

MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien

Council Members

Andy Williams

Tom Stroup

Manady David

Tony Davit

Brandi Haines

Agenda

Agenda

November 11, 2025

6:00 PM

WINDERMERE TOWN HALL

520 MAIN STREET

WINDERMERE, FL 34786

Join Zoom Meeting

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

Meeting ID: 816 9286 6627

Passcode: TOW2024

One tap mobile

+13052241968,,81692866627# US

+16465588656,,81692866627# US (New York)

PLEASE SILENCE ALL CELL PHONES AND ELECTRONIC DEVICES

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

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

1. All electronic devices, including cell phones and pagers, shall be either turned off or otherwise silenced.
2. Prolonged conversations 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 proceeding is made which includes the testimony and evidence upon which the appeal is to be based.

AGENDA

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

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

2. **SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS**

- a. Plaque Recognizing Mrs. Mary Frances Howards resignation from the Historical Preservation Board.

3. **TIMED ITEMS AND PUBLIC HEARING**

4. **CONSENT AGENDA**

5. **OLD BUSINESS:**

- a. Zoning Variance Request: Z25-03 – 904 Main Street – Daniel and Sandra Webb – allow for demolition and reconstruction of portions of an existing non-conforming pool and pool deck at less than 50 feet from the Normal High-Water Elevation on Lake Butler. (Item tabled from October 28th Meeting.)
- b. Kimley Horn IPO #138 Amendment #1 – Windermere Road and Main Street Roundabout Design \$27,715.00 (Item tabled from October 28th Meeting.)

6. **NEW BUSINESS**

a. **MINUTES**

b. **CONTRACTS AND AGREEMENTS**

c. **FINANCIAL**

- i. Kimley Horn IPO 211 - L0370 Windermere Water Master Plan – North Phase Final Design \$645,500.00
- ii. Kimley Horn IPO 212 – Public Restrooms Site Civil Plans \$8,870.00
- iii. Tom Price Architects – Construction Documents – Reduced Scale Family Restroom Facility Adjacent to Windermere Library – Estimated Total Range \$15,570.00 - \$17,050.00

d. **GENERAL ITEMS FOR CONSIDERATION**

- i. Financial Funding Approval

7. **MAYOR & COUNCIL LIASON REPORTS**

8. **STAFF REPORTS**

9. **ADJOURN**

Town of Windermere

614 Main Street Windermere, FL 34786

Office: (407) 876-2563

Fax: (407) 876-0103

Mayor
JIM O'BRIEN



Town Manager
ROBERT SMITH

Clerk
DOROTHY BURKHALTER

Development Review Board September 16, 2025

Town Council November 11, 2025

Case No.: Z25-03

Property Owner/Applicant: Daniel and Sandra Webb

Representative: Darrell Nunnelley

Requested Action: Variance to allow for demolition and reconstruction of portions of an existing non-conforming pool and pool deck at less than 50 feet from the Normal High-Water Elevation of Lake Butler.

Property Address: 904 Main Street

Legal Description: PLAT OF WINDERMERE G/36 LOT 77 & S 30 FT OF VAC ST LYING N OF LOT 77 & VAC RR R/W BEING 40 FT WIDE LYING ELY OF LOT 77

Future Land Use/Zoning: Residential/Residential

Existing Use: Residential (Single Family)

Surrounding Future Land Use/Zoning

North: Residential/Residential
East: Across Main St. - Residential/Residential
South: Residential/Residential
West: Lake Butler

CASE SUMMARY:

The current pool and pool deck, at 904 Main Street, are non-conforming with the 50-foot setback requirement. Based on a revised survey submitted by the applicant on October 31, 2025, the existing pool and pool deck are setback approximately 31' at its closest point and 44' at its furthest point. The 50-foot NHWE setback cuts across the existing pool and pool deck. See the attached marked up survey with the dimensions.

Section 10.01.03(a)(1), Town LDC, requires that if a non-conforming structure is voluntarily fully or partially demolished, any reconstruction must meet all requirements of the LDC. Because the proposed demolition and reconstruction of the pool and pool deck are not bringing the pool and pool deck into compliance with the required 50-foot setback from the NHWE, this requires approval of a variance.

Section 10.01.03(a), Town LDC, states:

"Generally. Non-conforming development or structures shall only be expanded or improved if the expansion or improvement is fully compliant with the requirements of this Land Development Code and the non-conforming condition is not increased as a result of the new construction. Nonconforming development is also subject to the following requirements:

(1) If a nonconforming development or structure is voluntarily fully or partially demolished, any reconstruction must meet all requirements of this Land Development Code."

This variance was reviewed by the Town Council at the October 28, 2025, Town Council meeting and tabled the request to the November 10, 2025, Town Council meeting. The Town Council requested that the applicant provide additional information related to the proposed new pool and pool deck and provide an onsite retention plan to retain more than 1 inch of rainfall onsite.

On October 30, 2025, and October 31, 2025, the applicant submitted the following information for the Town Council's consideration.

1. Updated survey of the property completed in April 2025. This update survey adjusts the normal high water elevation Based on the updated April 2025 survey, the existing pool/deck is approximately 44 +/- feet on the north side

and 31 +/- feet on the south side from the normal high water elevation. The applicant's measurements show a 47 +/- foot and 34 +/- foot setback. The 3 foot difference is that the applicant measured to the edge of the pool deck. Town staff measured the distance from the outside edge of the retaining wall for the overflow of the infinite edge pool.

2. Updated proposed pool plan showing proposed stormwater retention areas. The applicant shows that the total impervious area of the lot is 8,501 square feet, which is 45% of the lot area (8,501/18,892). Based on this impervious area and the lot size, the required stormwater retention is 893.76 c.f., based on the rational runoff formula shown below.

STORMWATER USE RATIONAL RUNOFF FORMULA

$$Q = C I A$$

Q = Required retention volume

C = Weight or runoff coefficient determined as follows:

Paved area square feet - divided by -

Total site area square feet - times - 0.9 - plus -

Unpaved area square feet - divided by -

Total site area square feet - times - 0.3

I = Rainfall = 1" divided by 12" = 0.083 feet

A = Area of site in square feet

If the Town Council conditions the variance to provide stormwater retention in excess of 1 inch, then additional stormwater retention would be required beyond the required 893.76 c.f. of stormwater retention. For example, if an additional 25% is required, then the total stormwater retention needed would be 1,117.2 c.f.

The applicant's calculations show they are providing a total of 885 c.f., which is slightly less than the required 893.76 c.f. stormwater retention.

The applicant's calculation is based on 1 inch of stormwater runoff from the total impervious area.

The difference between the applicant's calculation and the Town's calculation is that the Town's standard includes a runoff factor for both impervious areas (0.9) and pervious areas (0.3). The applicant's calculation was based on a single runoff factor of 1 for only the impervious area.

Also, the applicant's proposed stormwater retention does not provide any grading to document that the lot is graded in a manner to assure that the stormwater runoff is properly directed to the retention areas.

If the Town Council approves this variance with conditions related to stormwater retention, then at the time of permitting for the new pool and pool deck, the applicant will need to provide a full engineered grading and

drainage plan signed and sealed by a Florida Professional Engineer that documents that the proposed stormwater retention plan is properly engineered.

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.

PUBLIC NOTICE:

Public notices were mailed to property owners within 500 ft of the subject property. As of October 1, 2025, seven (7) responses were received in support of the variance, and two (2) responses were received in opposition to the variance.

DEVELOPMENT REVIEW BOARD RECOMMENDATION:

At the September 16, 2025, Development Review Board (DRB) meeting, the DRB reviewed the request for the variance. Based on the information provided in the staff report and testimony and discussion at the DRB meeting, the DRB recommended approval of the variance with the following conditions:

1. Stormwater swales shall be provided at the rear of the property to capture the 1st inch of stormwater runoff from the property;
2. The stormwater swales shall include water-vegetation (rain garden); and
3. The property owner shall record a conservation easement over the rear yard of the property.

The DRB vote was 5-1.

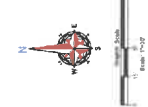


Legal Description:
Lot 17 and the South 30 foot of Parcel 28 of Section 18, Township 10 North of Range 10 East, South 30 foot of Parcel 28 of Section 18, Township 10 North of Range 10 East, of the Public Realties of Orange County, Florida under the name of the Orange County Public Realties, Inc.'s, Parcel 28, 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50, 51, 52, 53, 54, 55, 56, 57, 58, 59, 60, 61, 62, 63, 64, 65, 66, 67, 68, 69, 70, 71, 72, 73, 74, 75, 76, 77, 78, 79, 80, 81, 82, 83, 84, 85, 86, 87, 88, 89, 90, 91, 92, 93, 94, 95, 96, 97, 98, 99, 100, 101, 102, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118, 119, 120, 121, 122, 123, 124, 125, 126, 127, 128, 129, 130, 131, 132, 133, 134, 135, 136, 137, 138, 139, 140, 141, 142, 143, 144, 145, 146, 147, 148, 149, 150, 151, 152, 153, 154, 155, 156, 157, 158, 159, 160, 161, 162, 163, 164, 165, 166, 167, 168, 169, 170, 171, 172, 173, 174, 175, 176, 177, 178, 179, 180, 181, 182, 183, 184, 185, 186, 187, 188, 189, 190, 191, 192, 193, 194, 195, 196, 197, 198, 199, 200, 201, 202, 203, 204, 205, 206, 207, 208, 209, 210, 211, 212, 213, 214, 215, 216, 217, 218, 219, 220, 221, 222, 223, 224, 225, 226, 227, 228, 229, 230, 231, 232, 233, 234, 235, 236, 237, 238, 239, 240, 241, 242, 243, 244, 245, 246, 247, 248, 249, 250, 251, 252, 253, 254, 255, 256, 257, 258, 259, 260, 261, 262, 263, 264, 265, 266, 267, 268, 269, 270, 271, 272, 273, 274, 275, 276, 277, 278, 279, 280, 281, 282, 283, 284, 285, 286, 287, 288, 289, 290, 291, 292, 293, 294, 295, 296, 297, 298, 299, 300, 301, 302, 303, 304, 305, 306, 307, 308, 309, 310, 311, 312, 313, 314, 315, 316, 317, 318, 319, 320, 321, 322, 323, 324, 325, 326, 327, 328, 329, 330, 331, 332, 333, 334, 335, 336, 337, 338, 339, 340, 341, 342, 343, 344, 345, 346, 347, 348, 349, 350, 351, 352, 353, 354, 355, 356, 357, 358, 359, 360, 361, 362, 363, 364, 365, 366, 367, 368, 369, 370, 371, 372, 373, 374, 375, 376, 377, 378, 379, 380, 381, 382, 383, 384, 385, 386, 387, 388, 389, 390, 391, 392, 393, 394, 395, 396, 397, 398, 399, 400, 401, 402, 403, 404, 405, 406, 407, 408, 409, 410, 411, 412, 413, 414, 415, 416, 417, 418, 419, 420, 421, 422, 423, 424, 425, 426, 427, 428, 429, 430, 431, 432, 433, 434, 435, 436, 437, 438, 439, 440, 441, 442, 443, 444, 445, 446, 447, 448, 449, 450, 451, 452, 453, 454, 455, 456, 457, 458, 459, 460, 461, 462, 463, 464, 465, 466, 467, 468, 469, 470, 471, 472, 473, 474, 475, 476, 477, 478, 479, 480, 481, 482, 483, 484, 485, 486, 487, 488, 489, 490, 491, 492, 493, 494, 495, 496, 497, 498, 499, 500, 501, 502, 503, 504, 505, 506, 507, 508, 509, 510, 511, 512, 513, 514, 515, 516, 517, 518, 519, 520, 521, 522, 523, 524, 525, 526, 527, 528, 529, 530, 531, 532, 533, 534, 535, 536, 537, 538, 539, 540, 541, 542, 543, 544, 545, 546, 547, 548, 549, 550, 551, 552, 553, 554, 555, 556, 557, 558, 559, 560, 561, 562, 563, 564, 565, 566, 567, 568, 569, 570, 571, 572, 573, 574, 575, 576, 577, 578, 579, 580, 581, 582, 583, 584, 585, 586, 587, 588, 589, 590, 591, 592, 593, 594, 595, 596, 597, 598, 599, 600, 601, 602, 603, 604, 605, 606, 607, 608, 609, 610, 611, 612, 613, 614, 615, 616, 617, 618, 619, 620, 621, 622, 623, 624, 625, 626, 627, 628, 629, 630, 631, 632, 633, 634, 635, 636, 637, 638, 639, 640, 641, 642, 643, 644, 645, 646, 647, 648, 649, 650, 651, 652, 653, 654, 655, 656, 657, 658, 659, 660, 661, 662, 663, 664, 665, 666, 667, 668, 669, 670, 671, 672, 673, 674, 675, 676, 677, 678, 679, 680, 681, 682, 683, 684, 685, 686, 687, 688, 689, 690, 691, 692, 693, 694, 695, 696, 697, 698, 699, 700, 701, 702, 703, 704, 705, 706, 707, 708, 709, 710, 711, 712, 713, 714, 715, 716, 717, 718, 719, 720, 721, 722, 723, 724, 725, 726, 727, 728, 729, 730, 731, 732, 733, 734, 735, 736, 737, 738, 739, 740, 741, 742, 743, 744, 745, 746, 747, 748, 749, 750, 751, 752, 753, 754, 755, 756, 757, 758, 759, 760, 761, 762, 763, 764, 765, 766, 767, 768, 769, 770, 771, 772, 773, 774, 775, 776, 777, 778, 779, 780, 781, 782, 783, 784, 785, 786, 787, 788, 789, 790, 791, 792, 793, 794, 795, 796, 797, 798, 799, 800, 801, 802, 803, 804, 805, 806, 807, 808, 809, 810, 811, 812, 813, 814, 815, 816, 817, 818, 819, 820, 821, 822, 823, 824, 825, 826, 827, 828, 829, 830, 831, 832, 833, 834, 835, 836, 837, 838, 839, 840, 841, 842, 843, 844, 845, 846, 847, 848, 849

Alameda
 Please Discontinue:
 BY PERFORMING A SEARCH WITH THE LOCAL GOVERNING MUNICIPALITY OR WWW.FEMA.GOV,
 THE PROPERTY APPEARS TO BE LOCATED IN ZONE X, AS WITH A BASE FLOOD ELEVATION OF
 10.0 FT, THIS PROPERTY WAS FOUND IN TOWN OF HANOVERSHIRE, COMMUNITY NUMBER 120081,
 DATED 05/26/2009.

CERTIFIED TO:
DANIEL B. WEBB AND SANDRA ANNE WEBB, MID FLORIDA TITLE, INC., FIRST AMERICAN TITLE INSURANCE COMPANY

422 *Introduction to Oceanography*
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100 • University Circle, Suite 1000
Cleveland, Ohio 44115
(216) 763-1234
Fax: (216) 763-1235
www.patentlaw.com

Submitted by Applicant on 10/31/2025

EXISTING HOUSE 904 Main St.

EL 110.0 Covered Patio

Steps

EL 108.0

Bank EL 102.8

Slope

5'

NORTH

Raise Pool Deck To Eliminate Steps From House EL +/- 112.7

Trench Drain

EL 107.6

PROPOSED INFINITY POOL LOCATED WITHIN PERIMETER OF EXISTING POOL DECK RETAINING WALL

Existing Pool

NHW = 50'

Setback 7'-5" Pool to Wall

Existing Spa

Setback 5'-3" Spa to Deck

EL 108.6

Planter

EL 103.5

Setback 39'-8" NHW to Spa

Setback 34' NHW to Deck

Slope

EL 102.8

Bank EL 102.5

RET #2

Bot EL 102.5

Vol=87 CF

Slope to Retention (TYP)

Flood Zone "X"

Seawall

100 YEAR EL 100.7

112.3'

Deck

Remove Flagstone

Slope

EL 103.0

Interconnect Pipe

Slope

EL 102.8

Bank EL 102.8

RET #1

Bot EL 102.0

Vol=148 CF

Remove Existing Paver Walk to Dock

Slope

EL 104.0

PLANTER WALL EL 105.5

Existing Rear Setback 47'-6" to Pool Deck Wall

Remove Steps

Slope

EL 104.0

New Pavers

Existing Pool Deck Perimeter

EL 102.8

Locate Infinity Pool Weir at Existing Pool Deck Retaining Wall

Convert Existing Planter to Infinity Pool Return Water Trough --

EL 103.0

Setback 43' NHW to Pool

Slope

Setback 39'-8" NHW to Spa

EL 108.6

Existing Pool Deck Retaining Wall

RET #3

Bot EL 101.6

Vol=619 CF

Existing Pool Deck Perimeter

Slope

Bank EL 102.8

Slope

Vinyl Platform

Normal High Water Line
Elevation = 98.48'
(NAVD '88)

Lot area above NHW = 18,892 sf from survey.
Lot area does not include former Seaboard ROW.
Existing Impervious = 9,208 sf from survey.
Proposed Impervious = 18,892 sf x 45% = 8,501 sf a 7% reduction.
Retention Required (1" over impervious area) = 8,501 sf x 1"12 = 708 cf.
Provide 25% more retention than required = 1,25 x 708 = 885 cf.
Proposed Retention = 149 + 87 + 619 = 885 cf.
Retention area may be adjusted in final engineering, but will provide 25% more than required.

Lot area above NHHW = 18,892 sf from survey.
 Lol area does not include former Seaboard ROW.
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 Provide 25% more retention than required = 1,25 x 708 = 885 cf.
 Proposed Retention = 149 + 87 + 619 = 885 cf.
 Retention area may be adjusted in final engineering, but will provide 25%.

From: Darrell Nunnelley <darrellnunnelley@gmail.com>

Sent: Thursday, October 30, 2025 6:35 PM

To: Cornelius, Brad <bcornelius@wadetrim.com>; Dan Webb <dan@webb.investments>

Cc: Warner, Amanda <AWARNER@WadeTrim.com>; Baird, Connor <cbaird@wadetrim.com>

Subject: 904 Main Street - Follow Up to Town Council Meeting

This message originated outside of Wade Trim

Brad:

Here is a revised pool deck plan with the proposed stormwater retention to meet the minimum codes

Just a few of the benefits for granting the Variance will be:

1. Provide more stormwater storage, better for lake ecology.
2. Reduce the impervious area of the property, better for lake ecology.
3. Eliminate steps from the house to the pool deck and make the pool deck area safer, especially for children and older people.
4. Eliminate the rear steps to the Boat Dock making that area more accessible to physically challenged people and create a larger area for water retention

Thanks for working with us on this project

Darrell Nunnelley

904 Main Street - Follow Up to Town Council Meeting

From Darrell Nunnelley <darrellnunnelley@gmail.com>

Date Fri 2025-10-31 11:39 AM

To Cornelius, Brad <bcornelius@wadetrim.com>

Cc Dan Webb <dan@webb.investments>; Warner, Amanda <AWARNER@WadeTrim.com>; Baird, Connor <cbaird@wadetrim.com>

 2 attachments (550 KB)

904 Main Street Revised Pool Deck Plan 10-30-2025.pdf; 904 Main St Survey 2025.pdf;

This message originated outside of Wade Trim

Brad:

It looks like I have a 2016 survey accidentally labeled 2025 and submitted incorrectly

I have attached the proper 2025 survey showing the seawall and the NHWM and distance from the pool deck on the lake side that we have been using for our Variance request

We will revise our application package to make sure you have the latest survey

We will also get the retention swales designed to hold more than the 1" of rain water

Let me know if this will work

Thanks,

Darrell Nunnelley
The Nunnelley Group LLC
501 Main St
Windermere, Fl. 34786
407.467.8069 Cell
CBC1257063

904 Main Street - Follow Up to Town Council Meeting

From Darrell Nunnelley <darrellnunnelley@gmail.com>

Date Fri 2025-10-31 9:22 PM

To Cornelius, Brad <bcornelius@wadetrim.com>

Cc Dan Webb <dan@webb.investments>; Warner, Amanda <AWARNER@WadeTrim.com>; Baird, Connor <cbaird@wadetrim.com>

 2 attachments (693 KB)

904 Main Plan-2025-10-31-Pool.pdf; 904 Main Survey for 2025-10-31 Revised Swale Siteplan.pdf;

This message originated outside of Wade Trim

Brad

The attached 2 files consist of a revised survey from April 2025 showing the total land area including the old Seaboard train railroad but is not included in the impervious area ratios for the house or pool water retention

The 2nd file is the revised site plan showing the existing pool deck with proper distances from the NHWE and the proposed swale systems designed to hold 1.25 inches of rain water

You should find a distance from the NHWE of 47.6' on the North corner of the pool deck and 34' on the South corner of the pool deck for a real variance of less than 6 ft on the North and 16 ft on the South

The existing topography of the land has a natural slope from the road to the lake and those elevations should not change creating a natural flow of rainwater to the rear yard and captured in the bottom of the newly created and sloped swales that are connected so there is less chance of imbalanced retention

With the extensive and improved swale system and a much less intrusive real setback request hopefully the Council will approve Dan's Variance

Any help or advice is appreciated

Darrell Nunnelley
The Nunnelley Group LLC
501 Main St
Windermere, Fl. 34786
407.467.8069 Cell
CBC1257063

On Fri, Oct 31, 2025 at 10:27 AM Cornelius, Brad <bcornelius@wadetrim.com> wrote:
Darrell,



**INDIVIDUAL PROJECT ORDER NUMBER 138 - AMENDMENT #1
November 4, 2025**

This is Amendment #1 to the Agreement between The Town of Windermere (the "Client" or the "Town") and Kimley-Horn and Associates, Inc. ("Kimley-Horn") dated April 9, 2024 ("the Agreement") for the Windermere Road and Main Street Roundabout Design (the "Project").

Kimley-Horn has entered into the Agreement with Client for the furnishing of professional services, and the parties now desire to amend the Agreement.

The Agreement is amended to include services to be performed by Kimley-Horn for compensation as set forth below in accordance with the terms of the Agreement, which are incorporated by reference.

Kimley-Horn will perform the following services:

Task 1 – Landscape Concept Designs

Kimley-Horn will prepare landscape design concepts (plan view / plant palette) for the main entry into the Marina Bay neighborhood from the roundabout. The concepts will be provided to the Town for review and comment. After incorporating comments, final illustrative color renderings (plan view) will be prepared.

Deliverables for this task include:

- Preliminary renderings (one plan view) – 11"x17" PDF
- Final renderings (one plan view with plant palette) – 11"x17" PDF

Task 2 – Landscape and Irrigation Final Design and Construction Documents

Kimley-Horn will prepare Landscape and Irrigation Construction Documents for the project. The Landscape Plans will show new and existing plant material locations as they relate to the site elements. Included in these sheets will be a planting schedule specifying recommended plant species, size, specifications, and details/specifications illustrating recommended installation methods and requirements. It is assumed tree mitigation will not be required for this site and minor schematic lighting improvements will be proposed.

The Irrigation Plans will include documents suitable for bidding/permitting/construction depicting head layout, mainline and lateral line layout and sizing, valve sizes and locations, pipe sleeving, controller and rain sensor type and location, source and/or point of connection, backflow prevention device (water meter connection and assembly through the backflow preventor shall be the responsibility of the Client), system operation calculations and schedules, detailed drawings and installation notes.

The Client is to specify preferred irrigation equipment type prior to authorization of this task if a specific manufacturer is required.

Deliverables for this task include:

- One (11"x17") set of reproducible drawings in PDF format to be included as part of the roadway plans submittal. The effort for this task includes addressing two (2) rounds of ordinary and reasonable comments from the Town.



Task 3 – Signage Final Design

Kimley-Horn will research the Town of Windermere Land Development Code to understand the local signage design guidelines and parameters. Kimley-Horn will prepare:

Concept Design

- Prepare up to two (2) conceptual monument signage concepts (11x17 PDF, in plan and elevation) and associated landscape for review with the Town.
- Revise one (1) conceptual monument sign concept (in plan and elevation) based on review comments and input from the Town.

Schematic Design

- Provide one (1) final schematic monument sign concept (11x17 PDF, in plan and elevation) based on prior conceptual design comments from the Town.
- Schematic level drawings which demonstrate design intent notes suitable for pricing and coordination with local sign vendors.

Construction Documents

Kimley-Horn will prepare monument sign construction details based on the approved Schematic Design. Construction documents will assume that the General Contractor will obtain a sign vendor to pull permits utilizing vendor signed and sealed plans and details. The construction documents for this will include:

- Hardscape Plans showing the location per the overall sign plans of entry gateway hardscape features such as walls, columns, entry signage, and detail callouts.
- Hardscape Details suitable for bidding and construction depicting detailed design of gateway entry walls, columns, and signage elements except for the internally illuminated aluminum box. This element will be design intent and coordinated with sign manufacturers. The wall details will provide sufficient detail to receive the illuminated box with associated conduit for electrical and lighting connections.
- Construction details incorporating the structural design of all walls, columns, entry signage elements.

Entry Gateway Signage Construction Plans will be submitted concurrently with the roadway and landscape documents as outlined in those tasks and will be revised up to two (2) times per Town comments. General Contractor to obtain appropriate permits for construction of the sign.

Task 4 – Meetings and Presentation

Kimley-Horn will prepare for and attend up to one (1) meeting with the Town to discuss the signage concepts. Kimley-Horn will also attend one (1) meeting with Town Council. Additional meeting attendance beyond the number listed above will be provided as an additional service.

Kimley-Horn will perform the services in Tasks 1-4 for a lump sum fee of \$24,145.00 inclusive of expenses. A breakdown of fee by task is provided in the table below.



Task 1 – Landscape Concept Designs	\$	4,200.00
Task 2 – Landscape and Irrigation Final Design and Construction Documents	\$	7,705.00
Task 3 – Signage Final Design	\$	9,940.00
Task 4 – Meetings and Presentation	\$	2,300.00

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA
INC.

KIMLEY-HORN AND ASSOCIATES,

BY: _____

BY: _____
Hao T. Chau, PE

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: 11/04/2025



November 4, 2025

KIMLEY-HORN AND ASSOCIATES, INC.

Project: IPO #138 - Amendment #1 Windermere Road and Main Street Roundabout Design

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours		Lump Sum
Project: IPO #138 - Amendment #1 Windermere Road and Main Street Roundabout Design	147.0	\$	24,145.00
Task 1 - Landscape Concept Designs	26.0	\$	4,200.00
Task 2 - Landscape and Irrigation Final Design and Construction Documents	48.0	\$	7,705.00
Task 3 - Signage Final Design	61.0	\$	9,940.00
Task 4 - Meetings and Presentation	12.0	\$	2,300.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	147.0	\$	24,145.00
TOTAL FEES :		\$	24,145.00

Consultant Name: Kimley-Horn and Associates, Inc.

Work Effort and Fee Estimate Table

Project: IPO #138 - Amendment #1 Windermere Road and Main Street Roundabout Design

task	Principal hrs. rate	Proj Manager hrs. rate	Sr Engineer hrs. rate	Project Engineer hrs. rate	Analyst/Designer hrs. rate	Clerical hrs. rate	Task Totals
	0 \$ 240.00	15 \$ 200.00	34 \$ 200.00	47 \$ 175.00	51 \$ 120.00	0 \$ 80.00	
Task 1 - Landscape Concept Designs	0 \$ -	2 \$ 400.00	6 \$ 1,200.00	8 \$ 1,400.00	10 \$ 1,200.00	0 \$ -	26 \$ 4,200.00
Task 2 - Landscape and Irrigation Final Design and Construction Documents	0 \$ -	4 \$ 800.00	10 \$ 2,000.00	15 \$ 2,625.00	19 \$ 2,280.00	0 \$ -	48 \$ 7,705.00
Task 3 - Signage Final Design	0 \$ -	5 \$ 1,000.00	14 \$ 2,800.00	20 \$ 3,500.00	22 \$ 2,640.00	0 \$ -	61 \$ 9,940.00
Task 4 - Meetings and Presentation	0 \$ -	4 \$ 800.00	4 \$ 800.00	4 \$ 700.00	0 \$ -	0 \$ -	12 \$ 2,300.00
Total Billable Labor							147 \$ 24,145.00

Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
0 \$ 240.00	15 \$ 3,200.00	34 \$ 7,000.00	47 \$ 8,400.00	51 \$ 6,240.00	0 \$ 80.00
0.0%	10.2%	23.1%	32.0%	34.7%	0.0%

Notes:



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Approval of IPO 211 – L0370 Windermere Water Master Plan – North Phase
- Final Design – Kimley-Horn & Associates, Inc.

REQUESTED ACTION: Approval

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: November 11, 2025
☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date:

Managing Division / Dept:

Vendor/Entity: Kimley Horn

Termination Date:

Public Works

BUDGET IMPACT:

☐ Annual
☒ Capital
☐ N/A

FUNDING SOURCE:

FDEP Funds

EXPENDITURE ACCOUNT:

N/A

HISTORY/FACTS/ISSUES:

The Town of Windermere received a fully executed Grant Agreement from the Florida Department of Environmental Protection (FDEP), signed on October 20, 2025, providing \$645,500 in funding for the final design and permitting of the North Phase Potable Water Mains (north of the Canal). No local match is required.

Individual Project Order (IPO) No. 211 authorizes Kimley-Horn & Associates, Inc. to perform the final design, permitting, survey, utility investigation, bidding, project management, and grant administration services for approximately 20,000 linear feet of new potable water main and the upgrade of 200 linear feet of existing 6-inch water main to 8-inch.

The scope of work includes:

- Survey and Utility Investigation Services including up to 40 test holes for utility verification.
- Final Design and Construction Plans with 30%, 60%, 90%, and Final submittals.
- Permit Applications to Orange County Utilities (OCU) and FDEP.
- Meetings and Coordination with Town Staff and presentations to Town Council at 30%, 60%, and 90% design stages.
- Bidding Services to assist with bid advertisement, contractor selection, and bid evaluation.
- Project Management and Grant Administration Services throughout the 365-day design period, including quarterly grant reporting, reimbursement requests, and final grant closeout.

The total lump-sum fee is \$645,500, inclusive of all expenses.

Requested Action:

Town Staff recommends Town Council approve Individual Project Order (IPO) #211 with Kimley-Horn & Associates, Inc. in the amount of \$645,500 for the North Phase Potable Water Main Final Design and Permitting Project funded through FDEP Grant L0370.



**INDIVIDUAL PROJECT ORDER NUMBER 211
NOVEMBER 4, 2025**

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated June 11, 2024, which is incorporated herein by reference.

Identification of Project:

Project: L0370 Windermere Water Master Plan – Implementation of North Phase Final Design

Client: Town of Windermere

Project Understanding:

This Individual Purchase Order (IPO) identifies the scope, schedule, and fee for engineering services to extend Orange County Utilities (OCU) potable water system to provide water service along the streets of Lake Butler Blvd, Sunbittern Ct, Marquesas Ct, Bay Meadow Ct, Just-A-Mere Ct, Wax Berry Ct, Tryon Pl, Carter Grove Cir, Stanton Hall Ct, Cedar Grove Ct, Bayshore Dr, Schooner Way, Clipper Ct, and Whaler Way for a total distance of approximately 20,000 linear feet, and increase the size of approximately 200 LF of 6-inch water main to 8-inch water main (Project). This IPO also includes grant administration services for the State of Florida Department of Environmental Protection (FDEP) L0370 Windermere Water Master Plan – Implementation of North Phase. Kimley-Horn will coordinate with Town Staff early during the design phase for input. Kimley-Horn will present the design at public and Town Council meetings as described in the scope of services below. The plans will be submitted to the Town and OCU for review at the 60% and 90% milestones.

Specific Scope of Basic Services:

Task 1 – Final Design and Permitting

Water Main Design

Kimley-Horn will design and prepare construction documents for a looped water main distribution system consisting of 8-inch and 10-inch pipe, and several no-outlet streets that will be served by 8-inch water mains. The system will also include installing service laterals, fire hydrants, and roadway and site restoration:

1. Prepare a preliminary layout of the water main location and attend up to two (2) on site meetings with the Town to discuss and refine the location.
2. Prepare Project construction drawings to include the required plan and profile views and necessary construction details and notes. Cross sections, if necessary, will be included in the Project construction drawings in the areas specific to the existing storm water

infrastructure to show the necessary separation requirements are met. The construction documents will comply with the current requirements of the Orange County Manual of Standards and Specifications for Wastewater and Water Main Construction and Appendix D.

3. Kimley-Horn will submit construction documents to the Town at the 30% level for review and comment and submit construction documents to the Town and OCU for review and comment at the 60% and 90% level. Kimley-Horn will attend up to two (2) meetings with the Town and OCU, each, to review and discuss the 60% and 90% submittal.
4. Following the 60% and 90% review by the Town and OCU, Kimley-Horn will revise the drawings and submit Final construction documents. Included with this submittal will be the submission of the electronic drawing files in PDF and CAD and the technical specifications.
5. Kimley-Horn will submit an Engineers Opinion of Probable Construction Cost for the project based on the 90% and Final plan sets, respectively.
6. Kimley-Horn will attend up to three (3) Town Council meetings as needed to discuss the 30%, 60% and 90% plans.

Water Main Permitting

1. Kimley-Horn will prepare and submit the FDEP and OCU applicable permit package for proposed water main installation.
2. Kimley-Horn will prepare up to three (3) responses to Requests for Additional Information (RAIs) provided by FDEP and OCU during the permit review process.
3. This task does not include the OCU inspection fee which is required prior to permit issuance

Task 2 – Bidding and Contractor Selection

Kimley-Horn will prepare one (1) opinion of probable construction cost, one (1) contractor bid tabulation form, one (1) bid recommendation letter, and one (1) bid package project manual for the Project for use by the Town during the bidding process. Kimley-Horn will attend one (1) pre-bid meeting and provide input as directed by the Town. Kimley-Horn will prepare responses to questions submitted by the contractors to the Town during the bidding process.

Task 3 – Project Management

Kimley-Horn will coordinate with the Town, OCU, and Florida Department of Environmental Protection (FDEP) Grant Manager. This task includes project management, project coordination, and attendance at up to three (3) meetings with the Town, OCU and FDEP, each, to discuss the Project.

Task 4 – Grant Administration

Kimley-Horn will provide grant administration services related to the potable water distribution system improvements to include review of documents and forms, budget oversight, preparation and submittal of quarterly progress reports, processing of reimbursement requests and related documentation, and overall project coordination and supervision. The grant period is July 1, 2025, to August 31, 2028.

Quarterly Grant Reporting

Kimley-Horn will provide quarterly grant reports to the Town for signature and submit to the funding agency on behalf of the Town.

Grant Reimbursement Requests

Kimley-Horn will work with the Town for reimbursement requests for project costs upon the completion, submittal, and approval of each deliverable identified in the Grant Work Plan. Reimbursement shall be requested on Exhibit C, Payment Request Summary Form. Reimbursement requests will take place on a quarterly basis to align with the grant reporting requirements.

Kimley-Horn will submit a final payment request to the Department prior to the end of the grant period to include the final invoices, proof of payment (cancelled check or ACH), and the bank statement showing proof that the payment has cleared the bank. All work performed pursuant to the Grant Work Plan will be performed prior to the expiration date of the Agreement.

Grant Closeout

Kimley-Horn will perform final reporting and closeout of the grant.

Kimley-Horn will provide the Town with a complete file of items listed under this Task to be used for their Master File and audit ready, should one occur.

Meetings

Kimley-Horn Grant Administration will attend up to fifteen (15) virtual project status meetings.

Task 5 - Survey and Utility Investigation Services

Kimley-Horn has retained the services of L&S Diversified, Inc. to perform topographic survey, utility designations (Level B) and up to forty (40) utility verification test holes (Level A). Refer to subconsultant proposal for additional information.

Project Deliverables:

- Construction Documents

- FDEP Permit Application Package
- OCU Permit Application Package
- Utility Test Hole Data Sheets
- Opinion of Probable Construction Cost
- Bid Tabulation Form
- Bid Package Project Manual
- Grant Quarterly Reports
- Grant Reimbursement Requests
- Grant Final Reporting

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- Available right of way data
- Available record or as-built plans
- Available permits

Schedule:

Tasks 1-5 are anticipated to be completed within 365 calendar days.

Method of Compensation:

Kimley-Horn will perform the services in Tasks 1-5 for a lump sum fee of \$645,500 inclusive of expenses. This lump sum fee does not include the OCU inspection fee which is required prior to permit issuance. A breakdown of fee by task is provided in the table below.

Task	Fee
Task 1 – Final Design and Permitting	\$353,450
Task 2 – Bidding and Contractor Selection	\$25,440
Task 3 – Project Management	\$26,080
Task 4 – Grant Administration	\$31,020
Task 5 – Survey and Utility Investigation Services (L&S Diversified)	\$208,860
Direct Expense – OCU Permit Application Fee	\$650
Total Lump Sum Fee	\$645,500

Lump sum fees will be invoiced monthly based upon the overall percentage of the services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY: _____

Hao Chau.

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: 11/04/2025



November 4, 2025

KIMLEY-HORN AND ASSOCIATES, INC.

**Project: L0370 Windermere Water Master Plan – Implementation of North
Phase Final Design**

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours	Lump Sum
Project: L0370 Windermere Water Master Plan – Implementation of North Phase Final Design	2,224.0	\$ 435,990.00
1. Final Design and Permitting	1,816.0	\$ 353,450.00
2. Bidder and Contractor Selection	131.0	\$ 25,440.00
3. Project Management	117.0	\$ 26,080.00
4. Grant Administration	160.0	\$ 31,020.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	2,224.0	\$ 435,990.00
5. L&S		\$ 208,860.00
6. Direct Expense		\$ 650.00
Total Subconsultant and Direct Expense		\$ 209,510.00
GRAND TOTAL FEES AND CHARGES:		\$ 645,500.00



Project: L0370 Windermere Water Master Plan – Implementation of North Phase Final Design

	Principal	Proj Manager	Sr Engineer	Project Engineer	Analyst/Designer	Clerical
93 \$	26,040.00	279 \$ 64,170.00	279 \$ 64,170.00	1044 \$ 208,800.00	504 \$ 70,560.00	25 \$ 2,250.00
4.2%		12.5%	12.5%	46.9%	22.7%	1.1%

Notes:

Consultant Name: **Kimley-Horn and Associates, Inc.**

SUMMARY OF DIRECT EXPENSES

EXPENSE ITEM	UNIT	COST/UNIT	NUMBER OF UNITS	EXPENSE COST
Orange County Utilities Application Fee	Each	\$ 650.00	1	\$ 650.00
SUBTOTAL:			SUBTOTAL:	\$ 650.00
GRAND TOTAL:				\$ 650.00



August 5, 2025

To
Hao Chau, P.E.
Vice President

Kimley-Horn
200 S Orange Ave, Ste 600
Orlando, FL 32801
(407) 427-1697

WINDERMERE POTABLE WATER NORTH

Proposal for Surveying and Mapping Services

Dear Hao,

We appreciate your consideration of L&S Diversified, LLC to provide professional surveying services for the above-referenced project. Below we have outlined the scope of services, cost, and schedule for the project.

Project Understanding

L&S Diversified will provide a topographic survey of approximately 21,000 linear feet of roadway corridor for locations in the Windermere area, as detailed in survey needs provided by the client, including trees 6" or larger at DBH, and apparent right-of-way lines, limited to half of the roadway as determined by the client. Additionally, we will provide Subsurface Utility Designation Quality Level B within the survey limits, and up to forty (40) soft digs (Quality Level A) at locations determined by the client.



Attachments and Exhibits

- Exhibit "A" – Survey Limits
- Exhibit "B" – Fee Table





SURVEYING SCOPE OF SERVICES

L & S Diversified will provide all labor, equipment and resources necessary to provide the following scope of services.

Survey Control

L & S will establish horizontal and vertical control monuments at acceptable intervals to facilitate project engineering. Horizontal coordinates will be referenced to Florida State Plane, North American Datum of 1983 (NAD83). Elevations will be referenced to North American Vertical Datum of 1988 (NAVD88).

Topographic Survey (50-Grid and/or Cross Sections)

The Topographic Survey will include the horizontal location and elevation of all above ground improvements, utilities, and accessible gravity systems.

Apparent right-of-way, property, and easement lines will be shown on the survey, from information available on public record. This is not a Boundary Survey, lines are for reference only, and no monuments will be set as part of this effort.

The survey will be displayed at 1-foot contour intervals.

Tree Survey

The Tree Survey will include the location and description of all specimen trees 6" DBH or larger, as required by the client or municipality.

The Survey will be prepared in accordance with the State of Florida Standards of Practice, as set forth by the Board of Professional Surveyors and Mappers, Chapter 5J-17, Florida Administrative Code and per Section 472.027, Florida Statutes.

Survey Deliverables

- Survey(s) in Civil 3D 2024
- Survey(s) in PDF

Printed hard copies will be billed at an additional cost.





SUB-SURFACE UTILITY SCOPE OF SERVICES

Subsurface Utility Excavation (Quality Level A)

L & S will perform up to forty (40) soft excavation test holes at locations determined by the client.

Each location will include a Sub-Surface Utility Report. The Report will include the horizontal location, pipe size, elevation, and depth of top of pipe from natural ground. The material will be noted only if visible.

A reference nail and disk, and stake will be set at ground level for each excavation.

Subsurface Utility Designation (Quality Level B)

L & S will field mark (paint & flag) all public sub-surface utility mains discovered within the project limits.

The paint and flags will be surveyed and mapped.

Sub-Surface Utility Engineering Deliverables

- Field Sketches in PDF
- Sub-Surface Utility Report in PDF
- Survey of Designated Utilities in Civil 3D

Printed hard copies will be billed at an additional cost.





PROPOSED COST

Task	Cost
Survey Control	\$21,376
Apparent Right-of-Way	\$17,738
Topographic Survey	\$57,696
Tree Survey	\$9,802
Utility Designation	\$62,618
Utility Testholes	\$37,630
MOT Allowance	\$2,000
Total Estimated Cost	\$208,860

SCHEDULE

Task	Duration (Weeks)
Field	10
Office	5
QA/QC	1
Total Duration	16

It is anticipated that L & S Diversified will begin work on the proposed scope of services within 10 days of receipt of your executed Notice to Proceed.

The proposed cost and schedule is valid for 45 days from the date submitted.

NOTES & EXCLUSIONS

If the client desires to change the proposed scope of services an additional fee will be negotiated.

Reimbursables such as shipping, printing, or overtime will be **Billed as an Extra Cost on a Time and Materials Basis**. L & S will request approval from the client for these services.

Public entity or jurisdictional agency fees are to be paid directly by the client. These fees include, but are not limited to, platting, impact, re-zoning,



L & S Diversified

permitting, review and application fees. L & S Diversified has no control over the procedures of public entities or jurisdictional agencies, and therefore, cannot guarantee timing and outcome of permits and entitlements.

Thank you for this opportunity and we look forward to working with you on this exciting new project. Should you have any questions, please do not hesitate to call.

Sincerely,
L & S Diversified

Maria Santamarina

Maria Santamarina-Aris
Project Manager

Client

Date

Exhibit "A" – Survey Limits



(407) 681-3836



LSsurveyor.com



4776 New Broad Street, Suite 100
Orlando, FL 32814



Green lines represent the proposed water main design limits. Survey is limited to proposed water main design limits as shown.

Exhibit "B" – Fee Table



(407) 681-3836



LSurveyor.com



4776 New Broad Street, Suite 100
Orlando, FL 32814



L & S Diversified

L&S Diversified

	Survey Crew (1-2)		Survey Crew (3)		SUE Crew (1-2)		SUE Crew (3)					Subtotal - Hours	Subtotal - Fee
	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee					
Service Item													
Survey Control	96.00	\$17,376.00		\$0.00		\$0.00		\$0.00				96.00	\$17,376.00
Apparent Right-of-Way	64.00	\$11,584.00		\$0.00		\$0.00		\$0.00				64.00	\$11,584.00
Topographic Survey	192.00	\$34,752.00		\$0.00		\$0.00		\$0.00				192.00	\$34,752.00
Tree Survey	40.00	\$7,240.00		\$0.00		\$0.00		\$0.00				40.00	\$7,240.00
Utility Designation	24.00	\$4,344.00		\$0.00	240.00	\$45,360.00		\$0.00				264.00	\$49,704.00
Utility Testholes	8.00	\$1,448.00		\$0.00		\$0.00	120.00	\$30,720.00				128.00	\$32,168.00
	424.00	\$76,744.00	0.00	\$0.00	240.00	\$45,360.00	120.00	\$30,720.00				784.00	\$152,824.00

Service Items 201-220

	Mapping Technician		PSM		Survey PM		Survey Coord		SUE Coord		SUE PM			
	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee	Hours	Fee		
Service Item														
Survey Control	24.00	\$2,328.00	6.00	\$1,404.00	2.00	\$268.00		\$0.00		\$0.00			32.00	\$4,000.00
Apparent Right-of-Way	40.00	\$3,880.00	8.00	\$1,872.00	3.00	\$402.00		\$0.00		\$0.00			51.00	\$6,154.00
Topographic Survey	180.00	\$17,460.00	20.00	\$4,680.00	6.00	\$804.00		\$0.00		\$0.00			206.00	\$22,944.00
Tree Survey	24.00	\$2,328.00	1.00	\$234.00		\$0.00		\$0.00		\$0.00			25.00	\$2,562.00
Utility Designation	96.00	\$9,312.00	4.00	\$936.00		\$0.00		\$0.00	24.00	\$2,256.00	2.00		126.00	\$12,914.00
Utility Testholes	24.00	\$2,328.00	2.00	\$468.00		\$0.00		\$0.00	24.00	\$2,256.00	2.00		52.00	\$5,462.00
	388.00	\$37,636.00	41.00	\$9,594.00	11.00	\$1,474.00	0.00	\$0.00	48.00	\$4,512.00	4.00		492.00	\$54,036.00

	Quantity										Rate	
MOT Allowance	1.00										\$2,000.00	\$2,000.00
												\$2,000.00
Total Fee												\$208,860.00



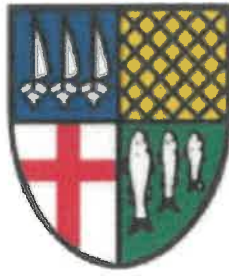
(407) 681-3836



LSurveyor.com



4776 New Broad Street, Suite 100
Orlando, FL 32814



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Approval of IPO 212 – Public Restrooms Site Civil Plans – Kimley-Horn & Associates, Inc.

REQUESTED ACTION: Approval

☐ Work Session (Report Only)
☒ Regular Meeting

DATE OF MEETING: November 11, 2025
☐ Special Meeting

CONTRACT: ☐ N/A

Vendor/Entity: Kimley Horn

Effective Date:

Termination Date:

Managing Division / Dept:

Public Works

BUDGET IMPACT:

☐ Annual
☒ Capital
☐ N/A

FUNDING SOURCE:

Town Funds

EXPENDITURE ACCOUNT:

N/A

HISTORY/FACTS/ISSUES:

The Town of Windermere has requested professional engineering services from Kimley-Horn & Associates, Inc. under the Town's Continuing Engineering Services Agreement to prepare Site Civil Plans for the proposed Public Restrooms located west of Old Main Street between 5th Avenue and 6th Avenue.

Individual Project Order (IPO) No. 212 authorizes Kimley-Horn to provide preliminary and final site civil plan construction documents, including:

- Existing Conditions/Demolition Plan identifying necessary removals or relocations.
- Site Plan showing site geometry, boundary dimensions, ADA-compliant parking, and sidewalk connections.
- Grading and Utility Plan including design of a 1-inch PE water service line connection.
- Stormwater Pollution Prevention Plan (SWPPP) and erosion control notes compliant with FDEP and EPA standards.
- Civil Details and Construction Specifications with paving, water, and erosion control details.

Deliverables include the complete Site Civil Plan Construction Documents and an Opinion of Probable Construction Costs. The project will be completed within 30 calendar days of Notice to Proceed.

The total fee for services is a lump sum of \$8,870, inclusive of expenses.

Requested Action: Town Staff recommends Town Council approve Individual Project Order (IPO) #212 with Kimley-Horn & Associates, Inc. in the amount of \$8,870 for the preparation of Site Civil Plans for the Town's Public Restrooms project.



INDIVIDUAL PROJECT ORDER NUMBER 212
November 4, 2025

Describing a specific agreement between Kimley-Horn and Associates, Inc. (Kimley-Horn), and The Town of Windermere (the Client or the Town) in accordance with the terms of the Master Agreement for Continuing Engineering Services dated June 11, 2024, which is incorporated herein by reference.

Identification of Project:

Project Name: Town of Windermere Public Restrooms Site Civil Plan
Client: Town of Windermere

Project Understanding:

This Individual Project Order (IPO) identifies the scope, schedule, and fee for engineering services related to the development of a site civil plan for the Town of Windermere's Public Restrooms located to the West of Old Main Street between 5th Ave and 6th Ave. Kimley-Horn will provide engineering services as described below.

Specific Scope of Basic Services:

Task 1 – Preliminary & Final Site Civil Plan Construction Documents

Kimley-Horn will provide engineering and design services for the preparation of combined preliminary and final Site Civil Plan Construction Documents for the required infrastructure to accommodate the Town's Public Restrooms. The Site Civil Plan will be prepared based on available information provided by the Town. The Site Civil Plan Construction Documents will include the following:

- a) Cover Sheet
The cover sheet includes plan contents, vicinity and aerial maps, legal description and project team identification.
- b) Existing Conditions/Demolition Plan
This sheet will indicate and identify the demolition of existing infrastructure provided with the existing site, required to be cleared, demolished, and/or relocated or removed prior to construction of the proposed site.
- c) Site Plan
Kimley-Horn will prepare a Site Plan, as indicated above, with associated infrastructure. The Site Plan will include the following: site geometry, building setbacks, boundary dimensions, the location of paved handicap parking spaces, and proposed sidewalk design for the connection of the parking spaces to the restroom facility.
- d) Grading & Utility Plan
Kimley-Horn will prepare a plan for the site grading and utility connections. Kimley-Horn will design a 1" PE water service line, which will connect to an existing 1-inch water main and meter, to supply water to the public restrooms. The design for the connection and service line will conform to the Orange County Utilities (OCU) standard details. OCU permitting for a new water meter is not included in this Task and can be performed as an additional service if required. The utility plan will show the approximate location of the septic tank system to be designed, permitted and furnished by others.

e) SWPPP and Erosion Control Notes

In accordance with FDEP and EPA requirements, notes and details for erosion control throughout and around the construction limits of the project will be included. The task includes the development of the Stormwater Pollution Prevention Plan sheet.

f) Civil Details and Construction Specifications

Kimley-Horn will prepare detail sheets showing the paving, water, and erosion control details required for the site civil plan. Additionally, Kimley-Horn will prepare the general construction notes and specifications for the site civil portions of the project. These notes and specifications will be included in the Site Civil Plan Construction Documents. Preparation of additional specifications for inclusion into a separate specification book or project manual is not included in this Scope.

Project Deliverables:

- Site Civil Plan Construction Documents
- Opinion of Probable Construction Costs

Additional Services if required:

- Design of Additional Improvements
- Topographic Survey
- Geotechnical services
- Construction Phase Services
- Permitting

Information Provided By Client:

The Town will provide the following information, upon which Kimley-Horn can rely:

- Restroom Plans and Town Square Master Plan
- Town Square CADD Base File
- Topographic Survey

Schedule:

Task 1 is anticipated to be completed within 30 calendar days of notice to proceed.

[REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK]

Method of Compensation:

Kimley-Horn will perform the services in Task 1 for a lump sum fee of \$8,870 inclusive of expenses. A breakdown of fee by task is provided in the table below.

Task	Fee
Task 1: Site Civil Plan	\$8,870

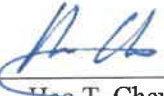
Lump sum and hourly fees will be invoiced monthly based upon the overall percentage of services performed. Payment will be due within 25 days of your receipt of the invoice.

ACCEPTED:

THE TOWN OF WINDERMERE, FLORIDA

KIMLEY-HORN AND ASSOCIATES, INC.

BY: _____

BY:  _____
Hao T. Chau, PE

TITLE: _____

TITLE: Vice President

DATE: _____

DATE: 11/04/2025



November 4, 2025

KIMLEY-HORN AND ASSOCIATES, INC.

Project: Public Restrooms Site Civil Plan

Client: Town of Windermere

Summary of Fees and Charges

PROJECT LABOR	Hours	Lump Sum	
Project: Public Restrooms Site Civil Plan	46.0	\$	8,870.00
1. Site Civil Plan	46.0	\$	8,870.00
SUBTOTAL KIMLEY-HORN LABOR FEES:	46.0	\$	8,870.00
Total Subconsultant and Direct Expense		\$	-
GRAND TOTAL FEES AND CHARGES:		\$	8,870.00

Consultant Name: Kimley-Horn and Associates, Inc.

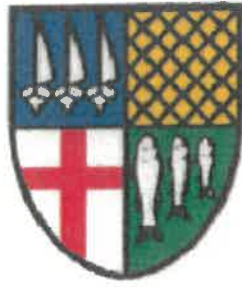
Work Effort and Fee Estimate Table

Project: Public Restrooms Site Civil Plan

	Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical		Task Totals	
	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate	hrs.	rate
1. Site Civil Plan	1	\$ 280.00	5	\$ 1,150.00	5	\$ 1,150.00	24	\$ 4,800.00	10	\$ 1,400.00	1	\$ 90.00	46	\$ 8,870.00
Total Billable Labor														46 \$ 8,870.00

Principal		Proj Manager		Sr Engineer		Project Engineer		Analyst/Designer		Clerical	
1	\$ 280.00	5	\$ 1,150.00	5	\$ 1,150.00	24	\$ 4,800.00	10	\$ 1,400.00	1	\$ 90.00
2.2%		10.9%		10.9%		52.2%		21.7%		2.2%	

Notes:



**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Authorization to Proceed with Construction Documents – Reduced-Scale Family Restroom Facility Adjacent to Windermere Library – Tom Price Architects

REQUESTED ACTION: Approval

☐ Work Session (Report Only) **DATE OF MEETING:** November 11, 2025
☒ Regular Meeting ☐ Special Meeting

CONTRACT: ☐ N/A Vendor/Entity: Tom Price Architects
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 April 2025 Town Council meeting, Council directed staff to evaluate relocating the planned standalone family restroom facility from behind Town Hall to a new site adjacent to the Windermere Library. After reviewing cost estimates, visual staking, and public input, the Council voted to move the restroom to the library-side location.

Architect **Tom Price**, who designed both the Town Hall rehabilitation plans and the original standalone restroom concept behind Town Hall, has submitted the attached **proposal dated November 4, 2025**, to move forward with **Construction Documents (CDs)** for the reduced-scale facility at the new library location.

Proposal Summary:

The proposed **720-square-foot free-standing public restroom facility** will be located adjacent to the Windermere Library meeting room. The design will maintain the same historically appropriate architectural character as previously approved, while adjusting the scale and layout to suit the new location.

The proposal includes the following professional services:

- **Architectural, Interior Design, Structural, Mechanical, Electrical, and Plumbing design**
- **Coordination with Town-provided Civil Engineering**

- Preparation of six (6) detailed Construction Document sheets, including site, foundation, framing, elevations, MEP plans, and interior elevations
- Preparation sufficient for competitive contractor bidding and cost validation

Estimated Hours: 106 (range 102–110)

Architectural Fee: \$13,770 – \$14,850 at \$135/hour

Consultant Fees: \$1,800 – \$2,200

Estimated Total Range: \$15,570 – \$17,050

Invoices will be issued upon completion of each project phase. Direct reimbursable expenses (printing, scanning, reproduction) will be billed at cost plus 15%.

Design Intent and Scope:

Mr. Price's design will ensure a **highly functional and durable facility** that complements the historical character of the Town Square and the adjacent Library/Meeting Room complex. The facility will provide improved public accessibility while integrating architectural continuity with existing civic structures. The Town's civil engineer will be responsible for all **site design and septic system engineering** (also on November 11 agenda for approval).

Request for Council Direction:

Staff is requesting **authorization to proceed with Tom Price Architect, P.A.** for the preparation of Construction Documents for the **reduced-scale family restroom facility at the library location**, as outlined in the attached proposal.

Upon Council approval, staff will coordinate with Mr. Price to finalize the design package for permitting and bid 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 4, 2025

Good Day Tonya,

This comes as your requested Proposal for Architectural, Interior Design, Structural, Mechanical, Electrical and Plumbing services for an approximate 720 SF, free-standing, Public Toilet facility, sited adjacent to the Windermere Library meeting room, and following the program of the earlier facility which had been sited adjacent to the Town Hall. Site Civil Engineering shall be the responsibility of the Town.

Sheet 1 of this proposal includes the Site Survey location plan and relevant elevations as needed for preliminary suitability review and approval by Windermere Town Council prior to commencement of Construction Documents of the relocated facility. This preliminary work will be sufficient to secure range-estimate costing from General Contractors.

However, until full CD is complete, I cannot precisely estimate your construction cost, which depends on your ongoing decisions and the price of materials and subcontractor bidding conditions at the cost-out dates for each trade.

Our mutual goal shall be to generate a highly functional and durable facility within historically accurate exteriors.

Once the Preliminary work is approved, the Construction Documents package will contain the following components:

Sheet 1) Site Location map based on the Town's Survey, including full scale Floor Plan with North Elevation and the East Elevation juxtaposed to the existing East Elevations of the Meeting Room and the Library to the South—all lined up to same scale.

(Est. 18 Hours) [*Sheet 1 is essentially the Preliminary package, and is included in the overall fee*].

Sheet 2) Foundation Plan including structural details and Plumbing fixture locations with Specifications and Riser Diagram. (Est. 12 Hours)

Sheet 3) Fully noted and dimensioned Floor Plan with all four Elevations. (Est. 16 Hours).

Sheet 4) Roof Framing Plan and Rooflines Plan with Wall Section and Details. (Est. 20 Hours)

Sheet 5) Electrical fixture, outlet and switching Plan with Specifications and Riser Diagram. A separate Reflected Ceiling Plan showing finishes, fixtures, and exhaust vent locations. (Est. 16 Hours).

Sheet 6) Interior Elevations at 1/2" showing wall surfaces and fixture locations. (Est. 24 Hours).

The total estimated time target is 106 Hours, within a window of 102 to 110 Hours, or \$13,770. To \$14,850 at \$135 per hour. I estimate consultants' cost to be between \$1800. and \$2200.

Hourly Services: Hourly services beyond the scope of this agreement shall be invoiced on an hourly basis, itemizing 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 design of this important facility for the Town of Windermere.

This Agreement entered into on November 4, 2025

Sincerely,

Tom Price

State of Florida AA0005464

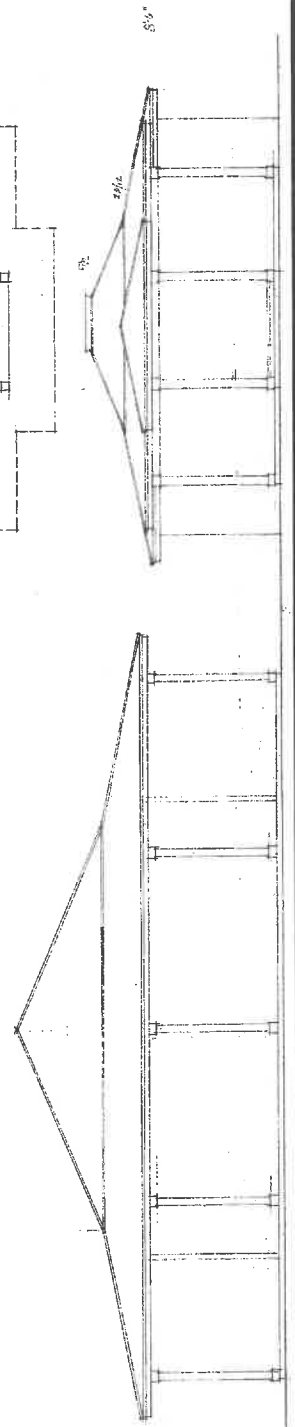
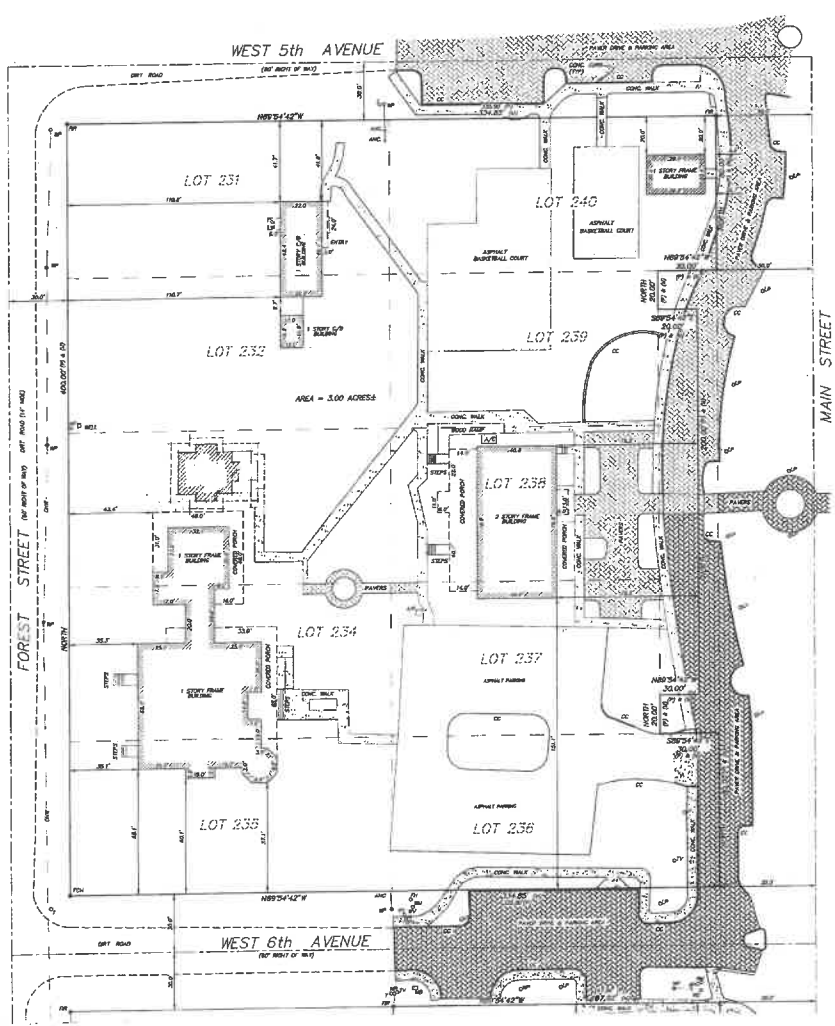
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APP'D	
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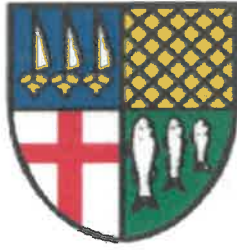
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Elevation
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Home





**TOWN OF WINDERMERE
EXECUTIVE SUMMARY**

SUBJECT: Financial Funding Approval

REQUESTED ACTION: Board Direction

☐ Work Session (Report Only)

☒ Regular Meeting

DATE OF MEETING: 11/11/2025

☐ Special Meeting

CONTRACT: ☐ N/A

Effective Date: _____

Managing Division / Dept: _____

Vendor/Entity: _____

Termination Date: _____

BUDGET IMPACT:

☐ Annual

☐ Capital

☒ N/A

FUNDING SOURCE: _____

EXPENDITURE ACCOUNT: _____

HISTORY/FACTS/ISSUES:

The Town of Windermere derives the majority of its annual revenue from Orange County ad valorem taxes, which are typically distributed in mid-December each fiscal year.

At the same time, the Town is advancing multiple reimbursable infrastructure projects—including FDOT LAP, FEMA HMGP, and State Appropriations projects—whose reimbursements are received 60–120 days after expenditure. This creates temporary liquidity gaps between expenditures, payroll, and vendor payments versus incoming revenues.

The Town of Windermere Charter provides express authority for the Town to borrow as needed to address a cash-flow shortage. Section 11.08 of the charter declares the following:

Section 11.08 Insufficient Revenues to Meet Appropriations.

If at any time during the fiscal year it appears probable to the Town Manager that the revenues available will be insufficient to meet the amount appropriated, the Town Manager shall report to the Town Council without delay, indicating: (1) the estimated amount of the deficit; (2) any remedial action taken by the Town Manager, and/or (3) any recommendations as to any other steps to be taken. The Town Council shall then take such further action as it deems necessary to prevent or minimize any deficit. [Emphasis added.]

Section 11.08 stands by itself in the charter and is not limited by other charter sections. The anticipated cash-flow deficit, for example, is not a “public emergency affecting life, health, property or the public peace”

governed by charter section 11.07. The remedial provisions of section 11.08 likewise are not subject to the 12.5% borrowing cap in charter section 11.12.

The last sentence of section 11.08 says that after the Town Manager reports the cash-flow issue to the Town Council, “the Town Council shall take such further action as it deems necessary to prevent or manage any [cash-flow] deficit.” [Emphasis added.]

Staff looked into a cooperative program that that currently exists between the Florida League of Cities and the Florida Association of Counties called the Florida Local Commercial Paper Program. This Program provides a short-term, renewable financing option to bridge temporary cash-flow gaps. It functions similarly to a line of credit but offers the added advantages of pooled rates, no amortization requirement, and full compliance with municipal debt limitations. Funds may be borrowed and repaid within each fiscal year as needed, with no early payoff penalty and the option to renew participation annually for up to five fiscal years (FY 2025–FY 2030).

Florida Local Commercial Paper Program Advantages:

No amortization requirement – repayment occurs upon receipt of revenues.

Lower pooled interest rate.

No fees for unused line fees.

Suggested Motion: To approve moving forward with securing funds through the Florida Local Commercial Paper Program, or if not approved, from a bank, in an amount not to exceed \$2,000,000.