



Historic Preservation Board Regular Meeting Minutes

December 10, 2025 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

John Skolfield, Kelsey Wolfe, Margie Bridges, Rhett Delaney, Cynde Norris

Absent

Lee Rambeau, Kim Burst Wood

Staff Present

Director of Planning and Zoning Allison McGillis, Assistant Director/Zoning Official John Harbilas, Administrative Coordinator Mary Jean

1. Call to Order

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

2. Consent Agenda

- a. Approve the minutes of the November 12, 2025, regular meeting.

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

Motion made by Margie Bridges, seconded by Rhett Delaney, to approve the November 12, 2025, meeting minutes.

The motion carried unanimously by a 5-0 vote. (Lee Rambeau and Kim Burst Wood 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. HDA 25-05. Request by Dr. Peter and Gail Bove to individually designate their home at 1165 Woodmere Drive, built in 1925, zoned R-1AA, as a historic resource.

Mr. Harbilas provided a summary of the request. He reviewed the aerial, front facade and elevations for the project. He noted that some prior improvements had been made

to the home by the applicant to maintain the historic style and character of the home. He added that the applicant wanted to ensure that the home would stay for the foreseeable future.

Staff recommendation was for approval.

Board member Cynde Norris disclosed that she had worked with the applicant on their prior renovation of the home. She then noted details of the renovations that were completed. The Board then briefly reviewed photos of the original home provided by the applicant.

Motion made by Rhett Delaney, seconded by Margie Bridges, for approval to individually designate the home at 1165 Woodmere Drive, built in 1925, zoned R-1AA, as a historic resource.

The motion carried unanimously by a 5-0 vote. (Lee Rambeau and Kim Burst Wood were absent from the meeting.)

- b. COR 25-11. Request by Wieck Gilson Denis to construct a 982-square foot accessory dwelling unit (ADU) located at 1303 Canterbury Road, zoned R-1A, inclusive of side and rear setback variances.

Mr. Harbilas provided a summary of the request. He indicated that the home had previously been approved for historic designation and the applicant was now desiring to add an accessory dwelling unit (ADU) to the property. He then reviewed the applicant's site plan and indicated that the proposed ADU would be located near the back corner of the property, so the applicant was seeking rear and side setback variances. He also reviewed the proposed elevations for the ADU and noted that the applicant had carried over details from the main house to the ADU.

Staff recommendation was for approval.

Discussion then ensued regarding required parking behind the building line for ADUs.

The applicant's representative, Sarah Guido, addressed the Board. Ms. Guido spoke about the applicant's initial plans for the ADU and the possibility of the ADU having two floors.

Discussion then ensued regarding the city's zoning code for ADUs, possible variances needed to increase the height of the ADU, the ADU's scale and proportion, how the main home and the ADU would be used by the applicant, whether the applicant would consider using the ADU as the main home on the property, the allowed square footage of the main structure.

The Board heard public comment from the following residents in opposition to the request:

Andrew Pyle of 1519 Harmon Avenue, Winter Park, FL 32789; Aimee Spencer of 1501 Orange Avenue, Winter Park, FL 32789; and Penny Potter of 1360 Canterbury Road, Winter Park, FL 32789.

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

The Board shared their thoughts about the request. Discussion ensued regarding recommended adjustments to the applicant's plans, the implications of making the ADU two stories, the proposed size of the ADU, and parking for the ADU.

Motion made by Margie Bridges, seconded by Cynde Norris, to table the request until the January 14, 2025, regular meeting to allow the applicant time to make adjustments as recommended by the Board to the proposed ADU.

The motion carried unanimously by a 5-0 vote. (Lee Rambeau and Kim Burst Wood were not present for the meeting.)

- c. COR 25-12. Request by William R. Prather to split the lot at 210 Stirling Ave into two single-family lots, zoned R-1AA, inclusive of lot dimension variances, located within the Virginia Heights East Historic District.

Mr. Harbilas provided a summary of the request. He reviewed the aerial and the elevations for the project. He indicated that the applicants were trying to meet the minimum lot size requirement of 10,000 square feet and, in order to do so while preserving the existing structures on the property, the applicants would be securing, through transfer of ownership, seven feet of width from the western neighbor at 230 Stirling Avenue to cover the additional square footage needed. He then discussed the applicants' proposed site plan for the lot split.

Staff recommendation was for approval with the following conditions:

- the new home must secure Certificate of Review approval from the Historic Preservation Board,
- and successfully transfer the additional lot area from 230 Stirling Avenue to meet the minimum lot area requirements for the new lot.

The applicants, Andrea and Russell Prather addressed the Board. The Prathers provided a brief background of their history living in the home and expressed a desire to stay

within the neighborhood. They also explained their motivation for the project and how it would benefit them as well as the community.

A brief discussion ensued about the history of the home, the scale of the proposed home, and the applicants' preservation efforts.

The Board heard public comment from the following residents:

Opposed:

Clay Deatherage of 2035 King Arthur Circle, Maitland, FL 32751.

Did not confirm favor or opposition to the request:

Wade Miller 1520 Glencoe Road, Winter Park, FL 32789; and Sally Flynn of 1400 Highland Road, Winter Park, FL 32789.

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

The Board shared their thoughts and concerns about the request. Discussion ensued about the weird shape of the proposed new lot, preserving the original land size of the current lot, neighbor concerns and support, and deed restricting or limiting the FAR of the new lot.

The Board heard public comment from the following resident that did not confirm favor or opposition to the request:

Sally Flynn of 1400 Highland Road, Winter Park, FL 32789.

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

Motion made by Rhett Delaney, seconded by Cynde Norris, for approval to split the lot at 210 Stirling Ave into two single-family lots, zoned R-1AA, inclusive of lot dimension variances, located within the Virginia Heights East Historic District, with the following conditions:

- **the new home must secure Certificate of Review approval from the Historic Preservation Board;**
- **and successfully transfer the additional lot area from 230 Stirling Avenue to meet the minimum lot area requirements for the new lot.**

The motion carried unanimously by a 5-0 vote. (Lee Rambeau and Kim Burst Wood were absent from the meeting.)

- d. COR 25-13. Request by Michael Galletta and Elizabeth Gwinn to construct a 626-square foot accessory dwelling unit (ADU) located at 1501 Orange Ave, zoned R-1A, inclusive of side and rear setback variances.

Mr. Harbilas provided a summary of the request. He reviewed the aerial and site plan for the project. He indicated that the accessory dwelling unit (ADU) would be at the back of the property and would not exceed the 1,000-square foot maximum and floor area ratio (FAR) as allowed by code. He added that for the ADU, the applicant was requesting variances to the rear and side setbacks of 5 feet. He also noted that the applicant was proposing to add two additional spaces in front of the property with a revised driveway. He then briefly reviewed the elevations for the project.

Staff recommendation was for approval.

A brief discussion ensued about parking for the property.

The applicant, Michael Galletta of 1501 Orange Avenue, Winter Park, FL 32789 addressed the Board. Mr. Galletta spoke about his reasons for wanting to build the ADU and

Motion made by Margie Bridges, seconded by Rhett Delaney, for approval to construct a 626-square foot accessory dwelling unit (ADU) located at 1501 Orange Ave, zoned R-1A, inclusive of side and rear setback variances.

The motion carried unanimously by a 5-0 vote. (Lee Rambeau and Kim Burst Wood were absent from the meeting.)

5. Action Items

6. Non-Action Items

7. Staff Updates

- a. Discuss Historic Preservation Awards for May 6, 2026 at Casa Feliz

Mrs. McGillis discussed plans for the city's upcoming Historic Preservation Awards ceremony scheduled for May 6, 2026, at Casa Feliz. She went over the following award categories with the Board to determine who the awards should be presented to.

- Excellence in Residential Preservation/Restoration
- Excellence in Commercial Renovation
- Excellence in Preservation Development/Creative Solutions (can also be called Excellence in Adaptive Reuse)

- Exceptional Individual

8. Board Comments

Discussion ensued about prior hearing decisions made by the Historic Preservation Board.

9. Upcoming Agenda Items

10. Adjournment

The meeting adjourned at 11:29 a.m.

Minutes approved by the Board on January 14, 2026.

ATTEST:

/s/ Mary Jean, Recording Secretary