



Historic Preservation Board Regular Meeting Minutes

November 13, 2024 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

John Skolfield, Kelsey Wolfe, Wade Miller, Kim Burst Wood, Fay Pappas

Absent

Aimee Spencer, N. Lee Rambeau

Staff Present

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

1. Call to Order

Chairman Wade Miller called the meeting to order at 9:03 a.m.

2. Consent Agenda

- a. Approve the minutes of the September 25, 2024 regular meeting.

Motion made by John Skolfield, seconded by Fay Pappas, to approve the September 25, 2024 meeting minutes.

The motion carried unanimously by a 5-0 vote. (Aimee Spencer 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. Certificate of Review to enclose the one-car garage at 325 Vitoria Avenue, built in 1933.

Mr. Briggs provided a summary of the item. He noted that the applicant was asking to convert the existing one-car garage on the Antonette Avenue side of the 325 Vitoria Avenue property into air-conditioned living space. He then reviewed the survey of the

property and noted that two parking spaces located behind the 20-foot street front setback from the property line are required by code, but the conditions of the existing home placement and property design do not adhere to code. Mr. Briggs noted that the proposed exterior change to the one-car garage would only make the exterior look different by removing the garage door and replacing it with a matching wood wall and door. He also indicated that there is a considerable amount of parking space on the two brick driveways that exist both on the Antonette and Vitoria street sides.

Staff recommendation was for approval along with the variance to allow required parking within the 20-foot street setbacks.

The applicant, Trevor Vietor of 325 Vitoria Avenue, Winter Park, FL 32789 addressed the Board. The Board inquired about where the applicant and his family normally park their vehicles. They also inquired about the materials to be used for the doors and lights on the garage. The Board recommended the use of aluminum-clad rather than wood doors and two doors rather than three. Discussion then ensued about the design of the door and the exterior details around the door. The Board indicated that they did not want it to look like a converted garage. They recommended bringing some of the siding and wall inward around the door to reduce the area filled in by the door. The Board then expressed that they wanted to see what the proposed conversion would look like with the Board's recommended adjustments. Discussion ensued regarding the type and level of design direction to provide the applicant. The Board then provided the applicant with recommendations for the design of the door and the trim and wall surrounding the door.

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

Motion made by John Skolfield, seconded by Kelsey Wolfe, for approval of a Certificate of Review to enclose the one-car garage at 325 Vitoria Avenue, built in 1933, with the following conditions:

- **that there be a double door system as opposed to a triple door system,**
- **that the height of the door can either be 6'8" or 7'0",**
- **that the width of the doors can either be 2'8" or 3'0",**
- **that the casing around the door and header replicate what currently exists,**
- **that the owner has the option to locate the opening to the left or right as they deem fit,**
- **that the siding replicates the existing siding as it goes up to it with the addition of the removal of some brick areas on either side of the door to allow some landscaping,**
- **and a variance to allow required parking within the 20-foot street setbacks.**

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

- b. A Resolution of the Historic Preservation Board requesting that the City Commission allocate funding from the FY 2025-26 budget for an update to the historic resources survey for the recognition and potential designation of historic properties within the city.

Mr. Briggs provided a summary of the item. He noted that the Board had previously discussed updating the city's historic resource surveys. He then indicated that the last updates to the city's historic resource surveys were completed in 2001 and 2013. He added that the two historical surveys focused almost exclusively on the historical buildings from the 1880s through the 1940s and there was no focus on the Mid-Century Modern architectural styling built in the 1950s through 1960s. He also noted that between the contributing properties in the districts and the individual designations there were currently over 400 properties that had been committed to the historic preservation of their existing exterior architectural images. Mr. Briggs then expressed that the new survey would focus on properties that were not previously considered historic but which now fall into that category, removal of properties that have been demolished since the last survey, and expanding the current listing with pictures of the buildings and the architectural styling that they represent as well as other information of interest that may be available. He then indicated that the cost of the update to the survey is estimated to be around \$100,000. He explained that the first step would be for the Board to request funding from the City Commission by approving a Resolution outlining the request and rationale. He added that there is availability for a state-funded grant that would match up to \$50,000, but the process is very time-consuming and includes a year-long process to obtain the grant.

Staff recommendation was for approval.

A brief discussion ensued about the pros and cons of approving the request, how the request came about, the proposed team that would be utilized to complete the survey, and the purpose of the survey.

Motion made by Wade Miller, seconded by Fay Pappas, for approval of a Resolution of the Historic Preservation Board requesting that the City Commission allocate funding from the FY 2025-26 budget for an update to the historic resources survey for the recognition and potential designation of historic properties within the city.

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

5. Action Items

a. Discussion of:

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 demolitions or significant alterations to existing historic structures.

Mr. Briggs provided a summary of the item. He noted that the Board had asked staff to create a draft of an ordinance to improve the city's certificate of review process and procedure for historic properties and to deal with unauthorized incidents of activities involving historic homes. He noted that the city's attorney had reviewed the draft ordinance and the following updates had been recommended by the attorney and added to the draft:

- Add text to recommend preliminary reviews by HPB prior to formal submission of certificates of review for public hearing decision.
- Add text to require an HPB approval of the construction plans for approved certificates of review prior to issuance of building permit.
- Add text to clarify previous practice and policy for demolitions of 'non-contributing' structures in historic districts that requires the replacement home to be of an architectural styling from the era (1920's – 1940's) of the development of the historic district.
- Add text to clarify fines and penalties for the unauthorized demolition or significant alterations of the exteriors of individually designated historic homes and 'contributing' structures within historic districts.
- Clarify respective roles of the Code Compliance Board and Historic Preservation Board with respect to unauthorized demolitions or significant alterations of individually designated historic homes and 'contributing' structures within historic districts.

Mr. Briggs indicated that the existing code sets forth a procedure that asks applicants to meet with staff prior to application and then the code sets forth the process with notice requirements, etc. for the public hearing at which the Historic Preservation Board may act on the application. The Board previously suggested incorporating a recommendation for a preliminary review prior to the formal public notice application and a post-approval review of the building permit plan submissions. However, Mr. Briggs explained that for many small requests that do not involve additions to the existing structures, the staff may allow the applicant to combine the preliminary and final approvals. He also noted that the code amendment would specify that as part of any certificate of review approval (whether specifically conditioned or not) the

subsequent approval of the construction plan detail is required by the Historic Preservation Board prior to issuance of the building permit. He went on to explain that although the code is not clear that any permitted demolitions of non-contributing structures in a historic district must be replaced with authentic replicas of architectural styling from the era of development of the district, it has been the practice and policy of the Historic Preservation Board to require such, and the code amendment would codify that requirement.

Mr. Briggs continued discussion, noting that while the code is clear that a Historic Preservation Board approval is needed for significant alterations to the exterior of historic structures or for demolitions in whole or in part, there is no code text dealing with the outcome or penalties for unauthorized exterior alterations or demolitions exceeding the scale and scope of what may have been approved. He indicated that the ordinance would codify such penalties as may be applied for such occurrences. He noted that staff recommended having a maximum penalty such as 30% of the value of the improvements (not land) on the OCPA tax rolls. He then explained that there could be legitimate disagreements over valuations of structures (cost to rebuild) and to avoid such disagreements, so that the Historic Preservation Board does not have to arbitrate them, the percentage for the penalty could be adjusted.

A brief discussion ensued regarding creating a checks and balances process for ensuring that what is built matches what is approved by the Historic Preservation Board. The Board requested that staff discuss the possibility of creating a checks and balances process with the city's Building department.

The Board heard public comment from the following resident, who did not confirm their favor of or opposition to the request.

Ryan Phillips of 965 Lakeview Drive, Winter Park, FL 32789.

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

The Board agreed to have staff advertise the ordinance for formal action to be taken at next month's regular Board meeting.

6. Non-Action Items

7. Staff Updates

8. Board Comments

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 10:43 a.m.

Minutes approved by the Board on December 11, 2024.

ATTEST:

/s/ Mary Bush, Recording Secretary