

1       **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION**  
2       **BOARD MEETING**, held on Thursday, July 20, 2017 at 6:00 p.m. in Development  
3       Services Conference Room, 205 E. Graves Avenue, Orange City, Florida.

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5       **1. CALL TO ORDER**

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

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9       **2. ROLL CALL**

10       **PRESENT:** Chairman Kerry Donaway, Vice–Chair Ted Marsolek, and Donna  
11       Cobb City; Staff: Kimberly Reading, Planner 1 and Joe Ruiz, Senior Planner  
12       **ABSENT:** Sarah Mazzie, Deneen Temperly-Jones **GUESTS:** None

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14       **3. APPROVAL OF MINUTES**

15       A.     *Minutes dated June 15, 2017*

16           **Member Marsolek moved to approve the June 15, 2017 minutes, as**  
17           **presented, seconded by Member Cobb and passed by unanimous vote.**

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19       **4. OLD BUSINESS**

20       A.     *August Special Meeting*

- 21       1. Publicity:     The Board reviewed the final event flyers and discussed  
22                       distribution at the schools, restaurants, historical societies, community  
23                       centers, churches, retail stores, city owned bulletin boards, Blue Springs,  
24                       and through social media outlets.
- 25       2. Presenters/Topics:
- 26           a. Kerry will present on Orange City Water  
27           b. Ted will present on Citrus industry  
28           c. Donna will present on Blue Springs  
29           d. Kim will present on various modes of transportation  
30           e. Orange City Fire Department will have the 1937 historic fire truck  
31               present and the Fire Chief may be there to talk about the  
32               department history  
33           f. Sharon Stafford will present on the Marian L. Coleman School  
34           g. Joan Lafleur of the VIA will talk about the Albertus Cottage
- 35       3. Setup:       Staff will open council chambers at 3:30 for setup; be ready  
36                       to go at 5:30. Individual presenter will have one table each; 2 tables in the  
37                       middle of the room for people to ‘show and tell’ about their artifacts; 1  
38                       entrance table for guests’ sign in and display brochures; and 1  
39                       refreshments table. 15 chairs will be set up for audience at slide show;  
40                       Staff will locate someone to host the entrance table.
- 41       4. Refreshments: There is not a budget for refreshments. The Board agreed to  
42                       supply plates, cups, decorations, water, lemonade, milk, cake and cookies.

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44       **5. NEW BUSINESS**

1        **6. STAFF/BOARD COMMENTS**

2        Member Cobb asked the Board to consider developing design guidelines for  
3        businesses locating in the historic area. Chair Donaway requested staff add the  
4        discussion item to the next agenda so the Board can make a long range plan. Staff  
5        suggested the Board make a list of priorities of what is envisioned for the Historic  
6        District. Ms. Reading noted that long range planning is typically guided by the  
7        City’s Comprehensive Land Use Plan (CLUP). Chair Donaway asked staff to add  
8        long-range planning and discussion to align the current code with CLG  
9        requirements to the next regular agenda. Prior to the next regular meeting, staff  
10       will provide the board with a sample qualifying code for use when comparing to  
11       the city’s existing code for areas that may need to be modified to satisfy the CLG  
12       requirements.

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14       Staff notified the Board that a building permit application for partial demolition of  
15       a historic structure has been received, but is currently incomplete. The application  
16       will require Board review and the applicant would like to have a meeting as soon  
17       as possible after all documents have been submitted to the city. Staff may request  
18       a special meeting of the Board in August to accommodate this application.

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20       Staff reminded the Board that Sarah Mazzie has resigned. The City Clerk is  
21       accepting applications and a new member will be appointed by City Council in  
22       August.

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24       **7. CITIZEN COMMENTS**

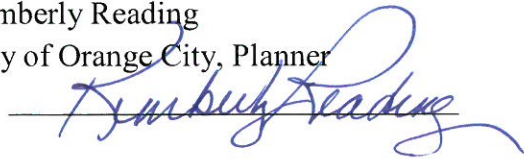
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26       **8. ADJOURNMENT**

27       There being no further business, Chair Donaway called for a motion to adjourn.

28                    **Member Cobb made a motion to adjourn, seconded by Member**  
29                    **Marsolek. The motioned passed by unanimous vote. The meeting**  
30                    **adjourned at 7:25 pm.**

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32       **RESPECTFULLY SUBMITTED:**

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34       Kimberly Reading  
35       City of Orange City, Planner

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**APPROVED ON**

