



Historic Preservation Board Regular Meeting Minutes

July 9, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

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

Absent

Lee Rambeau

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 9:00 a.m.

2. Consent Agenda

- a. Approve the minutes of the June 11, 2025 regular meeting.

Motion made by Rhett Delaney, seconded by Fay Pappas, to approve the June 11, 2025 meeting minutes.

The motion carried unanimously by a 5-0 vote. (Kim Burst Wood was not present for the approval of the minutes. Lee Rambeau 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. COR 25-05. Request by Ryan and Zamantha Phillips to amend the condition of approval granted by HPB on June 12, 2024 related to the wood siding required to be used on the exterior of the home at 965 Lakeview Drive, zoned R-1AA.

Mrs. McGillis provided a brief summary of the request. She noted that at the Historic Preservation Board meeting in June 2024, the Board approved additional conditions

related to the reconstruction of the home. The conditions were that the applicant had to adhere to staff's supplement to the existing building permit and that only wood siding or a 3/4-inch shiplap was allowed. The applicant complied with the requirements and installed wood siding consistent with the Board's directive. However, following installation, the product has since failed in certain sections of the exterior of the home. The specific cause of the failure is unclear, but the applicant provided documentation and photographs indicating significant issues with the material's durability and performance. Given the documented failure of the approved wood siding product despite adherence to the Board's original condition, staff reassessed the situation.

Staff recommendation was to revise the June 2024 condition, given the circumstances to-date with the wood siding utilized, and permit the applicant to use a smooth cement fiber siding that closely matches the profile and reveal of the original siding of the home.

The applicant's builder, Charlie Clayton at 940 Old England Avenue, Winter Park, FL 32789, addressed the Board and provided a detailed explanation of the request. He provided information about the shiplap product that the applicant wanted to use, the response from the manufacturer regarding the issue that caused the failure of the initial siding, how much of the siding was affected on the house, and whether the siding that was used was Hardie board.

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

Paige Vietor of 325 Vitoria Avenue, Winter Park, FL 32789.

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

Motion made by Rhett Delaney, seconded by Fay Pappas, to approve amending the condition of approval granted by HPB on June 12, 2024 related to the wood siding required to be used on the exterior of the home at 965 Lakeview Drive, zoned R-1AA, with the following condition:

- **applicant must use a smooth cement fiber siding that closely matches the profile and reveal of the original siding of the home.**

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

- b. COR 25-06. Request by Catherine Mitchell to add a two-story accessory dwelling unit in the rear of the lot at 865 South Pennsylvania Avenue, zoned R-2, located in the College Quarter District, inclusive of a rear setback variance in order to

accommodate parking between the structures.

Mrs. McGillis provided a summary of the request. She noted that the item had been presented to the Board as a discussion item two months prior, which is where the variance request resulted from. She added that there are currently two units in the home and the applicant wanted to remove one unit in order to build the detached accessory dwelling unit in the rear. She indicated that the applicant was asking for a variance in the rear, instead of complying with a 10-foot first floor and 20-foot second floor setback in the rear. She then explained that the applicant was requesting a 7-foot setback for both the first floor and second floor to accommodate the two 9-foot by 18-foot parking spaces in between the two units. She also noted that the applicant had provided a letter of support from one neighbor and staff had not received any neighbor letters for or against the request.

Staff recommendation was for approval with the following condition:

- There can only be two total units on the property, and that the zoning final inspection/Certificate of Occupancy for the rear house cannot be issued until the second kitchen and second utility meter that exists today for the front house be removed, and a zoning final inspection be completed for the permit associated with the front home to ensure the second unit has been removed.

The applicant's architect, Gary Hancock at 2142 Chinook Trail, Maitland, FL 32751 addressed the Board. Mr. Hancock provided details of the project and noted that they were trying to match the front structure as closely as possible.

The Board inquired about the proposed parking spaces and the material to be used for the siding. The Board shared their thoughts about the request and were overall in favor of it.

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

The Board inquired about responses from the neighbors regarding the request.

Motion made by John Skolfield, seconded by Margie Bridges, to approve the request to add a two-story accessory dwelling unit in the rear of the lot at 865 South Pennsylvania Avenue, zoned R-2, located in the College Quarter District, inclusive of a rear setback variance in order to accommodate parking between the structures, with the following conditions:

- **There can only be two total units on the property, and that the zoning final inspection/Certificate of Occupancy for the rear house cannot be issued until the second kitchen and second utility meter that exists**

today for the front house be removed and a zoning final inspection be completed for the permit associated with the front home to ensure the second unit has been removed.

- **That the Hardie board siding be one of the Hardie manufacturer's Artisan Collection products or a similar manufacturer that has nearly identical profiles.**

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

5. Action Items

6. Non-Action Items

- a. Request of Barefoot Brothers Construction for a preliminary review of renovations/additions to 786 Antonette Ave, zoned R-1AA, located within the College Quarter Historic District.

Mrs. McGillis provided a summary of the item. It was noted that the applicants intend to preserve the front elevation of the existing home while demolishing and reconstructing much of the rear, adding a second-story addition and a two-story garage at the back of the property. Although the proposal largely complies with zoning requirements, variances are needed for side and rear setbacks related to the accessory structure. The applicant emphasized that the home is in poor condition and lacks modern amenities, and their intent is to revitalize it while respecting the neighborhood's character. The applicant had already received generally positive feedback from neighbors and was seeking preliminary Board guidance before making significant design investments. The Board supported the applicant's effort to preserve the street-facing facade but emphasized the importance of maintaining the scale and massing consistent with the historic nature of the neighborhood. The Board was particularly focused on ensuring that the distinctive arches on the front of the house remained untouched and that the general scale of the structure—especially from the street view—remained appropriate for the neighborhood. Concerns were raised about the height and visual impact of the rear addition, with suggestions offered to manage perceived scale through architectural strategies.

The Board heard public comment from the following resident in favor of the item:

Paige Vietor of 325 Vitoria Avenue, Winter Park, FL 32789.

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

No formal decisions were made, as this was a non-action item intended to solicit feedback prior to a full application.

- b. Request of the property owner of 1645 N Park Ave, Jordan Lofton, to discuss the potential historic designation of her 1924 home and proposed renovations.

Mrs. McGillis provided a summary of the item. She noted that the applicant was considering applying for historic designation for her home and sought preliminary feedback on potential renovations and how the designation might impact her plans. The applicant shared her restoration efforts, which have focused so far on structural and safety improvements, including rewiring, re-plumbing, grading, roof repair, and more. She also discussed planned exterior changes, such as replacing windows and French doors, adding gutters, and repainting, as well as installing either an exterior staircase or a lift to address a steep, narrow, and potentially unsafe interior staircase. The Board expressed strong appreciation for her commitment to preserving the home and praised her for following through on her intention to maintain its character rather than sell it for redevelopment. While encouraging her to designate the home, the Board also acknowledged the trade-offs, such as reduced future resale flexibility. They emphasized that the city and Board are generally supportive and flexible when working with designated properties, and that grants may be available to assist with certain restoration costs. The Board recommended exploring additional contractor bids and possibly reconsidering interior stair modifications as alternatives to external solutions. Overall, the Board was supportive, with no objections raised to her renovation plans, and a clear encouragement to move forward with historic designation, honoring both her restoration work and preservation values.

No formal decisions were made, as this was a non-action item intended to solicit feedback prior to a full application.

7. Staff Updates

8. Board Comments

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 10:32 a.m.

Minutes approved by the Board on August 13, 2025.

ATTEST:

/s/ Mary Bush, Recording Secretary