



**A Regular Meeting Minutes  
Architectural Review and Historic Preservation Board  
July 20, 2010 (Amended)**

**1. PLEDGE OF ALLEGIANCE**

**2. CALL TO ORDER AND DETERMINATION OF QUORUM**

Chairman John Murphy called the meeting of the Architectural Review and Historic Preservation Board to order at 6:34 pm in the Commission Chambers of City Hall. A quorum was declared present at 6:38 pm.

**Present:** Board Members: Wendy Byrd Jung, Andy Crabtree, Vice Chairman Timothy Keating, Christopher Lee, Chairman John Murphy and Chuck Simikian (arrived late 6:44pm). Staff: Community Development Director Tim Wilson, Building Official Harold "Skip" Lukert, Chief Plans Examiner Dennis Turner, Community Development Planning Technician Lorena Blankenship and Community Development Administrative Specialist Corrina Williams.

**Absent:** Board Members: Michael Morrissey excused.

**3. OATH OF OFFICE**

Community Development Planning Technician Lorena Blankenship, administered the Oath of Office to two new members; Wendy Byrd Jung and Andy Crabtree.

New members provided an introduction and brief narrative of their history with the City of Winter Garden and the interest in their position on the board.

Andy Crabtree was born and raised in Winter Garden, lives and works in the Historic District and is an active supporter of the Winter Garden Historic Society.

Wendy Byrd Jung is a 5<sup>th</sup> Generation Floridian, lives and works in the Historic District. She wants to assist in keeping the historical value of the City of Winter Garden.

**4. APPROVAL OF MINUTES**

***Motion by Vice Chair Tim Keating to approve the regular meeting minutes of January 19, 2010 as submitted. Seconded by Chris Lee and carried unanimously 5-0.***

## **5. RECOGNITION OF REVIEW WORK FOR OVERLAY DISTRICT**

Community Development Director Tim Wilson presented "Certificates of Appreciation" in recognition to those Board Members who assisted in the preparation and adoption of the new Downtown Historic District Overlay Ordinance.

## **6. BOARD DISCUSSION**

Community Development Director Wilson opened discussion with the affirmation of a lot of good things going on downtown programs wise and that we are looking towards the future and the role of the Board will be very important with the West State Road 50 (WSR50) road expansion underway and upon its completion and redevelopment this will draw attention to other parts of the city.

Community Development Director Wilson advised that the City has just finished the re-adoption of the City Comprehensive Plan and transmitted it to the State in hope to have final compliance on August 20<sup>th</sup>.

(Chuck Simikian arrived late – 6:44pm)

### **a. Reports**

Community Development Director Wilson reviewed a summary report provided to the Board of what has occurred and the applications reviewed by staff, since the Ordinance has been in place.

### **b. Other**

CRAA Board is looking into preparing a downtown sign package and updating the current sign ordinance to implement a specific "Downtown Sign Code". Chris Lee advised that he personally notices temporary signage has been up for extended amounts of time. Community Development Director Wilson advised that this is an area that will be addressed in the revamping of the current code.

Along with the downtown sign code staff is also revisiting the current wayfinding signage. The city hopes to have something completed over the next couple of months. Things that would relate to the Board for review would be like the type of awnings allowed for buildings.

Tim Keating requested an update of "Shirley's" property located at Main and Plant. Director Wilson advised it is still in litigation with our attorneys.

## **APPLICATIONS FOR CERTIFICATE OF APPROVAL**

### **7. FIRST METHODIST CHURCH (125 N. LAKEVIEW AVENUE)**

Before discussion of this item Vice Chair Tim Keating advised he would be abstaining from voting on this item for a conflict of interest as being the Chairman of the Trustee of the Church that is submitting the application.

Chief Plans Examiner Dennis Turner presented the First Methodist Church application for certificate of approval requesting the installation of an exterior

handicap accessibility ramp. Mr. Turner advised all documentation necessary by the building department are complete and upon a staff review it meets all the criteria of the ARHPB, and staff recommends approval.

John Murphy questioned what was the trigger that brought this item to the board. The staff discussed this to the extent it was an exterior improvement to the building and although it was approved by the staff this was a new addition not a replacement and this should be approved by the Board.

Chris Lee asked if the two sets of stairs on the elevation plan will still remain. Mr. Turner advised they would remain. The addition would have very little impact on the front of the building.

Chuck Simikian asked if the fences were iron or plastic. Mr. Turner advised they are saying rod iron, but they have not submitted material specifications but it should be a rod iron effect. They have used rod iron in the past.

***Motion by Chris Lee to approve the application for certificate of approval for the project known as First Methodist Church at 125 N. Lakeview Avenue. Seconded by Chuck Simikian and carried unanimously 5-0-1.***

## **8. OTHER BOARD DISCUSSION**

Community Development Director Wilson opened discussion for a couple of house-keeping items.

- a. The two new members will be sent the package for the Board process submitted to all the other members at the January 2010 meeting.
- b. Refresher on ex-parte communications and being approached by citizens. As a Board member you should advise the citizen of your affiliation to the Board and advise the citizen to refer to the city website or direct any questions to the staff of the City. Okay to have general conversation of being on the Board and the Boards role but stay clear of specific discussions.

Board inquired where in the flow chart does an applicant know when then would be required to come before the Board. This is determined early on in the application submittal process once the application is reviewed by the Building department.

Appreciation certificate provided to Chuck Simikian.

## **9. ADJOURNMENT**

***Motion by Vice Chair Tim Keating to adjourn the meeting. Seconded by Chris Lee and carried unanimously 6-0. Meeting adjourned at 7:10 pm.***

**ATTEST:**

  
Admin. Specialist Corrina Williams

**APPROVED:**

  
Chairman John Murphy