

THE TOWN OF  
**Windermere**



*Agenda*

**Development Review Board**

**Norma Sutton**

**William Yeager**

**Stephen Withers**

**Frank Chase**

**Jennifer Roper**

**Molly Rose**

**Peter Fleck**

**Council Liaison: Bill Martini**

*Agenda*

**May 19, 2020**

**6:30 PM**

**VIRTUAL MEETING**

**Join Zoom Meeting**

**<https://zoom.us/j/92715710343?pwd=OFNHS0ZRL1pFdGljTFoxQmpYUzQwZz09>**

**Meeting ID: 927 1571 0343**

**Password: 399517**

**One tap mobile**

**+13017158592,,92715710343# US (Germantown)**

**+13126266799,,92715710343# US (Chicago)**

**Dial by your location**

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**+1 253 215 8782 US (Tacoma)**

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**Meeting ID: 927 1571 0343**

**Find your local number: <https://zoom.us/j/a1THAo0Qx>**

**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 CHAIRMAN**
  - 1. **OPEN FORUM/PUBLIC COMMENT (3 Minute Limit):**
  - 2. **NEW BUSINESS**
    - a. **MINUTES**
      - i. **February 18, 2020 Board Meeting Minutes (Attachments-Board Option)**
    - b. **GENERAL ITEMS FOR CONSIDERATION**
      - i. **Proposed Town Event Pavilion (Attachments-Committee to Present)**
  - 3. **ADJOURN:**
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# TOWN OF WINDERMERE

## Development Review Board Meeting Minutes

February 18, 2020

Present were Chair Frank Chase, Board Members; Norma Sutton, Stephen Withers, Molly Rose, Jennifer Roper, and Peter Fleck. Liaison Bill Martini, Town Clerk Dorothy Burkhalter, and Town Planner Brad Cornelius were also present. Town Manager Robert Smith and Member William Yeager were absent.

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

### 1. OPEN FORUM/PUBLIC COMMENTS:

No public comments were made.

### 2. NEW BUSINESS:

#### a. MINUTES:

##### i. January 21, 2020 Meeting Minutes

Member Rose made a motion to approve the January 21, 2020 meeting minutes. Member Sutton seconded the motion. All were in favor.

#### b. GENERAL ITEMS FOR CONSIDERATION:

##### i. Z20-04: 40 Main Street – Variance to allow pool construction less than 50 feet from the normal high-water elevation.

Chair Chase introduced this item. He then turned the floor over to Mr. Brad Cornelius. Mr. Cornelius introduced this item. He explained that Matt Tomaszewski and Lindsey Tomaszewski, owners of 40 Main Street, are requesting a variance for an encroachment to the setback requirement of 50' from the lake for a pool. Mr. Cornelius stated that the setback for the proposed pool would be 30'. He then commented on the curvature of the lakeshore property. Mr. Cornelius stated that 43 notices were mailed out with eight returned in support and one in objection. He explained that the one in objection resides across Main Street. This concluded his presentation. Chair Chase opened the floor to the Board members. Member Fleck questioned if there are berms and swales. Mr. Cornelius explained that if the variance is approved, all code requirements regarding stormwater will need to be met. Member Rose commented on the reason for the 50' setback which was set to benefit the lakes. Member Withers commented that there is not a hardship. Member Roper commented on concerns with the high-water tables and trying to build a pool. Discussion was made regarding berm/swales, setbacks, and past requests. Member Withers made a motion to recommend denial of the request. Member Rose seconded the motion. Mr. Tomaszewski introduced himself. He then commented on the curvature of lakefront edge. He stated that the hardship is with the shape of the lot. Member Withers commented on a possible plan that could work for a lap pool or a jacuzzi. There being no further discussion, Chair Chase called for the vote. All were in favor.

## TOWN OF WINDERMERE

### Development Review Board Meeting Minutes

February 18, 2020

#### ii. Temporary Town Facilities

Chair Chase turned the floor over to Mr. John Fitzgibbon. Mr. Fitzgibbon explained the need for temporary facilities. He then commented on the location and design. Chair Chase questioned if the temporary facilities would tie into the current septic system at the Community Room. Mr. Fitzgibbon stated no, due to the size of the temporary facilities. He explained that there would be a holding tank and it would be pumped out. Member Roper had concerns regarding the temporary parking lot once the temporary facilities are removed. Mr. Fitzgibbon stated that the Town Council would need to decide what happens with the parking. He also stated that once the temporary facilities are approved, the surrounding neighbors will be notified. Member Withers stated that due to his involvement with this project, he will abstain from voting. Member Rose made a motion to recommend approval of the temporary site. Member Fleck seconded the motion. All were in favor with Member Withers abstaining.

#### 4. ADJOURN:

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

The meeting adjourned at 6:59pm.

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Dorothy Burkhalter, Town Clerk

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Frank Chase, Chair

# 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

TO: Development Review Board

FROM: Brad Cornelius, AICP, Contracted Town Planner

DATE: May 7, 2020

RE: Proposed Town Event Pavilion

The following information regarding the proposed Town Event Pavilion was provided by Town Councilmember Chris Sapp.

The Downtown Business Committee (DBC) has discussed for many years a permanent structure to support the events that they host on an annual and monthly basis. These events include 12 food trucks nights, a growing craft beer fest, movie nights, and at the time, an art festival. There was also discussion about doing events like a "Symphony Under the Stars" or similar events and further expansion of current events. Thousands of dollars are spent every year on staging and equipment.

Parallel to these conversations, Windermere Rotary approached the Town about donating a gazebo to the Town of Windermere for Rotary's 50th Anniversary. As the Windermere Rotary host and participate in many events throughout the year by serving food, their idea included a concession stand. Furthermore, some of their events have use for a stage.

In efforts for the DBC and the Windermere Rotary to work together to come up with a mutually benefiting (including other committees and residents) design, a Windermere Pavilion Committee was created with the following members:

- John Fitzgibbon (Chair): Long Range Planning
- Stephen Withers (Secretary): Resident
- Scott Brown: Public Works
- Mathew Matin: Downtown Business Committee
- Byron Sutton: Rotary Club of Windermere
- Chris Sapp: Town Council

This committee was tasked with creating a multi-use event pavilion concept that would not only support Rotary and DBC needs, but give valuable use to other events, committees and residents. The committee approved program is as follows:

- Functional “stage” space for events.
- Fits with the Town Masterplan for Town Hall site
- Replace existing “Community” Room’s toilets. (Community Building needs to be replaced,)
- Pavilion with three sides to project sound away from houses to west.
- Possible enclosed forth side.
- Concession stand to serve Town events.
- Storage to accompany building.

This will be a capital improvement project but will rely on donated funds and not rely on Town public funds.

The attached RFP was subsequently sent out, and the committee received three (3) written proposals. One of the proposals was by HuntonBrady (HB), which included a competitive resume, but priced at \$0.00. In lieu of an actual cost, (\$5,000-\$6,500), the Town would include a plaque somewhere on the building recognizing Fred Prior. The committee and Town Council ultimately approved HB's proposal.

HB came up with several designs and floor plans. The committee narrowed it down to two (2) designs and one (1) floor plan. The floor plan was also approved by building/zoning in regard to meeting code (restrooms and ADA). The difference between the 2 exterior elevations is a roof design change with Option 1 being a scaled down roof line and a likely lower cost for construction.

The options were only sent to the Long Range Planning Committee (LRP) for review, as the DBC is currently on a hiatus. LRP recommended approval of the floor plan and Option 2. Option 2 was chosen as the LRP preferred the roof-line design and the Town should not "settle" due to cost.

Before going to a public workshop, Town Council directed the design to go in front of the DRB for comment and/or recommendation.

Attached are the concept plan and the RFP for the project.

# Windermere Pavilion Committee

February 12, 2019

## **Request for Proposal for Design Service**

Town of Windermere, Events Pavilion

Proposal for concept package including concept location plan, elevation and colored rendering. This package will be used for gaining Town approvals and for Fund Raising by the Rotary Club of Windermere and the Downtown Business Committee.

## **Scope of Work**

Build an open-air pavilion for the citizens of Windermere

**Function** of structure to house outdoor events including:

- Concerts and other music performances
- Outdoor presentation
- Movie Night back drop
- Concession Stand to serve Town events
- Public Toilets
- Storage

**Location** on Town Hall Square (Main Street between 5<sup>th</sup> and 6<sup>th</sup> Avenues) to replace "Community Room" in north west corner of square facing Town Hall and Main Street utilizing the existing basketball courts for audience seating.

**Size** to be determined but anticipating a stage to host 40 musicians.

**Other Considerations** include preservation of as many existing trees as possible and location of septic field. The character should fit with the residential scale of the Town and be compatible with the architecture of the Town Hall and Library which also occupy the square.

## **Scope of Service**

Provide a concept design for the pavilion to meet the functions and considerations listed above.

Scope of service to be completed in two phases.

1. Phase One shall be to provide a plan and elevation(s) to the Windermere Pavilion Committee, Town Council and Town Staff for the purposes of reviewing the potential look and feel of the pavilion and to obtain estimated cost of the structure.



## Windermere Pavilion Committee

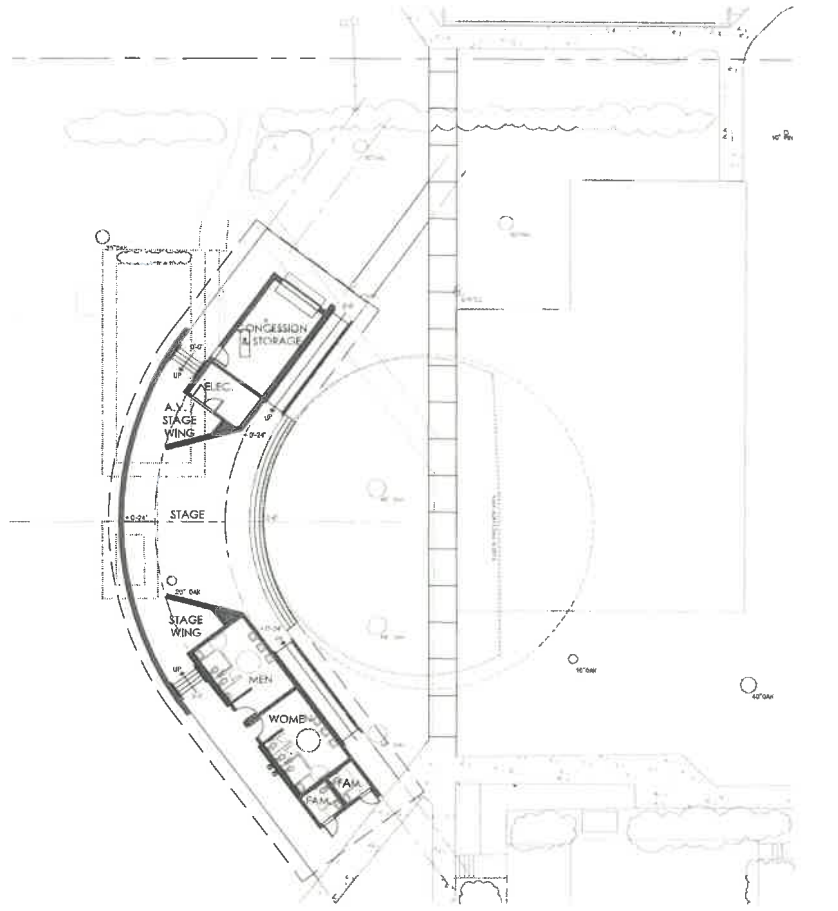
2. Phase Two shall be to have prepared a colored rendering to present to the Town Citizens for approval and to be used in fund raising efforts.

Schedule to be determined however fund raising efforts are anticipated to start in June of 2019.

### Committee

John Fitzgibbon, Chair [jpfds@cfl.rr.com](mailto:jpfds@cfl.rr.com) 407-876-0129  
Stephen Withers, Secretary [sewarch@hotmail.com](mailto:sewarch@hotmail.com) 321-945-2501  
Chris Sapp, Town Council [csapp@town.windermere.fl.us](mailto:csapp@town.windermere.fl.us) 407-574-1002  
Robert Smith, Town Manager [rsmith@town.windermere.fl.us](mailto:rsmith@town.windermere.fl.us) 407-876-2563  
Scott Brown, Director of Public Works [sbrown@town.windermere.fl.us](mailto:sbrown@town.windermere.fl.us)  
Matthew Matin, DBC [MattSellsOrlando@gmail.com](mailto:MattSellsOrlando@gmail.com) 321-948-5857  
Byron Sutton, Rotary Club of Windermere [byronksutton@outlook.com](mailto:byronksutton@outlook.com)  
407-257-1806

Prepared by Stephen Withers and John Fitzgibbon.



**WINDERMERE PAVILION | WINDERMERE, FL**  
 10.30.19

**FLOOR PLAN**





3D VIEW - OPTION 2

**WINDERMERE PAVILION** | WINDERMERE, FL  
10.30.19





**WINDERMERE PAVILION** | WINDERMERE, FL  
02.27.20

3D\_VIEW

