



Historic Preservation Board Work Session Minutes

August 12, 2026 at 9:00 AM

City Hall Commission Chambers
401 S. Park Avenue

Present

Kelsey Wolfe, Kim Burst Wood, Margie Bridges, Rhett Delaney, Anne Mooney

Absent

John Skolfield, Cynde Norris

Staff Present

Director of Planning & Zoning Allison McGillis, Administrative Coordinator Mary Jean

1. Meeting Called to Order

Mrs. McGillis called the meeting to order at 9:01 a.m.

2. Discussion Item (s)

a.

- Update on Historic Resources Survey
- Continue discussion on Commission direction for HPB to look at historic preservation ordinance revisions and development of new historic preservation incentives

Architect, Alexandra Witthaus with KMF Architects provided an update on the citywide Historic Resources Survey, including the review of approximately 8,100 properties and 200 properties examined in detail to date. The survey identifies properties that may warrant designation, are already protected, have been demolished or significantly altered, or should receive priority consideration.

The Board agreed that the existing 90-day/landmark list should be renamed and maintained as a living priority list, with already-designated properties removed. The survey will continue to consider properties citywide, including those outside existing historic districts, as well as contributing and non-contributing properties within districts. Rollins College was identified as a potential historic district for consideration.

Examining historic properties lost since the 2013 priority list to establish a benchmark for preservation losses was also recommended. Discussion emphasized recognizing a broader range of architectural periods and maintaining historic character while allowing appropriate modern materials and case-by-case flexibility.

Ms. Witthaus recommended clearer, accessible preservation guidelines for residents, along with stronger communication and collaboration with state officials regarding preservation standards and tax incentives. She will provide the Board with the draft GIS data and spreadsheets for review and incorporate their feedback into the final survey and public report.

Mrs. McGillis then switched discussion to the proposed incentives to encourage historic designation and preservation in Winter Park. In-depth discussion focused on a public survey of eligible but undesignated properties, clearer information about the benefits of designation, and expedited permitting, with historic property permits potentially moving to the front of the permitting queue.

The Board discussed greater flexibility for lot splits when historic homes are preserved, while expressing concern about increased density and the loss of larger lots that contribute to Winter Park's character. The proposed FAR bonus was generally viewed as undesirable because of concerns about increased mass and scale and was recommended for removal. A transfer-of-development-rights program received some support but would require additional safeguards and detailed policies.

The Board supported consistently applying the existing one-third permit-fee reduction and keeping the historic preservation grant at \$18,000. The Board also discussed providing information about insurance companies familiar with historic properties and reconsidering the 40-hour public-access requirement associated with the ad valorem tax exemption.

The Board also agreed that the City's historic preservation materials should be simplified and made more engaging, potentially using before-and-after restoration imagery. Materials should be distributed through City Hall, real estate offices, the Chamber, and other appropriate locations. Overall, the Board felt the incentive list was comprehensive and should be refined before being presented to the City Commission.

3. Adjournment

The meeting adjourned at 10:45 a.m.

ATTEST:

/s/ Mary Jean, Board Administrator