



**ORANGE CITY  
HISTORIC PRESERVATION BOARD  
THURSDAY, January 19, 2017  
6:00 P.M.**

**ORANGE CITY – CITY HALL  
DOWNSTAIRS CONFERENCE ROOM  
205 E. GRAVES AVENUE**

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**Board Members**

Ted Marsolek, Chair  
Sarah Mazzie, Vice Chair  
Deneen Temperly-Jones  
Kerry Donaway  
Donna Cobb

**Staff Liaison**

Becky Mendez, Dev. Services Director  
Kimberly Reading, Planner 1

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1. **CALL TO ORDER**
2. **ROLL-CALL**
  - A. Nominations of 2017 Officers: Chairman and Vice-Chairman
3. **APPROVAL OF MINUTES**
  - Dated December 15, 2016
4. **OLD BUSINESS**
  - A. Historic Property demolition ordinance update
  - B. Discuss February Guest Speaker program
  - C. Discuss VIA Dickinson Park 100<sup>th</sup> Celebration
  - D. Discuss Mt. Zion AME Church National Register nomination
5. **NEW BUSINESS**
  - A. 2017 Goals
  - B. 2017 Budget Discussion
6. **STAFF/BOARD COMMENTS**
  - A. Coleman School State Historic Marker update
7. **CITIZEN COMMENTS**
8. **ADJOURNMENT**

**Next Meeting: February 16, 2017**

If any person decides to appeal any decision made the Historic Preservation Board with respect to any matter considered at this meeting or hearing, he/she will need a record of the proceedings for such purpose he/she may need to insure that a verbatim record of the proceedings is made, which record includes testimony and evidence upon which the appeal is based. (FS 286.0105.) Individuals with disabilities needing assistance to participate in any of these proceedings should contact the City Clerk at least three (3) working in advance of the meeting date and time at (386) 775-5403.

Public comment will be allowed consistent with Senate Bill 50, codified at the laws of Florida, 2013-227, creating Section 286.0114, Fla. Stat. (with an effective date of October 1, 2013). The public will be given a reasonable opportunity to be heard on a proposition before the City's Planning Commission, subject to the exceptions provided in §286.0114(3), Fla. Stat.

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION**  
2 **BOARD MEETING**, held on Thursday, December 15, 2016 at 6:00 p.m. in  
3 Development Services Conference Room, 205 E. Graves Avenue, Orange City,  
4 Florida.

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6 **1. CALL TO ORDER/ROLL CALL**

7 Chairman Marsolek called the meeting to order at 6:00 p.m., and roll call was taken.

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9 **PRESENT:** Chairman Ted Marsolek, Vice-Chair Sarah Mazzie, Deneen Temperly-  
10 Jones and Kerry Donaway; City Staff: Kimberly Reading, Planner 1 **ABSENT:**  
11 Donna Cobb **GUESTS:** none

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13 **2. APPROVAL OF MINUTES**

14 A. Minutes dated November 17, 2016

15 **Member Mazzie moved to approve the October 20, 2016 minutes, as**  
16 **presented, seconded by Member Jones and passed by unanimous roll**  
17 **call vote.**

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19 **3. OLD BUSINESS**

20 A. Holiday Light contest judging

21 Staff distributed the list of registered contestants on the score card and a map to  
22 the locations. The contest runs from 6:00pm December 15th through 9:00pm  
23 December 19, 2016. Score cards are to be returned to staff by December 20<sup>th</sup> at  
24 5:00pm. A discussion took place about previous years of the contest and viewing  
25 the lights as a group on Saturday December 17<sup>th</sup>. Some entries are in the County  
26 and not eligible to win. The Board agreed to consider an honorable mention to  
27 any outstanding light display in the county. A discussion took place regarding  
28 allowing winners to come from the surrounding county area and how to generate  
29 more interest in the contest.

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31 B. Historic Property Demolition Ordinance update

32 Staff distributed the staff report prepared for the upcoming Planning Commission.  
33 The staff report includes recommended changes to the text as discussed during the  
34 last Board meeting. A discussion of the revised Historic Preservation ordinance  
35 text followed. Member Jones asked for confirmation that the applicability  
36 includes all properties shown on the historic resource map. Staff confirmed it does  
37 include all the properties within the Historic Area as depicted by the blue box, and  
38 also includes by reference in the text, any property listed in the Florida Master  
39 Site File. A discussion followed regarding the need to create an official city  
40 inventory of cultural resources that is consistent with the properties submitted to  
41 the FMSF by the board.

1 Member Donaway asked if the Board should conduct a survey of properties in the  
2 Historic Area which may become subject to the provisions of the demolition  
3 permit requirements. Staff noted that it is possible for the Board to conduct such a  
4 survey, but cautioned that our permitting system cannot flag properties with a  
5 historic status. The intent is that a modified demolition permit document would be  
6 created that will query the age of properties. Properties that are indicated to be 50  
7 years or older will trigger a review by staff and potentially the Board for review.

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9 Member Donaway suggested a creating a contributing/non-contributing structure  
10 map or list for the Historic Area that could be used for easy reference during the  
11 permitting process. Further, create criteria for contributing or non-contributing.  
12 The Board agreed to consider this again after the Planning Commission meeting.  
13 Staff noted that a survey of historic resources is one element of a certified local  
14 government. A lengthy discussion followed about becoming a CLG and the  
15 benefits of preservation for the city. Staff encouraged the Board to attend the  
16 Planning Commission meeting in ordered to articulate the need for the ordinance  
17 and to defend the document.

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19 **4. NEW BUSINESS**

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None

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22 **5. STAFF/BOARD COMMENTS**

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Member Donaway asked about preparing 2017 Goal list. Staff brought out the  
2016 Goals. The Board reviewed the list and determined that some items on the  
list that were not completed should be retained for 2017. Member Jones stated  
that the board completed six of twelve goals and that the remaining should be  
carried forward into 2017. Chairman Marsolek called for a motion on the 2017  
Goals.

1                   **Member Mazzie made a motion to add the 2017 Goals to the January**  
2                   **Agenda, seconded by Member Donaway. The motioned passed by**  
3                   **unanimous vote.**

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5                   Staff will prepare a 2017 Goal list and small status summary of each item for the  
6                   next meeting. Staff recommended the Board to prepare a report for the City  
7                   Council to explain what the Board has accomplished in 2016. The Board would  
8                   like to discuss this at the next meeting.

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10                  Staff shared a copy of an article about the Postal Museum inside the Heritage Inn  
11                  that was recently published in a Netherlands magazine.

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13                  Staff stated that no new information had come in regarding the Mt. Zion AME  
14                  church NR, and therefore it was not included in Old Business. The Board  
15                  expressed apprehension in the ability of the Board to assist Ms. Stafford with the  
16                  application. Staff recommended the Board prepare a list of resources that may be  
17                  able to assist with the application. A discussion took place regarding what those  
18                  resources may be.

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20                  Staff reminded the Board that the State Historic Marker will be unveiled at the  
21                  Orange City African American Heritage Festival. Staff asked if the Board wanted  
22                  to pursue a booth or some other role at the event. The Board determined at this  
23                  time, it would be best to be present and supportive at the event.

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25                  Staff shared with the Board that the VIA Orange City Woman's Club has  
26                  postponed the Dickinson Park 100<sup>th</sup> birthday celebration to a later date in April.

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28                  Staff shared with the Board a list of Historic District Banners that is believed to  
29                  represent the complete list of banners previously installed around the city in 2012.  
30                  Chairman Marsolek, having served on the board at that time, disagreed. He said  
31                  only a limited number were installed. Member Donaway asked how many  
32                  remained. Staff did not know and suggested the Board may wish to make a field  
33                  visit to count the remaining banners. Staff's purpose in showing the Board the list  
34                  was to demonstrate another example of a successful project conducted by the  
35                  Board that highlights the historic area of Orange City.

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37                  **6. CITIZEN COMMENTS**

38                  None

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40                  **7. ADJOURNMENT**

1 Chair Marsolek called for a motion to adjourn.

2 **Member Mazzie made a motion to adjourn, seconded by Member**  
3 **Donaway. The motioned passed by unanimous vote. The meeting**  
4 **adjourned at 7:49 pm.**

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6 **RESPECTFULLY SUBMITTED:**

**APPROVED ON**

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9 Kimberly Reading

10 City of Orange City, Planner

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DRAFT

## **1. Promote heritage/historic preservation education in Orange City**

- Update Historic Walking Tour brochure to include diverse minority resources
- Give presentation on the history of Orange City to local organizations/schools

## **2. Preserve and protect significant historical records, documents, and artifacts relating to the history of Orange City**

- Support conservation and preservation of historic documents in partnership with the Village Improvement Association
- Promote preservation of records, documents and artifacts related to the history of Orange City

## **3. Foster awareness of historic preservation programs in Orange City**

- Host quarterly programs that promote public interest in historic preservation
- Promote local preservation workshops through city social media outlets

## **4. Recognize significant historic places in Orange City**

- Expand the map of contributing historic properties to include the Orange City Historic Area

## **5. Advise on preservation and management of city owned/managed historic properties**

- Develop a process to review permits and action plans related to historic property owned and managed by the city

## **6. Develop and recommend the adaptation of existing codes, ordinances and procedures for Historic Preservation that are both effective and balanced**

- Continue pursuit of ordinance adaptation to address demolition of historic properties
- Recommend criteria and procedures for designating a Local Historic Landmark and establishing and expanding a Historic District