



Historic Preservation Board Regular Meeting Minutes

October 8, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

John Skolfield, Kelsey Wolfe, Lee Rambeau, Kim Burst Wood, Margie Bridges, Rhett Delaney, Cynde Norris

Absent

None

Staff Present

Director of Planning and Zoning Allison McGillis, Asst. Director of Planning and Zoning/Zoning Official John Harbilas, Planner I Corrinna Lundgren

1. Call to Order

Chairman Skolfield called the meeting order at 9:03 a.m.

2. Consent Agenda

- a. Approve the minutes of September 10, 2025.

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

Motion made by Kelsey Wolfe, seconded by Rhett Delaney, for approval of the September 10, 2025 regular meeting minutes.

The motion carried unanimously by a 7-0 vote.

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. **Tabled from the September 10, 2025, meeting.**

Mrs. McGillis provided a summary of the request. She noted that at the September 10th Historic Preservation Board meeting, the Board tabled the request and directed the applicant to explore options of saving one of the buildings, and if that was not possible, to revise the architectural style of the proposed building to match the minimal traditional/Florida vernacular style of the existing apartments. She indicated that since that time, the applicant had created alternate design options for the proposed townhomes to present and discuss with the Board. She also noted that staff had received 32 letters of support for and a petition in favor of the project and 1 letter in opposition to the project.

Staff recommendation was for approval with the following conditions:

- That the applicant shall install a historic marker on-site to commemorate the historical significance of the property, which shall be completed prior to issuance of a Certificate of Occupancy for any new construction on the site.
- That prior to demolition, the applicant must obtain an approved building permit from the City of Winter Park for the property.

The applicant's attorney, Rebecca Wilson of 215 North Eola Drive, Orlando, FL 32801 addressed the Board. Attorney Wilson noted that the applicant's architect, Bob Koch had created a presentation for the Board to address various questions and concerns raised about the request at the last Board meeting.

Bob Koch with Fugleberg Koch Architects at 2555 Temple Trail, Winter Park, FL 32789 addressed the Board. Mr. Koch spoke about the footprint of the original structures on the property, the previous zoning for the lot, parking for the property, the property setbacks, the lack of stormwater management on the property, its location within the Central Business District, and the applicable design standards. He then went on to review the details of the existing buildings on the property as well as the two proposed design options, which included a townhouse configuration. Mr. Koch summarized his discussion by stating that preserving the existing buildings would carry a weight of cost that probably ensures their perpetuation in a subcode standard fashion into the future until such time as that life has been completely exhausted, and what little structural elements remain from the original structure are still worthy of standing the test of their use.

Discussion ensued about renovating the existing buildings, the proposed design options, the possibility of creating a higher capacity residential structure, parking options, what the proposed buildings would be used for, and saving one of the buildings. Discussion also ensued about whether the Board would have the opportunity to comment on future building design if they approved the request for demolition, adhering to the current design standards, and desired architectural style.

Motion was made by John Skolfield, seconded by Kelsey Wolfe, to table the item to the November 12, 2025 regular meeting, to provide the applicant with the ability to participate in a work session with the Board to discuss design recommendations for the request.

The motion carried unanimously by a 7-0 vote.

- b. COR 25-10. Request by Bryan Stephens to add a one-story accessory dwelling unit and attached carport in the rear of the lot at 1412 Canterbury Road, zoned R-1A, inclusive of a rear and side setback variance, in place of the original structure destroyed by fire.

Mr. Harbilas provided a summary of the request. He noted that all the structures on the property except a shed sit on the south side of the property. He also noted that the applicant wanted to add a small awning on the front of the principal structure over the entry door that was recently replaced with a wood door. He indicated that the property previously had a 400 square foot detached garage that was unfortunately destroyed by a fire. As a result, the applicant wanted to add a 585 square foot accessory dwelling unit with a 400 square foot attached carport in place of the old garage. He added that the carport would match the existing 2.3-foot side setback of the old garage, and the accessory dwelling would have a code-compliant 5-foot side setback and would match the 2.3-foot rear setback of the old garage. He then briefly reviewed the applicant's proposed elevations.

Staff recommendation was for approval.

Discussion ensued about the setbacks for the additions and if the applicant had spoken with the owners of the neighboring properties.

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

Leslee Mendez of 1354 Buckingham Road, Winter Park, FL 32789.

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

A brief discussion ensued about whether the home was designated historic and the Board's appreciation for the home.

Motion made by Rhett Delaney, seconded by Lee Rambeau, for approval to add a one-story accessory dwelling unit and attached carport in the rear of the lot at 1412 Canterbury Road, zoned R-1A, inclusive of a rear and side setback variance, in place of the original structure destroyed by fire.

The motion carried unanimously by a 7-0 vote.

5. Action Items

6. Non-Action Items

- a. Preliminary review of a lot split at 210 Stirling Avenue, zoned R-1AA.

Mrs. McGillis provided a summary of the proposal. She indicated that the applicant was seeking the Board's input on the best option of how to split the lot. She added that the applicant wanted to split the lot because they were looking to downsize. They planned to preserve the existing house and build a smaller house on the southern portion of the lot. Mrs. McGillis noted that the minimum requirements for an R-1AA lot are 100 feet in width and 10,000 square feet of area. She also explained that the applicants had three options for the lot split as described below:

1. A straightforward lot split that would give the new lot 100 feet of width and 10,000 square feet of area. It would divide the existing garage, so it would not be possible for the homeowner's priority to keep the garage as a contributory structure for the existing house.
2. A lot split that would give the new lot 182 feet of width and just over 10,000 square feet of area. One of the two possibilities considered which would accomplish the homeowner's goals.
3. A lot split that would give the new lot 152 feet of width and just over 10,000 square feet of area. One of the two possibilities considered which would accomplish the homeowner's goals.

Mrs. McGillis explained that all three options create a code compliant new lot but require the resultant lot to need a lot width variance but will meet the 10,00 square feet area requirement. She also noted that once created, the lot split would grandfather in the nonconforming setbacks of the existing lot. She then reviewed the options with the Board and noted that option 1 met all the code requirements without the need for variances, but it would impact the pool and the carriage garage house on the western side of the lot.

She then noted that it was not an option the applicant wanted to pursue because they wanted to preserve as much of the existing house as possible. She then indicated that options 2 and 3 cut into the lot a bit more, with option 2 a little bit more pronounced and skinnier than option 3. She added that with options 2 and 3, a portion of the pool deck would be lost and variances would be needed for the setbacks as well as the portion of the new lot that juts out (Oklahoma-like projection) would be unbuildable and perpetual green space. She added that the new home would also need to come before the Board for approval.

Discussion then ensued about whether the property was in a historic district, whether a variance would be needed for the pool or if it would be removed, whether the applicant had a preference for one of the options, the shape of the lot, the dimensions of the lot if it were squared off, clarification of the property lines and lot widths in the different options, where the pool fence would be located, and whether the panhandle of the lot could be eliminated. The reason for the applicant preferring not to demolish the detached garage, the Board's preference regarding density versus having one home on a large lot, drainage issues in the area, whether the applicant had considered an ADU instead, and whether the request met justification for a lot split were also discussed.

Mrs. McGillis indicated that she would share the Board's points of discussion and suggestions with the applicant.

7. Staff Updates

a. Proposal from KMF Architects for Historic Resource Survey Update

Mrs. McGillis noted that the city's continuing service contracts had been reviewed by staff and KMF Architects was chosen to provide a proposal for an updated historic resource survey for the city. She indicated that KMF Architects were well versed in historical architecture and had been involved in various historical renovation projects. She explained that the proposal was for KMF Architects to review the city's past historic surveys as well as all the properties within the city that could now qualify for historic designation since the last update. She added that the proposal also includes reviewing the historic districts in the city and any structures that were considered non-contributing that maybe today should be looked at as contributing.

Discussion then ensued about including a summary of the number of historic homes that have been demolished and no longer exist, whether the criteria of contributing and non-contributing homes would be referenced, the possibility of certain areas to be expanded into historic districts, and consideration for specific developments of the early 1950s.

The Board unanimously gave their approval of the proposal submitted by KMF Architects for updating the historic resource survey.

8. Board Comments

9. Upcoming Agenda Items

Mrs. McGillis indicated that in June 2026 it will have been 25 years since the city adopted its historic preservation ordinance. She explained that at the Board's next regular meeting, the city's Communication department would be present to discuss the avenues available to educate the public on historical elements and architecture and how to sustain the existing history within the city.

10. Adjournment

The meeting adjourned at 11:03 a.m.

Minutes approved by the Board on November 12, 2025.

ATTEST:

/s/ Mary Jean, Recording Secretary