



# Historic Preservation Board Minutes

August 11, 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 9:01 a.m. Present In-Person: Anne Sallee, Drew Henner, Aimee Spencer, Wade Miller, John Skolfield, and Karen James. Present Virtually: N. Lee Rambeau. Staff: Principal Planner, Jeff Briggs; Planning Specialist, Aaron Hull; and Recording Secretary, Mary Bush.

## 2. Approval of Minutes

Motion made by Anne Sallee, seconded by Aimee Spencer to approve the July 14, 2021 meeting minutes.

**Motion carried unanimously with a 6-0 vote. (N. Lee Rambeau was not present for the minutes.)**

## 3. Staff Updates

Mr. Briggs updated the Board on the status of the budget for the historic plaques and signage for public awareness. He noted that 180 plaques at a total cost of \$36,000 are needed for residents that have not yet received a plaque. The current monies proposed in the upcoming budget is \$18,000 which is able to accommodate 90 plaques. The rest of the plaques will be added to the next fiscal year budget in October, 2022 and obtained that time to be distributed.

Mr. Briggs mentioned that on a recent out of town trip he noticed various historic district signs. Mr. Briggs presented the Board with an existing design of Winter Park's downtown area pole signs for consideration.

Brief discussion with the Board ensued. The Board feels the look of the sign is appropriate and that the signs will help build awareness. The Board recommended adding a smaller secondary sign with specific place marking for the various districts. Mr. Briggs advised that he will ask the Communications Department to design an additional locality sign. Final design to come back to the HPB for review.

The Board also inquired about the following:

- signs that provide facts regarding historical parks around the City,
- the possibility of an individual historic designation for City Hall,
- and the procedure for designating property owned by the school board.

Discussion continued with the Board regarding creating an approved materials list for applicants to allow minor requests to go through staff rather than the Board to streamline the process. West Palm Beach was mentioned as a source for staff to look at.

## 4. Citizen Comments

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

## 5. Public Hearings

- COR 21-07 Request by Zach Mitchel for 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.

Mr. Henner recused himself from the item due to a potential conflict of interest.

Mr. Briggs provided a brief overview of the request and led discussion of the item. He noted that the item was tabled at the last Historic Preservation Board regular meeting. Mr. Briggs presented photos and a survey of the existing home on the lot as well as the site plan for the proposed additions to the home. The applicant has revised the plans to incorporate the recommendations from the meeting, which included removing window grids and all shutters, changing the size of the two windows on the southwest corner to be consistent with the rest of the windows, changing the front window to a picture window, and resolving the proposed transition from block to stucco for the addition.

**Staff recommendation was for approval with the condition that the existing privacy landscaping and fence stay in place.**

The applicant, Zach Mitchell of 254 Longwood Hills Road, Longwood, FL addressed the Board and noted that everything that the Board requested at the last Historic Preservation Board regular meeting had been completed.

Discussion ensued with the Board and applicant regarding the following.

- building costs,
- use of cedar on the home,
- the roof peak height of the addition in comparison with the roof plane of the existing home,
- the use of stucco and a cedar post for the exterior transition from the existing home to the addition,
- the age of the original roof and matching the shingles,
- the transition between the roof planes of the existing home and the addition,
- revising the project plans for accuracy,
- and obtaining a roof plan and split plan drawings for the project.

Chairman Skolfield tabled the item discussion at 9:47 a.m. to allow the applicant to speak to his architect and reconvened the discussion of the item at 10:02 a.m.

Mr. Miller presented a depiction of the plan drawings to show the true pitch of the addition's roof to provide the Board a better visual.

Brief discussion ensued regarding possible replacement of the roof shingles on the existing home and staying in line with the original architecture of the existing home. After further discussion and agreement to move forward based upon conditions of approval.

**Motion made by Anne Sallee, seconded by Wade Miller, to approve the request by Zach Mitchell to renovate and expand the existing home at 723 Maryland Avenue located in the College Quarter Historic District with the following conditions:**

- The transition of the side exterior of the existing home and the addition should be continuous half high block.
- The front roof line must be a continuation of shingles and not a gable.
- There must be smooth painted columns in lieu of cedar on the front of the existing home.
- The existing landscaping and privacy fence must be maintained in place.

**Motion carried unanimously with a 6-0 vote. (Drew Henner recused himself from voting.)**

- COR 21-05 Request by the City of Winter Park for APPROVAL of 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.
- COR 21-05 Request by the City of Winter Park for APPROVAL of 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.

Mr. Briggs provided a brief overview of the requests and led discussion of the items. He noted that the City is in the process of achieving the accreditation of being part of the Certified Local Government Program for Historic Preservation (CLG), as the City is celebrating its 20<sup>th</sup> anniversary of our Historic Preservation program. The CLG program starts at the highest level with the National Parks Service and is then delegated down for administration at the state level. Mr. Briggs also noted that the CLG brings all of the historic preservation programs together under one umbrella with an accreditation and minimum standards for what their ordinances need to contain to have an effective historic preservation program. He mentioned that the CLG has reporting requirements as well as potential perks that include access to increased grant money for preservation projects. Mr. Briggs indicated that the turnaround and response from the State during the application process was very helpful and swift. The application is expected to be approved by the State and once certain revisions are made to the Historic Preservation Ordinance to meet CLG requirements. It will then move on to the National Parks Service for official accreditation.

Mr. Briggs reviewed the Ordinance revision requirements with the Board. He noted that certain language in the Land Development Code’s Chapter II relating to Boards is required to be placed in the Historic Preservation chapter. Mr. Briggs and the Board reviewed the language, which covers frequency of meetings, Board member requirements and terms, action timing for designation requests, demolition procedures, indication of designated local officials, and preserving the historic architectural character of existing buildings. He noted that the next step would be for the Board to approve the resolution which authorizes the CLG application and provide a recommendation of the ordinance to be brought to the City Commission. Mr. Briggs also mentioned the significant achievements of the Historic Preservation Board, which includes 98 individually designated properties and the creation of two local historic districts and two National Register Historic Districts.

**Staff recommendation was for approval.**

The Board expressed their appreciation of staff’s work on the item. Ms. Rambeau recommended revising the section of the ordinance regarding qualifications to state that “the Historic Preservation Board shall meet monthly as needed” since there have been times where the Board has not met in a given month due to no items to review.

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

**Motion made by Aimee Spencer, seconded by Anne Sallee, to approve the request by the City of Winter Park for 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 and 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 with the following revision to the Ordinance:**

- **Addition of “as needed” to the following statement in Section 58-446. - Qualifications, Terms, Vacancies:**
  - 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.

**Motion carried unanimously with a 7-0 vote.**

## 6. Board Updates and Comments:

No Board updates and comments.

## 7. Upcoming Meeting Schedule

Next HPB Regular Meeting: Wednesday, September 8, 2021 at 9:00 a.m.

Meeting adjourned at 10:46 a.m.

Respectfully Submitted,

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Mary Bush

Recording Secretary

Approved by Board on September 8, 2021.