



Historic Preservation Board Regular Meeting Minutes

November 12, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

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

Absent

Lee Rambeau

Staff Present

Director of Planning and Zoning Allison McGillis, Planner II Nicholas Lewis, Director of Communications Clarissa Howard, Events & Marketing Coordinator Stephanie Silva, Administrative Coordinator Mary Bush

1. Call to Order

Chairman Skolfield called the meeting to order at 9:02 a.m.

2. Consent Agenda

- a. Approve the minutes of October 8, 2025.

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

Motion made by Margie Bridges, seconded by Kelsey Wolfe, to approve the October 8, 2025, meeting minutes.

The motion carried by a 5-0 vote. (Rhett Delaney 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

The Board heard from the following resident:

Terry Bryant at 1831 Windsor Drive, Winter Park, FL 32789.

No one else wanted to speak. The public hearing was closed.

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

- a. HDA 25-04 Request by Dr. James T. Talbert, Jr. to individually designate his home at 275 North Capen Avenue, built in 1925, zoned R-1A, as a historic resource.

Mrs. McGillis provided a summary of the request. She reviewed the home's location in the Hannibal Square neighborhood and described its architectural characteristics, noting that although the house is not elaborate, it reflects the typical style, scale, and character of homes built there in the 1920s. She indicated that the home retains many original features despite its bright paint color, and it includes a detached rear garage. She concluded that the house contributes to the historic fabric of Winter Park.

Staff recommendation was for approval.

A brief discussion ensued about the home possibly being an old Sears and Roebuck home.

The applicant's daughter, Michelle Talbert of 2098 Lake Marion Drive, Apopka, FL 32712 addressed the Board. Ms. Talbert explained that the home was built by her grandfather, Dr. James Talbert, Jr., using durable cypress wood, which has helped it remain standing over the years. She also described the detached garage, noting that her grandfather constructed it with old Park Avenue and Morse Boulevard bricks purchased from a local brickyard, giving it additional historical character.

A brief discussion ensued about why a structure like the applicant's home might be approved for historic designation. Ms. Talbert addressed the Board again and described how meaningful the house was to her family when it was built, explaining that the greatest excitement came from finally having running water and indoor plumbing. She indicated that the family no longer had to go outside to use facilities, which was far more significant to them than having their own bedrooms.

The Board heard public comment from the following residents:

In Favor:

Linda Faye Washington of 321 N. Capen Avenue, Winter Park, FL 32789.

Opposed:

Ivana Teles of 507 Canton Avenue, Winter Park, FL 32789.

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

Motion made by Kelsey Wolfe, seconded by Margie Bridges, for approval to individually designate the home at 275 North Capen Avenue, built in 1925, zoned R-1A, as a historic resource.

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

- b. 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 October 8, 2025, meeting.**

Mrs. McGillis provided a summary of the request. She went over the updates that had been made to the request since the Board's work session in October. The total unit count had been reduced from 6 to 5 to incorporate an articulation of the middle unit. An 8' setback in the center will allow for a small garden feature and trees. Ceiling heights of the units were adjusted using 8' on the garage level, 10' on the main level, and 9' on the upper level to moderate the vertical scale of the structure. Roof slopes had been reduced to slopes indicative of most of the imagery previously brought forward by Board members, while using a hip roof profile with longer overhangs, consistent with southern Spanish/Moorish/Mediterranean influences. Small balconies at the indented center unit were added. Windows were given vertical dimensional prominence; the doors were more richly featured with raised relief characteristic of custom door works; and railings were proposed to be richly detailed for stoops and balcony elements.

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.
- The demolition may not occur until such time as: (1) a portion of the land has been conveyed to the synagogue and (2) a building permit has been issued for the townhomes or the synagogue.

The applicant's architect, Bob Koch of Fugleberg Koch Architects at 2555 Temple Trail, Winter Park, FL 32789 addressed the Board. He expressed appreciation for the Board's continued consideration of the request and their participation at the work session. He indicated that the revision to the entire campus plan had been approached with sensitivity to the concerns that had been expressed.

Discussion then ensued about the changes that had been made to the request, how the underground parking would be accessed, the inspirations for the architectural details that were chosen, and the absence of a materials list.

The applicant's attorney, Rebecca Wilson at 215 North Eola Drive, Orlando, FL 32801

addressed the Board. Attorney Wilson spoke about the city's design standards that the request would need to follow and a submittal to staff of materials that would be included in the rest of the application process. She also reminded the Board that the hearing was for consideration of demolishing the existing buildings.

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

Motion made by Cynde Norris, seconded by Rhett Delaney, for approval 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, 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.**
- **The demolition may not occur until such time as: (1) a portion of the land has been conveyed to the synagogue and (2) a building permit has been issued for the townhomes or the synagogue.**

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

5. Action Items

6. Non-Action Items

- a. Discussion item - designating the home at 111 Spring Lane as a historic resource and proposed additions to the front that will require variances

Preliminary review discussion ensued regarding the applicants' plans to add a second bedroom and a family room to their home while preserving key architectural features of the original house, such as mullions and corner windows. They also intend to add a small reflection or splash pool in the front yard, maintain the roofline to respect the mid-century style, and install a low iron fence with thoughtful landscaping to provide privacy without obscuring the house.

Board members expressed appreciation for the approach, noting that the design respects the original architecture and avoids creating a "stacked white box" appearance. They acknowledged the careful matching of materials and details, like the thin ironwork and glass, and emphasized the importance of scale and proportion in preserving the home's mid-century lines. Concerns were raised about the camphor trees lining Spring Lane. While the trees are invasive and not protected, their maintenance, as well as leaves and berries affecting the pool, were noted as

considerations. The Board suggested that the applicants provide further clarification on landscaping in their next submission. The applicants' proposed pool was viewed positively, though the Board acknowledged potential challenges with variances and the visual impact of the addition.

The applicants indicated that they had previously been discouraged by the city from pursuing designation. A brief discussion ensued regarding their intention to designate the property. It was noted that designation could restrict future changes but also emphasized that the current plan strikes a balance between preserving the home's character and updating it for family use. It was also noted that sensitive modernization like this can serve as an example to inspire historic preservation efforts in the neighborhood.

The applicants were requested to provide clarification on landscaping and the materials intended for the new windows and doors. Overall, there was general support for the plan. It was also expressed that it maintains neighborhood character, creates a livable family home, and respects the architectural integrity of the original structure.

7. Staff Updates

- a. Discuss historic preservation marketing plan with Communications Department

The city's Director of Communications, Clarissa Howard, and Events & Marketing Coordinator, Stephanie Silva, presented a draft marketing plan for celebrating both Historic Preservation Month in May 2026 and the 25th anniversary of the city's historic preservation ordinance in June 2026. They referenced a previous campaign that increased homeowner registrations and emphasized that the city's communications tools had proven effective. They described a proposed timeline beginning in January 2026, including issuing a press release at the April 22nd City Commission meeting celebrating the anniversary and presenting a proclamation for Historic Preservation Month. They also discussed two public events where the Historic Preservation Board could host informational tables: Memorial Day at City Hall and the city's annual July 4th community event. They also planned to continue distributing and photographing historic home yard signs, posting those images on social media throughout May.

Ms. Silva provided an overview of existing and proposed social media content, including photos of homes with signs, images of historic landmark markers, updated "then and now" comparisons from past campaigns, and "fun fact" posts using archival materials. She confirmed that future posts would use more modern vertical formats and that past posts had received strong engagement.

Mrs. Howard described the communications channels expected to be used, including Facebook, Instagram, X, and Nextdoor, with the option to target specific neighborhoods. Additional tools included exploring collaboration with Rifle Paper

Company on map-related materials, distributing information through the City News email list, adding content to the city's quarterly printed Update newsletter, including utility bill inserts, and posting on the city website. She invited board feedback on any further ideas.

Board members commented that earlier efforts, including designation campaigns and bronze plaques, had increased awareness. One member suggested outreach to owners of older homes that were not designated, noting that some properties identified in prior surveys remained undesignated. Staff confirmed that the 2013 historic resources survey was being updated, that some results would be available earlier than the full update, and that the previous survey could be used until the new one was completed. It was proposed to draft a letter to owners of qualifying but undesignated homes to clarify benefits and encourage participation. There was also discussion of expanding outreach to include the city's historic districts, such as downtown and Virginia Heights, and potentially incorporating maps into the communications. A question was then raised about whether tours would be offered; it was noted that self-guided lists existed, but no guided tours were currently planned, and the idea would be explored for the relevant timeframe. Mrs. Howard indicated that they would proceed with the plan as presented, work with Mrs. McGillis on a letter to undesignated homeowners, and consider the possibility of a guided tour.

The Board heard public comment from the following resident:

Betsy Owens of 656 N. Park Avenue, Winter Park, FL 32789.

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

8. Board Comments

A brief discussion ensued about the ability of the applicant for 275 North Capen Avenue to apply for the city's historic preservation grant.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 10:52 a.m.

Minutes approved by the Board on December 10, 2025.

ATTEST:

/s/ Mary Jean, Recording Secretary