



# Historic Preservation Board Regular Meeting Minutes

**August 13, 2025 at 9:00 AM**

City Hall Commission Chambers  
401 S. Park Avenue

## **Present**

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

## **Absent**

Kim Burst Wood

## **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 9:03 a.m.

### **2. Consent Agenda**

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

Motion made by Margie Bridges, seconded by Rhett Delaney, to approve the July 9, 2025 regular meeting minutes.

The motion carried unanimously by a 5-0 vote. (Lee Rambeau was not present for the approval of the minutes. Kim Burst Wood 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 25-07. Request by El Cortez, Ltd. to demolish the buildings located at 210 E Morse Boulevard, zoned R-4, which are listed as 'contributing' structures in the Interlachen Avenue National Register District.

**The applicant has requested to table this item until next month, September 10, 2025.**

Mrs. McGillis informed the Board that the applicant had requested to table the item

until the September 10, 2025 regular meeting.

- b. HDA 25-03/COR 25-08. Request by Jordan Lofton to individually designate her home at 1645 North Park Avenue, zoned R-1A, as a historic resource on the Winter Park register, and to add an exterior mechanical lift to the rear of the property as a secondary access to second story inclusive of a side setback variance of seven (7) feet in lieu of the ten feet required.

Mrs. McGillis provided a summary of the request. She indicated that the request had been reviewed at the last regular meeting as a non-action item for Board input. She added that at the last meeting, the Board agreed that the home was worthy of historic designation. It was noted that it is a contributing architectural style of the early 20th century homes in the City of Winter Park with its retained craftsman bungalow architectural style and significant original architectural integrity. Mrs. McGillis noted that there are some constraints on getting from the second story to the first floor in the interior of the home due to a substandard set of stairs and concerns about fire hazard safety. She explained that the applicant had done some comparison pricing and the most economical option was the requested exterior lift, which would be located in the rear of the home. She then noted that no neighbor letters had been received either for or against the request.

Staff recommendation was for approval.

The applicant, Jordan Lofton of 1645 N. Park Avenue, Winter Park, FL 32789, addressed the Board. In response to a Board member's inquiry, she indicated that the interior staircase would remain. She added that she would most likely, in the future, try to relocate the exit point to the staircase so it would not exit into the kitchen.

A brief discussion ensued regarding backup power for the lift, the visibility of the lift from the street, and the noise level of the lift.

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

**Motion made by Fay Pappas, seconded by Margie Bridges, for approval to individually designate the home at 1645 North Park Avenue, zoned R-1A, as a historic resource on the Winter Park register, and to add an exterior mechanical lift to the rear of the property as a secondary access to the second story inclusive of a side setback variance of seven (7) feet in lieu of the ten feet required.**

**The motion carried unanimously by a 6-0 vote. (Kim Burst Wood was absent from the meeting.)**

## **5. Action Items**

**6. Non-Action Items**

**7. Staff Updates**

**8. Board Comments**

**9. Upcoming Agenda Items**

**10. Adjournment**

The meeting adjourned at 9:17 a.m.

Minutes approved by the Board on September 10, 2025.

ATTEST:

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/s/ Mary Bush, Recording Secretary