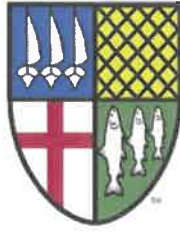


THE TOWN OF
Windermere



MAYOR AND COUNCIL OF THE TOWN OF WINDERMERE

Mayor Jim O'Brien

Council Members

Robert McKinley

Andy Williams

Chris Sapp

Bill Martini

Liz Andert

Agenda

Agenda

WORKSHOP

June 23, 2020

6:00 PM

MEETING TO BE HELD VIRTUALLY ON ZOOM

<https://zoom.us/j/95587762566?pwd=STBxZVc2NU56MjJMTGhqMXpOaXVqZz09>

Meeting ID: 955 8776 2566

Password: 338626

One tap mobile

+13017158592,,95587762566# US (Germantown)

+13126266799,,95587762566# US (Chicago)

Dial by your location

+1 301 715 8592 US (Germantown)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)
+1 346 248 7799 US (Houston)
+1 669 900 9128 US (San Jose)
Meeting ID: 955 8776 2566

Find your local number: <https://zoom.us/j/95587762566>

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

AGENDA

- THE MEETING IS CALLED TO ORDER BY THE MAYOR
 - FLAG SALUTE
 - INVOCATION
1. OPEN FORUM/PUBLIC COMMENT (3 Minute Limit)
 - a. Please email dburkhalter@town.windermere.fl.us prior to 5pm on June 22, 2020 to sign up
 - b. Prior to meeting please state name, address and topic within chat box
 2. ~~SPECIAL PRESENTATION/PROCLAMATIONS/AWARDS~~
 3. NEW BUSINESS
 - a. ~~MINUTES~~
 - b. ~~RESOLUTIONS/ORDINANCES FOR APPROVAL/FIRST READING~~
 - c. ~~CONTRACTS & AGREEMENTS~~
 - d. ~~FINANCIAL~~
 - e. OTHER ITEMS FOR CONSIDERATION:
 - i. Windermere Pavilion (Attachments-Board Discussion)
 4. MAYOR & COUNCIL LIAISON REPORTS
 - a. MAYOR O'BRIEN
 - b. COUNCILMAN MCKINLEY
 - c. COUNCILMAN WILLIAMS
 - d. COUNCILMAN SAPP
 - e. COUNCILMAN MARTINI
 - f. COUNCILMEMBER ANDERT
 5. STAFF REPORTS
 - a. TOWN MANAGER ROBERT SMITH
 - b. TOWN ATTORNEY TOM WILKES
 - c. POLICE CHIEF DAVE OGDEN
 - d. PUBLIC WORKS DIRECTOR SCOTT BROWN
 6. ADJOURN
-

- REPORTS: NO ACTION REQUIRED
- FILED ITEMS

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: Mayor and Town Council

FROM: Brad Cornelius, AICP, Contracted Town Planner

DATE: June 8, 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 2 designs and 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.

The DRB reviewed the proposed design for the Town Event Pavilion at their May 19, 2020, meeting. The DRB recommended approval of the Town Event Pavilion with the following conditions:

1. Approve Option 2 at the location proposed in the plan; and
2. A conceptual cost estimate prepared prior to moving forward with the project.

The motion with conditions passed by a vote of 5-1. The draft meeting minutes of the May 19, 2020, DRB meeting is attached for the Town Council’s information.

TOWN OF WINDERMERE

Development Review Board Meeting Minutes

May 19, 2020

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

Other attendees were Council member Chris Sapp, and John Fitzgibbon

Acting Chair Withers 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. February 18, 2020 Meeting Minutes

Member Roper made a motion to approve the February 18, 2020 meeting minutes. Member Yeager seconded the motion. Sutton – aye, Yeager – aye, Withers – aye, Roper – aye, Rose – aye, and Fleck – aye. Motion carried 6-0. Discussion was made regarding Acting Chair Withers reading into the record Form 8B Conflict Voting from the previous meeting in February regarding the Town facilities. Clerk Burkhalter stated that due to the current event and this being the first virtual meeting, Acting Chair Withers could read the statement at the next DRB meeting.

b. GENERAL ITEMS FOR CONSIDERATION:

i. Proposed Town Event Pavilion

Acting Chair Withers turned the floor over to Mr. Brad Cornelius and Mr. John Fitzgibbon. Mr. Fitzgibbon deferred to Council member Chris Sapp for a brief presentation. Member Sapp explained that prior to being on the Town Council he was the Chair of the Downtown Business Committee for a number of years. He further explained that while he was on that Committee, discussion was made regarding a pavilion or a type of a structure to assist the Town with all the functions/events that go on. Member Sapp then commented on the proposed location and functionalities of the proposed pavilion. He further explained how this idea and sub-committee has come forward. Member Sapp then turned the floor over to Mr. Fitzgibbon. Mr. Fitzgibbon reviewed the two concepts and proposed floor plans/designs. He then opened the floor for discussion. Discussion was made regarding the height, length, elevations, square footage, size, cost, location, uses, materials being used, funding sources, trees, the basketball courts, parking and the overall style. Acting Chair Withers stated that the Downtown Business Committee and the Windermere Rotary will be handling the funding. Mr. Fitzgibbon commented on the step by step phase/process. Member Sutton stated that Mr. Sutton has been working with and will continue to work with Hunton Brady which their work has been

TOWN OF WINDERMERE

Development Review Board Meeting Minutes

May 19, 2020

done pro-bono. Manager Smith that a recommendation from this Board to the Town Council is needed. Member Sapp commented that the Long-Range Planning Committee as reviewed the concepts as well. Mr. Fitzgibbon commented that one concept is cost effective and one is more enhanced. Member Roper stated that she has concerns with the pavilion style and the need for matching the town square look. Member Rose stated she has concern with the budget. She then stated that HVAC is needed in the restrooms. Member Roper stated that electrical is going to be needed as well. Mr. Fitzgibbon stated that an option needed to be selected so that further research can be done if the project will be viable or not. Member Roper stated that she like the concept but it needs to match the square. Member Yeager questioned the timeline. Manager Smith stated that the pavilion would not be constructed until the new town facilities are built and the temporary structure is removed. Further discussion followed. Member Yeager stated for the record, "I think from reading the letter that Brad sent out, the first rendering that's shown in our packages is actually is option two which was recommended by the Long-Range Planning, not one." Mr. Fitzgibbon stated that Member Yeager was correct. Member Fleck questioned the width of the roof and what it is made out of. Mr. Fitzgibbon stated this is a concept and details will come later. Mr. Fleck stated that he is concerned with the wind load and the current designs. He stated that maintenance and structural components are a concern. Member Fleck made a motion to recommend approval of the option 2. Member Sutton seconded the motion. Member Sapp stated that the general location needed to be added in the motion. Member Fleck amended his motion to include recommending approval of the current location on the proposed plan. Member Rose seconded the amendment. Discussion of cost estimate was made. Member Rose modified the original motion to recommend that a conceptual estimate be provided before they do anything further on this project. Member Roper seconded the motion. Some discussion followed. Member Roper stated that her vote is not due to the idea or location, it is a concern of overpowering the Town Hall and not being in the same style. Roll call vote was as follows: Sutton – aye, Yeager - aye, Wither – aye, Roper – no, Rose – aye, and Fleck – aye. Motion carried 5-1.

4. ADJOURN:

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

The meeting adjourned at 7:23pm.

Dorothy Burkhalter, Town Clerk

Frank Chase, Chair

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 5th and 6th 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

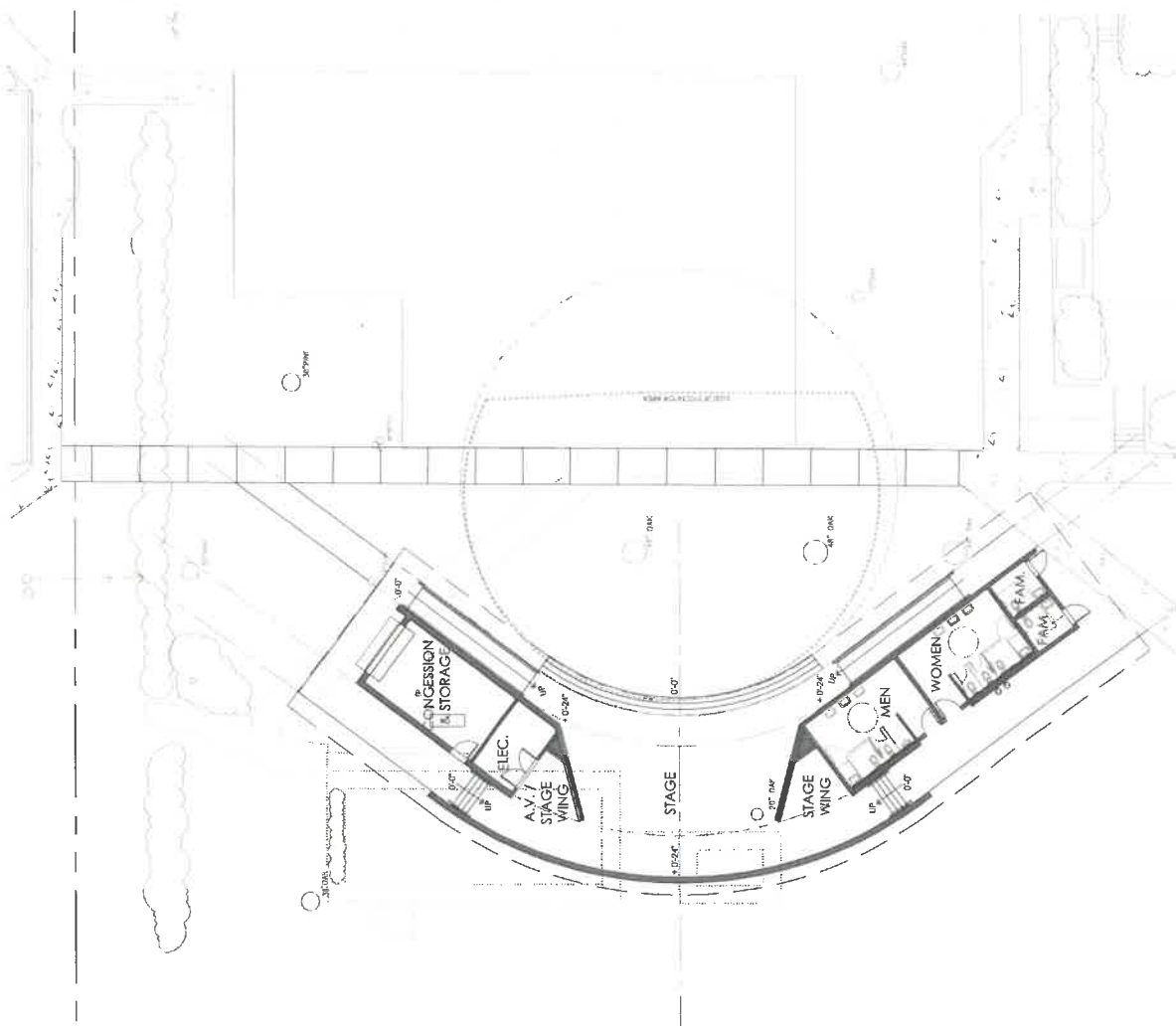
2. Phase Two shall be to have prepared a colored rendering to present to the Town Citizens for approval and to be used in fund raising efforts.

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

Committee

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

Prepared by Stephen Withers and John Fitzgibbon.





3D VIEW - OPTION 2

WINDERMERE PAVILION | WINDERMERE, FL
10.00.19



3D_VIEW

Hunton
Grady
ARCHITECTS

WINDERMERE PAVILION | WINDERMERE, FL

02.27.20