

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION**
2 **BOARD SPECIAL MEETING**, held on Thursday, September 21, 2017 at 6:00 p.m.
3 in Development Services Conference Room, 205 E. Graves Avenue, Orange City,
4 Florida.

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6 **1. CALL TO ORDER**

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

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10 **2. ROLL CALL**

11 **PRESENT:** Chairman Kerry Donaway, Vice–Chair Ted Marsolek, and Tom
12 Eidel; City Staff: Kimberly Reading, Planner and Becky Mendez, Development
13 Services Director **ABSENT:** Deneen Temperly-Jones and Donna Cobb

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15 **3. APPROVAL OF MINUTES**

16 A. Minutes dated July 20, 2017 and August 24, 2017

17 **Member Marsolek moved to approve the July 20, 2017 and August 24,**
18 **2017 minutes, as presented, seconded by Member Eidel and passed by**
19 **unanimous vote.**

20 **4. OLD BUSINESS**

21 A. Historic District Banners - Update

22 Staff presented banner mockups to the Board. A general discussion followed
23 including debating color choices and branding to set the historic district apart
24 from the rest of the CRA. The Board directed staff to request fabric color
25 swatches in various colors including terracotta orange, burgundy, and green.
26 The Board modified one of the sample banner designs and directed staff to
27 request a mockup with their ideas be prepared in three selected colors. Ms.
28 Mendez informed the Board that the tentative budget for the new banners is
29 \$1,700.00, slightly less than what they had requested.

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31 **5. NEW BUSINESS**

32 A. Fall article for City Newsletter – Update

33 Staff notified the Board that the quarterly newsletter article is due the first
34 week of October. However, Member Cobb is not present to confirm her ability
35 to write. The Board discussed alternative topics. Member Eidel offered to
36 write an article about historic property maintenance in Member Cobb’s
37 absence. Mrs. Reading shared an idea she discovered in a preservation
38 magazine. When writing future articles, the board may want highlight certain
39 historic properties worth saving to generate interest in the site and its
40 significance to the city. Chair Donaway felt this would be a great campaign

1 for articles in the 2018 calendar. Mrs. Mendez discussed current preservation
2 considerations the city is pursuing for the cupola and roof of Town Hall.

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4 **B. Next Steps Preservation Planning - Discussion**

5 A general discussion took place about the different topics the Board would
6 like to pursue including adopting design guidelines for both commercial and
7 residential areas, creating local historic districts, and becoming a CLG. Mrs.
8 Mendez noted this Board and others have struggled to articulate a clear vision
9 for the historic area which includes Residential, Office Transitional, Mixed
10 Use Urban, and Commercial General Restricted zoning classifications. She
11 suggested the Board consider drafting a vision for the historic area for
12 adoption into the city's Comprehensive Land Use Plan. A Future Land Use
13 designation specific to the historic area would be a guiding document for
14 future development and redevelopment plans. The Board asked staff to bring a
15 draft text for the Future Land Use changes to the next meeting for discussion.
16 A lengthy discussion followed about the processes, timeframe, and
17 considerations required for FLU change at this scale.

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19 **6. STAFF/BOARD COMMENTS**

20 Chair Donaway asked to review the 2017 Board goals. The Board has
21 successfully completed most of the listed goals, but three items are yet to be
22 completed. The Board agreed to work on updating the walking tour map,
23 developing administrative procedures for conducting a historic property survey,
24 and proceeding with a Future Land Use change in lieu of reviewing criteria for
25 local designations.

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27 Mrs. Reading shared an article from the National Alliance of Preservation
28 Commissions about annual reporting and encouraged the Board to make a report
29 of their many successes. The Board agreed to make a presentation to city council
30 in January.

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32 Ms Mendez asked the Board to consider moving the time for future meetings to
33 4:00pm. All present agreed. Staff will contact Members Cobb and Jones to
34 confirm the change will be acceptable.

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36 **7. CITIZEN COMMENTS**

37 None Present
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8. ADJOURNMENT

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

Member Marsolek made a motion to adjourn, seconded by Member Eidel. The motion passed by unanimous vote. The meeting adjourned at 7:40 pm.

RESPECTFULLY SUBMITTED:

APPROVED ON

Kimberly Reading
City of Orange City, Planner

