

TOWN OF WINDERMERE

Town Council Workshop Meeting Minutes

October 25, 2022

CALL TO ORDER:

Present were Mayor Jim O'Brien, Council Members Andy Williams, Bill Martini, Mandy David, and Tony Davit. Town Manager Robert Smith, Public Works Director Tonya Elliot-Moore, Mr. John Fitzgibbon, and Town Clerk Dorothy Burkhalter were also present. Member Molly Rose was absent.

Mayor O'Brien called the workshop to order at 6:00pm.

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

2. **NEW BUSINESS**

a. ~~**MINUTES:**~~

b. ~~**RESOLUTIONS/ORDINANCE FOR APPROVAL/FIRST READING**~~

c. ~~**APPOINTMENTS**~~

d. ~~**CONTRACTS & AGREEMENTS**~~

e. ~~**FINANCIAL**~~

f. **OTHER ITEMS FOR CONSIDERATION**

- i. Healthy West Orange Pavilion
 - 1. Design, Estimate, and Funding

Mayor O'Brien introduced this item. He then turned the floor over to Public Works Director Elliott-Moore. Director Elliott-Moore commented on the purpose for this workshop and turned the floor over to Mr. John Fitzgibbon. Mr. Fitzgibbon introduced Project Manager Andy Brooks, the McCree team and representative from Hunton Brady. Mr. Fitzgibbon gave a brief history that has led up to where the project is today. He stated that the project's numbers are being solidified. He then turned the floor over to Mr. Brooks. Mr. Brooks turned the floor of to Mr. Tom Wannan with Hunton Brady. Mr. Wannan reviewed the proposed site plan. He reviewed the stage that has been redirected to the east for less impact to residents, the exercise park, the interior of the pavilion, concession, stairs, ramp, the exterior of building, materials and color, and the roof rafters. Mr. Brooks stated that the next item for review is the Design Standards. Mr. Fitzgibbon stated that the redlined version has been included so that the differences can be seen. He stated that he will be available for any questions should anyone have them. Mr. Brady commented on the proposed project budget. Mr. McCree commented on the construction timeline with completion around next summer. Member Davit commented that the renderings do not look to match the architecture of other Town-owned buildings. Mr. Wannan commented on the aesthetics of the building. Member Davit questioned if a gable roof for the two outer sections were considered. Mr. Wannan commented on concerns with a gable roof. Mr. Fitzgibbon reviewed past discussions regarding the features. Discussion followed. Member Martini agreed with matching the style in Town. He then commented on concerns with the façade and the proposed Pocket Park. Mayor O'Brien stated that he believes past discussions placed the exercise equipment in Central Park. Member Williams commented on the need for the septic location to be included on the renderings. Discussion followed regarding the exercise park and location, of trees and replanting, and future Town events in the square. Mr. Fitzgibbon stated that the goal for this workshop is to move to 45%. Mayor O'Brien commented that the concerns of the placement of the exercise park is not enough to hold up the project but still needs to be decided. He then had further questions regarding the pavilion. Mayor O'Brien questioned if pavilion had been pushed back far enough. Mr. Fitzgibbon stated that if the pavilion is pushed back, trees will need to be removed. Mayor O'Brien commented on containment of sound, so it does not affect the residents on Forest Street.

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Mr. Brady explained that it will be addressed in the design development phase. Mr. Wannan stated that a professional acoustician can be utilized as well. He also commented that the design will need air flow/ventilation. Mayor O'Brien stated that he understood the limitations. He also commented on concerns with the roofs and the possibility of individuals climbing the structures, the need for external electrical, and if the storage room will be multipurpose. Mr. Fitzgibbon stated that the storage room will be for events, not Town storage. Mayor O'Brien commented on the integrating of electronics, projection, and sound with the acoustics and containment. He then thanked all for their work on this project thus far. Member Williams stated that he is disappointed with the lack of detail on the renderings. His other concerns were the roof heights, the park, the trees, the septic, and the setbacks. Member Williams stated that he thought that the building was to be staked out prior to this workshop. Mr. Brady stated he was unaware of that requirement. Discussion followed. Mr. Wannan reviewed a plan that shows a forty-piece orchestra on the stage and a proposed open space in front of the stage. Member David questioned if the Tree Board and Parks and Recreation have been included in discussions, and if not, they needed to be. Mr. Fitzgibbon stated that an arborist has been on site with Tree Board Chair Susan Carter. He stated that the arborist has supplied a report. Mr. Fitzgibbon commented that the Parks and Recreation committee reviewed this project when it was at the committee level. He stated that P&R will be included. Ms. Cindy McCree stated that the exercise park can be placed wherever it's needed. Member Davit requested a copy of the schematic set. Discussion followed. Mr. Fitzgibbon questioned if the Town Council is ready for the 45% plans or another workshop. Mayor O'Brien stated that public comments will be next. Mr. Withers of 712 Main Street introduced himself. He then questioned if the exercise equipment would be put on the drain field. Director Elliott-Moore stated that equipment is not allowed on the drain field. Ms. Brandi Haines of 835 Oakdale Street introduced herself. She then commented on the exercise park being too close to the memorial which kids will play on. Ms. Haines commented on the rendering which included the siding, landscaping, the design looking too modern, rear height, tree limbs, and needing to see dimensions. Mr. Fitzgibbon responded with the arborist report. Mr. Wannan commented on the siding and height of walls, and materials being used. Some discussion followed. Member Martini stated that he would like to see the community overlay for the next meeting. He then questioned when the sound and lighting will be discussed. Mr. Fitzgibbon stated that discussion will occur at the next meeting. Ms. Nora Brophy stated she echoes all comments regarding the numbers. She commented on possibly losing event space. Ms. Brophy stated that Parks and Recreation would like to work with the Healthy West Orange regarding placing equipment in Palmer Park. Discussion followed regarding events and space. Mrs. Withers stated that she like the look as it makes the Town Hall stand out. Mr. Withers commented that the Healthy West Orange logo gets lost on the long wall. Mayor O'Brien questioned if the Town Council is ready to move to the 45% design. All agreed to move forward.

6. MAYOR & COUNCIL LIAISON REPORTS:

Mayor O'Brien reported on the Police Department's mock assessment and the debriefing. He stated that December 13th – 15th will be the actual assessment. Elected officials' presence is appreciated then. Discussion followed regarding workshops and meetings for the Pavilion. Demolition of the Community Room is scheduled for the upcoming week.

7. STAFF REPORTS:

- a. **TOWN MANAGER ROBERT SMITH** – No report.
- b. **TOWN ATTORNEY HEATHER RAMOS** – No report.
- c. **POLICE CHIEF DAVE OGDEN** – No report.
- d. **PUBLIC WORKS DIRECTOR TONYA ELLIOTT-MOORE** – No report.
- e. **TOWN CLERK DOROTHY BURKHALTER** – No report.

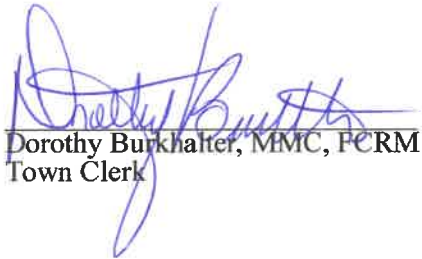
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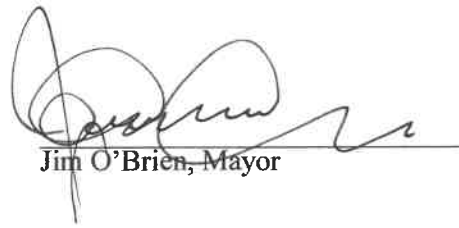
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8. ADJOURN:

Mayor O'Brien adjourned the meeting at 7:48pm.



Dorothy Burkhalter, MMC, FCRM
Town Clerk



Jim O'Brien, Mayor

Dorothy Burkhalter

From: Rob <rhearst@cfl.rr.com>
Sent: Monday, October 24, 2022 2:30 PM
To: Dorothy Burkhalter
Subject: Healthy West Orange Pavilion (HWOP) Comments - R. Hearst

Dorothy,

I cannot attend the subject HWOP meeting. Please forward the following to the appropriate individuals. Thank you.

-Usable stage area is too small and the 24" elevation spec is too low.

-Pocket fitness area recommended location presently used as seating area for the community during existing town hall events.

Recommend the following:

- Stage appears to be ~24' in the front tapering to ~19' in the rear (used 3' wide door spec to create a measured estimate of stage dimensions on the drawing). Expand the front to 30' by shifting all building structures (electrical and bathrooms on stage left and storage/concessions on stage right) outward and off the main stage area completely. Resulting stage would have an ~ 30' front and an ~ 20' depth, enough to support a reasonable variety of community events.
- Raise the elevation of the stage area to at least 36". Sightlines over rows of lawn chairs or event seating will require more stage height than 24" for sufficient visibility.
- Relocate pocket fitness area behind the stage structure. This will keep it completely out of the way of existing event gathering areas behind town hall yet still provide the fitness benefit to the community.

Respectfully submitted by,
Rob Hearst
10820 Bayshore Dr.
Windermere, FL 34786
407-739-6147

Public Comment regarding the Windermere Pavilion.

October 24, 2022

1. The footprint of the building should not be any larger than shown on the rendering and how the space is used needs to be more efficiently. Example: The stage area needs to be larger and this could be done by optimally designing the bathroom space without increasing the overall footprint.
2. Building design: the design needs to be more “traditional old school.” In my opinion, it appears more modern than existing town building.
3. The location of the Pocket fitness park should be behind the new Pavilion and not to the side of it. The place where it is shown on the plan is used for outside dining at town events and for town rentals. Behind the building there is a septic system. The fitness park could be designed to not impact the septic and keep the open grass area behind town hall available for other town events.
4. New drinking fountains should be on the north end of the building near the family restrooms, not on the west by the men’s and women’s restrooms. There is a high need for water access to those using the basketball courts and using town square. Making the drinking faucets more visible will increase their use.
5. The view of the stage should not be impeded by the view of an overhead support beam. Those using the stage may have lights and props. An open view of the stage is essential.
6. Pavilion security – consideration should be made as to how to not have the front and back of the stage open except when there is an event. With ramps and steps going to the building, an open stage is an invitation for mischief including skateboarding, chalk artists and graffiti.
7. The stage should be waterproof and pitch slightly to the front so that public works can easily maintain it.
8. The pavilion should include outdoor fans, ample electrical outlets and a minimal of 3 locking hose bibs.

The above emailed comments are made by resident

Vicki Hearst

10820 Bayshore Dr

Windermere, FL 34786

407 8761127

Town of Windermere
Pavilion

October 24, 2022

Re: Windermere Pavilion Presentation dated 10.25.22

To: Town Manager Robert Smith, John Fitzgibbon, Town Consultant

Review Comments by Stephen Withers AIA

Historic Facts: Need a quick summary of the Consultants, Architect and Contractor selection process and names of all parties selected.

Budget:

1. Is the line item for "Owners Representative" for the Project Manager selected by the Rotary as Project Manager OR the Owners Representative selected by the Town (Fitzgibbon)? Both should be listed with their related amounts as separate line items.
2. The Concession Stand FF&E includes furniture, fixtures, and equipment. Does it include any mobile grills or tables for cooking outside? A furniture layout is needed to verify space is adequate.
3. Is there an FF&E budget for chairs, lectures or other equipment needed for a concert? Or is this with Projection Equipment. Has this Projection budget been reviewed by a professional in this field?
4. Does "Landscaping include the hardscape for the "Fitness Park"?"
5. At this stage the Contingency seem low – especially given inflation and supply chain volatility now.

Front Elevation:

1. What holds up the west side of the high roof?
2. The back wall is short in height and does not engage the roof. Will this enclose the sound as desired. Being open will allow some air flow but above the heads of the performers. Will fans be needed in summer (March through November)?
3. The end wall looks awkward where the gray roof support overhangs the back wall. (Opinion only). Also what color is the underside of the high roof? Grey like the right side of the rendering or white like the left side? Architect's choice as either works but rendering not clear.
4. It is understood that the Rotary logo and Healthy West Orange Logos are symmetrical about the stage but the HWO logo looks lost and awkward.
5. Note the stair handrail has a flat at the top. This needs to coordinate with the plan. Suggest moving the stair south so rail lands at edge of stair and not blocking stairs off front of stage.
6. Most bird roost places have been eliminated but there is still a section of flat roof under each end of the high roof for birds to nest out of the rain. Review.

CONTEXT SITE PLAN:

1. The paths off each end of the pavilion intersect the existing paths awkwardly and no landscaping or grass will survive inside the acute angles or where the Town Hall paths intersect.

2. Rotary has relayed the concept that there will be no cooking inside the Concession stand. Should there be a space where grills could be set up that might look like the Pocket Fitness Park space.
3. Existing trees being removed should be shown including those that need to be taken down due to age and not building construction.
4. Septic tank and field should be located.
5. It would also be helpful to locate entry to Town Event Parking Lot.

SITE FLOOR PLAN:

1. See notes on Site Plan.
2. The path on the south side of the stage passes the concession queuing area. During a concert it would be better if path went to the concession area more directly so people would not interfere with performance. Do not have an answer just a concern. (Toilet path seems far enough away and people do not go there in bunches.)
3. Need Concession furniture plan.
4. Need stairs and handrails to coordinate.
5. Rear west wall seems longer on south side. Save a few dollars and make same length. (Actually, only one back stair is needed for code. One could be eliminated if costs get out of hand).
6. Landscaping beds matching elevation need to be shown.
7. Doors to Men's and Women's bathrooms could be flipped. There will be mirrors over the sinks which will reflect the urinal and toilet stalls from the door. Flipping doors will help this site line problem but place the door handles closer. Review needed.
8. Drinking fountains required outside of path.
9. Ramp needs landings?

DESIGN CRITERIA:

1. The Rotary Club of Windermere will not at any time "Own" anything. A more appropriate term should be considered other than Owner. Implying Ownership implies liability that Rotary should not accept.

End of Review.