



Historic Preservation Board Regular Meeting Minutes

June 11, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

John Skolfield, Lee Rambeau, Kim Burst Wood, Rhett Delaney

Absent

Kelsey Wolfe, Fay Pappas, Margie Bridges

Staff Present

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

1. Call to Order

Chairman Skolfield called the meeting to order at 9:01 a.m.

2. Consent Agenda

- a. Approve the minutes of the May 14, 2025 regular meeting.

Motion made by Rhett Delaney, seconded by Lee Rambeau, to approve the May 14, 2025 meeting minutes.

The motion carried unanimously by a 4-0 vote. (Margie Bridges, Fay Pappas, and Kelsey Wolfe 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. 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.

Mr. Harbilas provided a summary of the item. He noted that it concerned a request from The Woman's Club of Winter Park regarding architectural improvements to the southern entrance of their building. The building underwent some modifications in 2016, including the addition of a covered entry feature to enhance architectural

cohesion. Since then, an ADA-accessible ramp has been added for compliance and functionality. The applicant's proposal sought to better integrate this ramp into the existing architecture by extending the roof structure to cover both the landing and the stairs, maintaining existing railings and enhancing overall visual appeal. Mr. Harbilas then presented the applicant's proposed design, emphasizing that the changes were minor and consistent with the building's existing character.

Staff recommendation was for approval.

The Board expressed strong support for the project, praising the proposal's aesthetic quality and its practical improvements. It was noted that the visibility of the building to passing traffic made the attention to design particularly worthwhile. The Board appreciated the subtle architectural enhancements, such as the replication of original trim details and double columns, which contribute to the building's historical continuity and charm.

The applicant's general contractor, Frank Rourke, addressed the Board and reiterated that the proposed work mirrors the north entrance enhancements and preserves original architectural elements. He noted that materials like painted wood or composite wraps would be used to echo the look of existing columns.

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

Motion made by Rhett Delaney, seconded by Kim Burst Wood, for approval to alter the southern entrance of the historic building located at 419 South Interlachen Avenue, zoned O-2.

The motion carried unanimously by a 4-0 vote. (Margie Bridges, Fay Pappas, and Kelsey Wolfe were absent from the meeting.)

- 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.

Mr. Harbilas provided a summary of the request. He noted that it involved the construction of a new two-story, 4,800-square-foot home at 747 McIntyre Avenue, on the northern lot of the recently subdivided property. The applicant, Barefoot Brothers Construction, had previously received approval to divide the parcel and was now seeking approval for the new home on the northern portion. Mr. Harbilas then reviewed the applicant's proposed plans. He indicated that the proposed design follows a low-country cottage aesthetic with a main house in the front and a garage apartment in the rear. He also indicated that the project meets R-2 zoning requirements.

Staff recommendation was for approval.

A brief discussion ensued regarding whether there would be any variances required in R-2 zoning if the property was not in a historic district.

The applicant, Ron Scarpa of Barefoot Brothers Construction, addressed the Board and shared that the home was designed in response to feedback from earlier meetings, with a focus on maintaining a scale appropriate to the surrounding College Quarter neighborhood. The design includes features meant to blend with the community character, such as a covered front porch, board and batten and lap siding, dormers, and articulated rooflines. The intention is to present a one-story appearance from the street, despite the home being two stories. Materials will include Hardy board siding, real wood front doors with true divided light, Sierra Pacific wood-clad windows with applied muntins, and a mix of composite and potentially real wood shutters, depending on durability and cost considerations. Mr. Scarpa explained the incorporation of texture and visual depth through the use of shakes on dormers and bump-outs, stucco on lower levels, and thoughtful use of exposed rafter tails. He indicated that the rear garage apartment would mirror these design principles. He then acknowledged the evolving nature of construction details but emphasized their commitment to maintaining design integrity, especially in prominent elements like the front elevation.

The Board expressed appreciation for the project's quality and sensitivity to neighborhood context. The importance of calling out specific materials and construction details during design approval to avoid the risk of unsatisfactory results, as seen in past projects, was emphasized. While there was discussion around the aesthetic shortcomings of certain materials—such as the flat appearance of Hardy board siding—confidence was expressed in the applicant's design judgment and attention to quality.

Overall, the Board expressed general approval and support for the design, noting that the applicant's thoughtful approach and high standards set a good precedent for others in the district. Suggestions were made to include more detailed material callouts in the permitting set and to potentially use authentic materials, like wood shutters, where feasible.

Motion made by Lee Rambeau, seconded by Kim Burst Wood, for approval 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.

The motion carried unanimously by a 4-0 vote. (Margie Bridges, Fay Pappas, and Kelsey Wolfe were absent from the meeting.)

5. Action Items

6. Non-Action Items

7. Staff Updates

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

Mr. Harbilas noted potential topics to be discussed at a future work session for the Board, including an update of the historical survey relating to historic properties across the city.

Mrs. Bush inquired with the Board about their preference for having a work session that would take place immediately after the regular meeting for either July or August. The Board unanimously agreed that a work session immediately after the August regular meeting would work.

8. Board Comments

Chairman Skolfield expressed concern regarding the best way to keep the public informed of important happenings within the city, such as the status of projects. He suggested that this topic be considered further.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 9:36 a.m.

Minutes approved by the Board on July 9, 2025.

ATTEST:

/s/ Mary Bush, Recording Secretary