



**ORANGE CITY
HISTORIC PRESERVATION BOARD
THURSDAY, JULY 19, 2018
4:00 P.M.
ORANGE CITY – CITY HALL
DEVELOPMENT SERVICES 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 June 21, 2018

4. OLD BUSINESS

A. Historic Walking Tour - Updates

5. NEW BUSINESS

A. Colin's Skate Park Committee - Discussion

B. Orange City Memory Day February 21, 2019 – Planning Discussion

6. STAFF/BOARD COMMENTS

7. CITIZEN COMMENTS

8. ADJOURNMENT

Next Meeting: August 16, 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.

HISTORIC PRESERVATION BOARD CALENDAR-2018

2018-2019

CITY OF ORANGE CITY

Meetings of the Historic Preservation Board for the year 2018 will be held in the Development Services Conference Room at 4:00 pm, unless otherwise stated on the agenda.

CITY EVENT	DATE	TIME	DATES TO REMEMBER	DATE
CITY HOLIDAY			Volusia County Historic Preservation Board Meeting	July 24, Sep 25
HISTORIC PRESERVATION BOARD	3 rd Thursday	4:00 PM	Florida Main Street Annual Conference –Vero Beach	July 30- Aug 1
CITY COUNCIL MEETING	2 nd and 4 th Tuesdays	6:30 PM	Orange City Incorporated	Aug. 26, 1882
PLANNING COMMISSION	1 st Wednesday	6:00 PM	National Trust for HP Conference – San Francisco	Nov 13-16
CRA BOARD	Quarterly , City Council	5:30 PM		
NEWSLETTER ARTICLE DUE	Quarterly			

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER (Preservation Month)							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE						
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1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD**
2 **REGULAR MEETING**, held on Thursday, June 21, 2018 at 4:00 p.m. in the Development Services
3 Department Conference Room, City Hall, 205 E. Graves Avenue, Orange City, Florida.
4

5 **1. CALL TO ORDER**

6 Chairman Donaway called the meeting to order at 4:02 p.m., and roll call was taken.
7

8 **2. ROLL CALL**

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

13 **3. APPROVAL OF MINUTES**

14 A. Minutes dated May 17, 2018

15 **Member Marsolek made a motion to approve the minutes of May 17, 2018 as**
16 **presented, seconded by Member Eidel and passed by a unanimous vote.**

17 **4. OLD BUSINESS**

18 A. Historic Walking Tour - Updates

19 The Board discussed progress made in creating individual sites on theClio.com. Chair Donaway
20 acknowledged that with the absence of two board members, the anticipated time to complete the tour
21 may be extended well into 2019. The Board reviewed the revised draft letter prepared by Member
22 Eidel to be sent to historic property owners. Mrs. McFarlane suggested the letter include the Chair's
23 name, email address and signature. Member Eidel suggested creating an online location for property
24 owners to upload historic photos and documents. Chair Donaway applauded the Board for the
25 progress made on the tour so far.
26

27 B. Annual Presentation to City Council - Recap

28 Staff noted that the Board gave a well receive presentation at the last City Council meeting. Chair
29 Donaway stated she anticipated there would be questions or comments, but due to the full agenda of
30 the evening, the Council did not make further discussion. The Board discussed the need to prepare a
31 yearly report, but make a council presentation every other year.
32

33 **5. NEW BUSINESS**

34 A. 2018 Goal Item: Color Palette Guidelines Discussion

35 Member Marsolek shared a book he is compiling of sample color guidelines based on architectural
36 style (such as Bungalow, Mediterranean, Colonial Revival, etc.) and a range of years constructed.
37 The colors generally have a coordinating Sherwin Williams paint number. He is also looking at
38 including Behr Paint colors. He provided a clear architectural definition of individual styles to aid
39 homeowners in identifying their properties. Member Marsolek stated he referred to St. Augustine's
40 Historic House Paint Guidelines and other municipalities in preparing the book. The Board and staff

1 applauded the hard work of Member Marsolek in making the book. Chair Donaway suggested adding
2 a local representation of each architectural style to the guidelines.

3
4 Chair Donaway proposed creating a subcommittee for the development of Design Guidelines to
5 ensure a cohesive look to the published material created by the Board. The subcommittee could also
6 establish what content the guidelines would include, such as paint colors, a property maintenance
7 checklist, and other basic information that would be helpful for property owners to know. Mrs.
8 Reading concurred and suggested, because the board has a number of ongoing projects, the Board
9 continue to develop the individual components of the guidelines, as time permits. The individual
10 subjects can then be joined to form a complete set of guidelines. Chair Donaway acknowledged the
11 walking tour is beneficial to the community, but suggested prioritizing the design guidelines as she
12 feels they are an important tool to provide property owners. Member Marsolek stated his support for
13 continuing to create the walking tour as a way to document the history of the community. Chair
14 Donaway felt the best work the Board does is with historic property owners. Providing them useful
15 and constructive information on preservation of their property increases the relevance of the Historic
16 Preservation Board. Member Eidel stated his opinion that the credo of the Board is to encourage
17 preservation of both the structure and the history of who lived here before. He looked forward to
18 getting the invaluable historical record of the city's significant structures published, but noted that
19 creating the design guidelines have an appeal because it is an area of personal interest for him.

20
21 Chair Donaway encouraged the formation of subcommittees as a way to keep meetings brief, provide
22 opportunity for Board members to work on subjects of interest to the individual, and potentially
23 attract new members. Chair Donaway proposed that the Board pursue both the tour and the
24 guidelines with the hopes that new board members will be able to take on some of the work load. In
25 lieu of dropping the tour, she asked the Board to consider not hosting Orange City Memory Day this
26 year. Members Marsolek and Eidel voiced support for hosting Memory Day again, but suggested it
27 be moved to a later date. A discussion followed as to what date would be best. The Board agreed to
28 move Orange City Memory Day from August 16, 2018 to February 21, 2019. The Board then agreed
29 to form a subcommittee for creation of the Design Guidelines. Member Eidel asked staff's opinion
30 about making Design Guidelines. Mrs. Reading noted that professionally developed design
31 guidelines may be too expensive to get City Council support. However, the Board could work
32 independently to develop a set of guidelines on its own. Chair Donaway concurred, but cautioned
33 that the work produced must exhibit professionalism and accuracy. Members Donaway, Marsolek
34 and Eidel volunteered to work on the Design Guidelines Subcommittee, with the first objective to
35 create a working outline for the content.

36 37 B. Board Member Reappointments

38 Mrs. Reading summarized the discussion item, noting the terms for Members Marsolek and Cobb
39 will end on July 24, 2018. At the May 2018 meeting, Member Jones voiced her desire to resign
40 from the Board as soon as someone was available to take her place. Staff requested Members

1 Marsolek and Cobb to give notice of intent to be reappointed. Member Marsolek said he has been
 2 on the Board for a long time and finds value in the Board. However, he would only serve one more
 3 year. Member Cobb emailed staff prior to the meeting to request reappointment and apologized for
 4 the lengthy absence due to conflicting personal responsibilities that have her out of state. Chair
 5 Donaway excused Member Cobb’s absences, applauded her enthusiasm for historic preservation,
 6 and voiced support for her reappointment. Member Eidel suggested she be permitted to participate
 7 in the meeting through conference phone call. Staff encouraged the Board to reach out to people
 8 they know who might be interested in serving on the Board. A discussion followed about the general
 9 process for appointment and the responsibilities of the Board.

10
 11 **6. STAFF/BOARD COMMENTS**

12 Member Donaway shared the news article she wrote about the historic Shuffleboard Club. Mrs.
 13 Reading suggested adding contact information for the City Parks & Recreation Department. The
 14 Chair called for a volunteer to write the Fall Newsletter article. Member Marsolek volunteered to
 15 write it and suggested an article about the railroad. Mrs. Reading suggested an article about painting
 16 P.C. Wellmaker’s owl and other pranks kids pulled on Halloween.

17
 18 Mrs. Reading shared a news article about Orange City’s 50th Birthday and a photo from a Chicago
 19 newspaper of Dr. Frances Dickinson and her brother Albert. In the photo, Dr. Dickinson is seated in
 20 a plane that would fly her to Florida. The flight made national headlines because she was 72 years
 21 old at the time. A few years later Dr. Frances Dickinson established the Betsy Ross Airport in Orange
 22 City. Mrs. Reading noted she is making slow progress on obtaining any new designs for the Historic
 23 District Banners. Member Eidel stated he would like to come to a decision on the banners at the next
 24 meeting. Member Marsolek expressed concern that visitors to Blue Spring State Park do not have any
 25 direction to Orange City’s Shopping District.

26
 27 **7. CITIZEN COMMENTS**

28 None

29
 30 **8. ADJOURNMENT**

31 With there being no further business, Chair Donaway called for a motion to adjourn.
 32 **Member Marsolek made a motion to adjourn, seconded by Member Eidel. The**
 33 **motioned passed by unanimous vote. The meeting adjourned at 5:45 pm.**

34
 35 **RESPECTFULLY SUBMITTED:**

APPROVED ON

36
 37 Kimberly Reading
 38 City of Orange City, Planner



Orange City Development Services Department

205 East Graves Avenue, Orange City, Florida 32763

www.OurOrangeCity.com Phone: 386-775-5415 Fax: 386-775-5420

MEMORANDUM

Public Meeting: July 19, 2018 Historic Preservation Board

Report Date: July 12, 23018

Agenda Item: 4A

Subject: 2018 Orange City Historic Walking Tour Update

Location: Historic Area

Staff: Kimberly Reading, Planner 1

SUMMARY OF REPORT

The Board began the process of updating the city's historic district walking tour in November 2017 in an effort to include more diverse historic resources. At the April 2018 meeting, the Board decided to create a new walking tour using a web application produced by the non-profit organization Clio (www.TheClio.com), which is free for everyone.

Staff recommendation:

Staff recommends the Historic Preservation Board review the status of current entries and provide feedback, as needed.



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MEMORANDUM

Public Meeting: July 19, 2018 Historic Preservation Board

Report Date: July 12, 2018

Agenda Item: 5A

Subject: Skate Park Committee

Location: Historic Area

Staff: Kimberly Reading, Planner 1

SUMMARY OF REPORT

Orange City is establishing a committee to guide the changes slated to take place at Coleman Park. The City plans to demolish the ball field and construct a skate park. Parks staff recognizes the importance maintaining the park name and the history of how the land became a park. Parks Superintendent, Ashley Gay, has inquired whether a Historic Board Member would consider volunteering to serve on the committee.

This committee will only meet for 1-3 meetings to come up with the elements the contractors will need to include in their proposals when they bid the job. The committee will also meet in the future to discuss operations before the project is complete to evaluate what else may be needed to enhance the park. Ms. Gay would like the first two meetings to take place before August 7th as one committee member is a teacher.

Staff recommendation:

Staff recommends Board members consider volunteering for the park committee and notify staff if interested.



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MEMORANDUM

Public Meeting: July 19, 2018 Historic Preservation Board

Report Date: July 12, 2018

Agenda Item: 5B

Subject: Orange City Memory Day February 21, 2019 - Planning Discussion

Staff: Kimberly Reading, Planner 1

SUMMARY OF REPORT

The Historic Preservation Board has scheduled the next Orange City Memory Day on February 21, 2019. Although the event is next year, this is an ideal time to begin planning by identifying aspects of the first Memory Day that worked and what did not. Things to consider from last year's event:

- Artifact Display
- Session Title
- Session Description
- Advertising
- Community Participation

Staff recommendation:

Staff recommends the Historic Preservation Board establish a general format for the event and a project timeline. Creation of subcommittees may be required.