MEETING MINUTES

1. Call to order. The meeting was called to order at 9:04 a.m.

Present: Bill Segal, Phil Wood, Bob Schwietje, Laura Armstrong, John Skolfield, Bill Segal, Ed Sabori, Jason Taft and Chuck Bell. Staff: City Architect, Brooks Weiss and Recording Secretary Kim Breland.

Approval of Minutes:
Motion made by Laura Armstrong, seconded by Chuck Bell to approve the January 10, 2018 meeting minutes. Motion carried unanimously with a 7-0 vote.

2. Action Items

   a) COR 18-001 Request by John and Joanna Skolfield to build a one-story, 600 square foot Accessory Structure at the rear of their home at 358 Vitoria Avenue, in the College Quarter Historic District of Winter Park.

   John Skolfield recused himself from this item.

City Architect, Brooks Weiss, gave the staff report. He explained that the COR request by John and Joanna Skolfield is for approval to build a one-story, 600 square foot Accessory Structure at the rear of their home at 358 Vitoria Avenue, in the College Quarter Historic District of Winter Park, with variances. He presented plans to the Board and stated that the owner proposed to build a new 600 sf one-story carport with concrete slab with concrete block vertical columns and wood frame roof to house his recreational vehicle.

Mr. Weiss explained that the proposed site for this carport requests a 5 ft. rear setback in lieu of the 10 ft. rear setback normally required. He noted that the rear neighbor’s six foot high concrete wall is some 8 ft. within her property. Mr. Weiss stated that the owner plans to continue to maintain this area as part of his own yard maintenance. The owner, as required, will meet the 8-foot and the requested 5-foot rear setback makes for a functional 13-foot separation from the neighbor’s wall and side setback of 5 feet.

Mr. Weiss reviewed improvements contained in the COR request regarding the front porch, accessory structure (carport) and driveway. He explained that the variance request was for a Rear Setback for Accessory Structure- 5’ in lieu of 10’ (for one-story structure). Staff recommendation is for approval of the request for a 5-foot rear setback in lieu of the required ten-foot rear set back.

Mr. Weiss answered questions from the Board.

John Skolfield, the Applicant, he stated that his request for the variance is to maintain greenspace and preservation of the Maple tree at the rear of his property. He presented graphics showing the layout of the property with the location of
the proposed carport with and without the variance as it relates to the property line and his next-door neighbor’s property (Elizabeth and David Corddry).

Mr. Skolfield answered questions from the Board.

The Board heard public comment from Mariolina Salvatori, 1055 Lakeview Drive. Mrs. Salvatori explained that she owns the property directly behind Mr. Skolfield. She stated that she is in opposition of the variance request. Mrs. Salvatori expressed concerns related to the height of the carport and the view from her back yard.

The Board heard public comment from Elizabeth and David Corddry. Mr. and Mrs. Corddry stated that they have had discussions with Mr. Skolfield regarding the request. They stated that they do not oppose the variance request, however, because they own the home immediately east of the Skolfield property, they request that the design of the building be more flexible for whatever its future use may be.

No one else wished to speak, the Public Hearing was closed.

There was in depth discussion amongst the Board concerns regarding the variance, carport structure and structure view of the neighbors.

**Motion made by Bob Schwetje, seconded by Ed Sabori to deny COR 18-001 Request by John and Joanna Skolfield to build a one-story, 600 square foot Accessory Structure at the rear of their home at 358 Vitoria Avenue, in the College Quarter Historic District of Winter Park. Motion carried with a 5-2 vote. Jason Taft and Laura Armstrong voted to approve the variance request.**

b) Discussion and possible action on the proposed chances to Incentive 3. Rehabilitation Grants.

Mr. Weiss reviewed the Historic Preservation Incentives for rehabilitation grants. He provided the updated conditions related to the grant. The Board had question about the grant as it relates to the City’s CRA district and requested further clarification. No action was taken. This item is being continued for the April 11th hearing.

3. Non-Action

a) First Congregational Church of Winter Park- request for a letter of support from the HPB for their grant for funds from the Florida Division of Historical Resources for restoration and improvements to multiple historic buildings on their campus at 225 S. Interlachen Avenue in the Interlachen Avenue Historic District of Winter Park.

City Architect, Brooks Weiss, explained that he conducted a site visit and building inspection of the property with John Goodpasture, Treasurer and Project Manager of the Building Committee. He stated that the structures are a significant part of the history of Winter Park. Mr. Weiss reviewed the areas of the Sanctuary and multi-purpose building that are in need of restoration and repair. He stated that the Church is asking the Historic Preservation Board and the City Architect to provide them with letters of support of their grant application to the Florida Division of Historical Resources.

The Board and City Architect agreed that letters of support would greatly benefit the church as well as the City. Mr. Weiss will prepare the support letters and present them to the Board for review.

b) 324 N. Interlachen Avenue, the BishopStead home on Lake Osceola- Exterior modifications.
City Architect, Brooks Weiss, gave the staff report. He explained that there are site signs on the property showing the proposed renovations of the 1925 historic home. Mr. Weiss provided a chronology of his contact with the homeowner and contractor. He reminded them of the home’s listing on the 2013 Historic Resources Survey. Mr. Weiss spoke with Jason Tisdell of Cardell Construction LLC who stated that they understand the significance of the home and the owners had chosen not to demolish the original home, but to remodel it instead to update it to their needs. Mr. Weiss noted that he and Assistant Director, Kris Stenger (City of Winter Park Building Dept.), would be meeting with Mr. Tisdell when the contractor is ready to submit their final drawings for permit and will update the Board as more information becomes available.

c) 2018 Historic Preservation Awards

Mr. Weiss provided the Board with the categories for the 2018 Historic Preservation Awards. He will updated the Board with the 2018 nominees or each category at the April 11th HPB hearing.

4. Adjournment

There was no further business. The meeting adjourned at 11:46 a.m.

The next Historic Preservation Board meeting will be held Wednesday, April 11, 2018 at 9:00 a.m.

Respectfully submitted,
Kim Breland
Recording Secretary
ITEM 2.a

COR 18-001.1 Request by John and Joanna Skofield to demolish and remove the existing 8’ x 20.3’, 162.4 sf one-story wood (shed) Accessory Building at the southeast corner of the property at 358 Vitoria Avenue, located within the College Quarter Historic District. This shed was built about twenty years ago and has no historic significance.

Zoned: R-1AA  Parcel ID # 07-22-30-1490-03-070
Original Home Built: 1925

Description. 358 Vitoria Avenue is within the College Quarter Historic District. The main home is a two-story stucco on wood frame building that was originally built in 1925.

The Owner proposes to build a new 600 sf one-story garage with concrete slab, wood frame walls with stucco to match the original home, and wood frame roof with green shingles in this same southeast corner of the lot. It will meet current building setbacks of:

- 5’ Side Setback
- 10’ Rear Setback

This new structure also meets all requirements of the Winter Park Land Development Code and has been reviewed and accepted by George Wiggins, Director of the Building + Permitting Services Department of Winter Park.

- New building measures 21.3’ x 28’ or 597 sf. (less than the 600 sf allowed).
- It is 16.3’ in height. (less than the 18’ allowed).
- The Garage Door is 10’ wide x 8’ high. (a height of 10’ is allowed by code).
  - The front of this new garage is approximately some 170’ from the front lot line on Vitoria Avenue.
  - There will be an operable panel(s) to allow up to an additional two (2’) feet of opening height, but this panel(s) will be the same material as the rest of the wall system and will not be visible from the street. This design approach has been reviewed by George Wiggins and has received his approval.
  - This design also meets the Design Guidelines of the College Quarter Historic District.
  - See attached Front Elevation diagram with dimensions, all are within the requirements of the Building Code. Also attached are site photos of the existing shed, the existing garage apartment and the main house.
Certificate of Review Application

1. **358 Ultonia Ave.**
   
   **Owner's name(s)**
   John + Joanna Skolfield
   **Address**
   358 Ultonia Ave.
   **Telephone**
   321-228-7990

2. **Applicant's name (if different from above)**
   
   **Address**
   358 Ultonia Ave.
   **Telephone**
   
   **Please indicate the work you 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)**
   
   **Demo a subsurface 8' x 20' wood shed that is 1 foot from property line (termite damaged)**

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, [Signature], as owner of the property described above, do hereby authorize the filing of this application on my behalf.**
   
   **Owner's Signature**
   [Signature]
   **Date**
   4-6-18

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**Historic Preservation Commission Office Use**

**Date received:** 4/18
**HPC Meeting:** 4/18
**Case File No.:** COR 18-001

**Historic name of building (if any):** SKOFLIELD HOUSE/FO MEABH COLLOCS QUARTER
**Historic district name (if any):**

**Parcel Identification Number:** 07 22 30 1490 03 070
**Year built:** 1925

- [ ] historic landmark
- [ ] historic building/structure
- [ ] district contributing element
- [ ] district non-contributing element
**358 Vitoria Ave**  < 07-22-30-1490-03-070 >

**Skofield John T III**  Skofield Joanna H  
**Postal City and Zipcode** Winter Park, FL 32789  
**Property Use** 0100 - Single Family  
**Municipality** Winter Park

**View 2017 Property Record Card**

**2018 values will be available in August of 2018.**

**Property Description**  
COLLEGE PLACE REPLAT H/46 LOT 7 BLK C

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Page 1 of 1 (1 total records)

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Page 1 of 1 (2 total records)

**Extra Features**

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Page 1 of 1 (2 total records)

This Data Printed on 02/21/2018 and System Data Last Refreshed on 02/20/2018

http://www.ocpafli.org/searches/ParcelSearch.aspx?pid=302207149003070 2/21/2018
358 Vitoria Avenue: View of existing shed (to be removed) toward front of property, with motor coach
Garage doors: similar
ITEM 2.B

HISTORIC PRESERVATION INCENTIVES

1. **Reduced or Waived Building Permit Fees**

   The city has the ability to reduce or waive permit fees. Currently, the permit fees are calculated at 9/10% of the value of the overall construction. The reduction or loss of building fees as permitted by law are relatively insignificant to the overall new construction taking place in the city. This incentive would only apply to designated properties. The City commission could also set an annual limit on fee waivers or reductions.

2. **Undergrounding of Electric Services**

   Electric Utility currently charges customers up to $3,000 to run the electricity from the street into the house. This program would waive the cost of that connection. This incentive could be applied to individual resources.

3. **Rehabilitation Grants**

   The concept of the rehabilitation grant program is based on the housing rehabilitation and business façade programs currently operating within the city’s CRA district. This program would be for resources valued under $400,000 based on the Orange County Property Appraisers office. The program would provide up to a 50% match to a property owner for exterior improvements. The maximum city matching grant is $25,000 per property. The property-owners would be required to own the property for an additional five years or pay back a pro-rata share of the grant to the city. A resource receiving this incentive would be required to first list their property on the city’s Register of Historic Places and, if appropriate, apply for the National Register of Historic Places.

   **The following conditions apply to this grant:**
   
   a. **The Owner shall pay the first 50% (up to $25,000) to the Contractor, then the City will pay the final 50% (up to $25,000) upon completion of the work.**
   b. **This grant is available to the same Owner only once every two (2) years.**
   c. **Of the total amount of the Contract (up to $50,000.00 total) only ten percent, or up to $5,000.00 (Five Thousand Dollars), can be attributed to the landscaping and irrigation of the property.**
4. **Preparation of National Register Applications**

As a means to encourage that the most historically significant properties receive National recognition, the City would assist with the staff effort and expense of preparing and submitting National Register of Historic Places applications should a property owner desire to seek this national recognition.