Minutes of Meeting DRAFT

Date: May 8, 2019 1:30 pm

Location: Town Office – Public Works

Committee Present:

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

Scott Brown, Director of Public Works [sbrown@town.windermere.fl.us](mailto:sbrown@town.windermere.fl.us)

On Conference Call:

Committee Absent:

John Fitzgibbon, Chair [jpfds@cfl.rr.com](mailto:jpfds@cfl.rr.com) 407-876-0129

Byron Sutton, Rotary Club of Windermere [byronksutton@outlook.com](mailto:byronksutton@outlook.com)

407-257-1806

Matthew Matin, DBC [MattSellsOrlando@gmail.com](mailto:MattSellsOrlando@gmail.com) 321-948-5857

Architects:

HuntonBrady 800 North Magnolia Ave, Suite 600 Orlando FL 32803

Maurizio Maso AIA Principal [mmaso@huntonbrady.com](mailto:mmaso@huntonbrady.com) 407-758-8711

Alain Valdes, Designer [avaldes@huntonbrady.com](mailto:avaldes@huntonbrady.com) 407-839-0886

Copy of Minutes to:

Robert Smith, Town Manager [rsmith@town.windermere.fl.us](mailto:rsmith@town.windermere.fl.us) 407-876-2563

Diane Edwards, Town admin. assistant [dedwards@town.windermere.fl.us](mailto:dedwards@town.windermere.fl.us)

*As only three committee members were present no motions to approve the previous minutes or to adjourn were made.*

Scott Brown has spoken to HuntonBrady about the project and set up meeting.

Main point of contact for the committee shall be John Fitzgibbon, who will in turn communicate with the rest of the committee.

Chris Sapp called the meeting to order at 1:39pm.

Scott Brown presented the Town’s team for the Event Pavilion and explained it was a jointly funded project between the Town and the Windermere Rotary Club.

The project program will include the stage, toilets and a concession stand of about 2400 SF. The site will be that of the existing Community Room.

It will be important to screen the residence on Forrest Ave. behind the site from noise so there will need to be a back wall.

Trees are very important to the Town so trees need to be saved and protected as possible. The pines on the west side of the community room need to be saved. That is where the septic field for the community building currently is situated. Parking will continue to be needed west of the trees.

The site will most likely be needed for temporary trailers to house the Town Offices until the new Town Offices are built.

HuntonBrady will provide a site plan, floor plan and perspective per their agreement. These will be used for fundraising, communication of intent with the Town residents and for Council approvals. They should be concept in nature so as not to present more than a concept level design. They also could help with getting a concept construction estimate.

Stephen Withers will send to HuntonBrady; the facilities program, Minutes of previous committee meetings and the presentation by ADG for the Town Offices. He will also forward the dwg surveys for the town square. These survey plans did not locate trees west of the community room.

HuntonBrady presented four concept sketches. All were very modern but with the right materials and details could be made compatible with the Library and Town Hall. Of the four schemes presented, Scheme D has the most appeal as it is curved and would send sound east and south.

Scott Brown made the suggestion that the back wall could be pushed back so access to the stage could be made from the rear and doors to storage would not be visible. The access to the toilets and concession should be to the side or back so access would not interfere with a performance. The podium could slope to create an ADA access.

The team walked the site and pointed out trees, septic field, parking and basketball courts. Basketball courts should be considered as seating for larger events. The back west wall of the community building should be considered the west wall of the new facility.

Minutes submitted by Stephen Withers

*The attached program and schedule shall be attached to each set of minutes to ensure the Committee says focused on the goal and to modify the program as required as information is gathered.*

Approved program and intent for an outdoor event pavilion:

* 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.

Schedule:

* March 21 Receive HB written Proposal
* March 21 Windermere Tree Board
* March 25 Rotary Meeting
* March 26 Town Council – agenda full.
* March 27 Historical Preservation Board
* March 28 Long Range Planning
* April 3 Downtown Business Committtee
* April 3 Due date for Town Council agenda items
* April 5 Rotary Meeting
* April 9 Town Council Meeting