



**A Regular Meeting Minutes
Architectural Review and Historic Preservation Board
September 25, 2012**

1. CALL TO ORDER AND DETERMINATION OF QUORUM

Vice Chairman Tim Keating called the meeting of the Architectural Review and Historic Preservation Board to order at 6:33 pm in the Commission Chambers of City Hall. A quorum was declared present at 6:33 pm.

Present: Board Members: Andy Crabtree, Vice Chairman Tim Keating, Chris Lee, and Michael Morrissey.

Arrived Late: Chairman John Murphy – 6:40 p.m.

Absent: Wendy Byrd Jung – Excused, Chuck Simikian – Excused

Staff Present: Economic Development Director Tanja Gerhartz, Community Development Director Ed Williams, Building Official Harold “Skip” Lukert, Senior Planner Laura Smith, and Planning Technician Corrina Williams

2. PLEDGE OF ALLEGIANCE

3. APPROVAL OF MINUTES

Motion by Michael Morrissey to approve the regular meeting minutes of August 21, 2012 as submitted. Seconded by Andy Crabtree and carried unanimously 4-0.

APPLICATIONS FOR CERTIFICATE OF APPROVAL

4. 132 W. Plant Street - “Black Building” (Larry Cappleman) 3rd Addendum

Board Member – Chairman John Murphy Arrived Late (6:40 pm)

Community Development Director Ed Williams presented a staff report for the construction of a 160 square foot addition, 11 feet 4 inches tall, to the rear of the building located at 132 W. Plant Street, to provide a location for “back of house” functions of the restaurant. Staff recommends approval for the application for certificate of approval finding the scope of work to be complete is in keeping with the character and intent of the historic downtown district. A condition has been added to the recommendation of approval for the certificate of approval, due to the location of the added structure being in close proximity to an adjacent businesses outdoor seating and pedestrian right of ways, which is that if a noise or odor problem occurs from the use of this added area this will have to be addressed. Staff recommends approval subject to conditions.

General discussion with Board, Staff, and the Applicant on how the area will be utilized and how the improvements will enhance the look of the building.

Applicant, David Downs, of Urban Flats provided the Board with a brief description of the intended use of the area, which would not be for the storage of garbage but for staging of cleaning equipment, and as a location for temporary storage of deliveries.

Motion by Chris Lee to approve the application for certificate of approval as submitted for the structural addition to the building located at 132 W. Plant Street building along the Tremaine Street side of the building, subject to staff recommendations and conditions (Attachment Exhibit "A"). Seconded by Andy Crabtree and carried unanimously 5-0.

5. 36 W. Plant Street – “Winter Garden Pizza”

Board Member Michael Morrissey – recused himself from voting on this item because of personal financial interest with this applicant.

Community Development Director Ed Williams presented a staff report of an application for certificate of approval for a window and door replacement with a new foldable door system at the location of 36 W. Plant Street. The structure is a contributing structure over 50 years old. Staff has reviewed the proposal against the ordinance and regulations and design guidelines and our recommendation is a certificate of denial, in that it is inconsistent with section 98-192 section 4 architectural style where any alteration of an existing historic landmark or contributing structure within the district shall be consistent with its architectural style. The change to open up the whole front of the building is totally different than the existing architectural style and the historic architectural style of the building. In addition section 10 – Commercial Building Forms, Storefronts, and Facades – primary customer entrances should be clearly defined and highly visible through the use of architectural features. Storefronts and facades should provide an appropriate exterior elevation to the street or other property exposures that compliments the style and the building function. The opening of the building total changes the function of the structure. Window and doors should maximize visibility to the street on ground floor, the height of the storefront openings in new buildings shall be similar to the storefront openings of other contributing structures within the district. Staff recommends the board issue a certificate of denial because the proposed exterior improvements are not in keeping with the intent of the Historic Downtown District Overlay. The proposed exterior improvements do not compliment the architectural style or the function of the building and that the primary customer entrance is not clearly defined and highly visible with the use of features due to the change and functionality of the storefront.

General discussion with Board, Staff, and the Applicant on how the area to be open affects the functionality of the contributing structure within the historic downtown district overlay changing the historical character of all of Plant Street.

Applicant, Michael Scorsone, of the Winter Garden Pizza Co., made a statement with regard to his position as the applicant and advised the Board that the existing

storefront is not the original storefront of the building and it has been modified over time. His intent is to replace “bad” glass with “good” glass that opens up allowing a direct open entry into the business.

Board members discussed the changing of the windows to a foldable door system could be in keeping with the aesthetic of the storefront but the opening itself and the wall set back is not in keeping with the look of a storefront and it questions to what extent is the public (outdoor) retail space and the sidewalks in that area being affected.

Motion by Tim Keating to approve a certificate of approval for the application submitted on the 36 W. Plant Street building to allow the removal of the existing storefront and replace it with a foldable door system with the conditions that the folding doors stack within the structure not outside, and that the back wall is becoming the storefront and the wall recessed into the space is to be eliminated. Seconded by John Murphy and carried unanimously 4-0. (Board Member Michael Morrissey Abstained)

6. General Business

Director Ed Williams provided the Board with Staffs recommendations of revisions to the current design guidelines to include policy on commercial rollup doors within the Historic Downtown District Overlay (Attachment Exhibit “B”).

Board had general discussion with staff and by general consensus of the Board (5-0) the policy changes are adopted.

Meeting adjourned at 7:36 pm.

ATTEST:

APPROVED:

Planning Technician Corrina I Williams

Chairman John Murphy

EXHIBIT "A"



Architectural Review and Historic Preservation Staff Report

Report Date:

September 20, 2012

Subject Property:

132 West Plant Street (*aka The Black Building*)

Business Owner:

David Downs

Orlando Flatbread, LLC (Urban Flats)

Property Owner:

Cappleman, Inc. (Larry Cappleman)

Item for Review:

Construction of 161 +/- square foot enclosure on rear of existing building

Prepared By:

ARHPB Staff-

Ed Williams, Community Development Director

Tanja Gerhartz, Economic Development Director

Skip Lukert, Building Official

Laura Smith, Senior Planner

EXHIBIT "B"
Prior Approvals

Awnings on West Side of Building



Awnings on South Side of Building



Outdoor Seating Area with Fence and Awning



Existing Conditions

The subject building is a two story structure constructed in 2007. The second floor of the structure was built-out for office space and is occupied by multiple businesses. The first floor of the structure was not fully built-out at time of construction and has not been occupied since the building was constructed in 2007.

EXHIBIT "C"
Subject Property – Existing Conditions

132 W. Plant Street



Contributing Structure

The building qualifies as new construction that was completed in 2007 and is not a contributing structure.

Adjacent Conditions

The adjacent buildings include a two story building to the west located at 140 W. Plant Street which is commonly known as "*The Garden Building*", and a one story building to the east located at 126 W. Plant Street which is commonly known as "*Sweet Traditions*."

EXHIBIT "D"
Adjacent Properties

140 W. Plant Street



126 W. Plant Street



Breezeway Between 132 and 140 W. Plant Street



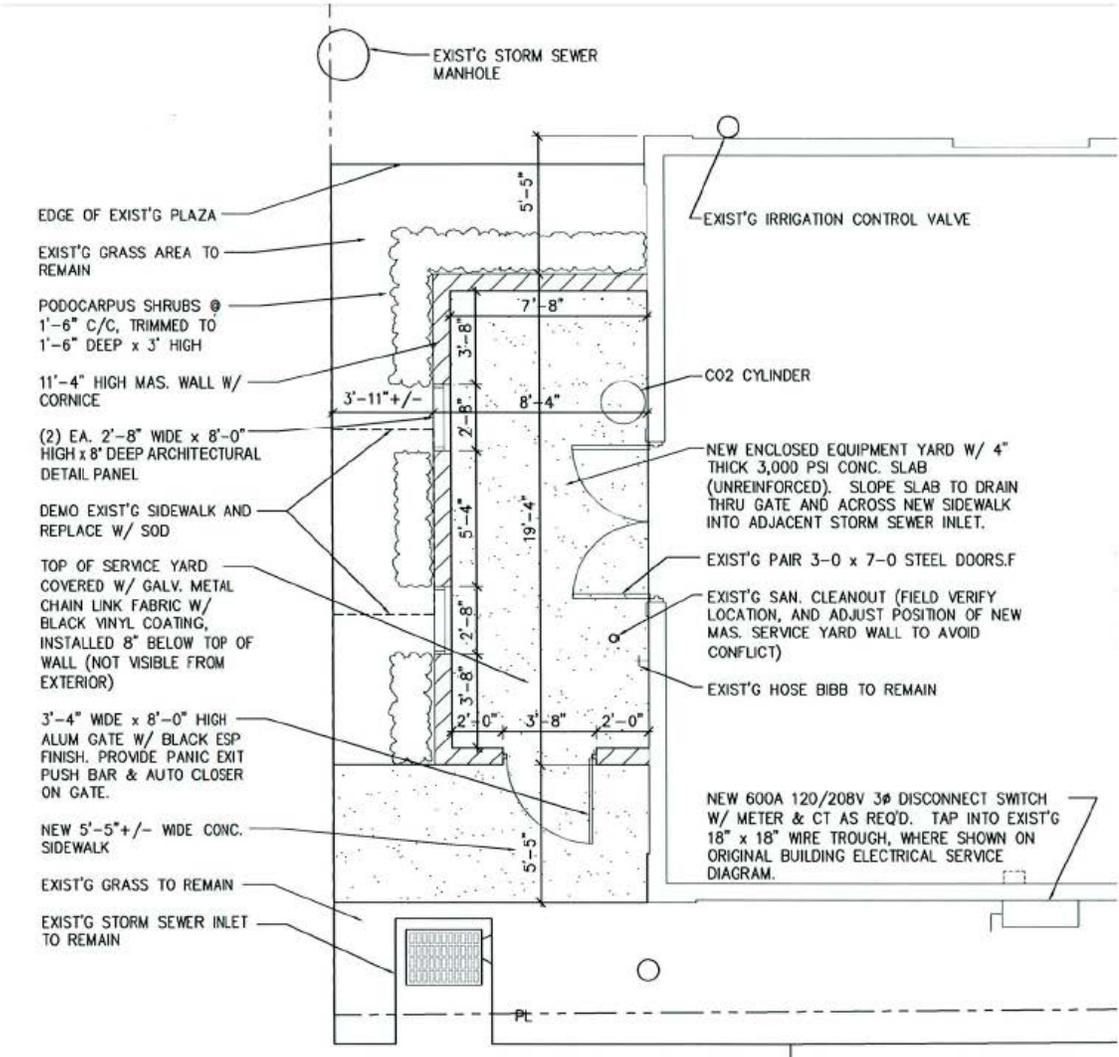
Proposed Changes / Additions

The owner of the subject building has leased the portion of the building located on the first floor to a restaurant. In addition to the interior alterations and outdoor seating area, the lessee proposes to construct a 161+/- square foot addition onto the back of the existing building. As proposed, the addition would function as a shield from the back of house operations of the restaurant. Back of house operations of the restaurant include activities such deliveries, disposal of garbage, access for back of house staff, storage of equipment, etc.

The proposed addition is 11' 4" tall, projects 8' 4" from the back of the existing building and is 19' 4" wide. In keeping with the architecture of the existing building, the proposed addition features a matching cornice and inset architectural relief panels on the south side. A landscape buffer is proposed around the addition which contains a 1.5' deep podocarpus hedge to be maintained at a height of 3'.

EXHIBIT "E"

Proposed Addition Site Plan



Proposed Addition South Side of Building



Proposed Addition West Side of Building



Proposed Addition East Side of Building



Staff Analysis

Reference:

Ordinance 10-05

...it is the purpose of this ordinance to encourage new commercial buildings and developments in the business district that are harmonious with the existing local historic flavor of the eclectic late nineteenth century and early twentieth century Florida vernacular architecture.

Sec. 98-187. Definitions.

Addition: New construction added to an existing building of structure.

Sec. 98-192. General criteria and standards.

(4) *Architectural Styles.* ...Major alterations that would substantially restore or otherwise change the appearance of a non-Contributing Structure shall be consistent with the *Design Standards and Guidelines Manual*...

(8) *Standards for all Structures.*

- (a) To maintain the predominant scale and proportion in the historic district, new buildings, additions, and alterations shall be designed so that elements of the building façade are aligned with the façade elements of the neighboring structures (e.g., windows, doors, canopies, storefronts, awnings, etc.).
- (b) New construction shall be compatible with the size and scale of the property, neighborhood, and immediate environment.
- (g) Additions or alterations to structures shall be done in such a manner that if such additions or alterations were to be removed in the future, the essential form and integrity of the original structure would be unimpaired.

(10) *Commercial building form.*

(d) *Scale and massing.*

- 1. The scale and massing of the lower floors of new structures and their architectural elements shall be similar to contributing structures in the historic district. Any new structure that exceeds 50 linear feet along any street frontage shall break up the appearance of the façade's mass by adding projections and recesses to make the structure similar in scale to contributing structures in the historic district.
 - 2. New buildings and additions shall include substantial variations in massing such as changes in height and the horizontal plane.
 - 3. Horizontal masses shall not exceed a height/width ratio of 1:3 without a substantial architectural element that either projects up or away from the building such as a tower bay, lattice, or other architectural feature (e.g., a substantial architectural element shall be added to a building exceeding 30 feet in height, with 90 feet of frontage).
 - 4. New building walls shall be enhanced by the use of vertical elements, articulation and landscaping to avoid architectural monotony.
- (i) *Utility and refuse area.* Above ground utilities and refuse storage areas shall have necessary screening. Trash receptacles shall be accessible by appropriate vehicles for maneuvering and disposal of refuse.

Sec. 98-196. Outdoor Storage.

- (1) Outdoor storage visible from any right-of-way shall not be allowed in the historic district.

Summary

The proposal for a 161+/- square foot addition of an 11' 4" tall enclosed area onto the back of the existing building located at 132 W. Plant Street will complement the rear building façade and the adjacent buildings per Ordinance 10-05 and Section 98-192.

Staff Recommendation

The ARHP Staff has reviewed the information submitted by the applicant and recommends approval of the request. The ARHP Board may add conditions or requirements that further the intent and purpose of the Historic Downtown District Overlay.

The Staff recommendation for this request is:

1. The proposed changes and exterior improvements are in keeping with the intent of the Historic Downtown District Overlay.
2. The proposed addition meets the design standards and guidelines manual.
3. The proposed addition is not fully enclosed on all sides which could result in noise and odor being generated in excess of that which is currently experienced in the area surrounding the rear portion of the existing building. The proposed addition is within close proximity to the public right-of-way, pedestrian thoroughfare, public parking facilities and outdoor seating area of adjacent restaurant. All regulations and requirements of the City Code of Ordinance pertaining to noise and odors shall be complied with fully, including but not limited to the following:
 - *Chapter 118, Article VII. – PERFORMANCE STANDARDS*
 - *Chapter 38, Article IV. - NOISE*

APPEAL PROCEDURES

SECTION 98-190

(11) APPEALS.

- (A) TIME FOR APPEAL.** ANY SUBSTANTIALLY AFFECTED PARTY MAY APPEAL ANY DECISION OF ARHPB TO THE CITY COMMISSION BY FILING, WITHIN FIFTEEN (15) DAYS AFTER THE DATE OF THE DECISION WITH THE COMMUNITY DEVELOPMENT DEPARTMENT, A WRITTEN NOTICE OF APPEAL AND AN APPEAL FEE AS ESTABLISHED BY THE SCHEDULE OF FEES. THE NOTICE SHALL SET FORTH CONCISELY THE DECISION APPEALED FROM AND THE REASON OR GROUNDS FOR THE APPEAL.
- (B) RECORD IN UNDERLYING PROCEEDINGS.** APPLICANT SHALL SUBMIT TWELVE (12) SETS OF THE APPLICATION PLANS AND OTHER INFORMATION THAT WAS PART OF THE APPLICATION SUBMITTED TO THE CITY AND ARHPB WITH THE APPEAL.
- (C) DECISION.** AN APPEAL OF A DECISION RENDERED BY ARHPB SHALL BE HEARD BY THE CITY COMMISSION, WHICH SHALL HEAR AS A PUBLIC HEARING AND CONSIDER ALL FACTS MATERIAL TO THE APPEAL AND RENDER A DECISION. THE CITY COMMISSION MAY AFFIRM, MODIFY OR REVERSE ARHPB'S DECISION. THE DECISION OF THE CITY COMMISSION SHALL CONSTITUTE FINAL ADMINISTRATIVE REVIEW. APPEALS FROM DECISIONS OF THE CITY COMMISSION MAY BE MADE TO THE COURTS AS PROVIDED BY THE FLORIDA RULES OF APPELLATE PROCEDURE.
- (D) CONSOLIDATION OF APPEALS.** IF AN APPLICANT HAS TIMELY APPEALED AN ARHPB DECISION IN CONJUNCTION WITH A TIMELY APPEAL OF A DETERMINATION OF THE DEVELOPMENT REVIEW COMMITTEE ("DRC") OR A PLANNING AND ZONING BOARD DECISION, AND THE APPEALS PERTAIN TO THE SAME PROJECT OR APPLICATION, SUCH APPEALS, IF STILL PENDING, SHALL, IN THE INTEREST OF ADMINISTRATIVE ECONOMY, BE CONSOLIDATED AND SCHEDULED FOR A SINGLE PUBLIC HEARING BEFORE THE CITY COMMISSION AS TO ALL MATTERS RAISED IN BOTH OR ALL APPEALS. NOTWITHSTANDING THE REQUIREMENTS OF ARTICLE II, DIVISION 5, OF CHAPTER 119 OF THIS CODE, OR ANY OTHER APPELLATE PROVISIONS OF THIS CODE, AN APPEAL CONSOLIDATE PURSUANT TO THIS SUBPART SHALL BE NOTICED AND HEARD IN THE SAME MANNER AS APPEALS FROM THE PLANNING AND ZONING BOARD AS SET FORTH IN §98-31 OF THIS CODE.

EXHIBIT "B"



CITY OF WINTER GARDEN
COMMUNITY DEVELOPMENT DEPARTMENT
Planning & Zoning Division
300 WEST PLANT STREET
WINTER GARDEN, FLORIDA 34787
TELEPHONE: (407) 656-4111 • FACSIMILE: (407) 654-1258

ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION BOARD AGENDA ITEM

DATE: 09/20/12 **MEETING DATE:** 09/25/2012
STAFF CONTACT: Ed Williams, Community Development Director
SUBJECT: Policy Discussion Regarding Commercial Roll-up Doors

DISCUSSION:

At least two business owners over the last few months have inquired about the option of installing a commercial roll up door or slider in lieu of windows/doors as part of their storefront on West Plant Street. The City received a formal application to install a commercial roll-up door which caused City staff to ask the board for policy direction on this issue.

The City's ordinance and guidelines do not address when and where commercial roll up doors are appropriate. At the June 19, 2012 Architectural Review and Historic Preservation Board (ARHPB) meeting, requested City Staff to provide guidelines to propose criteria that would maintain the integrity of the Historic Downtown District and contributing structures. The Board had further discussion at the August 21, 2012 ARHPB Meeting and provided further direction to the staff and requested an inventory of buildings that had a historically significant door.

Downtown Commercial Door Inventory:

Historically Significant

Winter Garden Fire Station -127 S. Boyd Street



The Pounds Building – Contributing Structure - 162 W. Plant Street



Contributing Structure – 129 W. Plant Street



Historically Insignificant:

New Construction – The Garden Theatre – 160 W. Plant Street



Non-Contributing Structure – 37 N. Boyd Street



Non-Contributing Structure – 270 W. Plant Street



Based on the ARHPB's direction, City Staff has drafted the following language for your review:

Designs Standards & Guidelines Manual

Page 47:

STORE FRONT / FACADES

Strongly Discouraged

The use of commercial roll-up doors within storefronts on W. Plant Street.

Commercial roll-up or similar doors may be considered on side streets if the building/storefront originally had a similar door and opening that was historically significant.

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WINDOWS / DOORS

Strongly Discouraged

Commercial roll-up or similar doors may be considered on side streets if the building/storefront originally had a similar door and opening that was historically significant.

Photo Example: Historically Significant

