



Historic Preservation Board Regular Meeting

Agenda

June 9, 2021 @ 9:00 am

City Hall

401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed 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).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of the May 12, 2021 Meeting Minutes](#) 1 minute
 3. **Staff Updates**
 - a. [Discussion on the proposed revisions to the College Quarter Design Guideline Standards and application as well to the Virginia Heights historic district.](#) 45 minutes
 4. **Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
 5. **Action Items**
 6. **Public Hearings**
 - a. [COR 21-05 Request by Ron Scarpa for APPROVAL to renovate the existing one-story home at 767 McIntyre Avenue and add a new two-story residence in the rear yard subject to certain variance requests, located in the College Quarter Historic District. Parcel ID# 05-22-30-9400-96-120.](#) 1 minute
(Tabled until the July 14, 2021 HPB meeting)
 - b. [COR 21-06 Request by Charles Hamilton for APPROVAL to construct additions including two \(2\), one-story accessory living units, swimming pool, pool cabana and a studio/workshop building on the property at 450 Clarendon Avenue, zoned R-2, and individually designated historic property. Parcel ID# 07-22-30-8910-02-150.](#) 30 minutes
 7. **Board Comments**
 8. **Adjournment**



Historic Preservation Board **agenda item** Regular Meeting

item type	Consent Agenda	meeting date	June 9, 2021
prepared by	Mary Bush	approved by	
board approval	Completed		
strategic objective			

subject

Approval of the May 12, 2021 Meeting Minutes

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[May 12 HPB Draft Minutes.pdf](#)



Historic Preservation Board Minutes

May 12, 2021 at 9:00 a.m.

401 S. Park Avenue | In-Person and Virtual | Winter Park, Florida

1. Call to Order

Principal Planner, Jeff Briggs called the hybrid, in-person and virtual, meeting to order at 9:00 a.m. Present In-Person: John Skolfield, Anne Sallee, Drew Henner, Aimee Spencer, N. Lee Rambeau, and Karen James. Present Virtually: Wade Miller. Staff: Director of Planning & Transportation, Bronce Stephenson; Principal Planner, Jeff Briggs; and Recording Secretary, Mary Bush.

1. Election of Chairman and Vice-Chairman

Motion made by Aimee Spencer to nominate Anne Sallee as Chairman of the Board. Ms. Sallee accepted the nomination. By a roll call vote the motion failed 3-4. (In Favor: Karen James, N. Lee Rambeau, and Aimee Spencer. Opposed: Drew Henner, Wade Miller, John Skolfield, and Anne Sallee.)

Motion made by Anne Sallee to nominate John Skolfield as Chairman of the Board. Mr. Skolfield accepted the nomination. By a roll call vote, the motion carried unanimously 7-0.

Motion made by Aimee Spencer and Drew Henner to nominate Anne Sallee as Vice-Chair for the Board. Ms. Sallee accepted the nomination. By a roll call vote, the motion carried unanimously 7-0.

2. Approval of Minutes

Motion made by Anne Sallee, seconded by N. Lee Rambeau to approve the April 14, 2021 meeting minutes.

Motion carried unanimously with a 7-0 vote.

3. Staff Updates

Mr. Briggs advised the Board that a presentation by Staff and Chairman Skolfield would be made to the City Commission that afternoon regarding Historic Preservation month, which occurs in May. All Board members were invited to attend. Mr. Briggs also noted that the City Commission adopted a new format for all Board meetings, which includes a citizen comment period regarding items that are not on the meeting agenda.

4. Citizen Comments

No one from the public wished to speak. The public hearing was closed.

5. Public Hearings

- COR 21-05 Request by Ron Scarpa for APPROVAL to renovate the existing one-story home at 767 McIntyre Avenue and add a new two-story residence in the rear yard subject to certain variance requests, located in the College Quarter Historic District. Parcel ID# 05-22-30-9400-96-120.

Mr. Briggs informed the Board that the applicant had requested the item to be continued to the next month's regular Board meeting. The applicant also asked to have a work session on the project to

discuss design options and any issues involved. Mr. Briggs suggested meeting on May 26, 2021 for the work session.

The applicant, Ron Scarpa of 2034 East End Avenue, Winter Park, FL 32789 addressed the Board. Mr. Scarpa advised the Board that he requested to table the item to have time to address the concerns of neighbors and put the plans in written form. He noted that he wanted to create a home that fulfills the design criteria and for him to live in.

Motion made by John Skolfield, seconded by Anne Sallee, to table to the next scheduled regular meeting of the Historic Preservation Board on June 9, 2021.

Motion carried unanimously with a 7-0 vote.

- HDA 21-04 Request by Martha Bryant Hall for APPROVAL to individually designate on the Winter Park List of Historic Places, the Property and Church building at 827 W. Lyman Avenue. Zoned R-1A. Parcel ID# 05-22-30-9400-47-111.

Mr. Briggs briefly introduced the item and applicant to the Board. He indicated that Ms. Hall desired to designate this Church in honor of the legacy of her late husband, Reverend Jerry Hall. While the building itself is not of any special architectural merit, the Church itself is an important part of the history and heritage of Hannibal square neighborhood which once boasted 20+ churches within the 1/3 square mile area.

Staff recommendation was for approval.

The applicant, Martha Bryant Hall of 331 West Lyman Avenue, Winter Park, FL 32789 addressed the Board and provided them a detailed synopsis of the history of the church, Reverend Hall, and his ministry to support the request. Mrs. Hall expressed that her reason for designating the church was for it to be a symbol of a landmark in honor of her husband's service and dedication to the community.

The Board heard public comment from the following residents in favor of the request:

Richard Allen Butts, 944 Morse St, Altamonte Springs, FL; Daisy Chaffers, No Address Provided; Mary Daniels, 650 West Canton Avenue, Winter Park, FL; Forest Michael, 358 West Comstock Avenue, Winter Park, FL; and Angie Randolph, 834 West Lyman Avenue, Winter Park, FL 32789.

The daughter of the applicant, Maria Bryant of 450 South Virginia Drive, Winter Park, FL addressed the Board. Ms. Bryant provided an in-depth presentation of the history and significance of Reverend Hall and his many accomplishments within the community, City, and surrounding areas. She expressed that it would be an honor to have the church designated as historic.

No one else from the public wished to speak. The public hearing was closed.

The Board expressed their appreciation for the presentation and the desire of the applicant and those in support to designate the church in honor of Reverend Hall.

Motion made by Anne Sallee, seconded by Aimee Spencer, to approve the request by Martha Bryant Hall for approval to individually designate on the Winter Park List of Historic Places, the Property and Church building at 827 W. Lyman Avenue.

Motion carried unanimously with a 7-0 vote.

- Request of the City of Winter Park for APPROVAL of an Ordinance amending Chapter 58, Article VIII, Historic Preservation so as to amend the notice provisions for voluntary designations of historic properties.

Mr. Briggs provided a brief overview of the request and led discussion of the item. Mr. Briggs noted to the Board that applicants must still go through the City code process of public notice and hearing for voluntary designations even if they only want to designate their home and are not requesting anything additional. This item was brought to the Board to see if changing the notice provisions would be desired.

The Board briefly discussed the item and noted that historic preservation has been upheld to be a form of zoning and the applicant could possibly ask for a variance in the future. The Board also noted that it should be on record that everyone was properly notified of any designations.

Staff withdrew the item based on Board comments.

6. Discussion Item

Mr. Briggs briefly discussed updating the 2003 College Quarter design guidelines, which he suggested to be used for reference in creating the Virginia Heights East historic district guidelines as well. He explained that the guidelines would be reviewed and discussed in depth at the May 26, 2021 work session. Mr. Briggs noted certain contradictory phrases that exist in the College Quarter guidelines that will need to be addressed. He also noted that the Minimal Traditional architectural style will be discussed and, if the Board desires, possibly tweaked or removed from the guidelines.

The Board continued discussion on the revision, creation, and implementation of design guidelines for College Quarter and Virginia Heights East. The Board's discussion included comments and inquiries regarding the following:

- using other styles in place of the Minimal Traditional style for rebuild projects;
- reviewing the list of contributing structures;
- creating a map of the contributing homes;
- automatically designating homes that are at least 50 years old as contributing;
- defining contributing and non-contributing according to Winter Park;
- adding legally defensible text within the guidelines for enforcement;
- considering the scale of the neighborhood when creating guidelines for contributing structures;
- using a consultant for application for the Certified Local Government application;
- and grant opportunities and incentives for historic preservation.

Mr. Stephenson inquired with the Board about their interest in doing a walkshop to walk through the College Quarter and re-evaluate what homes are and are not contributing. He noted that there are specific definitions of contributing structures and minimal traditional style currently within the College Quarter design guidelines.

Mr. Briggs briefly reviewed with the Board the presentation regarding the Historic Preservation Board and the historic preservation awareness campaign that would be provided that afternoon for the City Commission meeting. Brief discussion ensued with the Board about the upcoming projects and goals.

7. Board Updates and Comments:

No Board updates and comments.

8. Upcoming Meeting Schedule

Next HPB Regular Meeting: Wednesday, June 9, 2021 at 9:00 a.m.

Next HPB Work Session: Wednesday, May 26, 2021 at 9:00 a.m.

Meeting adjourned at 10:39 a.m.

Respectfully Submitted,

Mary Bush

Recording Secretary



Historic Preservation Board **agenda item** Regular Meeting

item type Staff Updates	meeting date June 9, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson
board approval Completed	
strategic objective	

subject

Discussion on the proposed revisions to the College Quarter Design Guideline Standards and application as well to the Virginia Heights historic district.

motion / recommendation

background

alternatives / other considerations

fiscal impact



Historic Preservation Board **agenda item** Regular Meeting

item type Public Hearings	meeting date June 9, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson
board approval Completed	
strategic objective	

subject

COR 21-05 Request by Ron Scarpa for APPROVAL to renovate the existing one-story home at 767 McIntyre Avenue and add a new two-story residence in the rear yard subject to certain variance requests, located in the College Quarter Historic District. Parcel ID# 05-22-30-9400-96-120.

(Tabled until the July 14, 2021 HPB meeting)

motion / recommendation

background

alternatives / other considerations

fiscal impact



Historic Preservation Board **agenda item** Regular Meeting

item type Public Hearings	meeting date June 9, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson
board approval Completed	
strategic objective	

subject

COR 21-06 Request by Charles Hamilton for APPROVAL to construct additions including two (2), one-story accessory living units, swimming pool, pool cabana and a studio/workshop building on the property at 450 Clarendon Avenue, zoned R-2, and individually designated historic property. Parcel ID# 07-22-30-8910-02-150.

motion / recommendation

Staff recommendation is for Approval, inclusive of the rear setback variance.

background

Charles Hamilton (owner) is requesting approval for additions to the property at 450 Clarendon Avenue, which is an individually designated historic property, built in 1925. The additions requested include:

1. Two guest cottages joined together as a single building, located in the rear southwest corner of the property.
2. A new swimming pool and pool cabana building.
3. A re-built accessory studio workshop/storage shed building.

This property at 450 Clarendon Avenue is zoned R-2. Based upon that R-2 zoning, this 15,000 square foot property could be used for three (3) residential units. If this property had not been designated as historic, the existing home could be demolished and three two-story townhouse units could be built on this land. Or alternatively they could do what is happening directly next door to the east, where on the same size property, the owners will be constructing two new single-family homes.

Mr. Hamilton's vision is to improve and expand upon the usefulness of this property in a manner generally consistent with the Zoning Code allowances for a property zoned R-2.

In addition to the preservation of the existing home, Mr. Hamilton desires to add two guest cottages to be used for guests/visitors or perhaps for rental purposes in the future and adding a new swimming pool/cabana and accessory studio/workshop.

The plans attached include the site plan, elevations for the new accessory buildings, site development statistics and material call-outs for the new structures. Again, this is an R-2 property, so they are meeting the rear and side setbacks for one-story buildings (10 feet). The total size of all of the structures (4,420 sf) is at a floor area ratio of 30% or just slightly more than half of the permitted floor area ratio of 55%. Impervious coverage is also well below the maximum permitted of 65%.

There is one variance requested, that relates to the 297 sq. ft. studio/workshop structure that is at a 7-foot rear setback versus the required 10-foot setback. This is because they desire to rebuild in the spot where the existing workshop building is located. The existing deteriorated building now sits 7 feet from the rear property line. Staff is comfortable with this variance given that a building already sits in that location.

One goal of our historic preservation district designations should be to allow for the owners to develop them to their permitted entitlements. Thus, whether these two small one-story units (546 sf and 352 sf) are for guests/visitors or used as future rentals. The smaller size will likely have one person in each unit, and they are within the residential density permitted by the R-2 zoning, just as one could do if this property were not a designated historic property.

With respect to the rear setback variance for the studio/workshop, the staff is comfortable with that small deviation. As such staff supports the application as qualified for listing on the Winter Park Register of Historic Places.

[alternatives / other considerations](#)

[fiscal impact](#)

ATTACHMENTS:

[Application.pdf](#)

ATTACHMENTS:

[Location Map.pdf](#)

ATTACHMENTS:

[Site Plan.pdf](#)

ATTACHMENTS:

[Development Plans.pdf](#)

ATTACHMENTS:

[Pictures.pdf](#)

ATTACHMENTS:

[Pictures \(2\).pdf](#)



City of Winter Park
Planning & Transportation Department
Historic Preservation Board
401 South Park Avenue
Winter Park, Florida 32789
407-599-3440

Certificate of Review Application

1. 450 Clarendon Avenue
Building address

Charles Hamilton 450 Clarendon Avenue 917-804-5657
Owner's name(s) Address Telephone

2. Please indicate the work you 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)*

Our project includes building a small, guest cottage/duplex in the back yard, a small pool with pool house, renovation of a pre-existing workshop/studio, a small storage addition to the workshop, and extensive landscaping to the newly developed areas, as well as other areas of the property. Design of these new structures will adhere to the primary dwelling's historic status, architectural and design aesthetic, and will remain small scale in footprint. New hardscaping will include a secondary driveway to accommodate the cottage guests, a footpath from the front of the property to the backyard cottage/duplex, relevant paving around the new pool, and straightening the pre-existing driveway for the primary dwelling.

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

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

Charles A. Hamilton

Owner's Signature

Date

Historic Preservation Commission Office Use

Date received: _____ HPC Meeting: _____ Case File No _____

Historic name of building (if any)

Historic district name (if any)

Parcel Identification Number

Year built

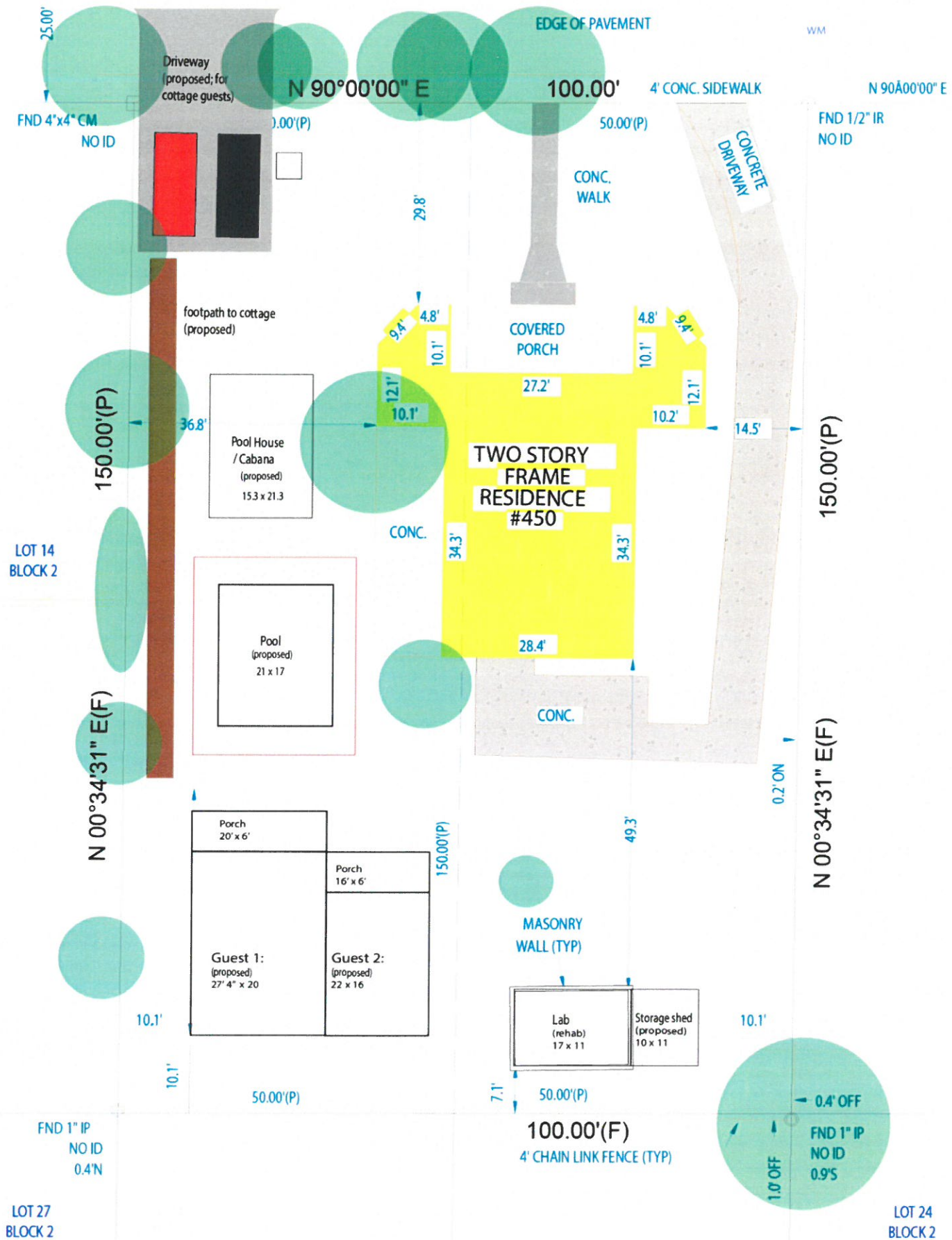
☐ historic landmark ☐ historic building/structure

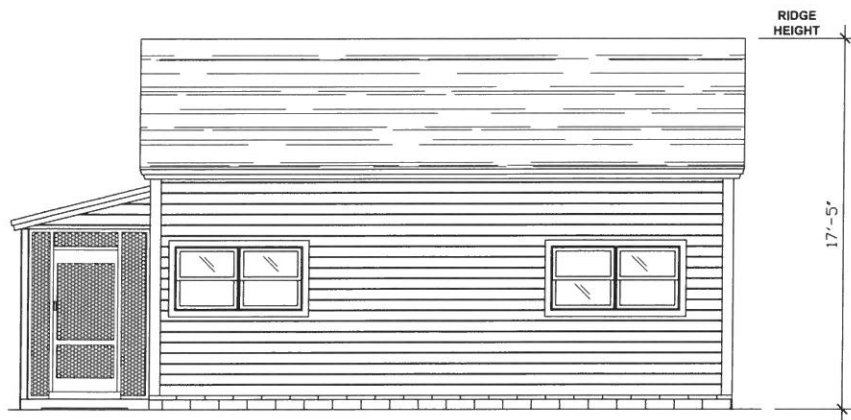
☐ district contributing element ☐ district non-contributing element



450 CLARENDON AVENUE

PLATTED 50' RIGHT OF WAY
ASPHALT PAVEMENT





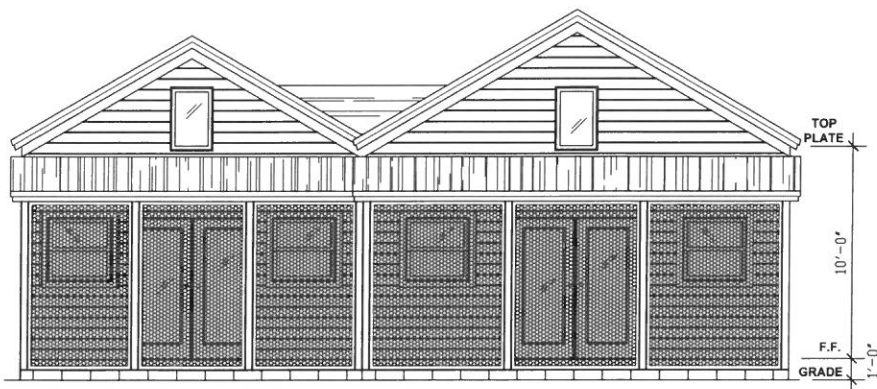
RIGHT SIDE ELEVATION

SCALE: 1/4"=1'-0"



REAR ELEVATION

SCALE: 1/4"=1'-0"



FRONT ELEVATION

SCALE: 1/4"=1'-0"



LEFT SIDE ELEVATION

SCALE: 1/4"=1'-0"

DATE:
04/29/21

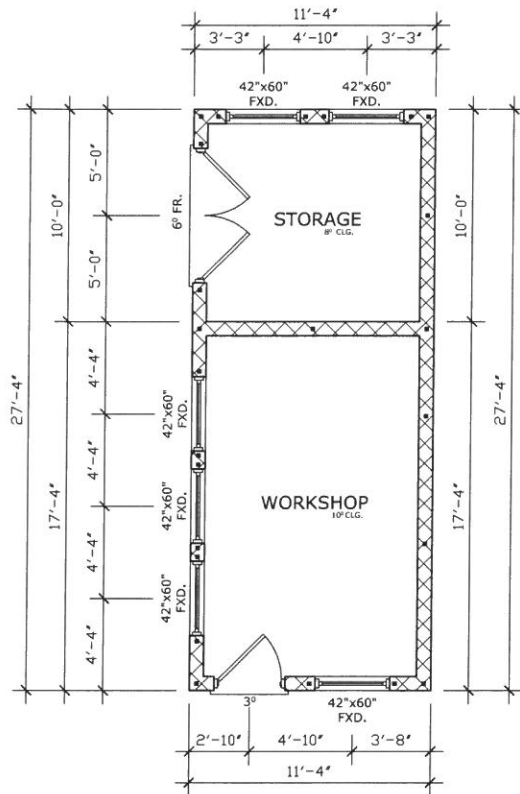
CUSTOM RESIDENCE FOR:
CHARLES HAMILTON
@
450 CLARENDON AVE.
WINTER PARK, FL (32789)

Myers
HOME DESIGN

RESIDENTIAL DESIGN AND PLANNING
SCOTT MYERS, JR.
301 HAVERLAKE CIR.
APOPKA, FL 32712
407-766-9380

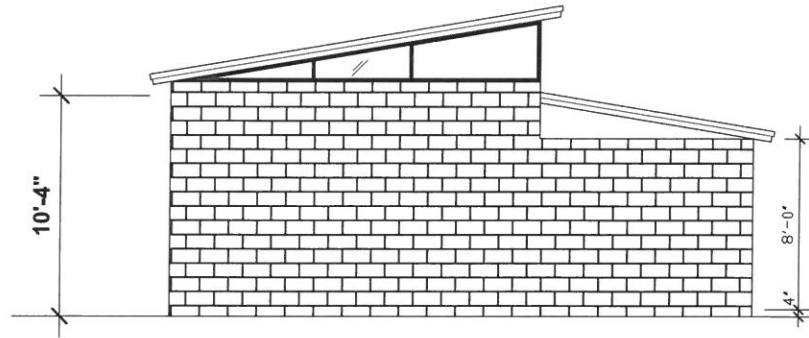
DRAWING #:
210208

SHEET: 3
OF:



FLOOR PLAN

SCALE: 1/4"=1'-0"



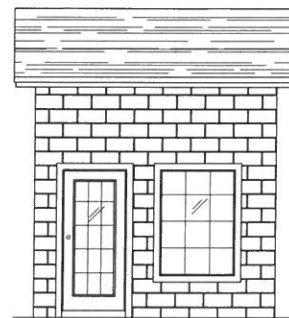
RIGHT SIDE ELEVATION

SCALE: 1/4"=1'-0"



LEFT SIDE ELEVATION

SCALE: 1/4"=1'-0"



FRONT ELEVATION

SCALE: 1/4"=1'-0"



REAR ELEVATION

SCALE: 1/4"=1'-0"

DATE:
02/25/21

CUSTOM RESIDENCE FOR:
CHARLES HAMILTON
@
450 CLARENDON AVE.
WINTER PARK, FL (32789)

Myers
HOME DESIGN

RESIDENTIAL DESIGN AND PLANNING
SCOTT MYERS, JR.
301 HAVERLAKE CIR.
APOPKA, FL 32712
407-766-9380

DRAWING #:
210209

SHEET: 1
OF:

DATE:
03/15/21

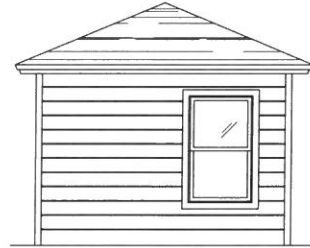
CUSTOM RESIDENCE FOR:
CHARLES HAMILTON
@
450 CLARENDON AVE.
WINTER PARK, FL (32789)

Myers
HOME DESIGN

RESIDENTIAL DESIGN AND PLANNING
SCOTT MYERS, JR.
301 HAVERLAKE CIR.
APOPKA, FL 32712
407-766-9380

DRAWING #:
210210

SHEET: 2
OF:



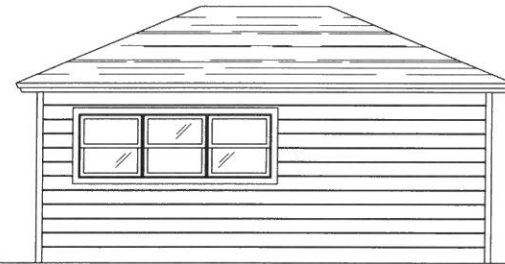
REAR ELEVATION

SCALE: 1/4"=1'-0"



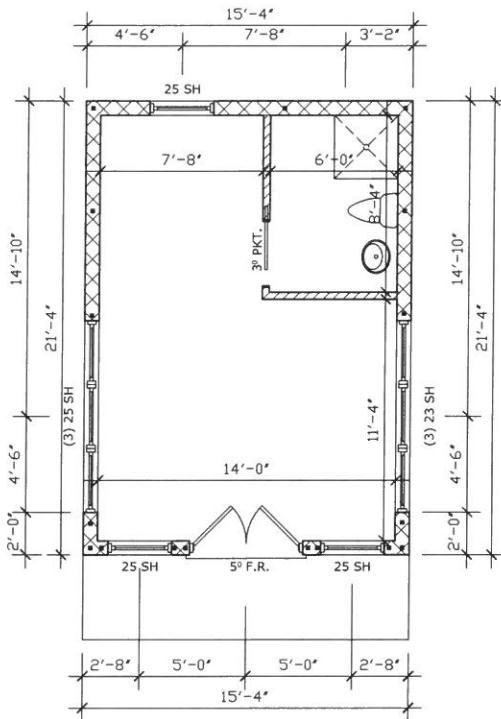
LEFT SIDE ELEVATION

SCALE: 1/4"=1'-0"



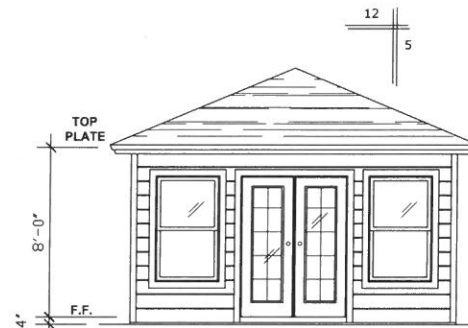
RIGHT SIDE ELEVATION

SCALE: 1/4"=1'-0"



FLOOR PLAN

SCALE: 1/4"=1'-0"



FRONT ELEVATION

SCALE: 1/4"=1'-0"

CURRENT	LENGTH (ft in)	WIDTH (ft in)	SQ FT	SUBTOTAL	TOTAL - SQ FT
Lot	150	100	15000		15000
Primary dwelling					2326
NEW CONSTRUCTION					
Duplex Cottage (LG Unit)					
Porch	6	20	120		
Dwelling	27.3	20	546	666	
Duplex Cottage (SM Unit)					
Porch	6	16	96		
Dwelling	22	16	352	448	
Pool House / Pool					
Pool House	15.3	21.3	325.89		
Pool	21	17	357	682.89	
Studio/Workshop					
Studio	11	17	187		
Storage Extension	11	10	110	297	
				New build	4419.89

STRUCTURE	EXT WALLS	ROOF	WINDOWS			
Current House	clapboard facing	shingle	aluminum			
	wood frame structure					
Duplex Cottage (LG Unit)	clapboard facing	shingle	vinyl, possibly wood cladding			
	wood frame structure; possibly stone block contingent on budget					
Duplex Cottage (SM Unit)	clapboard facing	shingle	vinyl, possibly wood cladding			
	wood frame structure; possibly wood over stone block contingent on budget					
Pool House / Pool	clapboard facing	shingle	vinyl, possibly wood cladding			
	wood frame structure; possibly wood over stone block contingent on budget					
Studio / Workshop						
Studio	stone block (rehab current material)	shingle	steel frame (rehab current material)			
Storage Extension	stone block					



Courtesy Orange County Property Appraiser



450 CLARENDON AVE, WINTER PARK, FL 32789 12/19/2016 1:36 PM





