



**ORANGE CITY  
HISTORIC PRESERVATION BOARD  
THURSDAY, JUNE 15, 2017  
6:00 P.M.  
ORANGE CITY – CITY HALL  
DOWNSTAIRS CONFERENCE ROOM  
205 E. GRAVES AVENUE**

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**Board Members**

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

**Staff Liaison**

Becky Mendez, Development Services Director  
Kimberly Reading, Planner 1

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1. **CALL TO ORDER**
2. **ROLL-CALL**
3. **APPROVAL OF MINUTES**  
Dated May 18, 2017
4. **OLD BUSINESS**
  - A. Local Designation Discussion  
– Julie Scofield Volusia County Historic Preservation Officer
  - B. Historic District Banners Proposed Locations
  - C. August Special Meeting Discussion
  - D. Quarterly newsletter article
5. **NEW BUSINESS**
6. **STAFF/BOARD COMMENTS**
7. **CITIZEN COMMENTS**
8. **ADJOURNMENT**

**Next Meeting: July 20, 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, May 18, 2017 at 6:00 p.m. in Development  
3       Services Conference Room, 205 E. Graves Avenue, Orange City, Florida.

4  
5       **1. CALL TO ORDER**

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

8  
9       **2. ROLL CALL**

10          **PRESENT:** Chairman Kerry Donaway, Vice-Chair Ted Marsolek, and Sarah  
11          Mazzie; City Staff: Becky Mendez, Development Services Director; Carol  
12          McFarlane, City Planner **ABSENT:** Deneen Temperly-Jones and Donna Cobb  
13          **GUESTS:** None

14  
15       **3. APPROVAL OF MINUTES**

16          A.       *Minutes dated April 20, 2017*

17                  **Member Mazzie moved to approve the March 23, 2017 minutes, as**  
18                  **presented, seconded by Member Marsolek and passed by unanimous**  
19                  **vote.**

20  
21       **4. OLD BUSINESS**

22          A.       *Board Member Historic District Banner Inventory*

23           Board members Donaway and Marsolek submitted their map indicating the  
24           existing inventory of the current banners in the city. Member Cobb submitted her  
25           map prior to the meeting as she would not be attending. Staff will compile the  
26           location of banners noted on the maps into a GIS layer. Chair Donaway  
27           commented on the beautiful design of the existing banners, but all agreed the  
28           color needed to be changed for better visibility. Based on previous discussion, the  
29           Board will defer the new banner design to the design team working on the Holly  
30           Avenue Improvement project. The Board will discuss the location for the new  
31           banners at the next meeting.

32  
33       **5. NEW BUSINESS**

34          A.       *August Special Meeting Discussion*

35           At the last meeting, the Board decided to host the next public program during the  
36           August meeting. This program will celebrate the 135th anniversary of the  
37           incorporation of the City of Orange City. The Board discussed how the program  
38           would be arranged including an artifact display, a Power Point presentation by  
39           Ted Marsolek, selected a session title “Remembering Orange City”, and a session  
40           description “A display of city owned artifacts and an invitation to citizens to bring  
41           in their own personal Orange City memories”. Advertising will go out in the city

1 newsletter, the West Volusia Beacon, the city website and social media, and  
2 possibly also on the radio. Flyers will be made and distributed to area schools,  
3 libraries and other outlets relevant to the meeting. The Board will have a  
4 workshop at Albertus Cottage on June 22 at 5:30 pm to select artifacts to be  
5 displayed and refine the program.

6  
7 *B. Local Designation Discussion*

8 Chair Donaway explained the reason the Board was reviewing this section of the  
9 code was so that the Board could understand and consider possible changes to the  
10 existing process in which the city identifies and designates significant local  
11 properties. The Board briefly discussed the existing process of placing a property  
12 on the Local Register of Historic Places. Chair Donaway determined to postpone  
13 the discussion as the Board had not read through all the sample codes from  
14 adjacent municipalities provided in the agenda packet.

15  
16 Chair Donaway spoke about her recent training on Certified Local Governments  
17 and the benefits of such designation. She recommended that, as the Board  
18 considers making changes to the Local Designation process, any decisions they  
19 make should also consider how those code changes might impact that potential of  
20 becoming a CLG. She asked to invite Julie Scofield, Volusia County Historic  
21 Preservation Officer, to speak at an upcoming meeting about the process of  
22 becoming a CLG. The Board agreed to defer discussion of Local Designation  
23 until after hearing from Ms. Scofield. Chair Donaway offered to share web-links  
24 from her CLG training with the Board so that everyone could learn more about  
25 the CLG program. Staff will contact Ms. Scofield to see about arranging her  
26 attendance at a future meeting.

27  
28 **6. STAFF/BOARD COMMENTS**

29 Ms. Mendez provided the Board with an update on recent permitting that has  
30 taken place since the demolition ordinance was passed. The Planning Commission  
31 approved an application from Artemio Ramirez to allow a single family residence  
32 conditional use at 239 S. Volusia Ave. This historic house will serve as the  
33 primary residence for the owner while he works to restore the larger home at 257  
34 S. Volusia that was damaged by the fire. Mr. Ramirez applied for a new roof  
35 permit at 239 S. Volusia Ave, which was approved administratively with  
36 conditions. The existing wood shingle roof may be replaced with an asphalt  
37 shingle that is similar in color. However, the metal roof over the porch may only  
38 be replaced with like materials. The property owner at 128 N. Oak Ave has to  
39 reapply for a building permit because his original permit has expired. Now that

1 the ordinance is in place, all work permitted will be reviewed in accordance with  
2 the new ordinance.

3  
4 Ms. Mendez asked the Board for their opinion as to the application of the  
5 proposed CRA façade improvement grant. The Board provided a consensus that  
6 the grant should be made available to any commercial property and only those  
7 residential properties that are contributing structures.

8  
9 Member Marsolek shared a pamphlet that he made about his historic home at 361  
10 E. French Ave. It was very well received by the board and Member Mazzie asked  
11 if the Board could use the pamphlet as the next article for the City newsletter.  
12 Member Marsolek is slated to write the summer article. Staff will determine the  
13 deadline for submitting the article.

14  
15 Chair Donaway reminded the Board that May is National Preservation Month. In  
16 honor of that, the National Trust for Historic Preservation has a campaign called  
17 “This Place Matters,” where people take pictures in front of historic places that  
18 matter to them. She invited the Board to take a photo with her after the meeting at  
19 the old drinking fountain on E. Graves Ave. She thought this photo would be a  
20 great way to start a campaign to restore the fountain and get people interested.  
21 The Board agreed.

22  
23 **7. CITIZEN COMMENTS**

24 None.

25  
26 **8. ADJOURNMENT**

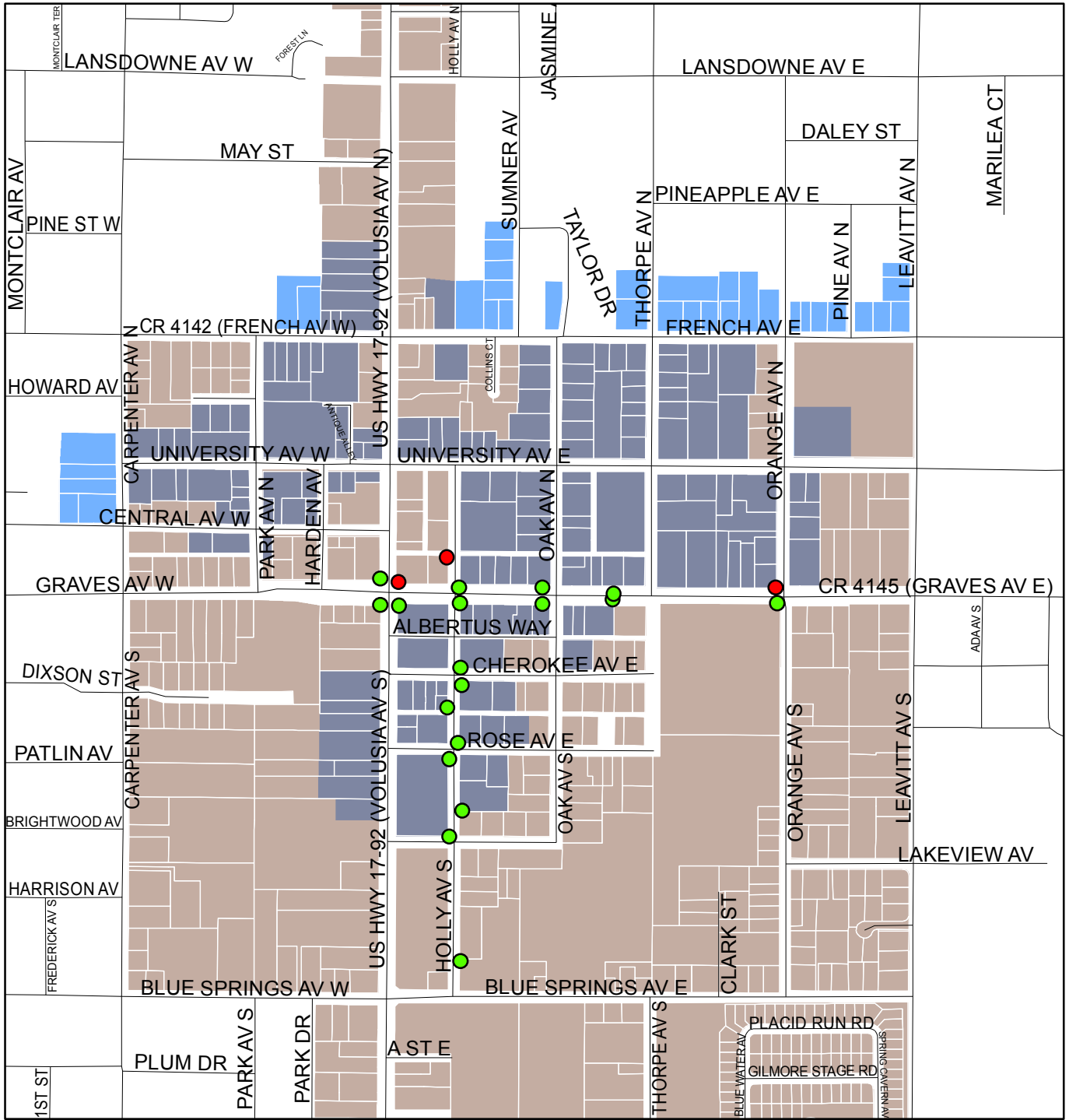
27 There being no further business, Chair Donaway called for a motion to adjourn.  
28 **Member Marsolek made a motion to adjourn, seconded by Member**  
29 **Mazzie. The motioned passed by unanimous vote. The meeting**  
30 **adjourned at 6:59 pm.**

31  
32 **RESPECTFULLY SUBMITTED:**

**APPROVED ON**

33  
34  
35 Kimberly Reading  
36 City of Orange City, Planner  
37

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## Orange City Historic District Banner Locations



1 inch = 750 feet

### Legend

— Streets

Parcels



Local\_Historic\_Area

CRAs - Countywide

HistoricDistrict

● Banner

● Missing Banner