

**DATE:** May 14, 2025

**TO:** George R. Keller, Jr. CPPT  
City Manager

**VIA:** Andria Wingett *AW*  
Director of Development Services

**FROM:** Anand Balram *AB*  
Planning Manager

**SUBJECT:** Notice of Decisions Relating to the Tuesday, May 8, 2025, **Historic Preservation Board Meeting.**

The purpose of this notice is to inform the Mayor and City Commission of the opportunity to initiate a City Commission Request for Review (CRR) of a Board decision in accordance with [Section 5.6 of the City's Zoning and Land Development Regulations](#). The process for a CRR is initiated in one of the following ways: if three or more City Commissioners request a review during City Commission comments at a City Commission meeting, which is within 17 days of the Board's action; or if three or more City Commissioners file a request for review in writing with the City Clerk within 17 days of the Board's action. In any event, a *de novo* hearing shall be set.

A *de novo* hearing for a CRR shall be set no later than the next four City Commission meetings from either the City Commission meeting date where three Commissioners requested such review or no later than the next four City Commission meetings from the date that the City Clerk receives the third Commissioners request. Notice and other requirements of the hearing shall be provided in accordance with [Section 5.6 of the City's Zoning and Land Development Regulations](#).

The said request should be filed with the City Clerk's Office, with a copy forwarded to the Division of Planning & Urban Design of the Development Services Department by **May 30, 2025**

Please note, the Code requires the City Clerk's Office to receive all CRR's within seventeen (17) days of the date a decision is reached by the Board. As such, CRRs filed after **May 30, 2025**, would not be consistent with the Code and could not be considered. The timeframe for setting a hearing provided herein may be extended by written request of the applicant. Appeal from a final decision of the City Commission shall be to circuit court by filing a petition for *writ of certiorari*.

This memorandum is also available on the City website. In this manner, the public is made aware of action taken by the Board, should they wish to encourage the Mayor and City Commission to file a request for review of the Board's decision pursuant to the procedures set forth above.

**The following summarizes actions taken by the Board. Item #1 and Item #2 below may be considered Quasi-Judicial and may be subject to a CRR.**

- 1. FILE NO.:** 24- C-60  
**APPLICANT:** GNY USA LLC  
**LOCATION:** 908 Tyler Street  
**REQUEST:** Certificate of Appropriateness for Design of a new single-family home in the Lakes Area Historic Multiple Resource Listing District.

**STAFF RECOMMENDATION:**

Certificate of Appropriateness for Design: Approval

**BOARD DECISION:**

Certificate of Appropriateness for Design: To continue this item to the Planning and Development Board Meeting date and time certain on June 10, 2025, at 6pm.

- 2. FILE NO.:** 25-CV-01  
**APPLICANT:** Maria Gabriela Lopez Velazco  
**LOCATION:** 1020 South Southlake Drive  
**REQUEST:** Request a Certificate of Appropriateness for Design to build an addition to an existing single-family home, one Variance to reduce the sum of the required side yard setbacks from 25% to 15% and a second Variance to reduce the rear setback from 15% to 8.8% located at 1020 S. Southlake Drive within the Lakes Area Historic Multiple Resource Listing District.

**STAFF RECOMMENDATION:**

Variance 1: Approval  
Variance 2: Approval  
Certificate of Appropriateness for Design: Approval if the Variances are granted.

**BOARD DECISION:**

Variance 1: Approved  
Variance 2: Approved  
Certificate of Appropriateness for Design: Approved with Staff recommendation.

---

cc: Honorable Mayor and City Commissioners  
City Manager  
Interim City Attorney  
Assistant City Managers  
Assistant City Attorneys  
Civic Affairs Administrator