



**ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION BOARD
MEETING MINUTES
FEBRUARY 18, 2025**

1. CALL TO ORDER

Acting Chairperson Phil Baker called the meeting of the Architectural Review and Historic Preservation Board to order at 6:30 pm in the Commission Chambers of City Hall. A moment of silence was followed by the Pledge of Allegiance.

Quorum was declared present.

Present: Vice-Chairperson Phil Baker; Board Members: Austin Arthur, Damon Bridger, Amanda Daluga and Jessica Stone.

Absent: Chairperson Ryan Hinricher (excused) and Board Member Eric Rainville (excused)

Staff Present: Planning Director Kelly Carson, Senior Planner Yvonne Conatser and Recording Secretary Colene Rivera/ Ellen King.

Applicants: none

2. APPROVAL OF MINUTES

***Motion by Board Member Daluga to approve the meeting minutes of September 17, 2024.
Seconded by Board Member Arther, the motion carried unanimously 5 – 0.***

APPLICATION FOR CERTIFICATE OF APPROVAL

- 3. 160 E Plant Street (Parlor Doughnuts) - Renovation
Parlor RE WG LLC**

Senior Planner Conatser presented a request for the property located at 160 E Plant Street to renovate the 2,511 +/- square foot non-contributing building for proposed Parlor Doughnuts restaurant. These plans include opening the north side of the building to create an outside seating area, new paint and new screening designed as a chimney to accommodate the restaurant exhaust fan and also noted zoning for this site is C-1.

The board inquired about proposed signage, chimney shape, parking lot, dumpster location, landscaping, outdoor seating area, color palette and screening of A/C units. Discussed proposed signage on the building and concerns if style is true to the downtown district guidelines and suggested option of monument signage. City staff stated typical downtown signage is on the building rather than as a monument/ tombstone style and discussion ensued about placing signage on the south end on the front of building and removing the small window to create a larger wall space. Discussed chimney façade shape and requested this be rectangular shape rather than square to be truer to mid-century modern architecture. Parking lot on the site is very limited and asked about direct access into the Rainbow Parking

Lot located to the west of this property. Staff explained applicants are planning to enter into downtown parking agreement and will not access directly into Rainbow Parking lot. Board asked about placement of dumpster on this property. City staff explained business owner will enter into an agreement with the neighboring property for use of their dumpster as is and will not alter in size or add but utilize their existing dumpster. Discussed landscaping on this site. Applicants will be required to maintain existing and may need to add additional to screen A/C unit yet to be determined. Discussed outdoor seating area and the plan to remove the back portion of walled in building to create an open area but not altering the existing roof line. Color palette was discuss and city staff explained applicants will be required to adhere to historical district color palette and city staff will approve color selection to ensure these standards are met.

This item was open to the public for comments. No comments from the public.

Motion by Board Member Stone to approve the proposed renovations to 160 E Plant Street along with staff conditions. Seconded by board member Daluga, the motion carried unanimously 5 – 0.

4. 107 S Highland Avenue (City of Winter Garden) – Demolition
City of Winter Garden
5. 121 S Highland Avenue (City of Winter Garden) – Demolition
City of Winter Garden

Items 4 & 5 were combined and presented together by Senior Planner Conatser for the demolition of non-contributing duplex structures at 107 & 121 S Highland Avenue. The City plans to use the properties for municipal purposes that may include expanding the existing park to the east. Each property contains a one-story duplex structure that is vacant.

The board inquired about condition of site once demolished. City staff stated the property will be sodded and maintained by the city.

This item was open to the public for comments. No comments from the public.

Motion by Board Member Arthur to approve the demolition of properties located at 107 & 121 S Highland Avenue. Seconded by Board member Brider, the motion carried unanimously 5 – 0.

6. ADJOURNMENT

There being no further business, the meeting was adjourned at 6:55 pm.

ATTEST:

/S/

Recording Secretary Colene Rivera

APPROVED:

/S/

Chairperson Ryan Hinricher