

1 **MINUTES OF THE ORANGE CITY PLANNING COMMISSION MEETING**, held on  
2 Wednesday, January 4, 2017 at 6:00 p.m. in Council Chambers, 201 N. Holly Avenue, Orange City,  
3 Florida.

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5 **1. CALL TO ORDER**

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7 The meeting was called to order at 6:00 p.m. by Acting Chairman Frank Wilson and roll call was  
8 taken.

9  
10 **ROLL CALL:**

11  
12 **PRESENT:** Acting Chairman Frank Wilson, Commissioners: Amy Campbell, Vernon Stafford  
13 Michelle Polgar, Fran Schwartz, Martin Harper; Staff Members: Rebecca Mendez,  
14 Development Service Director; City Attorney Bill Reischmann, City Clerk Gloria  
15 Thomas, Deputy City Clerk, Melani Brown

16  
17 **ABSENT:** Commissioner Kathaline Salzano

18  
19 The Deputy City Clerk administered the Oath of Office to the newly appointed Planning  
20 Commission Chairmen.

21  
22 A. Nominations of 2017 Officers: Chairman, Vice-Chairman and Secretary

23  
24 Acting Chairman Frank Wilson called for nominations of the 2017 officers: Chairman, Vice  
25 Chairman and Secretary.

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27 **Acting Chairman Frank Wilson nominated Commissioner Fran**  
28 **Schwartz as Chairman, seconded by Commissioner Harper and passed**  
29 **by a 6/0 voice vote of the Planning Commission.**

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31 **Commissioner Michelle Polgar nominated Commissioner Frank**  
32 **Wilson as Vice Chairman, seconded by Commissioner Harper and**  
33 **passed by a 6/0 voice vote of the Planning Commission.**

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35 **Vice Chairman Frank Wilson nominated Commissioner Polgar as**  
36 **Secretary, seconded by Chairperson Schwartz and passed by a 6/0**  
37 **voice vote of the Planning Commission.**

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39 **2. APPROVAL OF MINUTES December 7, 2016**

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41 **Commissioner Polgar moved to approve the minutes of the December 7,**  
42 **2016 Planning Commission meeting as presented, seconded by Vice**  
43 **Commissioner Wilson and passed by 6/0 voice vote of the Planning**  
44 **Commission.**

45  
46 **3. PUBLIC HEARINGS - None at this time.**

47

1 **4. PRESENTATIONS**

2  
3 A. Discussion on Land Development Code text amendments regarding  
4 maintenance guarantees, accessory structures, and the parking of trucks  
5 and trailers in residential areas.  
6

7 Becky Mendez, Development Services Director, presented the discussion on the Land Development  
8 Code text amendments. She described the details of the presentation noting these items were  
9 “housekeeping” in nature.  
10

11 Ms. Mendez noted the Performance and Maintenance Guarantee for publicly dedicated  
12 improvements is 110% of the construction costs. Staff and the TRC reviewed what other local  
13 jurisdictions require and concluded that was a scrivener’s error. Staff is recommending a 15%  
14 maintenance guarantee, which is comparable to other local jurisdictions.  
15

16 Ms. Mendez presented the requirements in the Code regarding accessory structures. She advised  
17 that staff is suggesting text amendments that would clarify the vague language that currently exists  
18 in the Code with regard to accessory structures. A lengthy discussion about accessory structures  
19 such as sheds and car ports ensued. Mr. Reischmann clarified that this action would tweak the  
20 location and appearance issues that currently exist in the Code with regard to accessory structures.  
21 He cautioned that too many restrictions may be limiting for the property owner.  
22

23 Ms. Mendez pointed out that right now there are no restrictions on the number of accessory  
24 structures a property owner can have. It is determined by percentages. Staff researched and found  
25 that Volusia County has bulk and mass standards while some of the cities in the County do not. Ms.  
26 Mendez noted that Volusia County is rural while Orange City is an urban environment and do not  
27 have the same issues as the County.  
28

29 Ms. Mendez advised that at the request of Code Enforcement staff has added a definition of  
30 commercial vehicles and included a trailer classification in the Code. She noted that these revisions  
31 clarify what Code Enforcement already does.  
32

33 Mr. Reischmann noted that is a discussion item and that this matter with be brought back to the  
34 Planning Commission for a Public Hearing.  
35

36 B. Discussion on a proposed text amendment to the Code of Ordinances  
37 regarding demolition of historic properties.  
38

39 Ms. Mendez recalled that Council directed staff to work with the Historic Preservation Board to  
40 develop a preservation ordinance to protect historic assets in the City. A preliminary ordinance was  
41 adopted in 2012 however due to staff and board member turnover, it fell through the cracks. Staff  
42 has been working with the Historic Preservation Board to tweak the existing Code to include  
43 permitting and demolition procedures for historic homes.  
44

45 Ms. Mendez displayed a map of the historic district. She defined a historic structure as fifty-one  
46 years or older, or a structure that is located within a historic district. She discussed the current  
47 verbiage of the Code versus the recommended changes and any permits that may be required for

1 demolition of historic structures. Ms. Mendez discussed what is considered minor or major  
2 construction and the criteria that must be followed before a demolition permit is issued. She noted  
3 that this amendment is to add demolition regulations for historic homes it does not address  
4 architectural design standards.  
5

6 Mr. Reischmann noted that currently there is a process for demolition permits, but no distinction for  
7 historic structures. He commented that this is a controversial matter. Originally when the Historic  
8 Preservation Ordinance was passed many of the residents came before Council to object.  
9

10 Kim Redding, City Planner, and several members of the Historic Preservation Board came forward  
11 to voice their concerns that historic homes in Orange City will become non-existent unless there is a  
12 policy to preserve them. The group asked the Planning Commission to evaluate and approve the  
13 proposed amendments to the historic preservation ordinance which include demolition regulations.  
14

15 Gary Blair, 233 E. Rose Avenue came forward. He recalled that several years ago the Historic  
16 Preservation ordinance went to referendum and it was defeated. He stated historic home owners do  
17 not want to be told what color their windows should be.  
18

19 Deneen Temperly-Jones, 373 E. Rose Ave., member of the Historic Preservation Board, clarified the  
20 51 years or older definition of a historic home.  
21

22 Ted Marsolek, 361 E. French Ave., member of the Historic Preservation Board, communicated his  
23 concerns about how easy it is to get a permit to demolish a historic home.  
24

25 Kerri Donaway, 347 W. University Ave., member of the Historic Preservation Board, suggested that  
26 Sec. 2-103.1 (c) (1) g on page 6 be moved to Sec. 2-103.1 (c) (4) Approval of the Historic  
27 Preservation Board (Major).on page 7. Then the home owner would incur the costs that are  
28 described in item g.  
29

30 A lengthy discussion about the proposed amendments ensued. Commissioner Polgar suggested  
31 sending it back to the Historic Preservation Board for revisions. The next Historic Preservation  
32 Board meeting will be January 19<sup>th</sup>.  
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## 35 5. PRESENTATIONS

### 37 A. Paul DeSilva Public Service Recognition

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39 Paul DeSilva was not present.  
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## 41 6. STAFF/COMMISSION COMMENTS

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43 Ms. Mendez advised that the City Council will be considering a Sunshine Law Course at the next  
44 City Council meeting . If approved, the course will take place on January 17<sup>th</sup> at 5:00 p.m. in  
45 Council Chambers. Mr. Reischmann will conduct the course. As this course will satisfy statutory  
46 requirements certificates will be provided. Planning Commissioners and Historic Preservation  
47 Board members are welcome to attend.

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**7. CITIZEN COMMENTS**

**8. ADJOURNMENT**

There being no further business, Chairwoman Schwartz adjourned the meeting at 8:39 p.m.

**RESPECTFULLY SUBMITTED:**

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Melani Brown  
Deputy City Clerk

**APPROVED ON**

February 01, 2017  
Date