



**ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION BOARD**  
**MEETING MINUTES**  
**JULY 15, 2025**

**1. Call To Order**

Vice-Chairperson/ Acting Chairman Phil Baker called the meeting of the Architectural Review and Historic Preservation Board to order at 6:32 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/ Acting Chairman Phil Baker; Board Members: Austin Arthur, Damon Brider, Amanda Daluga, Eric Rainsville and Jessica Stone.

Absent: Chairperson Ryan Hinricher (excused)

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

Attendees: John Gibbs of 10505 Down Lakeview Circle, Allison Painter of 393 N Lakeview Avenue, Sara Farese of 361 N Boyd Street, Kelly Miller of 854 Tilden Oaks Trail and Taylor Bingham of 230 N Boyd Street.

**2. Approval of Minutes**

*Motion by Board Member Daluga to approve the meeting minutes of June 17, 2025. Seconded by Board Member Stone, the motion carried unanimously 6-0.*

**3. Applications for Certificate of Approval**

A. 234 N Lakeview Avenue – Addition; Martinez Residence

Senior Planner Conatser presented a request to construct a 285 +/- square foot addition for the property located at 234 N Lakeview Avenue. The proposed addition will be compatible with the existing craftsman bungalow architecture style, including the “storybook” design details. Per the applicant’s elevation information, the proposed addition will match the existing brick and cement board siding on all three sides. The front window style will continue the use of the diamond shape muntins and the decorative trim work will match the existing windows. The roof will match the existing roof eave and be covered with matching asphalt shingles. Trim work on the roof and house corners will match the existing house. The addition will feature a double door that will open to the rear of the property. The new addition will match the existing colors of the brick and paint.

Staff supports the proposed addition. The design and materials maintain the integrity and character of the house bungalow architecture style. Staff recommends approval with staff conditions.

Board members inquired about the window size on side and ornamental details of this addition as well as commended the builder/ owner on the details of this addition as it blends in seamlessly with the existing façade.

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

***Motion by Board Member Rainville to approve the proposed addition at the address of 234 N Lakeview Avenue as presented with staff conditions. Seconded by Board Member Brider, the motion carried unanimously 6 – 0.***

B. 235 N Lakeview Avenue - Addition; Anderson Residence

Senior Planner Conatser presented to construct a 704 +/- square foot covered lanai addition to the south side of the house. The new covered lanai addition replaces an outside patio area. The proposed design features architectural style that blends with the existing house. Per the applicant's elevation information, the proposed covered lanai addition continues the brick foundation around the entire enclosure. The flat roof with decorative crown molding and frieze board to match features of the existing roof is supported by large one foot by one foot boxed out columns. The sides are screened, as is typical for covered lanai areas. The south side of the lanai enclosure is broken up in the middle with a clapboard sided area that supports the lanai fireplace. The rear of the lanai enclosure includes a screen door that exits to the backyard area.

Staff supports the proposed addition. The design and materials maintain the integrity and character of the house Tudor revival architecture style. Staff recommends approval with staff conditions.

Board members inquired about the metal color of the screen enclosure and wanted to note this detail as city staff are reviewing the overall color scheme of the structure.

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

***Motion by Board Member Stone to approve covered lanai addition at the address of 235 N Lakeview Avenue as presented with staff conditions. Seconded by Board Member Brider, the motion carried unanimously 6– 0.***

C. 99 N Boyd Street - New Single-Family Residential; Gibbs Residence

Planning Director Carson presented a request to construct a new two-story single-family residential house with an attached garage at the property address of 99 N Boyd Street. This project's total square footage including home, garage, front porch and lanai is 4,820 gross sf. The proposed house is Florida Vernacular architectural style with a mix of clapboard and board and batten siding. The raised front porch has four decorative columns set on brick piers and is covered with an aluminum seam style roof. The house features three-panes over single-pane double hung sash windows with decorative trim and lintels. The cross gable roof covers the two story structure and features a decorative dormer window on the front façade. Per the elevations submitted by the applicant the overall height of the two-story house will be +/- 33 feet.

The proposed layout of the new house does not meet all City Code requirements for the Historic Downtown District Overlay. To construct the house as proposed a variance approved by the Planning and Zoning Board is required. The application for the variance was presented to the Planning and Zoning Board at the July 7, 2025, meeting with a staff recommendation of denial. The Planning and Zoning Board made a motion to Table their decision on the variance until the ARHP Board acts on the Certificate of Approval for the proposed house.

Staff does not support the requested variance to permit the 10 foot rear yard setback in lieu of the required 25 foot rear yard setback or support the attached garage in lieu of the required detached garage. Staff has supported variances in the past to permit detached garages constructed in the historic district that encroach into the rear setback to meet the historic district requirements. The proposed garage is not detached. Therefore, it does not meet historic district requirements.

While the proposed house meets residential architectural styles as encouraged by the design standards and guidelines manual it is out of character with the scale and massing of structures in the historic district. Staff believes if the applicant reduces the scale and massing of the house and/or the garage to meet the zoning setbacks per Section 98-192., and detaches the garage, the above concerns would be addressed.

The staff recommendation for this request is denial of the proposed project 1) due to the proposed house with attached garage does not match with the intent of the Historic Downtown District Overlay and recommendations of the Design Standards and Guidelines Manual and 2) proposed house with attached garage is not compatible with the size and scale of the surrounding properties and the character of the Historic Downtown District.

Property Owner, John Gibbs presented his option and doesn't feel the home is too large and the design adheres to the nature of the neighborhood. Representative for the Architect, Kelly Miller also expressed the design is very similar to other properties in area and then inquired if the property owner was to redesign the structure would an enclosed breeze way be permissible or glass atrium look for the connecting pathway? Board discussed options and concerns related to the overall size of the home in proportion to the lot being intrusive, overwhelming and then asking for allowance for intrusion into the rear easement, subject to historic district overlay requirements including detached garage requirement, possible reduction of second floor over the garage and creating an enclosed breezeway and scale the overall structure from two-story to single-story for majority of the home. Property Owner expressed concerns regarding the reduction being proposed by this board would require reconfigure of the master suite which is currently over the garage area and reducing by 400-450 square feet of overall structure would need an evaluation on overall project.

This item was open to the public for comments. Allison Painter of 393 N Lakeview Avenue spoke against the massive size and an elevator being proposed in the home as well.

***Motion by Board Member Arthur to deny the construction of a new two-story single-family residential house with an attached garage as presented at the meeting for the address of 99 N Boyd Street. Seconded by Board Member Daluga, the motion carried unanimously 6 – 0.***

#### 4. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:11 pm.

**ATTEST:**

/s/

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**Recording Secretary Colene Rivera**

**APPROVED:**

/s/

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**Vice Chairperson Phillip Baker**