



Historic Preservation Board Regular Meeting

Agenda

June 11, 2025 @ 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/meetings/ and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

1. Call to Order**2. Consent Agenda**

- a. Approve the minutes of the May 14, 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. COR 25-04. Request by The Woman's Club of Winter Park to alter the southern entrance of their historic building located at 419 South Interlachen Avenue, zoned O-2. 15 minutes
- b. COR 25-03. Request by Barefoot Brothers Construction to construct a new 4,802-square-foot, two-story, single-family home on the north lot located at 747 McIntyre Avenue, zoned R-2. 30 minutes

5. Action Items**6. Non-Action Items****7. Staff Updates**

- a. Discuss scheduling a work session in July/August

8. Board Comments**9. Upcoming Agenda Items****10. Adjournment**



Historic Preservation Board

agenda item 2.a

item type

Consent Agenda

meeting date

June 11, 2025

prepared by

Mary Bush, Administrative Coordinator III

approved by**subject**

Approve the minutes of the May 14, 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

May 14, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

John Skolfield, Kelsey Wolfe, Lee Rambeau, Kim Burst Wood, Fay Pappas, Margie Bridges, Rhett Delaney

Absent

None

Staff Present

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

1. Call to Order

Planning and Zoning Director Allison McGillis called the meeting to order at 9:00 a.m.

2. Selection of Chair and Vice Chair

Motion made by Rhett Delaney, seconded by Kim Burst Wood, to nominate John Skolfield as Chair of the Board. Mr. Skolfield accepted the nomination.

By a roll call vote, the motion carried 5-1. (In Favor: Margie Bridges, Kim Burst Wood, Fay Pappas, Rhett Delaney, and John Skolfield. Opposed: Kelsey Wolfe. Lee Rambeau was not present for the selection of Chair and Vice Chair.)

Motion made by Margie Bridges, seconded by John Skolfield, to nominate Kelsey Wolfe as Vice-Chair of the Board. Ms. Wolfe accepted the nomination.

By a roll call vote, the motion carried unanimously 6-0. (Lee Rambeau was not present for the selection of Chair and Vice Chair.)

3. Consent Agenda

- a. Approve the minutes of the April 9, 2025 regular meeting.

Motion made by Kelsey Wolfe, seconded by Fay Pappas to approve the April 9, 2025 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Lee Rambeau was not present for the

approval of the minutes.)

4. 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.

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

6. Action Items

7. Non-Action Items

- a. Preliminary review item to add a two-story accessory dwelling unit in the rear of the lot of 865 South Pennsylvania Avenue, zoned R-2, located in the College Quarter Historic District.

In this preliminary review meeting, the applicant sought feedback from the Board on a proposal to construct a new two-story accessory dwelling unit (ADU) at the rear of 865 South Pennsylvania Avenue, located within the College Quarter Historic District and zoned R-2. The property currently hosts two units within a single structure, which exceeds the zoning allowance. As part of the formal application process, the applicant will be required to eliminate one of those units by removing the kitchen and utility meter, thereby converting the front structure back into a single-family home and preserving the legal limit of two total dwelling units on the property.

Director of Planning Allison McGillis presented the applicant's design and site plan, highlighting that the proposed structure adheres to all R-2 zoning requirements, including floor area ratio, setbacks, height, and lot coverage. The proposed rear unit would be 1,440 square feet, slightly larger than the 1,405-square-foot front house. While such sizing is permissible under R-2 zoning, the Board expressed concern, noting that in R-1A zoning, accessory units are typically restricted in size. However, the distinction between accessory dwellings and cottage dwellings under R-2 allows this configuration without variances.

The discussion then turned to parking logistics, which became a major point of concern. The plan proposes four parking spaces—two behind the new unit—meeting the zoning requirement. However, the Board questioned the practicality of the layout, noting the tight spacing and the need for car shuffling due to limited room for maneuvering. There was concern that the setup would force tenants to move cars frequently and potentially park on nearby streets, particularly Clarendon Avenue, which is heavily trafficked due to its proximity to a nearby school. The Board emphasized the importance of designing a solution that minimizes disruption and safety concerns.

Multiple alternatives were discussed, including redesigning the parking layout to

distribute spaces more efficiently between the two units, possibly converting the rear dwelling into a one-bedroom unit to reduce car ownership pressure, or exploring a variance to allow a tighter rear setback in exchange for improved parking access. There was also concern about the impact of added hardscaping on stormwater runoff and the need for appropriate water retention measures. Though the applicant's architect, Gary Hancock of Winter Park Design, assured the Board that a landscape or civil engineer would address retention, the Board expressed concern about the possibility of front yard swales, which they viewed as visually incompatible with the historic character of the district.

Ultimately, the Board acknowledged that the proposal met current zoning and code requirements, but they strongly recommended that the applicant explore alternative parking configurations and consider more permeable driveway materials to improve site functionality and environmental sustainability. They also encouraged further discussions with adjacent property owners to potentially pursue a variance that could allow more flexible parking solutions. While no formal action was taken, the Board's feedback emphasized preserving the historic character of the neighborhood while also addressing practical and livability concerns.

8. Staff Updates

Mrs. McGillis reminded the Board that at that evening's City Commission meeting a proclamation for historic preservation month would be presented. She added that the Board was invited to attend the meeting and celebrate historic preservation month.

9. Board Comments

10. Upcoming Agenda Items

11. Adjournment

The meeting adjourned at 9:47 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

June 11, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Allison McGillis, Director of Planning and Zoning

subject

COR 25-04. Request by The Woman's Club of Winter Park to alter the southern entrance of their historic building located at 419 South Interlachen Avenue, zoned O-2.

motion | recommendation

Staff recommendation is for approval.

background

The Woman's Club of Winter Park has submitted a Certificate of Review application for the proposed rehabilitation of the south entry of their historic building located at 419 South Interlachen Avenue, which is on the National Register of Historic Properties, and is zoned O-2. This proposal follows the precedent set by the 2016 improvements to the north entry, which introduced a gabled roof, brick paver steps, and historically appropriate detailing approved under COR 16-007. The current request seeks to replicate this design approach at the south elevation to enhance architectural consistency and accessibility.

The project includes the removal of the existing canopy and stair at the south entry and the construction of a new gabled roof structure, concrete stairs trimmed in brick, and an ADA-compliant ramp integrated into the reconfigured entry. The design is intended to reflect the form, materials, and detailing of the previously approved north entry while accommodating the existing site constraints, including the ramp and grade conditions. No increase in habitable floor area is proposed, and the alterations will remain within the required setbacks (10-foot front and 5-foot side). No variances are being requested as part of this application.

The proposed modifications are designed to enhance the building's usability while preserving and reinforcing its historic character. All materials and features, including iron railings and brick finishes, are proposed to match existing architectural elements. This project maintains the building's historical integrity and supports continued adaptive use.

Based on the submitted plans, narrative, and documentation, staff finds the application consistent with the city's historic preservation guidelines and recommends approval of the

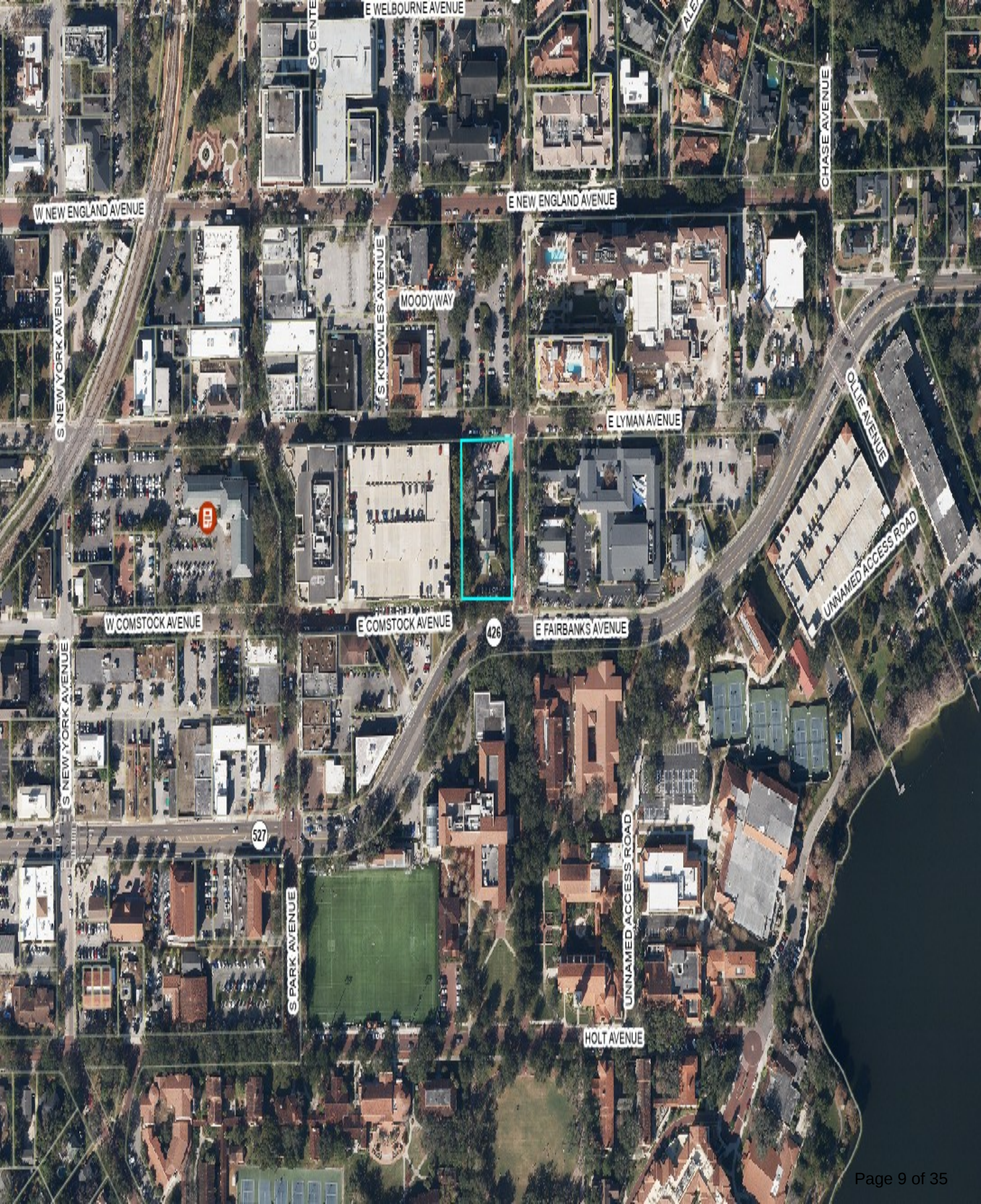
Certificate of Review.

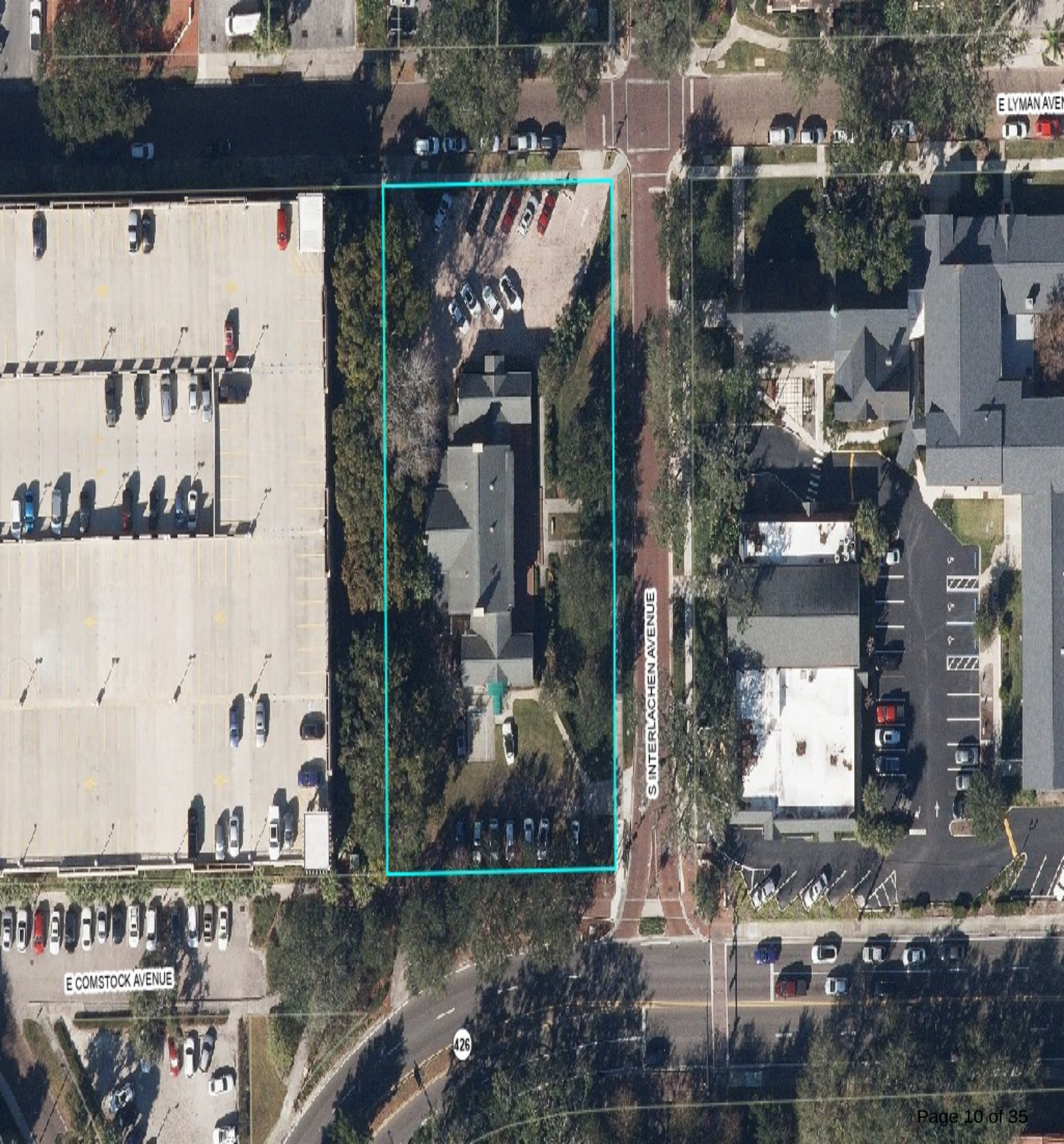
alternatives | other considerations

fiscal impact

attachments

1. Location Map
2. Aerial Map
3. WCWP -local-register-certificate-of-review-application 05.01.2025-compressed





E LYMAN AVENUE

S INTERLACHEN AVENUE

E COMSTOCK AVENUE

426

Historic Preservation Board Submission

Historic Preservation Board Submission

Project: South Entry Rehabilitation - Woman's Club of Winter Park

Address: 419 S. Interlachen Avenue, Winter Park, FL 32789

Submitted by: Kris League (League Design)

This submission includes the following materials:

- Completed Certificate of Review Application (signed)
- Authorization Letter (signed by Karen Rodda, House Chair)
- Supplement to Question 3: Proposed Narrative
- Inserted response page for Application Questions 2 and 3 (see p. 5)
- Site Plan
- Elevations (North entry precedent and proposed South entry)
- Photographs (existing, past work, and proposed rendering)
- Material and Product Information (notes on brick, cement stair, iron railings)
- Coverage & Setback Summary (in lieu of residential worksheet)

Note: No variance is requested.

Zoning: O-2 | Lot Area: 35,854 sq ft | Lot Width: 143 ft



City of Winter Park
Planning & Zoning Department
Historic Preservation Board
401 South Park Avenue
Winter Park, Florida 32789
407-599-3440

Certificate of Review Application

1. 419 S Interlachen Ave
Building address
The Woman's Club of Winter Park 407-644-2237
Owner's name(s) Address Telephone
2. Please indicate the work you propose to undertake:
☐ Minor alteration ☐ New construction ☒ Addition ☐ Demolition ☐ Rehabilitation
☐ Variance request (additional information required) ☐ Other:

3. Proposed project narrative: *(attach additional page if necessary)*

See attached page 4 supplement narrative
4. The following supplementary information shall be provided as applicable to describe the proposal:
☒ Site plan ☐ Floor plan(s) ☒ Elevations(s) ☒ Photo(s) ☐ Survey
☒ Material and product information ☐ Setback/Coverage worksheet
5. I, Karen Rodda Karen Rodda, as owner of the property described above, do hereby authorize the filing of this application on my behalf.
Karen Rodda, House Chair, Woman's Club of Winter Park May 01, 2025
Owner's Signature Date

Historic Preservation Commission Office Use

Date received: _____ HPC Meeting: _____ Case File No _____

Historic name of building (if any) _____ Historic district name (if any) _____

Parcel Identification Number _____ Year built _____
____ historic landmark ____ historic building/structure
____ district contributing element ____ district non-contributing element

Certificate of Review Process

A Certificate of Review (COR) is required for work on designated historic landmarks, properties and districts. The work includes any **exterior** alterations and new construction. The purpose of the Certificate of Review process is to assist owners of individual historic resources and landmarks, and owners in historic districts who plan to rehabilitate, restore or redevelop their property for contemporary use to achieve their goals while preserving the historic character, architecture and materials to the greatest extent achievable. The Historic Preservation Board (HPB) does not review interior alterations. The design guidelines used by the HPB shall generally be the *Secretary of the Interior's Standards for Rehabilitation and Guidelines for Rehabilitating Historic Buildings* and any additional standards adopted by the HPB. The HPB will consider:

- A. The effect of the proposed work on the property; and
- B. The relationship between such work and other buildings, structures, objects or landscape elements on the site or other property in the historic district where applicable. In evaluating the effect and the relationship, the HPB shall consider historical or architectural significance, architectural style, design, arrangement, texture and materials.

The applicant should confer with the city staff to obtain information and guidance before entering into substantial expense in the preparation of plans surveys and other data.

Applications will be scheduled for the Historic Preservation Board when received at least **24 days** prior to the next meeting. Applicants should submit one copy of all information required to the Planning and Zoning Department, City Hall, 2nd floor and also submit the same information electronically. The printed information size should be limited to 11" x 17". Notice of the proposed work will be advertised and mailed to all property owners within a 500' radius of the site. The HPB shall act upon an application within 60 days of receipt. The time limit may be waived upon mutual consent. Applications will be accepted when a completed application form is submitted together with the supplementary materials necessary to fully describe the proposed work.

The applicant or his/her representative should plan to attend the HPB meeting and present his/her proposal to the HPB. The HPB decision shall be issued in writing and may typically direct one of the following actions:

- 1. Issuance of a Certificate of Review for the proposed work;
- 2. Issuance of a Certificate of Review with specified modifications and conditions;
- 3. Issuance of a Certificate of Review with recommendations for zoning required for the building's preservation which shall be placed on the agenda of the soonest possible Planning and Zoning Board meeting;
- 4. Denial of the application;
- 5. Issuance of a Certificate of Review with a deferred effective date of up to 12 months in cases of demolition or moving of a significant building.

The HPB will accept only completed applications. Decisions made by the HPB may be appealed to the City Commission no later than 15 days after the ruling is made. If there is no appeal or Commission action, the HPB decision shall be final.

For more information contact:
Planning and Zoning Department
401 Park Avenue, South
Winter Park, FL 32789
(407) 599-3440

Historic Preservation Board
Certificate of Review
Supplemental Application for Variance Request

1. Describe variance request:

N/A

2. What are the special conditions and circumstances peculiar to the land, building(s), and structure(s), involved especially as they are established by the historic character of the afore mentioned?

SEE PAGE 5.

3. Describe the requirements, from the Land Development Code upon which this request is based.

SEE PAGE 5.

4. Describe how the requested variance may be appropriate to achieve the design review standards for historic preservation.

N/A

5. Complete the setback and coverage calculations on the appropriate form and include with this application.

SEE PAGE 6

File this form with your completed Certificate of Review application.

SUPPLIMENT TO QUESTION 3:
PROPOSED NRRATIVE

The Woman's Club of Winter Park is submitting this Certificate of Review application for the alteration of the South entry to the historic building located at 419 S. Interlachen Avenue. In 2016, the North entry was successfully improved with a new gabled roof, brick paver stairs, and period-appropriate detailing, approved under COR 16-007 and constructed by Frank Roark, General Contractor.

The Club has now engaged Kris League (League Design) to manage the design and application process and Frank Roark, General Contractor to construct a matching entry feature at the South elevation. This includes a new gabled roof, brick-trimmed concrete stairs, and an ADA-compliant ramp that will be incorporated into the reconfigured stair and landing design. The goal is to enhance accessibility while maintaining architectural consistency and the historic character of the structure.

2. What are the special conditions and circumstances peculiar to the land, building(s), and structure(s), involved especially as they are established by the historic character of the afore mentioned?

The Woman's Club of Winter Park is a designated historic structure situated in the Interlachen Avenue historic district. An ADA-compliant ramp already exists at the South entry to provide accessible access to the building. However, the current stair and canopy do not reflect the historic character of the structure.

The proposed work aims to integrate the existing ADA ramp into a new entry configuration that replicates the previously approved and constructed North entry. This must be done in a way that accommodates the ramp while maintaining the symmetrical form, materials, and detailing appropriate to the historic façade. The existing grade, ramp configuration, and limited space present unique challenges that require design flexibility not typical of newer or non-contributing structures.

3. Describe the requirements, from the Land Development Code upon which this request is based.

The request relates to setback and coverage requirements outlined in the City of Winter Park Land Development Code. The proposed work involves removal and replacement of the existing South entry stair and canopy, with minor adjustments—approximately one to two feet—in the footprint to accommodate construction methods and integration of the existing ADA ramp.

The intent is to replicate the approved North entry configuration using compatible materials and proportions, while maintaining accessibility and honoring the architectural character of the historic structure.

Coverage & Setback Summary for 419 S. Interlachen Avenue

This project does not involve a residential structure and is therefore not subject to the residential zoning worksheet requirements. The Woman's Club of Winter Park is a contributing historic structure located in the O-2 zoning district. The proposed work affects only the existing South entry configuration and includes the removal and replacement of an existing stair and canopy, and incorporation of an existing ADA-compliant ramp. There is no increase in habitable floor area and no variance is being requested.

Property Information:

- Zoning: O-2
- Lot Area: 35,854 sq ft
- Lot Width: 143.00 feet
- Front Setback Required: 10 feet
- Side Setback Required: 5 feet
- Proposed entry alterations respect required setbacks.

This note is submitted in lieu of a residential coverage worksheet, as allowed by City Planning staff when applicable development standards do not apply.



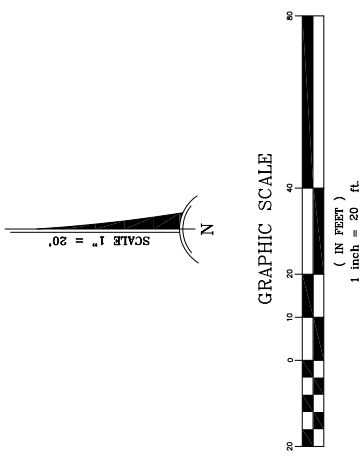
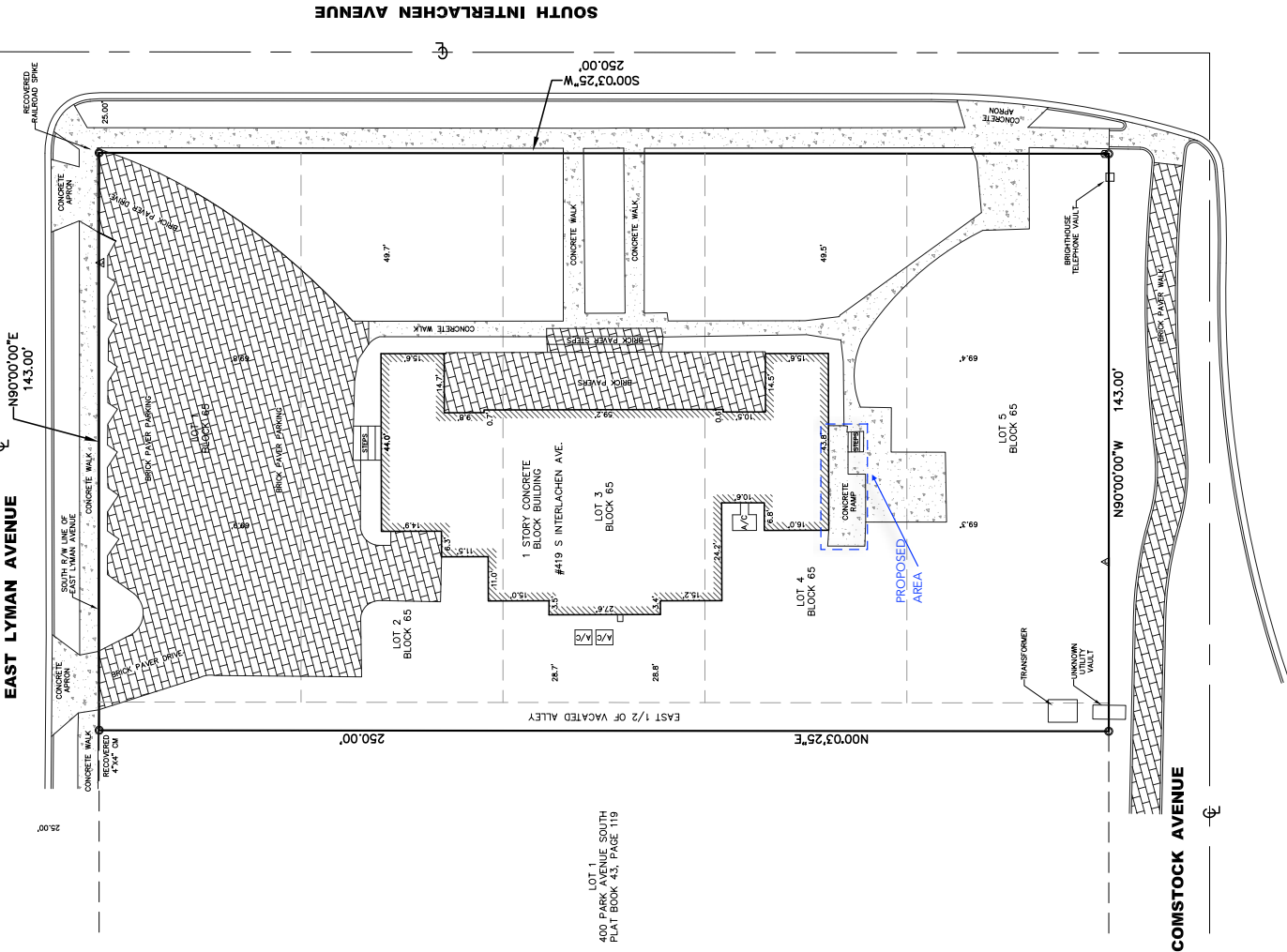
Date: May 1, 2025

To Whom It May Concern:

This letter serves as formal authorization for Kris League, of League Design LLC, to prepare and submit a Certificate of Review application to the City of Winter Park Historic Preservation Board on behalf of the Woman's Club of Winter Park, owner of the property located at 419 S. Interlachen Avenue, Winter Park, FL 32789. The project will be constructed by Frank Roark, General Contractor.

Kris League is also authorized to correspond with City staff regarding the application, attend meetings, and provide supporting materials related to the proposed improvements at the property.

Sincerely,
Karen Rodda, *Karen Rodda*
House Chair
Woman's Club of Winter Park



BOUNDARY SURVEY

DESCRIPTION:

LOTS 1 THROUGH 5, BLOCK 65, TOWN OF WINTER PARK, ACCORDING TO THE PLAT THEREOF AS RECORDED IN PLAT BOOK A, PAGE 67 AND PLAT BOOK B, PAGE 86, AND MISCELLANEOUS BOOK 3, PAGE 220, AND THE EAST 1/2 OF VACATED ALLEY ON THE WEST PER OFFICIAL RECORDS, BOOK 7094, PAGE 2000, PUBLIC RECORDS OF ORANGE COUNTY, FLORIDA.

NOTES:

- BEARINGS BASED ON THE SOUTH RIGHT OF WAY LINE OF EAST LYMAN AVENUE AS BEING N90°00'00"E.
- NO UNDERGROUND UTILITIES WERE LOCATED.

SHANNON SURVEYING, INC.
492 NORTH SR. 434, SUITE 2155
ALTAMONTE SPRINGS, FLORIDA, 32714
(407) 774-8372 LE # 6898

DATE OF SURVEY: 06/01/2018
FIELD BY: ME/RS
SCALE: 1" = 20'
FILE NUMBER: PBA-1507-LOTS 1-5

JAMES R. SHANNON JR., P.L.S. #4671
NOT VALID WITHOUT THE SIGNATURE AND THE ORIGINAL SEAL OF A FLORIDA LICENSED SURVEYOR AND SUPPORT

LEGEND
▲ CABLE BOX
● WATER METER



2016- BEFORE APPROVED WORK



2016 - AFTER APPROVED WORK



CURRENT SOUTH ENTRY MAY 2025



PROPOSED SOUTH ENTRY

IRON HANDRAILS - MATCH EXISTING
BRICK-MATCH EXISTING



EXISTING ELEMENTS - EAST ENTRY



Historic Preservation Board

agenda item 4.b

item type

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

meeting date

June 11, 2025

prepared by

Allison McGillis, Director of Planning and Zoning

approved by

Allison McGillis, Director of Planning and Zoning

subject

COR 25-03. Request by Barefoot Brothers Construction to construct a new 4,802-square-foot, two-story, single-family home on the north lot located at 747 McIntyre Avenue, zoned R-2.

motion | recommendation

Staff recommendation is for approval.

background

The applicant is requesting approval for the construction of a new, two-story single-family residence at the northern lot of recently split lot at 747 McIntyre Avenue, located within the College Quarter Historic District. This new lot measures 8,736 square feet and is zoned R-2. The design reflects a “Low Country Cottage” architectural style and includes a main residence, two-car garage with a studio above it, porches, and a central courtyard with a pool.

Staff has reviewed the application for compliance with the College Quarter Design Guidelines and finds that the proposal is generally consistent with the principles outlined therein. The massing and scale of the home are appropriate for the R-2 zoning context and the immediate surroundings. While the project takes full advantage of the higher floor area ratio (FAR) allowed in R-2 zoning—reaching the maximum 0.55 FAR—this level of development is not out of character with the neighborhood. Much of McIntyre Avenue features homes of a similar size and overall square footage, and the proposed structure steps back appropriately from all property lines to maintain compatibility with adjacent properties.

While this is a larger home at 4,802-square feet, the front façade has been designed to minimize the perception of scale from the street. The inclusion of dormers above the front porch breaks up the roofline and helps reduce the perceived height of the structure. This design approach gives the impression of a one-story residence when viewed from the public right-of-way, softening the overall massing and supporting the pedestrian-friendly character of the district.

Architecturally, the home reflects historic inspiration through its use of traditional materials

such as hardie board shake siding, stucco, and brick, along with true divided-light wood doors. The proposed rooflines, with varied slopes and gables, create a visually engaging profile that is consistent with the architectural diversity found within the district. The inclusion of front and rear porches, a detached studio, and a breezeway reinforces the vernacular character and contributes positively to the streetscape.

The layout of the home also aligns with the design guidelines. The placement of the garage at the rear of the lot minimizes its visibility from the street and preserves the pedestrian-oriented character of the front elevation. The overall site design, including landscaped open space and hardscape elements, helps to soften the visual impact of the home's size while maintaining appropriate impervious coverage at 62%, within allowable limits.

In summary, the proposal demonstrates a sensitive approach to new construction within a historic district. Although the home utilizes the full FAR permitted under R-2 zoning, it does so in a manner that is consistent with other properties on McIntyre Avenue. The design is compatible with the district's historic character in terms of scale, materials, and architectural detailing.

alternatives | other considerations

fiscal impact

attachments

1. Lot Layout
2. 2325 McIntyre Ave Cottages3 5-21

South Lot

PROPOSED LOT 1
52'-0" x 168'-0"
8,736 SF

FLOOR AREA RATIO
ALLOWED : 4.00 (10%)

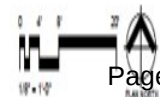
767 McIntyre Ave
Winter Park, FL

[illegible]

McIntyre
PROPOSED
LOT SPLIT

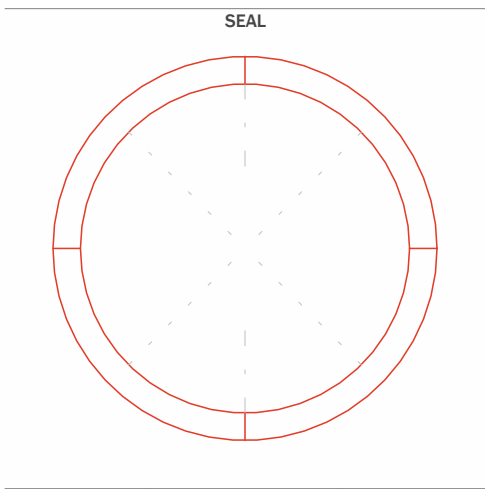
Date	2/13/2025
Drawn By	WT
Cleared By	WT

2



WINTER PARK, FLORIDA





GENERAL NOTES

G001

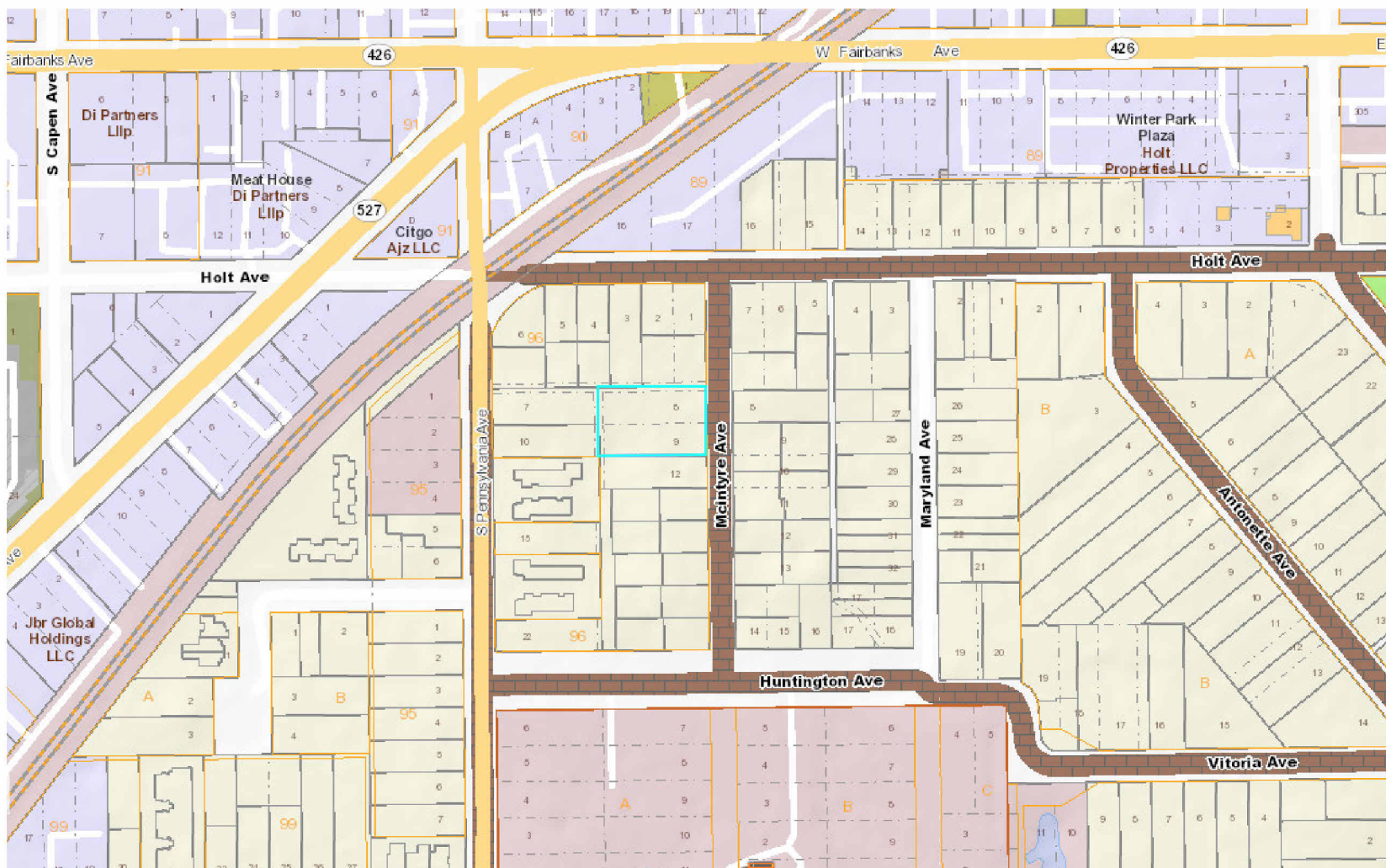
sheet index

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A102	AREA PLAN	04/15/2025
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general project notes

- IT IS THE INTENT OF THE ARCHITECT THAT THIS WORK BE IN CONFORMANCE W/ ALL REQUIREMENTS OF THE BUILDING AUTHORITIES HAVING JURISDICTION OVER THIS TYPE OF CONSTRUCTION AND OCCUPANCY. ALL CONTRACTORS SHALL DO THEIR WORK IN CONFORMANCE W/ ALL APPLICABLE CODES & REGULATIONS.
- THE CONTRACTOR SHALL VERIFY ALL CONDITIONS AT THE JOBSITE PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL REPORT ALL DISCREPANCIES IN THE DRAWING AND EXISTING CONDITIONS TO THE ARCHITECT PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL SUPPLY, LOCATE AND BUILD IN THE WORK ALL INSERTS, ANCHORS, ANGLES, PLATES, OPENINGS, SLEEVES, HANGERS, SLAB DEPRESSIONS, AND PITCHES AS MAY BE REQUIRED TO ATTACH AND ACCOMMODATE OTHER WORK.
- THESE DOCUMENTS, AS INSTRUMENTS OF SERVICE, ARE THE PROPERTY OF THE ARCHITECT AND MAY NOT BE USED OR REPRODUCED W/OUT THE EXPRESSED WRITTEN CONSENT OF THE ARCHITECT.
- ALL DETAILS AND SECTIONS SHOWN ON THE DRAWING ARE INTENDED TO BE TYPICAL AND SHALL BE CONSTRUED TO APPLY TO ANY SIMILAR SITUATION ELSEWHERE IN THE WORK EXCEPT WHERE A DIFFERENT DETAIL IS SHOWN.
- SUBSURFACE SOIL CONDITION INFORMATION IS NOT AVAILABLE. FOUNDATIONS ARE DESIGNED FOR A 2500 PSF SOIL BEARING CAPACITY. CONTRACTOR SHALL REPORT ANY DIFFERING CONDITIONS TO THE ARCHITECT PRIOR TO COMMENCING WORK.
- CONTRACTOR SHALL INCORPORATE ALL NECESSARY LOCAL, STATE, FEDERAL BUILDING, FIRE AND HANDICAP CODES INTO THE DESIGN AND BASE PROPOSAL FOR A COMPLETE TURN-KEY PROJECT.
- PROJECT SHALL BE TURNED OVER TO TENANT IN CLEAN CONDITION W/ ALL TRASH AND DEBRIS REMOVED FROM SITE. ALL WINDOWS AND GLASS CLEAN, ALL HORIZONTAL SURFACES DUSTED AND CLEANED, AND ALL TOILET AND PLUMBING FIXTURES CLEAN AND IN GOOD WORKING ORDER.
- CONTRACTOR SHALL HAUL ALL RUBBISH FROM SITE ON A REGULAR BASIS. DO NOT ALLOW TO ACCUMULATE.
- CONTRACTOR TO OBTAIN ALL PERMITS AND TO PAY FEES AND TAXES.
- DIMENSIONS INDICATED ON THE DRAWINGS IN REFERENCE TO EXISTING CONDITIONS ARE THE BEST AVAILABLE DATA OBTAINABLE, BUT ARE NOT GUARANTEED. BEFORE PROCEEDING W/ ANY WORK THAT IS DEPENDANT UPON THE DATA INVOLVED, THE CONTRACTOR SHALL FIELD CHECK AND VERIFY ALL DIMENSIONS, GRADES, LINES, LEVELS OR OTHER CONDITIONS OF LIMITATIONS AT THE SITE TO AVOID CONSTRUCTION ERRORS. IF ANY WORK IS PERFORMED BY THE CONTRACTOR OR ANY OF HIS SUBCONTRACTORS PRIOR TO ADEQUATE VERIFICATION OF APPLICABLE DATA, ANY RESULTANT EXTRA COST FOR ADJUSTMENT OF WORK AS REQUIRED TO CONFORM TO EXISTING LIMITATIONS, SHALL BE ASSUMED BY THE CONTRACTOR W/OUT REIMBURSEMENT OR COMPENSATION BY THE OWNER.
- A DESIGNATED LOCATION FOR STORAGE OF CONSTRUCTION MATERIAL AND EQUIPMENT SHALL BE DETERMINED BY OWNER AND IDENTIFIED AT THE PRE-CONSTRUCTION MEETING.
- CONTRACTOR PERSONNEL ARE CONFINED TO AREAS OF BUILDING NECESSARY FOR COMPLETING THE WORK. FREE ACCESS TO ALL PARTS OF THE BUILDING IS NOT ALLOWED. ALL CONTRACTOR TOOL BOXES, CONTAINER, ETC., ARE SUBJECT TO OWNER'S INSPECTION CONTRACTOR IS RESPONSIBLE FOR SCHEDULING DELIVERY, RECEIVING, UNLOADING, STORING, SETTING IN PLACE, AND PROTECTING FROM DAMAGE ALL NEW EQUIPMENT BY THE CONTRACTOR. THIS SHALL ALSO APPLY TO ITEMS FURNISHED TO OWNER BY THE CONTRACTOR.
- WRITTEN WORDS TAKE PRECEDENCE OVER DRAWN LINES. LARGE-SCALE DETAILS AND PLANS TAKE PRECEDENCE OVER SMALLER DETAILS AND PLANS. SHOULD A CONFLICT ARRIVE BETWEEN THE SPECIFICATIONS AND DRAWINGS, THE REQUIREMENTS DEEMED MOST STRINGENT SHALL BE USED.
- ALL WIND LOAD CALCULATIONS & DESIGN CRITERIA ARE BASED ON A "ENCLOSED" STRUCTURE. ANY BREACH OR PENETRATION, SUCH AS WINDOWS, DOORS, GARAGE DOORS, ETC., DURING STORM EVENT WILL COMPROMISE STRUCTURAL INTEGRITY.
- ALL DOOR AND WINDOW OPENINGS SHALL BE INSTALLED PER MANUFACTURER'S SPECIFICATION.
- ALL SHEAR WALLS MUST TRANSFER LOADS TO FLOOR JOISTS OR FOUNDATION.
- DIAPHRAGM SYSTEMS MUST BE ATTACHED TO END WALLS AND/OR SIDE WALLS.
- TRUSSES MUST BE CAPABLE OF TRANSFERRING LATERAL LOADS TO BEARING WALLS.
- TRUSSES, GIRDERS AND BEAM TIE DOWNS ARE SIZED PER UPLIFT REQUIREMENTS. ANY QUESTIONS AS TO SIZE, TYPE OR VALUE OF A NAIL, STRAP OR CLIP SHOULD BE VERIFIED BY STRUCTURAL ENGINEER.
- ALL WINDOWS TO COMPLY W/ THE 2023 FLORIDA BUILDING CODE 139 MPH WIND LOAD REQUIREMENT.
- SUBCONTRACTORS SHALL VERIFY ALL APPLICABLE DIMENSIONS AND FIXTURE LOCATIONS.
- ALL INTERIOR SLABS TO HAVE STEEL TROWEL FINISH. ALL EXTERIOR SLABS TO HAVE MEDIUM BROOM FINISH.
- REFER TO TUB/SHOWER MANUFACTURER FOR DRAIN LOCATION, PER OWNER'S SELECTION.
- ALL PLUMBING TO MEET LOCAL PLUMBING CODES.
- PROVIDE STUB-OUT FOR ICE MAKER AT REFRIGERATOR LOCATION. WINDOWS AND EXTERIOR DOORS SHALL COMPLY W/ SBC WIND LOAD REQUIREMENTS.
- USE GREENBOARD AT WET WALLS.
- PROVIDE BLOCKING AT 33"-36" AFF IN BATHROOM WALLS ABOVE WATER CLOSET, TUB/SHOWER FAUCETS AND TUB SOAP DISH FOR FUTURE GRAB BARS.
- CONTRACTOR TO PROVIDE SITE ADDRESS PER SECTION R319 OF 2023 FBCR.
- FOAM PLASTIC MATERIALS TO MEET THE REQUIREMENTS OF THE 2023 FBCR.
- PROTECTION OF WOOD DECAY TO MEET THE REQUIREMENTS OF THE 2023 FBCR.
- PROVIDE HANDICAP ACCESSIBILITY PER SECTION R320 OF THE 2023 FBCR.
- TERMITE TREATING AND PROTECTION TO MEET THE REQUIREMENT OF SECTION R318 OF THE 2023 FBCR.
- FINISHED FLOOR TO MINIMUM 8" ABOVE GRADE. FINISHED FLOOR TO MINIMUM 12" ABOVE CROWN OF ROAD.
- THIS STRUCTURE SHALL MEET THE REQUIREMENTS OF THE 2023 FBCR. Maintenance of TRAFFIC SHALL BE IN ACCORDANCE WITH THE MANUAL ON UNIFORM TRAFFIC CONTROL DEVICES (LATEST EDITION AND REVISIONS) AND THE FLORIDA DEPARTMENT OF TRANSPORTATION ROADWAY DESIGN STANDARDS (LATEST EDITION AND REVISIONS)
- LOCAL RESIDENTIAL/BUSINESS ACCESS SHALL BE MAINTAINED AT ALL TIMES.
- NO LANE CLOSURES WILL OCCUR BETWEEN THE HOURS OF 6 A.M. AND 9 A.M. OR BETWEEN THE HOURS OF 3:30 P.M. AND 6:30 P.M. MONDAY THROUGH FRIDAY.
- THE USE OF TRAFFIC CONES WILL BE RESTRICTED TO ACTIVE WORK PERIODS ONLY. CHANNELIZING DEVICES (TYPE I, II, DRUMS) SHALL BE USED DURING INACTIVE WORK PERIODS UNLESS OTHERWISE SPECIFIED.
- THE A.H.J. RESERVES THE RIGHT TO REQUIRE ADDITIONAL DEVICES AND/OR CHANGES TO THE TRAFFIC CONTROL PLAN BASED UPON CHANGING TRAFFIC CONDITIONS.
- PEDESTRIAN CONTROL SHALL BE MAINTAINED ON ONE SIDE OF THE ROAD AT ALL TIMES. IF UNABLE TO DO SO, THE CONTRACTOR SHALL PROVIDE TEMPORARY WALKWAYS, BOARDWALKS AND / OR TEMPORARY CONCRETE SIDEWALKS.
- THE CONTRACTOR SHALL BE RESPONSIBLE FOR INSURING EACH EMPLOYEE SUPERVISING THE SELECTION AND PLACEMENT OF MAINTENANCE OF TRAFFIC (MOT) CONTROL DEVICES SHALL BE PROPERLY TRAINED BY ATTENDING AND SUCCESSFULLY COMPLETING A FLORIDA DEPARTMENT OF TRANSPORTATION (FDOT) APPROVED MOT COURSE. THE TRAINING SHALL BE AT A LEVEL APPLICABLE TO THE EMPLOYEES LEVEL OF INVOLVEMENT. COPIES OF CERTIFICATION SHALL BE PROVIDED TO THE CITY TRANSPORTATION ENGINEERING DIVISION PRIOR TO IMPLEMENTING ANY PHASE OF MOT.
- THE CONTRACTOR SHALL PROVIDE A TRAFFIC CONTROL SUPERVISOR (TCS) WHO IS RESPONSIBLE FOR INITIATING, INSTALLING, AND MAINTAINING ALL TRAFFIC CONTROL DEVICES.
- THE TCS SHALL BE AVAILABLE ON A 24-HOUR PER DAY BASIS, PARTICIPATE IN ALL CHANGES TO TRAFFIC CONTROL, AND REVIEW THE PROJECT ON A DAY-TO-DAY BASIS.
- THE TCS SHALL BE PRESENT DURING THE INITIAL SETUP OF THE TRAFFIC CONTROL PLAN AND ALL SUBSEQUENT PHASES OR CHANGES TO THE TRAFFIC CONTROL.
- THE TCS SHALL IMMEDIATELY CORRECT ALL DEFICIENCIES.
- THE CONTRACTOR SHALL ENSURE THE TCS BE AVAILABLE ON SITE WITHIN 45 MINUTES OF NOTIFICATION OF AN EMERGENCY SITUATION AND IS PREPARED TO RESPOND TO AND CORRECT THE TRAFFIC CONTROL OR PROVIDE ALTERNATE ARRANGEMENTS FOR CORRECTIVE ACTIONS.
- THE TCS SHALL BE RESPONSIBLE FOR PERFORMING WEEKLY DAYTIME AND NIGHTTIME INSPECTIONS OF ALL TRAFFIC CONTROL DEVICES, TRAFFIC FLOW, AND PEDESTRIAN, BICYCLIST MOVEMENT THROUGH THE WORK AREA AND BUSINESS ACCOMMODATIONS.
- THE CITY MAY DISQUALIFY AND REMOVE FROM THE PROJECT A TRAFFIC CONTROL SUPERVISOR THAT FAILS TO COMPLY WITH THESE PROVISIONS. THE CITY MAY ALSO SUSPEND ALL WORK ACTIVITIES UNTIL CORRECTIVE ACTIONS HAVE BEEN COMPLETED.
- NO DRAINAGE IS PERMITTED TO BE DISCHARGED ONTO SURROUNDING PRIVATE PROPERTY, NOR CAN EXISTING DRAINAGE PATTERNS BE ADVERSELY AFFECTED BY ANY CONSTRUCTION. SURFACE DRAINAGE TO MEET THE REQUIREMENTS OF THE A.H.J. CODE OF ORDINANCES.

site information



address	747 MCINTYRE AVE WINTER PARK FL 32789
municipality	CITY OF WINTER PARK
legal description	--
zoning designation	R2 - HISTORIC

material legend

	WOOD FINISH
	WOOD BLOCKING OR SHIM
	WOOD FRAMING
	SAND, MORTAR, OR GROUT
	CONCRETE, CAST IN PLACE
	STEEL
	ALUMINUM
	GRAVEL, CRUSHED ROCK
	EARTH
	PLYWOOD
	RIGID INSULATION
	BATT INSULATION
	GYPSUM BOARD
	CEMENT PLASTER
	CONCRETE MASONRY UNITS

electrical symbols

	110 V. DUPLEX OUTLET		SMOKE/CO DETECTOR
	110 V. DUPLEX OUTLET (ARCH FAULT INTERRUPT)		FIXTURE TYPE, SEE SCHED.
	110 V. DEDICATED DUPLEX OUTLET		SURFACE MTD. LIGHT
	110 V. GFI DUPLEX OUTLET		RECESSED LIGHT (ARROW ~ DIRECTIONAL)
	FLOOR DUPLEX RECEPTACLE		MOISTURE PROOF RECESSED LIGHT
	220 VOLT OUTLET		WALL MOUNTED LIGHT
	WEATHER PROOF GFI		MONOPOINT
	110 V. FLR. MTD. DUPLEX OUTLET		PLUG-IN FIXTURE
	110 V. CLG. MTD. DUPLEX OUTLET		PENDANT FIXTURE
	QUAD RECEPTACLE		OVERHEAD FAN
	DUPLEX RECEPTABLE (USB INDICATES CHARGING OUTLET/STATION)		OVERHEAD FAN
	240 VOLT ELECTRIC VEHICLE CHARGING OUTLET		CEILING MOUNTED SPEAKER
	SWITCH @ 42"		IN-WALL SPEAKER
	3-WAY SWITCH @ 42"		LED STRIP LIGHT
	SWITCH DIMMING CIRCUIT @ 42"		STEP LIGHT
	PUSH BUTTON		IN-GROUND/ WELL LIGHT
	CHIMES		TRACK/HEADS
	TV JACK		WALL MOUNTED SWING-ARM LIGHT
	ETHERNET / PHONE JACK		ELECTRICAL PANEL
	KEYPAD		ELECTRICAL METER
	THERMOSTAT		A/C DISCONNECT
	EXHAUST FAN + TIMER SWITCH		GAS TANKLESS WATER HEATER
	HEAT DETECTOR (LOW = LOW TEMP SENSOR, LP = LP GAS DETECTOR)		GARAGE DOOR OPENER
	REMOTE TRANSFORMER		FLUORESCENT LIGHT
	FLOOD LIGHT		

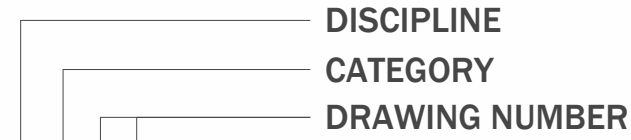
symbol legend

	Wall Type (see wall type schedule)
	Door Type (see door schedule)
	Window Type (see window schedule)
	Building Section
	Wall Section
	Detail Number
	Building Elevation
	Interior Elevation
	Elevation Mark
	Room Name
	Column Line
	Center Line
	Revision Tag
	Stair Tag
	Single Step
	Floor Grille
	Window
	View Callout
	Door w/ Screen Panel

code index

building	CONSTRUCTION SHALL BE IN ACCORDANCE W/ THE 2023 FLORIDA BUILDING CODE RESIDENTIAL.
electrical	ALL ELECTRICAL SHALL BE IN ACCORDANCE W/ THE 2020 NATIONAL ELECTRICAL CODE.
gas	ALL GAS SHALL BE IN ACCORDANCE W/ THE 2023 FLORIDA BUILDING CODE GAS.
mechanical	ALL MECHANICAL SHALL BE IN ACCORDANCE W/ THE 2023 FLORIDA BUILDING CODE MECHANICAL.
plumbing	ALL PLUMBING SHALL BE IN ACCORDANCE W/ THE 2023 FLORIDA BUILDING CODE PLUMBING CODE.
accessibility	ALL ACCESSIBILITY CODE SHALL BE IN ACCORDANCE W/ FLORIDA BUILDING CODE (FBC-A), 8th EDITION (2023) FLORIDA ACCESSIBILITY CODE
energy conservation	ALL ENERGY CODE SHALL BE IN ACCORDANCE W/ FLORIDA BUILDING CODE - ENERGY CONSERVATION (FBC-EC), 8th EDITION (2023)
fire prevention	ALL FIRE PROTECTION CODE SHALL BE IN ACCORDANCE W/ FLORIDA FIRE PREVENTION CODE (FFPC), 8th EDITION (2023) WHICH INCORPORATES NFPA 1, FIRE CODE (LSC), 8th EDITION (2023), FLORIDA AMENDMENTS NFPA 101, LIFE SAFETY CODE (LSC), 8th EDITION (2023), FLORIDA AMENDMENTS NFPA 13, INSTALLATION OF FIRE SPRINKLERS, 2022 EDITION

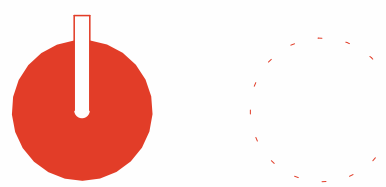
nomenclature

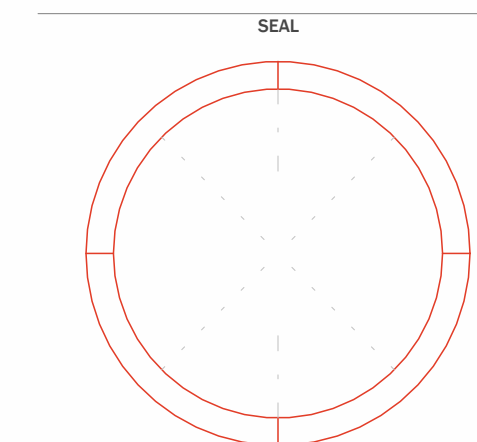


DISCIPLINE	CATEGORY
A ARCHITECTURE	0 GENERAL / LIFE SAFETY
C CIVIL	1 SITE PLAN
ID INTERIOR DESIGN	2 FLOOR PLAN
L LANDSCAPE	3 REFLECTED CEILING PLAN
IR IRRIGATION	4 INTERIOR ELEVATIONS
S STRUCTURAL	5 EXTERIOR ELEVATIONS
	6 BUILDING & WALL SECTIONS
	7 EXTERIOR / INTERIOR DETAILS
	8 SCHEDULES
	9 ELECTRICAL

design team

architecture	WINTER PARK DESIGN ADDRESS: 151 CIRCLE DRIVE MAITLAND, FL 32751 PHONE: 407.644.8993 CONTACT: MATTHEW JOHNSON
contractor	
structure	ALBA ENGINEERING ADDRESS: P.O.# 63901 ORLANDO, FL 32854 PHONE: 407.421.4866 CONTACT: DAN SOUTER
interior	N/A
landscape	N/A





the **LOW COUNTRY COTTAGE**
McIntyre Avenue Winter Park

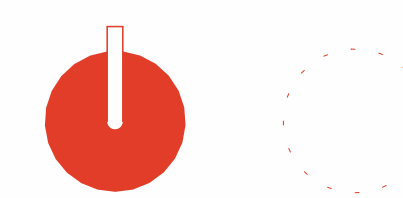
Issue Date	04/15/2025
Project Status	PHASE 1
Project Designer	RGH
Project Drafter	MWL

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PROJECT OVERVIEW

G002

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1 facade
SCALE: 3/8" = 1'-0"

area tabulations

SITE INFORMATION		
PROJECT NAME		McIntyre Avenue Cottages
PROJECT ADDRESS		McIntyre Ave
EXISTING ZONING		R-2 Historic
SITE SETBACKS	REQUIRED	PROPOSED
FRONT	25'	27'-4"
REAR (FIRST)	10'	11'- 8"
REAR (SECOND)	20'	20'- 0"
LEFT SIDE (FIRST)	7'	12'- 0"
LEFT SIDE (SECOND)	10'	12'- 0"
RIGHT SIDE (FIRST)	7'	7'- 0"
RIGHT SIDE (SECOND)	10'	10'- 0"
BUILDING HEIGHT		
ALLOWED		30'- 0"
PROPOSED		27'- 10"
FAR CALCULATIONS		
LOT AREA		8736.00 ft²
FAR ALLOWED		4804.80 ft² (55%)
FAR PROPOSED		4501.61 ft²
IMPROVED COVERAGE		
LOT AREA		+/- 8736.00 ft²
ALLOWED		(65%)5678.40 ft²
PROPOSED		
TOTAL CONSTRUCTION		3493.00 ft²
HARDSCAPE		1931.00 ft²
TOTAL		5424.00 ft²

<u>FLOOR AREA RATIO</u>		
NAME	TYPE	SQFT
FIRST FLOOR	CONDITIONED	2413.33 ft²
SECOND FLOOR	CONDITIONED	1292.00 ft²
STUDIO	CONDITIONED	484.94 ft²
STUDIO ENTRY	CONDITIONED	73.33 ft²
2 CAR GARAGE	GARAGE	538.00 ft²
TOTAL FAR		4801.61 ft²

<u>LOT COVERAGE</u>		
NAME	TYPE	SQFT
FIRST FLOOR	CONDITIONED	2413.33 ft²
STUDIO ENTRY	CONDITIONED	73.33 ft²
2 CAR GARAGE	GARAGE	538.00 ft²
BREEZEWAY	NON-CONDITIONED	85.33 ft²
FRONT PORCH	NON-CONDITIONED	210.00 ft²
REAR PORCH	NON-CONDITIONED	172.67 ft²
TOTAL SF		3492.67 ft²

<u>AREA CONDITIONED</u>	
NAME	SQFT
FIRST FLOOR	2413.33 ft ²
SECOND FLOOR	1292.00 ft ²
STUDIO	484.94 ft ²
STUDIO ENTRY	73.33 ft ²
TOTAL CONDITIONED	4263.61 ft ²

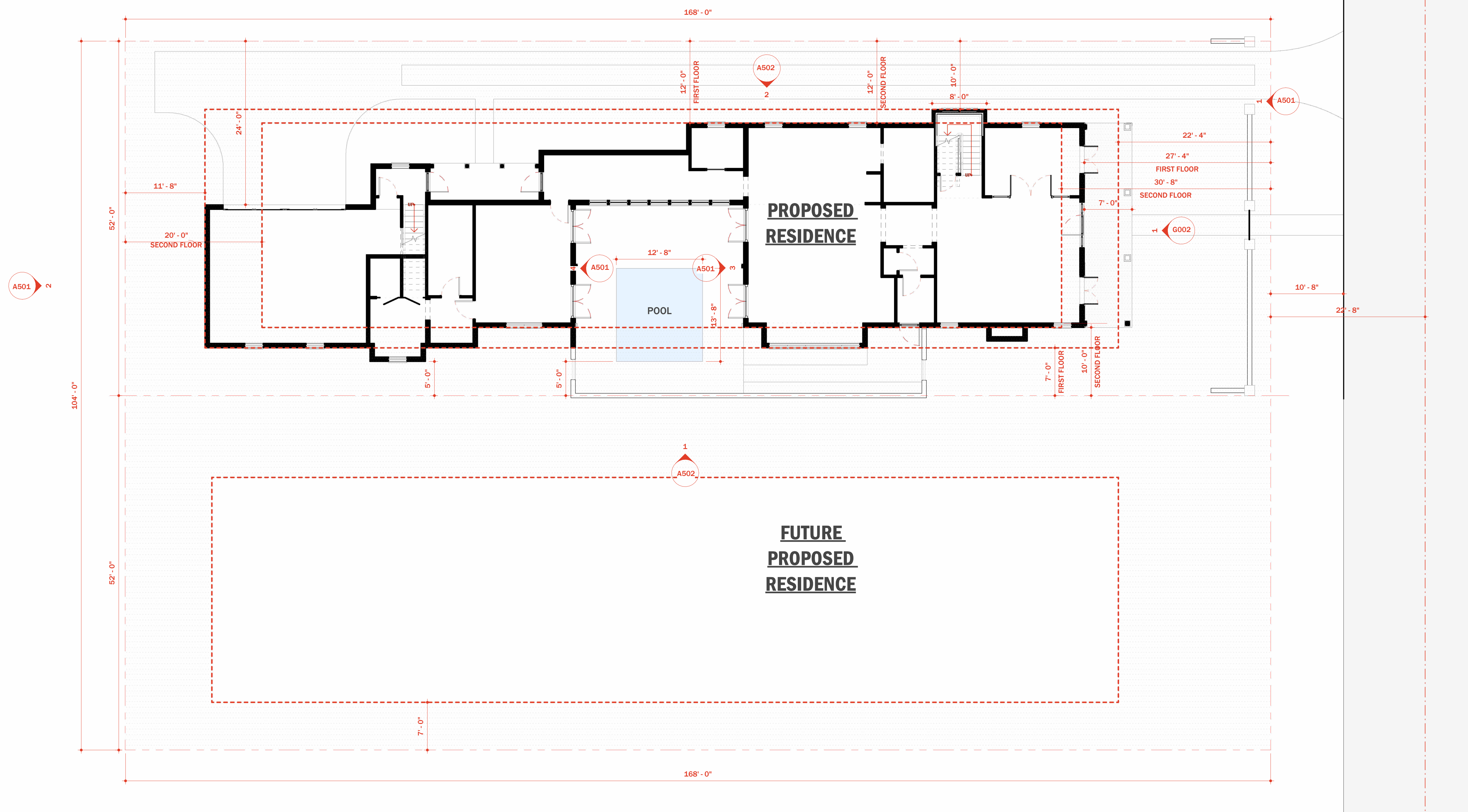
<u>AREA NON-CONDITIONED</u>	
NAME	SQFT
BREEZEWAY	85.33 ft²
FRONT PORCH	210.00 ft²
REAR PORCH	172.67 ft²
TOTAL COVERED	468.00 ft²

AREA GARAGE	
NAME	SQFT
2 CAR GARAGE	538.00 ft²
TOTAL GARAGE	538.00 ft²

<u>AREA TOTAL CONSTRUCTION</u>	
NAME	SQFT
FIRST FLOOR	2413.33 ft²
SECOND FLOOR	1292.00 ft²
STUDIO	484.94 ft²
STUDIO ENTRY	73.33 ft²
2 CAR GARAGE	538.00 ft²
BREEZEWAY	85.33 ft²
FRONT PORCH	210.00 ft²
REAR PORCH	172.67 ft²
TOTAL CONSTRUCTION	5269.61 ft²

<u>AREA HARDSCAPE</u>	
NAME	SQFT
POOL DECK	509.78 ft ²
DRIVEWAY	1218.42 ft ²
FRONT WALKWAY	93.00 ft ²
SIDE WALKWAY	109.42 ft ²
TOTAL HARDSCAPE	1930.61 ft ²

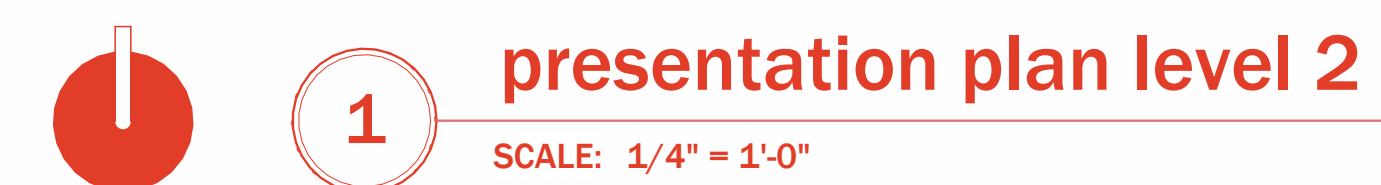
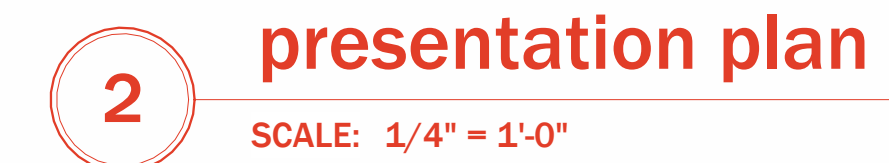
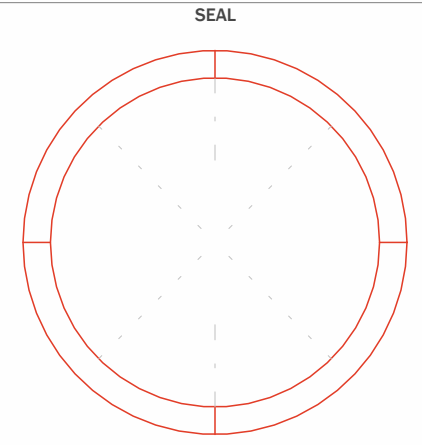
<u>AREA IMPERVIOUS</u>		
NAME	TYPE	50FT
FIRST FLOOR	CONDITIONED	2413.33 ft²
STUDIO ENTRY	CONDITIONED	73.33 ft²
2 CAR GARAGE	GARAGE	538.00 ft²
POOL DECK	HARDSCAPE	509.78 ft²
DRIVEWAY	HARDSCAPE	1218.42 ft²
FRONT WALKWAY	HARDSCAPE	93.00 ft²
SIDE WALKWAY	HARDSCAPE	109.42 ft²
BREEZEWAY	NON-CONDITIONED	85.33 ft²
FRONT PORCH	NON-CONDITIONED	210.00 ft²
REAR PORCH	NON-CONDITIONED	172.67 ft²
TOTAL IMPERVIOUS		5423.28 ft²



McIntyre Avenue Winter Park

Construction Area





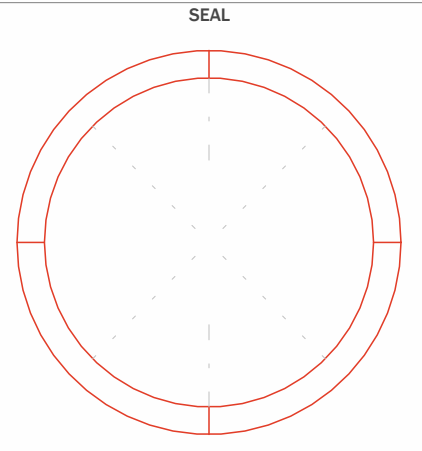
the LOW COUNTRY COTTAGE
McIntyre Avenue Winter Park

Issue Date	04/15/2012
Project Status	PHASE 1
Project Designer	J. Smith
Project Drafter	M. Jones

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PRESENTATION PLAN

A201



the LOW COUNTRY COTTAGE
McIntyre Avenue Winter Park

McIntyre Avenue Winter Park

isions

Effective Date	04/15/2018
Project Status	Phase 1
Project Designer	John Doe
Project Drafter	John Doe

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ARCHITECTURAL ROOF PLAN

A206

Set No.

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1

architectural roof plan

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



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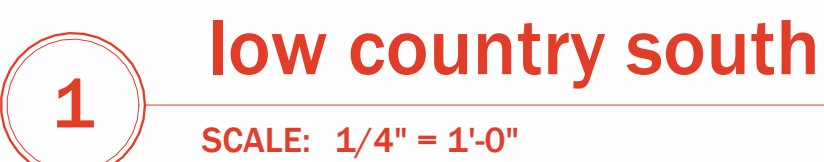
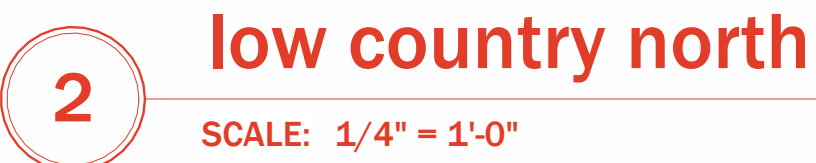
A501



visions

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A502





Historic Preservation Board

agenda item 7.a

item type

Staff Updates

meeting date

June 11, 2025

prepared by**approved by**

Allison McGillis, Director of Planning and
Zoning

subject

Discuss scheduling a work session in July/August

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

None