



WINDERMERE TREE BOARD

Chair: Frank Krens

Vice Chair: Vicki Hearst

Secretary: Bonnie DiCocco

Treasurer: Pamela Schrimsher

Joan Foglia

Olga Aleksandrova

Elena LaRochelle

Council Liaison: Brandi Haines

Agenda

Agenda

June 26, 2025

9:15 AM

**COMMUNITY CONFERENCE ROOM
614 MAIN STREET, BUILDING 100
WINDERMERE, FL 34786**

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

PLEASE NOTE: IN ACCORDANCE WITH F.S. 286.26: Person with disabilities needing assistance to participate in any such proceedings should contact the Office of the Clerk at least 48 hours beforehand at (407) 876-2563.

Pursuant to Resolution No. 2005-12 adopted on December 13, 2005, the following Civility Code shall govern all proceedings before the Town of Windermere Windermere Tree Board:

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversation shall be conducted outside Council meeting hall.
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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 Windermere Tree 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 Windermere Tree 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 proceeding is made which includes the

AGENDA

1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

3. OLD BUSINESS

**a. Municipal Water Project, Potential Tree Impacts / Arborist Oversight
Recommended by Council Member Haines**

**b. Status and Discussion of Strategic Planning Actions Taken on June 9
Workshop**

i. Tree Ordinance Exec Summary

ii. Tree Survey Update / Plans / Ideas for Town Square (Attachment)

iii. Final Legacy Tree Giveaway Plans, Help Needed, Resident Response

iv. WTB participation in Pocket Park Planning

**v. Schoolhouse Landscape Project Coordination with Historic Board
(Attachment)**

c. Next Article for the Gazette (The Ordinance Exec Summary?)

4. NEW BUSINESS

a. WTB Minutes of May 2025 Meeting (Attachment)

b. Potential Items for Next Meeting

5. OTHER ITEMS FOR CONSIDERATION

a. Financial Report - Pamela Schrimsher

b. Date and time for next meeting - July 17, 9:15 am

6. ADJOURN

Town of Windermere Town Square Charrette Town Council Workshop

April 22, 2025



Goals and Scope of the Project

✓ SITE ANALYSIS

Analyze the existing conditions and uses of Town Square

Does not include proposed improvements or changes to Town Hall

✓ CHARRETTE

Facilitate an open public discussion for future of Town Square –

In person design charrette and online survey

Long Range Planning Committee Recommendations

✓ CONCEPTUAL PLAN

✓ Prepare concept(s) based on the public input

☐ **Present Draft Concept at a Town Council Workshop**

☐ Present Final Concept at a Town Council Meeting

SITE ANALYSIS

KEY AREAS

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

KEY POINTS

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

SURFACE TYPES

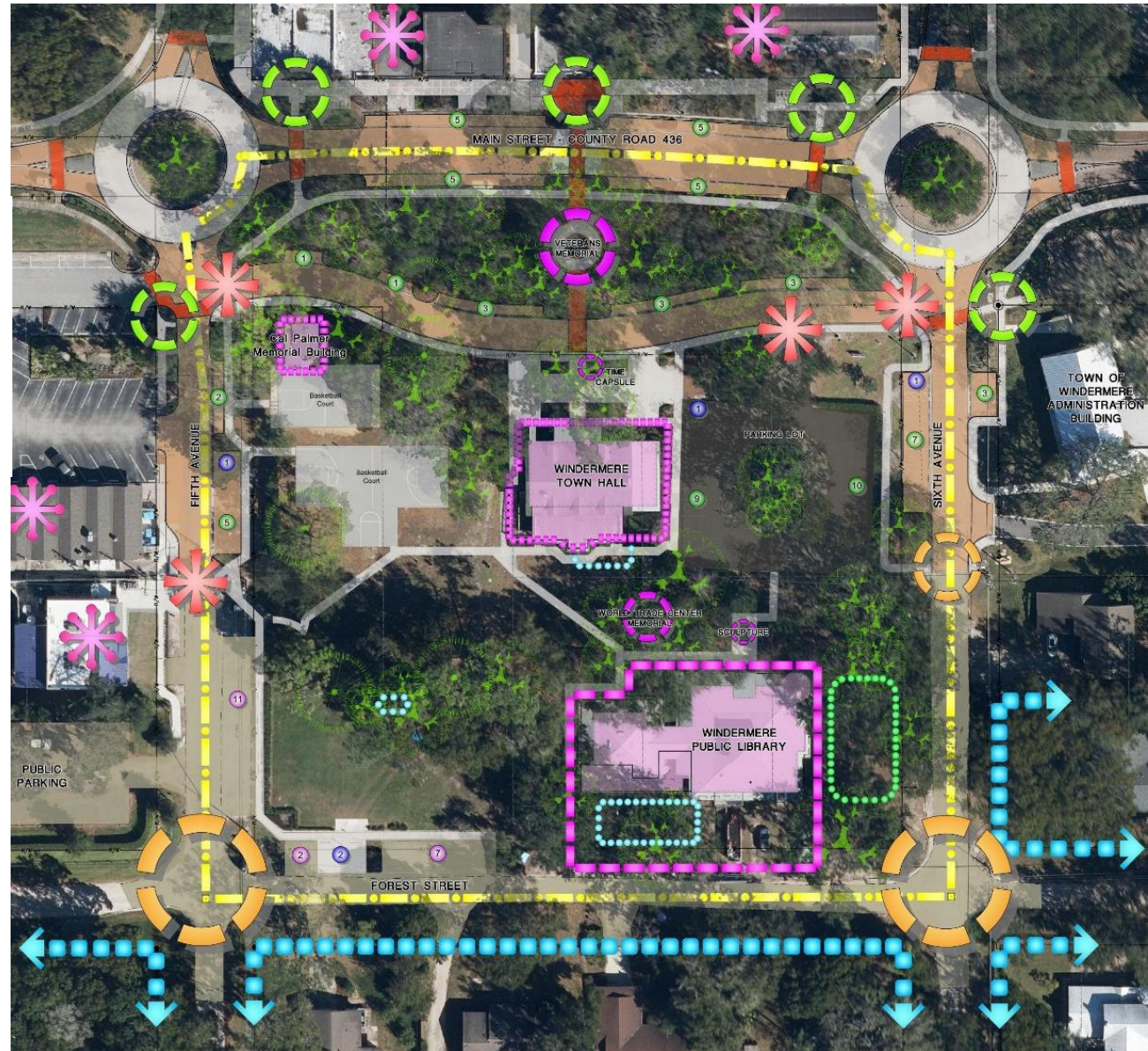
- GRAVEL SURFACE
- PAVEMENT - BRICK
- CROSSWALK / LANDING - BRICK
- PAVEMENT - CONCRETE/PAVER
- PAVEMENT - ASPHALT
- STRUCTURE

SIGNIFICANT TREES

- PINE
- OAK

PARKING TYPES (WITH COUNT PER BAY)

- 5 PARKING BAY - ACCESSIBLE
- 67 PARKING BAY - PAVED
- 20 PARKING BAY - UNPAVED



CHARRETTE

On October 30, 2024, an in-person interactive event was held at Town Hall as part of the Public Input phase of the project.

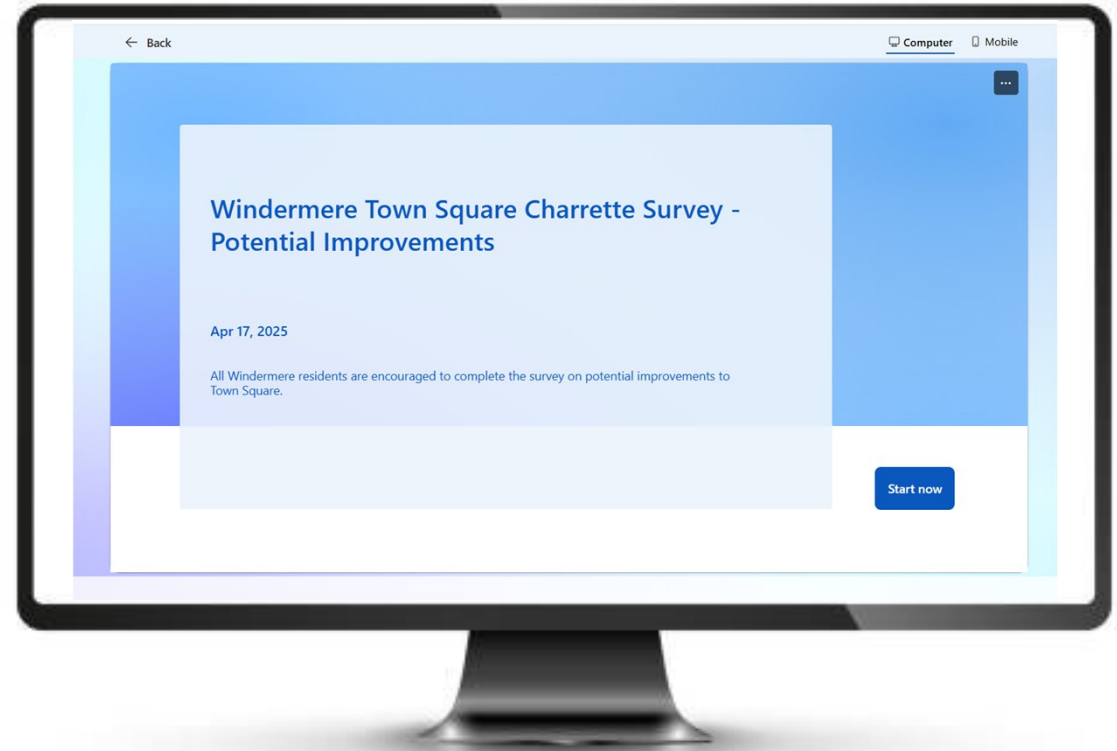
34 people signed in.



ONLINE SURVEY

In addition to the Charrette, an online survey was utilized to gather additional input from residents.

244 responses – 230 of responses from residents of the Town.



SUMMARY REPORT

Data from the Charrette and the online survey was compiled into a Public Input Summary Report.



TOWN SQUARE CHARETTE *Public Input Summary*

December 10, 2024



SUMMARY REPORT

Key findings from the Charrette and online survey

Summary

The Top 5 major planning elements respondents would like to see in Town Square include:

Green Space - Public Restroom - Community Patio - Native/Pollinator Gardens - Nature Playscape

Additional Design Elements liked by the respondents include:

Decorative Lighting - Drinking Water Fountains - Water Bottle Filling Stations - Bench Swings

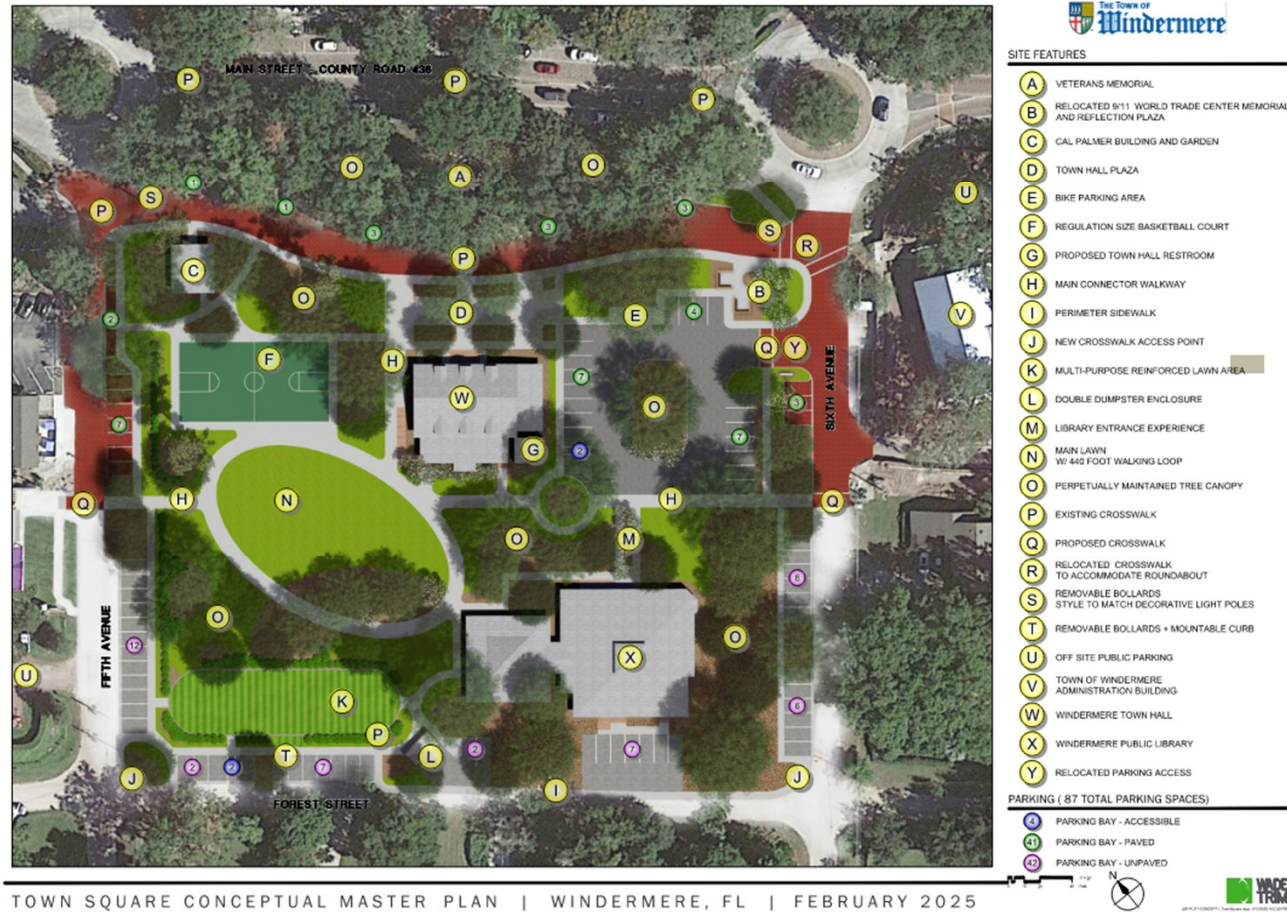
Shaded Picnic Spaces - Community Outdoor Games

Major Planning Elements that the majority of respondents do not want to see include:

More Vehicle Parking - Sand Volleyball Courts - Hammock Groves - Device Charging Stations

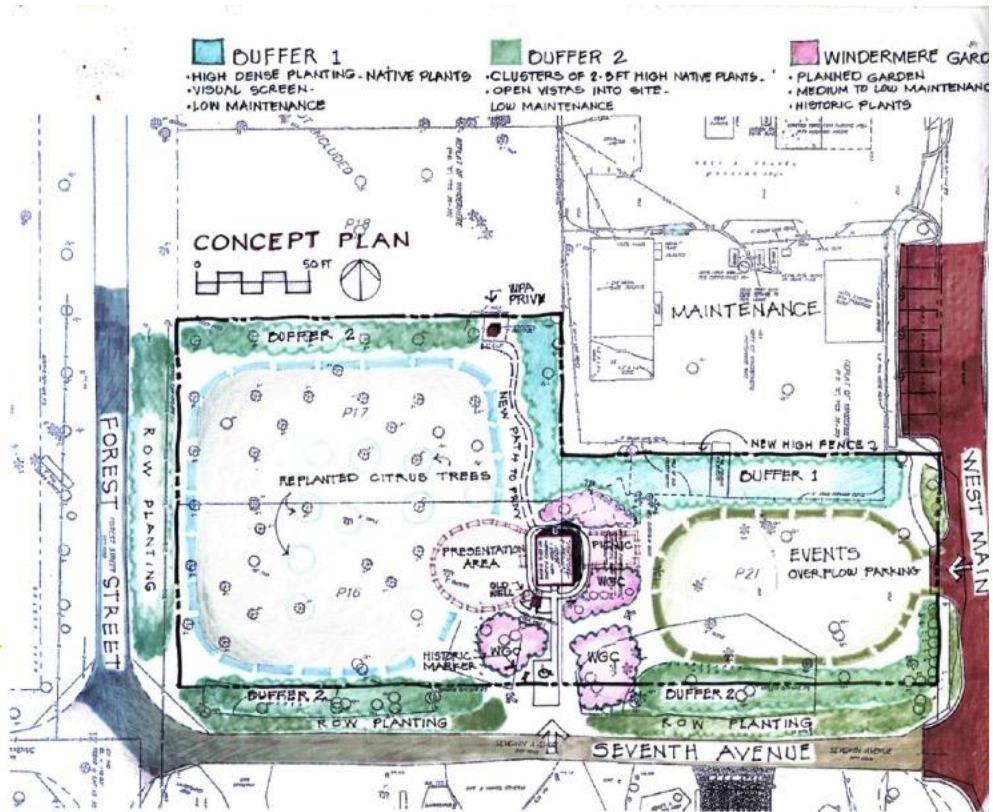
Interactive Water Features

CONCEPTUAL PLAN









***Draft
Minutes***

WINDERMERE TREE BOARD

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Treasurer: Pamela Schrimsher
Joan Foglia
Olga Aleksandrova
Elena LaRochelle**

***Draft
Minutes***

Council Liaison: Brandi Haines

**May 15, 2025
9:15 AM**

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WINDERMERE, FL 34786**

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1. THE MEETING IS CALLED TO ORDER BY THE CHAIR

a. Vicki, standing in for Frank, called the meeting to order at 9:22am

b. In attendance:

Vice Chair: Vicki Hearst

Secretary: Bonnie DiCocco

Treasurer: Pamela Schrimsher

Olga Aleksandrova

Elena LaRochelle

Joan Foglia

Council Liaison: Brandi Haines

Staff Liaison: Tonya Elliott-Moore

2. OPEN FORUM / PUBLIC COMMENT (3-Minutes Limit)

a. No public comment

3. OLD BUSINESS

a. Municipal Water Project, Potential Tree Impacts

i. West Second Avenue project is currently under construction.

- The project has affected at least one tree that we have been made aware of. This home is at the corner of Forest St. and Second Ave.

ii. Central Phase (Third, Pine, Butler and Forest) is still in the conception phase

b. Any Remaining 500 Block Tree-Related Issues for Referral to Town Administration

i. Tonya is working on getting mitigation funds from the Developer.

ii. The current mitigation number is up to 201 inches according to Brad Cornelius.

iii. Vicki noted that 4 mitigation trees will be going to Oakdale; two oaks and two standard crepe myrtles.

iv. Jennifer Hitchcock is working on obtaining plants and trees for the Town's portion of the landscape.

- v. Vicki recommends adding more trees along the outside of the project and revisiting the plan for Pocket Park. This too will come out of the 500 Block mitigation money.
- vi. We will continue to revisit the plan for Pocket Park over the next few months.
- vii. The golf cart plan, specifically if 5th becomes a cross street for carts, may affect the plan for Pocket Park.
- viii. It was noted that there may be a line of sight issue caused by the Cast Iron Plant. Tonya is looking into the issue.
- ix. Safety and the crosswalks were also discussed. The height of visibility in the triangle is not supposed to be greater than 3'.

4. NEW BUSINESS

a. WTB Minutes of April 2025 Meeting (Attachment)

- i. Pam made a motion to add that she presented at the 'Windermere Social' about tree scams, meeting goal 3 of the strategic plan. Joan seconded the motion. Motion carried.
 - Pam made a motion that the meeting minutes be adopted as noted above. Joan seconded the motion. Motion carried.

b. Municipal Sewerage Project, Potential Tree-related Issues

- i. It is believed that this project will reach a cost of up to \$85,000,000. It is unknown, at this time, whether this project will come to fruition.
- ii. We received a grant to determine the scope of this project.
 - WTB agrees that this should be taken off of the agenda at this time.
 - We discussed the protocol for creating and amending the agenda. Members should report to Tonya when they'd like to add or remove items from the agenda.
 - It is believed that the measures we are taking to effectively create a

strategic plan will help if this project does take shape in the future.

c. Town Square Plan - Shows Major Tree Impacts

- i. Moved to END of meeting to allow for greater discussion.
- ii. Vicki pointed out that the kids need the basketball court. She does not believe this should be removed.
- iii. Parking will present problems for some trees. Vicki suggests air spading and a preemptive plan including concrete wheel stops to protect the trees. She suggested removing the Camphor trees.
- iv. Brandi let us know that the idea to locate the bathrooms next to Town Hall has been tabled. A new location will be researched that may require modifications to the plan. The bathroom portion of the plan will be addressed first.
- v. Vicki suggested that WTB members walk the space and determine which trees we believe should be kept as this will become a pressing issue we need to provide guidance on very soon.

d. Work details of the near-term strategic plan actions

i. Design an overall tree planting program

- Pam believes this scope is too large for WTB, although it is believed that it is crucial in reforesting our declining canopy.
- Pam desires to use attractive native species. Bald Cypress, oaks, Gumbo Limbo, etc...
- Pam suggests we pick one tree a year to add to the canopy. During the year, we utilize the education portion of our strategic plan to educate residents on the selected variety.
- Pam suggests starting with ten trees and perhaps expanding that number in subsequent years based upon the success of the program.
- Tonya made a suggestion to utilize Jennifer Hitchcock to determine where trees are most needed on public property. She can also get costs

on installation of the reforestation.

- Tonya suggested a Why, What, When, Where, How approach.
- Vicki also suggested a grant type program for residents vs. the plan that Pam suggested above that goes beyond the Tree Giveaway to reforest private property. Vicki suggested we focus on Town property first.
- Pam suggested creating a calendar for reforestation.
- Tonya believes that a five year plan would be most effective.
- Vicki suggested adding a workshop type meeting to the calendar to discuss the reforestation plan.
- Brandi suggested a Zoom meeting might be easiest during the summer months.
- Tonya will work on scheduling the Zoom meeting to discuss a reforestation plan and an overall annual calendar for WTB.

ii. Make flyers for realtors to provide to their clients

- Education is key with realtors so that misinformation is not given to potential new homeowners.
- Tonya suggested that we need to further buildout this program and determine what the outreach opportunities are, how we want to present this information, etc.
- Tonya thinks it is vital that we not only reach realtors, but reach the new home buyers to educate them on our tree guidelines. This outreach program needs much further thought.
- Vicki suggested that we utilize the Town website to provide this information.
- Pam believes this may be too large of a task. She would like to break it down into smaller subcommittees.
- Elena, as a realtor, believes that a letter to the realtor as well as the buyer would be appropriate. Utilizing MLS, a public record system, might help us accomplish this goal.

- Vicki suggested bringing information to the next meeting on what we believe should be in the outreach communication.
- Elena can begin working on a draft, or ideas, for this communication that she will give to Tonya for us to review.
- Tonya is going to provide the letter that she and Elena created via email for approval at the next meeting.

iii. Plan a tree replacement program for Town Right-of Ways

- Discussed in other parts of the meeting.

iv. Plan next article for the Gazette

- The article will focus on Centennial Trees.
- Vicki questioned whether the Town calendar includes a 'Tree Walk' as discussed in prior meetings. It was confirmed that it is not on the calendar
- Pam is working to create a map of the Centennial trees.
- Tonya suggested selecting one Centennial Tree recipient to feature in the gazette along with educational material. Tonya also suggested that this could be turned into an individual mailer.
- This item should be included on next month's agenda.
- Joan suggested that we utilize the Ways committee to create a digital record of each Centennial Tree. This could essentially be accomplished in a 'newsletter' form.
- Tonya believes that several forms of outreach should be utilized to cast a wider net.
- Tree Ordinance is on DRB agenda for May 20 – it is suggested that WTB members attend. If members cannot attend, it is suggested that we should draft a letter to the DRB members.
- Joan let WTB know that she will be onsite at a job in Nashville through

2025.

e. Potential Agenda Items for Next Meeting

- i. Strategic plan**
- ii. Rejuvenation of the canopy**
- iii. Centennial October mailing**
- iv. Elena's flyer**
- v. Drainage project on second and third (NOT the municipal sewer project)**
- vi. Town Square plan impact**

5. OTHER ITEMS FOR CONSIDERATION

a. Financial Report - Pamela Schrimsher (Attachments)

- i. No new information**

b. Date and time for next meeting - June 15, 9:15 am

- i. Amended to June 26. The 15th is a Sunday and the 19th did not work for the majority of the group.**

c. The Florida Urban Forestry Council has an upcoming meeting scheduled that Vicki suggested we attend

6. ADJOURN

- a. Elena made a motion to adjourn the meeting at 10:47am. Pam seconded the motion. Motion carried.**