



Historic Preservation Board Regular Meeting Minutes

July 10, 2024 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

John Skolfield, Kelsey Wolfe, Lee Rambeau, Wade Miller, Kim Burst Wood, Fay Pappas

Absent

Aimee Spencer

Staff Present

Planning Consultant Jeff Briggs, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

1. Call to Order

Chairman Wade Miller called the meeting to order at 9:04 a.m.

2. Consent Agenda

- a. Approve the minutes of June 12, 2024.

Motion made by John Skolfield, seconded by N. Lee Rambeau, to approve the June 12, 2024 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Aimee Spencer 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. Designation of the property at 215 Osceola Court to the Register of Historic Places.

Mr. Briggs informed the Board that the applicant requested to table the item until the August 14, 2024 regular meeting.

5. Action Items

- a. Request for Preliminary Review for additions to the house at 151 Stirling Avenue, inclusive of variances within the Virginia Heights, East historic district.

Mr. Briggs provided a summary of the item and explained that it was an informal preliminary review of the design direction proposed by the new property owners at 151 Stirling Avenue. He noted that the applicant was requesting to renovate the existing home and build an addition to the rear of it along with a new swimming pool. He then reviewed the survey for the home and the applicant's site plan. He indicated that the applicant was requesting five variances that included the setback between the addition and the neighboring property line, the setbacks for the pool and pool cabana, and the fence height proposed on the side street frontage. He noted that staff had advised the applicant to eliminate the fence and pool cabana variances, and put a dense five or six-foot-tall viburnum hedge along the property line behind the fence. He indicated that the applicant had complied with the recommendations from staff. Mr. Briggs then recommended adding the item to the next regular meeting agenda and advised the applicant to provide the details and materials of the proposed porch elevations for review by the Board at the meeting.

The Board asked if there would be any impact on the existing trees on the property to which Mr. Briggs indicated that there would be no tree removals involved in the applicant's request.

The applicant's architect, David Reynolds, addressed the Board. Mr. Reynolds noted that there will be a slightly higher ceiling plane in the master bedroom due to the rest of the house being fairly low. He added that the same roof slope and materials as the existing structure would be used. The Board then inquired about the intended fenestration for the windows for the addition. A brief discussion ensued and Mr. Reynolds indicated that the applicant would like to keep the paned glass on the master bedroom overlooking the pool space. Discussion then ensued about the proposed elevations of the addition, the intended porch details, and desired roof materials for the project.

- b. Request for Preliminary Review to add a second floor to the accessory building at 118 W. Comstock Avenue, built in 1935.

Mr. Briggs provided a summary of the item and explained that it was an informal preliminary review of the design direction proposed by the property owner at 118 W. Comstock Avenue. He noted that Historic Preservation Board member John Skolfield was the applicant, so Mr. Skolfield recused himself from the Board's purview on the item. Mr. Briggs indicated that the proposed second floor addition to the accessory building would meet the city's height, floor-area-ratio, and parking requirements. He explained that the applicant was seeking two variances, one for the setback to the neighboring property at 130 W. Comstock Avenue and the other for the setback to an

adjacent city-owned alleyway. He noted that the owner of 130 W. Comstock Avenue provided staff with a letter consenting to the applicant's requested variance for the setback and the city has no objection to the alleyway setback variance.

The applicant, John Skolfield at 118 W. Comstock Avenue, Winter Park, FL 32789 addressed the Board. Mr. Skolfield noted that his company, which is headquartered at the 118 W. Comstock Avenue location, was quickly growing, and so he wanted to expand the building to accommodate the growth. He then discussed the proposed details of the addition, noting that he wanted to extend the porch five feet forward.

The Board asked if there would be a parking variance and whether the existing large camphor trees would affect the addition during storms. A brief discussion ensued, and the applicant noted that the parking exceeded the city's requirements and the trees would be regularly pruned and trimmed.

6. Non-Action Items

7. Staff Updates

Mr. Briggs indicated that the city's historical markers project was still ongoing, and the markers for Dinky Line Railroad, the First Congregational Church of Winter Park, the Osceola Lodge, and Orwin Manor were currently in production. He then noted that the markers for All Saints Episcopal Church, Rollins College, and Hannibal Square would be next.

Mr. Briggs also indicated that the bids for the city's entry signs project were within budget, allowing the project to move forward. He explained that the city had budgeted \$200,000 for the project and entry signs would be placed at the north and south ends of Park Avenue. Mr. Briggs added that he would be seeking approval to have an entry sign placed at Hannibal Square as well.

8. Board Comments

The Board briefly discussed how the application for 965 Lakeview Drive was handled at the May 8, 2024 and the June 12, 2024 Historic Preservation Board meetings. Discussion ensued on the steps that should be taken to ensure the same types of issues are not repeated. The Board expressed a desire to have a more effective checks and balances system during construction of projects approved by the Board, to have an updated review of which houses in the city are considered contributing and non-contributing, to create a legal document that serves as law for a mandatory consequence of similar negligence by contractors and property owners, and to establish a fine that is a percentage of the value when construction of the original plans for a project is completed and that includes an automatic complaint to the State's licensing board. The Board requested to have a work session on the discussion at the next regular meeting scheduled for August 14, 2024.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 10:13 a.m.

Minutes approved by the Board on August 14, 2024.

ATTEST:

/s/ Mary Bush, Recording Secretary