



Windermere Pavilion Planning Committee

Chair: John Fitzgibbon

Matthew Matin

Stephen Withers

Byron Sutton

Council Liaison: Chris Sapp

Hunton Brady Representative

Agenda

Agenda

May 8, 2019

1:30 PM

WINDERMERE TOWN OFFICES

614 MAIN STREET.

WINDERMERE, FL 34786

PLEASE TURN OFF ALL CELL PHONES AND PAGERS

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

- **Introductions - Kick off meeting for Conceptual site plan and Renderings for Windermere Pavilion**
 - 1. **PROGRAM OUTLAY**
 - **Discussion Program requirements. (see Attached RFP for Design Services)**
 - **Site visit to location at end of meeting**
 - 2. **REVIEW SEQUENCE OF EVENTS**
 - **Kick off meeting with Architect – May 8th, 2019**
 - **Renderings brought back to the committee, as needed throughout design**
 - **Community and TC input/meetings**
 - **Recommendations to TC from Committee**
 - **Once approved at TC, renderings may be distributed to the community as a future Town project, partnering with the Rotary Club and DBC, etc.**
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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.

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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

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