

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

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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.

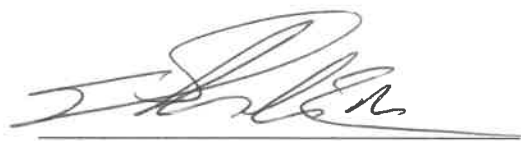
4. ADJOURN:

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