



**ORANGE CITY  
HISTORIC PRESERVATION BOARD  
THURSDAY, JANUARY 18, 2018  
4:00 P.M.  
ORANGE CITY – CITY HALL  
DEVELOPMENT SERVICES CONFERENCE ROOM  
205 E. GRAVES AVENUE**

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**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

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**1. CALL TO ORDER**

**2. ROLL-CALL**

**3. APPROVAL OF MINUTES**

Dated December 21, 2017

**4. OLD BUSINESS**

**5. NEW BUSINESS**

- A. Recap 2016-2017 for report to City Council
- B. 2018 Goals for the Historic Preservation Board
- C. Creation of HPB Calendar

**6. STAFF/BOARD COMMENTS**

**7. CITIZEN COMMENTS**

**8. ADJOURNMENT**

**Next Meeting: February 15, 2018**

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 SPECIAL MEETING**, held on Thursday, December 21, 2017 at 4:00 p.m.  
3 at the Albertus Cottage, 200 E. Rose Avenue, Orange City, Florida.  
4

5 **1. CALL TO ORDER**

6 Chairman Donaway called the meeting to order at 4:00 p.m., and roll call was taken.  
7

8 **2. ROLL CALL**

9 **PRESENT:** Chairman Kerry Donaway, Deneen Temperly-Jones, Donna Cobb and  
10 Tom Eidel; City Staff: Kimberly Reading, (Planner 1), Carol McFarlane (City  
11 Planner) and Becky Mendez (Development Services Director); **ABSENT:** Vice-  
12 Chair Ted Marsolek  
13

14 **3. APPROVAL OF MINUTES**

15 A. Minutes dated November 16, 2017

16 **Member Jones moved to approve the November 16, 2017 minutes, as**  
17 **presented, seconded by Member Eidel and passed by unanimous vote.**

18 Chair Donaway re-ordered the meeting agenda.  
19

20 **4. NEW BUSINESS**

21 A. 235 West French Avenue application for conditional use - Discussion

22 Ms. Carol McFarlane, City Planner, explained the discussion item will be heard  
23 at the next city Planning Commission meeting on January 2, 2018. Staff wanted  
24 to make the board aware of the change in ownership as the conditional use  
25 affects a contributing property to the historic district. She noted the current use  
26 and proposed use is a business office and the conditional use application is  
27 required when a property changes ownership. Member Jones stated she had no  
28 objection to this conditional use request. Chair Donaway asked if there were  
29 any plans for expansion of structures or parking. Ms. McFarlane explained that  
30 no changes were proposed, and any proposed changes in the future will require  
31 a new conditional use application. Chair Donaway remarked that this structure  
32 is a good example of the positive effects appropriate businesses can have in the  
33 transitional area of the city's historic district. Member Eidel agreed that  
34 residential homes could survive historically if they were used as mixed use  
35 office.  
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37 **5. OLD BUSINESS**

38 A. Historic District Banners - Update

39 Staff is waiting for designs from Image Works. Staff hopes to have samples for  
40 the next meeting.

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B. Update Historic Walking Tour Map – Discussion

Staff presented a conceptual map based on the discussion that took place at the last meeting. For the benefit of Member Cobb who was absent at the last meeting, staff summarized the goals of the map, which included walkability, must fit on a trifold brochure, highlight significant structures, clearly identified numerically and spatially, depict the path with measured distance, and connects to an online narrative for individual sites. Staff will continue to work on the map presenting updates at a future meeting. Staff will bring a list of sites to be identified on the map to the next meeting. Sites will be divided up for members to write individual narratives to be included online.

C. Traditional Neighborhood Future Land Use Designation - Discussion

Ms. Mendez summarized Future Land Use (FLU) map excerpt in the staff report for the board, identifying the different designations and explaining their meanings. The city's Comprehensive Land Use Plan (Comp Plan) includes an Office Transitional (OT) land use designation, which includes most of the city's residential historic structures, but does not define the purpose of the OT designation. Ms. Mendez stated the purpose of this discussion is to create a definition (guidelines for what the designation should accomplish) for the future land use designation that impacts the historic area. The Comp Plan does have goals and policies that guide development in the historic area. Ms. Mendez presented Goal 8 of the Future Land Use Element with proposed changes to the text, which includes a purpose and intent for the designation and a new name, Historic Transitional (HT). A discussion of the proposed text changes followed including modification of the area designated at HT. Ms. Mendez recommended changing the current MX FLU designations of properties in the historic area to HT. Member Donaway suggested incorporating a portion of the area designated CG along 17-92 into the HT designation.

Staff noted that the city is going through a state mandated Evaluation and Appraisal Report (EAR) of the Comp Plan. Staff finds that the missing OT designation definition is a glaring omission in the Comp Plan that needs to be resolved with the EAR update. Staff proposes to update the Comp Plan to include the text changes, but leave the map amendment to a later date to avoid delays due to possible opposition. Chair Donaway asked when staff would seek the map amendment following the EAR based amendment. Ms. Mendez said she will use the EAR update as an opportunity to seek direction from City Council and Planning Commission as to where to apply this newly defined designation.

1 **6. STAFF/BOARD COMMENTS**

2 Member Jones asked for the results of the holiday lighting contest. Mrs. Reading  
3 noted the winners: Best Overall - 1833 Monastery Rd, Best Use of Color - 585 W  
4 Lansdowne Ave, and Most Innovative - 307 S Oak Ave. The Board agreed to  
5 increase promotion next year to encourage more participation. Chair Donaway  
6 reminded everyone that the next meeting will be the annual goal setting session.  
7 Ms. Cobb was informed that someone has begun salvage activities at the  
8 Monastery. Staff stated no demolition permits have been issued and any activities  
9 involving demolition at this time should be reported to Code Enforcement. Chair  
10 Donaway stated that her neighbor on Carpenter Ave offered a private tour of her  
11 home to the Board after the holidays. Mrs. Reading suggested the Board use the  
12 new-year as an opportunity to report to city council the Board actions and  
13 achievements from the last two years. Ms. Mendez suggested having a Power Point.  
14 Chair Donaway asked for staff to email a draft list of accomplishments to the Board  
15 for comments.  
16

17 **7. CITIZEN COMMENTS**

18 None Present  
19

20 **8. ADJOURNMENT**

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

22 **Member Cobb made a motion to adjourn, seconded by Member**  
23 **Jones. The motioned passed by unanimous vote. The meeting**  
24 **adjourned at 5:46 pm.**  
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27

28 **RESPECTFULLY SUBMITTED:**

29  
30 Kimberly Reading  
31 City of Orange City, Planner  
32  
33 \_\_\_\_\_

**APPROVED ON**  
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## Orange City Development Services Department

205 East Graves Avenue, Orange City, Florida 32763

[www.OurOrangeCity.com](http://www.OurOrangeCity.com) Phone: 386-775-5415 Fax: 386-775-5420

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### MEMORANDUM

**Public Meeting:** January 18, 2018 Historic Preservation Board

**Report Date:** January 11, 2018

**Agenda Item:** 5A

**Subject:** Recap of 2016 & 2017 Historic Preservation Board Goals

**Location:** City Wide

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

For the past two years, the Board has established annual goals designed to ensure the Board meets the purpose and intent of the Historic Preservation Board as established in the city's Code of Ordinances. The Board has decided to make a presentation to City Council that reviews these established goals and accomplishments from the past two years. Attached are two summaries for years 2016 and 2017 for the goals, as adopted. Staff has listed specific action items the Board has taken to satisfy those goals.

***Staff recommendation:***

*Staff recommends the Historic Preservation Board review and approve the attached summaries.*

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

- Post Historic Walking Tour brochure and Historic District Map on City website
  - i. Walking Tour, Historic District Informational Brochure, and links to videos related to the history of Orange City added to the website, along with a collection of historic images and an updated historical narrative
- Give presentation on the history of Orange City to local organizations
  - i. Staff (Ms. Reading) gave a presentation on the history of water in West Volusia at an event hosted by the West Volusia Historical Society in conjunction with The 2016 Water Festival

## **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
  - i. Most of the city's historic artifacts were moved to the Albertus Cottage under the care of the VIA
- Host Orange City Day in honor of the anniversary of Orange City's Incorporation to promote preservation of records, documents and artifacts related to the history of Orange City
  - i. This event was postponed to allow for greater time to plan the event

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

- Host quarterly programs that promote public interest in historic preservation
  - i. Ron Saylor guest speaker - Memorial Day Cemetery Flag Program
- Promote local preservation workshops through city social media outlets

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

- Request ordinance be revised to address delay of demolition of historic properties
  - i. Continued the pursuit of and development of an ordinance to prevent premature demolition of historic properties
- Update the map of contributing historic properties in Orange City
  - i. Board members informally surveyed the city's historic district and surrounding properties to identify structures that may be eligible for inclusion in city cultural resource inventory

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

- Create a list of historic property owned and managed by the city
  - i. Compiled a list of eight historic structures owned and managed by the city; four additional historic sites (parks) are located in the historic core
  - ii. Listed the original Shuffle Board Court Pavilions in the city's official inventory of cultural resources and the Florida Master Site File
- 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, modeled after the City of Sanford's Schedule S.**

- Drafted ordinance amendment to address demolition of historic resources in the city

## 1. Promote & foster awareness of historic preservation programs in Orange City

- Update Historic Walking Tour brochure to include diverse minority resources
  - i. Added new resources and amended walk to circle around Mill Lake.
  - ii. Pending staff time to produce a new map, draft brochure will publish early 2018.
- Host programs that promote public interest in historic preservation
  - i. February - African American History presentation by Vorn Stafford
  - ii. August - Hosted Orange City 135<sup>th</sup> Birthday celebration with historic displays
- Provide articles to be included in each city newsletter
  - i. Winter – Introduction and Invitation to February special event
  - ii. Spring – Melissa Dickinson Memorial Library
  - iii. Summer – Story behind the house at 361 E French
  - iv. Fall – Preparing a historic house for a hurricane

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

- Increase collaboration with the Village Improvement Association to conserve and preserve historic documents
  - i. Co-hosted with VIA, Dickinson Park 100<sup>th</sup> Birthday celebration
  - ii. Included VIA participation in City's 135<sup>th</sup> Birthday event
  - iii. Hosted three board meetings at Albertus Cottage
- Shared unique artifacts with the public and encouraged personal collections to be shared with others at Orange City's 135<sup>th</sup> Birthday celebration; potentially a reoccurring event

## 3. Recognize significant historic places in Orange City

- Create an administrative procedure to conduct an informal survey of historic properties in the designated Orange City Historic Area to determine contribution to historic area
- Complete an informal survey of historic properties
  - i. This task was deferred because neither staff nor the Board had the expertise to conduct such a survey at this time. Additionally, staff found the cost to outsource the survey was outside of the department budget
- Supported the placement of a state historic marker at the Orange City Marion L. Coleman School; a Julius Rosenwald school built in 1926 originally known as the Orange City Colored School



- Staff prepared eight historic displays about the city's work history for inclusion in the Smithsonian Institute's traveling exhibition title "The Way We Worked" presented at the Enterprise Heritage Center
- Nominated the Mount Zion AME Church to be locally designated as a historic resource
- Began application to list the Good Shepherd Monastery at 1717 Monastery Road in the city's official inventory of cultural resources and the Florida Master Site File

#### **4. 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
  - i. Completed a three year planning study of preservation ordinances, culminating in an award winning amendment to the city historic preservation program that provides protective regulations for the demolition of historic properties
- Recommend criteria and procedures for designating a Local Historic Landmark and establishing and expanding a Historic District
  - i. Board will process their first designation of a local historic resource using the existing procedures in the code to determine what, if any, changes are required. Orange City Mt. Zion AME Church has been nominated by staff for local designation. Pending completed application, the board will test the existing process in early 2018.



# Orange City Development Services Department

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## MEMORANDUM

**Public Meeting:** January 18, 2018 Historic Preservation Board

**Report Date:** January 11, 2018

**Agenda Item:** 5B

**Subject:** 2018 Historic Preservation Board Goals

**Location:** City Wide

**Staff:** Kimberly Reading, Planner 1

### SUMMARY OF REPORT

The Orange City Historic Preservation Board establishes annual goals designed to ensure the Board meets the purpose and intent of the Historic Preservation Board as established in Section 2-101 of the city’s Code of Ordinances. In previous years, the Board had outlined broad goals to achieve with specific attainable tasks for the year to satisfy those broader goals. Staff has prepared a draft set of goals and tasks based on prior goals and discussions during past board meetings.

**Sec. 2-101. - Statement of purpose and general functions, powers and duties of the historic preservation board.**

*Generally.*

(a) It shall be the general responsibility of the historic preservation board to take appropriate action to ensure that the historic preservation provisions of this division are implemented.

*Specifically.*

(b) It shall be the specific responsibility of the historic preservation board to:

1. Create and recommend a historic district and landmarks for the city to the city council which shall consist of a map, a boundary legal description and a list of all properties that have significant historic value.
2. Update the official inventory of cultural resources and submit to the city council recommendations and documentation concerning the updating.
3. Develop and recommend to the city, programs to stimulate public interest in urban neighborhood conservation, to participate in the adaptation of existing codes, ordinances, procedures, and programs to reflect urban neighborhood conservation policies and goals.
4. Explore funding the grant sources and advise property owners concerning which might be available for identification, protection, enhancement, perpetuation, and use of historic, architectural, archaeological, and cultural resources.

5. Cooperate with agencies of city, county, regional, state and federal governments in planning proposed and future projects to reflect historic preservation concerns and policies, and assist in the development of proposed and future land use plans.
6. Advise property owners and local governmental agencies concerning the proper protection, maintenance, enhancement, and preservation of cultural resources.
7. Advise the city council concerning the effects of local governmental actions on cultural resources.
8. Review and recommend to the city, the designation of sites, buildings, structures, objects, and districts, both public and private, as historically or architecturally significant.
9. With the assistance of the city employee appointed by the city manager, provide technical assistance to encourage historic preservation.

***Staff recommendation:***

*Staff recommends the Board review the draft 2018 Goals attached, amend as needed, and adopt the 2018 Goals of the Orange City Historic Preservation Board.*

# Goals of the Orange City Historic Preservation Board | 2018

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## **1. Promote & foster awareness of historic preservation programs in Orange City**

- Publish updated brochure for historic walking tour
- Prepare narrative for historic sites listed in walking tour for online publication
- Host programs that promote public interest in historic preservation
- Provide articles to be included in each city newsletter

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

- Begin a digital archive of historic photos and documents for use in online walking tour
- Host 2<sup>nd</sup> annual Orange City Memory Day

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

- Recommend historic properties for listing on the city's Local Register of Historic Places
- Prepare narrative for interpretive panels around Mill Lake
- Create an annual Preservation Award program for property owners

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

- Consider a map amendment to apply the Historic Transitional Future Land Use designation to the commercial corridor along Volusia Ave in the Historic Area
- Consider ordinance adaptation to include design guidelines for the historic area



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## MEMORANDUM

**Public Meeting:** January 18, 2018 Historic Preservation Board

**Report Date:** January 11, 2018

**Agenda Item:** 5C

**Subject:** Creation of a Calendar for the Orange City Historic Preservation Board

**Location:** City Wide

**Staff:** Kimberly Reading, Planner 1

### SUMMARY OF REPORT

Chair Donaway requested a calendar be prepared to aid in coordinating city meetings, newsletter deadlines, seminars and training events, as well as significant dates in Orange City History. Staff has prepared a calendar for the boards review.

***Staff recommendation:***

*Staff recommends the Historic Preservation Board review and accept the attached calendar.*

# HISTORIC PRESERVATION BOARD CALENDAR

2018

CITY OF ORANGE CITY

Meetings of the Historic Preservation Board for the year 2018 will be held in the Development Services Conference Room, unless otherwise stated on the agenda.

CITY EVENT	DATE	TIME	DATES TO REMEMBER	DATE
<b>CITY HOLIDAY</b>			Orange City Founded	1874-1875
<b>HISTORIC PRESERVATION BOARD</b>	3 <sup>rd</sup> Thursday of month	4:00 PM	Orange City Incorporated	Aug. 26, 1882
<b>CITY COUNCIL MEETING</b>	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays	6:30 PM	Volusia Historic Property Maintenance Workshop	Jan. 31
<b>PLANNING COMMISSION</b>	1 <sup>st</sup> Wednesday of month	6:00 PM	Florida Trust for Historic Preservation Conference	May 17-19
<b>CRA BOARD</b>	Quarterly, City Council	5:30 PM	National Trust for Historic Preservation Conference	TBD
<b>NEWSLETTER ARTICLE DUE</b>	Quarterly		Florida Main Street Quarterly Meetings	Jan, Apr, Jul, Oct

JANUARY							FEBRUARY							MARCH							APRIL							MAY (Preservation Month)							JUNE							
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JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
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