



# Design Guidelines Ad Hoc Committee Regular Meeting Minutes

**June 17, 2024 at 2:00 PM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Lucy Boudet, Deborah Ziel, Phil Anderson, Emily Williams, Charles Williams

## **Absent**

Maurizio Maso

## **Staff Present**

Director of Planning and Zoning Allison McGillis, Planning Consultant Jeff Briggs, Senior Planner/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

### **1. Call to Order**

The Director of Planning & Zoning, Allison McGillis, called the meeting to order at 2:00 p.m.

### **2. Selection of Chair and Vice Chair**

Motion made by Lucy Boudet, seconded by Charles Williams, to nominate Phil Anderson as Chair of the Board. Mr. Anderson accepted the nomination.

By a roll call vote, the motion carried unanimously 5-0. (Maurizio Maso was not present for the meeting.)

Motion made by Phil Anderson, seconded by Deborah Ziel, to nominate Charles Williams as Vice-Chair of the Board. Mr. Williams accepted the nomination.

By a roll call vote, the motion carried unanimously 5-0. (Maurizio Maso was not present for the meeting.)

### **3. Consent Agenda**

### **4. 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.

## **5. Discussion Item (s)**

### **a. Determine Ad-Hoc Committee's Goals and Process**

Chairman Anderson explained why the committee was created and its intended goals. He noted that a project within the New England Avenue corridor had previously come before the City Commission and was subject to the existing Park Avenue and New England facade guidelines. He indicated that the City Commission felt that the project was not compatible with the pattern of architecture that had been established along New England Avenue and wanted to know why it had been designed with such incompatibility. He then noted that the City Commission discussed applicants' understanding of compatibility and the need to clarify what the city means regarding compatibility. He expressed that the City Commission wanted the facade guidelines reviewed and revised for a clearer and easier understanding of what is considered compatible.

Mrs. McGillis noted that the city had issued a Request for Qualifications (RFQ) for an Urban Design Advisor which will be open for thirty days and then the selection committee for the RFQ will choose an advisor from those that apply. She explained that the Urban Design Advisor will be working with the committee to update the facade guidelines. She further explained that the committee was intended to be active for only six months but could be extended depending on how long it takes for an Urban Design Advisor to be selected. She noted that once the committee comes to a consensus on how the guidelines should be updated, they will make a recommendation to the Planning & Zoning Board, and then it will ultimately go to the City Commission for their final determination. Mrs. McGillis then indicated that some of the existing guidelines had not been updated since 2010.

### **b. Overview of existing facade guidelines**

- Central Business District
- Morse Boulevard
- Orange Avenue Overlay

Mrs. McGillis reviewed the existing facade guidelines and where within the city that they apply to, which includes the Central Business District (CBD), Morse Boulevard area, and the Orange Avenue Overlay district (OAO). She then reviewed the key criteria that projects have to meet to comply with the guidelines. She also recommended that the photos within the existing guidelines be updated. The committee asked if the guidelines for each area address setbacks. Mrs. McGillis noted that setbacks are addressed in the development standards for the OAO, and in the land development code for the CBD and Morse Boulevard areas. A brief discussion ensued regarding if the guidelines should specify the setback requirements.

Discussion then ensued about form-based code and new urbanism. Chairman Anderson spoke about the four different levels of detail that the committee could pursue. He also discussed what the Urban Design Advisor and staff would be expecting from the committee. He indicated that the committee would not necessarily be reviewing setbacks, uses, and building heights but rather massing, streetscape, and façade details. A brief discussion ensued about why building height would not be included in the guidelines. Discussion then continued on ways to determine why certain architecture does not belong or is not compatible within any certain streetscape. The committee asked if there were example communities in Florida that are already following facade guidelines that could be referenced and if there could be a range of options stated within the guidelines.

Chairman Anderson spoke briefly about three new urbanists that he feels highly of; Victor Dover, Andrés Duany, and Elizabeth Plater-Zyberk. The committee then asked if the RFQ specifies that the city is looking for someone with expertise in new urbanism, if the Urban Design Advisor will do an in-depth review of what the committee recommends, and if the committee would be working on the guidelines one corridor at a time. Discussion ensued.

The City's former Planning & Zoning Director, Jeff Briggs addressed the committee. Mr. Briggs spoke about the importance of the guidelines and how they will assist with creating quality buildings that are compatible with the city.

The committee then heard from Planning & Zoning Board member, Alex Stringfellow. Mr. Stringfellow expressed that it is important to define traditional building design and determine how the city can provide enough guidance so that architects can be creative but still comply with what fits within the community.

The committee inquired about the last time updating the facade guidelines was considered or discussed. Mrs. McGillis responded that the Morris Boulevard area and the CBD facade guidelines were updated in 2010 and the OAO had recently been adopted and finalized in 2021. She also expressed that the issue of compatibility and architecture comes up in all applications that the city's Planning & Zoning department receives. Ms. Boudet expressed that at the conclusion of the committee's work, she hopes that the city's communications staff will be able to share the results of the committee's work with the Winter Park community to promote an understanding of why the city is so special.

Mrs. McGillis then discussed a regular meeting schedule for the committee. The committee agreed to every third Monday of each month at 2:00 p.m. for the meeting schedule.

## **6. Action Items**

## **7. Board Comments**

## **8. Adjournment**

The meeting adjourned at 2:54 p.m.

Minutes approved by the Board on July 15, 2024.

ATTEST:

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/s/ Mary Bush, Recording Secretary