



Design Guidelines Ad Hoc Committee Regular Meeting Minutes

October 21, 2024 at 1:30 PM

City Hall Commission Chambers
401 S. Park Avenue

Present

Phil Anderson, Maurizio Maso, Deborah Ziel, Emily Williams, Charles Williams, Vashon Sarkisian

Absent

Lucy Boudet

Staff Present

Director of Planning and Zoning Allison McGillis, Planning Consultant Jeff Briggs, Planner II Nicholas Lewis, Administrative Coordinator Mary Bush

1. Call to Order

Chairman Anderson called the meeting order at 1:29 p.m.

2. Consent Agenda

- a. Approve the minutes of September 16, 2024.

Motion made by Phil Anderson, seconded by Deborah Ziel, to approve the September 16, 2024 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Lucy Boudet 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. Discussion Item (s)

- a. Discussion on draft Design Guidelines document

Alex Stringfellow of Stringfellow Planning and Design addressed the committee. He indicated that a draft of the Winter Park design guidelines had been provided to the committee for review prior to the meeting. He noted that it was intended to give the committee an idea of the direction that the guidelines are headed in, the type of regulations planned to be written, and to provide a document for the committee

members to comment on and provide more feedback. He then reviewed some of the topics discussed at the last committee meeting in September, which included concerns about guidelines being too prescriptive, defining compatibility in each district, the level of detail regulation on Form-based code, creating a rough draft of the guidelines with images, scheduling a walking tour, and having a stacked approach to the Central Business District/Hannibal Square, Morse Boulevard, and the Orange Avenue Overlay (OAO).

Mrs. McGillis brought up the committee's desire to do a walking tour. A brief discussion ensued regarding how long the walking tour might be and when and where it would take place. The committee decided on a two-hour walking tour on November 11, 2024 at 10:00 a.m.

Mr. Stringfellow then addressed the committee and reviewed the draft of the design guidelines. He noted that the guidelines were organized into subsections for each of the covered areas of the city from largest to smallest. He also noted that for each area the guidelines provide a breakdown of massing and proportions, frontage types, fenestration, and materials, textures and colors. He then briefly reviewed each section of the guidelines, including the introduction which provides the intent and background of the design guidelines. He also discussed the included inspirational images intended to provide examples of appropriate design. The committee suggested having the direction of certain images be straight on rather than from an angle and that a footnote be added to each image. A brief discussion ensued about how the images would correlate with the required fenestration types and Mr. Stringfellow noted that more detail about storefront glass fenestration requirements would be provided in the guidelines. The committee suggested using an image of the recently approved Storyville Coffee building as an example. Mr. Taylor suggested including some indication of the specific areas of the city that the details of the example buildings in the images would pertain to. The committee then discussed having the Conservation of Design section indicate that a walkable streetscape and tree canopy are encouraged as part of the implicit design standards for Park Avenue. A brief discussion ensued about including specifications for spacing, grading, and species of trees for the streetscapes. The committee noted that it should be determined as to why some iconic buildings in the city fit and that either the buildings fit within the guidelines or their exceptional aspects are noted in some way. The committee also requested a section of the guidelines that identifies and defines the different architectural styles. A brief discussion ensued. The committee also discussed the allowance of creativity within the guidelines and expressed that they like the idea of having styles illustrated but not mandated. They also indicated that whatever is illustrated must conform to the criteria of the guidelines. A brief discussion then ensued regarding the area boundaries outlined in the guidelines and adding the area not covered by the guidelines located between the Central Business District (CBD) and Morse Boulevard to the CBD zoning.

Mr. Stringfellow continued discussion on the draft of the guidelines. He reviewed the process and administration section, which includes checklists for required documents and information. The committee suggested that the statement regarding an applicant providing a rationale for why their architectural style should be considered vernacular

to Winter Park and compatible with the buildings adjacent to their project should state "or" instead of "and" compatible. The committee also suggested that the differences in the approval process for small projects or renovations of existing buildings versus Conditional Use permits be clarified in the guidelines. Discussion then ensued about massing, proportion, variances, and heights of architectural appendages. Mr. Stringfellow then reviewed the section on frontage types detailing minimum depth, stoops, and balconies. It was noted that balcony location, symmetry, and function would need to be addressed in the guidelines along with requirements for free-standing cantilever balconies. The committee also discussed including recommended dimensions to create more room for outdoor seating, the maximum height for ground level facade openings, having a minimum and maximum for certain design requirements, the inclusion of certain articulation requirements, and proportion.

Discussion then ensued about future redevelopment and the process for it in relation to the guidelines. The committee also discussed how prescriptive the guidelines should be and how they would apply to special cases such as separate uses and civic buildings.

5. Action Items

6. Board Comments

7. Adjournment

The meeting adjourned at 3:05 p.m.

Meeting minutes approved by the committee on November 18, 2024.

ATTEST:

/s/ Mary Bush, Recording Secretary