

Kim Breland

From: Brooks Weiss
Sent: Thursday, August 3, 2017 10:58 AM
To: Kim Breland
Subject: FW: College Quarter- Amendments to Design Guidelines
Attachments: CQHD Amend I_Non-contributing_Contributing-properties.pdf; CQHD Amend II_Demolition and In-fill.pdf; CQHD Amend III_Appropriate Zoning.pdf

EMAIL + THREE ATTACHMENTS



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From: Mary Grace Gordon [mailto:gordonmg@tampabay.rr.com]
Sent: Wednesday, July 26, 2017 11:42 AM
To: Brooks Weiss <bweiss@cityofwinterpark.org>
Subject: College Quarter- Amendments to Design Guidelines

Dear Brooks,

I am writing to you as a board member of the College Quarter Board. We are seeking direction for a process to introduce **amendments to the College Quarter Guidelines**. The amendments are aimed at clarification of Design Guidelines and support for compatible new construction. We have met as a board and have a small sub-committee that has reviewed proposed amendments. The process that we propose is:

1. Meet as a board to review proposed amendments
2. Send amendments to a sub-committee for review and revision
3. Meet with City of WP HPB staff for input to the reviewed amendments
4. Revise amendments with the HPB staff recommendations and present to the College Quarter Board
5. Send amendments to the neighborhood for feedback/approval and comments to [email address] by [date]

6. Present amendments to the City of Winter Park Historic Preservation Board for recommended approval
7. If recommended by the HPB, send the proposed ordinance with the existing College Quarter Design Guidelines and proposed amendments to the Winter Park City Commission for approval.

Would it be possible to get on the agenda of the HPB to request some direction for a process to introduce amendments to the College Quarter Guidelines? The College Quarter Board definitely wants to keep our Design Guidelines just the way they currently exist. We are thinking that the proposed amendments would provide clarification, as follows:

Amendment I – provides flexibility to non-contributing resources for changes that are compatible to the historic district,
Amendment II – asks for the same 60-day demolition notice for the entire College Quarter as individual historic resources and gives additional in-fill examples, and
Amendment III – emphasizes the Future Land Use verbiage for the College Quarter in order to encourage detached single-family homes built within our historic district.

Attached are three proposed amendments:

Amendment I - Non-contributing & Contributing Properties

This amendment has some definitions and clarifications.

Amendment II - Demolition and Appropriate Infill

In addition to the amendment, we are seeking guidance to some questions at the end of the document.

Amendment III - Appropriate Zoning for the College Quarter Historic District

Thank you for your time and efforts.

With kindest regards,

Mary Grace

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Mary Grace Gordon

College Quarter Board member

550 Holt Ave

Winter Park, FL 32789

(863) 583-2434 - Cell

"To live a creative life, we must lose our fear of being wrong."

- Joseph Chilton Pearce

**College Quarter Historic District Design Guidelines
Amendment I
Non-contributing & Contributing Properties**

Non-contributing properties

Non-Contributing Property definition:

Suggestion:

A non-contributing home within the College Quarter Historic District is one that is less than 50 years old or a home that is over 50 years old but has lost its historic value (integrity) because the structure or its features have been modified, demolished, expanded or renovated to a degree that it does not support or add to the historic significance of the district by virtue of its design, setting, materials, workmanship, feeling, and/or association.

College Quarter Design Guidelines: Appendix A – Definitions:

Non-Contributing Structures – Buildings, structures, or sites that do not add to the historical association, architectural quality, or archaeological value of a district because (1) it was not present during the period of significance of the district, or (2) due to alterations, disturbances, additions, or other changes, it no longer possesses historic integrity.

Winter Park Historic Preservation Ordinance. Sec. 58-434. – Definitions:

Noncontributing element (or noncontributing) means a building or structure located within the boundaries of a historic property or district that does not contribute to the historic significance of the district or property by virtue of its age, location, design, setting, materials, workmanship, feeling, and/or association.

Non-Contributing property modifications:

The historic district design guidelines apply to all work to the exterior of all properties located in the historic district; however, non-contributing structures do not receive the same incentives or benefits of historic properties. Therefore, non-contributing properties are not under the same design guidelines as the contributing or historic homes. If a property is a non-contributing property because of its age, it cannot become contributing by modification.

The CQHD Design Guidelines do not dictate/mandate styles, specific design motifs or specific architectural styles, nor do they require direct imitation of the past. Instead, they suggest a choice of approaches for achieving design compatibility. The goal is to strike a balance that best serves both the resource and the owner. **There may be other design solutions not shown in the guidelines that will also result in a successful project for non-contributing homes.**

Non-Contributing property building permits review:

Building Permit applications for non-contributing homes are reviewed by the Winter Park Historic Preservation Board for compatibility with the adjacent historic resources and the district overall. Greater flexibility is available for modifications to non-contributing structures in the historic district. **“Changes to a non-contributing property should be**

*generally approved if ‘compatible’ with the character of the historic district.” -
National Trust for Historic Preservation”*

Contributing properties

Contributing Property definition:

Suggestion:

A contributing home within the College Quarter Historic District is one that is fifty (50) years or older. Contributing element (or contributing) means an authentic/original home that supports the historic significance of a district, which by location, design, setting, materials, workmanship, feeling, and/or association adds to the district's sense of time, place and historic development.

College Quarter Design Guidelines: Appendix A – Definitions:

Contributing Structure or Property – Building, structures, or sites that add to the historical association, architectural quality, or archaeological value of a property or district because (1) they were present during the period of significance and possess historical integrity reflecting their character at the time or potential for yielding historical information; (2) their potential to qualify independently for the National Register of Historic Places and (3) are fifty (50) years or older.

Winter Park Historic Preservation Ordinance. Sec. 58-434. – Definitions:

Contributing element (or contributing) means a building or structure that contributes to the historic significance of a district, which by location, design, setting, materials, workmanship, feeling, and/or association adds to the district's sense of time, place and historic development.

Contributing property modifications/maintenance:

The historic district design guidelines apply to all work to the exterior of all properties in the College Quarter Historic District. The CQHD Design Guidelines determine guiding principles for modification/maintenance of contributing homes. Please see the City of Winter Park code compliance page: <https://cityofwinterpark.org/departments/fire-rescue/code-compliance/>

Contributing property building permits review:

Building Permit applications for contributing homes are reviewed by the Winter Park Historic Preservation Board for compatibility with the College Quarter Historic District Design Guidelines.

Winter Park HISTORIC PRESERVATION BOARD
DESIGN REVIEW
for
Contributing and Non-Contributing Resources
In the
College Quarter Historic Residential District

DRAFT
07/26/17

The Historic Preservation Board may **have more flexibility in** reviewing plans for non-contributing resources, unless the plans would seriously impair the historic, archeological, or architectural significance of the surrounding site or structure. Just as the relationship of non-contributing properties to the contributing resources on its block is important, so it is important that the elements within its façade be appropriately designed. Although the elements should not imitate the historic resources, the elements should recall those of contributing properties, as to be consistently compatible with the neighborhood. Elements including, but not limited to scale, massing, setbacks and materials should be reviewed for proposed modifications to all resources within the College Quarter Historic District.

The objective is to maintain the visual coherence of the historic district as a whole, and include the following objectives:

- Insure that modifications are compatible with and reinforce the visual character of the College Quarter,
- Promote an awareness of the architectural styles that are representative of College Quarter, and
- Improve, promote and maintain the architectural integrity that characterizes the College Quarter.

Activity Proposed	Major or Minor Review			
	Historic/Contributing Resource		Non-contributing Resource	
	Visible	Not Visible	Visible	Not Visible
College Quarter Historic Residential District				
Alterations and Additions	Major	Minor	Major	Minor
Deck Replacement and Additions	Major	Minor	Minor	N/A
Door Replacement	Major	Minor	Minor	N/A
Door Replacement (In-Kind)	Major	Minor	Minor	N/A
Fences	Major	Minor	Minor	N/A
New Accessory Structures	Major	Minor	Major	Minor
Porch Replacement	Major	Minor	Minor	N/A
Porch Replacement (In-Kind)	Major	Minor	Minor	N/A
Porch Modifications	Major	Minor	Minor	N/A
Porch Modifications (In-Kind)	Major	Minor	Minor	N/A
Restoration of Missing Features	Major	Minor	Minor	N/A
Retaining Walls	Major	Minor	Minor	N/A
Roof Replacement	Major	Minor	Minor	N/A
Roof Replacement (In-Kind)	N/A	N/A	N/A	N/A
Siding, Exterior Trim and Minor Architectural Features Replacement	Major	Minor	Minor	N/A
Siding, Exterior Trim and Minor Architectural Features Replacement (In-Kind)	Major	Minor	Minor	N/A
Site Features Replacement	Major	Minor	Minor	N/A
Site Features Replacement (In-Kind)	Major	Minor	Minor	N/A
Streetscape	Minor	N/A	Minor	N/A
Window Replacement	Major	Minor	Minor	N/A
Window Replacement (In-Kind)	Major	Minor	Minor	N/A

College Quarter Historic District Design Guidelines

Amendment II

Demolition and Appropriate Infill

WINTER PARK BUILDING AND PERMITTING SERVICES DEPARTMENT STANDARD DEMOLITION PROCEDURES

1. An applicant desiring to demolish a building must first come to the Winter park permits desk in Building and Permitting Services Department and complete an application and acknowledge that they intend to demolish or partially demolish a building. The applicant shall also provide a notarized letter from the property owner of record acknowledging the home is to be demolished, the property is vacant, and the utilities are to be disconnected. Once a permit number has been assigned, the Code Compliance Division shall be copied.
2. At time of application a poster is prepared with information as required in the City Demolition Posting Ordinance.

College Quarter Historic District demolition procedures:

1. Please see the **College Quarter Design Guidelines VIII. Ordinary Maintenance/Demolition.**
2. The Demolition Permit application shall be referred to the Historic Preservation Board and must receive board approval prior to assigning a permit number.
3. The application shall include plans for proposed construction and adherence to College Quarter Design Guidelines and Amendments.
4. All residences of the College Quarter Historic District shall receive notice of any Demolition Permit applications for homes within the historic neighborhood.
5. There shall be adequate time for residences to review the application and attend the Historic Preservation Board meetings – ninety (90) days for the review is recommended.

NEW CONSTRUCTION & INFILL

Single Family residences shall be encouraged for any new construction or development within the College Quarter Historic Neighborhood. New construction need not replicate historic styles, but instead relate to fundamental characteristics of the College Quarter Historic District. Additions should be carefully located to minimize connections points with historic homes such that if the addition were removed in the future the essential form and integrity of the home would remain intact. The College Quarter Historic District represents a collection of homes with varying historic architectural styles. New homes are constructed with contemporary materials and will be a product of their own time but should remain sensitive to the surrounding historic character.

OVERALL DESIGN CONSIDERATIONS & VISUAL COMPATIBILITY

- The College Quarter Historic District Design Guidelines establish standards for rehabilitation and maintenance of the existing historic buildings in the College Quarter and allow for harmonious new development. The goal of new construction is visual compatibility with the surrounding setting, site and homes, while using modern materials, finishes and techniques. Replication of historic architecture in **new** construction is not required. Compatible interpretations of historic styles and elements through contemporary

materials should be incorporated into new construction. Site design for new construction should take into consideration the alignment, orientation, spacing, massing, scale, and proportion relative to the framework of surrounding homes, street and sidewalk patterns, landscaping, private and public spaces which combine to create context. New construction should conform to College Quarter Design Guidelines which refers to the visual aspects and physical features that comprise the appearance of every historic home. Identifying the elements that create the visual character of surrounding historic homes provides design cues for new construction. Character defining elements include the overall shape of the home, symmetry, materials, roofline, window and doors, trim, craftsmanship, decorative details, and setting. Character defining elements are further discussed in Design Guidelines. The relationship of fenestration, recesses and projections of a new home(s) to nearby homes is of highest priority. Appropriate contemporary materials, the overall relationship of the project to its surroundings, and emphasis on creating a pedestrian friendly environment, all contribute to successful proposals. All new construction will be reviewed for visual compatibility by examining the following:

- alignment, orientation, setback and spacing of a new home(s) in relationship to the immediate surroundings and to the street.
- overall bulk of a new home(s) relationship to overall footprint, nearby homes and immediate surroundings.
- height, width and proportion of a new home (s) in relationship to immediate surroundings, and to the human figure. Architectural features should be similar in proportion to nearby homes.
- placement, style and materials of windows and doors in relationship to immediate surroundings, with an emphasis on a high level of transparency.

New construction in the College Quarter Historic District should employ scaling and detailing to promote a pedestrian friendly environment with home entrances oriented towards the public street so as to define the street edge and contribute to a dynamic pedestrian and street environment.

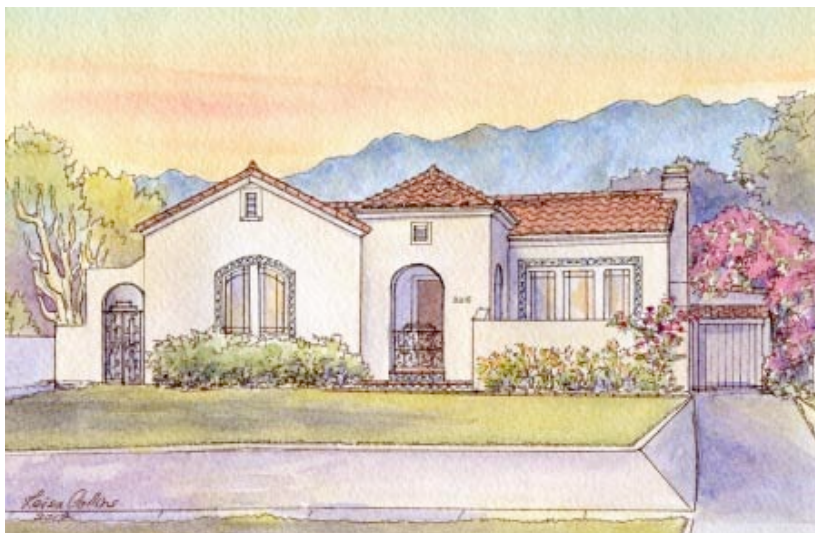
New construction and landscaping should be designed to complement homes in close proximity and enhance the character of the surrounding homes and area. The design should complement surrounding historic properties and existing historical character while employing quality contemporary materials and design.

New construction should be similar in height, width and proportion to that of adjacent and nearby homes, especially the façade. The home façade should be oriented to the public street. The fenestration rhythm of solids and voids between window and door openings, and wall areas should be similar to nearby homes. Architectural features including roof pitch, cornice lines, balconies, porches, shutters, dormers, eaves and decorative detail should be similar in proportion to nearby homes. Home materials should be complimentary to surrounding homes. General site characteristics should include well-landscaped property, off-street parking areas, and convenient pedestrian movement on the sidewalk. Mechanical equipment should be well screened.

Examples of appropriate in-fill:
BUNGALOW



MISSION



MEDITERRANEAN REVIVAL



COLONIAL REVIVAL



AMERICAN FOUR-SQUARE



FRAME VERNACULAR or COTTAGES



QUESTIONS TO CONSIDER:

College Quarter Design Guidelines

VIII. Ordinary Maintenance/Demolition

- Do contributing property owners have the right to allow their properties to deteriorate to the point that a new owner might be compelled to demolish a contributing home?

No. “Demolition by neglect” is addressed in other HD guidelines and so should CQ

- Could some sort of inspection of contributing properties be completed by the City to determine if the owners are preserving the history of their homes? There are contributing properties that have a two-by-four holding up the porch roof, homes that need to be painted, homes that most likely have wood rot, homes that may have leaking roofs, homes that might have interior mold issues. These homes are **contributing** properties being rented and the owners may live outside our neighborhood or perhaps, as far away as Europe. These homes have been identified as historic contributing properties, but may not contribute to the College Quarter Historic District in the future.

Should/could be zoning enforcement under current standards in WP so need to discuss and educate residents on this.

- Some communities, like San Francisco, have plans that include provisions requiring that all significant and contributing buildings be properly maintained. In some of these historic communities, failure to comply with historic and contributing property maintenance subjects the property owner to a \$500-a-day penalty. Is a penalty something that should be considered?

Zoning issue worth discussing with city with respect to current penalties for zoning violations.

**College Quarter Historic District Design Guidelines
Amendment III
Appropriate Zoning for the College Quarter Historic District**

1. The College Quarter Historic District is a **residential neighborhood**. Appropriate zoning within the district is residential (all R-1 zones, R-2), including the Winter Park Day Nursery, which is zoned R-2.
2. Adjacent properties to the College Quarter should be residential. Appropriate zoning for adjacent properties includes Residential (all R-1 zones, R-2). Exceptions include Rollins College and Winter Park 9th Grade Center.
3. If a developer requests a change to zoning for properties adjacent to the College Quarter, the zoning and development shall be compatible with the Historic Residential neighborhood.

Please see the Winter Park Zoning Code: <https://cityofwinterpark.org/departments/planning-community-development/planning-and-zoning/zoning-code/>

Sec. 58-61. Short Title; Establishment of Districts; Provision for Official Zoning Map.

(2) The city is primarily a residential community; but has the elements of a true city. The primary goals of the city, upon which the comprehensive plan was developed, are to preserve the natural beauty, pleasant environment and unique character of the city; **to retain the quality of our existing residential neighborhoods by encouraging the residents to maintain and improve their property and protect these areas from the encroachment of detrimental and non-compatible land uses**; and to insure that future residential areas are well planned and provided with full and adequate urban services. The intent of this zoning article is to insure that these goals are pursued and to insure that other necessary and desired land uses are located and regulated to encourage the development of the city toward the city's adopted goals.

Sec. 58-71. General Provisions for Residential Zoning Districts.

(a) Suitability of buildings. **Any proposed building shall be considered as to its suitability of design and type of construction in relation to the district and to the immediate neighborhood site**, and if such design or construction is markedly incongruous with the character of such neighborhood as to be detrimental to the value of adjacent or nearby properties, then the code enforcement director shall deny the application for a building permit.

Zoning Code Changes

In Section 58-89(b)(1). Standards for Review of Zoning Amendments

- i. The proposed zoning does not create, through noise, intensity of activity, traffic, overflow parking, storm water runoff, etc. **any conditions that degrade the value of adjacent properties, the peaceful use of adjacent properties, degrade the economy of the adjacent businesses or degrade the character of the surrounding neighborhood** or negatively impact the future use of the adjacent properties.

Note - Future Land Use verbiage:

GOAL 1-8. PRESERVE THE CHARACTER OF THE WINTER PARK'S NEIGHBORHOODS, THE CBD, AND FOSTER PLANNED REDEVELOPMENT INITIATIVES.

OBJECTIVE 1-8.1: PRESERVE THE INTEGRITY AND CHARACTER OF PLANNING AREAS. Land use decisions and development approvals shall be guided by the policies delineated within the planning areas mapped and identified as Planning Areas A through M. The following Future Land Use policies are unique to specific planning areas within the City of Winter Park. Future Land Use Planning Area Maps that depicts the boundaries and future land use pattern within each of the respective Planning Areas are also presented. The City-wide Goals, Objectives and Policies of the Future Land Use Element apply to the Planning Areas. The supplementary objectives and policies for each planning area provide additional mandatory regulation on future zoning or land use issues.

The Planning Areas are as follows:

PLANNING AREA F - Mead Garden, Virginia Heights & College Quarter

Policy 1-F-6: Preserve Homes within the College Quarter Historic District. The City shall encourage single-family homes in the College Quarter Historic District, thereby encouraging any future land use amendments or new development within College Quarter to be detached single-family units.

Policy 1-F-7: Implement Wetlands Protection. The City shall continue to implement and enforce regulations protecting the wetlands from development.

Policy 1-F-8: Winter Park Ninth Grade Center Improvements to Avoid Adverse Impacts on Surrounding Residential Areas. Improvements or expansions to the buildings and grounds of the Winter Park Ninth Grade Center shall conform to Winter Park Comprehensive Plan and land development regulations and standards and shall not negatively impact the surrounding residential areas. The historic high school buildings shall be preserved and incorporated into any campus improvement or expansion.

Policy 1-F-9: Encourage Preservation of Historic High School Buildings For Appropriate Adaptive Reuse with Public-Quasi Public Land Use(s). When and if the Orange County Public School Board decides to sell or redevelop the Winter Park Ninth Grade Center, the City

shall protect the historic high school buildings for an appropriate adaptive reuse.

Policy 1-F-10: Specific Land Uses for Future Redevelopment of Non-Historic Campus Areas. If the Orange County Public School Board decides to sell the Winter Park Ninth Grade Center, the City's appropriate land use for the non-historic campus areas shall be low-density residential for the property fronting Pennsylvania Avenue, single-family residential for property fronting Huntington and Clarendon Avenues, and parks and recreation for a playing field area of at least five (5) acres.

Policy 1-F-11: Redevelopment of Winter Park Ninth Grade Center to Be Consistent with Adopted Master Plan for Entire Property and Compatible with Historic District. The development of the Winter Park Ninth Grade Center land shall be consistent with an adopted master plan for the entire property, and shall be compatible with the historic district.

Policy 1-F-12: Restrictions on Redevelopment of the Commercial "Ahik's" Property at the Northeast Corner of the Pennsylvania/Holt Avenues Intersection. Redevelopment of the commercial "Ahik's" property at 501 Holt Avenue at the northeast corner of the intersection of Pennsylvania and Holt Avenues shall be sensitive to traffic generated onto Holt Avenue. The scale and height of buildings fronting on Holt Avenue shall be limited to 2 stories (30 feet) in height as a compatible transition from the adjacent areas designated Low-Density Residential” on the Future Land Use Map. In addition, the redevelopment of the property shall be compatible with the adjacent historic district.

Policy 1-F-13: Redevelopment of the Commercial “Ahik’s” Property to Be Concentrated along Railroad and Fairbanks Avenue Frontages while Maintaining Natural Features of the Site. Notwithstanding the heights and densities permitted or conditionally permitted under the existing commercial land use designations, the commercial redevelopment of the commercial “Ahik’s” property (as mentioned above) at 501 Holt Avenue, shall be concentrated along the railroad and Fairbanks Avenue frontages while maintaining the natural features of the site, unless an alternative site plan and building layout, not exceeding two stories (30 feet) in height provides a more enhanced visual and sound buffer protections for the adjacent residential properties.

Policy 1-F-14: Restriction on Development Fronting on Holt Avenue. Expansions of commercial or office developments or the parking of vehicles on properties fronting on Holt Avenue shall be prohibited. Access driveways from commercial or office development on Fairbanks Avenue onto Holt Avenue shall be prohibited.

Policy 1-F-18: Preserve Existing Single-Family Residential Land Use in the Planning Area.

The City shall preserve single-family residential land use in the planning area and shall deem land use changes from single family residential to low or medium density residential or to a non-residential designation to be in conflict with this Comprehensive Plan policy and shall not be permitted unless otherwise provided for in the Comprehensive Plan.

HISTORIC PRESERVATION BOARD

STAFF UPDATES + INFORMATION: as of 9 AUGUST 2017

College Quarter- Mary Grace Gordon, Board Member

Mary Grace Gordon, as a member of the College Quarter Board, has presented three (3) amendments to the existing College Quarter Design Guidelines, dated 2003. She is requesting that the HPB provide direction for a process to discuss and possibly adopt these amendments in addition to the existing Design Guidelines.

Staff review thus far includes Dori's, Dan Langley (City Attorney) and myself:

Dori- no mechanism now to revise Guidelines; CQ would require 2/3 vote to move forward/approve; new amendments would need to go through HPB and City Commission to change resolution (ordinance).

Dan- suggests that the Commission adopt any new amendments through an ordinance.

Brooks- there is sufficient criteria in the existing Design Guidelines and Ordinances to accomplish the goals put forth in these proposed three amendments and that further verbiage is not required at this time.

331 South Lakemont Avenue- Dale Cox and John Dorough, Owners

Met John Dorough at the 1925 brick two story home to photograph it for posterity and to send images to Florida Master Site File (FMSF). Frank Roark also photographed it. He and I will merge our images and submit to state historic resources and our local records. The existing home is in relatively good condition. The home will be demolished and lot split for two new homes on Grinnell Avenue. A loss.

331 West Lyman Avenue: Ms. Marth Bryant- Hall, Owner

Applications for HPB Grants for Restoration and Undergrounding of Electrical Service have been received and are in process. Will put Scope of Work out for General Contractors' bids. Have met with Ms. Hall and family on a number of occasions.

404 West Lyman Avenue: Richard Shassian (Essian Construction), Owner

Phone conversation with Mr. Shassian on preserving the 1925, or earlier, single family home on corner of W. Lyman and Virginia. He voiced his willingness to retain the home and develop it with new construction. Meeting to be scheduled week of Aug. 7, 2017.

HPB STAFF UPDATES + INFORMATION: as of 9 AUGUST 2017

421 South Pennsylvania Avenue- Mt. Moriah Missionary Baptist Church

Received phone call from Ms. Annie Burns, Member, and requesting information on designating the church as an historic structure (1935). She asked that I contact the Reverend Weaver Blondin to further this inquiry. I have a call into Rev. Blondin now.

Letters of Invitation to Designate Historic Homes written and sent

616 Seminole Drive- Mr. + Ms. Mike Maher, June 8, 2017

138 Detmar Drive- Mr. + Ms. Rob Panepinto, June 8, 2017

324 N. Interlachen Avenue- Ms. Jeanne Halsell Atkinson, July 7, 2017

END.