



# Board of Adjustments Regular Meeting Minutes

**April 15, 2025 at 5:00 PM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

Michael Clary, Robert Trompke, Charles Steinberg, Aimee Hitchner, Jeanne Reynaud, Frank Pruitt

## **Absent**

Ann Higbie

## **Staff Present**

City Attorney Hillary Griffith, Senior Planner/Zoning Official John Harbilas, Planner II Nicholas Lewis, Planner I Corinna Lundgren, Administrative Coordinator Mary Bush

### **1. Call to Order**

Chairman Steinberg called the meeting to order at 4:59 p.m.

### **2. Consent Agenda**

- a. Approve the minutes of February 18, 2025.

Motion made by Michael Clary, seconded by Jeanne Reynaud, to approve the February 18, 2025 meeting minutes.

The motion carried unanimously by a 6-0 vote. (Ann Higbie was absent from the meeting.)

### **3. Public Comments (for items not on the agenda): Three minutes allowed for each speaker**

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

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

- a. BOA #25-03. Request of Sarah Silveira for variance approval from Section 58-65(f)(6), to allow a 33-foot front setback in lieu of the required front setback of 59 feet in conjunction with the proposed single-family home located at 1790 Windsor Drive, zoned R-1A.

Mr. Lewis provided a summary of the request. He noted that the property is located near Lakemont Elementary and the block is largely uniform in terms of home setbacks,

particularly on the south side of Windsor Drive, where the average front setback is 33 feet. Homes adjacent to the applicant's property are set back 30 and 32 feet, respectively. Mr. Lewis indicated that the existing structure on the applicant's property has a 59-foot setback, which is significantly deeper than others on the block and considered out of character with the surrounding homes. It includes an unenclosed carport that sits at 39 feet, but since the front setback is measured to the front building wall, which is at 59 feet, the carport does not count toward the official setback measurement. The property is described as the only notable outlier in terms of front setback on this block.

Mr. Lewis explained that enforcing a 59-foot setback would render roughly 40% of the applicant's lot unbuildable before even considering rear and side setbacks. In contrast, the proposed 33-foot setback aligns with the neighborhood average and places the new home behind the building lines of the adjacent properties, which helps maintain block conformity. He emphasized that the applicant's hardship is due to unique circumstances, specifically the existing out-of-character structure built in 1958, which predates the applicant's ownership. He also indicated that no special privilege would be granted as part of the request, as it aligns with existing conditions on the block and corrects an existing inconsistency rather than creating a new one.

Staff recommendation was for approval.

The applicant, Sarah Silvera of 1790 Windsor Drive, Winter Park, FL 32789 briefly addressed the Board, explaining her personal reasoning for building a single-story home—citing accessibility and long-term aging in place—as the rationale for the variance request. She presented a conceptual image of the proposed home and reaffirmed her intent to make it her “forever home.”

The Board heard public comment from the following resident who was in favor of the request:

Tammy Proden of 1810 Windsor Drive, Winter Park, FL 32789.

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

**Motion made by Michael Clary, seconded by Robert Trompke, for variance approval from Section 58-65(f)(6), to allow a 33-foot front setback in lieu of the required front setback of 59 feet in conjunction with the proposed single-family home located at 1790 Windsor Drive, zoned R-1A.**

**The motion carried unanimously by a 6-0 vote. (Ann Higbie was absent from the meeting.)**

**5. Non-Action Items**

**6. Staff Updates**

Staff and the Board expressed gratitude to Charles Steinberg and Ann Higbie for their years of service on the Board, as they had been termed out and would no longer be on the Board after April. Charles Steinberg expressed his pleasure with serving on the Board and working with the other Board members and staff. Ann Higbie was absent from the meeting.

**7. Board Comments**

**8. Upcoming Agenda Items**

**9. Adjournment**

The meeting adjourned at 5:13 p.m.

Minutes approved by the Board on June 17, 2025.

ATTEST:

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/s/ Mary Bush, Board Secretary