



Design Guidelines Ad Hoc Committee Regular Meeting

Agenda

September 16, 2024 @ 2:00 PM

Chapman Room

401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

This meeting will not be live broadcast due to IT upgrades.

1. Call to Order**2. Consent Agenda**

- a. Approve the minutes of August 19, 2024. 1 minute

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Discussion Item (s)**

- a. Meet with the city's Urban Design Advisor team - Stringfellow Planning & Design
- b. Continued discussion on updates to the design guidelines

5. Action Items**6. Board Comments****7. Adjournment**



Design Guidelines Ad Hoc Committee

agenda item 2.a

item type

Consent Agenda

meeting date

September 16, 2024

prepared by

Mary Bush, Administrative Coordinator III

approved by**subject**

Approve the minutes of August 19, 2024.

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

1. Draft Design Guidelines Ad Hoc Committee Regular Meeting Minutes



Design Guidelines Ad Hoc Committee Regular Meeting Minutes

August 19, 2024 at 2:00 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Phil Anderson, Deborah Ziel, Charles Williams, Vashon Sarkisian

Absent

Maurizio Maso, Emily Williams, Lucy Boudet

1. Call to Order

Chairman Anderson called the meeting to order at 2:02 p.m.

2. Consent Agenda

- a. Approve the minutes of July 15, 2024.

Motion made by Phil Anderson, seconded by Vashon Sarkisian, to approve the July 15, 2024 meeting minutes.

The motion carried unanimously by a 4-0 vote. (Lucy Boudet, Maurizio Maso, and Emily Williams were not present for 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. Discussion Item (s)

- a. Discussion regarding architectural design guidelines with differentiated levels of detail from comparable municipalities.

Chairman Anderson began discussion on the format and level of detail desired for the design guidelines and an analysis completed by staff of design guidelines from various municipalities in Florida and other states. During the discussion, the committee expressed a desire to have the format of the guidelines be very simple, mostly illustrated, and filled with graphics to make them easier to understand and follow. Discussion then continued regarding the committee members' familiarity with form-based code and examples of form-based code. The committee asked staff to make

form-based code a format to discuss in detail at the next committee meeting. A brief discussion then ensued regarding proportional measurements and the committee expressed a desire for the content of the guidelines to include specific information about ratios, proportions, and percentages which would accompany the graphics and illustrations. The committee also expressed a desire to include visuals for all the various architectural styles possibly in the definitions or glossary section of the guidelines. Discussion ensued as to how many architectural styles the committee was looking to include and which corridor to work on first. The Board indicated that they will consider a style pattern book or pattern, and they anticipate determining three or four different styles for each of the following corridors: New England Avenue, Park Avenue, and Morse Boulevard.

A brief discussion ensued regarding incorporating the Urban Design Advisor into the committee's discussions. The committee expressed that they would want to inquire with the consultant about their scope of work and their recommended level of detail for the guidelines. The committee also wanted to know if they could meet with the consultant before he provides a quote. Discussion then ensued about how much and what type of information should be included in the guidelines, how staff determined the color coding for the design guidelines analysis list of guidelines from other municipalities, and the definition of "pedestrian wall" from the design guidelines of Carmel-By-The-Sea, CA. The committee also briefly discussed having a bonus or incentive section in the guidelines to allow for more pedestrian-friendly details.

Chairman Anderson then summarized the committee's preferences, noting that they want more descriptions of certain things like proportions, glazing, and execution of architectural styles. He also noted that the committee was contemplating excluding Orange Avenue for the time being, that they believe there is value in adding definitions to the guidelines, that they desired a more graphic illustration of elements, and that they would like to stick with pictures that illustrate what is being described. He then indicated that the committee would like to know if there is a readily available form-based code that they can plug-and-play for the commercial districts, and what they should do to incentivize pedestrian elements. Discussion then ensued about having a limited number of colors that can be used on buildings, so there can be consistency. Chairman Anderson suggested that the committee take a look at St. Petersburg's historic preservation section of their guidelines, which could be used to overlay Park Avenue or certain things that are in Winter Park's historic district. The committee then indicated that they wanted to do a walking tour. Mrs. McGillis indicated that staff would coordinate and set up a tour for the committee.

b. Update on the Urban Design Advisor selection process.

Mrs. McGillis provided an update on the item. She noted that the city had received six responses to the Request for Qualifications (RFQ) for an Urban Design Advisor. Three of the six respondents were chosen to be reviewed by the selection committee for the

RFQ and out of those three, the selection committee chose Stringfellow Planning & Design. The selection committee's choice of advisor will be presented to the City Commission at their August 28, 2024 regular meeting. Thereafter, the contract details will be finalized, and the advisor will be able to start working with the Design Guidelines Ad Hoc Committee.

The committee asked who the other two selection committee choices were for which Mrs. McGillis responded that they were Inspire Placemaking Collective and Dover, Kohl & Partners.

5. Action Items

6. Board Comments

7. Adjournment

The meeting adjourned at 3:12 p.m.

ATTEST:

/s/ Mary Bush, Recording Secretary



Design Guidelines Ad Hoc Committee

agenda item 4.a

item type

Discussion Item (s)

meeting date

September 16, 2024

prepared by**approved by**

Allison McGillis, Director of Planning and Zoning

subject

Meet with the city's Urban Design Advisor team - Stringfellow Planning & Design

motion | recommendation**background****alternatives | other considerations****fiscal impact****attachments**

None



Design Guidelines Ad Hoc Committee

agenda item 4.b

item type

Discussion Item (s)

meeting date

September 16, 2024

prepared by

approved by

Allison McGillis, Director of Planning and Zoning

subject

Continued discussion on updates to the design guidelines

motion | recommendation

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attachments

None