



**CITY OF WINTER PARK
HISTORIC PRESERVATION BOARD**

**Staff Report
April 12, 2017**

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

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

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

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

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

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

Background.

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

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

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

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

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

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

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

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

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

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

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

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

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

Variance Requests: Approved on 14 December 2016.

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

Variances Requested: 12 April 2017

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

STAFF RECOMMENDATION:

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

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



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

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

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

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

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

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

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

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

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



PLANNING DEPARTMENT

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

Certificate of Review Application

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

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

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

2. Please indicate the work your propose to undertake:

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

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

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

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

Other: _____

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

David Williams
Owner's Signature

3-22-17
Date

Historic Preservation Commission Office Use

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

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

07.22.30. 8760.00. 230
Parcel Identification Number Year built

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

Certificate of Review Process

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

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

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

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

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

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

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

For more information contact:

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

Attachments to R-2 Setback/Coverage Worksheets

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

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

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

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

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

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

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

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

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

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

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

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

February 4, 2003

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

Certificate of Review Application

3. Proposed Narrative

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

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

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



Historic Preservation Board

Certificate of Review

Supplemental Application for Variance Request

1. Describe variance request:

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

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

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

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

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

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

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

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

See attached

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

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

Address: 774 Maryland Avenue Lot Width: 50'

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

Principal Dwelling _____ Cottage Dwelling _____ Single Family Residence X Duplex _____

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

Impervious Lot Coverage

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

Principal Dwelling - 65%						
Cottage Dwelling - 65%						
Single Family - 65%						
Duplex - 60%	528		3582		4110 (64.6%)	4137 (65%)

Maximum Building Coverage

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

Floor Area Ratio (FAR)*

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

Principal Dwelling - 30%						
Cottage Dwelling - 20%						
Single Family - 55%						
Duplex - 50%	528		2713		3241 (51%)	3501 (55%)

(Note 1)

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

Principal Dwelling	400					
Cottage Dwelling	300					
Single Family	700					
Duplex	600					
	N/A		476		476	700

(Note 2)

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

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

Stormwater retention required per the Land Development Code.

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

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

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

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

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

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

Notes:

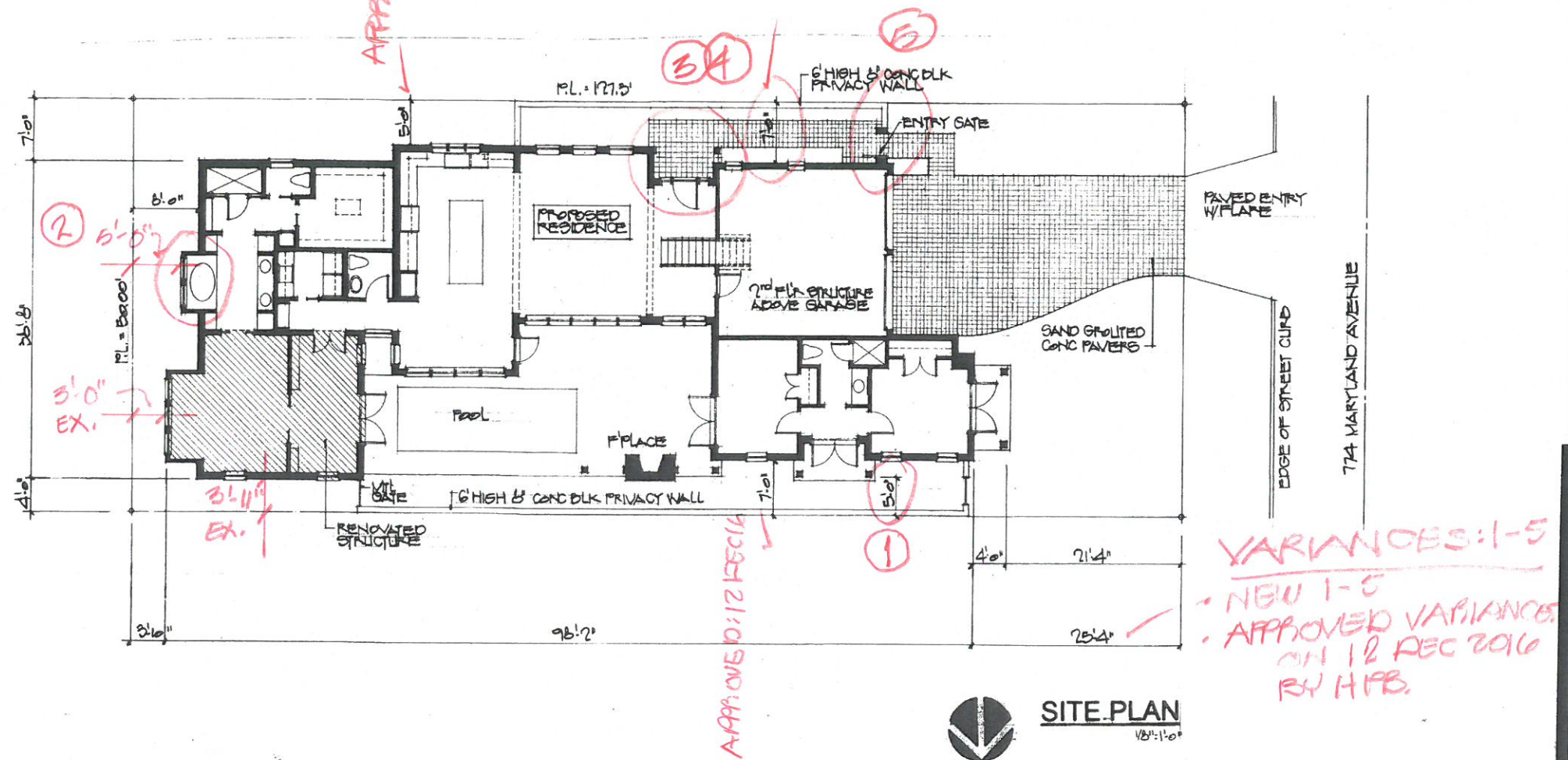
1. If a single-family residence, only, is built on the lot, the maximum floor area ratio is 55%. The maximum total floor area ratio on a property developed with a principal dwelling and a cottage dwelling shall be 50% with the principal dwelling having a larger gross floor area than the cottage dwelling.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

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

WILLIAMS RESIDENCE
 WINTER PARK, FLORIDA

AREA TABULATION	
Lot Area	: 6,341 SF
FAR Allowed	: 3,488 SF
BUILDING AREA	
First Floor	: 2,293
Second Floor	: 479
Total Living	: 2,772 SF
Garage	: 489
Total FAR	: 3,241 SF
Porches	
Front Porch	: 37
Side Porch	: 18
Entry Porch	: 18
Rear Porch	: 305
Total Porches	: 478 SF

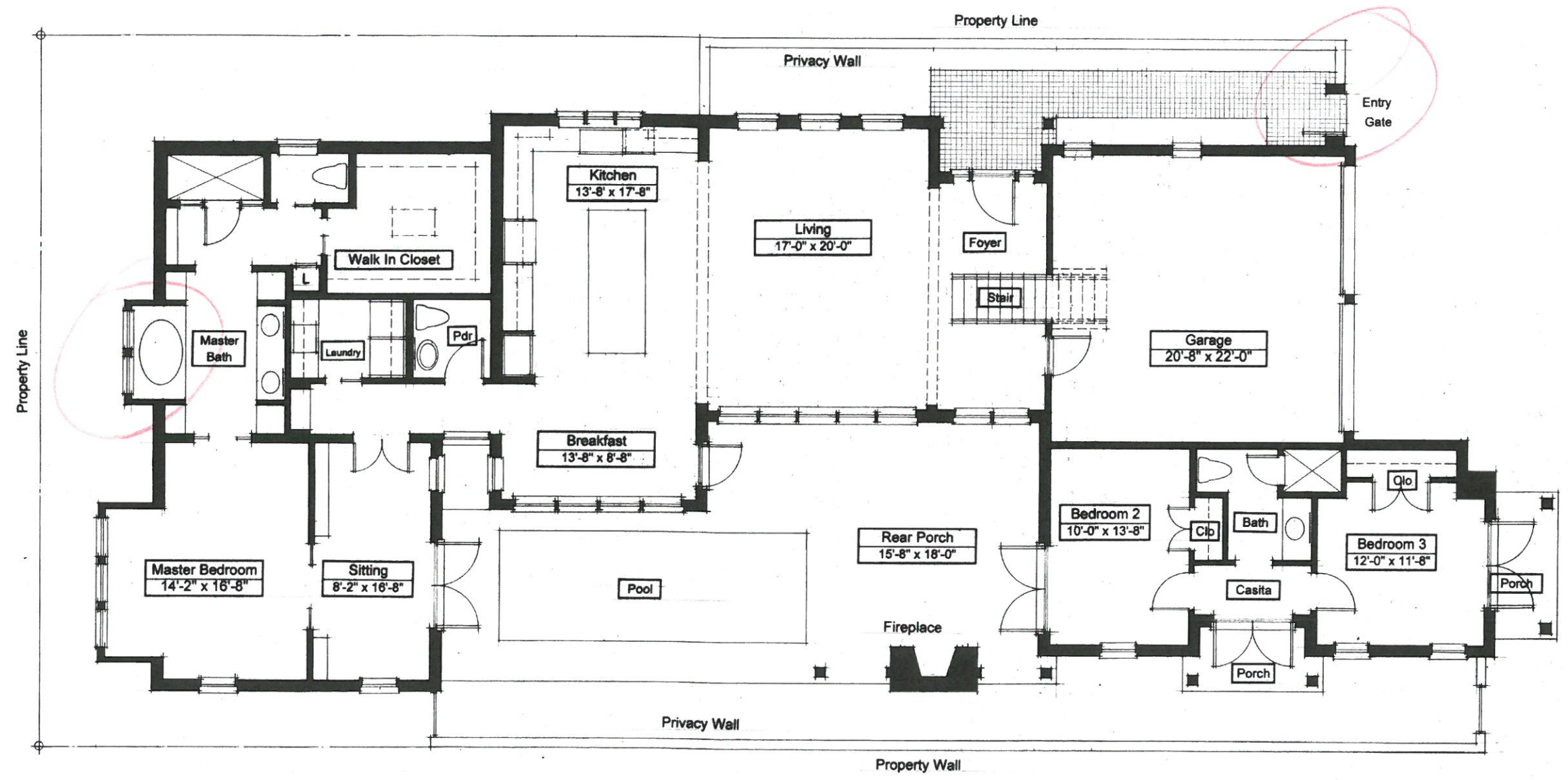
LEGAL DESCRIPTION
 LOT 23, TROTTERS REPLAT ACCORDING TO THE PLAT THEREOF, AS RECORDED IN PLAT BOOK J, PAGE 58 OF THE PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.



SITE PLAN
 1/8" = 1'-0"

DATE: MAR 21 2017	SCALE: RGH
PROJECT: 1117	DESIGNER: [Signature]
1	

WILLIAMS RESIDENCE
 WINTER PARK, FLORIDA

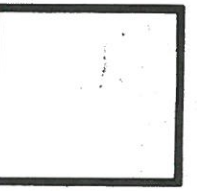


FIRST FLOOR PLAN
 1/4" = 1'-0"

1117	1117
1117	1117



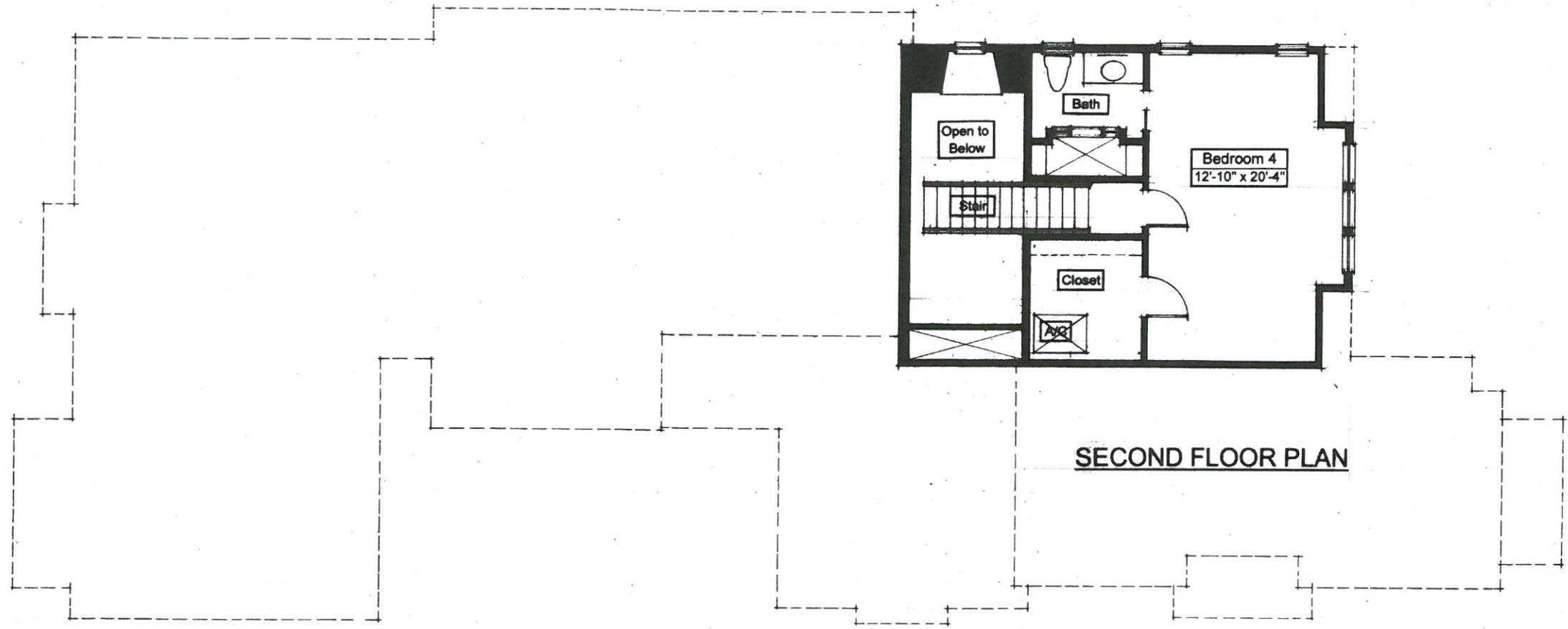
WILLIAMS RESIDENCE
WINTER PARK, FLORIDA



1117

1/24/17

3



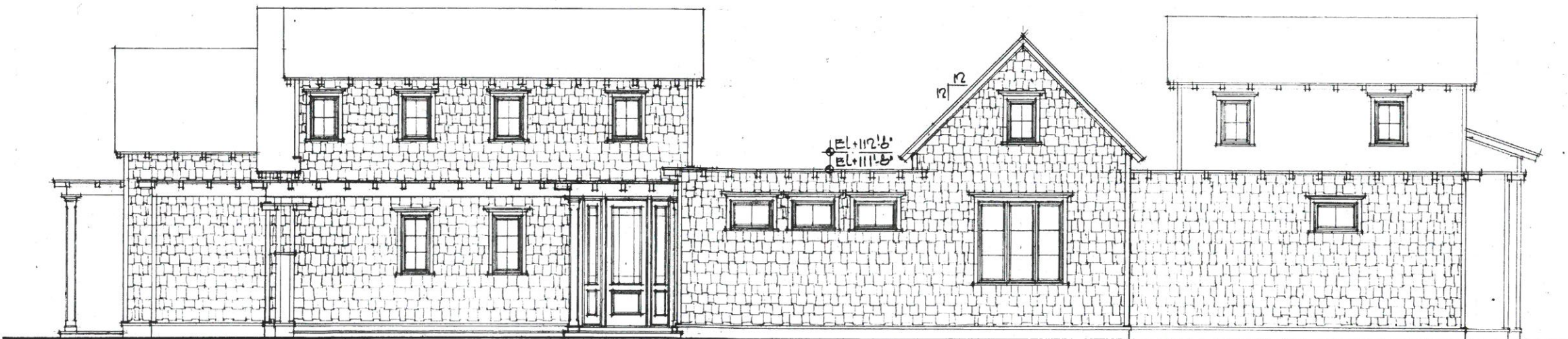
SECOND FLOOR PLAN



STREET SIDE ELEVATION

1/4"=1'-0"

WILLIAMS RESIDENCE
WINTER PARK, FLORIDA

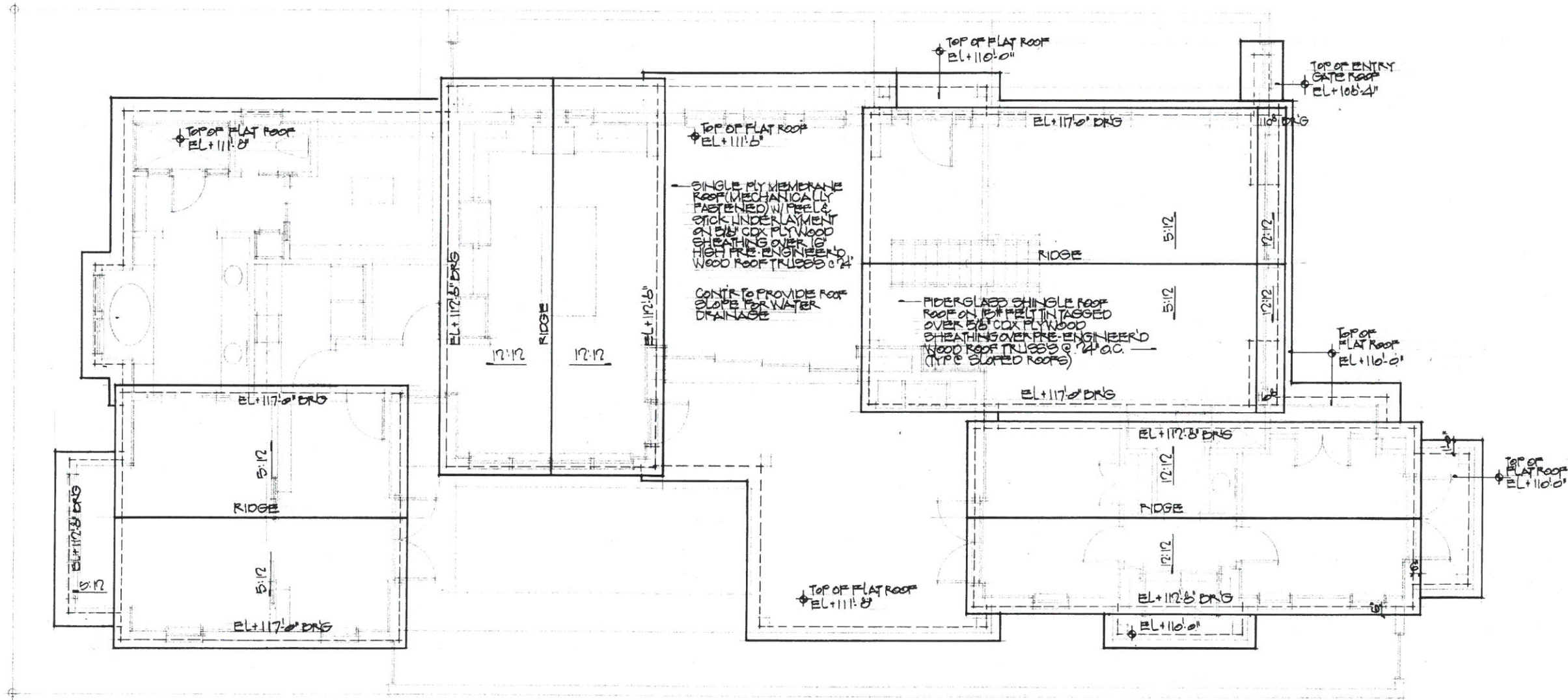


RIGHT SIDE ELEVATION

1/4"=1'-0"

1117
RgH

1117
RgH



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

WILLIAMS RESIDENCE
WINTER PARK, FLORIDA



JOB NUMBER 1117	DESIGNER RgH
DATE MAR 21 2017	CHECKED

SCALE	DATE
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CITY OF WINTER PARK

401 Park Avenue South

Winter Park, Florida

32789-4386

www.cityofwinterpark.org

Date

Name

Address

RE: Property located at _____ address

Dear RESIDENTS NAME:

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

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

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

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

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

Sincerely,

Brooks Weiss, AIA
City Architect



Service Line Undergrounding Grant Application

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

Subject Property Address _____

Property Owner (s) _____

Owner(s) Mailing Address _____

Telephone _____

Email Address _____

Authorization

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

Owner (print)

Owner (sign)

Owner (print)

Owner (sign)

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



Service Line Undergrounding Grant Information

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

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

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



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

grant

1. APPLICANT

Name: _____

Address: _____

_____ Zip _____

Contact Name: _____ Phone Number: _____

Email: _____ Fax Number: _____

2. BUILDING TO BE REPAIRED/REHABILITATED

Address: _____

_____ Zip _____

Legal Description: _____

Property Tax Parcel Number: _____

3. OWNER OF PROPERTY (if not applicant)

Name: _____

Contact Name: _____

Address: _____

_____ Zip _____

Phone Number(s): _____

5. BRIEF DESCRIPTION OF PROPOSED REPAIRS/REHABILITATION

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

a total of

CERTIFICATION BY APPLICANT

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

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

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

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

Applicant Signature

Date

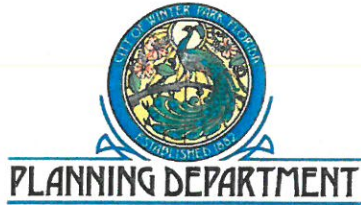
Please return a copy of this completed application along with any supporting documentation to the Planning and Community Development Department.

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

For additional information please contact:

Brooks Weiss
City Architect
Phone: 407-599-3323
Email: bweiss@cityofwinterpark.org

Notary Public



Preservation Rehabilitation Grant Program Guidelines

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

ELIGIBLE APPLICANTS

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

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

ELIGIBLE PROJECTS

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

Eligible work: Rehabilitation of historic buildings including:

- Roofs and eaves with like materials;

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

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

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

APPROVALS

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

CONTRACTUAL AGREEMENT

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

SUBMISSION REQUIREMENTS

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

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

The applications must include the following attachments:

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

Historic Preservation award

2017

EXCELLENCE IN RESIDENTIAL RENOVATION



Geer-Van den Berg Home 1880
138 Detmar Drive

Historic Preservation award

2017

EXCELLENCE IN RESIDENTIAL RENOVATION



The Maher's Home 1925
616 Seminole Drive

**Historic
Preservation
award**

2017

**EXCELLENCE IN
COMMERCIAL RENOVATION**



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

Historic Preservation award

2017

EXCELLENCE IN ADAPTIVE REUSE



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

**Historic
Preservation
award**

2017

EXCEPTIONAL INDIVIDUAL



Frank Roark
general contractor

specializing in historic preservation