



Design Guidelines Ad Hoc Committee Regular Meeting

Agenda

October 21, 2024 @ 1:30 PM

City Hall Commission Chambers
401 S. Park Avenue

welcome

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please note

Times are projected and subject to change.

-
- 1. Call to Order**
 - 2. Consent Agenda**
 - a. Approve the minutes of September 16, 2024. 1 minute
 - 3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 - 4. Discussion Item (s)**
 - a. Discussion on draft Design Guidelines document 2 hours
 - 5. Action Items**
 - 6. Board Comments**
 - 7. Adjournment**



Design Guidelines Ad Hoc Committee

agenda item 2.a

item type

Consent Agenda

meeting date

October 21, 2024

prepared by

Mary Bush, Administrative Coordinator III

approved by**subject**

Approve the minutes of September 16, 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

September 16, 2024 at 2:00 PM

Chapman Room
401 S. Park Avenue

Present

Deborah Ziel, Maurizio Maso, Lucy Boudet, Phil Anderson, Emily Williams

Absent

Charles Williams, Vashon Sarkisian

1. Call to Order

Chairman Anderson called the meeting to order at 2:00 p.m.

2. Consent Agenda

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

Motion made by Phil Anderson, seconded by Emily Williams to approve the August 19, 2024 meeting minutes.

The motion carried unanimously by a 5-0 vote. (Charles Williams and Vashon Sarkisian were 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. Discussion Item (s)

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

Mrs. McGillis introduced Principal, Alex Stringfellow and Senior Urban Designer, Taylor Brock of Stringfellow Planning & Design, who were hired by the city to assist the committee with developing the design guidelines. She noted that staff had met with Mr. Stringfellow and Mr. Brock to give them an overview of what had been discussed in the committee meetings thus far. She then indicated that staff provided them with all the codes that were being discussed by the committee and the meeting minutes of each

meeting. Mrs. McGillis also indicated that Mr. Stringfellow and Mr. Brock had prepared a timeline presentation to go over their proposed plans for moving forward.

Chairman Anderson noted that Mr. Stringfellow was coincidentally a resident of Winter Park and, as well as Mr. Brock, had graduated from Rollins College's urban planning program. He also noted that Mr. Stringfellow had previously assisted the City of Groveland's city manager in developing their all-encompassing Master Plan. He then spoke about the factors of the selection process that led to choosing Mr. Stringfellow's firm and the selection committee's consideration of conflicts of interest.

Mr. Stringfellow indicated that he has served on the city's Planning & Zoning Board for the last three years and his firm has completed a lot of planning work in Florida as well as in other states.

b. Continued discussion on updates to the design guidelines

Mrs. McGillis explained that the meeting's goals were to get Mr. Stringfellow and Mr. Brock up to date on what the Board had already discussed.

Mr. Stringfellow noted that he wanted to gather more clarification and input from the committee for a better understanding of what they were discussing. He indicated that to his understanding the committee wanted to integrate main street classical into the design guidelines. He expressed that the committee would want to understand what main street classical is, how to pick a historic development pattern, and how to codify, measure and bring the pattern into the new design guidelines. He then indicated that he understood the committee likes the stylistic patterns found in St. Petersburg's historic district guidelines. Mr. Stringfellow explained that he wanted to provide the committee with ways and strategies to define architectural styles more clearly, and address questions about contemporary architecture. He noted that how to account for proportion and composition would need to be determined. He added that the desired photographs, illustrative context, and drawings to provide a graphical code that informs the public, the developer, and decision makers on what would be asked of them to do would also need to be determined.

Mr. Stringfellow then briefly reviewed his proposed schedule of committee meeting dates and agenda topics. He noted that he plans to present a rough draft of the outline of the guidelines at the next meeting. He indicated that he was aware that the committee wanted to conduct a walking tour, which he noted was being planned to occur in November. He also indicated that he planned to have a rough draft of the guidelines completed by the end of December and iterations of the draft and work toward the finalization of it to occur in 2025. He then proposed an outline of discussion that included conservation of design, process and administration, design guidelines and definitions. He reviewed the outline and noted that the discussion on the design guidelines would include massing and proportion, composition of buildings, frontage

types, fenestration, materials, colors, and textures. He then went into brief detail about each part of the outline and provided examples. He indicated that the focus of the application process would be applicant provided justification of how the buildings benefit the public and contribute to the city's architecture. Mr. Stringfellow then noted that with regard to massing and proportion, he really wants to address the human scale of building design.

The committee inquired about whether the guidelines would apply equally to a retail store, a commercial building or a multifamily condominium. Mr. Stringfellow responded that yes, they would apply equally and a brief discussion ensued.

Mr. Stringfellow then went on to discuss materials, colors, and texture within the design guidelines. He indicated that he recommends that each applicant subject to the design guidelines be required to provide a proposed material, color, and texture palette for their project. The committee indicated that the determination of a good design would be subjective. They also indicated that Mr. Stringfellow seemed to be providing a guideline for the spirit of what is desired to be achieved with a particular elevation and how it would relate in context to adjacent buildings. The committee then noted that some areas of the city may be more prescriptive than others and that the guidelines should not be treated as rules.

Mr. Stringfellow noted that his goal was to have designers narrate to the city the design of their buildings to allow for creativity. He also noted that the committee may want to set a preferred list of how it would like to define architectural style. The committee expressed that their goal was more about defining compatibility.

Discussion then ensued about architectural styles and level of detail. The committee noted that at their last committee meeting they discussed a pattern book of architectural styles. They also noted that they found it to be an acceptable concept with regard to three or four kinds of styles for the city's historic district. Mr. Stringfellow encouraged looking into frontage type concepts in addition to defining historical architecture in specific areas. Discussion then continued regarding the level of detail that the committee had a consensus on, the guidelines being applied to conditional uses, who would approve the facade guidelines, and how the Central Business District, Morse Boulevard and Orange Avenue differ from one another and how those differences are detailed in the design guidelines.

Mr. Stringfellow and the committee then discussed the proposed meeting schedule and conducting a walking tour. Mrs. McGillis recommended that the walking tour be conducted in November. The committee expressed a desire to have the next committee meeting be a two-hour meeting. A brief discussion then ensued about how the design of a previously approved project for Storyville Coffee turned out. The committee suggested that the project be used as an example to include in discussion at the next

meeting.

5. Action Items

6. Board Comments

7. Adjournment

The meeting adjourned at 3:03 p.m.

ATTEST:

/s/ Mary Bush, Recording Secretary

DESIGN GUIDELINES

WINTER PARK, FL



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Introduction

This section provides the intent and background of the design guidelines provided herein.

The City of Winter Park, through its Planning Department, is working with private property owners in a cooperative effort to preserve and enhance the character and appearance of its *Districts and Corridors*. This effort is part of a larger program through the City's Beautification Network to establish Winter Park as "The Most Beautiful Urban Village in the South."

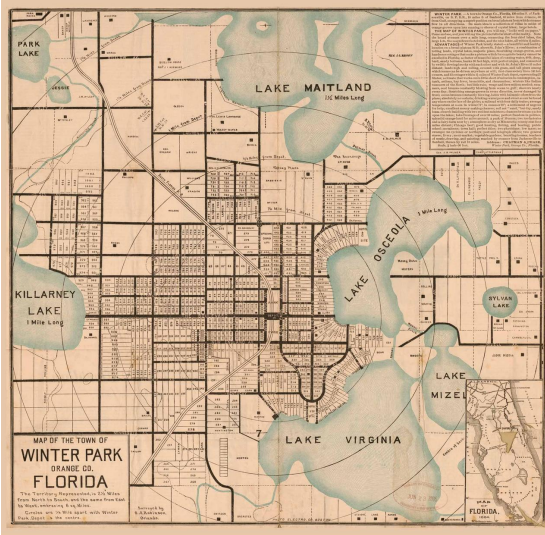
The design guidelines contained within this *document* apply to the exterior facades of buildings *exclusively to those properties in the general boundaries shown on the maps on the following pages*. The guidelines address such things as the storefront facades, *building massing and components, frontage types, awnings, canopies, building color and materials*

Purpose of the Guidelines. The Guidelines are based on the positive features of the existing buildings. Their purpose is to stimulate creative design solutions while promoting a sense of relatedness among properties. They are also aimed at enhancing the appearance of buildings by promoting a uniform architectural style and facade of each individual building while maintaining the eclectic mix of architectural styles and appearances among different buildings in the downtown area. These guidelines are also intended as a protection against unsightly, incompatible or outlandish architectural styles or colors that are solely intended to attract attention and visibility rather than conforming to and enhancing the character of the *established areas*.



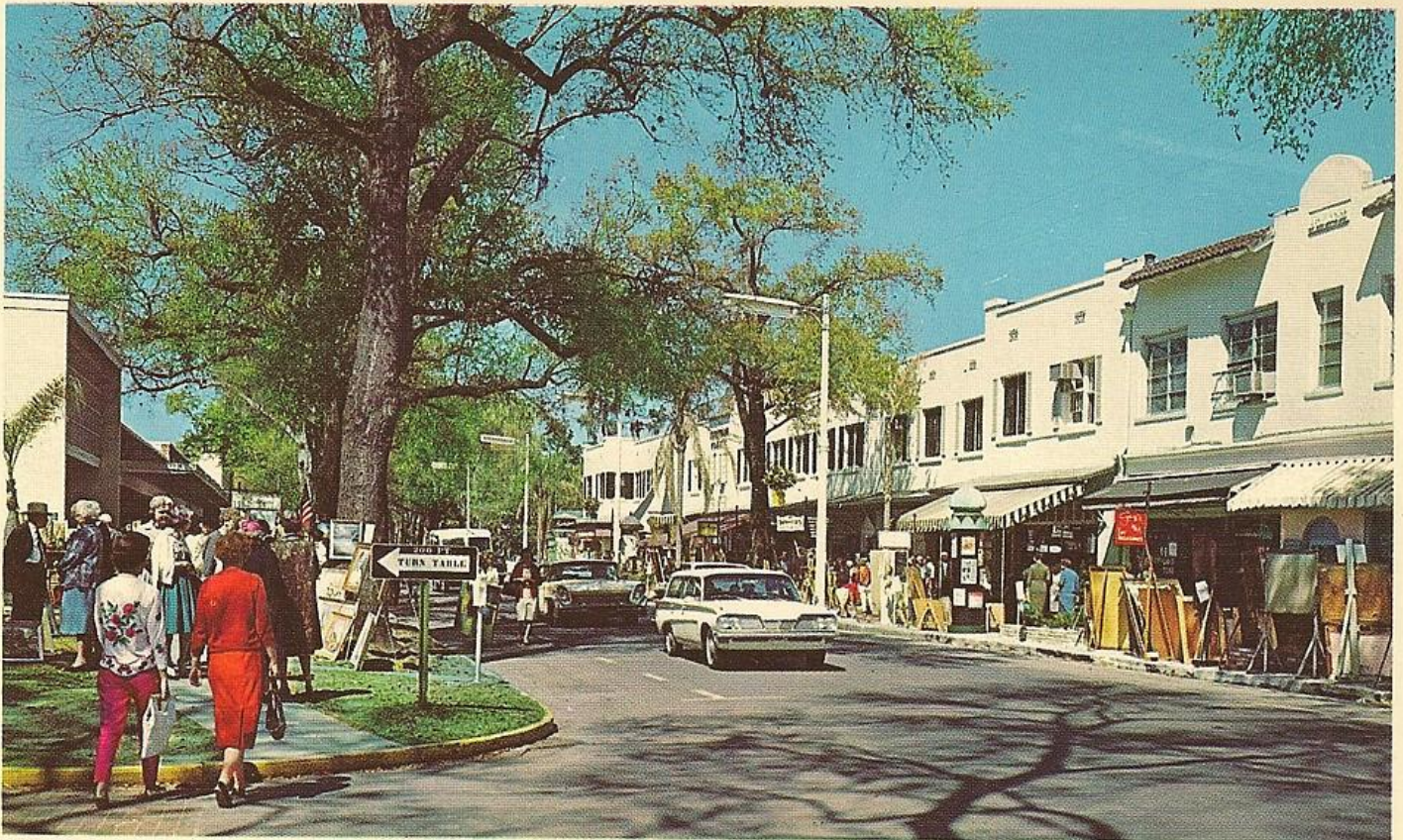
Introduction

This section provides the intent and background of the design guidelines provided herein.



Conservation of Design. The history of Winter Park is rich in culture, arts and craftsmanship. With its meandering chain of lakes, stately oaks, and historic charm, it has long been a place where natural beauty and architectural excellence are abundant. Founded in the late 19th century as a winter retreat for affluent Northerners, the city quickly became renowned for its Mediterranean Revival and Colonial Revival architecture, which blend harmoniously with the lush landscape. Walking through its historic neighborhoods, experiencing its ancient Oak trees, and driving its brick streets, one can feel the deep sense of place that emerges from the preservation of these timeless designs.

The concept of "Conservation of Design" in Winter Park is more than just protecting old structures; it's about nurturing the soul of the community by guiding future development to reflect the city's historic fabric. This philosophy fosters a dialogue between past and present, ensuring that new designs pay homage to the city's cultural legacy. By encouraging architecture that is both innovative and respectful of Winter Park's historical roots, the city is able to evolve in a way that continues its cultural story. The design guidelines within this document, are intended to protect Winter Park's history, but also forge a path to *make history* through compatible urban design and architecture.



Park Avenue during Art Festival, Winter Park, Florida



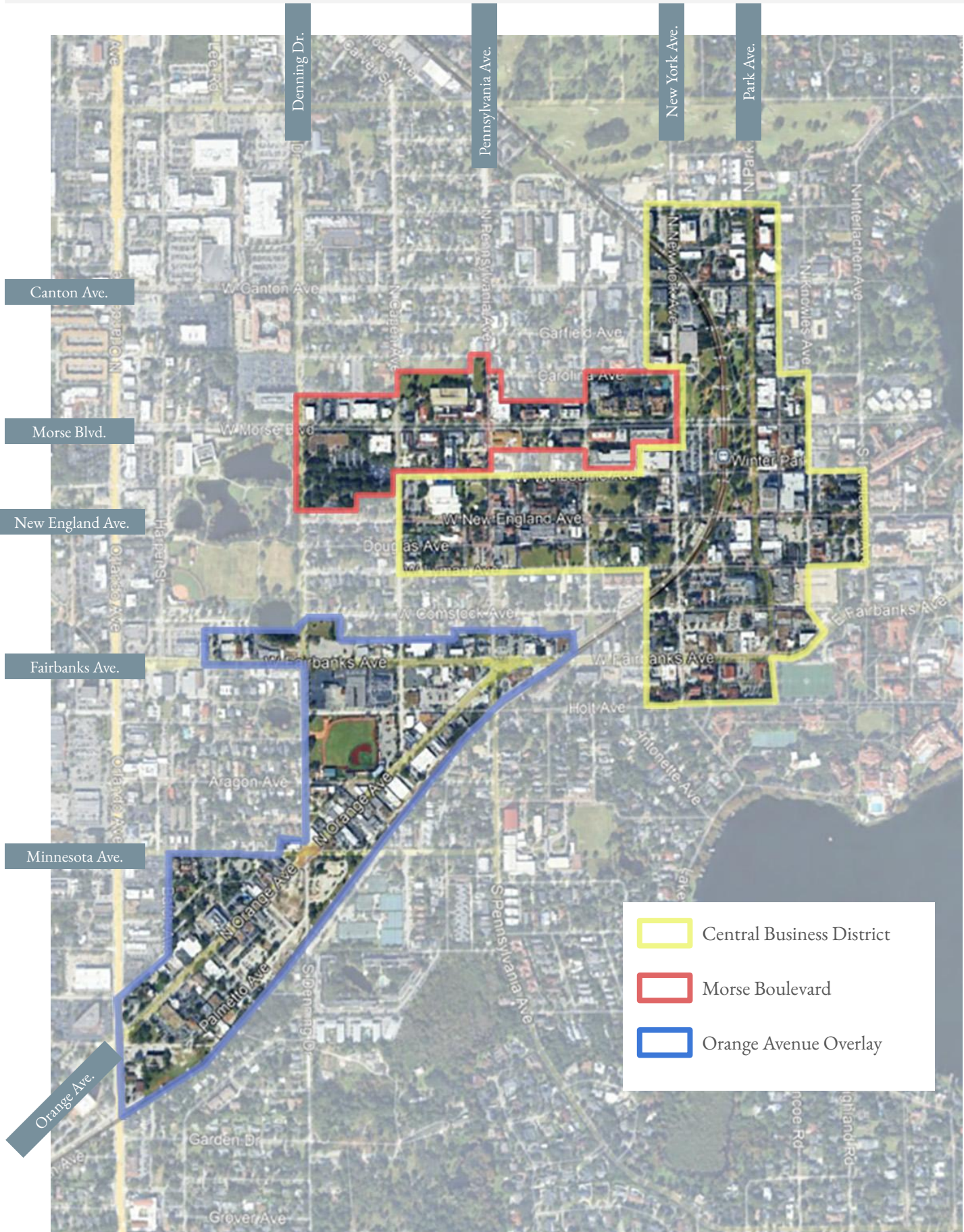
Figure 1.1 Inspirational Imagery

The following images are intended to provide examples of appropriate design.



Area Boundaries

This section provides the intent and background of the design guidelines provided herein.



Section 9 Process & Administration

Applicability. These guidelines are applicable prior to the issuance of a building permit for the construction, renovation or remodeling of any building exterior facade fronting on a commercial property within the areas shown on the preceding maps.

Prior to issuance of a building permit, an approval is required by the Planning and Community Development Department of the facade construction, or renovation and/or remodeling including awnings and signs.

After reviewing these guidelines, the business or property owner should discuss their ideas and plans with the Planning Director or their designee to ensure that the facade design conforms to these requirements. Any clarifications, interpretations or questions concerning the application of these guidelines will be addressed at that time.

To the extent these guidelines conflict with existing code, the more restrictive code requirements shall apply.

✓ Required Documents

- ❑ **Conceptual Plan, drawn to scale, with all required information detailed in this section**
- ❑ **Elevations, in color, for all sides of the building**
- ❑ **2D diagram of building articulation**
- ❑ **Proposed Frontage Type(s) of the building(s)**
- ❑ **Architectural Narrative.** The applicant, at a minimum, shall name their architectural style (which may blend multiple styles) and provide the defining characteristics of their proposed style. Defining characteristics shall include fenestration details, building detailing (roof, balconies/porches, coverings/awnings, column style, exterior materials, etc.) The applicant should provide a rationale for why their architectural style should be considered vernacular to Winter Park and compatible with the buildings adjacent to their project.
- ❑ **Design Intent Board (Mood Board).** The applicant shall provide a sheet of colored images depicting the design intent for the building. Refer to Materials, Textures and Colors section.
- ❑ **Open Spaces, Landscape and Furnishings.** The applicant shall provide intent for furnishings, walking paths, landscaping palette and hardscape intent for any proposed or code required Open Space.

✓ Required Information

- ❑ **Vicinity map:** A vicinity map, at scale, showing the proposed development in relation to the abutting land uses and streets.
- ❑ **Site Data:** Site size, dimensions, zoning, land use, zoning requirements, parking requirements, proposed variances and any other data relevant to the site shall be displayed on the application.
- ❑ **Existing / Proposed Zoning and Land Use.** Where a change in zoning or land use is proposed, a colorized or labeled map depicting the zoning and land use.
- ❑ **Open Space Sheet:** All open spaces shall be labeled with dimensions and area (square footage or acreage).

Refer to conditional use checklist.

- ❑ **Dedications and reservations:** All parcels of land proposed to be dedicated or reserved for public use, such as roads, easements, parks, sidewalks, bike or pedestrian trails, shall be indicated on the plat. Proposed rights-of-way and street names shall be indicated.
- ❑ **Proposed building setback lines:** Proposed building setback lines shall be shown.
- ❑ **Stormwater layout or location:** The concept plan shall include the location of retention ponds and other stormwater facilities. Stormwater calculations are not required at this time; however, the applicant should be able to answer the expected stormwater design.
- ❑ **Phase lines (boundaries):** If phasing is proposed, the phase lines shall be shown on the conceptual plan.
- ❑ **Tree removal application and tree survey:** A tree removal application and tree survey. This may also be submitted with the Construction Plan at the applicant's discretion. Please note: There is a separate application and fee for tree removal.



Massing: Base, Middle and Top

This section will provide guidelines for the design and development of new buildings (or for substantial improvement of existing buildings) in order to preserve and enhance the visual aesthetics and compatibility with existing buildings, and allow for a positive pedestrian experience throughout Winter Park, specific design standards relating to various building types are required.

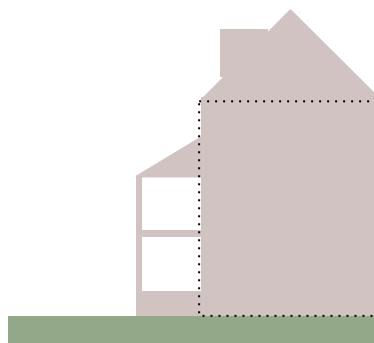
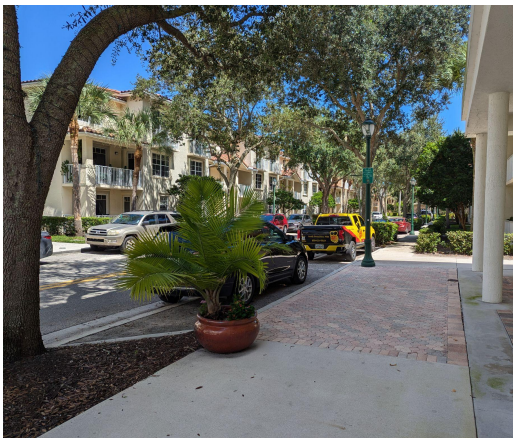


Cornice (Top)
Parapet, Roof, Attic,
HVAC, and other utilities

Upper Facade (Middle)
Primary Inhabited Area

Lower Facade (Base)
Foundation, Ground Floor,
Retail, Pedestrian Zone

Streetscape – Sidewalk,
tree planters, vehicular
lanes



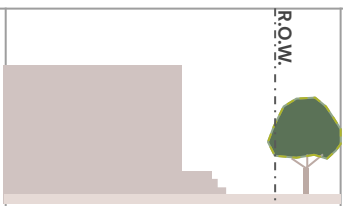

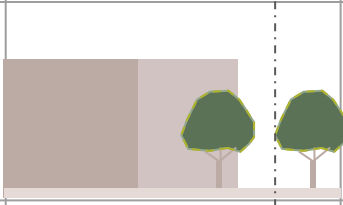
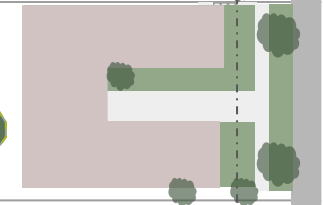
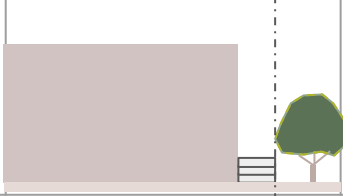

The primary inhabited area may span multiple floors. Window openings, architectural projections and doors shall demonstrate symmetrical spacing when providing building elevations for City review.

Table ## Permitted Frontage Types

Section View

Plan View

All buildings shall adhere to one or more of the following frontage types.

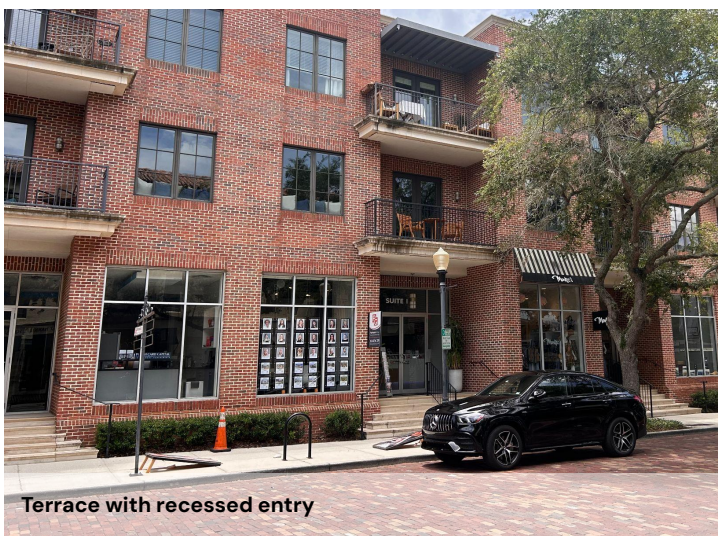
<p>Terrace: a frontage where the building is set back from the property line by an elevated terrace. This buffers residential use from busy sidewalks and protects the private yard from public encroachment. Terraces in non-residential development shall be a minimum of 8 feet deep.</p>		
<p>Forecourt: a frontage wherein a portion of the building is close to the property line and the central portion is set back. The forecourt created can be suitable for vehicular drop-offs as well. Forecourts should be used in conjunction with other frontage types.</p>		
<p>Stoop: a frontage wherein the facade is aligned close to the property line with the first story elevated from the sidewalk sufficiently to secure privacy for the windows. The entrance is usually an exterior stair and landing. This type is recommended for ground-floor residential use.</p>		



Forecourt with storefront frontage type



Stoop with outdoor seating.



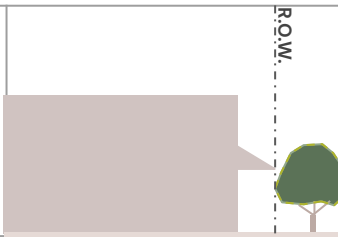
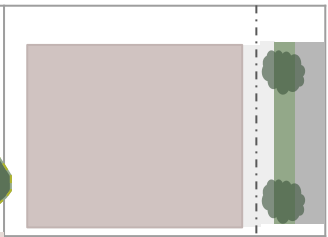




Terrace with recessed entry

Table ## Permitted Frontage Types (cont.)

Section View

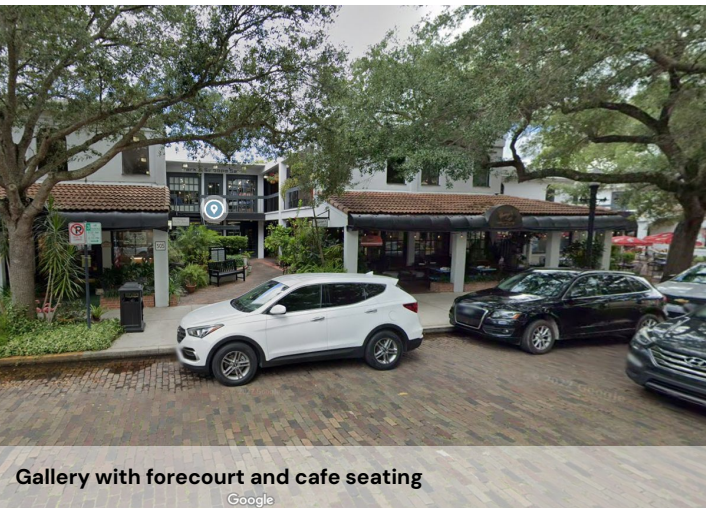
Plan View

All buildings shall adhere to one or more of the following frontage types.

<p>Storefront: a frontage wherein the facade is aligned close to the property line with the building entrance at sidewalk grade. This type is conventional for retail use. It has a substantial transparency on the sidewalk level and an awning that may overlap the sidewalk to within 2 feet of the curb.</p>		
<p>Gallery: a frontage wherein the facade is aligned close to the property line with an attached column-supported cover or a lightweight colonnade overhanging the sidewalk. This type is conventional for retail use. The gallery shall be no less than 8 feet wide.</p>		
<p>Arcade: a colonnade supporting habitable space that overlaps the Sidewalk, while the facade at sidewalk level remains at or behind the frontage line. This type is conventional for retail use. The arcade shall be no less than 8 feet wide.</p>		



Storefront with awnings and appropriate transparency



Gallery with forecourt and cafe seating

Google



Gallery with enhanced hardscape.



Fenestration

This section will provide guidelines for the design and placement of windows and doors. As a point of reference, the scale of the Central Business Districts of Winter Park is one of its defining characteristics. Only a few of the buildings are over two stories in height. The openings, including doors, windows and storefronts shall respect the human scale. Eaves are low, upper floor windows are typically small and there is a high level of detail at the pedestrian scale. The proportions of the buildings are based on the human form and each building or facade must be treated as a consistent whole. New storefronts must respect historical proportions and their scale must be consistent with historic patterns in the downtown.

Proportions and Scale of Openings. All openings must be vertically proportioned with a minimum ratio of 1.4:1 (vertical to horizontal), or broken down into vertically proportioned sections with a minimum ratio of 1.4:1 (vertical to horizontal).

Maximum height of ground level openings shall be eight feet (8'-0"). If a transom panel is included in the upper portion of the opening, this maximum height can be increased to nine feet (9'-0").

Storefronts. Storefronts are required to have changes in plane from the lease line. The line of the storefront should not be built continuously along the lease line. The changes in plane should follow and informal composition. At a minimum, each storefront is required to have a recess for entry doors. **The entry door recess is required to be paved in a different material than the exterior paving.** Bay windows or protruding display windows are encouraged. Rigidly symmetrical storefronts are discouraged.

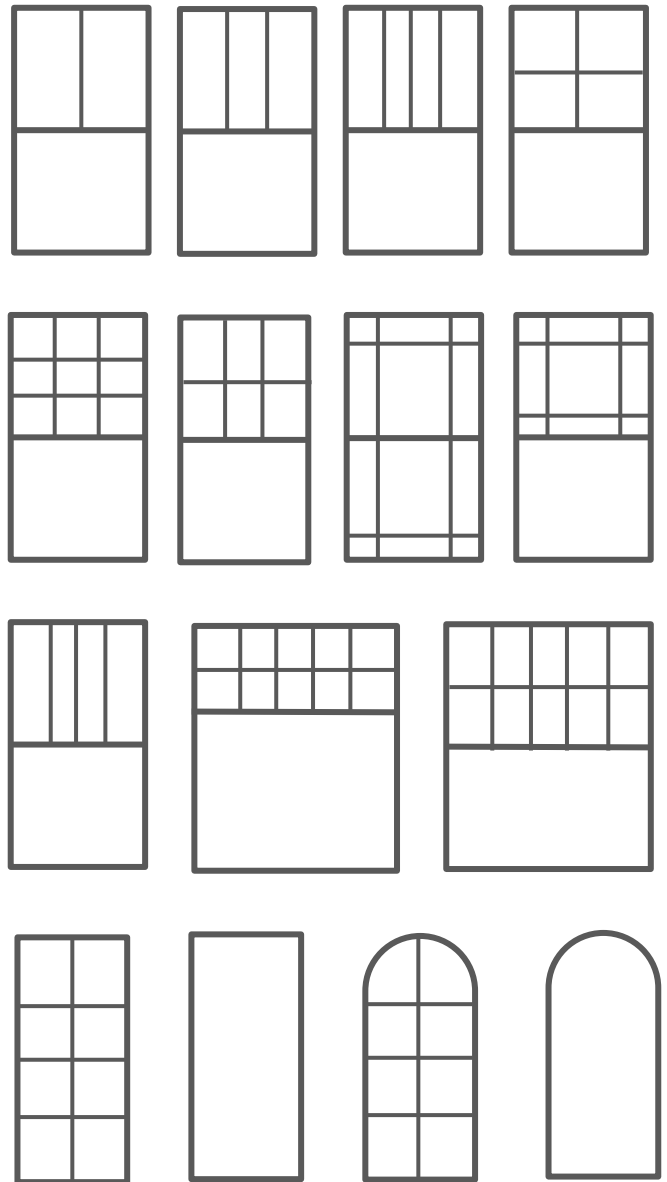
A minimum of 40% of the width of the storefront (maximum of 80%) must be recessed a minimum of one foot (1'-0") from the lease line.

Bay windows may project a maximum of two feet (2'-0") from the lease line, where they do not extend into the public right-of-way. Bay windows must maintain a minimum of two feet six inches (2'-6") clear from the underside of the projection to the ground plane. The total maximum width of bay windows is **40%** of the storefront width.



Figure ##. Window and Door Divisions

* Muntins shall be applied to the exterior glazing surface.



Fenestration

Doors

Single leaf swinging doors are required unless exiting requirements necessitate the use of swinging double doors. Doors are required to be recessed a minimum of two feet (2'-0") from the lease line. The maximum height of doors is seven feet (7'-0"). Wood doors, wood and glass doors and steel and glass doors are acceptable. Aluminum and glass doors are acceptable provided they have relief and articulation in the frame section. Security gates, grills and sliding doors are not permitted. See the Materials section for allowed and prohibited materials.

Windows

Wood, steel and in some cases aluminum window frames are acceptable. Multi-lite, integral wood windows are encouraged. Aluminum window frames are acceptable only if they have relief and articulation in the frame section. Large expanses of unbroken glazing are not permitted. The maximum square footage that is allowed per individual glazing panel is thirty (30) square feet. Horizontal expanses of glass are not allowed. Each individual glazing panel must have vertical proportions with a minimum of 1.4:1 (vertical to horizontal). Transom lights above the show windows and above doors are encouraged. A bulkhead wall or landscaped area under show windows, with a minimum vertical dimension of twelve inches, in a contrasting material to the storefront is strongly recommended. Frameless glazing, mitered corners, etched glass, beveled glass, glass block and standard aluminum storefront systems are prohibited. See Materials section for allowed and prohibited materials.

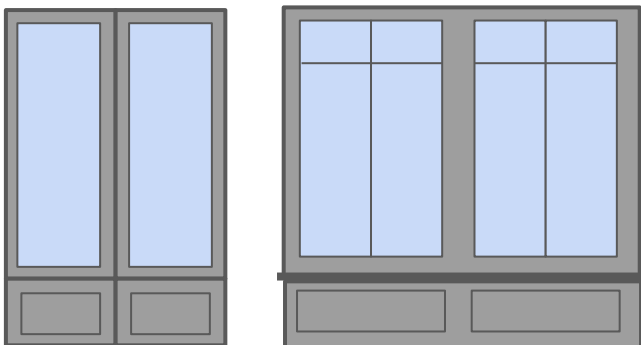
Storefront Walls

Storefront walls set the tone for the storefront and the public perception of the store. Walls should provide visual interest to pedestrians. Long blank walls should be avoided. Facades must provide variation in twenty to thirty-foot intervals to reflect the rhythm of historical building patterns of traditional storefronts. Variations in storefront walls, such as changes in plane, or in material, texture and color are required for walls over twenty feet (20'-0") long.

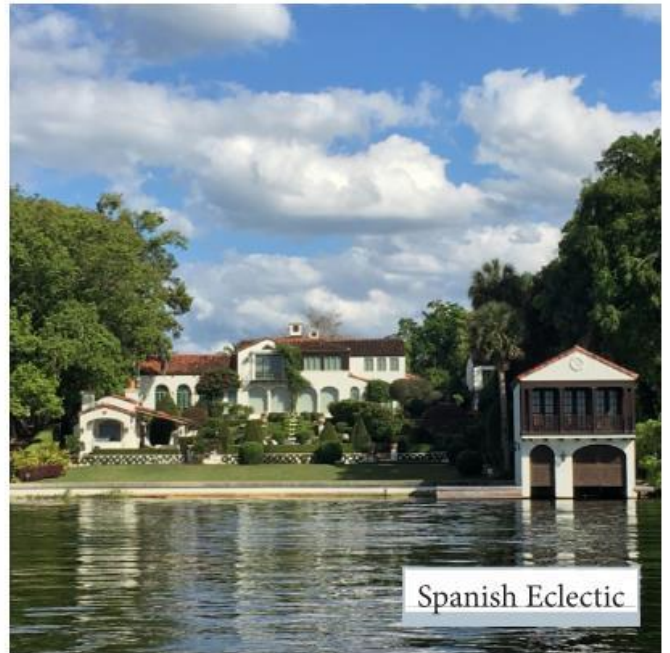
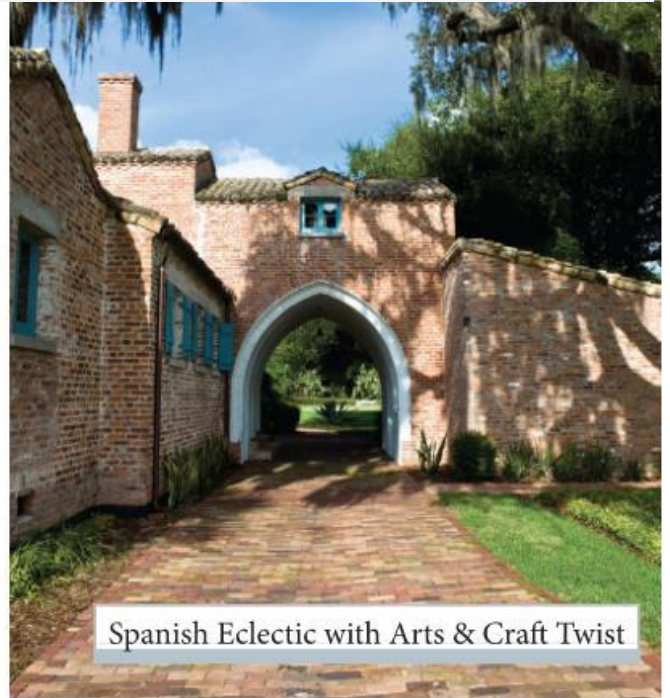
At each end of the storefront, the storefront walls must cleanly abut the adjacent storefront or neutral pier (where they occur). At each end of the storefront, the walls are required to meet the ground to provide a frame for the storefront opening. The minimum horizontal dimension of these end walls is one foot six inches (1'-6"). To reflect historical construction traditions, no single opening in the wall plane greater than twelve feet (12'-0") can occur. Each opening in the wall plane must be flanked by a portion of wall with a minimum horizontal dimension of one foot six inches (1'-6").

Figure ##. Storefront Window Divisions

* Muntins shall be applied to the exterior glazing surface.



Materials, Texture and Color



Section 12 Definitions

a. Graphics

The graphics, tables, and text utilized throughout this code are regulatory. In case of a conflict, text shall control over tables and graphics. Further tables shall control graphics.

b. Defined Terms

The following terms shall have the following meanings.

Alley. A narrow thoroughfare between and especially behind buildings and further described in Table S2.

Applicant. A developer or an authorized agent of a developer.

Balcony. An open air cantilevered structure.

Awning. Mounted to a building and extends over doors, windows or patios to provide shelter from the sun and rain. Awnings may be of different materials, such as fabric or metal.

Bed and Breakfast Inn. An establishment primarily engaged in providing lodging and meals exclusively for registered guests, not the general public, using an on-site kitchen and dining area. The host or staff resides within the main building to prepare and serve meals, assist guests with local information, and offer hospitality typical of that given to houseguests. A host or staff member is continuously present whenever the business is actively serving guests.

Block. The aggregate of lots, passages, lanes, and Alleys bounded on all sides by streets.

Block Depth. A block measurement that is the horizontal distance between the front property line on a block face and the front property line of the parallel or approximately parallel block face.

Block Length. A block measurement that is the horizontal distance along the front and corner property lines of the lots comprising the block.

Canopy. A freestanding structure which may be constructed of cloth or of rigid materials, including but not limited to metal, wood, concrete, plastic or glass, which is attached to and supported by columns, poles or braces extended to the ground. Canopies are not affixed to a building.

Canopy Sign. A sign which is suspended from, is attached to, is supported from or forms a part of a canopy.

Change in Use. A change in use of property occurs whenever the essential character or nature of the activity conducted on a lot changes. This occurs whenever:

1. The change involves a change from one principal use category to another.

2. A land use within a planned unit development is added or amended which increases the overall intensity of development within the PUD.
3. A business or enterprise, different in type and category, intends to operate from the same lot, property and/or space from the previously existing business or enterprise.
4. A change in the status of property from unoccupied to occupied or vice versa does not necessarily constitute a change in use. Whether a change in use occurs shall be determined by comparing the two active uses of property without regard to any intervening period during which the property may have been occupied, unless the property has remained unoccupied for more than 180 consecutive days or has been abandoned.
5. A change in ownership of a business or enterprise or a change in the name shall not be regarded as a change in use.
6. The intent of these provisions is to provide for the elimination of nonconforming structures and uses.

Complete Street. A street designed to enable safe mobility for all users, whether traveling in motor vehicles, on bicycles, public transportation, or as a pedestrian.

Dedication. The intentional appropriation of land by the owner to the county for public use and/or ownership.

Density. The number of dwelling units located in an area of land, usually denoted as units per acre.

Dwelling Unit. A building or portion thereof, designed or used exclusively for residential occupancy, but not including hotels, lodging houses, motels, or mobile homes.

Easement. A legal interest in land, granted by the owner to another person or entity, which allows for the use of all or a portion of the owner's land for such purposes as access or placement of utilities.

Facade. The exterior face of a building, including but not limited to the wall, windows, windowsills, doorways, and design elements. The front facade is any building face adjacent to the front property line.

Frontage. The linear footage of property abutting a dedicated street or highway as measured along a lot or parcel of land. The length of the property line of any one parcel along a street on which it borders. For businesses in shopping centers it shall be measured along the front face of that portion of the building occupied by the business.



STRINGFELLOW

PLANNING & DESIGN