. **New Multi Modal Path and Pedestrian Bridge: Phase 1: This** phase of the project extends from North Avenue to Park Avenue. The multi modal pathway will meander within the RR ROW. Phase 1 also includes a prefabricated pedestrian bridge. Enhancements also include new lighting, benches and landscaping.

The Town has received the following financial commitments:
Federal Earmark: $760,000 non-matching

State Appropriations: $1,000,000 non-matching
ARPA Funds

Proposed Costs:
Construction: $2,002,828
CEI $120,170
Landscape including 20% contingency: $159,292

90% Design Complete. Contingent on Cultural Assessment

2/4/26 – Trees Marked and approved by Tree Board, Chris to create exhibit to show golf cart movement. Tree removal to start first week of February.
3/4/26 – Construction started, timeline for July completion.
4/4/26 – Bi-Weekly progress meetings to continue, bridge is at 75% complete, notifications to be pushed out.
5/4/26 – Concrete plan RFI to be reviewed, CAD files sent to Tony.

5. **W. Second Ave Roadway and Drainage Improvements:** HMGP Grant. The project extends from Main St. to the cul-de-sac at the end of West Second Avenue. The project will include slightly widening the street, stormwater improvements and potable water upgrades.

100% Design complete
FDEM Agreement Executed
Design funded via Phase 1 of HMGP

Original Estimate:
R&D: $2,535,980 Town portion: $633,995
Water: $ 571,985
Total: $3,107,165

Bid:
R&D: $4,684,694 Town Portion: $1,171,173
Water: $ 853,993
Total: $5,538,687

The Town was awarded an HMGP Grant from the LMS system for Hurricane Irma. Due to the bids coming in well over the original budget, Staff is working with FDEM on a budget increase to cover that cost. In order for the project to be remain viable, there needs to be a Cost Benefit Analysis which equates to a 1. Currently base on our internal estimates we are at a .98. However, we have seen FEM come in at higher rates. Should the number come in less than a 1, Staff will continue to work with FDEM on the reduction of some aspects of the project to maintain the financial viability.

2/4/26 – Finalizing curbing, intent to be complete in April, reimbursements will be processed.
3/4/26 – Curb to be completed, paving road late March/April, water lines fully operational and turned over to OCU.
4/4/26 – Paving completed, irrigation sod to complete, working on final completion. End of April final certificate to be issued in May.
5/4/26 – Water main release received.

6. **<u>Signage</u>: TOW** looking for consistent signage within Town. Part of Branding Revitalization.

   Annual Budget of $20,000

   2/6/26 – No updates, trees lifted.
   3/4/26 – No Update.
   4/4/26 – Signs on order with Fausnight for Chaine Du lac, (outside).
   5/4/26 – Signage at Chaine Du Lac partially complete

7. **<u>Cross Walk Improvements</u>:**

   2/6/26- On Hold for potential funding.
   3/4/26 – No update- Robert working on NPO.
   4/4/26 – Engineer to conduct a site visit to determine location of crosswalk and proposal.
   5/4/26 – Proposal for crosswalk at Chaine Du Lac – need direction.

8. **<u>Town Hall Rehabilitation and Proposed Improvements:</u>**

   2/4/26 – Two new plans out, four in total for public to view. Workshop scheduled.
   3/4/26 – Town Hall to determine direction, Tom Price to finish Phase 2 & 3.
   4/4/26 - Tom price to update plans and final concept to be approved by TC.
   5/4/26 – Tom Price working on finalized floor plans and elevations for Town Coucil agenda

9. **<u>Sidewalk improvements/repairs (maintenance budget) outside of multi-modal project</u>:**

   Annual Budget: $100,000

   2/4/26 – All sidewalks done along Main st and Park.
   3/4/26 – Need to locate additional areas- Start Phase 2.
   4/4/26 – No Update
   5/4/26 – Areas of repair identified, will contact condor for site visit.

10. **<u>Bessie Street Stormwater Improvements: HMGP Project</u>**

    <u>100% Design Complete</u>
    <u>Waiting on FDEM Approved Contract</u>
    <u>Design Funded thru HMGP</u>

    We just received word that the contracts were approved. However, we are expecting to have the same CBA issues based on the West Second Avenue Bids.

    2/4/26 – Underground stormwater almost complete, pond to be built bottom of 9th Ave, Chris to inspect grading.
    3/4/26 – Chris to send revised elevation plans, need to inspect grades and elevations with curbing to finish.
    4/4/26 – Contractors moved to 3rd & Magnolia, OCU to relocate water line. 9th & Oakdale meeting to take place on some issues.
    5/4/26 – Grading needs corrections.

11. **Butler Street Stormwater Improvements: HMGP Project**

100% Design Complete
Waiting on FDEM Approved Contract
Design Funded thru HMGP

We just received word that the contracts were approved. However, we are expecting to have the same CBA issues based on the West Second Avenue Bids.

2/4/26 – Ramp complete, finalizing road grading. Hao working on reimbursements, increase on Butler was approved.
3/4/26 – Sodding and concrete to continue, minor irrigation repairs and Chris to inspect grading.
4/4/26 – Fernwood gates are closed during the weekend.
5/4/26 – Chris and Heather to work on Reimbursements.

12. **Paving of Dirt Main: Paving** of Old Dirt Main from W Second Avenue to the canal.

100% Designed
Waiting for Funding
Update Project Cost:

1/4/26 – Hold
2/4/26- No progress with De Noyles.
3/4/26 – No Update.
4/4/26 – No Update, waiting ROW issue with the Denoyls.
5/4/26 – No Update Hold.

13. **Town of Windermere Wastewater Study:** Report to research the costs of implementing a wastewater system throughout TOW.

State Appropriation**:** $375,000
Managed by FDEP – PM Daronathan Do
Agreement Executed - 10/19/2023
Agreement Expiration – 3/31/2026

1/4/26 – Reimbursement Approved.
2/4/26 – Everything was submitted.
3/4/26 – Waiting for reimbursements.
4/4/26 – No Update.
5/4/26 -No Update.

14. **Windermere Rd/Main St Roundabout**:

State Appropriations: $1,500,000

1/4/26 – 90 % plans sent to DOT, meeting to be rescheduled.
2/4/26 – KH waiting for final approval from Marina Bay.
3/4/26 – 100 % plans to be submitted Geotech to provide quotes for structural boring.
4/4/26 – Engineers to submit 100 % roadway plans to FDOT, structural design for hardscape and sign to follow. Agenda items to be prepared for may.
5/4/26 – Latest plans sent by Kimley Horn, height of wall and palm trees to be reviewed.

15. **6th Ave/Main St. Roundabout Improvements**: TOW to seek traffic flow and pedestrian safety improvements.

Proposed Budget: $3,500,000

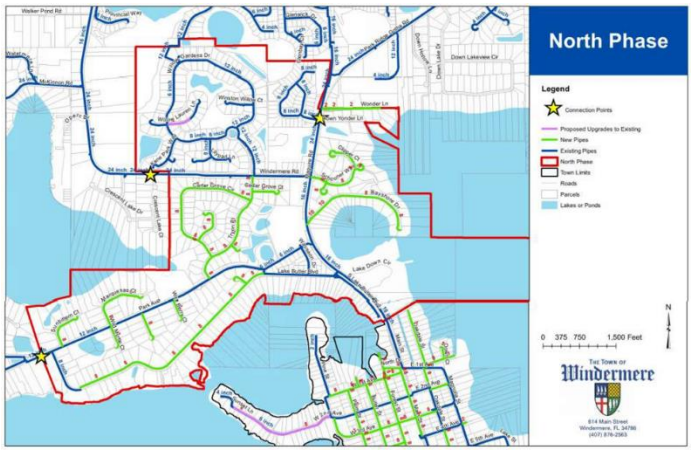
1/4/26 – No update- Met with DOT.
2/4/26 – Everything approved and submitted.
3/4/26 - Waiting for appropriations.
4/4/26 – Still in Budget.
5/4/26 – will focus on this first.

16. **Chase/Main Intersection Improvements**: TOW to seek improvements to traffic flow, safety and stormwater improvements.

Proposed Budget: $3,250,000

1/4/26 – No update.
2/4/26 – No update.
3/4/26 – No update.
4/4/26 - No update.
5/4/26 - No update.

17. **Water System: North Phase**: The North Phase is predominately residences in subdivisions including the Manors, The Willows, Estancia, several smaller subdivisions such as Lake Crescent Reserve, and larger homes along Lake Butler Boulevard. The main arteries through the phase are in place, this will allow the work to be conducted mostly within the subdivisions. In the North Phase, 376 parcels are not currently connected to the OCU system. Of the unserved parcels, 301 parcels would have water available to them when the new lines are connected, the remaining 75 parcels already have water available to them. Of the 301 parcels, 289 are residential lots with a home; two are non-residential sites (includes recreation sites, such as Windermere Recreation Area); and 10 are miscellaneous (ROW, vacant/conservation, etc.).

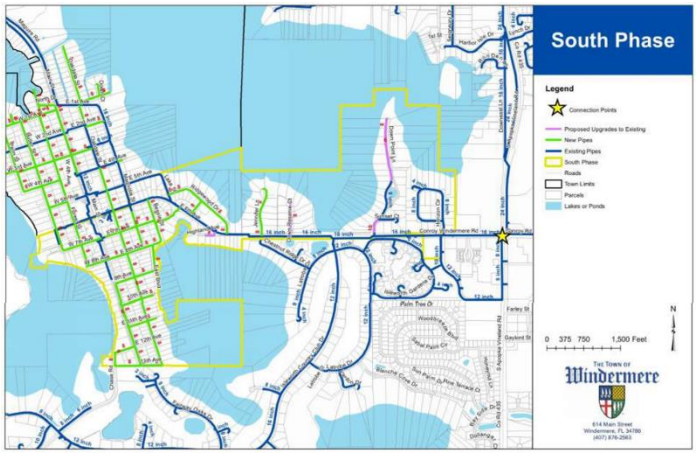


Proposed Budget: $4,792,800

Currently within House Appropriations Bill

1/4/26 – Hold.
2/4/26 – To start in July.
3/4/26 – July- August
4/4/26 –Postponed for July.
5/4/26 – No Update

18. **<u>Water System South Phase</u>**: The South Phase includes a mixture of older neighborhoods and developments built off Conroy- Windermere Road (E 6th Ave). Most of the infrastructure along Conroy- Windermere Road (E 6th Ave) is already in place with the majority of the work required in the older neighborhoods along Oakdale Street and Main Street. The South Phase has a total of 241 parcels that are not connected to OCU water. Of the unconnected parcels, 208 do not currently have access to OCU water and would gain access under this project. Of the 208, 188 are residential lots with homes; three are non-residential sites (includes recreation/public uses sites), and 17 are miscellaneous (ROW, vacant/conservation, etc.).



Proposed Budget: $3,847,200

<u>1/4/26 – Hold.</u>
<u>2/4/26 – To start in July.</u>
<u>3/4/26 – July start.</u>

4/4/26 Postponed for July.
5/4/26 – No Update

19. **Water System Central Phase**: The Central Phase is characterized by older neighborhoods, primarily with dirt roads, and the Town Center and business district. This portion of the town has a mix of homes including original homes dating back to the 1920's, homes built during the expansion of the 1960's, and recent homes. The main artery along the east side of the phase is in place, the majority of the work is the in- fill of residential roads. In the Central phase, 223 parcels are not currently served by OCU. Of the unserved parcels, 185 parcels do not have OCU water available to them current and would gain access under this plan. Of the 185 parcels, 172 are residential lots with homes; four are non-residential sites (includes recreation/public use sites); and nine are miscellaneous (ROW, vacant/conservation, etc.).

    Proposed Budget: $3,081,000
    State Appropriation: $3,081,000
    Managed by FDEP – PM Daronathan Do
    Agreement Executed – 9/11/2023
    Agreement Expiration – 3/31/2028

    1/4/26 – Ready for Bidding.
    2/4/26- - Advertise by September 1st
    3/4/26 – Ready to advertise.
    4/4/26 – Ready to Bid out.
    5/4/26 – Heather to check if everything is submitted

Long Range Planning (LRP) Committee
Meeting Minutes
April 9, 2026

1. **THE MEETING WAS CALLED TO ORDER** – Chairman Frank Krens called the meeting to order at 6:00 pm with a quorum in place.

   Committee Members Present – Frank Krens, Stephen Lewis, Paul Pantozzi, and Lloyd Woosley

   Town Officials Present – Councilman Tom Stroup

2. **OPEN FORUM / PUBLIC COMMENT (3-Minute Maximum)** – None

3. **OLD BUSINESS**

   a. Resignation letter from George DuBois was accepted.
   b. Continue brainstorming of potential areas beyond current Town projects where the LRP committee should focus its efforts on the future that are achievable and realistic. See 4.c under new business.

4. **NEW BUSINESS**

   a. The March 12, 2026, meeting minutes were approved.
   b. Zoom meeting with Town Manager, Engineer, and Director of Public Works. The committee really appreciated and benefited from the review of on-going projects.
   c. Review of the current project meeting notes while reflecting on the Zoom discussion. The committee is trying to determine where and how it can best serve the town. It was suggested that LRP focus on emerging quality of life issues within a five-year horizon. Potential quality of life topics included adding a community calendar page to the TOW web site that is more extensive than the "Upcoming Events" calendar published quarterly in the *Windermere Gazette*. The web site, which could be managed by a volunteer, would list upcoming and reoccurring activities and events in Windermere, including those that are not necessary sponsored by the town. Examples included senior and other exercise classes held at town parks, community walks, trivia nights at the brewery, strong man event for children this summer (an event proposed by Tom for sponsorship by LRP), and more.

      LRP decided it will have two, parallel operational modes. The proactive mode will identify and develop quality of life opportunities. The reactive mode will review and make recommendations on issues, proposals, projects, and other opportunities referred to LRP from town administration and leadership. It was also decided that LRP will meet every other month for the near future.

5. **TOPICS FOR NEXT MEETING** – Quality of life topics for further development.

6. **NEXT MEETING** – June 11, 2026.

7. **ADJOURN** – With no further business, the meeting was adjourned at 7:13 pm.