



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.

Minutes approved by the Board on June 11, 2025.

ATTEST:

/s/ Mary Bush, Recording Secretary