



**ARCHITECTURAL REVIEW AND HISTORIC PRESERVATION BOARD
MEETING MINUTES
OCTOBER 21, 2025**

1. CALL TO ORDER

Acting Chairperson Phil Baker called the meeting of the Architectural Review and Historic Preservation Board to order at 6:33 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 and Board Members: Damon Brider, Amanda Daluga and Jessica Stone.

Absent: Chairperson Ryan Hinricher (excused), Board Members: Austin Arthur (excused) and Eric Rainville (unexcused).

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

Applicants: Ralph and Tracy Tingley of 12856 Jacob Grace Ct and Dirk Arace of Arace Designs.

2. APPROVAL OF MINUTES

Acting Chairperson Baker requested modification to the July 15, 2025 minutes incorporating the overall gross square footage of the structures under Item 3C. This statement will be added to the minutes.

Motion by Board Member Stone to approve the meeting minutes with the additional gross square footage noted for July 15, 2025. Seconded by Board Member Daluga, the motion carried unanimously 5-0.

APPLICATION FOR CERTIFICATE OF APPROVAL

3. 111 N Central Avenue – demolition of existing single family structure and proposed new single family residential structure with detached garage.

Senior Planner Conatser presented a request to demolish the existing home and construct a new single family residential structure with detached garage on the property located at 111 N Central Avenue. The property currently is a non-contributing one-story, single-family residential dwelling constructed in 1966 that is zoned R-2 (Residential District) and designated LR (Low Density

Residential) on the City Future Land Use Map. This property is subject to the Historic Downtown District Overlay.

The owners, Ralph and Tracy Tingley, are requesting approval to demolish the existing home and construct a new single family residential structure with a detached garage in the rear of the property. Conatser continued to describe this item as being built in the Florida vernacular style with architectural details being described, the structures meets all required setbacks with the front setback being greater than the typical historic district requirement of 20 feet to allow the applicants to keep the large oak in the front yard. There are no issues with the location of the residential structure for the side and rear setbacks.

The proposed detached garage is located in the rear of the property as required per Section 98-192. 6. (c). but does require a variance for the rear setback. A variance approval from the Planning and Zoning Board is required to allow the proposed detached garage to have a ten (10) foot rear setback, allow a wall height of nine (9) feet four (4) inches and the roof height extension to 17 feet to be consistent with the design of the roofline of the residential structure. The public hearing for this variance request is set for the November 3, 2025 Planning and Zoning Board meeting. The design is consistent with the Florida vernacular architecture style and the proposed variance for the rear setback and the placement in the rear of the property meets all code requirements. Staff supports the variance for the detached garage as proposed and supports this overall project for the site.

City staff also stated the architect for this project, Dirk Arace of Arace Designs, had provided building elevations and design renderings for review. The board discussed the proposed project and inquired about driveway gravel panels, concerns of square footage of structure verses surrounding structures in the area, setback from the street, massing of 2nd story, details of Florida Vernacular design, appreciation of 2D elevations for perspective and inquired about glass front door to stay within the character of the historic district.

This item was opened to the public for comments. Tracy Tingley of 12856 Jacob Grace Court spoke in favor of this proposal as a larger size family with 4 cars would occupy the new construction home if approved and Dirk Arace of Arace Designs emphasized the proposed structures met all the current setback requirements, adjustments were made to the roofline and positioning of the structures on the lot to save the large oak tree in the front of the lot.

Motion by Board Member Daluga to approve the proposed demolition and construction of a new house and detached garage for the property at 111 N Central Avenue pending staff conditions and Variance approval. Seconded by Board Member Brider, the motion carried unanimously 4 – 0.

3. ADJOURNMENT

There being no further business, the meeting was adjourned at 7:01 pm.

ATTEST:

/S/

Recording Secretary Colene Rivera

APPROVED:

/S/

Vice - Chairperson Phil Baker