



Historic Preservation Board Regular Meeting Minutes

October 11, 2023 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Aimee Spencer, John Skolfield, Wade Miller, Kelsey Wolfe, Lee Rambeau, and Lucy Boudet. Staff: Director of Planning & Zoning Jeff Briggs; Planner I Corinna Lundgren; and Recording Secretary Mary Bush.

Absent

Drew Henner

1. Call to Order

Chairman Miller called the meeting to order at 9:03 a.m.

2. Consent Agenda

- a. [Approve the minutes of August 9, 2023.](#)

Motion made by John Skolfield, seconded by N. Lee Rambeau to approve the August 9, 2023 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Drew Henner was absent from the meeting.)

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker

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

4. Public Hearings (Public participation and comment on these matters must be in person.)

- a. [Request to designate 1390 Indiana Avenue](#)

Mr. Briggs provided a summary of the item. He gave a brief background on the applicant's purchase of the property over 25 years ago and noted that the applicant had

agreed to designate the home so that it could be preserved. He also noted that it lacks any distinctive architectural styling and is just a simple wood-siding house built in 1925.

The Board shared their thoughts on the item. They expressed favor of the small size and simple details of the home and preserving its history. The Board asked if there had been any improvements to the property since it had been built in 1925. Mr. Briggs responded that the original builders had only made improvements inside of the property.

Motion made by Aimee Spencer, seconded by Lucy Boudet to approve the request to designate 1390 Indiana Avenue to the Winter Park Register of Historic Places.

The motion carried unanimously by a 6-0 vote. (Drew Henner was absent from the meeting.)

5. Action Items

a. [Discuss/Approve Window Design Standards](#)

Mr. Briggs provided a summary of the item. He expressed that he needed the Board's assistance with creating design guidelines for window replacements for the City of Winter Park. He indicated that the College Quarter design guidelines are light on details. He then reviewed with the Board some of the West Palm Beach design standards for window replacements or replicas, which the Board had previously asked him to reference. He noted that he wanted to get Board feedback on what language they thought was missing from the guidelines. He informed the Board that he would then put everything together as an action item on next month's Historic Preservation Board's meeting agenda.

Discussion ensued with the Board. The Board expressed several points they wanted covered by the guidelines, which included the shape of window panes, requiring like for like with existing home window replacements, specifications for replicating double hung windows, dictating window replacement design options for homes in historic districts, requiring photos and detailed drawings with called out design details provided to the Board for proposed replacement windows, and specifications on profiles and cladding.

The Board then inquired about the following:

- if staff had reached out to any planners in other municipalities regarding their specific design standards,
- if a list could be provided of companies that currently make historical windows,
- if guidelines could also be created for door replacements,

- and creating guidelines on what should just be repaired rather than replaced.

Mr. Briggs indicated to the Board that he would like to avoid staff having to go out and assess windows for compliance with the guidelines.

Brief discussion ensued with the Board. Mr. Briggs then indicated that staff would work on more details for the guidelines and then bring it back to the Board for consideration.

6. Non-Action Items

7. Staff Updates

Mr. Briggs provided an update on the historical landmark signs. He noted that the process is being continued with the Freight Depot Building and the Women's Club markers currently in production. He added that it takes about five to seven months for the markers to be completed and delivered. He also added that a marker for Dinky Dock park had just been ordered and markers for Orwin Manor and the Winter Park Christian Church are in the works.

Vice-Chair Spencer expressed a desire for All Saints Episcopal Church to have a marker.

Ms. Boudet asked if the Alabama Condominiums had a marker and inquired about the signs for a walking or driving tour of the City.

Mr. Briggs noted that a lot of positive public comments had been received regarding the historical markers being placed around the City. He then presented to the Board a sign mockup for an entry sign to Winter Park to be placed on Park Avenue. He added that the sign had already been budgeted from the Community Redevelopment Agency (CRA) fund for \$200,000.

Chairman Miller expressed that he hopes the markers will set a precedent for the placement of more markers throughout the City in the future.

8. Board Comments

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 10:01 a.m.

Minutes approved by the Board on November 8, 2023.

ATTEST:

/s/ Recording Secretary Mary Bush