



Historic Preservation Board Regular Meeting

Agenda

April 13, 2022 @ 9:00 am

City Hall Commission Chambers
401 S. Park Avenue

welcome

Agendas and all backup material supporting each agenda item are accessible via the city's website at cityofwinterpark.org/bpm and include virtual meeting instructions.

assistance & appeals

Persons with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk's Office ([407-599-3277](tel:407-599-3277)) at least 48 hours in advance of the meeting.

"If a person decides to appeal any decision made by the Board with respect to any matter considered at this hearing, a record of the proceedings is needed to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based." (F.S. 286.0105).

please note

Times are projected and subject to change.

-
1. **Call to Order**
 2. **Consent Agenda**
 - a. [Approval of the March 9, 2022 Meeting Minutes.](#) 1 minute
 3. **Public Comments (for items not on the agenda): Three minutes allowed for each speaker**
 4. **Public Hearings**
 5. **Action Items**
 - a. [Discussion with Casa Feliz, the Winter Park Historical Association and Winter Park Library on coordination of activities to promote and enhance historic preservation.](#) 45 minutes
 6. **Non-Action Items**
 7. **Staff Updates**
 8. **Board Comments**
 9. **Adjournment**



Historic Preservation Board agenda item

item type	Consent Agenda	meeting date	April 13, 2022
prepared by	Aaron Hull	approved by	
board approval	Completed		
strategic objective			

subject

Approval of the March 9, 2022 Meeting Minutes.

motion / recommendation

background

alternatives / other considerations

fiscal impact

ATTACHMENTS:

[March 9 HPB Draft Minutes.pdf](#)



Historic Preservation Board Minutes

March 9, 2022, at 9:00 a.m.

Hybrid Meeting
401 S. Park Avenue | Winter Park, Florida

Call to Order

Chairman John Skolfield called the meeting to order at 9:02 a.m. Present In-Person: Anne Saltee, Wade Miller, John Skolfield, Aimee Spencer, Karen James, Drew Henner, and N. Lee Rambeau. Staff: Director of Planning and Transportation, Bronce Stephenson; Director of Communications, Clarissa Howard; Principal Planner, Jeff Briggs; Planner I, Nicholas Lewis; and Recording Secretary, Mary Bush.

Consent Agenda

Motion made by Anne Saltee, seconded by Karen James to approve the February 9, 2022 meeting minutes. Anne Saltee commented that acknowledgment was made that Michael Perelman had emailed his comments to Mary Bush, Jeffrey Briggs, Chairman John Skolfield, and Vice-Chair Anne Saltee after the February meeting.

Motion carried unanimously with a 7-0 vote

Staff Updates

No staff updates.

Public Comments (for items not on the Agenda)

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

Non-Action Items

No non-action items.

Action Items

- Public Relations program for 2022

Jeffrey Briggs introduced the topic of the Public Relations program for 2022 to be discussed by the Board. Mr. Briggs stated that last year's public relations was successful and are hopeful this year's public relations attempts will also be successful.

Clarissa Howard spoke about the public relations program for the 2022 year. Mrs. Howard gave an update on the March to May newsletter public outreach. The public outreach spoke about the historic clock being installed, the approval of historical landmark signs, the historical designation of City Hall, and a link to designate a historic home. Discussion ensued about May being historical preservation month and what can be done during the month. Mrs. Howard discussed the lawn signs for historic preservation month, a press release about historic preservation month, and having a proclamation during the first City Commission meeting in May. Mrs. Howard suggested that the Board could dive deeper into specific topics during public outreach, like the historic clock being installed and the designation of City Hall. Mrs. Howard suggested that there can be an event for installing the historic clock, a media outreach for the installation, and social media posts to help with promotions. Mrs. Howard addressed promoting the landmark plaques and the incentives for historic designation. Mrs. Howard mentioned spotlighting different homes throughout the city.

Anne Sallee stated that the four homes being spotlighted should be used to promote the diversity of historic homes throughout the city. Mrs. Sallee indicated that she would love to see a heat map of Winter park that shows the designated addresses and contributing homes.

Wade Miller recommended creating a historic trail tour to help promote the historic homes and districts. Mr. Miller mentioned that an app or downloadable map could be used for a walking and driving trail that includes a list of designated places and points of interest with information about those locations.

Aimee Spencer stated she liked the idea of an app or downloadable map to promote historic places and districts. Discussion ensued on the benefits of an app or downloadable map for promoting and adding visualization for historic preservation.

N. Lee Rambeau proclaimed she likes the idea of branding that would come from the apps and heat maps. She suggested the usage of QR codes to help promote information about historic preservation. Anne Sallee recommended looking at local walking tours for guidance on a historical Winter Park tour. Discussion ensued on what the walking tours could be. Discussion ensued on the benefits of the newsletter for promoting historic preservation.

Chairman John Skolfield recommended the need for diversity in the highlighted homes. Chairman Skolfield stated that in the media outreach that the Board needs to highlight the difference between the Historic Preservation Board and the Board of Adjustments. Chairman Skolfield mentioned that the Board needs to look into streamlining the rehabilitation program, highlighting the advantages of the Historic Preservation Board, the character of the city, and the advantages of designating a historic property. Discussion ensued on highlighting the benefits of historic preservation and the Historic Preservation Board. John Skolfield asked for any directions for the Board on what to do next for public relations.

Clarissa Howard mentioned that the topics brought up are all excellent topics to highlight for promoting the Historic Preservation Board.

Discussion ensued on the selling point of the benefit of being able to add an accessory dwelling if their house is historically designated.

Bronce Stephenson congratulated the Board on their work and the changes that have been made because of the hard work of the Board. Mr. Stephenson thanked the Staff for their work and leadership on the Historic Preservation Board. Mr. Stephenson stated that the budget is coming up and that there will be an opportunity to request funds. Mr. Stephenson recommended partnering with the Winter Park magazine to create an updated historical homes tour book. Mr. Stephenson noted that knowing what the Board wants to promote historic preservation helps him request funding when preparing the budget. Mr. Stephenson suggested that the app or a map would be a good idea for promoting the historic locations around the city. Mr. Stephenson stated that the city does have GIS layers showing historically designated homes in the City, the historic districts, ages of homes, and Florida master site files that could be used to make a map or app.

Aimee Spencer stated she could work with the history museum and create a timeline of important events throughout Winter Park's history.

Wade Miller suggested organizing a charrette with the Board and different partners in the community to discuss the organization of historical preservation information and how to use that information for creating a map or app.

Jeffrey Briggs spoke on bringing the different partners to the next Historic Preservation Board and getting photos of success stories throughout the city.

N. Lee Rambeau inquired about what defines a success story.

Discussion ensued on picking four homes to be highlighted in the media releases, different homes that could be highlighted, the value of designating a home as historical, the creation of an app or map of historical locations

around the city, renovating historical homes over rebuilding them, and the changes the Planning Department is making to the city code. Clarissa Howard summarized the topics discussed during the meeting.

Public Hearings

- COR 22-03. Request of Matthew Morgan for approval to install driveway fencing gates to the existing columns on the two driveways for the existing home at 1411 Via Tuscany.

Jeffrey Briggs gave a summary of the item. Mr. Briggs presented aerial views and a location map of the property. Mr. Briggs explained that the applicant wanted to put security gates on the two driveways of the house. The gate is five feet nine inches on the sides of the columns and four feet eight inches in the middle. There is no hardship for the gate, but the owner states that there are other properties in the area with gates taller than four feet required by the code.

Staff recommendation was for approval.

Wade Miller believed that this request feels like an appropriate design and a better fit for the historic house.

Chairman John Skolfield supported the request and felt it aligns with historic preservation.

Karen James thought the design proposed was very attractive.

Aimee Spencer asked that the permit for the gate will match what is being approved at the meeting. Jeffrey Briggs answered that the permit would match what was approved by the Board.

No one from the public wished to speak.

Andy Swanson, the representative for the applicant, stated that they would be able to answer any questions.

Motion made by Aimee Spencer, seconded by Karen James, for approval of the request of Matthew Morgan for authorization to install driveway fencing gates to the existing columns on the two driveways for the existing home at 1411 Via Tuscany.

Motion carried unanimously with a 7-0 vote.

Board Comments

Chairman John Skolfield recommended taking time to dissect 1250 Lakeview Drive and look over the decision made on that house in the past. Discussion ensued on what type of properties should be designated, demolition of historical homes, changing the code on what is allowed for historically designated homes, having a city attorney sit in on meetings, and having this topic as a discussion for a future workshop to discuss further.

Meeting adjourned at 10:30 a.m.

/s/ Aaron Hull.



Historic Preservation Board agenda item

item type Action Items	meeting date April 13, 2022
prepared by Jeffrey Briggs	approved by Jeffrey Briggs
board approval Completed	
strategic objective	

subject

Discussion with Casa Feliz, the Winter Park Historical Association and Winter Park Library on coordination of activities to promote and enhance historic preservation.

motion / recommendation

background

alternatives / other considerations

fiscal impact