

# Historic Preservation Board



**April 12, 2017 at 9:00 a.m.**

Commission Chambers • City Hall Second Floor  
401 South Park Avenue • Winter Park, Florida

## 1 administrative

- 1) Call to order.
- 2) Approval of the minutes from February 8 and March 8, 2017 meetings.
- 3) Public comments on any business not appearing under action.

## 2 action

- 1) COR 16-014.1 Request by David and Matina Williams to renovate the existing 1925 house at 774 Maryland Avenue and include it within a new Single Family Residence with attached two-car Garage in a style consistent with the College Quarter Historic District in which it is located. This COR was heard and approved by HPB on December 14, 2016.

This new request is to amend the original COR, dated December 14, 2016, in that there is now a new Architect-of-Record for minor revisions and requests for variances to the Architectural Plans, approved that same date.

Zoned: R-2 Parcel ID # 07-22-30-8760-00-230

Original Home Built: 1925

- 2) Review (2<sup>nd</sup> Reading/Approval) of Letter to Owners of Prospective Historic Properties.
- 3) Review (2<sup>nd</sup> Reading/Approval) of Service Line Undergrounding Grant Application + Information Sheet.
- 4) Review of Draft of new Preservation Rehabilitation Grant Program.

## 3 non-action

- 1) Staff request for a June work session to discuss HPB variances and incentives.
- 2) Review of the graphics for the five (5) 2017 HPB Awards. The Presentation is scheduled for the April 24<sup>th</sup> City Commission Meeting to be held in the Commission Chambers at 3:30 pm on Wednesday. Genean McKinnon of our Board will make the Presentation with a power point by Staff.



**CITY OF WINTER PARK  
HISTORIC PRESERVATION BOARD**

5:30 p.m.  
February 8, 2016  
Commission Chambers  
401 Park Avenue South

**WORKSHOP MINUTES**

1. Call to order. The meeting was called to order at 5:30 p.m.

Present: Chairman Bill Segal, Phil Wood, Bob Schwetje, Chuck Bell, Laura Armstrong Genean McKinnon, Ed Sabori. Absent: and Phil Kean. Staff: Planning Director Dori Stone and City Architect Brooks Weiss.

2. Agenda Items

- 1) Nominations for 2017 Historic Preservation Awards
- 2) Identification of Potential Buildings and Properties of Interest
- 3) Florida Master Site File Update
- 4) Marketing/Educational Opportunities for Historic Preservation

Chairman Segal discussed the various opinions of the City's community related to the Historical Preservation Board. He mentioned two examples where incentives were sent to City Council for review. He remarked that in the last two months there were no submissions and going forward he would like the Board to be more proactive in obtaining submissions for properties to be designated historic. Mr. Segal went to ask Planning Director, Dori Stone and City Architect, Brooks Weiss for input on new channels to reach the community to provide information on designation.

Nominations for 2017 Historic Preservation Awards

Brooks Weiss reviewed the categories for the Historic Preservation awards with the Board. Dori Stone remarked that following the award nominations last year, the Board requested to be more involved and proactive in the nomination process. Ms. Stone added that it was the hope of staff that the Board would, by the March meeting, be thinking about homes, businesses, commercial businesses and uses in the city, that they would like to be nominated. Ms. Stone offered some different examples of properties that are remarkable in the City and may be considered by the Board. As an action item from the discussion, Staff has offered to put together samples of properties, for each category, for the Board to review as a guideline to assist with making their nominations. There was some discussion to add a new award category, "Community Resource Award". The Board decided to discuss the new award category at the next meeting.

Chairman Segal requested the Board and staff move and discuss item two on the agenda and move on to item three next.

Florida Master Site File Update



Dori Stone explained that as part of the Historic Preservation ordinance, there is a desire to update the Florida Master Site File and to recognize the process. Ms. Stone informed the board that this is an action item for the Planning Department and Staff will be putting out a bid for a consultant to assist Staff in creating the scope of work to update the Florida Master Site File. Ms. Stone informed the Board that Staff would like the Historic Preservation Board's participation in the scope of the project. Ms. Stone also discussed the need for education on what the Master Site File is and what it does and that as the project moves forward, ensure that potential properties that would be on the list receive mailings that they are included in the Florida site file and what it means as well as have the list published with the state with proper public notice. \* Grant funding for historic preservation, master site file.

#### Marketing/Educational Opportunities for Historic Preservation

Brooks opened a discussion with the Board regarding updating the Historic Preservation Board page of the City's website as well as revising the public awareness mailer. Brooks informed the Board that Casa Feliz Board would like to publish an illustrated booklet of historic properties with photos and brief descriptions. Chris Frency gave the Board an overview of the City's role in participating in the Casa Feliz illustrated booklet project. There was discussion about what efforts would be taken to find homes and properties to be considered for the booklet and designation. Mr. Segal would like the Board to have a working knowledge of the three orbs related to designation, National Registry, Winter Park Local and Florida Master Site Plan and what they do.

#### Identification of Potential Historic Buildings and Properties

Mr. Segal started the discussion by emphasizing the desire for the Board and Staff to more active in reaching out to the owners of historic homes and properties in the community, providing information on what the Historic Preservation Board does, offer information on what it means to designate a home and how the process works. Mr. Segal also mentioned the need to present the plan for reaching out to the community and to the City Commission for their opinion and approval to ensure that it is apparent that the information given is completely voluntary, providing options and incentives available, if the owner wishes to designate their property. Dori Stone suggested the Board and Staff draft a letter for the agenda to be shared with the City Commission agenda as an action item of what the Historic Preservation Board would like to do to inform the community.

There was further discussion regarding historical nonresidential properties such as Mead Gardens, the Ninth Grade Center, and historic parks in the community. The Board and Staff talked about what role the Historic Preservation Board has, if any, in designating physical space in City owned property. Ms. Stone offered to gather the information to pertaining to the Historic Preservation Board's role and would provide that information at the next meeting.

The Board heard comments from the public regarding further interest in receiving information on historic designation of properties in the community. Also present a resident who is the owner of a home with historic designation and wanted to know what rules and incentives she needed to go by to get minor repairs done on her home, i.e. fence repair.

No one else wished to speak, the meeting was adjourned.

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Respectfully submitted,

Kim Breland,  
Recording Secretary

DRAFT





CITY OF WINTER PARK  
HISTORIC PRESERVATION BOARD

9:00 a.m.  
March 8, 2017  
Commission Chambers  
401 Park Avenue South

**MINUTES**

1. Call to order. The meeting was called to order at 9:00 a.m.

Present: Chairman Bill Segal, Phil Wood, Laura Armstrong, Phil Kean, Bob Schwetje, Chuck Bell. Absent: Genean McKinnon and Ed Sabori. Staff: City Architect Brooks Weiss and Recording Secretary Kim Breland.

Approval of Minutes: February 8, 2017

**Minutes for the February Workshop were not available. Approval of minutes has been deferred to the April 12, 2017 meeting.**

Public Comments on any item not appearing under action: No one wished to speak. Public comment closed.

2. Action Items

- 1) Develop 2017 Historic Preservation Awards for April 1, 2017 Colloquium
- 2) Review (Approve) Letter to Owners of Prospective Historic Properties.

Develop 2017 Historic Preservation Awards for April 1, 2017 Colloquium

City Architect Brooks Weiss presented the staff report.

Mr. Weiss reviewed the categories for the Historic Preservation awards and their criteria. The categories are: Excellence in Residential Renovation /Perpetuation, Excellence in Commercial Renovation, Excellence in Adaptive Reuse and Exceptional Individual. Mr. Weiss then gave a slide show presentation outlining Staff's nominees/properties for each category:

Excellence in Residential Renovation/Perpetuation nominees: Knowles Cottage, 1886-87, 232 Knowles Avenue; Geer-van den Berg House, 1880's, 138 Detmar Drive and 616 Seminole Drive (additions in 1980, 2007 and 2011).

Excellence in Commercial Renovation nominees: 1335 Orange Avenue, 1966 Mid-century Modern, Marlowe's Tavern, 1008 S. Orlando Avenue, and Woman's Club of Winter Park, 1921, 419 S. Interlachen Avenue.

Excellence in Adaptive Reuse: State Auto, 1280 Orange Avenue; The Lumber Yard, 784 Orange Avenue, The Ninth Grade Center, 528 Huntington Avenue.

Exceptional Individual – Making notable contribution/achievement to Historic Preservation in Winter Park: Frank Roark, Dr. Jack C. Lane, and Allan E. Keen.

Mr. Segal asked the Board if they were prepared to vote and offered any additional nominees during the meeting. The Board discussed the nominees presented by Mr. Weiss, stating that Staff's picks were excellent choices for each category. The Board briefly discussed adding a category for Historical Places and Landmarks to the list of awards for the next year and onward and what the criteria would include.

The Board made comments regarding commercial property nominees and how they relate more to architectural preservation and restoration than purist historic preservation. A workshop to discuss categories and their criteria for future awards was suggested.

Board member, Laura Armstrong, informed the Chairman and the Board that she needed to leave the meeting early, but did have her picks prepared if voting continued during the meeting.

The Board commenced with the voting:

1. Excellence in Residential Renovation/Perpetuation winner: Geer-van den Berg House
2. Excellence in Commercial Renovation: Woman's Club of Winter Park
3. Excellence in Adaptive Reuse: The Ninth Grade Center\*
4. Exceptional Individual: Frank Roark

\*The Board has requested that the Mr. Weiss contact the Orange County Public School Board to inquire if there is interest from The Ninth Grade Center to have a historical designation as well as be recorded with the National Historic Register. Following the HPB meeting, the OCPS was very happy with this honor.

**Review (Approve) Letter to Owners of Prospective Historic Properties.**

The Board reviewed and discussed the Letter to Owners of Prospective Properties that was presented by Mr. Weiss.

The Board decided to postpone voting on the letter draft until the next Historic Preservation Board meeting. It was also remarked that information regarding designating homes as Historic Properties should be included on the website.

**3. Informational**

1. Overview of the City's Historic Preservation page on the City's website – Clarissa Howard, Communications Director

Clarissa Howard, Director of Communications to presented the Board an overview of the current Historic Preservation information tab on City's website and obtain feedback and direction from the Board on how the content is presented. Ms. Howard introduced Daniel Maier, City Webmaster to the Board and explained his role in making the City's website work. Ms. Howard reviewed the current look and content of the Historic Preservation tab on the City website and offered ideas on how to customize and enhance the web page.

Mr. Segal commented that the Board decided that they would like to be more proactive with informing the community how they can list their homes as historic via the City Website. Ms. Howard discussed various ways



to accomplish supplying the community with information through the website as well as other channels of distribution.

Mr. Segal asked if the number of website visitors was being tracked to the City Website as well as other social media outlets. Ms. Howard responded that yes, the traffic to the website and social media is tracked regularly. Mr. Weiss gave feedback for items he would like to see added to the website.

Mr. Segal asked the board if there were any questions. Board members gave feedback related to posting homes in the community to the top of the Historic Preservation page, making sure the homes selected for the page are diverse and vary in size, style and architecture, highlighting the award winning homes, national recognition and lastly ensuring that the content on the page is reviewed and updated in a timely manner.

## 2. Draft – Service Line Undergoing Grant Information and Application

Mr. Weiss briefly reviewed his conversation with Winter Park electric regarding the service line. There was no further discussion regarding the service line.

The Board inquired about funds available for Historic Preservation in preparation for various projects coming up and asked for a related follow up discussion at the next meeting.

Chairman Segal asked if there was anyone in the audience who had questions or comments for the Historic Preservation Board.

Glenna Harmon, 151 Oakwood Way, wanted to make the Board aware that there is a James Campbell house in her neighborhood and she wanted to ask the Board the correct way to approach the owners about the possibility of designating the home. She also volunteered to assist Board Member, Phil Wood, with his endeavor to preserve some of the historic parks in Winter Park.

Rachel Simmons, Archivist at the Winter Park Public Library, introduced herself to the Board and offer her assistance to the Board with compiling any information needed from the Winter Park archive.

No one else wished to speak. The Public Hearing was closed.

4. New Business. There were no items of new business.

5. Adjournment. There was no further business. The meeting adjourned at 10:18 a.m.

Respectfully submitted,

Kim Breland,  
Recording Secretary



**CITY OF WINTER PARK  
HISTORIC PRESERVATION BOARD**

**Staff Report  
April 12, 2017**

**COR 16-014.1 Request by David and Matina Williams to renovate the existing 1925 house at 774 Maryland Avenue and include it within a new Single Family Residence with attached two-car Garage in a style consistent with the College Quarter Historic District in which it is located.**

**This COR was heard and approved by HPB on December 14, 2016.**

**This new request is to amend the original COR, dated December 14, 2016, in that there is now a new Architect-of-Record for minor revisions to the Architectural Plans, approved that same date.**

**Zoned: R-2 Parcel ID # 07-22-30-8760-00-230  
Original Home Built: 1925**

**Description.** *As stated on December 14, 2016, the original existing two story cottage sits at the very back of the 50 foot wide x 127 foot deep lot (lot area = 6,356 SF) at 774 Maryland Avenue. It was built in 1925 and is of wood frame with wood shingle exterior. It has apparently been used as two rental units, one up and one down, for years. Major trees are at the edges of the property, so none will need to be removed.*

*The home is within the Shingle Cottage Style seen in other homes in Winter Park during the 1920's, including some homes done by James Gable Rogers II and listed on the Winter Park Historic Registry.*

**Background.**

In December, 2016, the Owner, David Williams and his Architect, Phil Kean, presented Phil's concept to keep the original shingle cottage and add a similar three (3) cottages to expand the small building into a modern home for the Williams' Family. An interstitial area of flat roof connects these four components together, just as it did originally.

The HPB voted 6-0 to approve the concept and congratulated Phil Kean for his truly creative solution and devising a plan that kept the historic residential building at 774 Maryland Avenue.

Zane Williams, David's brother has always been the General Contractor for this project.



In the process of moving the project forward, there was a difference of opinion and Phil Kean withdrew his firm from this project. Winter Park Design was brought in to make the modifications desired by the Williams brothers.

**Architecture.** Gary Hancock, Architect and Founder of Winter Park Design has been known to me for many years and I consider Gary to be a most talented Architect and a master of residential design. He has made the relatively simple modification to the largely original design of moving the Front Door from the center of the Front Elevation to the right side of the Garage. In an effort to maintain the look of a Front Porch, Gary has also carried a lattice trellis across the full width of the front of the Garage component and connected it with the newly positioned Front Door.

This new solution also saves the historic resource of the original shingle cottage, just as Mr. Kean's unique solution did. And, the proposed new architectural expression of the Front Entry is in the character and scale of the Historic College Quarter, and follows the spirit of its' Design Guidelines.

**To review the original Staff Report, here is what was said on December 14, 2016:**

*The property is within the College Quarter Historic District. The scale and texture of the original home are evident in the proposed new home design. Please read the Architect's proposed project narrative, attached. The unique configuration of a number of cottage-like pitched roof forms further act to keep the scale of this new design in context with the single family character of the College Quarter neighborhood. Please also see the attached Sheet 5 Roof Plan, which illustrates the four pitched roof "cottage" forms, including the original roof.*

*The Architects' use of shed dormers allow the existing second floor of the original house to remain and inform the new design as to the roof design of the new second floor over the garage and still keep the one story expression, as seen from the street. There is an interconnecting area of flat roof that ties all of these pitched roof "cottages" together. Since this roof element is virtually invisible from Maryland Avenue, Staff has no problem with it.*

*The addition of a one-story Front Porch wrapping around the front of the bedroom cottage further acts to recall the front porches so prevalent within College Quarter. The Owner also has agreed to narrow the entry drive to a single car width at the curb, thus maintaining the smaller scale of the neighborhood.*

*We feel this design is a Win-Win for the Owner and his Architect, College Quarter and the City of Winter Park!*

**Significance.** *The existing residential building is significant as an historic resource, contributing to the College Quarter Historic District. It is very good that the original building was retained.*

**Certificate of Review Request.** *This is a request to retain a historic resource, modify it and combine it into a new one and two story single family residence in College Quarter Historic District.*

**Variance Requests: Approved on 14 December 2016.**

1. Use the existing rear setback of 7'-5.3" for the new Master Bedroom/Bath  
The existing setbacks are as follows:  
Rear: 7'-5.3" to the main building wall  
Side: 3'-10.7 to 4'-1.1"

**Variances Requested: 12 April 2017**

1. Allow 5'-0" side setback to First Floor, left side (*this same 5'-0" side setback was approved on Dec. 12, 2016 by HPB*)
2. Allow the tub in the Master Bath to protrude 2'-0" x 8'-0" into the rear 7'-8" rear setback (*7'-8" rear setback was approved on Dec. 12, 2016 by HPB*). The existing building stands within some 3' of the rear property line, so this new addition would be within the existing line of building.
3. Allow right side Entry Porch to extend into 7'-0" side setback by two (2'-0"). Five foot (5'0") side setback was approved on Dec. 12, 2016 by HPB.
4. Allow right side setback of 7'-0" to Second Floor- Five foot (5'0") side setback was approved on Dec. 12, 2016 by HPB.
5. Allow the New Front Door to top out at 8'-4" instead of 6'-0" (top of fence dimension)- to allow for a more prominent Entry Statement.

**STAFF RECOMMENDATION:**

1. Staff recommends approval of this proposed revised new design.
2. Staff recommends approval of all new requested variances, as they meet the intent of those variances approved by the HPB at the December 12, 2016 meeting.

This review of this property again is meant to bring these relatively minor modifications and change of Architect-of-Record to your attention. The basic preservation of this original 1925 residence, and the creation of a new home that is in keeping with College Quarter, makes these minor variances well worth the effort.





CITY OF WINTER PARK  
401 Park Avenue, South  
Winter Park, Florida 32789

NOTICE is hereby given that a public hearing will be held by the **Historic Preservation Board** of the City of Winter Park, Florida on Wednesday, April 12, 2017 at 9:00 a.m. in the Commission Chambers, 401 Park Avenue, South, Winter Park, Florida, to consider the following **PUBLIC HEARING:**

**COR 16-014.1 Request by David and Matina Williams to renovate the existing 1925 house at 774 Maryland Avenue and include it within a new Single Family Residence with attached two-car Garage in a style consistent with the College Quarter Historic District in which it is located. This COR was heard and approved by HPB on December 14, 2016.**

**This new request is to amend the original COR, dated December 14, 2016, in that there is now a new Architect-of-Record for minor revisions to the Architectural Plans, approved that same date.**

**Zoned: R-2 Parcel ID # 07-22-30-8760-00-230  
Original Home Built: 1925**

All interested parties are invited to attend and be heard. Additional information is available by calling 407-599-3323 or visiting the Planning Department located on the 2<sup>nd</sup> floor in City Hall at 401 Park Avenue South so that citizens may acquaint themselves with the issue and receive answers to any questions they may have prior to the meeting.

**NOTE:** If a person decides to appeal any decision made by the Commission with respect to any matter considered at such meeting or hearing, he will need a record of the proceedings, and that, for such purpose, he may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based. (F.S. 286.0105)

Persons with disabilities needing assistance to participate in any of these proceedings should contact the Planning Department at 407-599-3324 at least 48 hours in advance of the meeting.

/s/: Cynthia S. Bonham, MMC, City Clerk



**PLANNING DEPARTMENT**

City of Winter Park  
Planning Department  
Historic Preservation Board  
401 Park Avenue, South  
Winter Park, Florida 32789  
407-599-3498

**Certificate of Review Application**

1. 774 Maryland Avenue, Winter Park, FL. 32789  
Building address

David & Martina Williams 774 Maryland Ave. 407 448 0940  
Owner's name(s) Address Telephone

Applicant's name (if different from above) Address Telephone

2. Please indicate the work your propose to undertake:

Minor alteration  New construction  Addition  Demolition  Rehabilitation  
 Variance request (additional information required)  Other: \_\_\_\_\_

3. Proposed project narrative: (attach additional page if necessary)

4. The following supplementary information shall be provided as applicable to describe the proposal:

Site plan  Floor plan(s)  Elevations(s)  Photo(s)  Survey  
 Material and product information  Setback/Coverage worksheet REQUIRED

Other: \_\_\_\_\_

5. I, David Williams, as owner of the property described above, do hereby authorize the filing of this application on my behalf.

David Williams  
Owner's Signature

3-22-17  
Date

**Historic Preservation Commission Office Use**

Date received: 22 MAR 17 HPC Meeting: 12 APR 17 Case File No. 00916-014.1

?  
Historic name of building (if any) COLLEGE QUARTER  
Historic district name (if any)

07.22.30. 8760.00. 230  
Parcel Identification Number Year built

historic landmark  historic building/structure  
 district contributing element  district non-contributing element



## Certificate of Review Process

A Certificate of Review (COR) is required for work on designated historic landmarks, properties and districts. The work includes any exterior alterations and new construction. The purpose of the Certificate of Review process is to assist owners of individual historic resources and landmarks, and owners in historic districts who plan to rehabilitate, restore or redevelop their property for contemporary use to achieve their goals while preserving the historic character, architecture and materials to the greatest extent achievable. The Historic Preservation Board (HPB) shall not review interior alterations but it shall consider the effect of such plans as they relate to the exterior. The design guidelines used by the (HPB) shall generally be the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and any additional standards adopted by the HPB. The HPB will consider:

- A. The effect of the proposed work on the property; and
- B. The relationship between such work and other buildings, structures, objects or landscape elements on the site or other property in the historic district where applicable. In evaluating the effect and the relationship, the HPB shall consider historical or architectural significance, architectural style, design, arrangement, texture and materials.

The applicant should confer with the city to obtain information and guidance before entering into substantial expense in the preparation of plans surveys and other data.

Applications will be scheduled for the Historic Preservation Board when received at least 24 days prior to the next meeting. Applicants should submit seven copies of all information required to the Planning Department, City Hall, 2<sup>nd</sup> floor. The printed information size should be limited to 11" x 17". Notice of the proposed work will be advertised and mailed to all property owners within a 500' radius of the site. The HPB shall act upon an application within 60 days of receipt. The time limit may be waived upon mutual consent. Applications will be accepted when a completed application form is submitted together with the supplementary materials necessary to fully describe the proposed work.

The applicant or his/her representative should plan to attend the HPB meeting and present his/her proposal to the HPB. The HPB decision shall be issued in writing and may typically direct one of the following actions:

1. Issuance of a Certificate of Review for the proposed work;
2. Issuance of a Certificate of Review with specified modifications and conditions;
3. Issuance of a Certificate of Review with recommendations for zoning required for the building's preservation which shall be placed on the agenda of the soonest possible Planning and Zoning Board meeting;
4. Denial of the application;
5. Issuance of a Certificate of Review with a deferred effective date of up to 12 months in cases of demolition or moving of a significant building.

The HPB will take action on completed applications only. Decisions made by the HPB may be appealed to the City Commission no later than 15 days after the ruling is made. If there is no appeal or Commission action, the HPB decision shall be final.

For more information contact:

Lindsey Hayes, AICP, Senior Planner  
Planning Department  
401 Park Avenue, South  
Winter Park, FL 32789  
(407) 599-3498



## Attachments to R-2 Setback/Coverage Worksheets

### Other provisions and allowances for R-2 District Developments: (Excerpts from Ordinance)

#### **(3) Additional Development standards (lots 65 feet or less in width):**

1. Parking shall be provided behind the front dwelling with only one driveway entering the property.
2. The driveway and parking surface setback is permitted to be one foot from the rear or side lot line subject to providing a design which will not cause additional drainage onto a neighboring property.
3. The required off-street parking shall be two spaces for the principal building, one space for the cottage dwelling, and two spaces per unit for a duplex.
4. Circular driveways and parking in front shall be prohibited.
5. No front entry garages are permitted, except when provided in the rear half of the lot or on a corner lot.
6. Open front porches or covered entryways must be provided or a similar alternate front entryway must be provided.
7. The principal dwelling may be placed in either the front or the rear of the lot.
8. For corner lots the street side setback shall be 14 feet and the interior side setback shall be 7 feet to the first floor wall only. Other site development requirements remain the same as established for lots 65 feet or less in width.
9. The area between the building and the street shall be landscaped with grass, plantings or both, and any unusual designs shall be subject to the approval of the Parks Director.
10. Screen pool enclosures may also be permitted an additional eight (8%) percent of the lot area in addition to the permitted building area.
11. Minor deviations of the floor area ratio for a principal dwelling and a cottage dwelling may be considered up to plus or minus one percent (1%).
12. When utilizing one common driveway between two properties, the required side setback of eleven (11) feet may be reduced to seven (7) feet to the first floor wall and ten (10) feet to the second floor wall.

#### **(4) Additional Development standards for development of a single-family residence only:**

1. Front entry garages are permitted if set back at least 35 feet from the front property line, and placed behind the front building line of the dwelling by at least four (4) feet.
2. The eleven (11) foot side setback shall be required if the garage is at the rear of the lot. If no driveway around the home is provided, then a seven (7) foot side setback shall be observed to the first floor wall, and the second floor setback shall be ten (10) feet to the second floor wall from the side lot line.
3. All other provisions of the development standards for lots 65 feet in width or less shall apply where applicable.

#### **(5) Development Standards for all properties in the R-2 District:**

1. A minimum distance of 22 feet shall be provided in front of garages and carports for parking turn around space, except on corner lots a minimum distance of twenty (20) feet may be permitted in front of a garage.
2. One common drive may serve two abutting properties without meeting the driveway setback requirement.
3. The architecture of the front of the building shall not included two story high features such as entry areas, porches or columns unless set back at least thirty (30) feet from the front lot line.
4. Open front porches or covered entryways may encroach up to seven (7) feet into the required front setback. A porch depth of eight (8) feet or more is requested for functionality.



5. Minimum living area. The minimum living area of any single-family residence shall be on thousand (1,000) square feet. The minimum living area of duplex or cluster residential units shall average seven hundred fifty (750) square feet but no individual unit shall be less than four hundred (400) square feet.
6. Properties or lots exceeding 10,000 square feet are permitted building heights of thirty-five (35) feet if the side setback is increased to twenty (20) feet measured to the roof component of the building over thirty (30) feet in height.

**(6) Additional Development standards for R-2 lots which abut single family zoned properties:**

1. The rear yard setback shall be 25 feet to the first floor wall and 35 feet to the second floor wall, except where the abutting single family zoned property is not used for residential purposes, such as churches, parks, community centers, etc.
  2. The maximum floor area ratio shall be 45%, except a single-family dwelling may utilize a floor area ratio of 55%.
  3. All building plans for duplexes shall require appearance review approval by the Town Designer or Planning Department designee in accordance with criteria listed under (e)(2) of this Section. Appeals of the appearance review determination of the Town Designer may be made by the applicant and shall be heard by the Planning and Zoning Commission within 40 days of receipt of the appeal request. The applicant or city staff may appeal the decision of the Planning and Zoning Commission to the City Commission within 15 days from the date of that decision. The matter shall be heard by the City Commission within 30 days for final determination.
- (b) Stormwater control. Duplex and cluster housing shall provide onsite stormwater retention as provided by the land development code.

**SECTION 2.** Chapter 58 "Land Development Code", Article III "Zoning" of the Code of Ordinances is here by amended and modified by adding to SECTION 58-82 "General Provisions" subsections (kk) and (ll) to read as follows:

- (kk) First or second floor walls of buildings in residential zoning districts shall not extend above the top plate of the first floor for one story buildings or above the second floor top plate of two story buildings so as to create additional wall height or the appearance of an additional story unless such area is part of the allowable floor area and meets the required setbacks. This limitation does not prevent the provision of a parapet wall for flat roof buildings.
- (ll) The required two-story setback shall apply to walls, which extend twelve (12) feet in height or more above the existing pre-construction grad for buildings in residential zoning districts.

February 4, 2003

Williams Residence  
David & Matina Williams  
774 Maryland Avenue  
Winter Park, FL 32789

## Certificate of Review Application

### 3. Proposed Narrative

The design intent behind the project at 774 Maryland Avenue attempts to, using cues from the existing historic structure, seamlessly blend the old with the new. By utilizing the present materials in the new construction, we intend to preserve both the exterior form and interior finishes.

The overall configuration of the project is our interpretation of maintaining the architectural rhythm of the district, duplicating it and using more contemporary space planning to create a cohesive group of units. By duplicating the form of the existing cottage, we are able to construct a front elevation that fits along the streetscape. These duplicated forms provide tall vaulted ceilings for the home's main spaces, while the flat ceilings provide the linkage between them.

The material palette chosen has been taken from the existing structure and lightened up for a slightly more contemporary feel. The roof pitches combine the existing pitch with a pitch that is more in line with the style of the home. As a whole, the project seeks to find a compromise between the potential of a larger historical structure and the openness of a contemporary design.





Historic Preservation Board

Certificate of Review

*Supplemental Application for Variance Request*

1. Describe variance request:

We are requesting that the existing structure's current setback be used in the design of the new construction. This includes new 5' 0" to first floor left side, new 5' 0" to residence rear and side porch at right side, new 7' 0" to second floor residence at right side and new 5' 6" to top box bay at rear. A variance for an entry gate at the right side setback.

2. What are the special conditions and circumstances peculiar to the land, building(s), and structure(s), involved especially as they are established by the historic character of the afore mentioned?

The existing structure was designed with a stacked floor plan. Therefore, the second floor setbacks must be altered to reflect the first floor setbacks. This will maintain continuity when designing the new construction.

3. Describe the requirements, from the Land Development Code upon which this request is based.

The requirements state that the side first floor setback be 7', the side second floor setback be 10', the rear first floor setback be 10' and the rear second floor setback be 25'.

4. Describe how the requested variance may be appropriate to achieve the design review standards for historic preservation.

In order to preserve the existing structure and allow the new construction's design to fit cohesively, the setbacks of the existing structure must be maintained.

5. Complete the setback and coverage calculations on the appropriate form and include with this application.

See attached

# Setback/Coverage Calculations (Lots 65' or less in width)

For Principal Dwelling/Cottage Dwelling/Single Family/Duplex (R-2) District

Address: 774 Maryland Avenue Lot Width: 50'

Submitted by: Z Properties Group Inc. Lot Area: 6365

Principal Dwelling \_\_\_\_\_ Cottage Dwelling \_\_\_\_\_ Single Family Residence X Duplex \_\_\_\_\_  
 \*\*\*\*\*

|                                     | Existing<br>Area | + | Proposed<br>Area | = | Total<br>Area | Permitted<br>Area |
|-------------------------------------|------------------|---|------------------|---|---------------|-------------------|
| <b>Minimum Living Area (sq.ft.)</b> |                  |   |                  |   |               |                   |
| Principal Dwelling                  | 1,000            |   |                  |   |               |                   |
| Cottage Dwelling                    | 500              |   |                  |   |               |                   |
| Single Family                       | 1,000            |   |                  |   |               |                   |
| Duplex                              | 1,000            |   |                  |   |               |                   |
|                                     | (After Demo) 528 |   | <b>2182</b>      |   | <b>2710</b>   | <b>1000</b>       |

**Impervious Lot Coverage**

{include all areas from above at grade level plus all driveways, sidewalks, patios, pools, artificial turf, etc}

|                          |            |  |             |  |              |            |
|--------------------------|------------|--|-------------|--|--------------|------------|
| Principal Dwelling - 65% |            |  |             |  |              |            |
| Cottage Dwelling - 65%   |            |  |             |  |              |            |
| Single Family - 65%      |            |  |             |  |              |            |
| Duplex - 60%             | <b>528</b> |  | <b>3582</b> |  | 4110 (64.6%) | 4137 (65%) |

**Maximum Building Coverage**

|                                |            |  |             |  |            |            |
|--------------------------------|------------|--|-------------|--|------------|------------|
| Principal/Cottage dwelling 35% |            |  |             |  |            |            |
| Single Family - 40%            | <b>528</b> |  | <b>2018</b> |  | 2546 (40%) | 2546 (40%) |
| Duplex - 35%                   |            |  |             |  |            |            |

**Floor Area Ratio (FAR)\***

For 2-Story Buildings only  
 {include 1st & 2nd floors, garage, carports, porches, accessory bldgs, & EXCLUDE pool screen enclosure}

|                          |            |  |             |  |            |            |
|--------------------------|------------|--|-------------|--|------------|------------|
| Principal Dwelling - 30% |            |  |             |  |            |            |
| Cottage Dwelling - 20%   |            |  |             |  |            |            |
| Single Family - 55%      |            |  |             |  |            |            |
| Duplex - 50%             | <b>528</b> |  | <b>2713</b> |  | 3241 (51%) | 3501 (55%) |

(Note 1)

**Excludable Area of Porches (sq.ft.) from FAR**

|                    |            |  |            |  |            |            |
|--------------------|------------|--|------------|--|------------|------------|
| Principal Dwelling | 400        |  |            |  |            |            |
| Cottage Dwelling   | 300        |  |            |  |            |            |
| Single Family      | 700        |  |            |  |            |            |
| Duplex             | 600        |  |            |  |            |            |
|                    | <b>N/A</b> |  | <b>476</b> |  | <b>476</b> | <b>700</b> |

(Note 2)

**Building Height** Maximum Permitted: 30' Proposed Height: 23'0" (above existing grade)  
 Maximum Building Stories - 2

**Two parking spaces per unit required behind front setback line, except only 1 space for a cottage dwelling.**

**Stormwater retention required per the Land Development Code.**

\*Applies to two-story building only; FAR is the total gross building area divided by the total lot area. Common driveways are permitted between two adjoining lots.



**Setbacks R-2**  
(Lots 65' or less in width)

|  | EXISTING       | PROPOSED      |
|--|----------------|---------------|
| <b><u>FRONT SETBACKS</u></b>   |                |               |
| To first floor wall – 25'  | <u>98' 10"</u> | <u>25' 4"</u> |
| To second floor wall – 30'   | <u>98' 10"</u> | <u>35' 4"</u> |
| <b><u>SIDE SETBACKS</u></b><br>(Principal/cottage, dwelling or duplex) |                |               |
| To first floor wall (note 3) – 7'                                      | <u>3' 11"</u>  | <u>3' 11"</u> |
| Driveway side first floor wall (note 4) – 11'                          | <u>-</u>       | <u>5' 0"</u>  |
| To second floor wall – 10'   | <u>-</u>       | <u>7' 0"</u>  |
| <b><u>Rear setbacks</u></b>  |                |               |
| One Story Building - 10'   | <u>7' 8"</u>   | <u>7' 8"</u>  |
| Two Story Building - 25'<br>(note 6)                                   | <u>-</u>       | <u>62' 0"</u> |
| <b><u>Corner Lot Setbacks**</u></b>                                    |                |               |
| Lot width 65' or less – 14'  | <u>N/A</u>     | <u>N/A</u>    |

Open Front Porch & Entryway allowance: An additional projection of up to 7' into the required front setback is permitted on any R-2 property.  
All setbacks given are minimum allowed

\*Required if garage is located in rear of lot, otherwise garage must be set back 35' from front lot line and at least 4' behind front of building, and one story garage is permitted a setback of 7'.

\*\*Corner lot setbacks are measured on the side yard adjacent to the street, where the street side having the least frontage is determined to be the front.

**Notes:**

1. If a single-family residence, only, is built on the lot, the maximum floor area ratio is 55%. The maximum total floor area ratio on a property developed with a principal dwelling and a cottage dwelling shall be 50% with the principal dwelling having a larger gross floor area than the cottage dwelling.
2. Only open porches in the front and screened or open porches in the rear and side of the principal and cottage dwelling may be excluded from the floor area ratio up to a total area of 700 square feet.
3. The 7-foot side setback shall only be permitted on one side of the lot, and a 5-foot side setback to an attached or detached garage or carport shall be permitted on either side of an interior lot subject to limiting the building wall height to 8 feet and limiting the building wall length to 22 feet.
4. The 11-foot side setback shall be provided on one side of an interior lot to the first and second floor walls to allow driveway access. Where two abutting properties utilize one common driveway, the side setback may be 10 feet.
5. For duplexes, side building walls over 20 feet in length and over 17 feet in height above the existing grade must be set back an additional 5 feet from the lot line at the second floor wall and continue at the additional 5 foot setback for at least 10 feet along the side of the building before returning to the 10 foot side setback. Alternate methods to accomplish this relief from having long two story boxlike buildings along the side lot line may be approved by staff.
6. For lots that have rear lot lines adjoining non-residential zoning, the second floor setback may be 10 feet.

**SEE ORDINANCE FOR ADDITIONAL PROVISIONS; THIS WORKSHEET DOES NOT COVER ALL REQUIREMENTS**









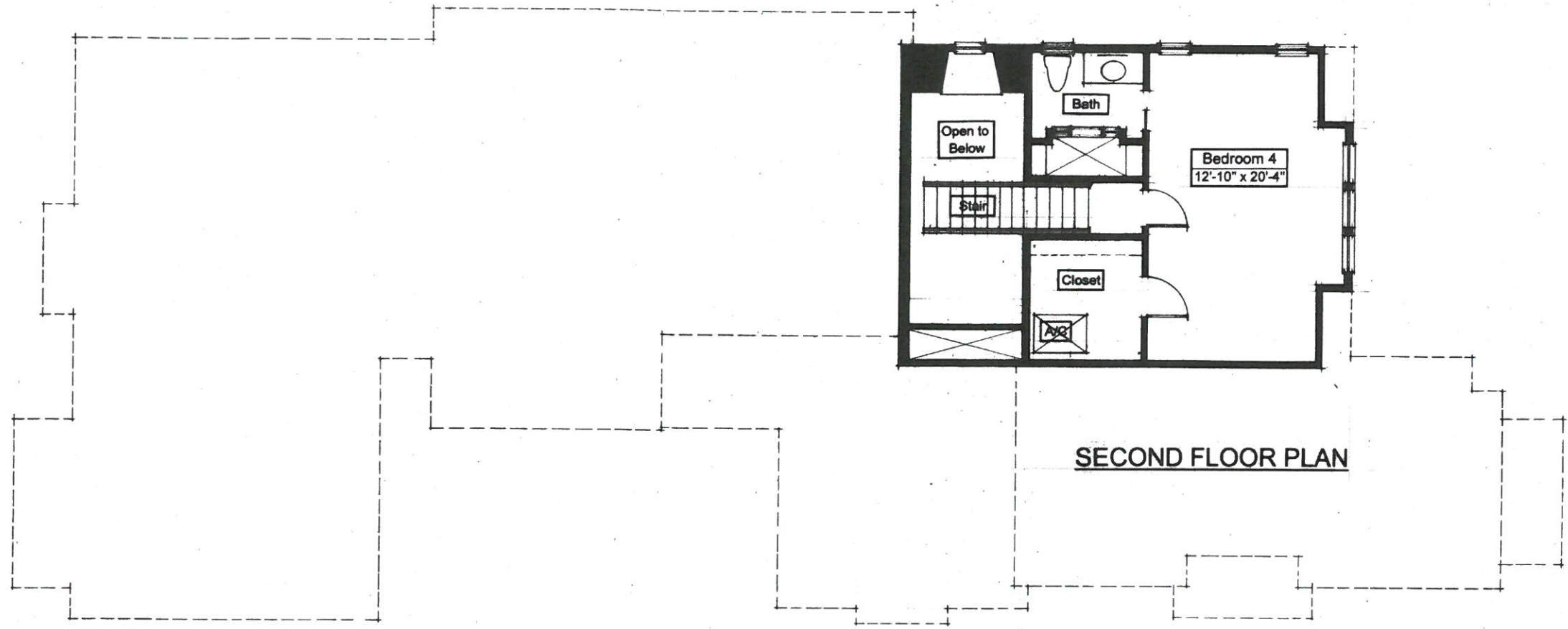
**WILLIAMS RESIDENCE**  
**WINTER PARK, FLORIDA**



1117  
R9H

1/24/17

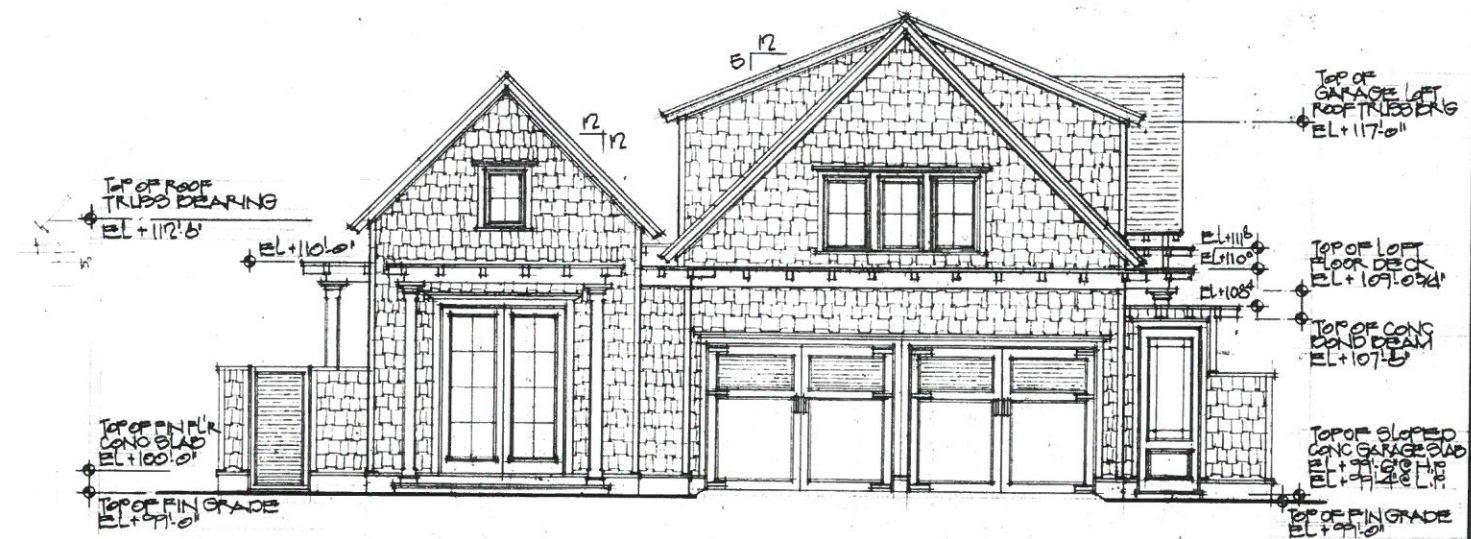
**3**



**SECOND FLOOR PLAN**



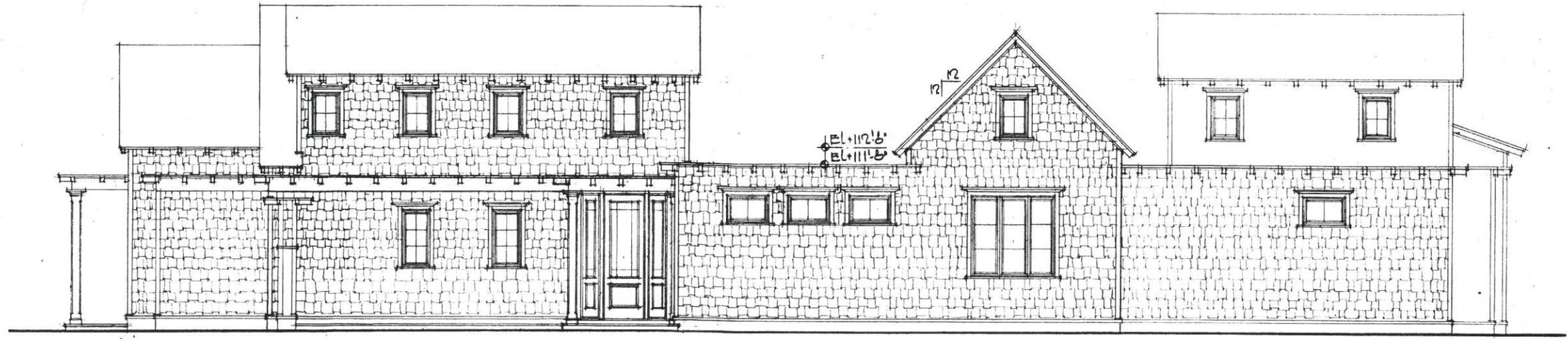




**STREET SIDE ELEVATION**

1/4"=1'-0"

**WILLIAMS RESIDENCE**  
**WINTER PARK, FLORIDA**



**RIGHT SIDE ELEVATION**

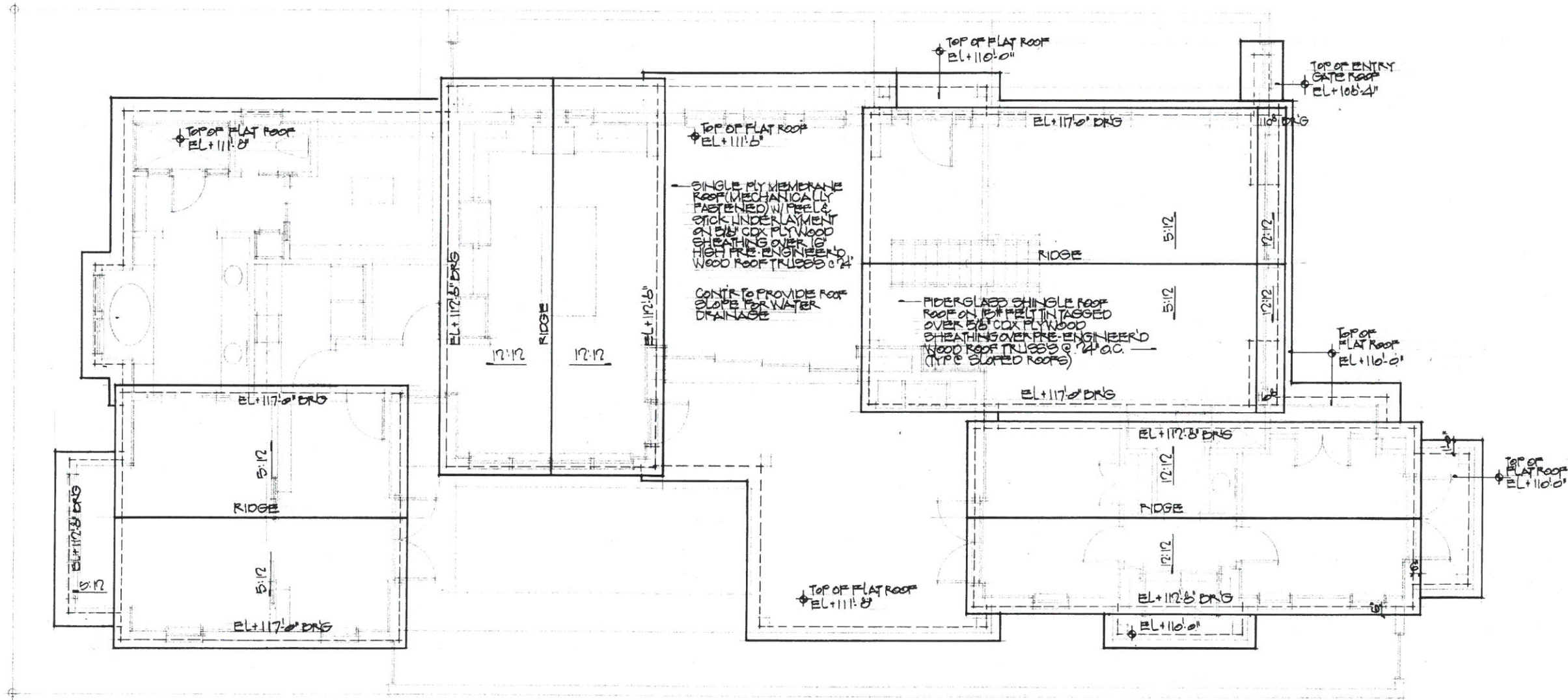
1/4"=1'-0"

|                |                  |
|----------------|------------------|
| DATE: 11/17    | DESIGNER: RGH    |
| DATE: 01/20/17 | PROJECT: [blank] |

**4**







**ROOF PLAN**  
1/4" = 1'-0"

**WILLIAMS RESIDENCE**  
WINTER PARK, FLORIDA



JOB NUMBER  
1117

DESIGNER  
RgH

CHECKED

DATE  
MAR 21 2017

REVISIONS







Date

Name

Address

RE: Property located at \_\_\_\_\_ address

**CITY OF WINTER PARK**

401 Park Avenue South

Winter Park, Florida

32789-4386

Dear RESIDENTS NAME:

We want to take a moment and introduce you to the City of Winter Park's historic preservation efforts. Your property represents not only your home/business but a piece of history within the city. Have you ever considered listing your home/business on the Winter Park Register of Historic Places?

Let us share a bit about the city's historic preservation program. First and foremost, putting your property on the city's Historic Register is entirely voluntary. There is no obligation or commitment by you to do so. The City cannot put your property on the Register without your approval. Second, we have a number of different types of properties on the Register from all periods of time that reflect Winter Park's character through the past 130 years. Your property is a great example of the charm and character that has made Winter Park an extraordinary place. Third and finally, there is no fee to register your property on the Register.

Now, if we've peaked your interest, here's some additional information that you may want to know. Once on the Register, the property cannot be removed. This does not preclude you from making changes to your property and this designation does not impact any interior renovations. The city also several incentives that may be helpful including the installation of underground power all the way into your home as well as housing rehabilitation funds for home or business improvements. The city celebrates the history of Winter Park with tours of historic properties and annual events that recognize property owners that have designated their homes or businesses. I have enclosed a brochure about our Historic Preservation program and a list of incentives for you to review.

If you would like additional information about Winter Park's Historic Preservation program, please contact me directly at [bweiss@cityofwinterpark.org](mailto:bweiss@cityofwinterpark.org) or give me a call at 407-599-3323.

Thank you for taking the time to read this letter. We hope you are interested in hearing more about our program and look forward to hearing from you soon.

Sincerely,

Brooks Weiss, AIA  
City Architect



## Service Line Undergrounding Grant Application

City of Winter Park Planning & Community Development  
Historic Preservation  
401 South Park Avenue  
Winter Park, Florida 32789  
407-599-3323, FAX 407-599-3499

Subject Property Address \_\_\_\_\_

Property Owner (s) \_\_\_\_\_

Owner(s) Mailing Address \_\_\_\_\_

Telephone \_\_\_\_\_

Email Address \_\_\_\_\_

### Authorization

My/our signatures certify that I/we have reviewed the grant program information and the documentation contained in this request is accurate and that I/we have the authority to sign.

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Owner (sign)

\_\_\_\_\_  
Owner (print)

\_\_\_\_\_  
Owner (sign)

| <i>For Staff Use Only</i>       |  |
|---------------------------------|--|
| <i>Date received</i> _____      | <i>Date historic designation finalized</i> _____ |
| <i>HDA Number</i> _____         | <i>FMSF Number OR-</i> _____                     |
| <i>Approved by PCD</i> _____    | <i>Date</i> _____                                |
| <i>Approved by EUD</i> _____    | <i>Date</i> _____                                |
| <i>Installation dates</i> _____ |  |





## Service Line Undergrounding Grant Information

City of Winter Park Planning & Community Development  
Historic Preservation  
401 South Park Avenue  
Winter Park, Florida 32789  
407-599-3323, FAX 407-599-3499

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The Service Line Undergrounding Grant program for newly designated individual historic properties on the Winter Park Register of Historic Places waives the cost of undergrounding the service line between the historic property to the primary and secondary lines on the street poles. The Winter Park Electric Utility Department (WPEUD) currently charges customers up to \$3,000.00 to place a standard 200 amp service line underground. While all street poles will come down as the WPEUD undergrounds primary and secondary lines city-wide, the cost of undergrounding the service line to the building is ordinarily the property owners' responsibility.

- ❖ Only properties eligible for historic designation as described in Chapter 58, Article VIII may apply. The historic designation must be finalized by resolution of the City Commission before the grant project may be initiated.
- ❖ The grant program offers this opportunity to cover up to the \$3,000.00 maximum to underground the service line as an incentive to designate historic properties.
- ❖ In most cases an electrician will be needed to complete the undergrounding process final connection. The city will provide owners with references to city-approved electricians. Owners may want to investigate upgrading their service entrance to bring it up to current codes.
- ❖ Overhead telephone and cable lines will also be moved underground at the same time as the electric service line.
- ❖ The neighborhood primary and secondary lines will remain on poles until such time as the WPEUD places them underground according to the posted city-wide schedule.
- ❖ Yards and landscaping will be in temporary disarray until the service line undergrounding is completed. The WPEUD will leave the yard as good as when they started.
- ❖ Photographs of the historic property, once a Service Line Undergrounding Grant is implemented, may be used in presentations and publications in conjunction with the City's historic preservation program and Service Line Undergrounding Grant program.



**City Of Winter Park  
Planning & Community Development  
Preservation Rehabilitation Program**

*grant*

**1. APPLICANT**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_ Fax Number: \_\_\_\_\_

**2. BUILDING TO BE REPAIRED/REHABILITATED**

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Legal Description: \_\_\_\_\_

Property Tax Parcel Number: \_\_\_\_\_

**3. OWNER OF PROPERTY (if not applicant)**

Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Zip \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

**5. BRIEF DESCRIPTION OF PROPOSED REPAIRS/REHABILITATION**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Staff Use Only: Application Approved ( Y / N ) Date: \_\_\_\_\_ By: \_\_\_\_\_



a total of

**CERTIFICATION BY APPLICANT**

The applicant certifies that all information in this application, and all information furnished in support of this application, is given for the purpose of obtaining a 50 percent matching grant not to exceed \$25,000.00 and is true and complete to the best of the applicant's knowledge and belief.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that he/she has the authority to sign and enter into an agreement to perform the rehabilitation work on the property. Evidence of this authority must be attached.

The Planning and Community Development Department is dedicated to promoting and encouraging diversity in the programs that it supports or funds. Successful applicants in the Preservation Rehabilitation Program are encouraged to contact contractors that are certified minority owned or small businesses.

Verification of any information contained in this application may be obtained by the Planning and Community Development Department from any available source.

---

**Applicant Signature**

---

**Date**

**Please return a copy of this completed application along with any supporting documentation to the Planning and Community Development Department.**

Planning and Community Development Department  
401 S. Park Ave  
Winter Park, FL 32789

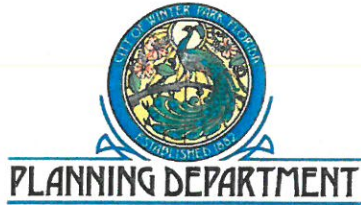
**For additional information please contact:**

Brooks Weiss  
City Architect  
Phone: 407-599-3323  
Email: [bweiss@cityofwinterpark.org](mailto:bweiss@cityofwinterpark.org)

Notary Public

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## Preservation Rehabilitation Grant Program Guidelines

The Planning and Community Development Department (PCDD) of the City Of Winter Park established the Preservation Rehabilitation Grant Program to provide a financial incentive to property owners to encourage owners to list their historic properties on the Winter Park Register of Historic Places and reinvest in the preservation of their building. Where appropriate, owners would also be encouraged to apply for inclusion on the National Register of Historic Places.

### **ELIGIBLE APPLICANTS**

- The grant applicant must be a property owner or have the owner's permission to act on their behalf;
- The property must be located within the boundaries of the City of Winter Park;
- The property must be eligible for listing on the Winter Park Register of Historic Places;
- The listing on the Winter Park Register of Historic Places must be finalized before the Preservation Rehabilitation Grant work commences;
- The property's market value must be equal to or under \$400,000 based on the Orange County Property Appraiser's Office determination.
- Exterior work must be approved by the Historic Preservation Board (HPB) and must conform to the Secretary of the Interior's Standards for Rehabilitation;
- The Preservation Rehabilitation Grant can only be used once per building; regardless of ownership;
- Owners will own the property for an additional five years after the completion of the project or agree to reimburse the City on a pro-rate share if the property is sold or transferred;
- The applicant must owe no outstanding property taxes, fees, judgment, or liens to the City of Winter Park or Orange County.

**Ineligible Applicants:** Government offices and agencies (non-governmental, properties exempt from property taxes.

### **ELIGIBLE PROJECTS**

The Preservation Rehabilitation Grant program is funded through annually budgeted general funds. The PCDD will match the Owner up to fifty percent (50%) of the total cost of eligible improvements up to \$25,000. All work must conform to the Secretary of the Interior's Standards for Rehabilitation. Exterior work must be approved by staff or the HPB as applicable.

**Eligible work:** Rehabilitation of historic buildings including:

- Roofs and eaves with like materials;

to cancellation if not completed or significant progress has not been made by the completion date. Request for extensions will be considered only if made in writing and progress towards completion has been demonstrated.

In the event all programs funds have been committed, owner/lessee may still submit an application, complete approved façade work and be reimbursed for that work if funding is approved. Due to the uncertain nature of budget availability in any given year, the CRA cannot guarantee that funding will be available or if any applicant will be reimbursed. Applicants who submit a completed application and are on the waiting list may be eligible to be reimbursed if funding becomes available up to one year past the date of their application submittal. Work completed in advance of funding availability must be maintained in like-new condition and match with the scope of work submitted with the application in order to receive reimbursement. Only applicants that have previously applied, and been placed on the waiting list prior to beginning any exterior improvement under this program, may be eligible for funding.

**COMPETITIVE BIDDING** Applicants are required to get two (2) competitive bids for every type of proposed work. The PCDD will match up to 50% of the cost up to \$25,000. All contractors must be insured and licensed by the State of Florida. All construction contracts will be between the applicant and contractor.

#### **APPROVALS**

The PCDD has the sole authority to determine eligibility of proposed work and confirmation of completed work. Certain work may be required or precluded as a condition of funding. Participants will be responsible for obtaining necessary regulatory approvals, including any needed by City departments or boards and including, but not limited to, HPB approval, building permits and any other necessary permits. All work must comply with city, state and federal regulations.

#### **CONTRACTUAL AGREEMENT**

Accepted applicants must enter into a contractual agreement with the PCCD prior to disbursement of grant funds.

#### **SUBMISSION REQUIREMENTS**

Application packages must include documentation that illustrates the visual impact of the project and its cost.

***Failure to provide required information will delay the review and/or approval process.***

The applications must include the following attachments:

1. Complete application form
2. Copy of current property insurance



# Historic Preservation award

2017

## EXCELLENCE IN RESIDENTIAL RENOVATION



*Geer-Van den Berg Home* 1880  
138 Detmar Drive

# Historic Preservation award

2017

## EXCELLENCE IN RESIDENTIAL RENOVATION



*The Maher's Home* 1925  
616 Seminole Drive



# Historic Preservation award

2017

## EXCELLENCE IN COMMERCIAL RENOVATION



*Woman's Club of Winter Park* 1921  
419 South Interlachen Avenue

# Historic Preservation award

2017

**EXCELLENCE IN ADAPTIVE REUSE**



*The Ninth Grade Center* 1925  
*Orange County Public Schools*  
528 Huntington Avenue



**Historic  
Preservation  
award**

**2017**

**EXCEPTIONAL INDIVIDUAL**



***Frank Roark***  
*general contractor*

specializing in historic preservation