



DEVELOPMENT REVIEW BOARD

Chair: Frank Chase

Peter Fleck

Stephen Withers

Molly Rose

Chris Rucki

Mike Swatkowski

Council Liaison: Tom Stroup

Agenda

Agenda

April 21, 2026

6:30 PM

TOWN HALL

520 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 proceedings before the Town of Windermere Development Review Board:

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 Development Review Board meeting is to harass, annoy, or otherwise disturb any other person in the room.

Any member of the public whose behavior is disruptive and violates the Town of Windermere Civility Code is subject to removal from the Development Review Board meeting by an officer and such other actions as may be appropriate. PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.0105: Any person who desires to appeal any decision at this meeting will need a record of this proceeding. For this, such person may need to ensure that a verbatim record of such 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 Limit)

2. NEW BUSINESS

a. MINUTES (Attachments)

i. DRB Meeting Minutes 03.17.26

b. Variance Request (Attachment)

i. Case Z26-05 - 11214 Lake Butler Boulevard, variance request to allow for the construction of a boat dock 7.9 feet from the projected property line, whereas the Town's code requires a minimum setback of 16 feet from the projected property line.

3. OTHER ITEMS FOR CONSIDERATION

4. ADJOURN

TOWN OF WINDERMERE

Development Review Board Meeting Minutes

March 17, 2026

Present were Chair Frank Chase, Board Members Molly Rose, Stephen Withers, Mike Swakowski and Peter Fleck (arrived late). Town Manager Robert Smith, Ms. Amanda Warner (Wade Trim), and Liaison Mayor Andy Williams were also present. Member Chris Rucki and Clerk Burkhalter were also absent.

1. MEETING CALLED TO ORDER BY THE CHAIR

Chair Chase called the meeting to order at 6:30pm. He then led everyone in the Pledge of Allegiance.

2. OPEN FORUM/PUBLIC COMMENTS:

There were no public comments.

3. NEW BUSINESS:

a. MINUTES

i. Meeting Minutes of February 17, 2026

Member Rose made a motion to approve minutes as presented. Member Withers seconded the motion. All were in favor.

b. Variance Request – Case Z26-04 – 323 E 4th Avenue – George and Paige Couros – Variance to permit the placement of a sport court in the front yard of a single-family residence - LDC requires sport courts to be located within the side or rear yards.

Chair Chase introduced this item. He then turned the floor over to Ms. Warner. Ms. Warner, planner with Wade Trim, introduced herself. She then reviewed the proposed variance request to allow a sports court in the front yard. Ms. Warner stated that notices to residents/neighbors had been sent out, which with the responses received were in support and two had conditions. Chair Chase opened the floor to the Board. Member Withers commented on drawing that shows the property going into the lake when it's the Town's easement. Discussion followed regarding setbacks, fencing, pervious inter-locking surface, and the home currently under construction. Chair Chase opened the floor to the public and the applicant. Mr. David Jones, resident of 336 Magnolia Street, stated he is opposed to the request. Member Swatkowski questioned "sports court". He asked if it's a basketball court, pickleball court, etc. Ms. Paige Couros, owner of 323 E 4th Avenue, introduced herself. Member Withers questioned if the surface could be pervious and if it could be used. Ms. Couros stated the court would be used for family. Discussion followed regarding previous and impervious surfaces. Member Rose questioned why the house wasn't designed with the sports court included. She stated that the setback would only be five feet. Member Rose also stated that she does not see a hardship as the court could've been designed with the new house. Ms. Couros' responses are inaudible. Discussion followed regarding setbacks, relocating court by the side of the pool, an existing basketball hoop in the front yard driveway, and other possibilities if this is not approved. Member Withers made a motion to recommend approval. Member Swatkowski seconded the motion. Member Rose stated he would like to modify the motion to include "a hedge is required and be maintained, no loud music and no lights". Member Withers amended his motion to include a hedge is required and it will be maintained,

TOWN OF WINDERMERE

Development Review Board Meeting Minutes

March 17, 2026

no loud music and there will not be any lights. Member Swatkowski was friendly to the amendment. Chair Chase stated that this is a recommending Board only. The Town Council will make a decision at their next Town Council meeting in April.

4. ADJOURN:

Member Rose made a motion to adjourn. Member Swatkowski seconded the motion. All were in favor.

The meeting adjourned at 7:06pm.

Dorothy Burkhalter, Town Clerk

Frank Chase, Chair

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
ANDY WILLIAMS



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

Development Review Board April 21, 2026

Town Council May 12, 2026

Case Number: Z26-05

Property Owners: Sheila Cichra (authorized representative)

Requested Action: Variance request to allow for the construction of a boat dock 7.9 feet from the projected property line, whereas the Town's code requires a minimum setback of 16 feet from the projected property line.

Property Address: 11214 Lake Butler Boulevard

Legal Description: METCALF PARK H/59 COMM NW COR LOT 166 W 578.89 FT FOR POB TH W 135 FT TH S 07 DEG W 600 FT M/L TO S LINE OF N1/2 OF NE1/4 OF SEC 07-23-28 TH E TO A POINT S 02 DEG E 590 FT FROM POB TH N 02 DEG W 590 FT TO POB (A/K/A TRACT F)

Future Land Use: Single Family Residential

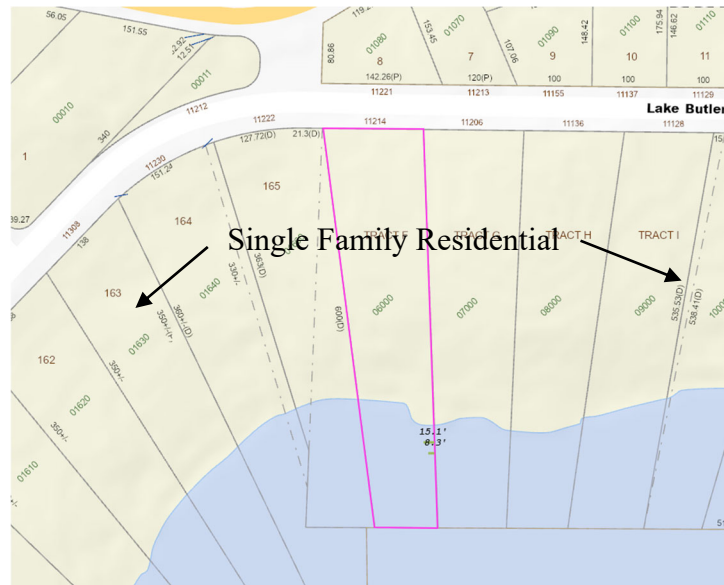
Zoning: Single Family Residential

Existing Use: Single-Family Residence

Surrounding Future Land Use and Zoning

North: Single Family Residential/Single Family Residential

East: Single Family Residential/Single Family Residential
South: Water Body (Wauseon Bay)
West: Single Family Residential/Single Family Residential



Zoning Map of Surrounding Area - Source: Orange County Property Appraiser

CASE SUMMARY

Sheila Cichra, authorized representative of the property located at 11214 Lake Butler Boulevard, has requested approval of a variance in accordance with Section 10.02.00 of the Town of Windermere Land Development Code (LDC). The requested variance would allow for the construction of a boat dock 7.9 feet from the eastern projected property line, where the Town's Land Development Code requires a minimum side setback of 16 feet from the upland property line and the projected property line. The aerial map provided below shows the location of the subject property, which has been outlined in blue. The property is situated east of the intersection of Park Avenue and Lake Butler Boulevard and has direct waterfront access to Wauseon Bay.



Aerial Imagery of 11214 Lake Butler Boulevard (Outlined in Blue) - Source: Orange County Property Appraiser

Section 7.02.05 of the Town's Land Development Code outlines the dimensional restrictions for boathouses and docks:

*Boathouses and docks shall have no minimum setback from the normal high water elevation. **Boathouses and docks shall have a minimum side-setback of 16 feet from the upland property line and the projected property line.** For purposes of this section, projected property line means a continuation of, and extension to, the upland property line. In cases of privately owned bottomland, that is, non-sovereignty submerged lands underlying a water body, the projected property line is the actual property line. For purposes of this section, upland property line means the actual property line lying landward of the established normal high water elevation.*

The applicant proposes to construct an approximately 1,261-square-foot dock and boathouse 7.9 feet from the eastern projected property line extending into Wauseon Bay. However, the Town's Land Development Code requires all boathouses and docks to maintain a minimum side-setback of 16 feet from the upland property line and the projected property line. As a result, the proposed dock and boathouse do not comply with applicable regulations.

Review of available historic aerial imagery indicates that a dock has existed on the property in the same general location as proposed with this application since at least 1990. The dock was subsequently fully renovated in 1998. Although records documenting the original permitting of the dock could not be located, the historic placement also positioned the structure approximately 8 feet from the eastern property line. This location does not comply with the Town's current Land Development Code requirement of a 16-foot setback from the side projected property lines. Since the proposal includes demolition and reconstruction of the dock and boathouse, the resulting dock must meet all current standards of the Town's Land Development Code, regardless of whether the existing pilings are reused. As such, reconstruction of the dock in its previous location necessitates a variance request, which is the subject of this application.

The scope of the requested variance is limited to consideration of a reduction in the required setback from the eastern projected property line from 16 feet to 7.9 feet. All other applicable development standards for docks and boathouses, as set forth in Section 7.02.05 of the Town's Land Development Code, are required to be met. These standards include the following:

- *Boathouses shall not exceed a height of 14½ feet above the normal high-water level of the water body.*

It should also be noted that the site plan submitted with this application was reviewed and approved by the Orange County Environmental Protection Division on February 3, 2026. A complete copy of the approved permit, verifying the site plan's dimensions, shall be submitted with the Town's standard building permit application.

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 written narrative 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 April 14, 2026, four (4) responses have been received in support and zero (0) responses have been received in opposition.



Date: March 24, 2026
To: Town of Windermere
From: Sheila Cichra, Streamline Permitting, Inc.
Re: Side setback variance request for 11214 Lake Butler Blvd

The attached application package is a variance request to allow a boat dock to be renovated in the same location with a 7.9' side setback on the East side in lieu of the required 16' side setback.

The County and State have both issued permits with the 7.9' side setback.

The adjacent property owner has signed a letter of no objection.

The dock has existed in this footprint for over 25 years and was renovated completely with a permit from Orange County in 1998, so it was compliant prior to the recent renovation.

The storm damaged dock was renovated in the same location, which allowed the builder to use the same pilings and created the least impact to the lake.

Due to the change in the Orange County dock ordinance, the existing terminal platform was too large, so the deck that extended past the boat slip was removed. This change in the footprint resulted in the need to apply for a side setback variance.

Rebuilding the dock entirely at the required setback would cause a much larger impact to the lake.

Thank you for your consideration.

Legal Description:

FLOOD DISCLAIMER:

BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV, THE PROPERTY APPEARS TO BE LOCATED IN ZONE X, AE. THIS PROPERTY WAS FOUND IN TOWN OF WINDERMERE, COMMUNITY NUMBER 120381, DATED 9/25/2009.

CERTIFIED TO:
BALLARD FINISHING

Note: The Purpose of this Specific Purpose As-Built Survey is to describe the current As-Built conditions of the Dock



Fnd. Nail & Disk (LB 7623) in Asphalt
Elevation: 111.89'

Fnd. Nail & Disk (LB 7623) in Asphal
Elevation: 110.38'

-Benchmark Information-
 Orange County Datum Elevation: 83.36'
 Found Square Cut in Drop Inlet in front of Lovell
 Elementary School.
 (Elevations are based upon NAVD 88 Datum)

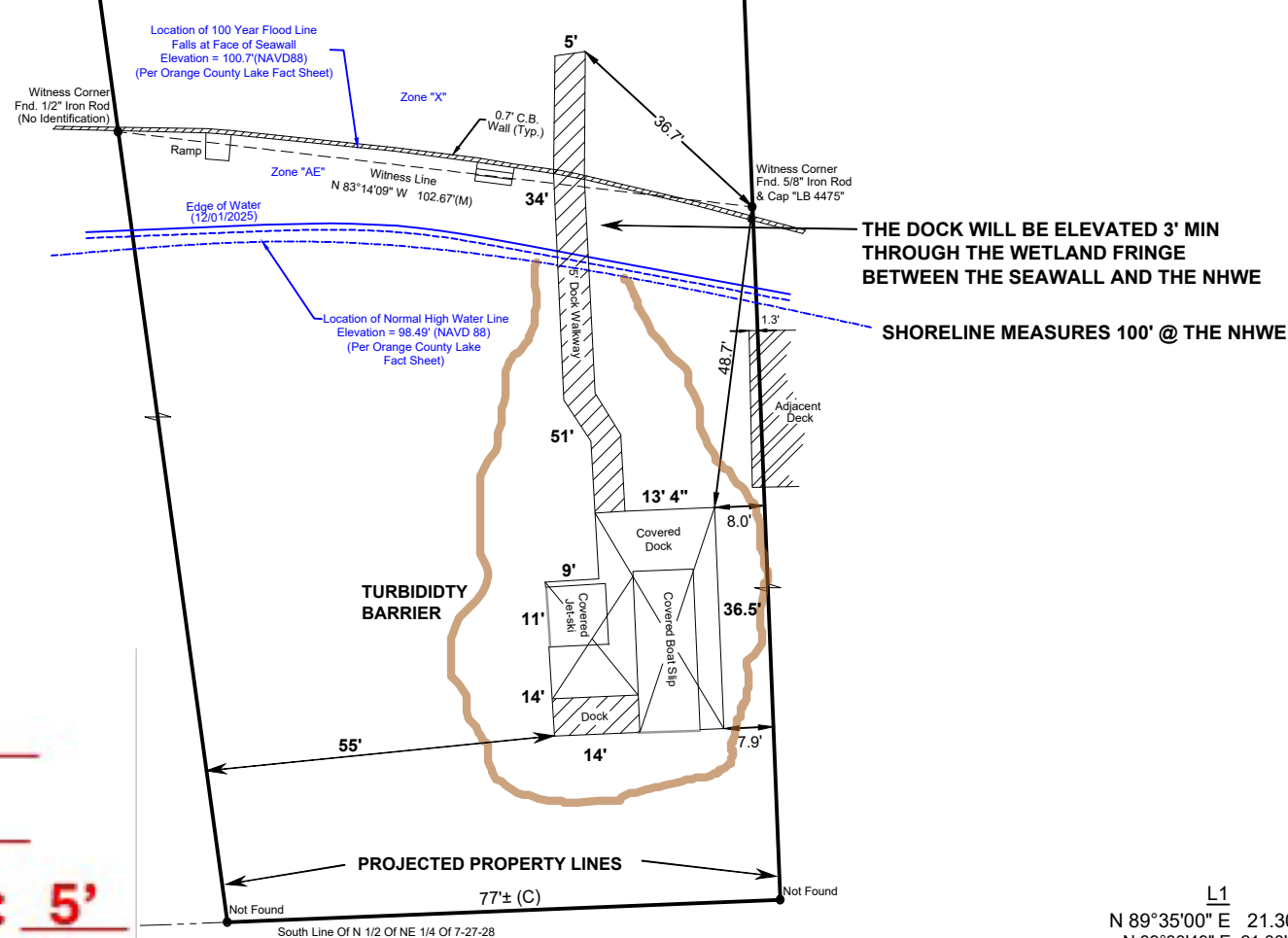
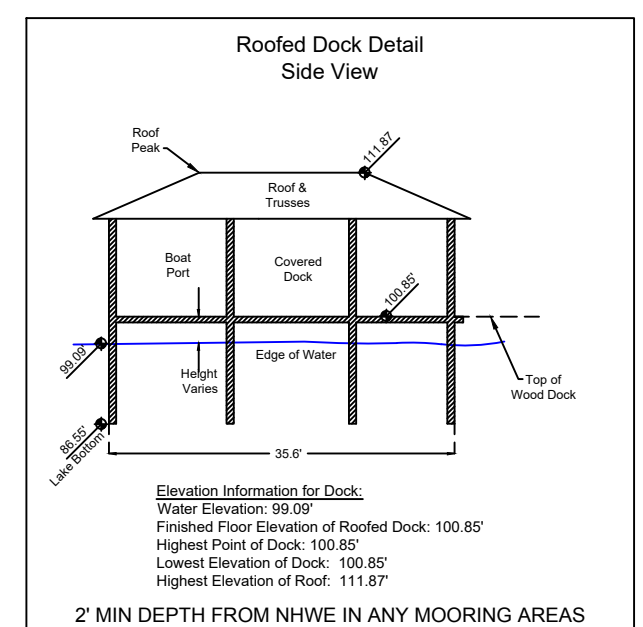
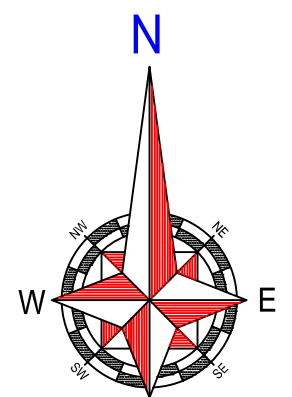
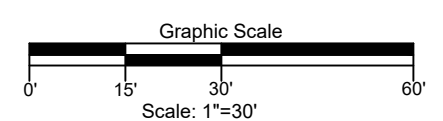
In addition to public regulations which Orange County enforces, be advised that there may be other private restrictions or approval requirements that will affect your ability to complete this project. Please review your deed restrictions and/or consult with your Homeowners Association or Architectural Review Board.

Parcel ID:
06-23-28-5608-07-000

Environmental Protection Division

Date: February 3, 2026

Reviewer: Jesse Franklin-Peiper

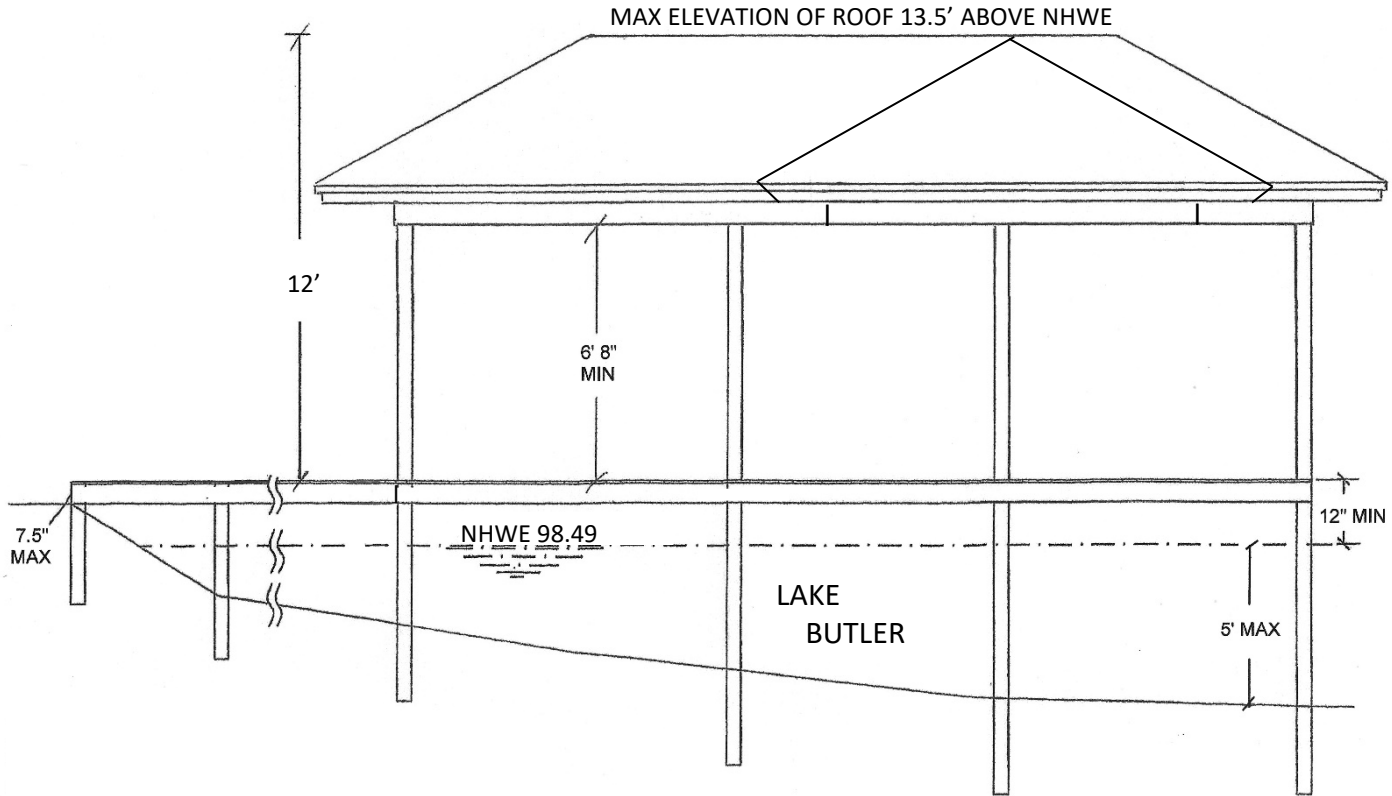


Minimum Side Setbacks (L) 15 (R) 7.9
Permitted Terminal Platform Size: 894
Maximum Water Depth at Terminal Platform: _____
Minimum Mooring Depth: 2'
Maximum Roof Height Above Floor: 15'
Minimum Floor Height Above the NHWE: 1'
Minimum Floor Height Above Wetlands: 3'
Maximum Width of Walkway: 5'
Minimum Board Spacing: ¼"

Revision: Dock As-built - 12-01-25 - ADS
Revision: Foundation Survey - 11-02-23 - ADS
Revision: Update Topographical Survey - 02/02/23 - AWW

[illegible]

Elevation and FBC Specs



THIS STRUCTURE HAS BEEN DESIGNED TO MEET THE 2023 FLORIDA BUILDING CODE, 8TH EDITION AND ASCE 7- 22 AND 2020 NATIONAL ELECTRIC CODE.

Basic Wind Speed (Vult) – 139 mph

Nominal Wind Speed (3sec Gust) – 108 mph

Risk Category - II

Exposure Category – D

Int Pressure Coef - +/- 0 (Open)

MWRFS Wind Pressure – +23.4/-20.5 psf

Components & Cladding

Zone 1 (Roof): +24.4/-22.4 psf

Zone 2 (Roof) : +37.6/-34.7 psf

Zone 3 (Roof) : +48.7/-44.8 psf

This item has been digitally signed and sealed by Darcy Unroe, PE 60929 on the date adjacent to the seal. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies.

Ashenheim

11214 Lake Butler Blvd, Windermere



**AFFECTED ADJACENT PROPERTY OWNER
LETTER OF NO OBJECTION
TO BOAT DOCK SIDE-SETBACK WAIVER REQUEST**

Pursuant to Section 15-350, a waiver from the minimum side setback may be granted by the environmental protection officer if it is determined there is no negative impact to the environment and a notarized letter of no objection to the waiver is received from the shoreline property owner abutting the applicant's property line affected by the reduced side setback request. The required setbacks are as follows:

Section 15-343(a) states: "Private docks on lots or parcels having a shoreline frontage of one hundred (100) feet or less, including designated mooring areas, must have a minimum side setback of ten (10) feet from any property line or projected property line."

Section 15-343(b) states: "Private docks on lots or parcels having a shoreline frontage of greater than one hundred (100) feet, including designated mooring areas, must have a minimum side setback of fifteen (15) feet from any property line or projected property line."

Section 15-344(a) states: "Semi-private and public docks, including designated mooring areas, must have a minimum side setback of twenty-five (25) feet from any property line or projected property line."

To submit this form, the information below is to be completed by the affected adjacent property owner and notarized as required by Section 15-350, Orange County Code.

I, Richard Strube, a legal property owner of property located at 11206 Lake Butler Blvd,
(Adjacent Property Owner Name) (Address)

have reviewed the dock construction plans dated 12/01/2025, for the property located at
11214 Lake Butler Blvd, and have no objections.

The dock construction plans include a side setback waiver request of 7.9 feet, in lieu of the minimum setback distance required by Code.

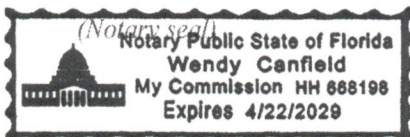
✓ [Signature]
(Signature – Adjacent Affected Property Owner)
Richard Strube
(Print Name – Adjacent Affected Property Owner)

12/17/25
(Date)

ACKNOWLEDGEMENT:

STATE OF FLORIDA
COUNTY OF Orange

The foregoing instrument was acknowledged before me this 17th day of 20 5, by Wendy Canfield
NAME OF NOTARY



[Signature]
(Signature of Notary Public – State of Florida)

Personally Known ☒ OR Produced Identification ☐

Type of Identification Produced _____

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
ANDY WILLIAMS



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2026

SIMMONS DIANNE CARROLL
11121 LAKE BUTLER BLVD
WINDERMERE, FL 34786

RE: Public Notice of Variance Public Hearing for 11214 Lake Butler Boulevard – Z26-05

Sheila Cichra, representative of the owners of the property located at 11214 Lake Butler Boulevard, has requested approval of a variance in accordance with Section 10.02.00 of the Town of Windermere Land Development Code (LDC). The purpose of the variance request is to allow for the construction of a boat dock 7.9 feet from the eastern projected property line. For boathouses and boat docks, the Town's Land Development Code requires a minimum side setback of 16 feet from the upland property line and the projected property line. The requested variance is to decrease the side setback from 16 feet as required to 7.9 feet as proposed.

Enclosed is additional information regarding this request.

Pursuant to the Town of Windermere Code of Ordinances, you as a surrounding property owner are entitled to comment on this matter. If you wish to comment, this form must be received by the Town of Windermere use of the enclosed stamped envelope to Wade Trim, Inc. or by email to tow@wadetrim.com by **Friday, April 17, 2026**.

This matter will be presented to the Development Review Board on **Tuesday, April 21, 2026, at 6:30 p.m.** Their recommendation will be heard by the Town Council on **Tuesday, May 12, 2026, at 6:00 p.m.** You may attend the meetings at Town Hall, located at 520 Main Street. All meetings are open to the public and you are welcome to participate. Feel free to contact me if you have any questions.

Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z26-05 (11214 Lake Butler Boulevard)

APPROVAL: ☒ **DISAPPROVAL** ☐

COMMENTS: _____

SIGNATURE: Dianne Simmons **DATE:** April 6, 2026

SIMMONS DIANNE CARROLL
11121 LAKE BUTLER BLVD
WINDERMERE, FL 34786

Town of Windermere

614 Main Street Windermere, FL 34786
Office: (407) 876-2563 Fax: (407) 876-0103

Mayor
ANDY WILLIAMS



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

April 2, 2026

**JOHNSON THOMAS M JR LIFE ESTATE
JOHNSON PAMELA J LIFE ESTATE
2 PINE ST
WINDERMERE, FL 34786**

RE: Public Notice of Variance Public Hearing for 11214 Lake Butler Boulevard -- Z26-05

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Sincerely,
Brad Cornelius, AICP, Town Planner
Wade Trim, Inc.
813.882.4373
tow@wadetrim.com
Encl.

RECOMMEND – Z26-05 (11214 Lake Butler Boulevard)

APPROVAL: X DISAPPROVAL

COMMENTS: NO EXCEPTIONS

SIGNATURE: [Signature] DATE: 4/6/26

**JOHNSON THOMAS M JR LIFE ESTATE
JOHNSON PAMELA J LIFE ESTATE
2 PINE ST
WINDERMERE, FL 34786**

RECOMMEND - Z26-05 (11214 Lake Butler Boulevard)

APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: R. L. Riffe DATE: 16 Apr. 26

RIFFE RALPH L JR LIFE ESTATE 1/24 INT
REM: KATHERINE M BLEASE
11118 PARK AVE
WINDERMERE, FL 34786

RECOMMEND - Z26-05 (11214 Lake Butler Boulevard)

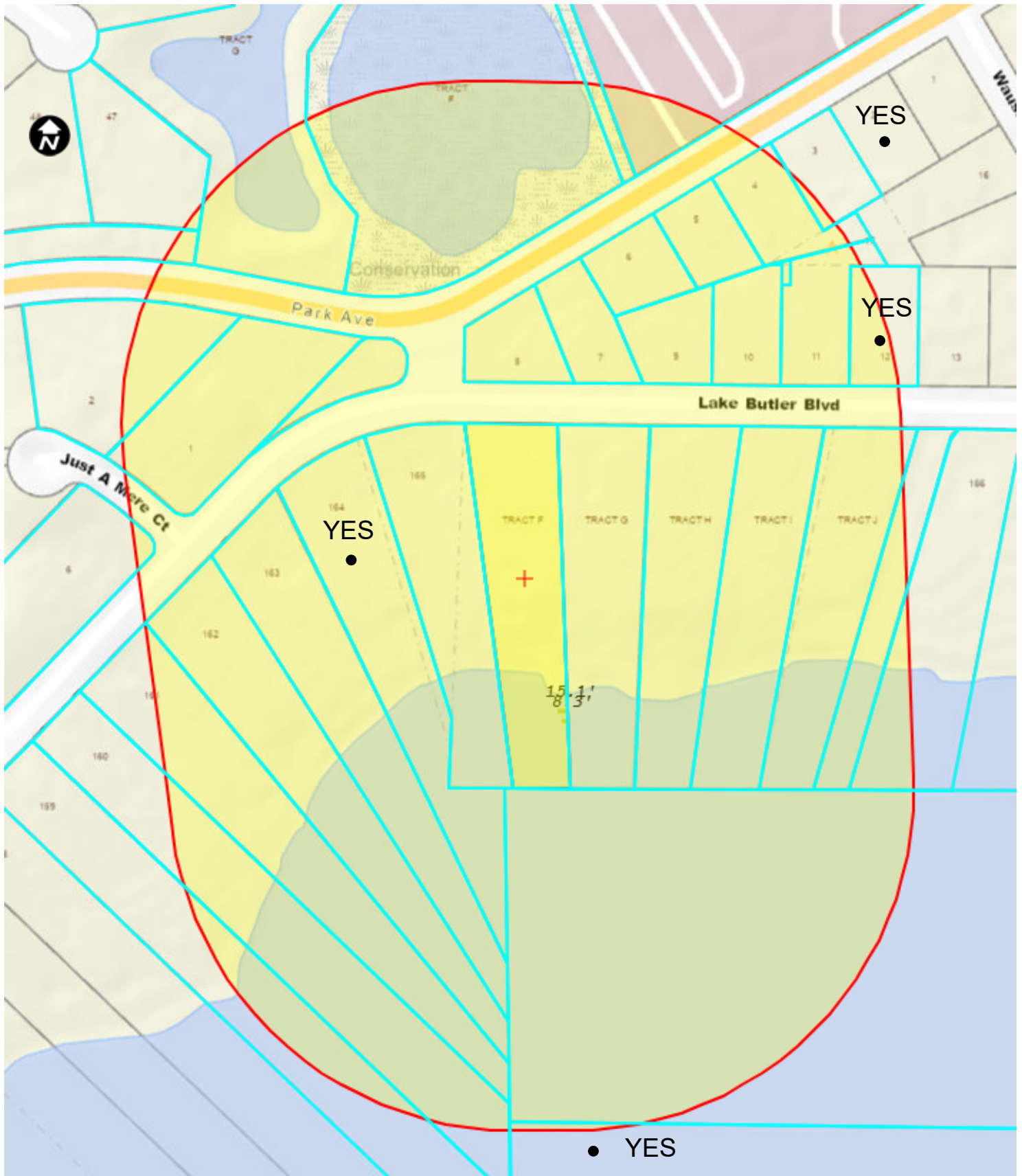
APPROVAL: ✓ DISAPPROVAL _____

COMMENTS: _____

SIGNATURE: [Signature] DATE: 4/7/26

OLES HEATHER H
OLES THOMAS JOSEPH
11230 LAKE BUTLER BLVD
WINDERMERE, FL 34786

Z26-05 Public Notice Responses



Updated: 4/14/2026