



**ORANGE CITY
HISTORIC PRESERVATION BOARD
THURSDAY, SEPTEMBER 21, 2017
6:00 P.M.
ORANGE CITY – CITY HALL
DOWNSTAIRS CONFERENCE ROOM
205 E. GRAVES AVENUE**

Board Members

Kerry Donaway, Chair
Ted Marsolek, Vice Chair
Tom Eidel
Deneen Temperly-Jones
Donna Cobb

Staff Liaison

Becky Mendez, Development Services Director
Kimberly Reading, Planner 1

1. **CALL TO ORDER**
2. **ROLL-CALL**
3. **APPROVAL OF MINUTES**
Dated July 20, 2017
Dated August 24, 2017
4. **OLD BUSINESS**
 - A. Historic District Banners - Update
5. **NEW BUSINESS**
 - A. Fall article for City Newsletter - Update
 - B. Next Steps Preservation Planning - Discussion
6. **STAFF/BOARD COMMENTS**
7. **CITIZEN COMMENTS**
8. **ADJOURNMENT**

1) Next Meeting: October 19, 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, July 20, 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 Donna
11 Cobb City; Staff: Kimberly Reading, Planner 1 and Joe Ruiz, Senior Planner
12 **ABSENT:** Sarah Mazzie, Deneen Temperly-Jones **GUESTS:** None

13
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.**

18
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.

43
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.

13
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.

19
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.

23
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.**

31
32 **RESPECTFULLY SUBMITTED:**

APPROVED ON

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

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION**
2 **BOARD SPECIAL MEETING**, held on Thursday, August 24, 2017 at 6:00 p.m. in
3 Development Services Conference Room, 205 E. Graves Avenue, Orange City,
4 Florida.

5
6 **1. CALL TO ORDER**

7 Chairman Donaway called the meeting to order at 6:01 p.m., and roll call was
8 taken.

9
10 **2. ROLL CALL**

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

14
15 **3. APPROVAL OF MINUTES**

16
17 **4. OLD BUSINESS**

18
19 **5. NEW BUSINESS**

20 **A. RESB-6-17-17090:** a building permit application for Sarah & Khadijah
21 Investments LLC, to allow the partial demolition of a designated historic
22 residential structure on the property identified as parcel number 8011-08-11-
23 0090 on ±.39 acres, located at 128 N. Oak Ave. in the OT, Office Transitional
24 zoning classification

25
26 **PRESENT:** Sayed Samie, Sarah & Khadijah Investments, LLC

27
28 Mrs. Reading gave a description of the project, explaining that it is a residential
29 building permit seeking approval for exterior renovations of a historic single
30 family residence on the property located at 128 N. Oak Avenue. The owner seeks
31 approval for demolition of a substandard addition to the front façade of the main
32 house, demolition of modern exterior siding added during an earlier renovation,
33 partial demolition and reconstruction of two porches, and demolition with
34 replacement of multiple exterior doors and windows. Mrs. Reading noted the
35 structure is a contributing structure to the city's National Register Historic District
36 and is listed in the Florida Master Site File.

37
38 The Board discussed in detail the scope of demolition activities the applicant has
39 proposed as they relate to the criteria for review. Ms. Mendez advised that staff is

1 recommending the Historic Preservation Board approve RESB-6-17-17090 with
2 the following conditions:

3

- 4 1. Allow demolition of non-historic enclosed porch on the western façade as it
5 restores the historic integrity of the structure.
- 6 2. Allow demolition of the asbestos siding; replacing damaged siding as needed
7 with materials of similar dimension and texture.
- 8 3. Allow demolition of the asbestos shingles with replacement architectural
9 shingles; no changes to the pitch of the roof will be allowed.
- 10 4. An asbestos abatement plan shall be submitted to the city Building
11 Department and approved prior to commencing work.
- 12 5. Allow the demolition of all exterior windows and doors; except that the fixed
13 13-light window and 9-light door on the western façade shall be preserved.
14 All windows shall have properly sized casing installed.
- 15 6. The western window in the south enclosure shall be replaced with a window
16 of consistent size and orientation as the other windows on the same elevation
17 to preserve the hierarchy and maintain balance between floors.
- 18 7. Allow demolition of the western enclosed porch with the condition that the
19 balustrades along the primary façade be replaced with a railing of the same
20 height and similar design as the original.
- 21 8. Allow lattice to be used to cover the crawl space below the structure.

22

23 In addition, the following items were discussed in more detail by the Board:

24

- 25 1. The in-ground pool has been a source of concern for the neighborhood,
26 particularly because there is a child's playground adjacent to the site. The pool
27 is a health threat and is unsecured from people entering the property. The pool
28 needs to be properly fenced to prevent anyone from accidentally falling into
29 the structure.
- 30 2. The pool has stagnant water that presents itself as a breeding habitat for
31 mosquitoes. During a previous attempt to clean up the water, the contractor
32 allowed chemically treated pool water to be dumped directly into the alley,
33 negatively impacting adjacent properties. The pool needs to be cleaned again
34 to reduce the insect nuisance. Any future efforts to drain the pool should direct
35 the water to an appropriate receptacle.
- 36 3. The historic clapboard siding has an abundance of holes in the boards after
37 removing the asbestos siding. The clapboard siding should be properly
38 waterproofed to protect the integrity of the structure.
- 39 4. Member Eidel observed the asbestos roof shingles being pressure washed,
40 thereby removing the encapsulation which protects the area from airborne

1 contamination. A qualified person should be present at all times to ensure the
2 safety of all workers on the site. The roof material, if removed, shall be
3 properly abated. Should the shingles remain, the roof should be properly
4 encapsulated to protect the environment. Additionally, the Board recommends
5 the owner test the interior of the structure for asbestos debris/residue and
6 conduct appropriate abatement, as needed.

- 7 5. Several of the windows lack or have damaged drip caps and sills. The
8 windows should have proper drip caps and sills installed to prevent water
9 intrusion and protect the integrity of the structure.

10
11 **Member Cobb moved to approve the above referenced permit with**
12 **the seven aforementioned conditions, seconded by Member Marsolek,**
13 **and passed by a unanimous vote of the Historic Preservation Board.**

- 14
15 **B. ACCE-8-17-17243:** a building permit application for Gary & Yvette Evers to
16 allow the demolition and reconstruction of a designated historic residential
17 accessory structure on the property identified as parcel number 8011-08-11-
18 0090 on ±.72 acres, located at 244 W. University Avenue in the OT, Office
19 Transitional zoning classification.

20
21 **PRESENT:** Eric Stier, Brentwood Construction & Remodeling; Yvette Evers,
22 owner 244 W. University Ave.

23
24 Mrs. Reading gave a description of the project, explaining that it is a residential
25 building permit seeking approval for demolition, followed by reconstruction, of a
26 historic residential accessory structure located at 244 W. University Avenue. The
27 request includes demolition of the existing roof, walls, and flooring system while
28 preserving the original foundation and chimney. Mrs. Reading noted that the
29 accessory structure is a contributing structure to the city's National Register
30 Historic District and is listed in the Florida Master Site File.

31
32 The Board discussed in detail the scope of demolition activities the applicant has
33 proposed as they relate to the criteria for review. Mrs. Reading advised that staff
34 is recommending the Historic Preservation Board approve ACCE-8-17-17243
35 with the following conditions:

- 36
37 1. The historic window grille pattern shall be reproduced in the reconstructed
38 structure for those windows visible from the public right-of-way.
39 2. The Applicant shall provide a photographic record of the structure's exterior
40 and interior prior to demolition commencement.

- 1 3. The reconstructed structure shall not be permitted to have a driveway on West
- 2 Central Avenue.
- 3 4. The Applicant shall preserve the original foundation and make every
- 4 reasonable effort to preserve the historic chimney.
- 5 5. Reconstruction shall be performed as proposed in revised drawings prepared
- 6 by Stephen R. Cold, PA dated July 12, 2017.

7

8 **Member Marsolek moved to approve the above referenced permit with the**

9 **five aforementioned conditions, seconded by Member Cobb, and passed by a**

10 **unanimous vote of the Historic Preservation Board.**

11

12 **6. STAFF/BOARD COMMENTS**

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14 Mrs. Reading thanked the Board for a job well done on the City’s 135th Birthday

15 Celebration and provided copies of two news articles highlighting the event. Mrs.

16 Reading informed the Board that a historic structure at 147 W. French Avenue

17 was demolished over the weekend without permitting. Staff will provide an

18 update to the board at their next meeting. Ms. Mendez welcomed the Board’s

19 newest member, Tom Eidel to the Board. Staff congratulated the Board for a

20 successful first meeting implementing the procedures for reviewing historic

21 property demolition.

22

23 **7. CITIZEN COMMENTS**

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25 **8. ADJOURNMENT**

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

27 **Member Marsolek made a motion to adjourn, seconded by Member**

28 **Cobb. The motioned passed by unanimous vote. The meeting**

29 **adjourned at 7:10 pm.**

30

31 **RESPECTFULLY SUBMITTED:**

32

33 Kimberly Reading

34 City of Orange City, Planner

35

36 **APPROVED ON**
