



Historic Preservation Board Regular Meeting

Agenda

April 9, 2025 @ 9:00 AM

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 the March 12, 2025 regular meeting. 1 minute

3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**4. Public Hearings (Public participation and comment on these matters must be in person.)**

- a. HDA 25-02 Request by Wieck Gilson Denis to individually designate their home at 1303 Canterbury Road, built in 1951, zoned R-1A, as a historic resource. 10 minutes
- b. COR 25-01 Request by Barefoot Brothers Construction to demolish the existing one-story home at 747 McIntyre Avenue (zoned R-2), which is a 'contributing' structure within the College Quarter Historic District in order to subdivide the property into two 52-foot-wide lots and build two single-family homes, one on each of the newly created lots. 30 minutes
- c. COR 25-02 Request by Marty Sullivan and Maura Smith to amend the Certificate of Review granted in April 2023 for 901 Georgia Avenue, zoned R-1A, to build a 737-square foot addition to the existing detached garage for an accessory dwelling unit, inclusive of setback variances in the rear of the lot. 30 minutes
- d. Request of the City of Winter Park for: An Ordinance amending Article VIII Historic Preservation of Chapter 58 of the Land Development code concerning the process and procedures for Certificates of Review subject to the public notice and public hearing process, penalties for unauthorized demolitions or significant alterations to historic structures. 15 minutes

5. Action Items**6. Non-Action Items****7. Staff Updates****8. Board Comments****9. Upcoming Agenda Items****10. Adjournment**



Historic Preservation Board

agenda item 2.a

item type

Consent Agenda

meeting date

April 9, 2025

prepared by

Mary Bush, Administrative Coordinator III

approved by**subject**

Approve the minutes of the March 12, 2025 regular meeting.

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

1. Draft Historic Preservation Board Regular Meeting Minutes



Historic Preservation Board Regular Meeting Minutes

March 12, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Aimee Spencer, John Skolfield, Kelsey Wolfe, Wade Miller, Kim Burst Wood

Absent

Lee Rambeau, Fay Pappas

Staff Present

Director of Planning and Zoning Allison McGillis, Planner I Corinna Lundgren,
Administrative Coordinator Mary Bush

1. Call to Order

Chairman Miller called the meeting to order at 9:00 a.m.

2. Consent Agenda

- a. Approve the minutes of the December 11, 2024 regular meeting.

Motion made by Aimee Spencer, seconded by Kelsey Wolfe, to approve the December 11, 2024 meeting minutes.

The motion carried unanimously by a 5-0 vote. (Fay Pappas and N. Lee Rambeau 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. HDA 25-01. Request by Michael Galletta and Elizabeth Gwinn to individually designate their home at 1501 Orange Avenue, built in 1948, zoned R-1A, as a historic resource.

Mrs. McGillis provided a summary of the item. She noted that the applicant's house, built in 1948, is located in the Orwin Manor neighborhood and features mid-century

modern ranch-style architecture. She added that the property includes elements typical of the era, such as a carport and a large arched window. While the home's style is not rare for the neighborhood, its preservation would help maintain the scale and historical character of the area.

Staff recommendation was for approval.

The Board noted that the exterior of the home is not brick but half-block.

The applicant, Elizabeth Gwinn of 1501 Orange Avenue, Winter Park, FL 32789 addressed the Board. Ms. Gwinn spoke about her long-term residency in Winter Park and the significance of preserving architectural diversity in the neighborhood. She emphasized that while the house has unique interior features that may not be immediately visible from the outside, it contributes to the overall character of Orwin Manor. She also expressed interest in possibly adding an accessory dwelling unit (ADU) at the back of the property, which could be permitted under historic preservation guidelines.

The Board expressed overall support for the application, noting that the purpose of the local historic board differs from the State board and its requirements. The Board explained that it aims to maintain the aesthetic and scale of the community, ensuring representation from different architectural periods. While many people associate historic homes with older, early 20th-century styles, the Board believes it is essential to preserve mid-century homes as well. The discussion briefly continued, highlighting the importance of retaining diverse housing styles to reflect the city's evolving architectural history, the importance of controlling housing scale, and the potential benefits of ADUs. The general consensus of the Board was in favor of approving the historic designation, reinforcing the value of maintaining architectural variety and neighborhood character.

No one from the public wished to speak. The public comment was closed.

Motion made by Aimee Spencer, seconded by Kelsey Wolfe, to approve the individual designation of the home at 1501 Orange Avenue, built in 1948, zoned R-1A, as a historic resource.

The motion carried unanimously by a 5-0 vote. (Fay Pappas and N. Lee Rambeau were absent from the meeting.)

5. Action Items

a. Minor Exterior Renovations to City Hall

Mrs. McGillis provided a summary of the item. She discussed the proposed upgrades and repairs to be made to City Hall, which is a designated historic resource within

Winter Park's downtown district. She noted that the primary upgrades include wall repairs, signage updates, exterior repainting, and replacing outdated windows and doors. The two-tone exterior paint of the building will be replaced with a single color that complements existing architectural elements. The current silver aluminum windows and front door, which are in poor condition and not energy-efficient, will be replaced with black aluminum versions to provide a modern yet cohesive look with the new paint scheme. Mrs. McGillis indicated that the goal is to enhance the building's appearance while maintaining its historical integrity.

Staff recommendation was for approval.

The Board discussed maintaining the existing window design, ensuring the new elements matched the original architectural style. It was confirmed that all windows throughout the building would be replaced, ensuring uniformity. The new color scheme was described as a warm, sandy tone, while the windows and downspouts would feature a coordinated darker color.

There was general Board agreement that the renovations were necessary and aligned with broader downtown design guidelines that encourage darker, more refined storefront esthetics. The Board supported the proposed changes and recommended approval of the renovation plan.

No one from the public wished to speak. The public hearing was closed.

Motion made by Aimee Spencer, seconded by Wade Miller, to approve minor exterior renovations to City Hall.

The motion carried unanimously by a 5-0 vote. (Fay Pappas and N. Lee Rambeau were absent from the meeting.)

6. Non-Action Items

- a. Request of Barefoot Brothers Construction for a preliminary review of the following requests for 747 McIntyre Avenue (zoned R-2):
 - Demolish the existing house on the lot;
 - Subdivide the property into two 52-foot-wide lots; and
 - Build two single-family homes, one on each of the newly created lots, that would adhere to R-2 zoning regulations.

Mrs. McGillis provided a summary of the item. She indicated that the applicant is proposing to demolish the existing house, which is classified as a contributing structure in the College Quarter Historic District, and then subdivide the lot into two 52-foot-wide

parcels, each meeting the minimum R-2 zoning requirements. The applicant's plan is to construct two single-family homes on the newly created lots. Additionally, a three-foot section of the property would be added to the neighboring lot at 767 McIntyre Avenue, though no structural changes are planned for that property.

During the discussion, Mrs. McGillis provided aerial views, surveys, and elevation images of the existing structure and surrounding homes to give context to the proposal. It was emphasized that while the applicant intends to build homes that align with the character of the neighborhood, they do not plan to maximize the square footage allowed under R-2 zoning. The applicant was seeking initial feedback from the Board before investing in detailed plans. Discussion ensued about the Board's feelings regarding demolishing the existing home, how properties were classified as contributing structures, and concerns about the window trim quality on a previous project at 767 McIntyre, which could affect expectations for new construction. The Board expressed a desire for a survey to reassess the contributing status of properties in the city. Mrs. McGillis indicated that two letters of support were received, one being from the seller of the property. She also indicated that the neighborhood has not yet been officially notified, but more community feedback is expected when the proposal reaches the formal application stage. She then explained the next steps in the application process, which includes submission of a formal application, public notice for community input, possible consideration of design modifications based on community feedback, and Board review and approval.

The applicant's representative, Ron Scarpa, at 767 McIntyre Avenue, Winter Park, FL 32789 addressed the Board. Mr. Scarpa outlined the applicant's plan to subdivide the large lot and construct two single-family homes. He noted that the project is in its early stages, with architectural designs already underway. He indicated that the intent is to create aesthetically pleasing homes that complement the surrounding neighborhood while maintaining a thoughtful scale. The proposal includes building one home first on the northern lot before deciding on the construction of the second. The homes would be around 4,000 square feet each, with two-car garages and potentially accessory dwelling units (ADUs). The applicant's design aims to provide curb appeal by maintaining a single-story front elevation that transitions into a two-story structure toward the back.

Discussion ensued regarding the logistics of the lot split and potential variances. The Board inquired about the applicant's plans for the second lot. Mr. Scarpa explained that while it remains an option for sale, the current intention of the applicant is to hold onto it for a family member. Concerns were also raised about the historical significance of the existing home, but it was noted that it had undergone various modifications over the years, including the addition of vinyl siding and non-original windows, reducing its architectural integrity. The Board exchanged views on the appropriateness of demolishing an existing structure and the possible variances involved with subdividing

the lot. Discussion then ensued about the requirements for a lot split application, including the need for building plans and elevations. The Board expressed interest in having different architectural styles for the homes, including options like stucco or Florida Cracker designs, to maintain a distinct look from the surrounding properties. They emphasized that the new homes must also blend well with the neighborhood, especially in scale and architectural details, such as windowsills. The Board also discussed construction logistics and the challenges of building in the neighborhood. Mr. Scarpa was informed that the applicant's plans must be submitted by the following week to be considered at the next meeting, with a focus on ensuring the design remains adaptable.

b. Demolition permit for 663 West Comstock

Mrs. McGillis provided a summary of the item. She noted that the property is listed on the Florida Master Site File, an active inventory of Florida's historical cultural resources that are typically, but not always, over 50 years old. She explained that the city's historic preservation ordinance requires that the demolition permit for such properties be put on hold for up to 90 days to allow for further review and possibly additional considerations. While staff has reviewed the application and is comfortable approving the permit, the item was brought before the Board for any additional input or recommendations. She further explained that the Florida Master Site File is a state-run program where properties can be added to the list, though the process to add is not fully clear. The Board indicated that the list is meant to identify properties of historical value, prompting further review before demolition. However, the properties on this list do not have any legal protection from demolition unless they are also locally designated by the city. The applicant's property is not locally designated. The Board then discussed the 90-day delay period, which is intended to allow for documentation and preservation of the property's history, not necessarily to block the demolition. It was confirmed that during this period, photographs and records could be taken to preserve the house's history before it is demolished. The overall sentiment was that while the property could be demolished, documentation of its existence was important for historical preservation.

7. Staff Updates

a. Update on Historic Preservation Community meeting

Mrs. McGillis provided a summary of the item. She indicated that staff had previously presented an update of Winter Park's Historic Preservation ordinance to the City Commission in January, which was tabled for further community engagement. A public meeting was then held on February 20th, with 45 attendees and 16 of whom spoke. Opinions seemed divided 50/50 regarding penalties for not adhering to Board preservation approval requirements, but there was general consensus that the ordinance needed clarification and updates for greater understanding and predictability. Mrs. McGillis expressed that staff is working on two versions of the ordinance—one with fines and one without—both aimed at providing clearer guidelines for historic

preservation processes. A key addition will require applicants to provide more upfront details on the extent of demolition work, ensuring they perform due diligence before submitting applications. The final decision on whether to include fines will be left to the City Commission, based on the feedback gathered.

Discussion ensued, and the Board asked for clarity on whether window and door replacements need to go before the Historic Preservation Board. Some Board members were surprised to learn that such replacements, if they maintain the same appearance, do not require Board approval. This led to a discussion about the distinction between "appearance" and "historical accuracy," particularly regarding modern materials being used to replicate traditional window styles. It was also noted that if the windows or doors were historically significant, their replacement should indeed come before the Board, and if there is any discrepancy, it should be reviewed.

Board discussion then ensued about the use of modern materials like vinyl windows in historic houses. The Board indicated that while vinyl is durable, it is not suitable for replicating historic windows, and there are more appropriate materials that meet building codes and preserve the home's integrity.

Mrs. McGillis noted that staff would present an updated version of the ordinance at the next meeting.

8. Board Comments

Vice-Chair Spencer discussed revitalizing the Historic Preservation Board's annual awards program, which had been on hold since before the pandemic. She noted that the goal is to reintroduce the awards during Historic Preservation Month in May, with a presentation at Casa Feliz's annual historic preservation party on May 1st. She also indicated that the city's Mayor has expressed support for resuming the awards, which recognize outstanding achievements in historic preservation in Winter Park. The list of nominees includes individuals and projects that have made significant contributions to preserving the city's architectural legacy. Vice-Chair Spencer noted that one key nomination is Jack and Peggy Rogers, who played a pivotal role in saving the Capen House and relocating it to the site of the Albin Polasek Museum.

Vice-Chair Spencer expressed the importance of reviewing and selecting nominees earlier in the year to ensure proper vetting, but for this year, the decisions were being made under a more expedited timeline. While some Board members expressed concerns about not being fully familiar with certain projects, they acknowledged that the nominations had been carefully vetted by Vice-Chair Spencer, and the majority voiced support for the selections. The Board's consensus was to move forward with the proposed awards for this year, affirming their support for the nominated individuals and projects. The awards will be presented at the Casa Feliz event on May 1st, and all Board members were invited to attend, with encouragement to join the Friends of Casa

Feliz organization if not already members.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 10:32 a.m.

ATTEST:

/s/ Mary Bush, Recording Secretary



Historic Preservation Board

agenda item 4.a

item type

Public Hearings (Public participation and comment on these matters must be in person.)

meeting date

April 9, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Mary Bush, Administrative Coordinator
III

subject

HDA 25-02 Request by Wieck Gilson Denis to individually designate their home at 1303 Canterbury Road, built in 1951, zoned R-1A, as a historic resource.

motion | recommendation

Staff recommendation is for approval.

background

The property owner, Wieck Gilson Denis, has voluntarily agreed to designate their home at 1303 Canterbury Road on the Winter Park Register of Historic Places. This home is located within the Orwin Manor neighborhood.

The home was constructed in 1951 and exemplifies the mid-century modern and minimal traditional architectural styles, contributing to the historical and architectural character of the Orwin Manor neighborhood. The structure exhibits hallmarks of its style, including a low-pitched roof, horizontal lines, and restrained ornamentation. Notable features include the unique round brick design around the address number and its prominent corner-lot placement. The corner window banks and low-slung roof with moderate eaves are characteristic of the era. The garage and rear modifications appear compatible with the neighborhood and potentially reversible, ensuring the home's continued historical relevance.

Based on the city's Historic Preservation Ordinance, this property qualifies for historic designation. It embodies the distinctive characteristics of a mid-century modern/minimal traditional style and contributes to the broader Orwin Manor neighborhood. At the time of this report, the city has received one neighbor letter in opposition to this designation (attached).

In conclusion, in this current residential market environment that emphasizes tear downs and rebuilds, this historic designation will ensure that the scale and character of one of the original Orwin Manor neighborhood homes remains in place. It is not that this home is of remarkable architecture, its' historical value is that it is emblematic of many homes constructed in Orwin Manor in the 1950's. While it has modern touches, the home retains its original architectural

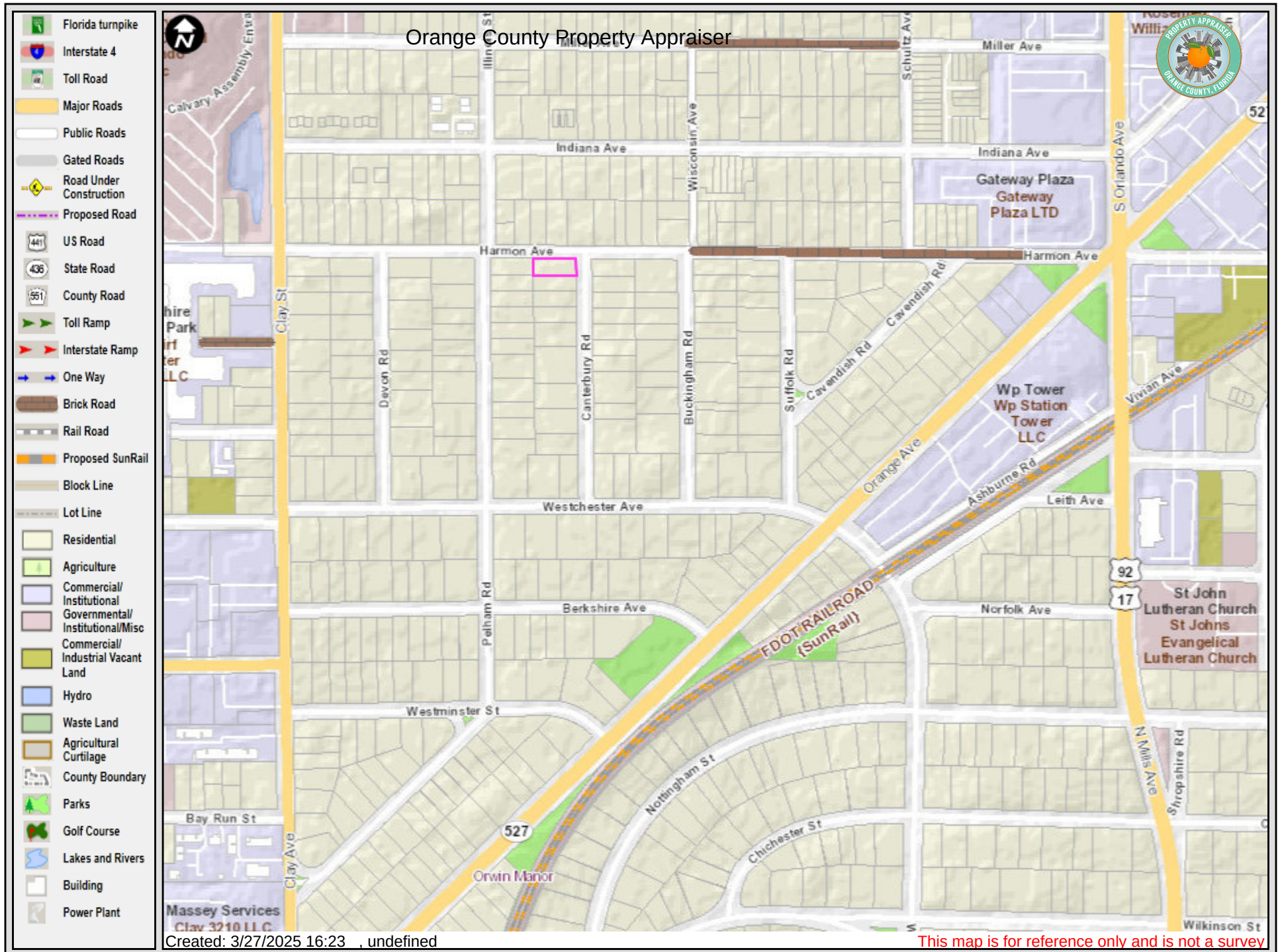
integrity. As such, it is qualified for listing on the Winter Park Register of Historic Places.

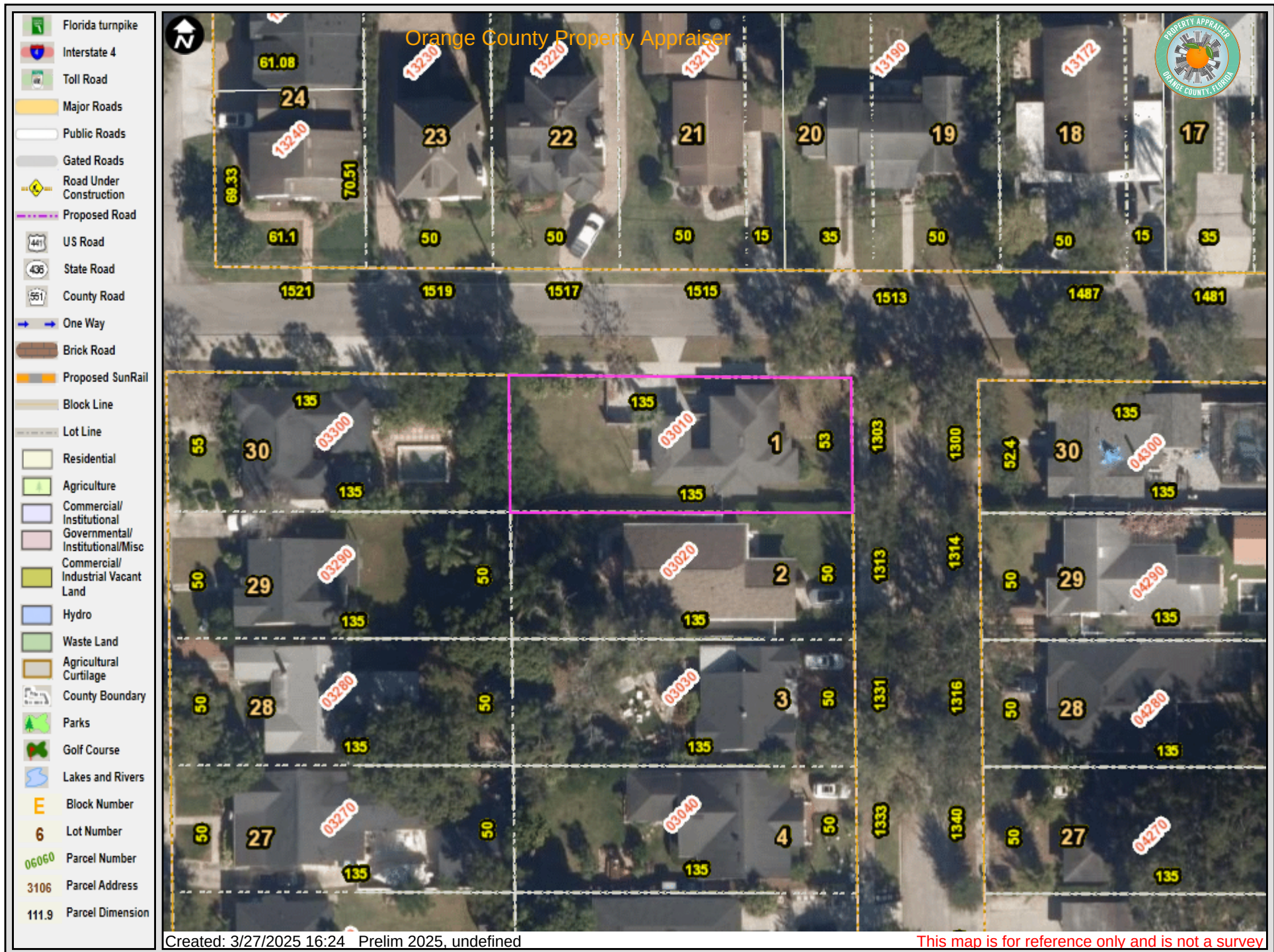
alternatives | other considerations

fiscal impact

attachments

1. Location Map
2. Aerial Map
3. Narrative Canterbury
4. Front View
5. Side view
6. Resolution_1303 Canterbury Road
7. [External] Historic Preservation Request for 1303 Canterbury Road, Winter Park, FL 32789





Narrative for Historical House Application: City of Winter Park, Florida

Address: 1303 Canterbury Rd, Winter Park, FL 32789-5507

Date of Construction: 1951

Applicant: WIECK GILSON DENIS – (407) 353-9353

Introduction

This application seeks to nominate the property located at 1303 Canterbury Rd, Winter Park, FL for inclusion on the Winter Park Historic Register. The house is a significant example of architectural and cultural heritage in Winter Park, contributing to the city's historical narrative and the community's identity. The structure holds importance not only for its architectural features but also for its connection to the historical development of Winter Park and the broader Central Florida region. By preserving this property, we will safeguard a valuable part of our past, honor the craftsmanship of the era, and maintain an essential piece of Winter Park's architectural landscape.

Historical Significance

The house at 1303 Canterbury Rd, Winter Park, FL was constructed in 1951, during a period of rapid growth and development in Winter Park, which was emerging as a key residential and cultural hub in Central Florida. Winter Park's early 20th-century architecture is a reflection of the city's prosperous development, driven by the arrival of the railroad, tourism, and the rise of prominent local families.

The architectural style of the house also reflects trends of the period, blending elements of wood and trims, bricks exterior and symmetrical facades, which was popular at the time and remains characteristic of Winter Park's historical built environment.

Architectural Significance

The house exhibits elements of wood and trims, bricks exterior and symmetrical facades which were popular in Winter Park during the early 20th century. These include distinct window shapes, decorative moldings, original materials, etc. The structure retains much of its original form, providing a tangible link to the past and showcasing the craftsmanship of the time.

The property also features a more organic walkable style compared to modern suburban, which add to the character of the site and serve as a visual reminder of Winter Park's early suburban development. Preservation of these elements will contribute to maintaining the historic context and integrity of the house, enhancing its value as a landmark in the city.

Cultural and Community Impact

Beyond its architectural and historical significance, this property represents a pivotal chapter in the development of Winter Park as a community. The house's construction aligns with the

growth of Winter Park as a destination for affluent families, visitors, and tourists who sought to escape the harsh northern winters.

The nomination of this property to the Winter Park Historic Register ensures that its connection to the city's roots is recognized and protected for future generations. The house serves as a tangible reminder of the community's growth from a small rural settlement to a thriving suburban city and reflects the cultural heritage of the people who made Winter Park their home.

Conclusion

By including this house on the Winter Park Historic Register, the City of Winter Park will be taking an important step toward preserving a vital piece of its past. The property not only contributes to the city's architectural and cultural heritage but also provides future generations with a sense of the community's evolution. We respectfully request that this property be recognized as a historic site and that the nomination be approved to ensure its continued preservation.

Attachments:

- Photographs of the property, including exterior and interior shots
- A site plan or map showing the property's location and context within Winter Park

Applicant Name: WIECK GILSON DENIS

Signature: _____

Date: 03/18/2025

This narrative framework can be customized with the specific details of the property and its historical context. It emphasizes both the architectural and cultural significance of the house, making the case for why it should be considered a vital piece of Winter Park's historical fabric.





RESOLUTION _____

**A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF
WINTER PARK, FLORIDA, DESIGNATING THE PROPERTY
LOCATED AT 1303 CANTERBURY ROAD, WINTER PARK,
FLORIDA AS A HISTORIC RESOURCE ON THE WINTER PARK
REGISTER OF HISTORIC PLACES.**

WHEREAS, there are located within the City of Winter Park, historic sites, areas, structures, buildings, improvements and appurtenances, both public and private, both on individual properties and in groupings, that serve as reminders of past eras, or that provide significant examples of past architectural styles and development patterns and that constitute unique and irreplaceable assets to the City; and

WHEREAS, there is the desire to foster awareness and civic pride in the accomplishments of the past; and

WHEREAS, the Winter Park Historic Preservation Board has determined and recommended that the property at 1303 Canterbury Road with the existing home built in 1951 is an example of the architecture popular during that period.

NOW, THEREFORE, be it resolved by the City Commission of the City of Winter Park, Florida that:

SECTION 1. That the City Commission of the City of Winter Park hereby designates 1303 Canterbury Road as a historic resource on the Winter Park Register of Historic Places.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park held in City Hall, Winter Park on this ____ day of _____ 2025.

Sheila DeCiccio, Mayor

ATTEST:

Renee Cranis, City Clerk

From: treatyman@aol.com
To: [Allison McGillis](#); [Mary Bush](#)
Subject: [External] Historic Preservation Request for 1303 Canterbury Road, Winter Park, FL 32789
Date: Wednesday, March 26, 2025 10:36:45 AM

[This email is from an external source. Before clicking any links, hover over them to check the actual address. Avoid opening attachments from unknown senders.]

Dear Allison and Mary,

Understand the captioned residence is petitioning for historic preservation status within the City of Winter Park.

This residence has zero historic qualities and/or maintains zero credential to be designated a historic Winter Park property.

- 1) The house is a block construction 1950's tract house (built in 1951). This construction was common during this era. Hundreds of similar such homes are located throughout Winter Park proper.**
- 2) No significant architect designed this home. The home maintains no significant architectural features or style.**
- 3) No significant events occurred in the home. No significant individuals resided in this home. It's been used primarily as an income producing rental for decades.**
- 4) Please note this home has been renovated numerous times due to the beating the home has taken from renters. The most recent renovation involved turning the 1 car block garage into a room to increase the home's square living space.**
- 4) House has faced numerous Winter Park code violations due to the lack of maintenance and upkeep with the property and the the numerous transient rental tenants which have resided here.**

Simply enough, the house is a neighborhood eyesore. I have no idea as how how the home could ever meet the credentials your board uses to assess the historic residence designation. It's ludicrous. Ask you drive by the residence and look for yourself. Trust you'll agree with my comments.

Perhaps the owner is applying for this recognition to take advantage of any tax benefits.

Would ask my email be distributed to the Historic Preservation Board members reviewing this application (i.e., Aimee Spencer, Wade Miller, Kelsey Wolfe, Lee Rambeau, Fay Pappas, Kim Wood and John Skolfied).

All The Best,
Brian Lowe
1517 Harmon Avenue
Winter Park, FL 32789



Historic Preservation Board

agenda item 4.b

item type

Public Hearings (Public participation and comment on these matters must be in person.)

meeting date

April 9, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Mary Bush, Administrative Coordinator
III

subject

COR 25-01 Request by Barefoot Brothers Construction to demolish the existing one-story home at 747 McIntyre Avenue (zoned R-2), which is a 'contributing' structure within the College Quarter Historic District in order to subdivide the property into two 52-foot-wide lots and build two single-family homes, one on each of the newly created lots.

motion | recommendation

Staff recommendation is for approval, subject to the new homes coming back to the Board for a Certificate of Review (COR) approval.

background

The applicant, Barefoot Brothers Construction, is requesting approval to demolish the existing one-story home at 747 McIntyre Avenue, a 'contributing' structure within the College Quarter Historic District. The property is zoned R-2, and the applicant proposes to subdivide the lot into two 52-foot-wide lots to construct two single-family homes, one on each newly created lot.

At this time, the Board is tasked with making a determination on the demolition request and lot split. While approval of the new homes will require a future Certificate of Review (COR), the applicant has provided preliminary design details for review. Additionally, two letters of support for this request have been submitted (see attached).

The current property measures 107 feet in width and 168 feet in depth. The applicant intends to divide the lot into two parcels, each measuring 52 feet in width and 8,736 square feet in area, which exceeds the R-2 zoning requirements of a 50-foot minimum width and a 6,000-square-foot minimum lot size. The remaining three feet will be allocated to the adjacent property at 767 McIntyre Avenue, also owned by the applicant, to expand its side yard.

The first phase of development involves demolishing the existing structure and constructing a new residence on the northern portion of the lot. The southern portion will remain undeveloped at this time, but future construction will necessitate the removal of a large laurel

oak within the building footprint.

Since the preliminary review, the applicant has provided additional details on the proposed homes, ensuring they will comply with R-2 zoning requirements. Staff has reviewed the designs for compatibility with the College Quarter Historic District Design Guidelines.

The proposed homes are designed to complement the historic character of the College Quarter neighborhood. They incorporate key architectural elements outlined in the College Quarter design guidelines, including gabled roof forms, symmetrical facades, vertically proportioned windows, and covered front porches, all of which reflect the district's traditional aesthetic. Their scale and articulated massing help to ensure a harmonious integration with the surrounding streetscape. The proposed rear-accessed garages eliminate front-facing driveways, which is preferred. The Craftsman and Low Country architectural styles are well-suited to the area, further enhancing the neighborhood's cohesive historic character.

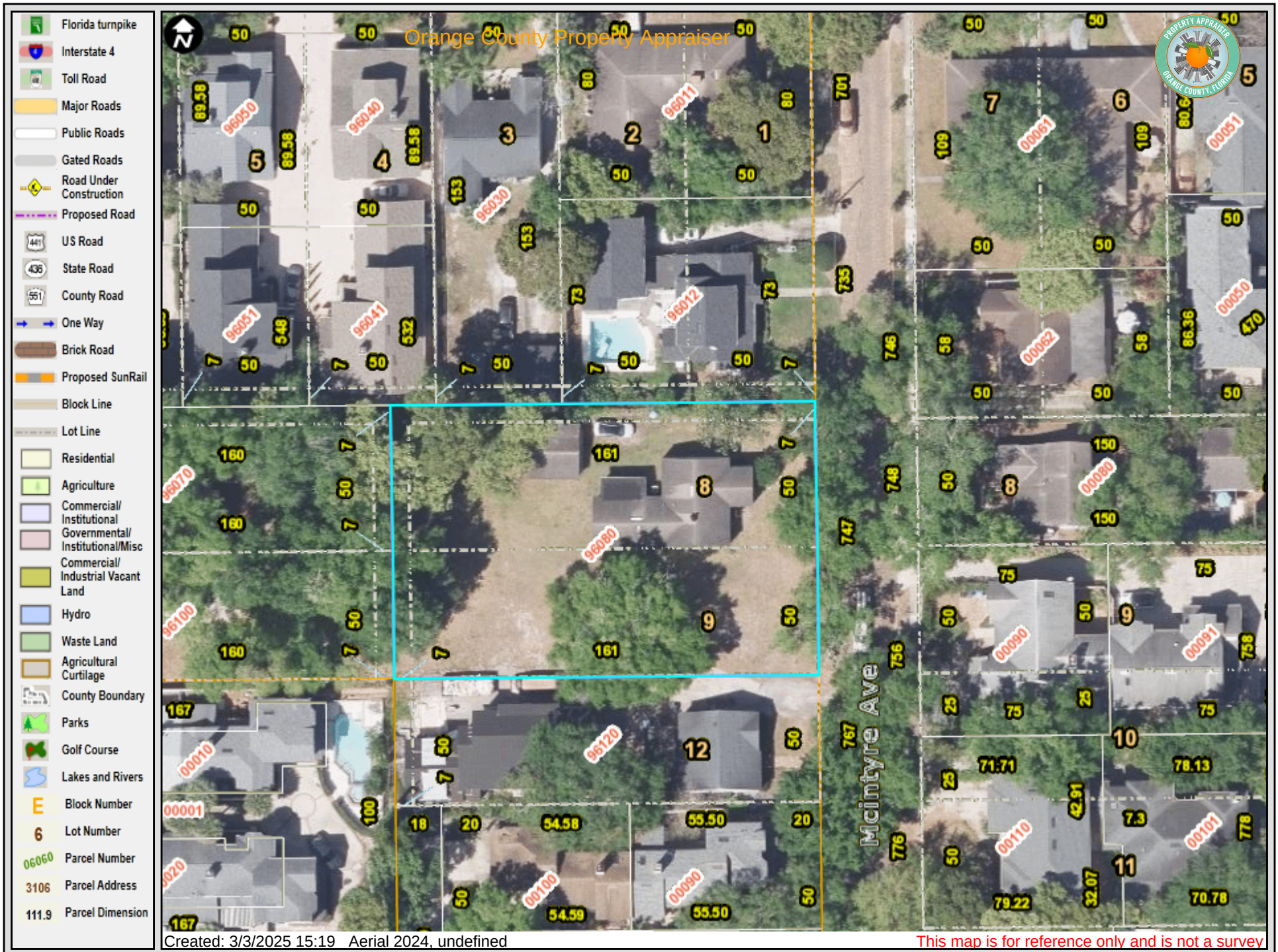
While the removal of a contributing structure is a significant consideration, the proposed redevelopment is compatible with the historic district and enhances the architectural integrity of McIntyre Avenue. Approval of the demolition and lot split is recommended, with the understanding that the new homes will be subject to a future Certificate of Review.

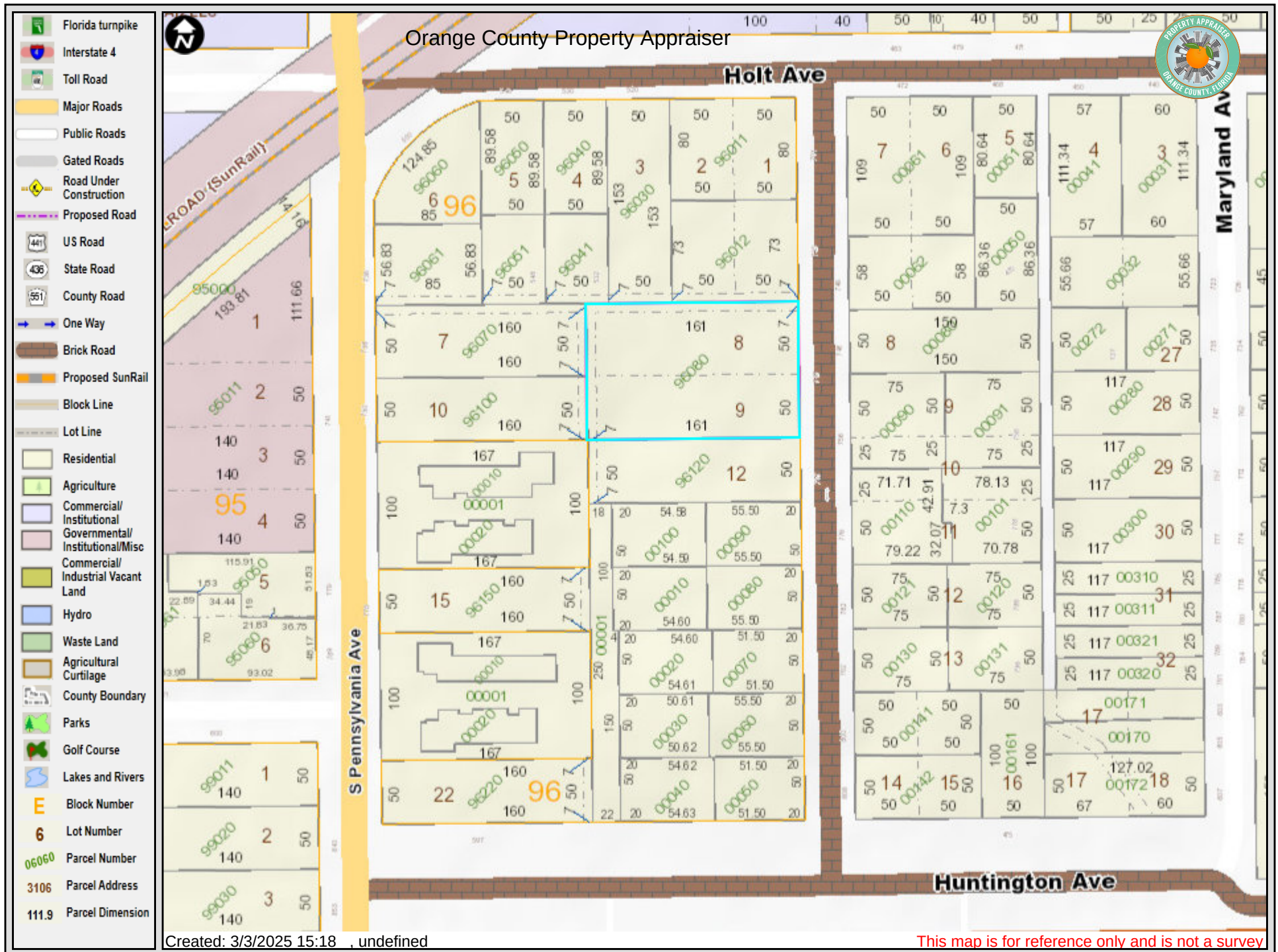
alternatives | other considerations

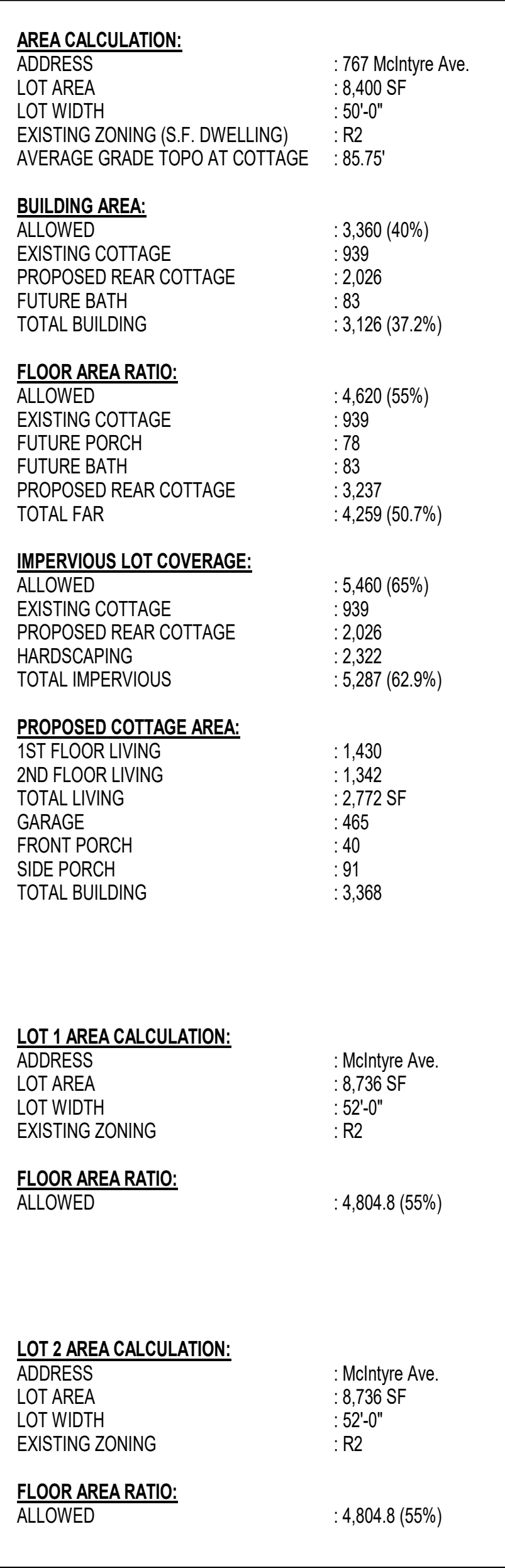
fiscal impact

attachments

1. Aerial Map
2. Location Map
3. Survey and Proposed Split
4. Proposed Plans - McIntyre Ave Cottages
5. 747 McIntyre east elevation
6. 747 McIntyre north elevation
7. 747 McIntyre south elevation
8. 747 mcintyre ave LETTER
9. LETTER to Winter Park Historic Preservation Board





[illegible]

Barefoot Brothers

McIntyre

SITE PLAN - EXISTING

Date 2/13/2025

Drawn By WT

Checked By WT

1

Scale As indicated



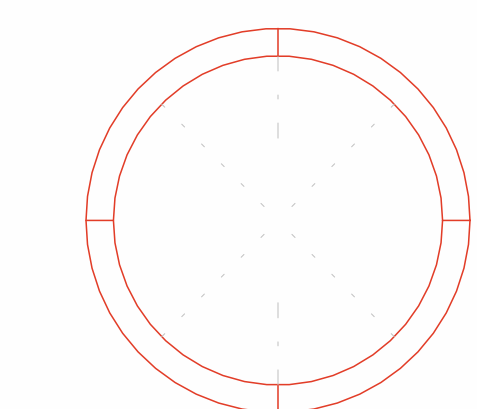
FLOOR AREA RATIO:
ALLOWED : 4,804.8 (55%)

2	
Scale	As indicated

A diagram of a circular seal. It consists of two concentric circles. The space between the circles is divided into four equal quadrants by a vertical and a horizontal line. In the center of the seal is a crosshair formed by two intersecting lines. From the center, eight radial lines extend outwards to the inner circle, dividing the central area into eight equal sectors. The word "SEAL" is written in capital letters above the top of the seal.



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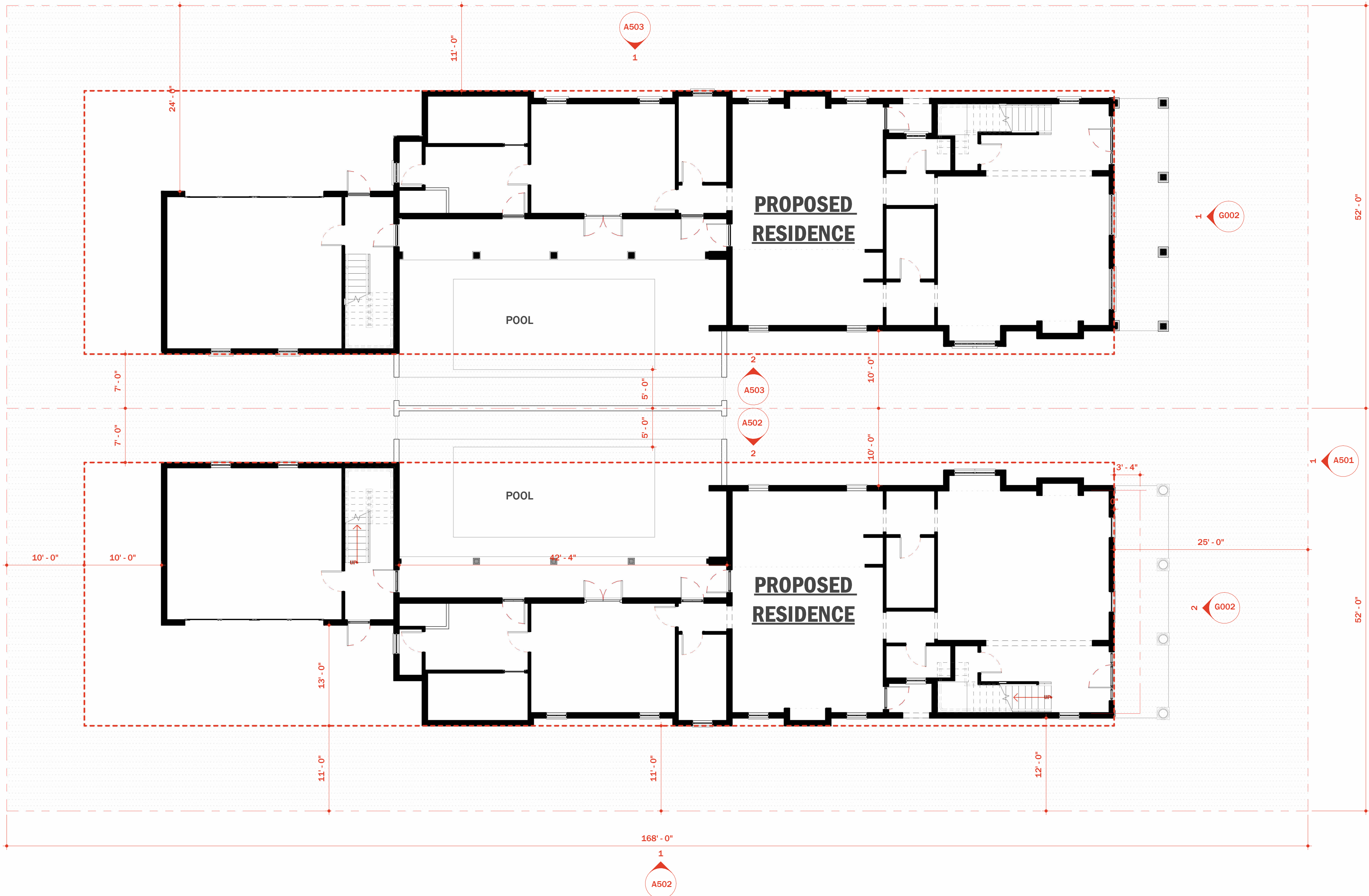
the **MCINTYRE COTTAGES**
McIntyre Avenue Winter Park

[illegible]

CONFIDENTIALITY NOTICE:
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PROJECT OVERVIEW

G002



zoning requirements

SITE INFORMATION			
PROJECT NAME		McIntyre Avenue Cottages	
PROJECT ADDRESS		McIntyre Ave	
EXISTING ZONING		R-2 Historic	
SITE SETBACKS		REQUIRED	PROPOSED
FRONT	25'	28' - 0"	
REAR (FIRST)	5'	10' - 0"	
REAR (SECOND)	10'	10' - 0"	
LEFT SIDE (FIRST)	7'	11' - 0"	
LEFT SIDE (SECOND)	10'	11' - 0"	
RIGHT SIDE (FIRST)	7'	7' - 0"	
RIGHT SIDE (SECOND)	10'	10' - 0"	
BUILDING HEIGHT			
ALLOWED		30' - 0"	
PROPOSED		26' - 6"	
FAR CALCULATIONS			
LOT AREA			8736.00 ft²
FAR ALLOWED		4804.80 ft² (55%)	
FAR PROPOSED			4394.00 ft²
IMPERVIOUS COVERAGE			
LOT AREA			±/ 8736.00 ft²
ALLOWED			(65%)8678.40 ft²
PROPOSED			
TOTAL CONSTRUCTION			3214.00 ft²
HARDSCAPE			2220.00 ft²
TOTAL			5434.00 ft²

area tabulations

AREA CONDITIONED			
NAME	TYPE	SQFT	
FIRST FLOOR	CONDITIONED	2169.40 ft²	
SECOND FLOOR	CONDITIONED	1300.13 ft²	
STUDIO	CONDITIONED	495.89 ft²	
STUDIO ENTRY	CONDITIONED	150.40 ft²	
TOTAL CONDITIONED		4115.81 ft²	

AREA NON-CONDITIONED			
NAME	TYPE	SQFT	
REAR PORCH	NON-CONDITIONED	225.78 ft²	
SIDE PORCH	NON-CONDITIONED	25.50 ft²	
FRONT PORCH	NON-CONDITIONED	210.00 ft²	
TOTAL COVERED		461.28 ft²	

AREA GARAGE			
NAME	TYPE	SQFT	
2 CAR GARAGE	GARAGE	493.16 ft²	
TOTAL GARAGE		493.16 ft²	

AREA TOTAL CONSTRUCTION			
NAME	TYPE	SQFT	
FIRST FLOOR	CONDITIONED	2169.40 ft²	
SECOND FLOOR	CONDITIONED	1300.13 ft²	
STUDIO	CONDITIONED	495.89 ft²	
STUDIO ENTRY	CONDITIONED	150.40 ft²	
2 CAR GARAGE	GARAGE	493.16 ft²	
FRONT PORCH	NON-CONDITIONED	210.00 ft²	
REAR PORCH	NON-CONDITIONED	225.78 ft²	
SIDE PORCH	NON-CONDITIONED	25.50 ft²	
TOTAL CONSTRUCTION		5070.25 ft²	

AREA HARDSCAPE			
NAME	TYPE	SQFT	
POOL DECK	HARDSCAPE	338.72 ft²	
TOTAL HARDSCAPE		338.72 ft²	

Impervious Area

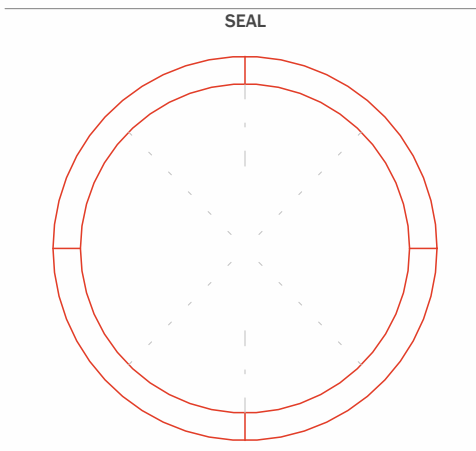
Name	Area
Building Common Area	
2 CAR GARAGE	493.16 ft²
FIRST FLOOR	2169.40 ft²
FRONT PORCH	210.00 ft²
REAR PORCH	225.78 ft²
SIDE PORCH	25.50 ft²
STUDIO ENTRY	150.40 ft²
	3274.24 ft²
Grand Total	3274.24 ft²



ENGINEER

alba
ENGINEERING
C.A. #30556

DANIEL SOUTER, P.E.
McIntyre Ave
P.O. BOX 547774
ORLANDO FL 32854
PHONE: (407) 421-4866



SEAL

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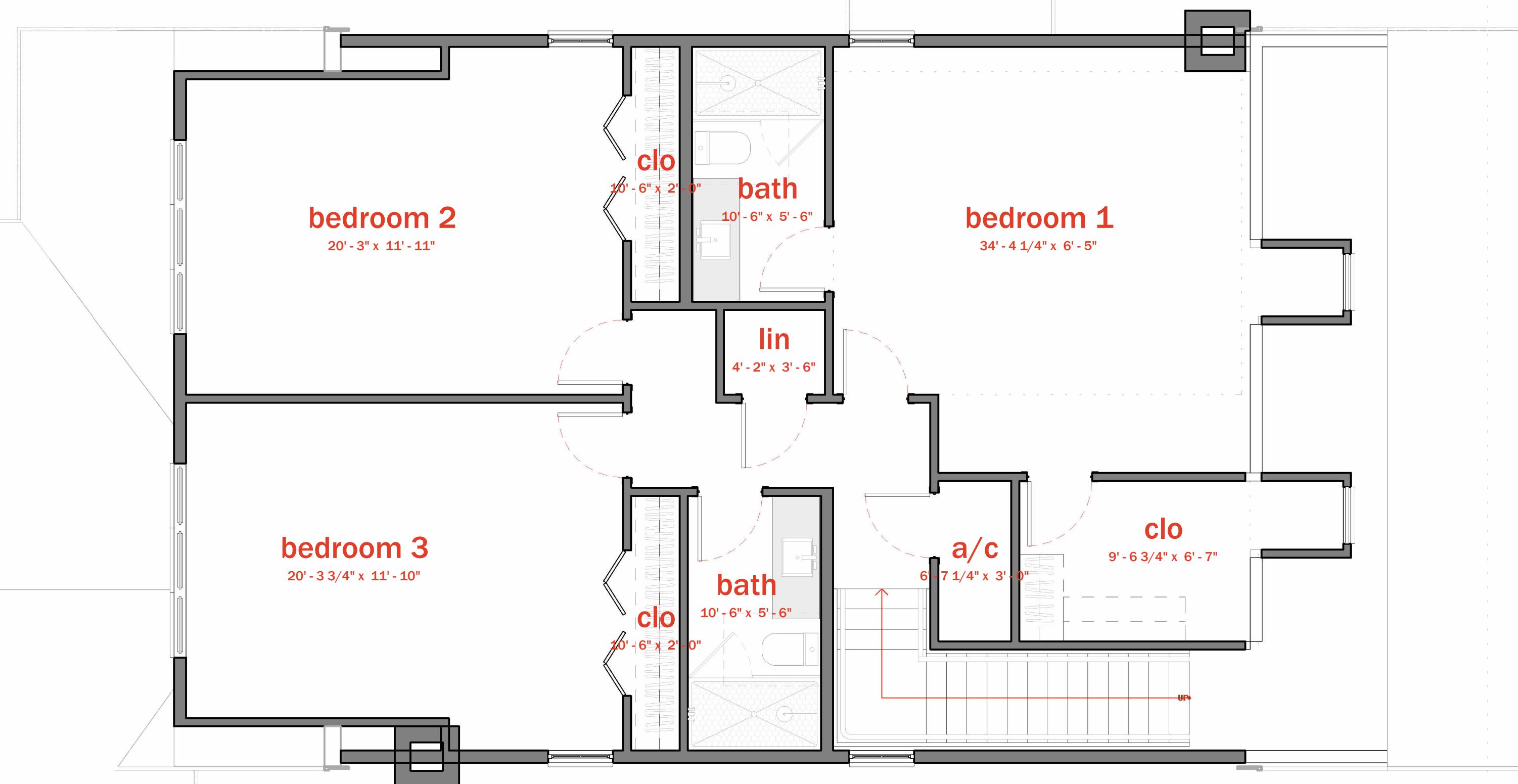
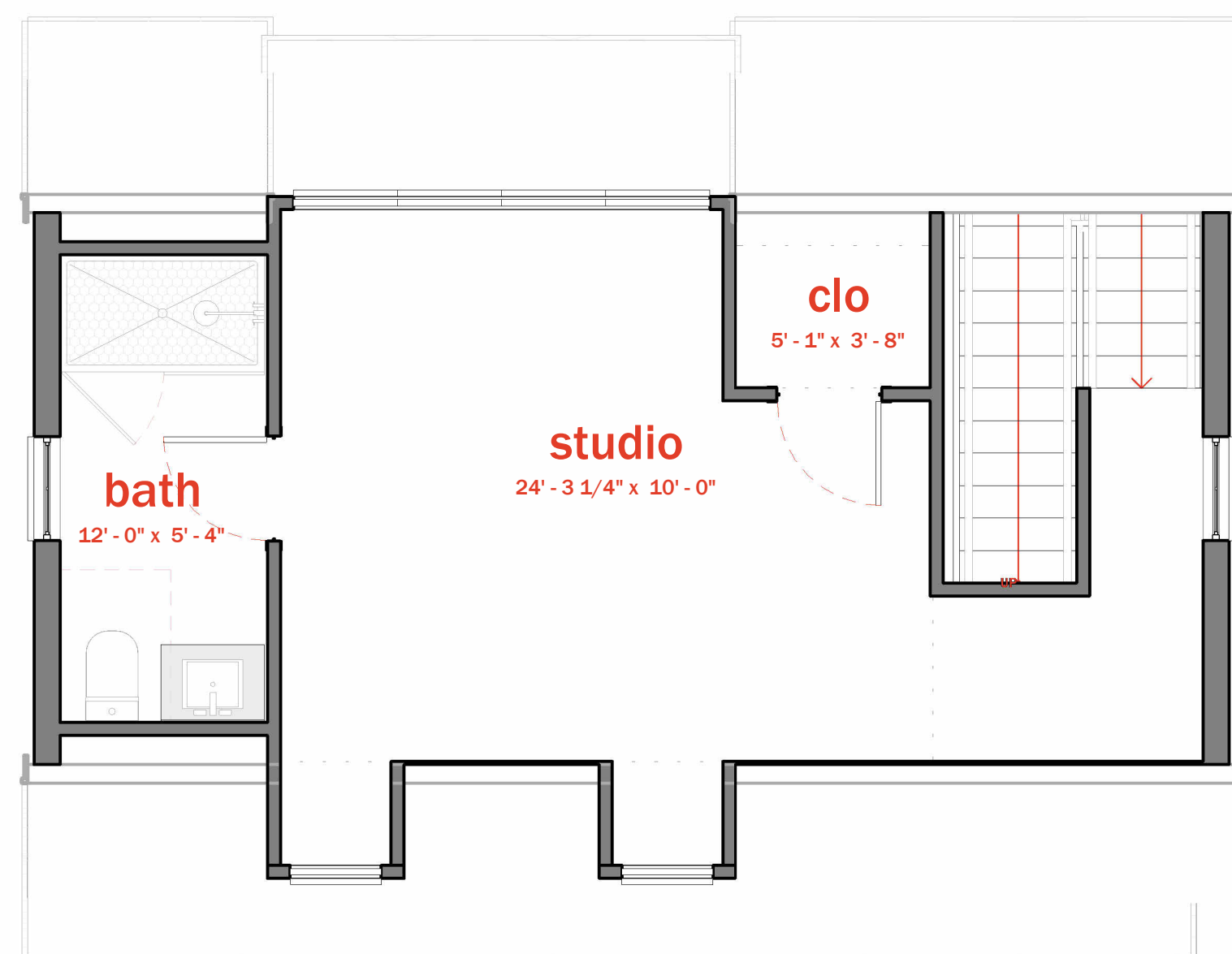
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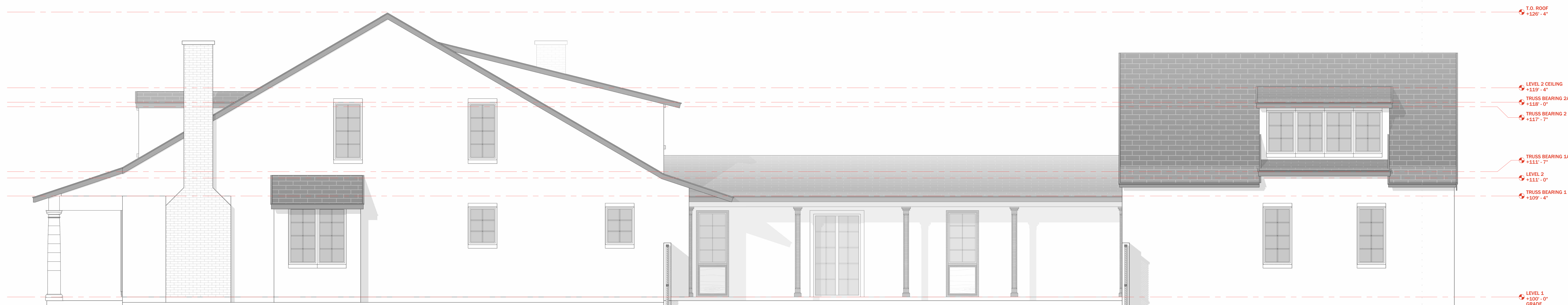
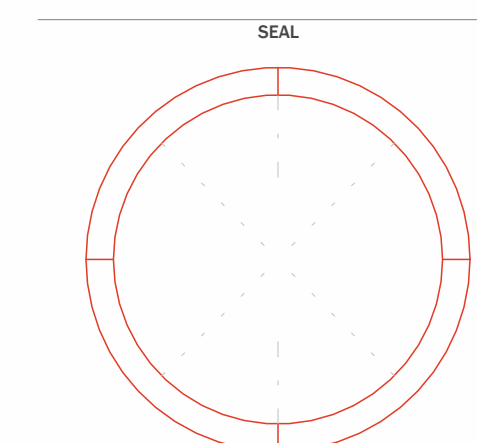
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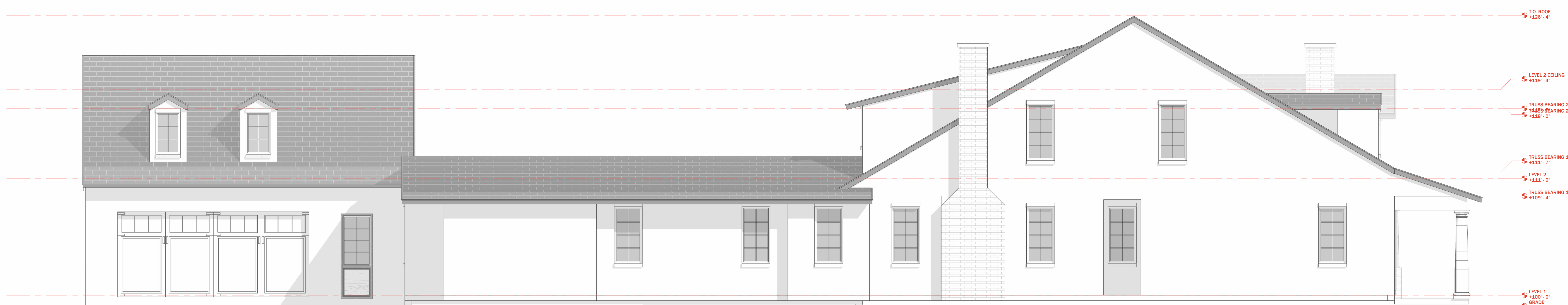
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2 low country north
SCALE: 1/4" = 1'-0"



1 low country south
SCALE: 1/4" = 1'-0"

Issue Date	06.20.2
Project Status	PHAS
Project Designer	MC
Project Drafter	MC

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EXTERIOR ELEVATIONS

A502

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SCALE: 1/4" = 1'-0'



SCALE: 1/4" = 1'-0'



William
ATES
DATE
2024
classab
9-3355





For more information
call 813-241-1111
or visit our website
at www.fox.com

3 March 2025

Re: 747 McIntyre Avenue, Winter Park

To whom it may concern:

I wish to express my support for the plan to demolish the current house located at 747 McIntyre Avenue and build one house on each of the two lots.

The property was purchased by my great-grandfather in November 1945, and the house was built early the following year on the north lot. For 80 years, then, the property has served as family residence. The house was built in the year following the end of World War II, when (I was told) building supplies at home were still scarce. The very slight eaves and the house design are not (as some have suggested) a minimalistic style. (The design elements of the house are not characteristic of Minimalism at all.) Instead, they were plans drawn up by my great-grandfather and his daughter. Jeff Briggs recently described the house as “architecturally unremarkable.”

While I harbor affection for the house, it is not historic in design. Furthermore, after meeting with architects and builders, I have learned that it is impractical and nearly impossible to turn the current house into a functional modern house without tearing up concrete floors and bringing down multiple walls. I support replacing it with a house that fulfills modern needs and desires while simultaneously matching the character of the quaint architectural styles common in the College Quarter.

Because I have lived here for over four decades, I have a continuing respect and affection for the area and the neighbors, and I support maintaining the charm and quiet of the street. Limiting the property to two houses, tastefully designed, would enhance both the appeal and the value of the neighborhood.

Sincerely,

A handwritten signature in cursive script that reads "Roger Barrows". The signature is fluid and extends across the width of the line.

Roger Barrows

March 5, 2025

Dear Historic Preservation Board,

My name is Matthew McKeever. I have owned the property at 750 S. Pennsylvania for many years. I have lived in Winter Park for 30+ years.

I am familiar with the plan for 747 McIntyre Ave. The current home on that site is an eyesore at best. I am in favor of the request to remove the existing home and subdivide the land into two single-family home lots measuring 52' x 168'.

I am confident the new owners and Barefoot Brothers Construction will build two beautiful homes that will enhance the neighborhood while respecting the integrity of the CQHD.

Sincerely,



Matthew McKeever
720 Palmer Ave.
Winter Park



Historic Preservation Board

agenda item 4.c

item type

Public Hearings (Public participation and comment on these matters must be in person.)

meeting date

April 9, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Mary Bush, Administrative Coordinator
III

subject

COR 25-02 Request by Marty Sullivan and Maura Smith to amend the Certificate of Review granted in April 2023 for 901 Georgia Avenue, zoned R-1A, to build a 737-square foot addition to the existing detached garage for an accessory dwelling unit, inclusive of setback variances in the rear of the lot.

motion | recommendation

Staff recommendation is for approval.

background

Marty Sullivan and Maura Smith, owners of the historic home at 901 Georgia Avenue, an individually designated property built in 1917, are requesting approval to expand their existing detached two-car garage and construct a guest/accessory dwelling unit (ADU). In 2023, they received a Certificate of Review approving modifications to the garage, including repurposing the rear 10 feet from storage to living space, extending the garage an additional 6 feet at the rear, and adding 22 feet of width on the south side to create enclosed living space with a screened front porch.

The applicants have now submitted a revised request that increases the width of the addition from 22 feet to 32 feet and expands the enclosed living space from 672 square feet to 737 square feet. While the total ADU size was originally approved at 1,042 square feet, the revised design slightly adjusts the overall square footage to 1,025 square feet. These changes have affected the setback variance, necessitating subsequent approval.

The general policy surrounding historic designation, whether as part of a district or an individually designated property, is intended to be mutually beneficial. The City gains the assurance of preservation, while property owners receive favorable consideration for variances, provided the request does not create incompatibility with neighboring properties. The original approval was granted based on the determination that the proposed ADU would not negatively impact adjacent properties, given the existing privacy screening from the neighboring garage and an eight-foot hedge. Since then, new neighbors have moved into the

property to the west at 343 Cherokee Lane and have expressed concerns about a rental unit within the setback.

However, the proposed ADU remains consistent with the original intent of the project and continues to be screened by existing landscaping and structures. The use of the structure as an ADU/rental unit is part of the benefits of historic designation. Overall, the addition aligns with the principles of historic preservation while maintaining reasonable privacy measures for neighboring properties.

In terms of architectural compatibility, the existing two-story Tudor home has wood siding and window fenestration from the 1917 era. The new addition to the garage matches the roof pitch and scale of the garage. It continues the same wood siding exterior and similar window fenestration as contained on the main house. The asphalt shingle roof matches the home with a standing seam metal roof element just over the screen porch for architectural interest.

alternatives | other considerations

fiscal impact

attachments

1. Location Map
2. Aerial Map
3. Site pictures
4. HPB submittal re-approval 4-2025
5. comparison permitting 3-13-2025



Lake
Maitland

OVIN AVENUE

LINCOLN CIRCLE

ANCHORAGE COURT

ALABAMA DRIVE

MAYFIELD AVENUE

NICEAN CIRCLE

SEMINOLE DRIVE

CHEROKEE LANE

OLD ENGLAND AVENUE

GEORGIA AVENUE

E WEBSTER AVENUE



GEORGIA AVENUE

SEMINOLE DRIVE

CHEROKEE LANE

Front of the home at 901 Georgia Avenue



Rear of the home at 901 Georgia Avenue



Common property line of 243 Cherokee showing garage and hedge



April 10, 2025

Marty Sullivan and Maura Smith
901 Georgia Avenue, Winter Park, FL 32789
407-247-4277

To:
City of Winter Park
Planning & Transportation Department
Historic Preservation Board
401 South Park Avenue
Winter Park, Florida 32789

Requested alteration:

Certificate of Review Application

1. 901 Georgia Avenue
Marty Sullivan and Maura Smith 901 Georgia Avenue 407-247-4277

2. Please indicate the work you propose to undertake:

__xx__ Minor alteration _ New construction _ Addition _ Demolition _ Rehabilitation

xx Variance request (additional information required) Other:

3. Proposed project narrative: xx Modification of length of setback variance, extend from 45 feet to 54.2 feet

We are requesting approval from the HPB board for revisions to the proposed ADU at 901 Georgia Avenue.

10-foot setback variance was approved to be at rear of lot versus 25 feet, for a structure with a length of 45 feet. This request is to change the length of the 10-foot setback to 54.2 feet. See Figure 1.

Adjacent side setback of neighbor's garage is 5 feet from property line (Figures 2 and 3).

This reconfiguration is to provide more separation between the ADU to the primary structure and to preserve the garage windows on the south side of the garage while retaining approximately same square footage (gross ADU increase of 17 sf).

Other improvements to the proposal are presented in Figure 3, including elimination of curb cut onto Cherokee Lane, preservation of magnolia tree, stormwater storage, and protection of live oak in northwest corner of lot.

Respectfully submitted,

Maura Smith
Maura Smith

Marty Sullivan

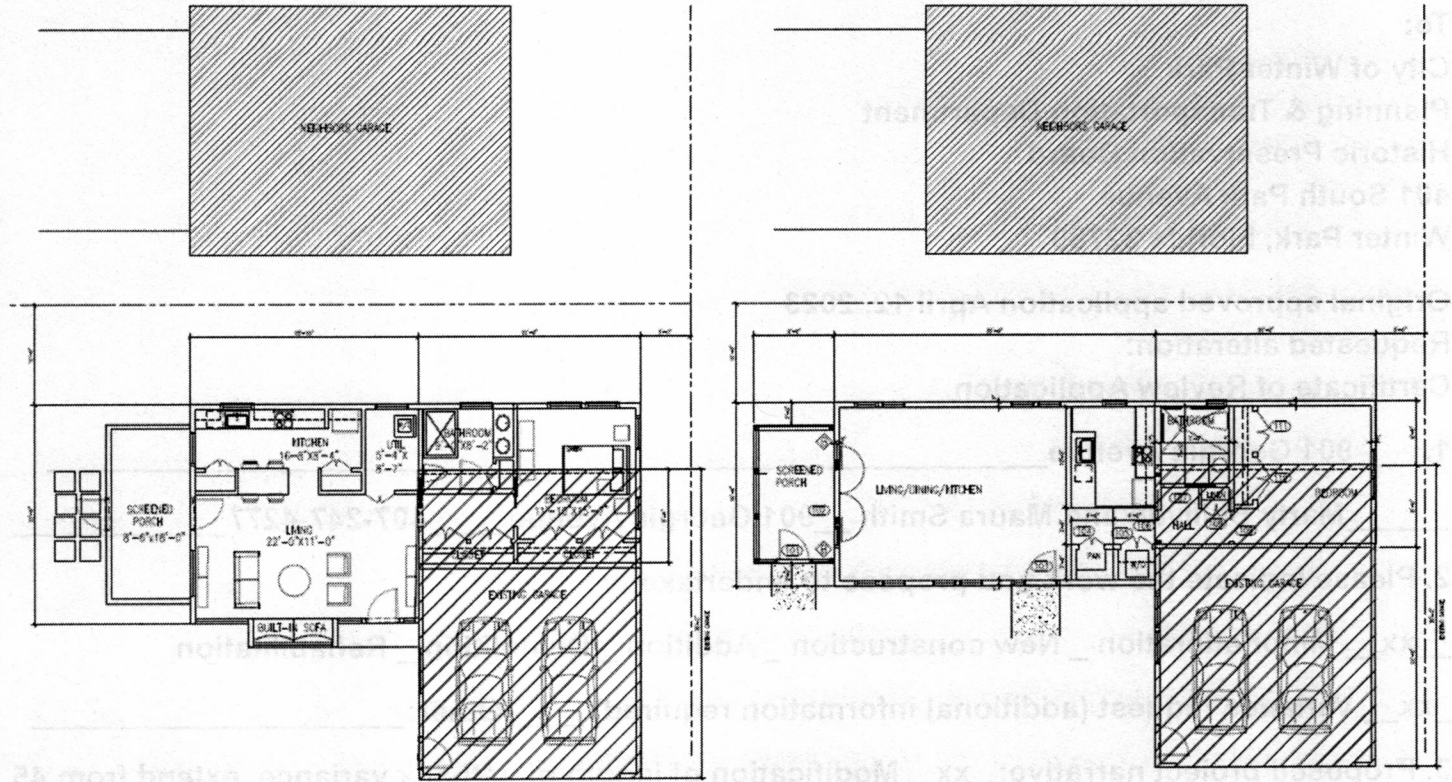
SULLIVAN ADU PROPOSED

FIGURE 1

DETAIL PLANS APPROVED VS PROPOSED REVISION

FORMERLY APPROVED

PROPOSED REVISION



HPB APPROVED vs CURRENT DESIGN

NEW AREA - 672 SF vs 737 SF

EXIST'G AREA - 217 SF vs 176 SF

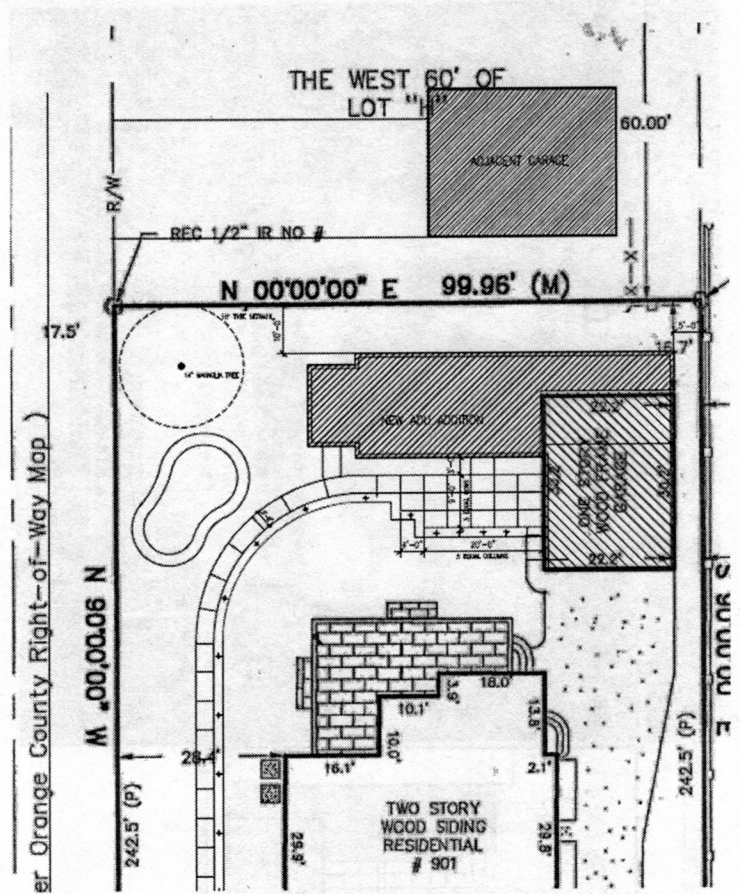
TOTAL ADU AREA - 889 SF A/C vs 913 SF A/C

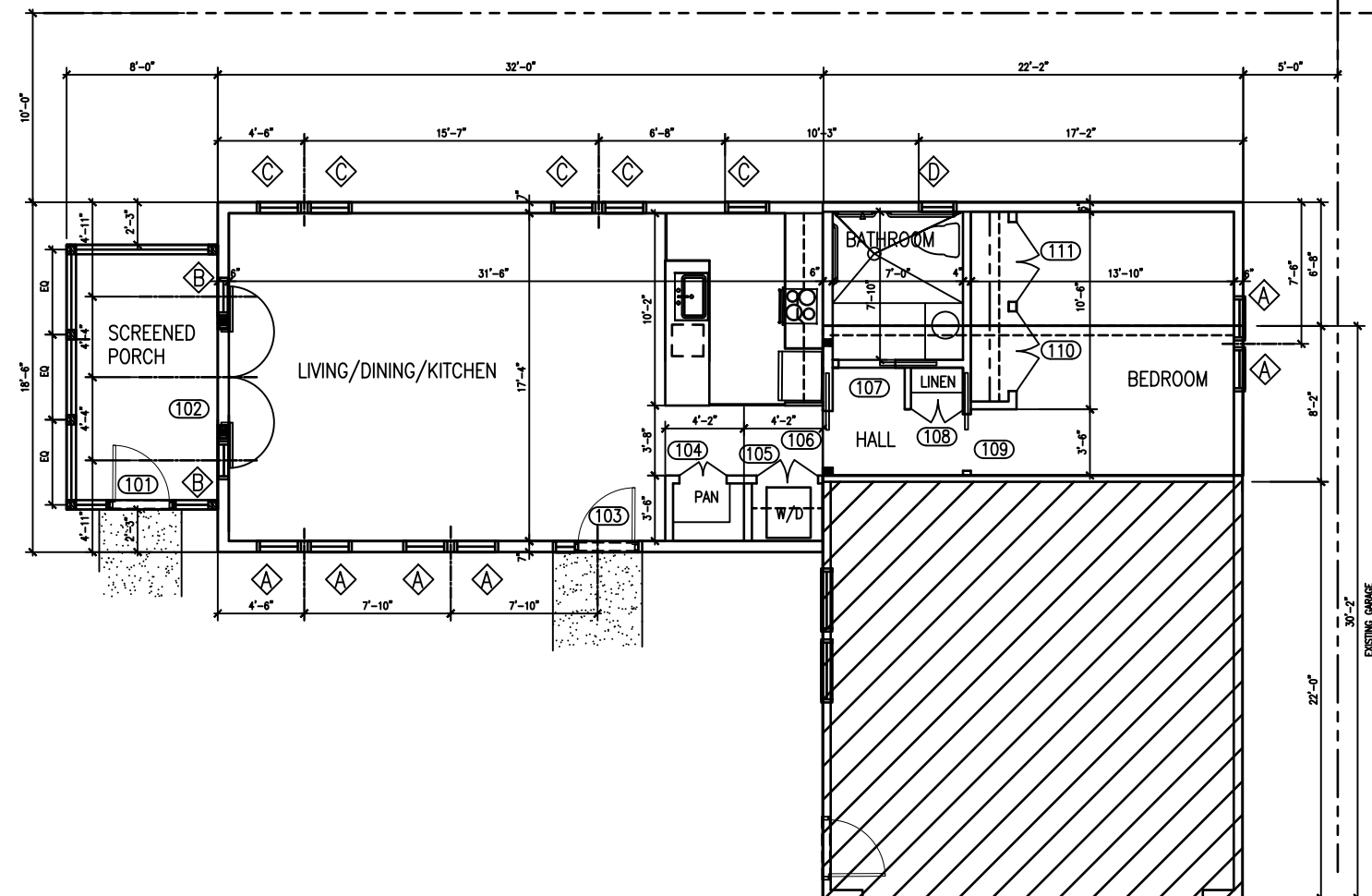
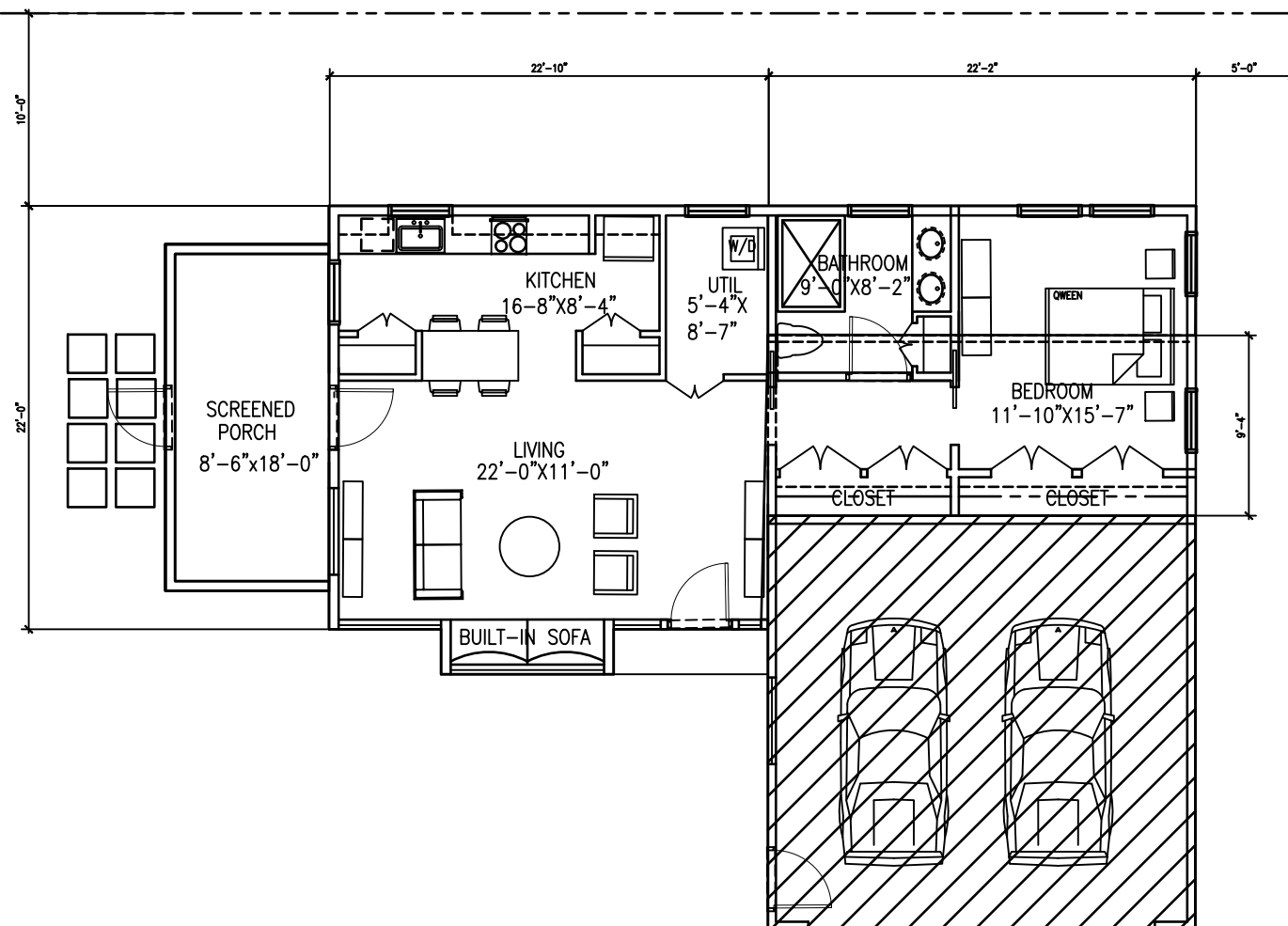
ROOFED OPEN PORCH - 153 SF vs 112 SF

GROSS ADU AREA - 1,042 GSF vs 1,025 GSF

PROPOSED REVISION

PROPOSED REVISION





HPB APPROVED vs CURRENT DESIGN

NEW AREA - 672 SF vs 737 SF

EXIST'G AREA - 217 SF vs 176 SF

TOTAL ADU AREA - 889 SF A/C vs 913 SF A/C

ROOFED OPEN PORCH - 153 SF vs 112 SF

GROSS ADU AREA - 1,042 GSF vs 1,025 GSF



Historic Preservation Board

agenda item 4.d

item type

Public Hearings (Public participation and comment on these matters must be in person.)

meeting date

April 9, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by**subject**

Request of the City of Winter Park for: An Ordinance amending Article VIII Historic Preservation of Chapter 58 of the Land Development code concerning the process and procedures for Certificates of Review subject to the public notice and public hearing process, penalties for unauthorized demolitions or significant alterations to historic structures.

motion | recommendation

Staff recommendation is for approval of the Ordinance.

background

This item was originally presented to the City Commission at their January 8, 2025 meeting but was tabled to allow staff the opportunity to hold a community meeting and gather additional public input. That community meeting was held on February 20, 2025, and following thoughtful feedback from residents, staff revised the proposed ordinance to incorporate community suggestions and concerns. The updated ordinance is now presented in two versions for consideration. Version 1 excludes a monetary contribution provision related to historic preservation violations, while Version 2 retains the previously proposed monetary contributions and enforcement language introduced earlier this year. HPB will need to vote for either Version 1 or Version 2.

In summary, both versions of the ordinance aim to improve clarity in the design review process, enhance application requirements, and address limitations in enforcing regulations related to unauthorized alterations or demolitions of historic properties. Key improvements include the introduction of a formal pre-application process and preliminary design concept review by the HPB, allowing applicants to receive early, non-binding feedback prior to formal review. Application requirements are also strengthened, with more detailed specifications required for proposed exterior materials, architectural elements, and site features to ensure more comprehensive evaluations. Additionally, the ordinance provides clearer criteria for the HPB when considering demolition requests or significant exterior changes and requires applicants to submit a due diligence assessment identifying all proposed demolition or alteration areas as part of their application.

For noncontributing structures within historic districts, both versions streamline the demolition approval process for non-contributing structures, but maintains the requirement that any replacement construction must conform to established district design guidelines or reflect an architectural style consistent with the district's historic character.

The primary distinction between the two versions lies in how violations are addressed. Both versions provide HPB with the authority to (1) revoke the certificate of approval and any variances, requiring full reconstruction, or (2) amend the certificate of approval and revoke some or all variances. However, Version 2 includes an additional enforcement mechanism that allows HPB to impose further conditions on amended approvals, including the option to require a monetary contribution toward historic preservation efforts. This contribution would be proportionate to the violation and may not exceed thirty (30) percent of the affected building's value, as determined by the most recent Orange County Property Appraiser's tax roll. This provision establishes a maximum limit but does not mandate an automatic contribution—any amount would be determined based on the nature and extent of the violation. Both versions provide the same appeal process for HPB decisions, as outlined in Section 58-477 of the Land Development Code.

alternatives | other considerations

fiscal impact

attachments

1. Ordinance to Update to Historic Preservation Regs - April 2025 v1
2. Ordinance to Update to Historic Preservation Regs - April 2025 v2

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA
AMENDING ARTICLE VIII HISTORIC PRESERVATION OF
CHAPTER 58 OF THE LAND DEVELOPMENT CODE
CONCERNING THE PROCESS AND PROCEDURES FOR
CERTIFICATES OF REVIEW SUBJECT TO THE PUBLIC
NOTICE AND PUBLIC HEARING PROCESS, PENALTIES FOR
UNAUTHORIZED SIGNIFICANT ALTERATIONS OR
DEMOLITIONS; PROVIDING FOR CONFLICTS,
CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Winter Park (the "City") recognizes that the preservation of historic homes is important to the health, safety and general welfare of the community; and

WHEREAS, the City Commission recognizes that the Historic Preservation Board plays an important role in the review of changes, modification to historically designated structures and contributing structures within historic districts; and

WHEREAS, the City Commission has received a recommendation from the Historic Preservation Board for improvements to the Historic Preservation regulations concerning the process for certificates of review and for occasions of unauthorized significant alterations to or demolitions; and

WHEREAS, in accordance with section 163.3174, Florida Statutes, and section 58-372 of the City Code of Ordinances, the City's local planning agency, which is the designated Planning and Zoning Board, has also reviewed and made recommendations as to the amendments set forth herein;

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA:

SECTION I: RECITALS. The above recitals are true and correct, are adopted and incorporated herein, and constitute the legislative findings of the City Commission of the City of Winter Park.

SECTION II: Portions of Chapter 58, Land Development Code, Article VIII, Historic Preservation, are hereby amended to read as shown in Section III below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text. Sections and provisions not included are not being amended.

SECTION III: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Division 4 – Certificate of Review is hereby amended to read as follows:

DIVISION 4. - CERTIFICATE OF REVIEW

Sec. 58-467. - Pre-application conference/preliminary review.

(a) Before entering binding commitments or incurring substantial expense in the preparation of plans, surveys and other data, and before submitting an application for a certificate of review, an applicant shall confer with the city HPB staff to obtain information and guidance. The purpose of such conference is to further discuss and clarify conservation objectives and design guidelines in cases that do not conform to established objectives and the Land Development Code. In no case shall any statement or representation made prior to the official application review be binding on the HPB, the city commission or any city departments.

(b) Applicants must submit a design concept plan to the HPB for a preliminary review prior to the formal publicly noticed review for a final decision. The purpose of the HPB preliminary review is for the applicant to receive non-binding input from the HPB on what aspects and features of the design concept plan and variance requests, if any, appear to be acceptable or not. The city staff may allow an applicant to skip the preliminary review of the design concept plan under this subsection.

Sec. 58-473. - Certificates of review.

(d) All approvals of certificates of review shall require subsequent review and approval by staff for the construction plans to ensure the plans and representations made at the public hearing are incorporated accurately into the building permit plans and application submissions. If staff does not agree that the plans submitted accurately represent the HPB certificate of review approval, or if changes have been made, subsequent review and approval by the HPB shall be required. An approved certificate of review and any accompanying variance(s) shall expire one year after the date of approval if the approved construction, rehabilitation, restoration, renovation, addition, demolition, or relocation has not physically commenced on the property within such time period. Upon the request of the property owner, staff may administratively extend the approval for an additional year. Thereafter, upon request by the property owner one additional one-year extension may granted by the HPB upon good cause.

(e) Applications for certificates of review (for both residential and non-residential buildings) shall include comprehensive and specific details on all proposed exterior materials and architectural elements of the project. This includes, but is not limited to, roofing type, material, color, style, pitch, and features such as dormers, skylights, chimneys, or mechanical equipment screening; exterior façade details including materials, finishes, textures, colors; window specifications including type, material, size, shape, glazing, muntin and mullion details, trim, surrounds, and colors; and all exterior doors including entry, garage, and service doors, with details on materials, finishes, and fenestration patterns. Site elements for non-residential projects such as fences, walls, gates, driveways, walkways, screening elements,

and the location and treatment of mechanical and utility equipment. All material specifications, color swatches, and architectural renderings shall be included to support a full and informed review. Applications lacking sufficient specificity may be deemed incomplete.

(f) Minor exterior alterations, rehabilitation, and restoration such as window and door replacements, façade treatments, and the like, that are consistent with the current architectural style of the structure, may be exempt from the certificate of review process and be solely subject to the building permit review process.

(g) In order for HPB to make a determination on demolition on portions of a structure, a due diligence assessment must be completed and submitted as part of the certificate of review application materials to clearly indicate any demolition, exterior alteration, rehabilitation, restoration, renovation, or addition areas. A due diligence assessment is a comprehensive evaluation of the structure's architectural integrity, and structural condition to ensure informed decision-making regarding proposed changes. Any portion of a historic home proposed for demolition, exterior alteration, rehabilitation, restoration, renovation, or addition must be explicitly identified in the application and visually marked on architectural plans. These areas shall be reviewed by the HPB, which must provide approval before any demolition activities commence. The HPB may require additional justification or modifications to ensure the integrity and character of the historic home are preserved to the maximum extent feasible. Certificate of review applications that do not satisfy the due diligence requirements or fail to clearly indicate any demolition, exterior alteration, rehabilitation, restoration, renovation, or addition areas will be deemed incomplete and will not proceed to review by the HPB until such areas are clearly identified.

Sec. 58-479. - Guidelines for demolition/significant changes of designated properties or properties within historic districts.

In addition to all other provisions of this article, in determining whether to approve or deny an application involving significant changes to the exterior façade(s) or the demolition of designated structures on properties—or properties located within designated historic districts, the HPB shall consider the following criteria:

(1) The structure is of such interest or quality that it would reasonably meet national, state or local criteria for designation as a historic landmark.

(2) The structure is of such design, craftsmanship or material that it could be reproduced only with great difficulty and/or expense.

(3) The structure is one of the last remaining examples of its kind in the city, the county, or the region.

(4) The structure contributes to the historic character and scale of a designated historic district.

(5) Retention of the structure promotes the general welfare of the city by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage.

(6) There are definite plans for reuse of the property presented to the HPB for approval, if the proposed demolition is carried out, and such plans shall be for an authentic re-creation of architectural styling prevalent during the era of the predominant development of the district and there is an explanation of what the effect of those plans will be on the character of the surrounding area.

Noncontributing elements (see section 58-481 (9)) are exempt from the provisions of subsections (1) through (5) above.

Sec. 58-481. - Procedure for demolition of buildings and structures on properties designated on the Winter Park Register of Historic Places, or located within designated historic districts or as identified in the Florida Master Site File or the historic survey.

(9) *Noncontributing structures.* Owners of noncontributing structures within any historic district shall not be required to show economic hardship in applying for a certificate of approval for demolition for such structures. However, the new construction proposed as a replacement must conform to the adopted design guideline standards of the historic district when such design standards have been adopted and if no design standards have been adopted, then the replacement shall be an authentic re-creation of an architectural style that reflects a prevalent architectural style of the era of development of the district.

Sec. 58-482. - Reconstruction of destroyed historic landmarks.

The loss of local historic landmarks, resources or contributing structures within a historic district that have been destroyed by fire or other natural disaster may be ameliorated by efforts to reconstruct the resource. Reconstruction means the process of reproducing by new construction the exact form and detail of a demolished building structure or object as it appeared at a certain point in time. The HPB shall encourage reconstruction when deemed appropriate and when such reconstruction is based upon evidence of the size, form, architectural style and detail of the demolished building. The reconstruction will be recognized as such in the Winter Park Register of Historic Places. This section shall only apply as indicated above to circumstances where an individually designated historic landmark structure or a contributing historic structure within a local or national register historic district has been damaged or destroyed by fire, tornado or other natural disaster.

Sec. 58-500. - Violations.

(a) Any person who carries out or causes to be carried out any work in violation of this article shall be required to restore the subject improvement, landscape feature

or site either to its appearance prior to the violation or in accordance with a certificate of review approved by the HPB. This civil remedy shall be in addition to and not in lieu of any criminal prosecution and civil penalty otherwise provided in section 2-107 in this Code.

~~(b) Any person who carries out or causes to be carried out any work in violation of this article that causes irreparable or irreversible damage to a designated historic resource, or to any contributing or noncontributing resource within a designated historic district a fine not to exceed three times the amount per violation provided for in section 2-107 in this Code. Any person who violates this article is subject to code enforcement fines and lien imposed by the Code Compliance Board. Without limiting the foregoing, the Code Compliance Board has the authority to order the restoration of any unauthorized removal or significant alteration to the exterior of a structure, or demolition in part or in whole, to a designated historic structure, or to any contributing or noncontributing structure within a designated local or national register historic district to exactly the same condition and exterior materials as existed prior to the alteration or demolition and impose a fine for each day until such is achieved. Further, the Code Compliance Board has the authority to enforce the HPB's decision under subsection (c) and impose a fine for each day until compliance is achieved.~~

(c) In violation cases where there exists a certificate of review approval by the HPB for said property or structure and no such specific HPB approval has been granted for such unauthorized significant alterations to the exterior or demolitions, the HPB, after conducting a noticed public hearing and giving the applicant an opportunity to be heard, may (i) revoke the certificate of approval and any variances previously granted by the HPB and require full reconstruction of the pre-existing structure, which may include an authentic replica with authentic exterior materials; or (ii) amend the certificate of approval and revoke some or all variances previously granted by the HPB. Any decision rendered by the HPB may be appealed subject to the provisions in Section 58-477.

SECTION IV: CONFLICTS. If any Ordinances or parts of Ordinances are in conflict herewith, this Ordinance shall control to the extent of the conflict.

SECTION V: SEVERABILITY. If any section, subsection, sentence, clause, phrase, provision, or word of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity or unconstitutionality shall not be held to invalidate or impair the validity, force, or effect of any other remaining provisions of this Ordinance.

SECTION VI: CODIFICATION. Sections III of this Ordinance shall be codified and made a part of the City of Winter Park Land Development Code, and the sections of this Ordinance may be renumbered or re-lettered to accomplish this intention. The word "Ordinance" may be changed to "Section," "Article," or other appropriate word. The City Clerk is given liberal authority to ensure proper codification of this Ordinance, including the right to correct scrivener's errors.

SECTION VII: This Ordinance shall become effective immediately following approval by the City Commission at its second reading.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2025.

City of Winter Park

Sheila DeCiccio, Mayor

Attest: _____
Rene Cranis, City Clerk

ORDINANCE NO. _____

**AN ORDINANCE OF THE CITY OF WINTER PARK, FLORIDA
AMENDING ARTICLE VIII HISTORIC PRESERVATION OF
CHAPTER 58 OF THE LAND DEVELOPMENT CODE
CONCERNING THE PROCESS AND PROCEDURES FOR
CERTIFICATES OF REVIEW SUBJECT TO THE PUBLIC
NOTICE AND PUBLIC HEARING PROCESS, PENALTIES FOR
UNAUTHORIZED SIGNIFICANT ALTERATIONS OR
DEMOLITIONS; PROVIDING FOR CONFLICTS,
CODIFICATION, SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, the City Commission of the City of Winter Park (the "City") recognizes that the preservation of historic homes is important to the health, safety and general welfare of the community; and

WHEREAS, the City Commission recognizes that the Historic Preservation Board plays an important role in the review of changes, modification to historically designated structures and contributing structures within historic districts; and

WHEREAS, the City Commission has received a recommendation from the Historic Preservation Board for improvements to the Historic Preservation regulations concerning the process for certificates of review and for occasions of unauthorized significant alterations to or demolitions; and

WHEREAS, in accordance with section 163.3174, Florida Statutes, and section 58-372 of the City Code of Ordinances, the City's local planning agency, which is the designated Planning and Zoning Board, has also reviewed and made recommendations as to the amendments set forth herein;

NOW, THEREFORE, BE IT ENACTED BY THE CITY OF WINTER PARK, FLORIDA:

SECTION I: RECITALS. The above recitals are true and correct, are adopted and incorporated herein, and constitute the legislative findings of the City Commission of the City of Winter Park.

SECTION II: Portions of Chapter 58, Land Development Code, Article VIII, Historic Preservation, are hereby amended to read as shown in Section III below, and words with single underlined type shall constitute additions to the original text and ~~strike through~~ shall constitute deletions to the original text. Sections and provisions not included are not being amended.

SECTION III: Chapter 58, Land Development Code, Article VIII, Historic Preservation, Division 4 – Certificate of Review is hereby amended to read as follows:

DIVISION 4. - CERTIFICATE OF REVIEW

Sec. 58-467. - Pre-application conference/preliminary review.

(a) Before entering binding commitments or incurring substantial expense in the preparation of plans, surveys and other data, and before submitting an application for a certificate of review, an applicant shall confer with the city HPB staff to obtain information and guidance. The purpose of such conference is to further discuss and clarify conservation objectives and design guidelines in cases that do not conform to established objectives and the Land Development Code. In no case shall any statement or representation made prior to the official application review be binding on the HPB, the city commission or any city departments.

(b) Applicants must submit a design concept plan to the HPB for a preliminary review prior to the formal publicly noticed review for a final decision. The purpose of the HPB preliminary review is for the applicant to receive non-binding input from the HPB on what aspects and features of the design concept plan and variance requests, if any, appear to be acceptable or not. The city staff may allow an applicant to skip the preliminary review of the design concept plan under this subsection.

Sec. 58-473. - Certificates of review.

(d) All approvals of certificates of review shall require subsequent review and approval by staff for the construction plans to ensure the plans and representations made at the public hearing are incorporated accurately into the building permit plans and application submissions. If staff does not agree that the plans submitted accurately represent the HPB certificate of review approval, or if changes have been made, subsequent review and approval by the HPB shall be required. An approved certificate of review and any accompanying variance(s) shall expire one year after the date of approval if the approved construction, rehabilitation, restoration, renovation, addition, demolition, or relocation has not physically commenced on the property within such time period. Upon the request of the property owner, staff may administratively extend the approval for an additional year. Thereafter, upon request by the property owner one additional one-year extension may be granted by the HPB upon good cause.

(e) Applications for certificates of review (for both residential and non-residential buildings) shall include comprehensive and specific details on all proposed exterior materials and architectural elements of the project. This includes, but is not limited to, roofing type, material, color, style, pitch, and features such as dormers, skylights, chimneys, or mechanical equipment screening; exterior façade details including materials, finishes, textures, colors; window specifications including type, material, size, shape, glazing, muntin and mullion details, trim, surrounds, and colors; and all exterior doors including entry, garage, and service doors, with details on materials, finishes, and fenestration patterns. Site elements for non-residential projects such as fences, walls, gates, driveways, walkways, screening elements,

and the location and treatment of mechanical and utility equipment. All material specifications, color swatches, and architectural renderings shall be included to support a full and informed review. Applications lacking sufficient specificity may be deemed incomplete.

(f) Minor exterior alterations, rehabilitation, and restoration such as window and door replacements, façade treatments, and the like, that are consistent with the current architectural style of the structure, may be exempt from the certificate of review process and be solely subject to the building permit review process.

(g) In order for HPB to make a determination on demolition on portions of a structure, a due diligence assessment must be completed and submitted as part of the certificate of review application materials to clearly indicate any demolition, exterior alteration, rehabilitation, restoration, renovation, or addition areas. A due diligence assessment is a comprehensive evaluation of the structure's architectural integrity, and structural condition to ensure informed decision-making regarding proposed changes. Any portion of a historic home proposed for demolition, exterior alteration, rehabilitation, restoration, renovation, or addition must be explicitly identified in the application and visually marked on architectural plans. These areas shall be reviewed by the HPB, which must provide approval before any demolition activities commence. The HPB may require additional justification or modifications to ensure the integrity and character of the historic home are preserved to the maximum extent feasible. Certificate of review applications that do not satisfy the due diligence requirements or fail to clearly indicate any demolition, exterior alteration, rehabilitation, restoration, renovation, or addition areas will be deemed incomplete and will not proceed to review by the HPB until such areas are clearly identified.

Sec. 58-479. - Guidelines for demolition/significant changes of designated properties or properties within historic districts.

In addition to all other provisions of this article, in determining whether to approve or deny an application involving significant changes to the exterior façade(s) or the demolition of designated structures on properties—or properties located within designated historic districts, the HPB shall consider the following criteria:

(1) The structure is of such interest or quality that it would reasonably meet national, state or local criteria for designation as a historic landmark.

(2) The structure is of such design, craftsmanship or material that it could be reproduced only with great difficulty and/or expense.

(3) The structure is one of the last remaining examples of its kind in the city, the county, or the region.

(4) The structure contributes to the historic character and scale of a designated historic district.

(5) Retention of the structure promotes the general welfare of the city by providing an opportunity for study of local history, architecture, and design, or by developing an understanding of the importance and value of a particular culture and heritage.

(6) There are definite plans for reuse of the property presented to the HPB for approval, if the proposed demolition is carried out, and such plans shall be for an authentic re-creation of architectural styling prevalent during the era of the predominant development of the district and there is an explanation of what the effect of those plans will be on the character of the surrounding area.

Noncontributing elements (see section 58-481 (9)) are exempt from the provisions of subsections (1) through (5) above.

Sec. 58-481. - Procedure for demolition of buildings and structures on properties designated on the Winter Park Register of Historic Places, or located within designated historic districts or as identified in the Florida Master Site File or the historic survey.

(9) *Noncontributing structures.* Owners of noncontributing structures within any historic district shall not be required to show economic hardship in applying for a certificate of approval for demolition for such structures. However, the new construction proposed as a replacement must conform to the adopted design guideline standards of the historic district when such design standards have been adopted and if no design standards have been adopted, then the replacement shall be an authentic re-creation of an architectural style that reflects a prevalent architectural style of the era of development of the district.

Sec. 58-482. - Reconstruction of destroyed historic landmarks.

The loss of local historic landmarks, resources or contributing structures within a historic district that have been destroyed by fire or other natural disaster may be ameliorated by efforts to reconstruct the resource. Reconstruction means the process of reproducing by new construction the exact form and detail of a demolished building structure or object as it appeared at a certain point in time. The HPB shall encourage reconstruction when deemed appropriate and when such reconstruction is based upon evidence of the size, form, architectural style and detail of the demolished building. The reconstruction will be recognized as such in the Winter Park Register of Historic Places. This section shall only apply as indicated above to circumstances where an individually designated historic landmark structure or a contributing historic structure within a local or national register historic district has been damaged or destroyed by fire, tornado or other natural disaster.

Sec. 58-500. - Violations.

(a) Any person who carries out or causes to be carried out any work in violation of this article shall be required to restore the subject improvement, landscape feature

or site either to its appearance prior to the violation or in accordance with a certificate of review approved by the HPB. This civil remedy shall be in addition to and not in lieu of any criminal prosecution and civil penalty otherwise provided in section 2-107 in this Code.

~~(b) Any person who carries out or causes to be carried out any work in violation of this article that causes irreparable or irreversible damage to a designated historic resource, or to any contributing or noncontributing resource within a designated historic district a fine not to exceed three times the amount per violation provided for in section 2-107 in this Code. Any person who violates this article is subject to code enforcement fines and lien imposed by the Code Compliance Board. Without limiting the foregoing, the Code Compliance Board has the authority to order the restoration of any unauthorized removal or significant alteration to the exterior of a structure, or demolition in part or in whole, to a designated historic structure, or to any contributing or noncontributing structure within a designated local or national register historic district to exactly the same condition and exterior materials as existed prior to the alteration or demolition and impose a fine for each day until such is achieved. Further, the Code Compliance Board has the authority to enforce the HPB's decision under subsection (c) and impose a fine for each day until compliance is achieved.~~

(c) In violation cases where there exists a certificate of review approval by the HPB for said property or structure and no such specific HPB approval has been granted for such unauthorized significant alterations to the exterior or demolitions, the HPB, after conducting a noticed public hearing and giving the applicant an opportunity to be heard, may (i) revoke the certificate of approval and any variances previously granted by the HPB and require full reconstruction of the pre-existing structure, which may include an authentic replica with authentic exterior materials; (ii) amend the certificate of approval and revoke some or all variances previously granted by the HPB; or (iii) impose further conditions on an amended certificate of approval and variances, which may include requiring the applicant to make a monetary contribution for historic preservation purposes that shall not exceed an amount equal to thirty (30) percent of the value of the affected building according to the most recent tax roll of the Orange County Property Appraiser. Any decision rendered by the HPB may be appealed subject to the provisions in Section 58-477.

SECTION IV: CONFLICTS. If any Ordinances or parts of Ordinances are in conflict herewith, this Ordinance shall control to the extent of the conflict.

SECTION V: SEVERABILITY. If any section, subsection, sentence, clause, phrase, provision, or word of this Ordinance is held to be invalid or unconstitutional by a court of competent jurisdiction, then such invalidity or unconstitutionality shall not be held to invalidate or impair the validity, force, or effect of any other remaining provisions of this Ordinance.

SECTION VI: CODIFICATION. Sections III of this Ordinance shall be codified and made a part of the City of Winter Park Land Development Code, and the sections of this Ordinance may be renumbered or re-lettered to accomplish this intention. The

word "Ordinance" may be changed to "Section," "Article," or other appropriate word. The City Clerk is given liberal authority to ensure proper codification of this Ordinance, including the right to correct scrivener's errors.

SECTION VII: This Ordinance shall become effective immediately following approval by the City Commission at its second reading.

ADOPTED at a regular meeting of the City Commission of the City of Winter Park, Florida, held in City Hall, Winter Park, on this _____ day of _____, 2025.

City of Winter Park

Sheila DeCiccio, Mayor

Attest: _____
Rene Cranis, City Clerk