



Historic Preservation Board Minutes

June 9, 2021 at 9:00 a.m.

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

1. Call to Order

Vice-Chair Anne Sallee called the hybrid, in-person and virtual, meeting to order at 9:01 a.m. Present In-Person: Anne Sallee, Drew Henner, Aimee Spencer, N. Lee Rambeau, and Karen James. Present Virtually: John Skolfield. 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 May 12, 2021 meeting minutes.

Motion carried unanimously with a 5-0 vote. (John Skolfield was not present for the approval of the minutes. Wade Miller was not present for the meeting.)

3. Staff Updates

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

4. Citizen Comments

No one was present from the public.

5. Public Hearings

- COR 21-05 Request by Ron Scarpa for APPROVAL to renovate the existing one-story home at 767 McIntyre Avenue and add a new two-story residence in the rear yard subject to certain variance requests, located in the College Quarter Historic District. Parcel ID# 05-22-30-9400-96-120. **(Tabled until the July 14, 2021 HPB meeting)**

Mr. Briggs reminded the Board that at last month's regular Board meeting the applicant had requested the item to be continued. Since that time, the applicant has asked to table the item again until the July 14, 2021 regular Board meeting. Mr. Briggs explained that the applicant would like to get the plans modified and redrawn in accordance with the recommendations received at the Historic Preservation Board Work Session on May 26, 2021.

Motion made by Drew Henner, seconded by Aimee Spencer, to table the item to the next scheduled regular meeting of the Historic Preservation Board on July 14, 2021.

Motion carried unanimously with a 5-0 vote. (John Skolfield was not present for the approval of the request. Wade Miller was not present for the meeting.)

- COR 21-06 Request by Charles Hamilton for APPROVAL to construct additions including two (2), one-story accessory living units, swimming pool, pool cabana and a studio/workshop building on

the property at 450 Clarendon Avenue, zoned R-2, and individually designated historic property. Parcel ID# 07-22-30-8910-02-150.

Mr. Briggs provided a brief overview of the request and led discussion of the item. He reviewed the location map of the property, noting that if the property was not designated, three townhomes could be built on the lot or the lot could be split to build two single family houses. Mr. Briggs also noted that the applicant does not have plans to physically change anything about the original home except to possibly install a porte cochere on the side of the home to shelter the driveway. Mr. Briggs presented the site plan of the project and advised that the applicant would like to install a pool, pool cabana, and two combined one-story accessory living units on the side of the house. He noted that the accessory units are able to be rented under the R-2 zoning code. He also noted that the applicant would like to rebuild the existing deteriorated work shop and storage shed behind the home and requested a seven foot setback variance in lieu of the required ten foot setback.

Staff recommendation was for approval.

Mrs. Spencer requested that the window units of the accessory units mimic those of the original house. She advised to widen the center between where two windows exist on the accessory units.

The applicant, Charles Hamilton of 450 Clarendon Avenue, Winter Park, FL 32789 addressed the Board. Mr. Hamilton provided a brief presentation with details of his reasons for doing the project and his intentions for the use of the additions. He noted that he wanted to keep the added structures to scale and consistent with the look, feel, and character of the original house. Mr. Hamilton also noted that he wanted to preserve as much as possible of what is left of the existing work shop structure.

The Board briefly discussed and inquired with the applicant about the following:

- the surface material for the guest driveway,
- the building material for the workshop and storage,
- screening or fencing for the pool,
- kitchenettes in the accessory units,
- a plan to avoid stacking of parked guest and resident vehicles,
- rental use of accessory units,
- and overflow parking issues.

No one was present from the public.

Motion made by John Skolfield, seconded by Aimee Spencer, to approve the request by Charles Hamilton for APPROVAL to construct additions including two (2), one-story accessory living units, swimming pool, pool cabana and a studio/workshop building on the property at 450 Clarendon Avenue, zoned R-2, and individually designated historic property pending review of compliance with the following condition:

- **The applicant is required to have the window fenestration of the accessory units mimic the windows of the original house in proportion and distance.**

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

6. Discussion Item

Mr. Briggs briefly discussed applying for the Florida Certified Local Government Program (CLG). He noted that the City Commission provided positive feedback on it. He provided the Board with a copy of the Land Development Code regarding CLG performance and the draft of the City of Winter Park's CLG application. Mr. Briggs explained the application process and noted that the State provides review of draft applications to help ensure that the final application submitted can be processed without unnecessary delays. He added that together with the CLG application process will be an amendment to the Land Development Code regarding CLG performance to relieve staff of unnecessary program requirements.

Mr. Briggs indicated that he plans to get the draft application sent out to the State by the end of June. He is hopeful that the preliminary review will be completed by early July, which would allow for preparation of the final application and placement of the item on the Planning & Zoning Board's August regular meeting.

The Board briefly discussed and inquired about the following:

- a map corresponding to the areas of the City that will be considered in the CLG application;
- the advantages of being a CLG;
- other cities that are already CLGs;
- and the timeframe of the CLG approval process.

Mr. Briggs addressed the Board's inquiries and noted that becoming a CLG will make it easier and more beneficial for the City to receive Federal appropriations and other grants.

7. Board Updates and Comments:

No Board updates and comments.

8. Upcoming Meeting Schedule

Next HPB Regular Meeting: Wednesday, July 14, 2021 at 9:00 a.m.

Next HPB Work Session: Thursday, June 24, 2021 at 1:30 p.m.

Meeting adjourned at 9:52 a.m.

Respectfully Submitted,

Mary Bush

Recording Secretary

Approved by Board on July 14, 2021.