



# **HISTORIC PRESERVATION BOARD**

**ANNUAL REPORT  
FISCAL YEAR 2015-16**



## HISTORIC PRESERVATION BOARD

### I. PURPOSE

- A. **MISSION STATEMENT.** The mission of the Historic Preservation Board (HPB) is to identify, preserve and protect historic resources of local, state or national historic or cultural interest. The HPB reviews applications for Major Certificates of Appropriateness, as well as requests for designation of historic districts, landmark buildings and landmark signs. The HPB promotes the welfare of the City through preservation and protection of historic structures, sites, monuments and areas.

### II. ADMINISTRATION

- A. **STAFF.** The City provides staff support and administration for the Historic Preservation Board. Key staff are as follows:
1. Dean Grandin, ACIP, City Planning Division Manager
  2. Richard Forbes, AIA, LEED AP, Historic Preservation Officer
  3. Kyle Shephard, Deputy Assistant City Attorney
  4. David Bass, Assistant City Attorney
  5. Heather Bonds, HPB Board Secretary
- B. **STAFF CHANGES.**
1. The HPB did not have any staff changes during FY 2015-2016.

### III. BOARD MEMBERS

- A. **NUMBER.** The HPB Board has nine (9) members which are recommended to the Mayor for appointment by the Nominating Board, appointed by the Mayor, and confirmed by City Council.
- B. **REQUIREMENTS.** Consistent with Land Development Code Sec. 65.131. – Composition of Board, the Mayor shall appoint, subject to confirmation by the City Council, members of the Board who have interest or experience in historic preservation.
1. Whenever possible, the Mayor shall consider appointment from one or more of the following organizations, professions or groups:
    - a. Local historian and/or architectural or art historian;
    - b. Business, commercial finance, or investment counselor;
    - c. Architect;
    - d. City planner;
    - e. Landscape architect;
    - f. Lawyer;
    - g. Engineer and/or building contractor;
    - h. Realtor and/or real property appraiser; and
    - i. Interested residents of City Historic Districts.
  2. At least four (4) board members shall reside in the City's Historic Districts, with as many different historic districts represented as possible.
- C. **ATTENDANCE.** The annual attendance report is attached.



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D. TERMS. Historic Preservation Board members serve two (2) year terms and may serve a maximum of three (3) terms.

E. CHAIRMAN. Jeffrey Thompson  
600 East Amelia Street  
Orlando, FL 32803  
p. 407.828.1206 · e. jeff.s.thompson@disney.com

F. VICE CHAIRMAN. Alyssa Benitez  
1223 E. Concord Street  
Orlando, FL 32803  
p. 407.232.1284 · e. aly@benitezlawgroup.com

G. BOARD MEMBERS.

<u>MEMBER</u>	<u>TERM</u>	<u>APPOINTED</u>	<u>TERM EXPIRES</u>	<u>STATUS</u>
Michael Arrington	1	12/09/2013	10/31/2015	Active
Alyssa Benitez	2	05/20/2013	10/31/2017	Active
Lucie Ghioto	1	09/21/2015	10/31/2016	Active
Sean Lackey	2	01/23/2012	10/31/2017	Active
Mark Lewis	2	12/09/2013	10/31/2017	Active
Vijay Marolia	1	02/29/2016	10/31/2017	Active
Scott Sidler	1	06/20/2016	10/31/2017	Active
Jeffery Thompson	2	01/23/2012	10/31/2016	Active
Dena Wild	2	01/14/2013	10/31/2016	Active
Mackenzie Carolan	1	06/15/2015	10/31/2017	<i>Resigned</i>
Catherine Price	1	09/23/2013	10/31/2017	<i>Resigned</i>

H. BOARD APPOINTMENTS. Throughout Fiscal Year 2015-16, two (2) new members, Vijay Marolia and Scott Sidler, were appointed by Mayor Dyer and confirmed by City Council. During Fiscal Year 2015-16, two (2) members resigned from the board, Mackenzie Carolan and Catherine Price.

I. ELECTIONS. On November 4, 2015, Jeffery Thompson was elected as Chairman and Alyssa Benitez was elected Vice-Chairman by a unanimous vote.

J. BOARD MEMBER TRAINING. Staff in the Historic Preservation Office held new member orientations for Vijay Marolia on March 18, 2016 and Scott Sidler on July 14, 2016.

## IV. MEETINGS

A. DAY AND TIME. The Historic Preservation Board meets on the first Wednesday of each month at 4:00 p.m.



- B. NUMBER. The Historic Preservation Board scheduled twelve (12) meetings in Fiscal Year 2015-16 and held twelve (11) meetings dated: October 7, 2015; November 4, 2015; December 2, 2015; January 6, 2016; February 3, 2016; March 2, 2016; April 6, 2016; May 4, 2016; June 8, 2016; August 3, 2016; September 7, 2016.

Volunteer hours for the Historic Preservation Board for Fiscal Year 2015-16 totaled **173.42 cumulative hours** (130.17 board meeting hours, 43.25 special meeting hours).

- C. SPECIAL MEETINGS. The Historic Preservation Board has five (5) subcommittees that meet on an as needed basis. The following subcommittee meetings were held this year:
1. October 12, 2015: Design Review Committee. Review of 121 Kennison Drive Harwell Street [Present: Sean Lackey, Jeffery Thompson; 60 minutes]
  2. October 21, 2015: Design Review Committee. Review of 203 E. Amelia St. [Present: Lucie Ghioto, Jeffery Thompson; 60 minutes]
  3. November 11, 2015: Design Review Committee. 203 E. Amelia St. [Present: Lucie Ghioto, Jeffery Thompson; 45 minutes]
  4. February 17, 2016: Publications and Awards Committee. Discussion of 2017 Calendar topics and potential Preservation Award nominations. [Present: Sean Lackey, Jeffery Thompson, Dena Wild; 60 minutes]
  5. February 24, 2016: Design Review Committee. Review of 210 Annie Street. [Present: Sean Lackey, Jeffery Thompson, Lucie Ghioto, Dena Wild; 60 minutes]
  6. March 16, 2016: Design Review Committee. Review of Tinker Field commemoration. [Present: Lucie Ghioto, Jeffery Thompson; 90 minutes]
  7. July 27, 2016: Publications and Award Committee. Meeting to select the winning photographs of the annual photograph competition. [Present: Sean Lackey, Jeffery Thompson, Dena Wild; 60 minutes]
  8. Throughout the year the Minor Review Committee was called upon to review cases on as needed bases. 247 Minor Certificates of Appropriateness were issued (Average 3 hours/month).

## V. WORKLOAD

- A. SYNOPSIS. The total number of cases reviewed by the HPB increased fairly significantly when compared with FY2014-15. The number of Major Certificates of Appropriateness reviewed by the Board decreased from 39 to 38, representing an decrease of 2.5% from the previous fiscal year. The total number of cases reviewed in FY2015-16, including Major Certificates of Appropriateness reviewed by the Board (38 cases) and Minor C of A's reviewed by staff (247), increased significantly from the previous year, by 27%, which is considered to be within the normal range for this Board. The specifics of this data are as follows:

	FY2010-11	FY2011-12	FY2012-13	FY2013-14	FY2014-15	FY2015-16
Certificates of Appropriateness	185	196	232	265	224	285



Applications (Major & Minor)						
National Register Designations	0	1	1	0	0	0
Landmark Designations Reviewed	0	0	1	1	0	4

The HPB reviewed a variety of cases in 2015-2016. These cases included Landmark nominations, exterior alterations, additions, construction of accessory structures, new construction on empty lots, demolition of non-contributing structures and accessory structures, and review of proposed signage.

## VI. MAJOR INITIATIVES/SPECIFIC ACCOMPLISHMENTS

### A. MAJOR INITIATIVES.

1. Staff sent out 140 letters to new owners in the Historic Districts with unique information about their district and home.
2. Annual Historic Preservation Board Calendar and photo competition (May-July).
3. Staff set up a booth at the Lake Lawsona Garden Tour and created a brochure with historic information about each house on the tour. (April)
4. Awarded 3 sites with the annual Historic Preservation Awards (May).
5. The HPB celebrated Historic Preservation Month with a new banner that hung in front of City Hall (May).
6. HPB staff utilized a summer intern who completed a study on Paramore's Historic Resources (May-August).
7. The Eola House was reviewed by the HPB for Landmark Status and was approved. (May). The MPB approved the Landmark Status at the July, 19, 2016 meeting.
8. The Bob Carr Theatre/Municipal Auditorium was reviewed by the HPB for Landmark Status. (August)
9. The Davis Armory was reviewed by the HPB for Landmark Status. (August).
10. The Carl Dann House was reviewed by the HPB for Landmark Status (September)

### B. SPECIFIC ACCOMPLISHMENTS.

1. Staff continued outreach efforts through informational plaques. Staff researched and wrote text for three State Historical Markers and one commemorative plaque:
  - a. Amtrak Station State Historical Marker (Awaiting installation)
  - b. Tinker Field State Historical Marker (text approved by State, June)
  - c. John Mott House State Historical Marker (text approved by State, June)
  - d. Holden Street School (text in review); Commemorative plaque to be located at new police station.



A handwritten signature in blue ink, reading "Jeffery G. Thompson", written over a horizontal line.

**Jeffery Thompson**

Historic Preservation Board Chairman

A handwritten signature in blue ink, reading "Richard Forbes", written over a horizontal line.

**Richard Forbes**

Historic Preservation Officer

A handwritten signature in blue ink, reading "Heather Bonds", written over a horizontal line.

**Heather Bonds**

Historic Preservation Board  
Recording Secretary

A handwritten signature in blue ink, reading "Margaret Lezcano", written over a horizontal line.

**Margaret Lezcano**

Historic Preservation Board  
Board Liaison

A handwritten signature in blue ink, reading "Amy T. Iennaco", written over a horizontal line.

**Amy T. Iennaco**

City Clerk



# Historic Preservation Board Attendance Report



Fiscal Year: 2015-16

Target Number of Meetings: 12

Recording Secretary: Heather Bonds

Name	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	# held	# miss	% miss	Date Appointed	Term Ends
Arrington, Michael	X	X	A	X	X	X	X	X	X	N	X	A	11	2	17%	12/09/13	10/31/15
Benitez, Alyssa**	A	X	X	X	X	X	X	X	A	N	X	X	11	2	17%	05/20/13	10/31/17
Carolan, Mackenzie	X	A	X	X	X	A				R			6	2	17%	06/15/15	10/31/16
Ghioto, Lucie	X	X	X	X	X	A	X	X	X	N	X	A	11	1	8%	09/21/15	10/31/16
Lackey, Sean	X	X	X	X	X	X	X	X	X	N	X	X	11	0	0%	01/23/12	10/31/17
Lewis, Mark	X	X	X	X	X	X	X	X	X	N	X	X	11	0	0%	12/09/13	10/31/17
Marolia, Vijay				NM			A	A	X	N	X	X	5	2	17%	02/29/16	10/31/17
Price, Catherine	X	A	X					R					3	1	8%	09/23/13	10/31/17
Sidler, Scott					NM					N	X	X	2	0	0%	06/20/16	10/31/17
Thompson, Jeffrey*	X	X	X	X	X	X	X	X	X	N	X	X	11	0	0%	01/23/12	10/31/16
Wild, Dena	X	X	X	X	X	X	X	A	X	N	X	X	11	1	8%	01/14/13	10/31/16

Total Meetings Held: 11

(in minutes)

Duration of Meeting***:	120	55	90	95	75	100	20	45	120	0	165	150					
Total Members Attending:	8	7	8	8	8	6	7	6	7	0	9	7					

Volunteer Hours:	16.00	6.42	12.00	12.67	10.00	10.00	2.33	4.50	14.00	0.00	24.75	17.50	Total YTD Volunteer Hours:	130.17
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\*Chairperson  
\*\*Vice Chairperson  
Quorum = 5  
A=Absent  
X=Attended  
N=No Meeting  
TE=Term Expired  
NM=New Member  
R=Resigned  
T=Terminated  
\*Contacted due to Attendance  
Green/Yellow/Red=Letter Issued

\*\*\*In the 'Duration of Meeting' field, enter a whole number. (Example: if the meeting was 30 minutes long, enter '30'.)