



# CITY OF ORLANDO

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## Historic Preservation Board Annual Report Fiscal Year 2013-14

### I. PURPOSE

- A. *Types of Cases.* The Historic Preservation Board (HPB) Board reviews applications for Major Certificates of Appropriateness as well as requests for designation of historic districts, landmark buildings and landmark signs. In addition to the cases heard by the HPB, a Minor Review Committee is authorized to administratively approve Minor Certificates of Appropriateness for certain limited requests. The Minor Review Committee consists of the city's Historic Preservation Officer and one HPB member. The representative board member is appointed annually by the HPB.
- B. *Final Approval.* All HPB recommendations must be approved by City Council. Appeals are subject to the City's quasi-judicial hearing process.

### II. ADMINISTRATION

- A. *Staff.* The City Planning Division provides staff support and administration for the HPB. Key staff are as follows:
1. Dean Grandin, AICP, City Planning Division Manager
  2. Richard Forbes, AIA, Historic Preservation Officer
  3. Heather Hohman, HPB Recording Secretary
- B. *Staff Changes.* The HPB was blessed with consistent staffing throughout the fiscal year.

### III. BOARD MEMBERS

- A. *Number.* The HPB has nine (9) members nominated by the Mayor and confirmed by the City Council.
- B. *Attendance.* The annual attendance report is attached.
- C. *Chairperson*  
Dena Wild  
800 Shady Lane Drive  
Orlando, FL 32804  
407.648.9814  
[4shosha@gmail.com](mailto:4shosha@gmail.com)
- D. *Vice Chairperson*  
Jeffrey Thompson  
600 East Amelia Street  
Orlando, FL 32803  
407.828.1206  
[jeff.s.thompson@disney.com](mailto:jeff.s.thompson@disney.com)

E. *Board Changes.*

Member	Appointed	Term Ended or Expires	Resigned
1. Dena Wild*	1/14/13	10/31/16	--
2. Jeffrey Thompson**	1/23/12	10/31/16	--
3. Michael Arrington	12/9/13	10/31/15	--
4. Alyssa Benitez	5/20/13	10/31/15	--
5. Margaret Brock	10/22/12	10/31/16	--
6. Sean Lackey	1/23/12	10/31/15	--
7. Mark Lewis	12/9/13	10/31/15	--
8. Keith Oropeza	9/23/13	10/31/15	--
9. Catherine Price	9/23/13	10/31/15	
<i>Earl Crittenden</i>	<i>12/17/07</i>	<i>10/31/13</i>	<i>Term Ended</i>
<i>Cynthia Latham</i>	<i>5/20/13</i>	<i>10/31/13</i>	<i>Resigned</i>
<i>Harold Warren</i>	<i>12/17/07</i>	<i>10/31/13</i>	<i>Term Ended</i>
<i>Emily Weidner</i>	<i>7/21/07</i>	<i>10/31/13</i>	<i>Term Ended</i>

- \* Chair
- \*\* Vice Chair

IV. MEETINGS

- A. *Day and Time.* The HPB meets on the first Wednesday of each month at 4:00 p.m.
- B. *Number.* The HPB met 12 times this fiscal year.
- C. *Agendas.* The HPB uses a "Consent Agenda" meeting format to reduce the length of meetings by forgoing discussion on items where all parties are in agreement. The remaining agenda items are presented and discussed as part of the "Regular Agenda."

V. WORKLOAD

The total number of cases reviewed by the HPB has increased fairly significantly, by 14.2%, when compared to FY 2012-13. The number of Major Certificates of Appropriateness decreased from 34 in FY 2012-13 to 27 in FY 2013-14.

	FY2009-10	FY2010-11	FY2011-12	FY2012-13	FY2013-14	Change (%)
Certificates of Appropriateness Applications	189	185	196	232	265	+33 (+14.22%)
National Register	0	0	1	1	0	0

Designations						
Landmark Designations Reviewed	0	0	0	1	1	1

**VI. MAJOR INITIATIVES**

- A. *Landmark Designations.* The HPB recommended that a portion of Tinker Field be designated as an Orlando Historic Landmark.
- B. *National Register Properties.* No properties were designated on the National Register of Historic Places during the fiscal year.
- C. *Historic Preservation Awareness/Appreciation.* There were a number of initiatives undertaken by staff for the Board this past year, including:
- Historic Preservation Calendar
  - Historic Preservation Awards
  - Centennial Plaque Program
  - Prepared Quarterly Welcome Package for new homeowners in Historic Districts
  - Updated/Expanded Website
  - Conducted Downtown Walking Tours

# HISTORIC PRESERVATION BOARD ANNUAL ATTENDANCE REPORT 2013-2014

NAME	MEETINGS												Date Appointed	Date Term Ends	
	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT			# Held
Length of meeting (hrs)	2.07		0.67	0.25	1.25	1.67	0.83	0.33	1.50	1.33	1.33	1.00			
Dena Wild*	X	X	X	A	X	X	X	X	X	X	X	X	12	1	13.98
Jeffrey Thompson**	X	X	X	X	X	X	X	X	X	X	X	X	12	0	14.23
Michael Arrington				X	X	X	X	X	X	X	X	X	9	1	8.17
Alyssa Benitez	X	X	A	X	X	A	X	X	X	X	X	X	12	3	10.57
Margaret Brock	X	X	X	A	X	X	X	X	A	X	X	X	12	2	12.48
Earl Crittenden	X	X	X										3	0	4.73
Sean Lackey	X	X	X	A	X	X	X	X	X	X	X	X	12	1	13.98
Cynthia Latham	X												1	0	2.07
Mark Lewis				X	X	A	A	X	X	X	X	X	9	2	7.00
Keith Oropeza		X	A	X	X	A	X	A	X	X	X	X	11	3	9.50
Catherine Price		X	X	X	X	X	X	X	A	X	X	X	11	1	10.67
Harold Warren	X												1	0	2.07
Emily Weidner	X												1	0	2.07
													Committee Work		54.00
													Total Volunteer Hours		165.52

In addition to regular HPB meetings, members also work on several committees (Minor Review, Publications & Awards, Design Review). City staff believes that the significant amount of time spent on these committees should be recognized in the annual report.

Instructions: Indicate attendance or non-attendance, as follows: X = Attended A = Absent Res. = Resigned TE = Term Ended \*Chairperson / \*\*Vice Chairperson

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**Historic Preservation Board Annual Report for FY 2013-2014**

6 messages

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**Paul Lewis** <paul.lewis@cityoforlando.net>

Thu, Oct 30, 2014 at 1:42 PM

To: Dena &lt;4shosha@gmail.com&gt;

Hi Dena,

Hope all is well with you. Attached for your review and approval is the HPB Annual Report for Fiscal Year 2013-2014. Every City advisory board is required to prepare and submit an annual report regarding board activity to the City Clerk by November 1 every year. For your convenience, we have prepared the report in the format required by the City Clerk. If the report is prepared by City staff, the Board Chairperson is required to review and sign-off. This sign-off can simply be an e-mail back from you (a physical signature is not required). Please let me know if you have any questions or comments regarding the attached HPB Annual Report. If you find the report acceptable, we will submit the report to the City Clerk upon hearing back from you.

Thanks,

Paul

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Paul S. Lewis, AICP, Chief Planning Manager  
City of Orlando  
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Orlando, Florida 32801  
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cityoforlando.net/city-planning/

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Florida has a very broad public records law. As a result, any written communication created or received by the City of Orlando officials and employees will be made available to the public and media, upon request, unless otherwise exempt. Under Florida law, email addresses are public records.

If you do not want your email address released in response to a public records request, do not send electronic mail to this office. Instead, contact our office by phone or in writing.

**HPB Annual Report 2013-2014 with attendance.pdf**

207K

Dena <4shosha@gmail.com>  
To: Paul Lewis <paul.lewis@cityoforlando.net>  
Cc: Richard Forbes <richard.forbes@cityoforlando.net>

Thu, Oct 30, 2014 at 2:39 PM

Paul,

I am assuming the numbers for COA's etc. and the report were run by Richard.

I have a question about the Board members' terms. According to the chart, 8 of the 9 board members term expires 1 year from now. If that chart is correct, one could read that the board dissolves in a year. I suspect no one pays close scrutiny to the annual board reports, but might as well be correct.

Dena

**From:** Paul Lewis

**Sent:** Thursday, October 30, 2014 1:42 PM  
**To:** Dena  
**Subject:** Historic Preservation Board Annual Report for FY 2013-2014

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**Paul Lewis** <paul.lewis@cityoforlando.net>  
To: Dena <4shosha@gmail.com>  
Cc: Richard Forbes <richard.forbes@cityoforlando.net>

Thu, Oct 30, 2014 at 3:07 PM

Hi Dena,

Richard provided the C of A info to me, and the report was run by Richard and Heather before sending to you for sign off. The term dates are those provided by the City Clerk's office and so I have to assume they are correct (at least as of the time the report was written) with the understanding that the term dates are updated periodically throughout the year as the Clerk and the nominating board go about their business. I wouldn't worry about the board dissolving.

Paul  
[Quoted text hidden]

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**Paul Lewis** <paul.lewis@cityoforlando.net>  
To: Dena <4shosha@gmail.com>  
Cc: Richard Forbes <richard.forbes@cityoforlando.net>

Fri, Oct 31, 2014 at 11:17 AM

Hi Dena,

Great catch. You were absolutely correct. I spoke with Dawn Martin in the City Clerk's office and received a recently updated HPB roster. The terms of three members (Jeffrey Thompson, Margaret Brock, and yourself) have been extended to October 31, 2016 (as opposed to 2015 in the first draft I sent you). So, I've made those corrections in the body of the report as well as the attendance chart. We should be good to go at this point. Please take another look, and if all is ok, please send back an email sign-off. Once I have that, I'll submit the report to the City Clerk's office on your behalf.

Thanks and I hope you have a great weekend,

Paul

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**HPB Annual Report 2013-2014 with Attendance Revised.pdf**

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**Dena** <4shosha@gmail.com>  
To: Paul Lewis <paul.lewis@cityoforlando.net>

Fri, Oct 31, 2014 at 12:58 PM

Now I am comfortable signing off.

dena

**From:** Paul Lewis  
**Sent:** Friday, October 31, 2014 11:17 AM  
**To:** Dena  
**Cc:** Richard Forbes  
**Subject:** Re: Historic Preservation Board Annual Report for FY 2013-2014

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**Paul Lewis** <paul.lewis@cityoforlando.net>  
To: Dena <4shosha@gmail.com>

Fri, Oct 31, 2014 at 1:30 PM

Thanks Dena!

Paul

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