

**HISTORIC PRESERVATION
BOARD REGULAR MEETING**
Lake Helen City Hall – 327 S. Lakeview
Drive June 25, 2019 at 8:00 A.M.
MINUTES

CALL TO ORDER: Vice Chair Lewis Long called to order the June 25, 2019 Historic Preservation Board Regular Meeting at 8:10 am.

ROLL CALL: Vice Chair Lewis Long, Mark Shuttleworth (late arrival), Chris Williams, Bill Kless, City Administrator Becky Witte, Historic Design Consultant Ariel Faith

Not Present: Elodia Koger

APPROVAL OF MINUTES: May 28, 2019

MOTION by Chris Williams to approve the minutes of May 28, 2019. **SECOND** by Bill Kless.

MOTION CARRIED UNANIMOUSLY.

Mark Shuttleworth arrived.

CEREMONIAL MATTERS:

Vice Chair Lewis Long discussed a memorandum from 2001 from Mayor Mark Shuttleworth regarding Historic Preservation funding to share with the members.

Legislative Prayer led by Vice Chair Lewis Long followed by the Pledge of Allegiance.

AGENDA ADDITIONS/DELETIONS: Vice Chair Lewis Long suggested moving Item 2 to last since applicant is unable to attend.

APPOINT NEW CHAIR AND VICE CHAIR:

MOTION by Bill Kless to appoint Chris Williams as the new Chairman of the Historic Preservation Board.

SECOND by Mark Shuttleworth.

Chris Williams accepted the nomination.

MOTION CARRIED UNANIMOUSLY.

Mark Shuttleworth thanked Lewis Long for acting Chair for great service. Chris William noted his experience and knowledge. Bill Kless noted that his experience was priceless.

CERTIFICATE OF APPROPRIATENESS:

1. New Single-Family Residence at 350 W Michigan Ave – Richard Toth

Discussion with input from builders Orlando Construction and Design, Historic Design Professional Ariel Faith.

Coryanne and Chuck Orlando.

Chris Williams asked for clarification from Ariel Faith. The revised drawings were to align the tabature as well as artist rendering clarification of metal roof.

Discussion of the colonial door (12 light).

Vice Chair Lewis Long discussed the porch on the colonial example.

Chris Williams questioned the note on page 1 – carriage hardware on the garage.

Discussion the painted stucco brick.

Chris Williams discussed the color of the home.

Discussion of color selection and roof material.

Lewis Long discussed the option of lighter colors.
Ariel Faith discussed the benefit of light colors and showing the style.

Mark Shuttleworth questioned the rear window.
Ariel Faith asked for panes on the window.

The Builders discussed the master shower window which they requested to be deleted.

Lewis Long asked about glass blocks within the shower.

Chris Williams questioned the rear sliding glass doors.

Discussion of sliding glass doors. Builder requested the sliding glass doors as presented. After discussion, the builder said they would add the grids to the sliding glass doors.

Lewis Long discussed the windows in the model home. The grids are inside the window pane.

MOTION by **Vice Chair Lewis Long** to recommend that the City Commission approve the Certificate of Appropriateness for the New Single-Family Residence at **350 W Michigan Ave** with the following modifications: removal of master shower window and change sliding glass doors to (18 light) multipaned. **SECOND** by **Mark Shuttleworth**. **MOTION CARRIED UNANIMOUSLY.**

Discussion of Commission Meeting on July 11, 2019 and HOA submittal.

3. New Fence and Carport at 260 N Summit Ave – D & Y Sunshine State Services Corp

Discussion with input from Historic Design Consultant Ariel Faith and **D & Y Sunshine State Services Corp, owner** Hazael Rodriguez.

Chris Williams discussed the submittal and location of the carport with input from Historic Design Consultant Ariel Faith.

Mark Shuttleworth asked the purpose of the carport and business with input from Hazael Rodriguez.
Bill Kless asked the type of work performed. Land grading and site work.

Mark Shuttleworth asked the location of the fencing as well as the material.
Discussion of the life span of the fencing and mesh.

Chris Williams discussed the carport as well as the back and side fence with request of architecturally attractive fencing on New York Avenue as well as along Summit Avenue.

Historic Design Consultant Ariel Faith discussed the landscape pockets along New York Avenue

Lewis Long agreed with W. New York Avenue landscape pockets.

Historic Design Consultant Ariel Faith discussed landscape pockets every 10 feet.

Chris Williams discussed open area on the corner of Summit and New York.

Mark Shuttleworth discussed his concern with the home being framed out with the fencing.

Historic Design Consultant Ariel Faith asked if the fence could be taken to the home.

Bill Kless discussed allowing viability of the home.

Discussion of viability triangle and options.

June Troy (421 Roseville Lane) discussed fence on Macy and Ohio Avenue.

Discussion and suggestions of location of fence along Summit Avenue.

Chris Williams clarified the issued – front fence setback, 8-foot monolithic issue, screening must be opaque (unlike Macy Avenue fence).

Historic Design Consultant Ariel Faith suggested landscape pockets – 10-foot panels, 3 feet back - each 50 to 75 feet along W New York Avenue.

Lewis Long and Mark Shuttleworth agreed with landscape pockets each 75 feet. Bill Kless noted it would be 6 landscape pockets.

Josh Cockayne (Relator of owner) discussed the fence is 80 percent opaque.

Chris Williams asked standard posts of chain link fence. Recessed 4 feet, 10-foot panel each.

Applicant Hazael Rodriguez requested placing fence 5 feet back and keeping the natural landscape buffer.

Chris Williams clarified that the front fence will be placed 1 foot behind front corner of home and W New York fence to be set back approximately 5 feet (inside the tree line) as well as landscaping along front yard.

Discussion of landscaping in front yard with a Viburnum hedge.

MOTION by **Mark Shuttleworth** to recommend that the City Commission approve the Certificate of Appropriateness for the New Fence and Carport at **260 N Summit Ave** with the following modifications: front fence will be placed at least 1 foot behind front corner of main house (on Summit Avenue) and W New York fence to be set back inside the tree line / existing natural landscape buffer as well as landscaping along front yard (Summit Avenue) with addition of viburnum hedge (except for in front of gate). **SECOND** by **Bill Kless**. **MOTION CARRIED UNANIMOUSLY.**

Discussion of Carport height with limit 15 feet high.

Discussion of the Certificate of Appropriateness presentation.

Mark Shuttleworth requested staff capture a picture of the existing tree line.

4. New Fence at 294 N Lakeview Dr – Travis Grimm

Discussion with input from Historic Design Consultant Ariel Faith and applicant Travis Grimm (owner/applicant).

Discussion of fence selection as well as location of the fence.

Chris Williams asked the height of the fence with answer of 6-foot high fence.

Discussion of sliding gate as well as picket fence in front yard.

Discussion of bench at the corner of Lakeview and New York Avenue.

Chris Williams questioned the white picket fence and material as well as the fence gate.

Historic Design Consultant Ariel Faith discussed Sanford Historic District and fence gates and windows on fences as a design addition.

Lewis Long discussed the Starch Factory and the coontie plant with input from Chris Williams.

Chris Williams requested clarification on rear fence which will be white as well as the front white fence and landscape pocket.

Lewis Long questioned lights at the front gate and solar lighting options with discussion from applicant Travis Grimm.

MOTION by **Mark Shuttleworth** to recommend that the City Commission approve the Certificate of Appropriateness for the New Fence at **294 N Lakeview Dr** as presented. **SECOND** by **Vice Chair Lewis Long**.
MOTION CARRIED UNANIMOUSLY.

Note from Mark Shuttleworth that Mr. Grimm's historic home is a happy house.

Lewis Long discussed the history of 294 N. Lakeview Drive.

Travis Grimm said the home was built in 1885.

6. Change to The Certificate of Appropriateness at 108 S Lakeview Dr – Mike Moir

Discussion with input from applicant Mike Moir and June Troy.

Chris Williams explained the Certificate of Appropriateness process.

Mike Moir discussed the property and the stop work order as well as social media issues.

June Troy discussed similar fences.

Mark Shuttleworth discussed Lake Helen processes.

Mike Moir requested the change of fence as well as addition of landscaping.

June Troy and Mike Moir discussed other fences through the town.

Chris Williams agreed the issue of code enforcement and compliance as well as the Gateway Overlay.

Historic Design Consultant Ariel Faith discussed the use and height of the fence.

Mike Moir requested a Commercial Use.

Chris Williams discussed height of fence 6 foot 6 inches tall which would comply with the Land Development Code.

June Troy discussed pressure washing of neighboring fence.

Chris Williams asked if the fence is compliant. Historic Design Consultant Ariel Faith answered that the height is compliant.

Historic Design Consultant Ariel Faith asked if the horizontal fence is appropriate as a historic property.

Bill Kless clarified that the look of the fence.

Mike Mori discussed the finished product look and showed a picture.

Historic Design Consultant Ariel Faith asked the fence would be painted.

Discussion of the approved COA at the April 23, 2019 meeting, May 9, 2019 Commission Meeting.

Clarification of request from Mike Moir.

Discussion of addition of joints and painting of the fence.

Mark Shuttleworth requested a more detailed plan.

Chris Williams discussed the applicants request, the original approval as well as

Discussion of the visibility triangle.

Lewis Long discussed assisting without a hardship.

Bill Kless would like to see the addition of the butt joints every eight feet.

Mark Shuttleworth would like to see the fence meet the rear of the building. Concerned with the visual aspect of the fencing. He suggested adding landscape and trellis.

Chris Williams clarified the visual aspect of the fence as well as the addition of landscaping to assist with softening of the corner.

Historic Design Consultant Ariel Faith discussed the options of fence location.

Mark Shuttleworth asked for clarification from applicant Mike Moir for the location of the fence. He requested the 6 foot fence ending at the rear of the main building.

Discussion of landscape pocket.

Chris Williams clarified every eight feet would be a vertical joint cap as well as a cap along the top of the fence. The location of the fence would be to the front of the windows (6 feet, 6 inches).

Lewis Long will concern because of form and function to assist with noise reduction.

Chris Williams discussed code compliance as well as addition of landscape elements.

Mike Moir agreed to add landscape around the air conditioning unit.

Mark Shuttleworth discussed the fence at his home with input from Lewis Long.

MOTION by **Mark Shuttleworth** to recommend that the City Commission approve the change to the Certificate of Appropriateness for **108 S Lakeview Drive** with the following modifications: change to 6-foot 6-inch horizontal board on board fence with the addition of a vertical joint cap every eight feet as well as a cap along the top of the fence. The location of the fence would be to the rear corner of the building. **SECOND** by **Chris Williams**.

MOTION CARRIED UNANIMOUSLY.

Discussion of City Commission Meeting.

MOTION by **Lewis Long** to recommend approval of 4 foot fence from the rear corner 6 foot fence to front corner of building angled at the visibility triangle (same construction style) and landscaping to be added. **SECOND** by Bill Kless. **MOTION CARRIED 3 to 1 with Mark Shuttleworth voting NO.**

Applicant will be in attendance on the July 11, 2019 meeting as well as would like to have the Variance and COA from the June 25, 2019 meeting.

7. New Sign at 151 Ohio Ave – Ivy Hawn Charter School

Discussion with input from Historic Design Consultant Ariel Faith.

Chris Williams asked about the intent of entire design with input from Historic Design Consultant Ariel Faith.

MOTION by **Vice Chair Lewis Long** to recommend that the City Commission approve the Certificate of Appropriateness for the New Sign at **151 Ohio Ave** with the following modifications as presented but relocated to the east side of the Administration Building (same color and style). **SECOND** by **Bill Kless**. **MOTION CARRIED UNANIMOUSLY.**

8. Façade change at 151 Ohio Ave – Ivy Hawn Charter School

Discussion with input from Historic Design Consultant Ariel Faith. Request to add addition of black chain link 6 foot high along the front parking area.

MOTION by **Vice Chair Lewis Long** to recommend that the City Commission approve the Certificate of Appropriateness for the Façade change at **133 Ohio Ave** with the following modifications: addition of black chain link 6 foot high along the upper parking area. **SECOND** by **Bill Kless**. **MOTION CARRIED UNANIMOUSLY.**

5. Remodel at 167 W Main St – William Chase

Discussion with input from Historic Design Consultant Ariel Faith. This is a non-contributing building within the Historic District.

Chris Williams asked for clarification of the request.

Historic Design Consultant Ariel Faith stated the application is for new vinyl siding, new door, new windows and to complete the roof.

Chris Williams asked the color of trim and color of doors.

Bill Kless asked about the windows.

Mark Shuttleworth was concerned with the products selected.

Discussion of windows and siding.

Chris Williams asked for the style of the home. Historic Design Consultant Ariel Faith said it was a Frame Vernacular Home.

MOTION by **Chris Williams** to table the Certificate of Appropriateness for the Remodel at **167 W Main St.**
SECOND by **Bill Kless.** **MOTION CARRIED UNANIMOUSLY.**

2. New Shed at 390 W Park Ave – Richard Stock

Discussion with input from Historic Design Consultant Ariel Faith.

Chris Williams noted the shed must mimic the home.

Discussion of the shed application.

Lewis Long discussed tiny homes and option of fencing.

Historic Design Consultant Ariel Faith discussed providing feedback to the applicant.

MOTION by **Lewis Long** to table the Certificate of Appropriateness for the New Shed at **390 W Park Ave.** **SECOND** by **Bill Kless.** **MOTION CARRIED UNANIMOUSLY.**

CONSIDERATION AND DISCUSSION:

1. Final Report for 251 W Delaware Ave

Discussion with input from Historic Design Consultant Ariel Faith.

PUBLIC COMMENTS:

STAFF COMMENTS/CHAIRMAN AND MEMBER COMMENTS:

Historic Design Consultant Ariel Faith presented her first draft of the Lake Helen Pattern Book.

Chris Williams discussed the history of the Pattern Book.

Mark Shuttleworth would like to require the applicants be present for the board meetings.

MOTION by **Bill Kless** to make a board policy that the applicant or applicant representative must attend the Historic Preservation Board Meeting in order to review the application. **SECOND** by **Mark Shuttleworth.**
MOTION CARRIED UNANIMOUSLY.

Lewis Long discussed the Historic Preservation funding from Mark Shuttleworth memorandum in 2001 and the place versus location. He asked for copies to the board and the city commission.

Chris Williams requested an update of the Woods of Lake Helen map as well as the larger pictures included in the packages.

Lewis Long discussed tightening of codes.

ADJOURNMENT: **Chairman Chris Williams** adjourned the June 25, 2019 Historic Preservation Board Regular Meeting at 11:53 am.