



Historic Preservation Board Regular Meeting Minutes

September 25, 2024 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Aimee Spencer, Kelsey Wolfe, Lee Rambeau, Kim Burst Wood, Fay Pappas,

Absent

John Skolfield, Wade Miller

Staff Present

Director of Planning and Zoning Allison McGillis, Planning Consultant Jeff Briggs,
Administrative Coordinator Mary Bush

1. Call to Order

Vice-Chair Spencer called the meeting to order at 9:07 a.m.

2. Consent Agenda

- a. Approve the minutes of the regular meeting, August 14, 2024.

Motion made by N. Lee. Rambeau, seconded by Fay Pappas, to approve the August 14, 2024 minutes.

The motion carried unanimously by a 5-0 vote. (Wade Miller and John Skolfield 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. Public Hearings (Public participation and comment on these matters must be in person.)

- a. Request for Historic Designation and Certificate of Review for additions to the house at 1500 Sunset Drive, inclusive of variances.

Mr. Briggs provided a summary of the item. He noted that the property is challenging for renovations, additions, or rebuilding due to it having three street setbacks that are

larger than its interior sides. He then reminded the Board that they completed a preliminary review of the request at a prior Board meeting. He indicated that in order to expand and gain living area, the applicant proposed to place the carport closer Sunset Drive. This would expand living area to the north towards the adjacent neighbor's home and to the south towards Edgewater Avenue. He then indicated that there is an extra 10 feet between the curb of the street and the property line, which helps visually to perceive that the house is further away from the street. He added that the applicant proposed to remove and rebuild the sidewalk further into the right-of-way which will increase the visual perception. He then noted that the adjacent neighbor to the property's carport as well as two other neighbors had attended the preliminary review meeting and expressed support of the request. He indicated that the applicant was asking for variances for the Sunset Drive street setback, an interior side setback, the Edgewater Avenue street side setback, and the open front porch exclusion area. He then reviewed the applicant's proposed elevations and noted that the home would stay a one-story mid-century modern home keeping the same roof pitch.

Staff recommendation was for approval with the following condition:

- that the construction plans be subsequently reviewed and approved by the Historic Preservation Board prior to issuance of the building permit.

The applicant, Zane Williams of 1333 Alberta Drive addressed the Board. He noted that the only changes made to the site plans since the last meeting were that the location of the existing carport was more defined and the sidewalk was moved.

The Board expressed favor of the request.

Motion made by N. Lee Rambeau, seconded by Kelsey Wolfe, for approval of Historic Designation and Certificate of Review for additions to the house at 1500 Sunset Drive, inclusive of variances with the following condition:

- **that the construction plans be subsequently reviewed and approved by the Historic Preservation Board prior to issuance of the building permit.**

The motion carried unanimously by a 5-0 vote. (Wade Miller and John Skolfield were absent from the meeting.)

- b. Request for approval of the construction plans for 2230 Howard Drive.

Mr. Briggs provided a summary of the item. He noted that the applicant was fulfilling the condition of approval for their request heard and approved by the Board at the

June 12, 2024 regular meeting. He explained that the applicant was to provide their construction plans for final Board review and approval prior to issuance of their permit. Mr. Briggs indicated that there were only a few exterior materials to be considered, such as the block siding and the wood material of the windows.

The applicant, Christopher Thomas addressed the Board. He indicated that he was not intending to use any materials that weren't already being used except for the garage doors. He noted that the garage doors would basically be frosted glass. He also noted that the existing air conditioning unit located on the roof would be removed and placed at the rear of the house.

The Board recommended that the applicant obtain a sample of the concrete window sills to be poured prior to the work being started to ensure that they will match the era of the house. The Board then expressed favor of the request.

Motion made by Fay Pappas, seconded by Kelsey Wolfe, for approval of the construction plans for the additions granted by the Historic Preservation Board at the June 12, 2024 meeting for 2230 Howard Drive.

The motion carried unanimously by a 5-0 vote. (Wade Miller and John Skolfield were absent from the meeting.)

5. Action Items

6. Non-Action Items

7. Staff Updates

Mr. Briggs provided an update on the historic landmark signs. He noted that signs had recently been installed at Dinky Dock, the First Congregational Church of Winter Park, and the Osceola Lodge. He also noted that two more signs were being ordered for Orwin Manor and Hannibal Square. He then added that he was working on getting signs for the All Saints Episcopal Church, Rollins College, The Gardens at DePugh nursing home, and Welbourne Nursery and Preschool.

A brief discussion ensued regarding whether the Rollins College sign would note the significance of Knowles Memorial Chapel, which was designed by Ralph Adams Cram who was a prolific and influential American architect of collegiate and ecclesiastical buildings.

Mr. Briggs then noted that the final design plans for the Park Avenue gateway signs were underway and would be fabricated once finalized. He indicated that the south end sign was estimated to be completed in early 2025 and then the north end sign would be next to be completed. He added that he would try to raise funds for a sign at

Hannibal Square.

The Board inquired about how the signs would be protected from service trucks and weather damage. Discussion then ensued about the clearance and stability of the signs and how a maintenance fund for them could be established.

8. Board Comments

The Board asked about the status of updating the survey of the historic homes in Winter Park. Mr. Briggs noted that staff would work on the scope of the survey with the Board. The Board expressed that they desired to have a working group that would specifically identify the city's 1950s and 1960s historic homes in an effort to propose the city's benefits of historic designation to the owners of those homes.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 9:38 a.m.

Minutes approved by the Board on November 13, 2024.

ATTEST:

/s/ Mary Bush, Recording Secretary