



**MEETING
INFORMATION**

Location

City Council Chambers
Orlando City Hall
One City Commons
400 South Orange Ave.

Webinar link:

<https://zoom.us/j/99841363463>

Time

4:00 p.m.

Board Members

Members Present

Tim Lemons,
Chairperson
Eric Kleinsteuber, *Vice*
Chairperson
Shanon Larimer
Pamela Peelor
Scott Sidler
Sarah-Olivia Slohoda
Cindy White

Members Absent

Laurie Burns

MINUTES - DECEMBER 7, 2022

OPENING SESSION

- Determination of Quorum
- Pledge of Allegiance
- Introduction of Board Members and Staff
- Consideration of the November 2, 2022 minutes

Vice Chairperson Kleinsteuber MOVED to approve the minutes of the November 2, 2022 meeting as written. Board member Larimer SECONDED the motion, which was voted upon and PASSED by unanimous voice vote (7-0).

ANNOUNCEMENTS

- None

PUBLIC COMMENTS

- None

CONSENT AGENDA

1. Case: HPB2022-10271, 537 HIGHLAND AVE.

Applicant: Kyle Sheppard, 1700 Triangle Ave., Orlando, FL 32806
Owner: Anna Khan, 537 Highland Ave., Orlando, FL 32801
District: Lake Eola Heights Historic District (Commissioner District 4)

Major Certificate of Appropriateness request to construct an addition to the southeast corner of the house.

Recommended Action: Approval of the request, subject to the conditions below:

1. All changes to this proposal shall be reviewed and approved by HPB Minor Review Committee prior to permitting. Major modifications may require additional HPB approvals.
2. HPB approval does not grant permission to commence construction activity. All necessary permits must be obtained prior to commencement of construction activity.
3. HPB Construction Observation. Prior to the commencement of vertical construction, the general contractor, developer and architect must schedule a coordination meeting with HPB Staff to review the HPB conditions of approval and the HPB review process for any proposed changes that may occur during construction. The general contractor must schedule periodic meetings with the HPB staff as needed to update staff on the project progress and potential issues complying with the HPB conditions of approval.
4. The new windows shall match the original windows in size (proportion), style (casement), and design (4 horizontal muntins).
5. New windows to have projecting sill to match existing window trim details.
6. New windows to be installed recessed to match original window installation.
7. New patio doors and window specifications to be submitted for minor review.
8. Stucco on addition to match existing.
9. Eave/eyebrow detail on addition to match existing.

Board member Sidler moved APPROVAL of the CONSENT AGENDA. Board member Peelor SECONDED the MOTION, which was VOTED upon and PASSED by unanimous voice vote (7-0).

REGULAR AGENDA

- No items

NEW BUSINESS

- No items

OTHER BUSINESS

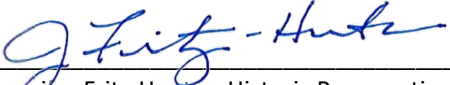
- 2023 HPB calendars were distributed
- Minor/Major Certificates of Appropriateness Review Report:
 - 11 minor CoAs issued in November

ADJOURNMENT

Chairperson Lemons adjourned the meeting at 4:09 pm.

STAFF PRESENT

Richard Forbes, Appearance Review Official
Jennifer Fritz-Hunter, Historic Preservation Official
Sarah Taitt, Assistant City Attorney
Ed Petersen, City Planning



Jennifer Fritz-Hunter, Historic Preservation Official



Ed Petersen, Acting Recording Secretary