



**MINUTES OF THE HISTORIC PRESERVATION BOARD MEETING
HELD MONDAY, JULY 12, 2021, AT 5:15 PM IN THE CITY OF
KISSIMMEE, CITY HALL COMMISSION CHAMBERS LOCATED AT
101 CHURCH STREET, KISSIMMEE, FLORIDA**

1. MEETING CALLED TO ORDER

Members Present: Vice-Chairman Bill Dupre, Member Debra Rosado, Member Adriana Serrano, Member Maria Lebron

Members Absent: Member Scott Brooks

Staff Present: Senior Planner Ashley Cornelison, Administrative Assistant, Cathy Finneran.

Vice-Chairman Dupre called the meeting to order at 5:15 PM.

2. MOMENT OF SILENCE AND PLEDGE OF ALLEGIANCE

Board held a moment of silence for Member John Link who passed away recently

3. HISTORIC PRESERVATION BOARD MINUTES APPROVAL

**Member LeBron made a motion for approval of the minutes from the July 8, 2019 meeting.
Seconded by Member Serrano.**

Dupre	Aye	Lebron	Aye
Rosado	Aye	Serrano	Aye

Motion carried 4-0

4. OLD BUSINESS

No discussion

5. NEW BUSINESS

A. 507 MABBETTE STREET

Planner Cornelison explained that this request is for the Board to review the replacement of 26 windows for the property located at 507 Mabbette Street. A Major Certificate of Appropriateness approval is required since the replacement windows are not exactly the same as the original windows. It should be noted that the windows were installed without a permit; therefore, there is an active Code Enforcement case on this property.

All of the proposed windows are ten-inches or less than the original window size with 12 of the 26 windows having less than a six-inch difference from the original window size. The style of the windows is also consistent with the style on other frame vernacular structures in the immediate vicinity. Therefore, Staff is recommending approval of this request.

Member Rosado questioned if there were any prior history of replacing the windows.

Planner Cornelison stated that she had no prior knowledge of improvements done on this property or the issuance of any certificate of appropriateness.

Member Serrano mentioned that the style of this structure is similar with the surrounding houses.

Vice-Chairman Dupre questioned if the contractor was going lift the sill up to match the top of the frame. Planner Cornelison stated that it appears so and that they will fill the underneath portion.

In response to Vice-Chairman Dupre's concern with the patio, Planner Cornelison stated that the patio is currently screened and will remain as such. Planner Cornelison added that the only previous replacement to this property is the front door.

Member Serrano felt that the windows are needed due to the deterioration of the original windows. There seems to be a shortage of materials and windows, which would make it difficult to find the exact same size as the original windows. Member Serrano further stated that the replacement windows are consistent with the neighboring properties.

Member Rosado concurred that the replacement windows are an improvement to the building.

Member Serrano made a motion for approval of this request. Seconded by Member LeBron.

Dupre	Aye	Lebron	Aye
Rosado	Aye	Serrano	Aye

Motion carried 4-0

6. DISCUSSION

Planner Cornelison discussed the need to meet at least quarterly to keep in compliance with the State requirements. An inquiry to the City's legal department will be conducted on the possibility of holding workshops virtually.

Since the Board has not met in a while and there are two new Board members, a refresher course to review public hearing requirements and Roberts Rules of Order was suggested.

Planner Cornelison stated that she will provide Roberts Rules of Order to the Board.

7. HEAR CHAIRMAN AND BOARD MEMBERS

The Commission did not reappoint the previous Chairman of this Board; therefore, a new Chairman shall be elected.

Member Serrano made a motion for Vice-Chairman Dupre for Chairman. Motion seconded by Member LeBron.

Member LeBron made a motion for Member Serrano for Vice-Chairman. Motion seconded by Member Rosado.

Dupre	Aye	LeBron	Aye
Rosado	Aye	Serrano	Aye

Motion carried 4-0

8. ADJOURNMENT

**There being no further business, Chairman Dupre made a motion to adjourn the meeting at 5:35 p.m.
Seconded by Member LeBron.**

Dupre	Aye	LeBron	Aye
Rosado	Aye	Serrano	Aye

Motion carried 4-0



Chairman e



Senior Planner Ashley Cornelison

IN ACCORDANCE WITH FLORIDA STATUTE 286.105: ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE HISTORIC PRESERVATION BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING OR HEARING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSES MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS MADE. IN ACCORDANCE WITH FLORIDA STATUTE 286.26, PERSONS NEEDING ASSISTANCE TO PARTICIPATE IN ANY OF THESE PROCEEDINGS SHOULD CONTACT THE OFFICE OF THE CITY CLERK 407-847-2821 (ext-2309) PRIOR TO THE MEETING