



# Historic Preservation Board Regular Meeting

## Agenda

**August 11, 2021 @ 9:00 am**

City Hall Commission Chambers

401 S. Park Ave.

Hybrid

### welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at [cityofwinterpark.org/bpm](http://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 July 14, 2021 Meeting Minutes.](#) 1 minute
  3. **Staff Updates**
    - a. [Update on Budget for the historic plaque program](#) 5 minutes
    - b. [Update on Signage for historic awareness](#) 10 minutes
  4. **Citizen Comments (for items not on the agenda): Three minutes allowed for each speaker**
  5. **Action Items**
  6. **Public Hearings**
    - a. [COR #21-07 Request of Zach Mitchell for:](#) 20 minutes
      - Approval to renovate and expand the existing home at 723 Maryland Avenue located in the College Quarter Historic District. Zoned: R-2. Parcel ID # 07-22-30-8760-00-032
    - b. [Request of the City of Winter Park for:](#) 20 minutes
      - An Ordinance amending the Historic Preservation Code to revise the procedures regarding demolitions and providing for clarifications on the terms, vacancies and procedures for the Historic Preservation Board.
    - c. [Request of the City of Winter Park for:](#) 10 minutes
      - A Resolution of the Historic Preservation Board officially endorsing and recommending approval of the application for participation within the Local Certified Government program for historic preservation.
  7. **Board Comments**
  8. **Adjournment**



# Historic Preservation Board agenda item

item type	Consent Agenda	meeting date	August 11, 2021
prepared by	Mary Bush	approved by	
board approval	Completed		
strategic objective			

## subject

Approval of the July 14, 2021 Meeting Minutes.

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact

## ATTACHMENTS:

[July 14 HPB Draft Minutes.pdf](#)



# Historic Preservation Board Minutes

July 14, 2021 at 9:00 a.m.

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

## 1. Call to Order

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

## 2. Approval of Minutes

Motion made by Anne Sallee, seconded by N. Lee Rambeau to approve the June 9, 2021 meeting minutes.

**Motion carried unanimously with a 6-0 vote. (Wade Miller was not present for the meeting.)**

## 3. Staff Updates

Mr. Briggs updated the Board on the status of the draft application for the City of Winter Park to become a Certified Local Government. He noted that the draft application had been sent to the State and the reviewer assigned to the application has stated that comments on the draft should be sent to the City by July 16, 2021.

## 4. Citizen Comments

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

## 5. Public Hearings

- HDA 21-05 Request by Matthew Kopkin and Danielle Roman for APPROVAL to voluntarily designate the property and home at 1434 Norfolk Avenue as an Individual Historic Landmark on the Winter Park Register of Historic Places. Parcel ID# 12-22-29-6436-23-100.

Mr. Briggs provided a brief overview of the request and led discussion of the item. He noted that the home was built in 1947 and is considered minimal traditional in architectural style. He also noted that the request was voluntary and the applicant does not have plans at this time to do any changes to the property.

**Staff recommendation was for approval.**

The Board expressed their appreciation for the voluntary designation.

**Motion made by Anne Sallee, seconded by Aimee Spencer, to approve the request by Matthew Kopkin and Danielle Roman for APPROVAL to voluntarily designate the property and home at 1434 Norfolk Avenue as an Individual Historic Landmark on the Winter Park Register of Historic Places.**

**Motion carried unanimously with a 6-0 vote.**

- 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 provided a brief overview of the request and led discussion of the item. He noted that the site plans were reviewed and discussed in depth at last month's Historic Preservation Board work session. He also noted that the applicant proposed to add the following: a porch and an independent parking space at the front of the cottage; a new two-story residence, one-story garage, and an independent parking space at the rear of the cottage; and a courtyard in between the two structures. Mr. Briggs reviewed two dimensional and prospective elevations of the existing cottage and the additions with the Board. He mentioned various changes that were made based on discussions from the last work session, including a reduction in the size and scale of the structure of the two-story residence and an increase in the south side setbacks of the same structure. He emphasized that the applicant's adjacent neighbors have not expressed any objections to the revised plans.

**Staff recommendation was for approval.**

The Board expressed appreciation for the work put into the project and the visuals provided by the applicant. The Board inquired about the oak tree skimming the exterior of the rear residence and the inclusion of the proposed future bath addition for the existing cottage.

The applicant, Ron Scarpa of 2034 East End Avenue, Winter Park, FL 32789 addressed the Board. Mr. Scarpa noted that the work session was very helpful in completing the design and he has received positive input from adjacent neighbors. He also noted that the proposed bathroom for the cottage will be completed during the construction of the project.

The Board briefly discussed and inquired with the applicant about the size and use of the front porch of the cottage. The Board expressed concerns about the five foot porch size hindering the porch from being usable and pedestrian friendly. Mr. Scarpa expressed agreement with extending the porch size from five to seven feet if it will still maintain the required greenspace.

Ms. James asked if adding a privacy wall had been discussed with the adjacent neighbor to which Mr. Scarpa replied that he shared the project plans with the neighbor prior to the work session and the neighbor did not mention any concerns about a privacy wall. Ms. James also asked about how storm water retention will be addressed on the property to which Mr. Scarpa replied that several adjustments were made to provide ample room for retention including reducing the garage bump outs and shifting the position of the two story residence.

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

**Motion made by Drew Henner, seconded by Anne Sallee, to approve the 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 with the following additional allowance:**

- The applicant can extend the proposed five foot porch on the existing cottage up to seven feet within the design phase.

**Motion carried unanimously with a 6-0 vote.**

COR 21-07 Request by Zach Mitchell for APPROVAL to construct a one-story addition to the property at 723 Maryland Avenue subject to certain variances, zoned R-2, located within the College Quarter Historic District. Parcel ID# 07-22-30-8760-00-032.

Mr. Briggs provided a brief overview of the request and led discussion of the item. He noted that the home is a minimal traditional architectural style single-family home built in 1948. Mr. Briggs reviewed with the Board the site plans for the proposed front porch and the addition to the rear of the home. He mentioned that the applicant requested a variance to decrease the side setbacks to uniformly extend the walls from the existing home to the addition in a straight line with no architectural articulations. Mr. Briggs noted that the proposed addition will maintain the same window fenestration and shutters as the existing home and will have a slightly higher interior floor to ceiling height. He also noted that only one neighbor provided feedback to the request and expressed concern about maintaining the existing privacy fence.

**Staff recommendation was for approval subject to any privacy buffer conditions required by the Board.**

The applicant, Zach Mitchell of 254 Longwood Hills Road, Longwood, FL 32750 addressed the Board. Mr. Mitchell noted that after completing various revisions to the site plans based on discussions with City staff, he feels that the proposed plans fit perfectly within the neighborhood. He also noted that he will either keep the existing privacy fence in place or replace it with a new one.

The Board discussed with the applicant concerns regarding the following:

- the applicant's awareness of the home being in a historic district at the time of purchase,
- the addition's triangular gable that can be seen from the front elevation of the property,
- articulations on the side walls of the addition,
- the intended transition of the existing home's exterior finish of painted block to textured stucco on the addition,
- the proportions and fenestration of the single hung windows,
- the width and functionality of the shutters on all windows,
- the front porch not being usable and pedestrian friendly due to its size,
- and the applicant's intended use of the home.

After considerable discussion the Board expressed their desire to have the applicant complete the following:

- remove the shutters from all windows on the existing home and the addition,
- replace all windows with single picture windows with smaller, one over one, flanking on the existing home and the addition,
- shrink the size of the two single hung windows on the left side and rear elevations to match the proportions of the windows on the existing home,
- and detail how the transition will be made of the existing home's exterior finish of painted block to textured stucco on the addition.

The Board heard public comment from the following resident:

Melinda Wright of 737 Maryland Avenue, Winter Park, FL 32789 addressed the Board. Ms. Wright spoke on concerns regarding the existing privacy fence on the property staying in place.

After further discussion the Board expressed concerns with providing an approval prior to the required architectural changes as discussed being completed and reviewed by the Board.

**Motion made by Anne Sallee, seconded by Drew Henner, to table the item to the next scheduled regular meeting of the Historic Preservation Board on August 11, 2021.**

**Motion carried unanimously with a 6-0 vote.**

## 6. Board Updates and Comments:

No Board updates and comments.

## 7. Upcoming Meeting Schedule

Next HPB Regular Meeting: Wednesday, August 11, 2021 at 9:00 a.m.

Meeting adjourned at 10:40 a.m.

Respectfully Submitted,

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Mary Bush

Recording Secretary



# Historic Preservation Board agenda item

item type	Staff Updates	meeting date	August 11, 2021
prepared by	Jeffrey Briggs	approved by	Bronce Stephenson
board approval	Completed		
strategic objective			

## subject

Update on Budget for the historic plaque program

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact





# Historic Preservation Board agenda item

item type	Staff Updates	meeting date	August 11, 2021
prepared by	Jeffrey Briggs	approved by	Bronce Stephenson
board approval	Completed		
strategic objective			

## subject

Update on Signage for historic awareness

## motion / recommendation

## background

## alternatives / other considerations

## fiscal impact



# Historic Preservation Board agenda item

item type Public Hearings	meeting date August 11, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson
board approval Completed	
strategic objective	

## subject

COR #21-07 Request of Zach Mitchell for:

## item list

- Approval to renovate and expand the existing home at 723 Maryland Avenue located in the College Quarter Historic District. Zoned: R-2. Parcel ID # 07-22-30-8760-00-032

## motion / recommendation

Staff Recommendation is for Approval with the condition that the applicant maintain the solid fence visual buffer between this home and the unit to the south, at 737 Maryland Avenue, as exists today.

## background

### Update on the Request

**This application was tabled at the July 14th HPB meeting so that the applicant could make revisions to the exterior appearance, as suggested by the HPB. The updated elevations are attached.**

As requested by the Board, the following changes have been made:

- Windows have had all shutters removed.
- Window grids have been removed from all windows.
- The two windows in the southwest corner have been changed in size to be consistent with the rest of the window sizes.
- The front window has been changed to a picture window with two grids, creating the look of what would have been original to the house.
- The transition from original block to stucco has been added as a stained cedar bump out, which will match the stained wood features on the front of the house on the new front porch.

## **Description of the Request from the July meeting**

Zenn Properties LLC (Zach Michell) purchased 723 Maryland Avenue in May 2021. It is a one-story Minimal Traditional single-family home built in 1948 of 1,588 square feet in size inclusive of a one-car garage. The property is within the College Quarter Historic District. The proposal is to build a 1,285 square foot one-story addition to the rear of the existing structure.

## **Minimal Traditional Architecture**

The Minimal Traditional architectural style was popular from 1935 to 1950, predominately because it was inexpensive to build in the era of the Depression and pre/post World War II. Buyers could not afford the ornamentation of Bungalows or Craftsman homes, so builders stripped down the homes to one-story simpler versions that became the predecessors of similar one-story tract housing popularized after WWII. It was the style of home bought by the 'blue collar' workers who could not afford the more attractive styles or multi-story homes with architectural styling that were bought by 'white collar' workers with more financial resources. In Winter Park, there are many neighborhoods with existing one-story Minimal Traditional homes.

### **Variances Requested:**

When the existing home was built in 1948, the side setbacks were 5 feet. The existing home has an existing side setback of 6.9 feet on the north side and 5.8 feet on the south side. The applicant is asking for side setback variances to be able to continue the house walls in line with what exists today versus having to indent the home to the current 7.5 side setbacks. They are also asking to waive the requirement for side yard articulation. Side yard articulation requires a bump-out or indent of two feet (in or out) and four feet wide in order to eliminate long flat blank walls.

### **Neighbor Comments.**

The HPB heard from the one neighbor immediately to the south, Melinda Wright, at 737 Maryland Avenue. Her primary concern is maintaining the privacy buffer that exists now between the two properties. Otherwise staff has not heard from any other neighbors.

## **Staff Recommendation**

The applicant has produced a design that is simple and plain. In that respect it conforms to the aspects of the Minimal Traditional architectural style. The applicant has made effort into responding to the requests for exterior façade changes suggested by the Board as

were understood.

Staff Recommendation is for Approval with the condition that the applicant maintain the solid fence visual buffer between this home and the unit to the south, at 737 Maryland Avenue, as exists today.

[alternatives / other considerations](#)

[fiscal impact](#)

ATTACHMENTS:

[Location Map and Pictures.pdf](#)

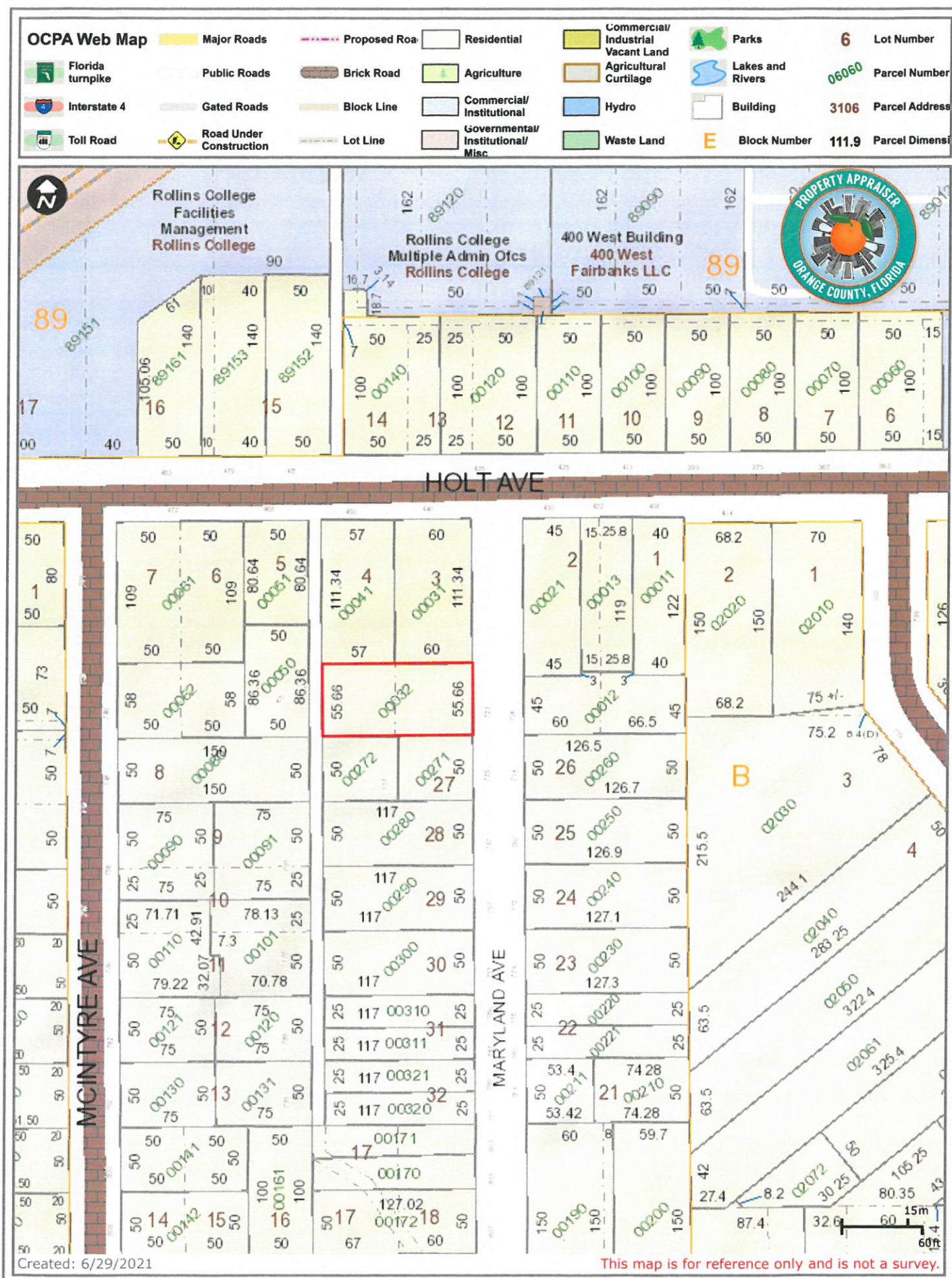
ATTACHMENTS:

[Existing Survey and Proposed Site Plan.pdf](#)

ATTACHMENTS:

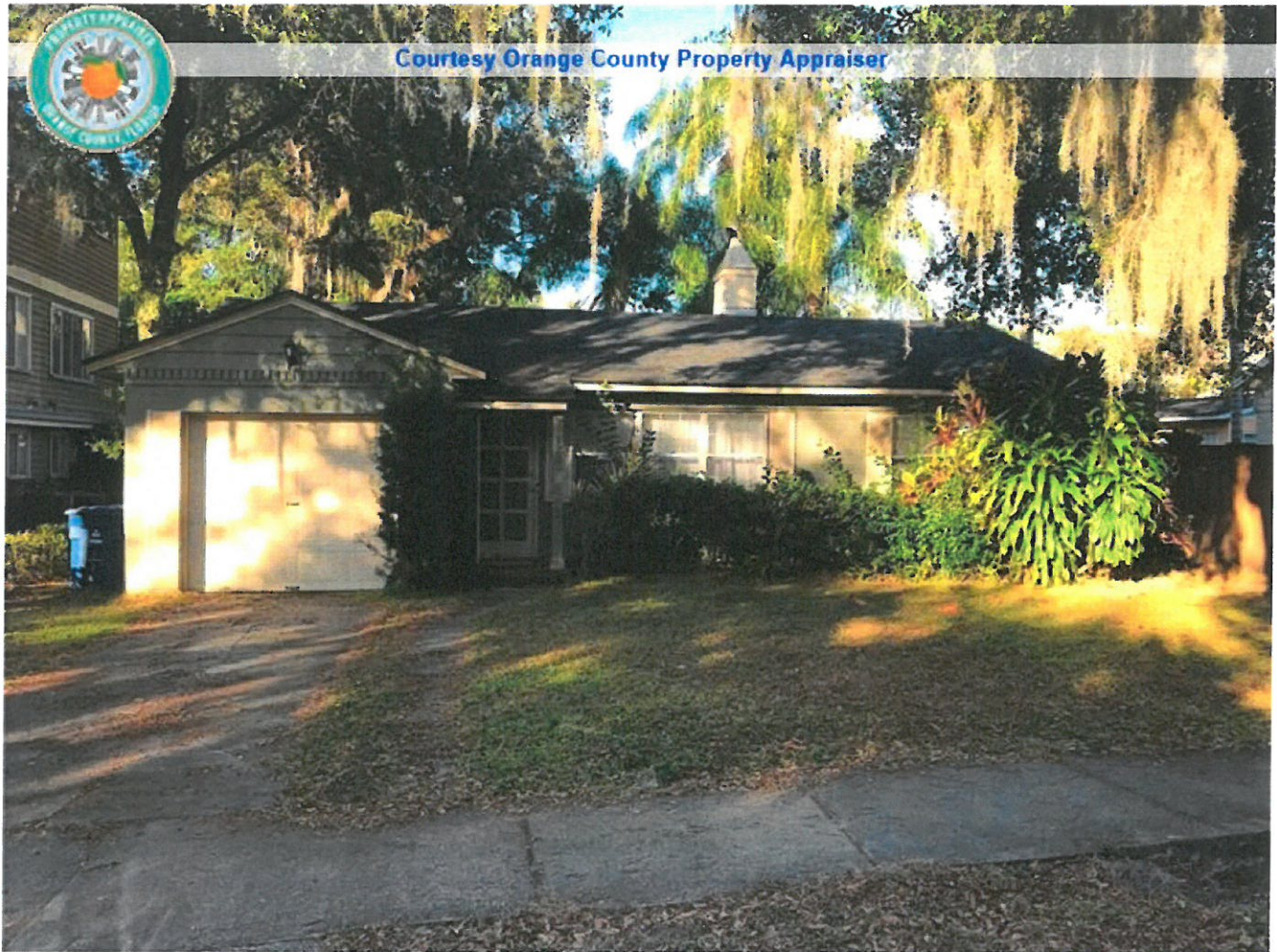
[August Floor Plan and Elevations.pdf](#)







## Parcel Photos - 723 Maryland Ave



723 MARYLAND AVE, WINTER PARK, FL 32789 12/28/2020 8:49 AM



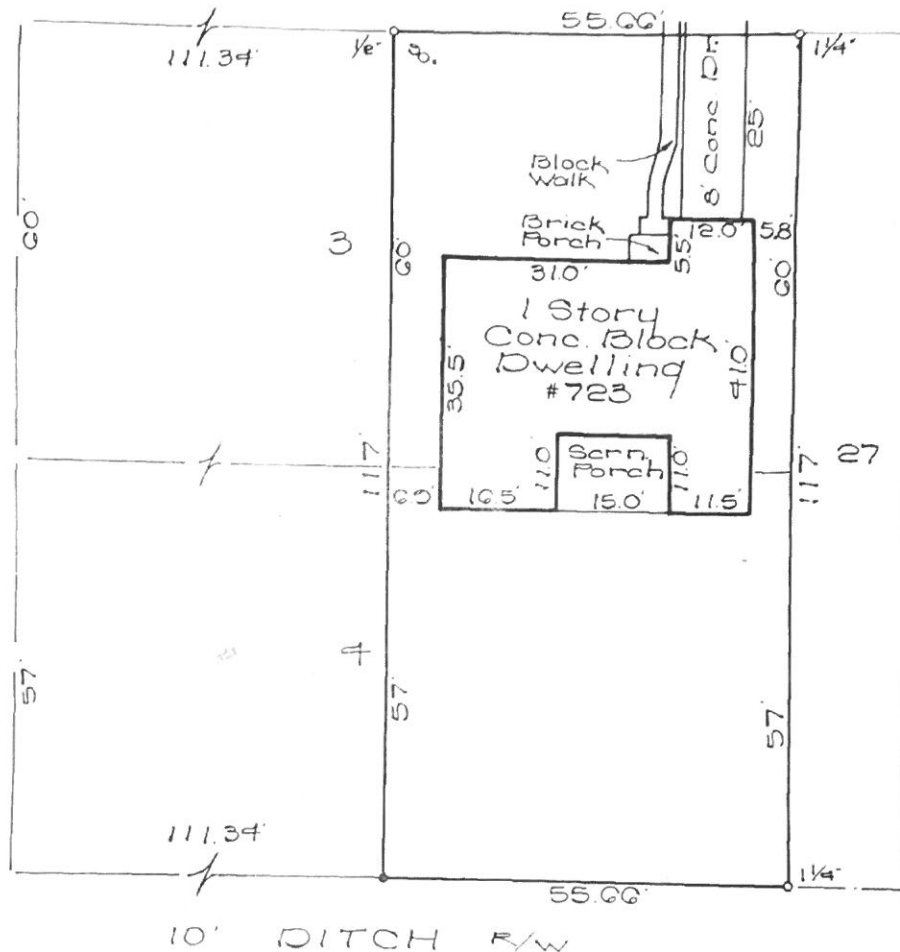


302207876000032 03/21/2006

Legal Description: The South 55.00' of LOTS 3 & 4 TROTTER'S REPLAT  
 Recorded in Plat Book J Page 58 of the Public Records of Orange County, Florida

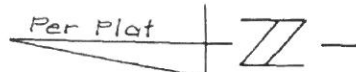
MARYLAND AVENUE  
 A.K.A. TROTTER AVE.  
 40' R/W

HOLT AVENUE



# SURVEYOR'S CERTIFICATION

This is to certify that I have consulted the Federal Insurance Administration flood hazard boundary map and found that the building site on the above described property is not located in a special flood hazard area.

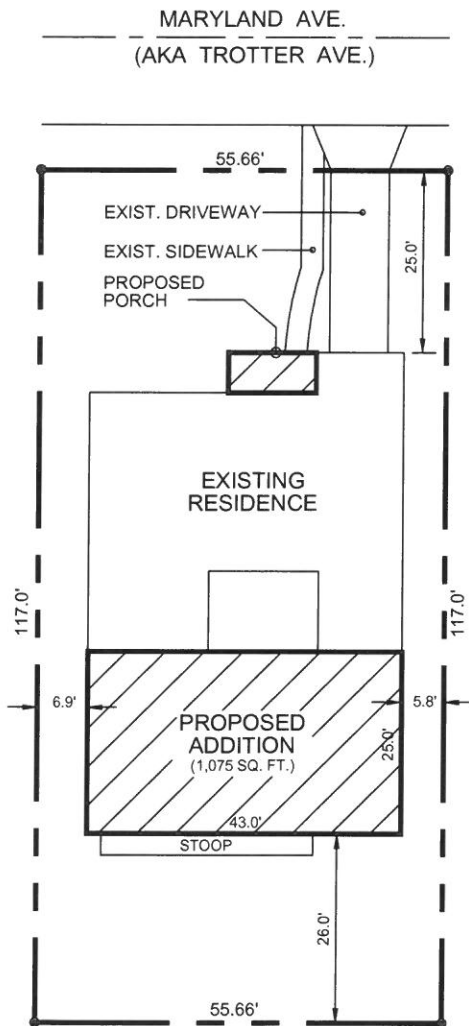


I hereby certify that the survey represented on this map was made under my direction on the date shown based on the information furnished to me as noted and conforms to the MINIMUM TECHNICAL STANDARDS FOR LAND SURVEYING IN THE STATE OF FLORIDA in accordance with CH. 21HH-6, Florida Administrative Code and that there is no evidence on the ground of use of the property which might suggest a possible claim of easement other than those shown on the survey.

The Surveyor has not abstracted the lands shown hereon for easements and/or rights of way of record.  
 No underground installations or improvements have been located except as noted.

<b>BOUNDARY SURVEY</b>		Date: June 7, 1986	<b>Southeastern Surveying and Mapping Corp.</b>  2601 WELLS AVENUE, SUITE 181 FERN PARK, FLORIDA 32730  CERT. NO. LB-2108
Certified to  Stanley Katz Susan Katz & First Southern Title Services, Inc.		Job No.: 26800 Scale: 1"=20'	
		<b>LEGEND</b> • = Iron Rod # L.B.-2108 ○ = Iron Pipe No # □ = Conc. Monument ⊙ = Nail & Disc. x = Cross Cut	 GARY B. KRICK REGISTERED LAND SURVEYOR NO 4245
		Revised:	





**SITE PLAN**  
Scale: 1"=20'

Lot Calculations:

Total Lot Area: 6,512sq ft

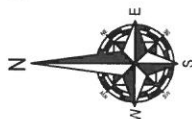
ISR Calculations:

ISR allowed: 4,233 sq. ft. (65%)

Existing home, front walkways, stoops Area: 2,044 sq ft

New addition area: 1,075 sq ft

Proposed ISR: 3,119 sq. ft (47.9%)



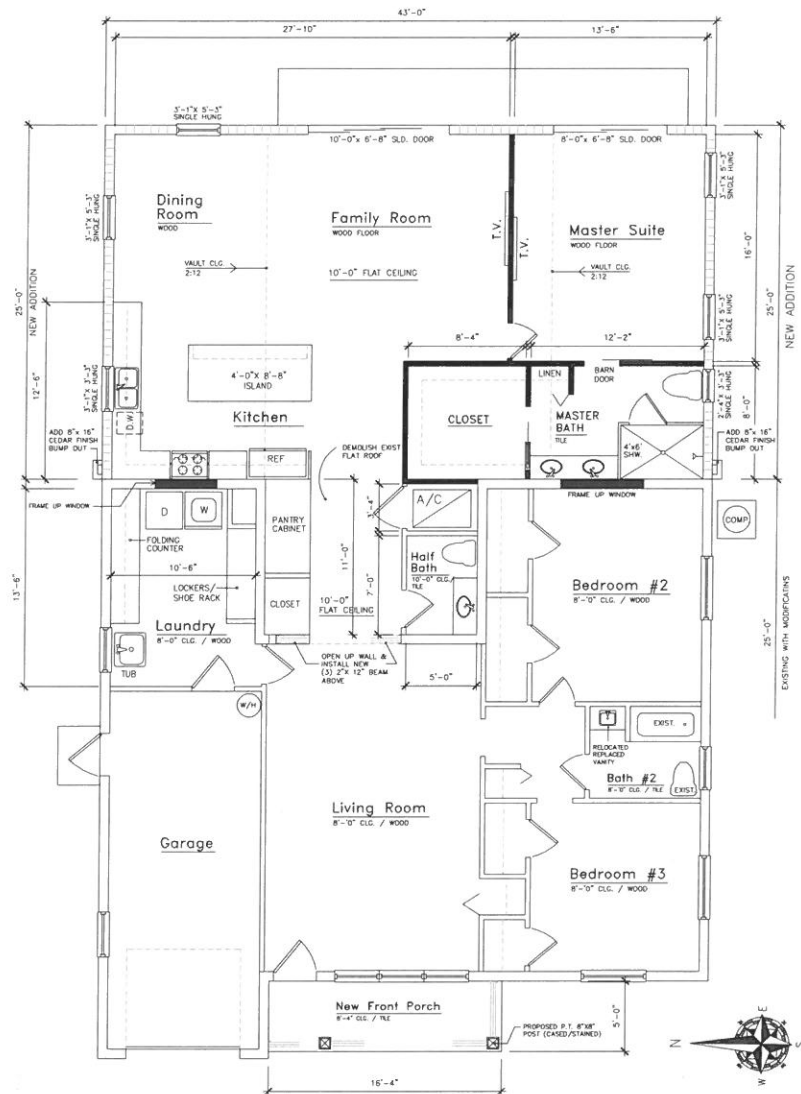


#### LINETYPE (WALL) LEGEND

PROPOSED CONCRETE WALL	---
2"x PROPOSED WALL	---
EXISTING TO REMAIN	---

#### Area Tabulations

Proposed Addition	1,075 sq. ft.
Existing Heated Area	1,129 sq. ft.
Converted Exist. Screen Rm. To Heated Area	165 sq. ft.
Total Heated Area	2,369 sq. ft.
Existing Garage	298 sq. ft.
New Front Porch	82 sq. ft.
Total Area	2,749 sq. ft.



ALLEN  
ARTHUR  
ARCHITECT  
L.L.C.

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RENOVATIONS PLANS

723 MARYLAND AVENUE  
WINTER PARK, FLORIDA

checked by

G.E.O.

date

07-22-21

scale

AS-SHOWN

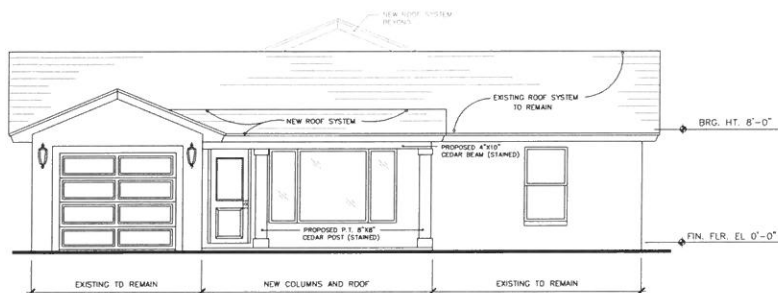
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03479.21

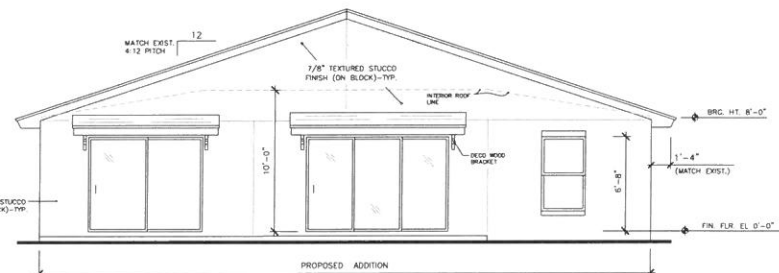
drawing no.

A-1

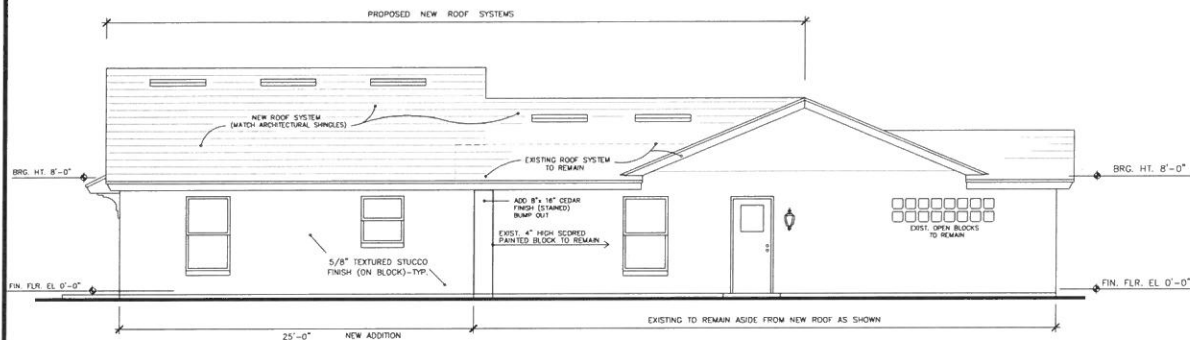
SHEET 1 OF 2



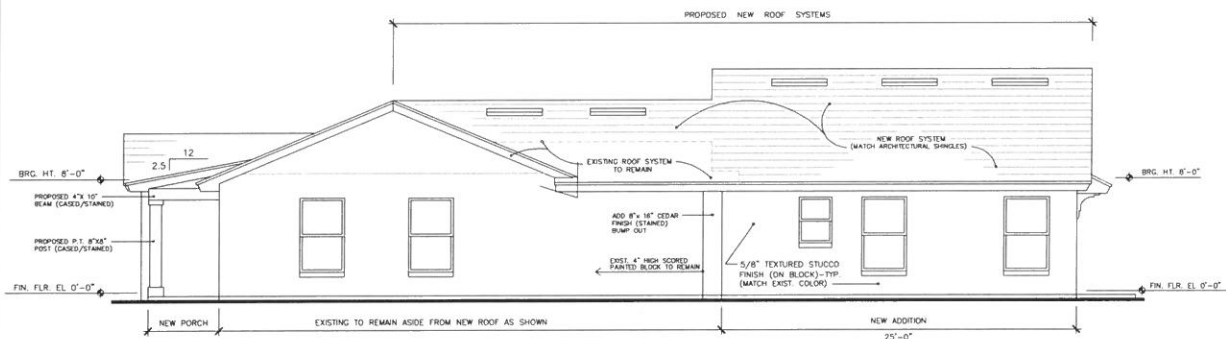
Front Elevation  
1/4" = 1'-0"



Rear Elevation  
1/4" = 1'-0"



Left Side Elevation  
1/4" = 1'-0"



Right Side Elevation  
1/4" = 1'-0"

ALLEN  
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ARCHITECT  
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RENOVATIONS PLANS

723 MARYLAND AVENUE  
WINTER PARK, FLORIDA

checked by

O.E.O.

date

07-22-21

scale

AS-SHOWN

job no.

03479.21

drawing no.

A-2

SHEET 2 OF 2



# Historic Preservation Board agenda item

item type Public Hearings	meeting date August 11, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson
board approval Completed	
strategic objective	

## subject

Request of the City of Winter Park for:

## item list

- An Ordinance amending the Historic Preservation Code to revise the procedures regarding demolitions and providing for clarifications on the terms, vacancies and procedures for the Historic Preservation Board.

## motion / recommendation

Staff recommendation is for approval of the ordinance change and resolution.

## background

The staff submitted our draft application for the City's participation in the Certified Local Government program for historic preservation to the Florida Division of Historic Resources. The Certified Local Government program is a national program administered by the US Parks Service. The State of Florida Division of Historic Resources administers the program within Florida. Once approved by the State the application is sent to the US Parks Service for action.

Historic Preservation grant funding is provided to the States by the US Parks Service. If you have a grant request and are one of the Certified Local governments, then you have a huge advantage over cities that are not. It also is credential to be a Certified Local Government.

## Proposed Ordinance Change

The review by the State Division of Historic Resources is requiring some ordinance modifications in order to meet the ordinance criteria of the US Parks Service. They are as follows:

Section I address their need for the ordinance to specifically that the HPB will meet at least four times a year, that the members are residents of the city, that the terms overlap

and that vacancies will be filled within 60 days.

Section II addresses their need that designation requests be acted upon within 60 days.

Section III addresses their confusion about our demolition procedures for individually designation properties and then the “contributing” and “non-contributing” properties within historic districts. The current Ordinance construction is that Sections 58-466 thru 58-477 cover the “certificates of review” and in 58-773 (a) it mentions demolitions which would apply to the individually designated properties and the historic districts. Section 481 talks about demolition delays for those properties that are not designated but happen to be on the historic resources survey or master site file, in the hopes that a white knight will ride to the rescue and save them from demolition with a 60 day wait.

Since the ordinance has Section 58-481 with the title of “demolitions”, it has been amended to address all the alternative types of demolition requests that can come up including individual designated properties, and then “contributing” and non-contributing” properties within a historic district.

Section IV addresses the need for the ordinance to indicate that the Mayor and City Commissioners are the “designated local officials”.

Section V addresses the City’s two National Register Historic Districts including the Downtown Winter Park and Interlachen areas in order to preserve the historic architectural character of existing buildings.

[alternatives / other considerations](#)

[fiscal impact](#)

ATTACHMENTS:

[Ord. for CLG Ordinance Updates.docx](#)

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE AMENDING CHAPTER 58, LAND DEVELOPMENT CODE, ARTICLE VIII, HISTORIC PRESERVATION SO AS TO REVISE THE PROCEDURES REGARDING DEMOLITIONS, PROVIDING FOR CLARIFICATIONS OF THE QUALIFICATIONS, TERMS, VACANCIES AND PROCEDURES FOR THE HISTORIC PRESERVATION BOARD, PROVIDING FOR CODIFICATION, SEVERABILITY, CONFLICTS, AND AN EFFECTIVE DATE.

WHEREAS, the City Commission of the City of Winter Park recognizes that the preservation and protection of historic homes individually designated, preserves the City's architectural heritage and preserves the historic scale and character of the City; and

WHEREAS, the City desires to become a Certified Local Government and ordinance amendments are necessary to meet the program requirements.

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA:

SECTION 1: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-446 "Qualifications" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-446. – Qualifications, Terms, Vacancies.

Members of the HPB shall have demonstrated civic pride, interest in historic preservation and the knowledge, experience and mature judgment to act in the public interest to make informed and equitable decisions concerning the conservation of historic resources. ~~The board~~ In accordance with the provisions of Chapter 2 of City Code, the Historic Preservation Board shall be comprised of seven members, who shall be residents of the City. The terms of the Board members shall be staggered in accordance with the selection process outlined in Chapter 2 of City Code, resulting in the overlap of terms so that the HPB retains membership with experience as new members are appointed to the HPB. The HPB shall meet monthly but in no case shall postponements or other circumstances allow the HPB to meet less than four times per year. Vacancies shall be filled promptly and any vacancy shall be filled within 60 days. The HPB proceedings shall conform to the Rules of Procedures as are adopted and as may be amended by the City Commission for their proceedings. Members of the HPB shall include:

(1) One member shall be a licensed architect; and

- (2) One member versed in local history; and
- (3) One member who owns or lives in a designated resource or district.

SECTION II: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-457 "Designation Procedures" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-457. – Designation Procedures.

Winter Park historic landmarks, resources and districts shall be designated only as provided in this section. Properties, which meet the criteria for designation as set forth in section 58-456, shall be designated according to the following procedures:

(1) Designation of local historic landmarks and resources.

a. Recommendations for nomination for designation of individual local historic landmarks and resources may be submitted to the planning and community development department by the property owner(s), who believe(s) that the property meets the criteria for listing as set forth in section 58-456. The property owner shall provide to the city proof of current fee simple ownership of the property being nominated. The proposal shall include a legal description or address of the property, a brief statement regarding its historic, cultural, aesthetic or architectural significance, and must include written authorization by the property owner(s).

b. Prior to consideration of designation, the city shall first determine if the property sought to be designated meets the criteria for designation. If so, the city shall prepare a historic designation report that shall be presented to the HPB at a regularly scheduled meeting to be held within no more than 60 days upon receipt of application for designation.

c. For each proposed designation of a historic landmark or resource, the city is responsible for mailing a notice of public hearing to all property owners of record on the latest Orange County tax roll within a 500-foot radius of the proposed landmark or resource at least 15 days prior to the public hearing held pursuant to this section, however, failure to receive such notice shall not invalidate the same as such notice shall also be given by publishing a copy thereof in a newspaper of general circulation at least 15 days prior to the hearing.

SECTION III: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-481 "Procedure for demolition of properties identified in the Florida Master Site File or the historic survey" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-481. - Procedure for demolition of buildings and structures on properties designated on the Winter Park Register of Historic Places, or located within designated Historic Districts or as identified in the Florida Master Site File or the historic survey.

Applications requesting the demolition of properties that are designated on the Winter Park Register of Historic Places, or located within designated Historic Districts or as identified in the Florida Master Site File or the historic survey as potential candidates for the National Register of Historic Places but are not designated properties or properties within historic districts, shall comply with the procedures of this section.

(1) For properties with buildings or structures found in the historic survey as potential candidates for the National Register of Historic Places, ~~Upon receipt of a complete application for a demolition permit, for properties found in the historic survey as potential candidates for the National Register of Historic Places,~~ the city shall have 60 days thereafter to issue a demolition permit provided the applicable demolition permit requirements have been met. The purpose of this 60-day consideration period is to facilitate and encourage the consideration of appropriate alternatives to protect the historic character of the property sought to be demolished before a demolition permit is issued. Upon receipt of the application for demolition, the property owner or their designee will receive a letter from the HPB staff notifying them of the 60-day period and the purpose of such and the next HPB meeting where the application for demolition will be reviewed and potential alternatives to demolition discussed. During this 60-day period, the HPB will review the application for demolition permit and may direct HPB staff to make proposals to the property owner or their designee as to any specific alternatives to demolition.

(2) For properties with buildings or structures identified in the Florida Master Site File, ~~Upon the city's receipt of a complete application for a demolition permit of properties that are identified in the Florida Master Site File,~~ the city shall have 60 days thereafter to issue a demolition permit provided the applicable demolition permit requirements have been met. The purpose of this 60-day consideration period is to facilitate and encourage the consideration of appropriate alternatives to protect the historic character of the property sought to be demolished before a demolition permit is issued. Upon receipt of the application for demolition, the property owner or their designee will receive a letter from staff regarding the 60-day period and the purpose of such. During this 60-day period, staff shall consider appropriate alternatives to demolition and is authorized to make proposals to the property owner or their designee to protect the historic character of the property in lieu of demolition. HPB staff shall notify the HPB of any applications for demolition that qualify under this category at the next scheduled meeting of the HPB subsequent to the receipt of a complete application for demolition permit.



(3) For properties with buildings or structures that are individually designated on the Winter Park Register of Historic Places or located within any designated Historic District, any such request for demolition or partial demolition must be approved by the Historic Preservation Board or if required, upon approval by appeal to the City Commission based upon the process and procedures established in sections 58-473 through 58-477 and pursuant to the provisions as outlined below. In addition to meeting the requirements of sections 58-481 (1) through (9) with regards to the 60-day consideration period and process, the application shall meet the requirement outlined below.

(4) During the 60-day consideration period set forth under subsections (1), ~~and (2)~~ and (3) above, the following alternatives to demolition should be considered:

- i. The feasibility of moving or relocating the structure;
- ii. The feasibility of purchasing the structure, either privately or through the use of public funds;
- iii. Preservation of historic elements of the structure prior to demolition through photographic documentation of the structure, removal and relocation of historic elements, or otherwise archiving the historic nature of the structure.

(a) If agreement is reached with the property owner to allow preservation of aspects of the structure pursuant to the subsections (1) and (2) above, the demolition shall be allowed immediately upon completion of the preservation or at the end of the consideration period, whichever may come first, provided all other criteria for demolition have been met. As further consideration for allowing the preservation of the structure pursuant to this section, any person or entity undertaking the preservation effort shall provide the property owner a waiver of liability for any personal injury or property damage incurred by the preserving party.

(b) For good cause shown, and with the agreement of the property owner, the consideration periods under subsections (1), ~~and (2)~~ and (3) may be extended for an additional 60-day period. The time limit under section 58-475 does not apply to demolition permits under this section.

(d) The criteria set forth in section 58-479 do not apply to applications for demolition permits under ~~this section~~ subsections (1) and (2) above. The HPB does not have the authority to approve or deny an application for demolition permit under ~~this section~~ those subsections.

(e) The provisions of this section shall be supplemental to any other requirements and conditions applicable to applications for and permits issued concerning the demolition of properties.

(f) Any property that has received, prior to the effective date of this section, an approved and valid development order or permit from the city that authorizes the redevelopment of the property is exempt from the provisions of subsections (1) and (2) in regards to the redevelopment approved by such development orders and permits.

(5) *Criteria for reviewing demolition applications for individually designated historic structures and contributing structures within historic districts.* In addition to process and procedures during the 60-day consideration period outlined above in subsection (4), the demolition of an individually designated historic structure or a contributing structure within a historic district constitutes an irreplaceable loss to the quality and character of the historic district and/or the city at-large. Therefore, no contributing structure within any historic district or individually designated property shall be demolished or removed, in whole or in part, until after a certificate of review for the approval of the demolition has been approved by HPB or upon approval by appeal to the city commission. However, the HPB may consider approval of the demolition of a contributing structure within a historic district only if the following criteria are met:

(a) The structure is primarily deemed contributing based upon the age of the structure and is not of such interest or quality that it would reasonably meet national, state or local criteria for designation as an individual historic landmark.

(b) The structure is of such design, craftsmanship or material that it could be replaced with a new structure in conformance with the design guideline standards and reflects a prevalent architectural style of the era.

(c) The historic, architectural or environmental significance of the structure to the overall ensemble of structures within the historic district is not deemed critical to the integrity of the historic district.

(6) *Reconstruction.* Local historic landmarks or contributing structures within the historic district that have been destroyed by fire or other natural disaster may be ameliorated by efforts to reconstruct the resource. Reconstruction means the process of reproducing by new construction the exact form and detail of a demolished building structure or object as it appeared at a certain point in time. HPB shall encourage reconstruction when appropriate.

(7) *Demolition by neglect.* Every owner of a contributing structure or an individually designated historic structure shall not be allowed to fall into a state of disrepair which may result in the deterioration of any exterior appurtenance or architectural feature so as to result in a threat to continued existence of such structure. Examples of the type of disrepair prohibited include, but are not limited to:

(a) The deterioration of exterior walls or other vertical supports;

(b) The deterioration of roofs or other horizontal members;

(c) The deterioration of exterior chimneys;

(d) The deterioration or crumbling of exterior plasters or mortar;

(e) The ineffective waterproofing of exterior walls, roofs and foundations, including broken windows or doors;

(f) The deterioration of any such structure or feature, so as to create or permit the creation of any hazardous or unsafe condition or conditions is not permitted. In the event that a contributing structure or individually designated structure is in disrepair and is in the course of being "demolished by neglect," the owner of record shall be notified of the condition of the structure and the items that need repair via certified or registered mail. The Code Enforcement Board shall then be empowered to seek remedy and resolution to this non-compliance with Code.

(8) *Emergency demolition.* Notwithstanding, the city reserves the right to initiate and carry out its own demolition of a structure if deemed to be necessary to protect the health, safety and general welfare of the city.

(9) *Noncontributing structures.* Owners of noncontributing structures within any historic district shall not be required to show economic hardship in applying for a certificate of approval for demolition for such structures. However, the new construction proposed as a replacement must conform to the adopted design guideline standards and reflects a prevalent architectural style of the era.

SECTION IV: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Section 58-491 "National Register of Historic Places nominations" is hereby amended to read as shown below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text.

Sec. 58-491. - National Register of Historic Places nominations.

The HPB and designated local officials shall review local nominations to the National Register of Historic Places and shall forward a record of their actions and recommendations to the Florida State Historic Preservation Officer.

(1) The Winter Park mayor and city commissioners, as the designated local officials, city manager, planning department director, and owners of record and applicants shall be given a minimum of 30 and not more than 75 days prior to the HPB meeting in which to comment on or object to the listing of a property in the National Register of Historic Places.

(2) Objections by property owners must be submitted in writing and their signature notarized ~~to prevent nomination~~ for nominations to the National Register of Historic Places.

SECTION V: Chapter 58, Land Development Code, Article VIII, Historic Preservation, is hereby amended to add a new Section 58-492 "National Register Historic Districts" to read as shown below, and to renumber the current Section 58-492 "Certified local government performance" to become Section 58-493 with no other changes. Words with single underlined type shall constitute additions to the original text and ~~strike-through~~ shall constitute deletions to the original text.

Sec. 58-493. - National Register of Historic Districts.

Within the City of Winter Park are located the two National Register Historic Districts, the Downtown Winter Park Historic District and the Interlachen Historic District

(1) Within the Downtown Winter Park National Register Historic District, in addition to conformance with the applicable Central Business District guideline standards adopted as part of Zoning Regulations per Section 58-72, through 58-79, any request for an alteration of the exterior facade or demolition of all or part of a building shall be governed by Sections 58-473 through 58-481 of this Article. This requirement shall not apply to the exterior facade changes for the typical turnover of first floor spaces from one owner/tenant to another business, involving such aspects as replacement of awnings/canopies, store fronts, windows, signage, etc. but shall apply to exterior facade alterations that markedly change the exterior materials or appearance of the entire building or a substantial portion of the building facade encompassing the area within or above one or more existing tenant space. The intent is for the existing architectural character of the buildings to be preserved or replicated.

(2) Within the Interlachen National Register Historic District, any request for an alteration of the exterior facade or demolition of all or part of a building shall be governed by Sections 58-473 through 58-481 of this Article. This requirement shall not apply to the exterior facade changes for the normal turnover of business or residential floor spaces from one owner/tenant to another involving such aspects as replacement of doors, windows, awnings/canopies, signage, etc. but shall apply to exterior facade alterations that markedly change the exterior materials or appearance of the entire building or a substantial portion of the building facade encompassing the area within or above more than one existing owner/tenant space. The intent is for the existing architectural character of the buildings to be preserved or replicated.

SECTION VI: INCONSISTENCY. If any Ordinances or parts of Ordinances are in conflict herewith, this Ordinance shall control to the extent of the conflict.

SECTION VII: SEVERABILITY. If any section, subsection, sentence, clause, phrase, provision, or word of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity or unconstitutionality shall not be held to invalidate or impair the validity, force, or effect of any other remaining provisions of this Ordinance.

SECTION VIII: CODIFICATION. Sections III of this Ordinance shall be codified and made a part of the City of Winter Park Land Development Code, and the sections of this Ordinance may be renumbered or re-lettered to accomplish this intention. The word "Ordinance" may be changed to "Section," "Article," or other appropriate word. The City Clerk is given liberal authority to ensure proper codification of this Ordinance, including the right to correct scrivener's errors.

SECTION IX: This Ordinance shall become effective immediately following approval by the City Commission at its second reading.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this \_\_\_\_\_ day of \_\_\_\_\_, 2021.

City of Winter Park

\_\_\_\_\_  
Phil Anderson, Mayor

Attest: \_\_\_\_\_  
City Clerk



# Historic Preservation Board **agenda item**

item type Public Hearings	meeting date August 11, 2021
prepared by Jeffrey Briggs	approved by Bronce Stephenson
board approval Completed	
strategic objective	

## subject

Request of the City of Winter Park for:

## item list

- A Resolution of the Historic Preservation Board officially endorsing and recommending approval of the application for participation within the Local Certified Government program for historic preservation.

## motion / recommendation

Staff recommendation is for approval of the resolution.

## background

This Resolution authorizes and endorses the application for the City of Winter Park to participate in the Certified Local Government program for Historic Preservation. The application is attached.

## alternatives / other considerations

## fiscal impact

ATTACHMENTS:

[Resolution for CLG Application.doc](#)

ATTACHMENTS:

[Draft CLG application and cover letter.pdf](#)

ATTACHMENTS:

[Application map exhibits.pdf](#)

RESOLUTION NO. \_\_\_\_\_

A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF WINTER PARK, FLORIDA, AUTHORIZING THE APPLICATION FOR PARTICIPATION IN THE CERTIFIED LOCAL GOVERNMENT PROGRAM OF THE FLORIDA DEPARTMENT OF STATE, DIVISION OF HISTORICAL RESOURCES AND THE NATIONAL PARK SERVICE OF THE US DEPARTMENT OF INTERIOR.

WHEREAS, there are located within the City of Winter Park historic sites, areas, structures, buildings, improvements and appurtenances, both public and private, both on individual properties and in groupings, that serve as reminders of past eras, events, and persons important in local, state and national history; or that provide significant examples of past architectural styles, development patterns and that constitute unique and irreplaceable assets to the City; and

WHEREAS, the City Commission established a Historic Preservation program and Ordinance in 2001 in order to recognize the sites and properties of historical, archaeological, aesthetic and architectural merit that contribute to the public health, welfare, economic well-being, heritage and quality of life of the citizens of Winter Park; and

WHEREAS, there is the desire foster awareness and civic pride in the accomplishments of the City in the past 20 years of historic preservation and to seek accreditation and participation with the State of Florida, Division of Historical Resources and the National Park Service by applying to be part of the Certified Local Government program.

NOW, THEREFORE, be it resolved by the City Commission of the City of Winter Park, Florida that:

The City Commission of the City of Winter Park hereby authorizes and endorses the application to the Florida Department of State, Division of Historical Resources and National Park Service for participation in the Certified Local government program.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park held in City Hall, Winter Park on this \_\_\_\_\_ day of \_\_\_\_\_ 2021.

\_\_\_\_\_  
Phillip Anderson, Mayor

ATTEST:

\_\_\_\_\_  
City Clerk





## CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

## OVERVIEW OF HISTORIC PRESERVATION IN THE CITY OF WINTER PARK

Winter Park adopted a Historic Preservation Ordinance as part of the Land Development Code in 2001. Those regulations established the Historic Preservation Board (HPB), set forth the legal processes and procedures for historic designations and the creation of historic districts, rules and procedures for the HPB and criteria for implementation and operation of the City's historic preservation program.

Much of the program is based upon the surveys of historic properties that began in 1977 and which was completely updated in 2001 together with a comprehensive submission to the Florida Master Site File inventory.

Over the intervening 20 years, the City has created via property owner referendums, two local historic districts, the College Quarter historic district created in 2003 and the Virginia Heights, East historic district created in 2010. There also have been over 100 hundred individual designations of historic properties/buildings.

In addition to three individual properties on the National Register of Historic Places, the City also has two National Register Historic Districts that have been established for the Downtown Winter Park and adjacent Interlachen historic districts.

Winter Park's historic preservation program involves voluntary designations of individual properties and property owner referendum for the creation of historic districts. The City has created several important incentives for such designations that provide allowance of variances for such properties, ability to obtain approval for accessory living units, matching renovation grants, offsets for some permit fees and recognition plaques.

Becoming a Certified Local Government and participating in Florida's program is an important credential that has been overlooked in the past but it is now much desired by the HPB and the City Commission to demonstrate the support and commitment to historic preservation in Winter Park.

Sincerely,

Phillip Anderson, Mayor



## APPENDIX C

### APPLICATION FOR CERTIFICATION FLORIDA CERTIFIED LOCAL GOVERNMENT PROGRAM

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Mail completed application to:

Compliance and Review Section  
Bureau of Historic Preservation  
R.A. Gray Building  
500 South Bronough Street  
Tallahassee, Florida 32399-0250

Instructions:

1. Please use this application form.
  2. Please print or type all responses.
  3. Make sure forms are signed.
  4. Submit two complete sets of application materials.
  5. Incomplete applications will be returned.
- 

1. Local Government Name: City of Winter Park

2. County: Orange

3. Contact (Name/Title/Address/Phone): Jeffrey Briggs, Principal Planner

401 Park Avenue, South, Winter Park, Florida 32789

Tel. (407) 599-3440, Email: Jbriggs@cityofwinterpark.org

4. Appropriate Local Official (Name/Title/Address/Phone/E-Mail/Fax): \_\_\_\_\_

Mayor Phillip Anderson, 401 Park Avenue, South, Winter Park, Florida 32789

Tel. (407) 599-3234, Email: Panderson@cityofwinterpark.org

5. Historic Preservation Review Commission (Name/Address/Phone): Historic Preservation Commission Chairperson Mr. John Skolfield, 401 Park Avenue, South, Winter Park, Florida 32789  
Home telephone (321) 228-3990

6. Time and Place of Regular Review Commission Meetings: 9:00 a.m. every second Wednesday  
Commission Chambers, City Hall, 401 Park Avenue, South, Winter Park, FL 32789

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## APPLICATION FOR CERTIFICATION

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7. Briefly describe how the membership requirements for historic preservation commissions have been satisfied. Be sure to address to what extent professionals are available in the community and the positive involvement in historic preservation of the professional members. PLEASE SEE PAGES 4 AND 5 OF THIS APPLICATION.

The Historic Preservation Commission (HPC) includes seven members who are appointed by the City Commission, three by the mayor and one by each of the City Commissioners. HPC members serve staggered, three-year terms in office, and may be reappointed with a two-term limit. Vacancies are promptly filled by appointment. Residents in appropriate professional capacities who are willing to serve their city have been available since the HPC's establishment in 2001. The current HPC membership meets the ordinance's professional requirements, and includes one architect, one general contractor/builder, two with experience in historic home renovations, a real estate professional, and two businesswomen. All the HPC members are residents of Winter Park. The HPC is responsible for recommending local designations to the City Commission, and for reviewing additions, alterations, demolitions, new construction and relocations that affect individual designated properties or properties within a designated district. The HPC is served by Planning Department staff members including a Principal Planner with 42 years of experience in planning, zoning, and historic preservation, and a recording secretary. The HPC conducts an advertised meeting on the second Wednesday of every month at 9:00 a.m. in the Commission Chambers along with a monthly work session. Members also conduct preliminary meetings with applicants as necessary.

8. Briefly describe your system for survey and inventory of local historic resources.

A Florida Master Site File survey of selected landmark properties was performed in 1977 by volunteers with guidance from the DHR. The City of Winter Park hired a consultant and conducted a Florida Master Site File (FMSF) survey of all historic resources within its jurisdiction which were built prior to 1930 in 1986 for inclusion into the Winter Park Comprehensive Plan. The records of the first two inventories were available to the public at the Winter Park Public Library archives as well as on file at the Florida Master Site File. A report entitled *City of Winter Park Historical and Architectural Survey* provides a use-friendly guide to local history and architecture as well as summaries of the recorded properties. The Florida Master Site File survey for Winter Park was updated in 2001 with professional assistance and expanded to include all resources built before 1950. This project also included a user-friendly report with local history, development patterns, architecture and National Register recommendations entitled *Architectural Survey and National Register Evaluation*. Since the HPC was established in 2001, updated survey and inventory records and the full report are actively maintained and are made available to the public in the Winter Park Planning and Community Development Department as well as the Winter Park Public Library. The methodology for the next FMSF inventory update will include meetings with the HPC and local historic groups, background research, a field survey and FMSF data entry, evaluation for National Register eligibility and a presentation of findings organized in a user-friendly report.

## APPLICATION FOR CERTIFICATION

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9. Briefly describe how the local government intends to participate in the National Register program and detail how public participation requirements will be carried out in the local government's review of National Register nomination proposals.

The HPC shall review local nominations to the National Register of Historic Places at a public hearing and shall forward a record of their actions and recommendations to the Florida State Historic Preservation Officer. The city commission, city manager, planning and community development department director, chief planner, owner(s) of record and applicants shall be given a minimum of 30 and not more than 75-day notice prior to the HPC hearing to comment or object to the listing of a property in the National Register. Notices are mailed to the property owners of record on the latest Orange County tax role within a 500' radius of the proposed historic property. The hearing notice shall be published in a newspaper of general circulation in the city and county at least 15 days prior to the hearing.

10. Briefly describe why you are seeking certification.

The current City Commission of the City of Winter Park is in strong support of achieving the recognition and status as a Certified Local Government. The Winter Park Historic Preservation Commission want to expand their involvement in national and state preservation activities and programs by meeting the requirements and responsibilities of the Certified Local Government program. Becoming a Certified Local Government will also raise the local profile of the HPC's historic preservation efforts and encourage more property owners to seek designation. A policy contained in the Future Land Use element of the Comprehensive Plan for Winter Park includes the recommendation that the city participate in the Certified Local Government program.

11. Are you planning to apply for Certified Local Government subgrants? YES \_\_\_\_\_  
NO **X Not at this time.**  
If yes, briefly describe the purpose of the proposed Certified Local Government subgrant request.

## APPLICATION FOR CERTIFICATION

### Membership of Review Commission

Name and Profession		Term Expires
1. Chairperson	<b>John Skolfield, General Contractor</b>	<b>2024</b>
2. Vice-Chairman	<b>Anne Sallee,</b>	<b>2023</b>
3. Member	<b>Aimee Spenser</b>	<b>2022</b>
4. Member	<b>Lee Rambeau</b>	<b>2023</b>
5. Member	<b>Drew Henner</b>	<b>2024</b>
6. Member	<b>Wade Miller</b>	<b>2022</b>
7. Member	<b>Karen James</b>	<b>2024</b>

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**Certified Local Government Ordinance Internal Checklist**

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**APPLICATION FOR CERTIFICATION**

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**B.1. Requirements of Ordinance**

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Requirements	Ordinance Citation
a) Purpose clearly stated	<u>Sec. 58-433</u>
b) Authority for appointment of suitable commission	<u>Sec. 58-445-447</u>
c) Criteria for designation of historic properties clearly defined (shall be based on and consistent with the criteria used by the National Register)	<u>Sec. 58-456</u>
d) Clearly defined process for designation of historic properties including the consequences of designation	<u>Sec. 58-457</u>
e) Boundaries for historic districts and individual properties identified in the ordinance are clearly established	<u>Sec.58-456</u>
f) Authority for the Review Commission to review and render a decision on all proposed alterations, demolitions, relocations, and new construction within the boundaries designated by the ordinance or which directly affect designated properties	<u>Sec.58-466-475</u>
g) Provisions for the delay of demolitions, but not for the indefinite stay of a demolition	<u>Sec.58-479</u> <u>Sec.58-481</u> <u>Sec. 58-482</u>
h) Criteria for the review of proposals for alterations, new construction, relocations and demolitions clearly set forth in the ordinance (alterations shall achieve the purpose of the Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitation Historic Buildings)	<u>Sec. 58-469</u> <u>Sec.58-473</u> <u>Sec.58-474</u>
i) Provisions for enforcing decisions	<u>Sec. 58-495-500</u>
j) Penalties for non-compliance	<u>Sec. 58-500</u>
k) Specific time frames for reviews	<u>Sec. 58-473</u>
l) Right of appeal	<u>Sec. 58-477</u>
m) Specific time frames for consideration of development proposals	<u>Sec. 58-473</u>

## B.2. Commission

Requirements	Ordinance Citation
a) Minimum of five (5) members (minimum of three (3) members if a population less than 10,000)	<u>Sec. 2-19 &amp; 2-47</u>
b) Area of geographic responsibility coterminous with the boundaries of local jurisdiction	<u>Sec. 2-46 &amp; 2-59</u>
c) Appointments made by appropriate local official or appropriate governing body	<u>Sec. 2-48</u>
d) Commission members residents of the jurisdiction which they serve	<u>Sec. 2-48</u>
e) Terms of office staggered	<u>Sec. 2-48</u>
f) Terms of office at least two (2) years, but not more than five (5) years	<u>Sec. 2-48</u>
g) Provisions by appropriate local official or appropriate governing body to fill vacancies within sixty (60) days	<u>Sec. 2-48</u>
h) Provisions for at least four (4) meetings per year at regular intervals	<u>Sec. 2-48</u>
i) Provisions for recording minutes of each meeting	<u>Sec. 2-59</u>
j) Provisions for Commission to attend pertinent informational or education meetings, workshops and conferences	<u>Sec. 58-447</u>
k) Provisions for Commission review of proposed National Register nominations within its jurisdiction	<u>Sec. 58-447</u>
l) Provisions for seeking expertise on proposals or matters requiring evaluation by a profession not represented on the Commission	<u>Sec. 58-447</u>
m) Staff sufficient to undertake the requirements for certification and carry out delegated responsibilities	<u>Sec. 2-48</u>
n) Rules of Procedure adopted by Commission	<u>Sec. 2-48</u>
o) Commission responsibilities complementary to those of the State Historic Preservation Office	<u>Sec. 58-447</u> <u>Sec. 58-492</u>

### B.3. Survey and inventory of Historic Properties

Requirements	Ordinance Citation
a) Provisions to initiate and continue an approved process of identification of historic properties within the jurisdiction of the Commissions (inventory materials shall be compatible with the Florida Site File)	<u>Sec. 58-447</u>
b) Provision to maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the Commission	<u>Sec. 58-447</u>
c) Inventory material open to the public	<u>Sec. 58-447</u>
d) Provisions to update inventory materials periodically	<u>Sec. 58-447</u>
e) Assurance that duplicates of all inventory materials will be provided to the State Historic Preservation Officer	<u>Sec. 58-447</u>
f) Provisions to encourage the Commission members to participate in survey and planning activities of the Certified Local Government	<u>Sec. 58-447</u>

### B.4. Public Participation

Requirements	Ordinance Citation
a) Provisions that Commission meetings will be publicly announced	<u>Sec. 58-457/468/473</u>
b) Provisions that Commission meetings will be open to the public	<u>Sec. 2-47 &amp; 58-468</u>
c) Provisions that Commission meetings will have a previous advertised agenda	<u>Sec. 2-47 &amp; 58-468</u>
d) Provisions to make meeting records available to the public	<u>Sec. 58-476</u>
e) Provisions that all Commission decisions will be given in a public forum	<u>Sec. 2-47 &amp; 58-468</u>
f) Rules of Procedure adopted by the Commission must be available for public inspection	<u>Sec. 2-48 &amp; 58-476</u>
g) Provisions assuring that appropriate local officials, owners of record, and applicants shall be given a minimum of thirty (30) calendar days and not more than seventy-five (75)calendar days prior notice to Commission meetings in which to comment on or object to the listing of a property in the National Register	<u>Sec. 58-491</u>

h) Objections by property owners must be notarized to prevent nomination to the National Register	Sec. 58-491
i) Provisions for public and owner notification for designation and project reviews	Sec. 58-457 Sec. 58-468 Sec. 58-473
j) Provisions for public hearings for designations and project reviews	Sec. 58-457 Sec. 58-468 Sec. 58-473

### **B.5. Satisfactory Performance**

Requirements	Ordinance Citation
a) Provide the State Historic Preservation Officer with thirty (30) calendar days prior notice of all meetings	Sec. 58-492
b) Submit minutes of each meeting to the State Historic Preservation Officer within thirty (30) calendar days	Sec. 58-492
c) Submit record of attendance of the Review Commission to the State Historic Preservation Officer within thirty (30) calendar days after each meeting	Sec. 58-492
d) Submit public attendance figures for each meeting to the State Historic Preservation Officer within thirty (30) calendar days of each meeting	Sec. 58-492
e) Notify the State Historic Preservation Officer of change in Commission membership within thirty (30) calendar days of action	Sec. 58-492
f) Notify State Historic Preservation Officer immediately of all new historic designations or alterations to existing designations	Sec. 58-492
g) Submit amendments to ordinance to the State Historic Preservation Officer for review and comment at least thirty (30) calendar days prior to adoption	Sec. 58-492
h) Submit an annual report by November 1 covering activities of previous October 1 through September 30	Sec. 58-492
i) Information to be included in annual report (at a minimum)	Sec. 58-492
1) A copy of the Rules of Procedure	
2) A copy of historic preservation ordinance	
3) Resume of Commission members	
4) Changes to the Commission	
5) New Local designations	
6) New National Register listings	
7) Review of survey and inventory activity with a description of the system used	
8) Program report on each grant-assisted activity	
9) Number of projects reviewed	



## C.I. Procedures (Certification material contained in this submission)

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### Requirements

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a) A written assurance by the chief elected local official that the local government will fulfill all of the requirements of certification	<div>X</div> <hr/>
b) A copy of the local legislation	<div>X</div> <hr/>
c) A map of the area of jurisdiction of the Commission with any and all existing designated historic districts and individual historic properties clearly identified	<div>X</div> <hr/>
d) A copy of the Commission's Rules of Procedure	<div>X</div> <hr/>
e) Resumes for each member of the Commission	<div>X</div> <hr/>
f) Resumes for Commission staff members	<div>X</div> <hr/>

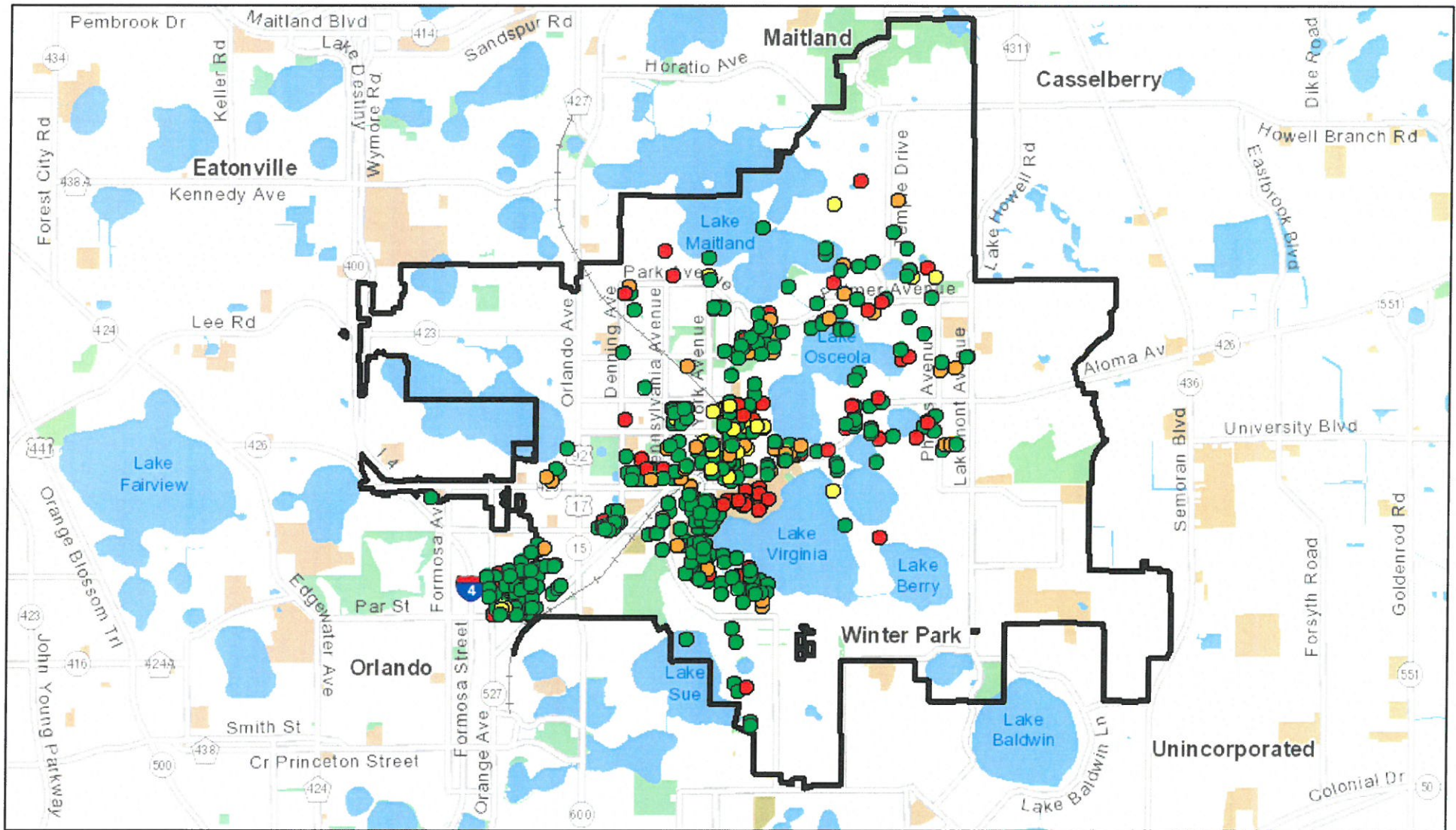
### Certification

I hereby certify that I have read the Florida Certified local Government Guidelines and agree to comply with all terms and conditions set forth therein.

\_\_\_\_\_  
Chief Elected Local Official  
Title

\_\_\_\_\_  
Date

## Winter Park Master Site Locations

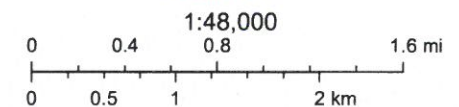


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Historic Structures - Florida Master Site File

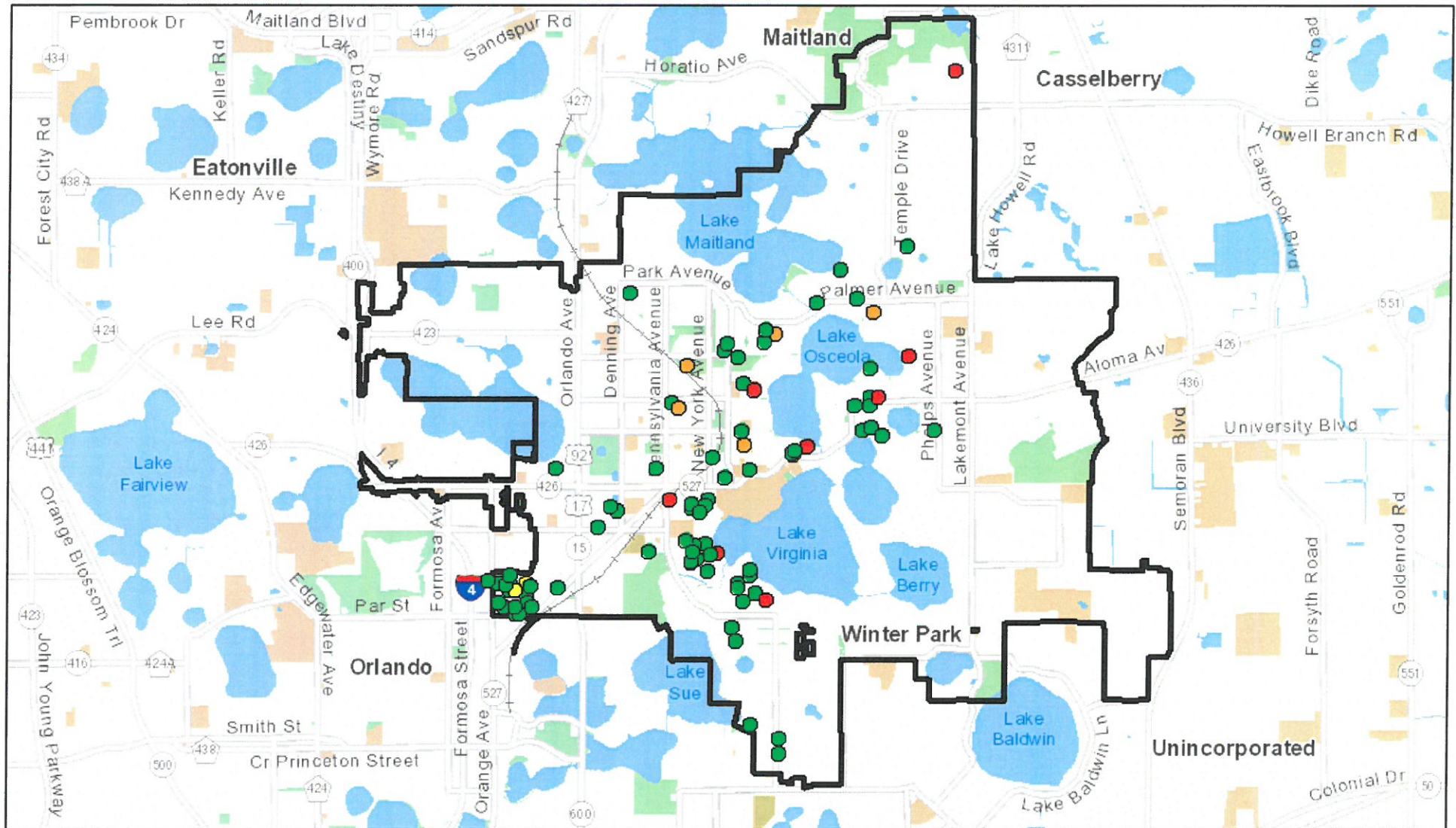
- Built Before 1900
- Built 1900 - 1919

- Built 1920 - 1949
- Built 1950 - 1981





## Winter Park Historic City Locations



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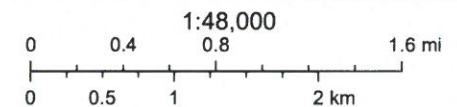
Historic Structures - City Designated

● Built Before 1900

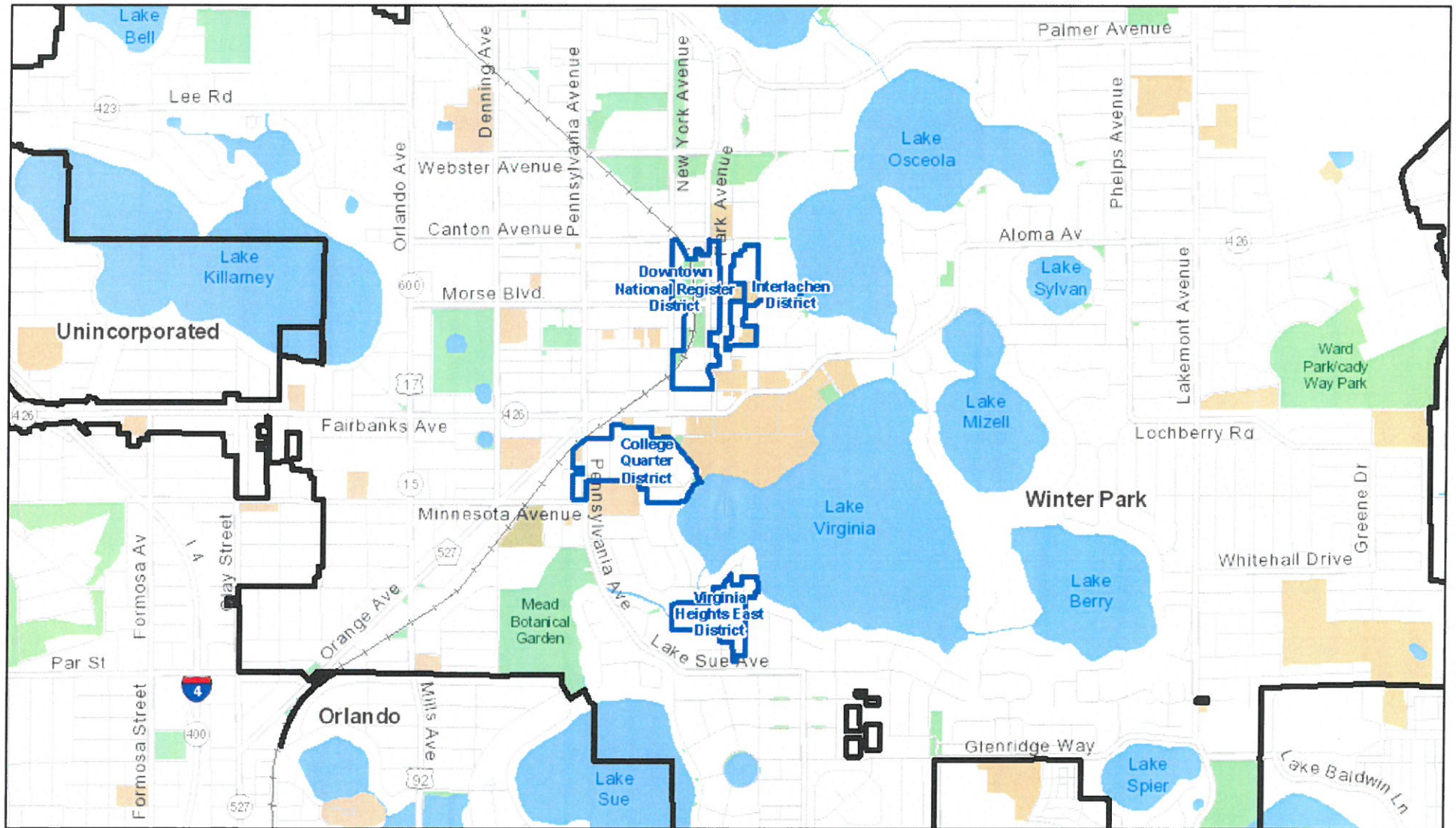
● Built 1900 - 1919

● Built 1920 - 1949

● Built 1950 - 1981

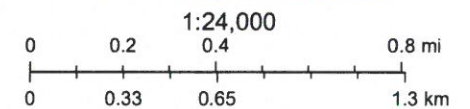


# Winter Park Historic Districts



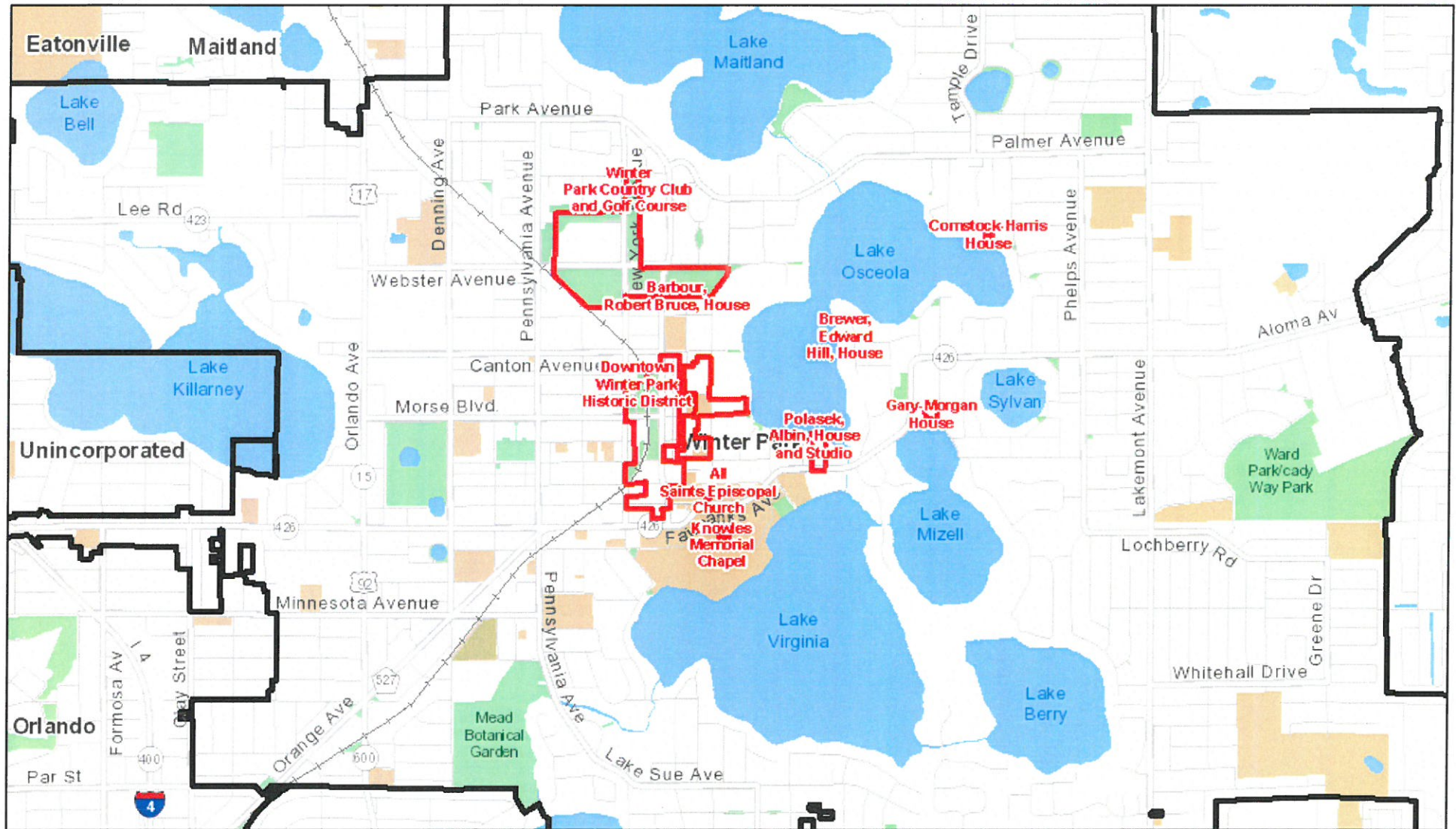
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Historic Districts





# Winter Park National Registry



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National Register Properties

