



**ORANGE CITY  
HISTORIC PRESERVATION BOARD  
THURSDAY, SEPTEMBER 20, 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  
Emil ‘Skip’ Scipioni  
Donna Cobb

**Staff Liaison**

Becky Mendez, Development Services Director  
Kimberly Reading, Planner 1

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**1. CALL TO ORDER**

**2. ROLL-CALL**

A. Welcome new member Skip Scippioni

**3. APPROVAL OF MINUTES**

Dated August 16, 2018

**4. OLD BUSINESS**

- A. Historic District Banners
- B. Historic Walking Tour
- C. Orange City Memory Day
- D. Design Guidelines
- E. Preservation Award Program
- F. Newsletter Article – Halloween Memory

**5. NEW BUSINESS**

A. CRA Façade Improvement Grant Cycle 2018/2019 – Discussion

**6. STAFF/BOARD COMMENTS**

**7. CITIZEN COMMENTS**

**8. ADJOURNMENT**

**Next Meeting: October 18, 2018**

If any person decides to appeal any decision made by 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 Historic Preservation Board, subject to the exceptions provided in §286.0114(3), Fla. Stat.







1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD**  
2 **REGULAR MEETING**, held on Thursday, August 16, 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 4:01 p.m., and roll call was taken.  
7

8 **2. ROLL CALL**

9 **PRESENT:** Chairman Kerry Donaway, Vice–Chair Ted Marsolek, Tom Eidel, and Donna Cobb; City  
10 Staff: Kimberly Reading (Planner 1), Becky Mendez (Development Services Director); **ABSENT:** None  
11

12 **3. APPROVAL OF MINUTES**

13 A. Minutes dated July 19, 2018

14 **Member Cobb made a motion to approve the minutes of July 19, 2018 as**  
15 **presented, seconded by Member Marsolek and passed by a unanimous vote.**

16 **4. OLD BUSINESS**

17 A. Historic Walking Tour - Updates

18 Chair Donaway gave a brief update of the changes made in creating the walking tour using  
19 TheClio.com for Member Cobb. Mrs. Reading displayed the program online for the benefit of the  
20 Board. She showed her draft of the entry for Town Hall, loosely prepared following the template  
21 created by Becky Mendez at the last meeting. Member Cobb expressed excitement for the project  
22 and her interest in participation.  
23

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

25 Chair Donaway reviewed the event planning decisions made during the previous meeting. Staff  
26 recommended making a project timeline for planning the event. The Board agreed to have an  
27 invitation letter for community presenters/participants, post cards for targeted outreach, and full  
28 advertisement drafts at the November 15 meeting, send out by November 22, secure guest  
29 participation by December 20, and then give participants a reminder January 17, 2019. A “Save the  
30 Date” notice shall be posted in the October newsletter. A full advertisement to be posted in the  
31 January newsletter. A press release is need for the Public Information Officer by January 17, 2019.  
32 Member Marsolek already prepared a draft flyer for distribution at area businesses. Staff will prepare  
33 a project timeline for the next meeting.  
34

35 C. Design Guidelines - Update

36 Chair Donaway introduced the topic and stated the intent of creating Design Guidelines is to assist  
37 property owners. Using existing guidelines from similar sized municipalities, Chair Donaway  
38 proposed a draft table of contents. A general discussion followed regarding the content of the  
39 proposed guidelines. Chair Donaway stated the task of writing guidelines can be made simpler by  
40 using existing guidelines as a reference. Mrs. Mendez reminded the Board to be cognizant of

1 copyright laws. Mrs. Reading applauded the Board for pursuing the guidelines using the process  
2 recommended by the National Parks Service. She recommended the Board's next steps include a site  
3 visit through the neighborhood to analyze the district's character. Member Cobb asked if the Board  
4 has adopted a "theme" for the historic area. Mrs. Reading responded "No". She noted the intent of  
5 the guidelines would be to maintain the existing building stock, which already have an established  
6 architectural style. Mrs. Mendez noted that historic property redevelopment generally comes before  
7 the Board for review and recommendations. Also, new development goes through the standard  
8 development review process, which includes established commercial standards. The subcommittee  
9 will continue to meet and work on the various elements to be included in the guidelines.  
10

## 11 **5. NEW BUSINESS**

### 12 **A. Preservation Awards Program – Discussion**

13 Mrs. Reading introduced the agenda item, noting this is one of the Board's 2018 Goal items. Staff  
14 provided three examples of preservation awards programs in neighboring cities. Each city has  
15 multiple award types and eligibility criteria. The Board discussed each and noted positive aspects of  
16 each program. Member Marsolek stated that the program should have a process and criteria for  
17 ranking each nomination. Member Eidel suggested making the award a nice plaque. Staff noted the  
18 lack of community participation in nominating for the Curb Appeal program, and suggested a  
19 nomination committee that includes the Board and city staff. Staff ask for direction from the Board  
20 as how to proceed. Chair Donaway asked staff to make a draft program outline for a city award  
21 program using the positive aspects of the samples provided for further discussion to the next meeting.  
22

### 23 **B. Historic Marker Program - Discussion**

24 Mrs. Reading introduced the agenda item, noting it is also one of the Board's 2018 Goal items. Staff  
25 provided multiple examples of historic property markers. Markers can be made from a variety of  
26 materials at a wide range of costs. Markers may be purchased by the property owner, or offered by  
27 the city as an award. The Board began a discussion about costs and feasibility for the city to fund the  
28 program as a recognition of properties listed on the local register of historic places or for properties  
29 over 100 years old. Staff suggested creating a tablet-style marker for properties designated as a Local  
30 Landmark. Member Cobb asked about the available money in the budget. Staff noted the 2018/2019  
31 budget includes funds for light pole banners and postage and mailing. Chair Donaway acknowledged  
32 the Board generally supports the idea of pursuing the program, but asked that this item be placed on  
33 the January 2019 agenda for further discussion. Mrs. Mendez stated tonight's discussion identified  
34 enough information to request a line item in the 2019/2020 budget. Based on discussion, staff will  
35 request \$800.00 for creating an annual historic marker program. If the budget is awarded, then staff  
36 will prepare a draft criteria, award process, and obtain final plate design, cost and timing.  
37

## 38 **6. STAFF/BOARD COMMENTS**

39 Members Cobb and Eidel asked for an update on the historic district banners. Staff explained that at  
40 the May meeting where the Board last discussed the banners, the Board wanted new designs to

1 consider from other area vendors. Staff received quotes from a total of four vendors. However, only  
2 one vendor would produce a design without a purchase order. Staff presented the sample designs  
3 available and a cost breakdown from each vendor. The Board discussed the pros and cons of each  
4 proposal. Staff also presented a sample of banners found online. The Board unanimously agreed on  
5 a banner design found online and discussed specific ways to modify it for the City.

6 **Member Marsolek made a motion to issue a purchase order to Image Works**  
7 **for the production of historic district banners similar to the online design**  
8 **without UV Laminate, and with the modifications as discussed, seconded by**  
9 **Member Cobb and passed by a unanimous vote.**

10  
11 Member Cobb applauded the Board for moving forward with the historic district banners. Member  
12 Marsolek stated he would have the next Newsletter article ready before the next meeting. Member  
13 Eidel stated he met another person interested in serving on the Board, but she was unable to attend  
14 this evening. Mrs. Mendez announced City Council will appoint an applicant to fill the vacant seat  
15 on September 12, 2018. Mrs. Reading noted that the Board’s presence in the community is growing  
16 and applauded the Board for their hard work.

17 **7. CITIZEN COMMENTS**

18  
19 **8. ADJOURNMENT**

20 With there being no further business, Chair Donaway called for a motion to adjourn.

21 **Member Marsolek made a motion to adjourn, seconded by Member Eidel. The**  
22 **motioned passed by unanimous vote. The meeting adjourned at 6:28 pm.**

23  
24 **RESPECTFULLY SUBMITTED:**

**APPROVED ON**

25  
26 Kimberly Reading  
27 City of Orange City, Planner  
28

29 \_\_\_\_\_

\_\_\_\_\_



## Orange City Development Services Department

205 East Graves Avenue, Orange City, Florida 32763

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### MEMORANDUM

**Public Meeting:** September 20, 2018 Historic Preservation Board

**Report Date:** September 13, 2018

**Agenda Item:** 4A

**Subject:** Historic District Banner - Update

**Location:** City Wide

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

Over the last year, the Board has worked to update the historic district light pole banners. In August, the Board moved to issue a Purchase Order to Image Works for the creation of new banners based on a design chosen by the Board. Staff issued a purchase order to the vendor on September 9, 2018 and is waiting for a design proof. The vendor will provide multiple samples for the background color and a new sketch of the cupola, of which the Board will need to make a selection. The proof is not available at the time of publication, but staff anticipates a sample to be ready for the September 20, 2018 meeting.

#### ***Staff recommendation:***

*Staff recommends the Board select a background color and approve the banner design to complete the banner order.*





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### MEMORANDUM

**Public Meeting:** September 20, 2018 Historic Preservation Board

**Report Date:** September 13, 2018

**Agenda Item:** 4B

**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](http://www.TheClio.com)), which is free for everyone. All sites are anticipated to have draft entries on the web application by November 15, 2018.

#### **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:** September 20, 2018 Historic Preservation Board

**Report Date:** September 13, 2018

**Agenda Item:** 4C

**Subject:** Orange City Memory Day 2019 Planning - Update

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

The Historic Preservation Board has scheduled the next Orange City Memory Day on February 21, 2019. The Board established a general format for the event at the July 2018 meeting. At the August 2018 meeting, the Board established a general project timeline for event planning. Staff has prepared a written timeline based on that discussion.

Sep 20, 2018	Submit Save-the-Date notice for Fall Newsletter
Nov 15, 2018	Approve invitation letter to community participants Approve post cards for targeted attendance outreach Approve advertisement flyer
Nov 22, 2018	Deadline to mail out invitations
Dec 20, 2018	RSVP deadline for community participants Determine if additional displays are needed Distribute flyers to area businesses
Dec 28, 2018	Submit full advertisement for Winter Newsletter
Jan 17, 2019	Send reminder to community participants and mail postcards Press Release notice to Public Information Officer
Feb 21, 2019	Orange City Memory Day 2019

#### **Staff recommendation:**

*Staff recommends the Historic Preservation Board amend the timeline as needed and continue the item to the October planning meeting.*



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### MEMORANDUM

**Public Meeting:** September 20, 2018 Historic Preservation Board

**Report Date:** September 13, 2018

**Agenda Item:** 4D

**Subject:** Creation of Design Guidelines for Historic Properties

**Location:** Historic Area

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

In April 2018, the Board agreed to self-produce a set of Design Guideline for Historic Properties as a way to explain and promote appropriate preservation of the architectural heritage and development patterns of the city. In July 2018, Chair Donaway formed a subcommittee to establish a general format and content for guidelines.

#### ***Staff recommendation:***

*Staff recommends the Historic Preservation Board continue the agenda item until the November meeting allowing the established subcommittee time to work on the content.*



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### MEMORANDUM

**Public Meeting:** September 20, 2018 Historic Preservation Board

**Report Date:** September 13, 2018

**Agenda Item:** 4E

**Subject:** 2018 Goal: Creation of Preservation Awards

**Location:** Historic Area

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

This year, the Board established a goal to recognize significant historic places in Orange City. To satisfy that goal, the Board is considering a Preservation Award program. Municipalities and preservation organizations across the nation offer various forms of preservation awards. In August, staff presented sample awards programs from neighboring communities for the Board's review. The Board selected features of each program they liked and asked staff to prepare a draft program for review based on those features. The draft award program is included herein and presents multiple award types and various criteria for award. The Board will need to select awards that are appropriate to Orange City and the criteria to be used for selecting winners.

#### ***Staff recommendation:***

*Staff recommends the Board review the draft preservation award program, select the appropriate award types and criteria desired and direct staff how to proceed.*

## Orange City Preservation Awards

The Historic Preservation Awards recognize property owners who take an active role in preserving and protecting their historic structures and the integrity of the City's historic district through appropriate additions and renovations to existing historic structures and compatible new construction in historic districts.

### Eligibility

Any member of the Board, citizen, organization, business or agency may submit a nomination that meets one of the following categories:

- **Outstanding Residential or Commercial Projects:** Any structure at least 50 years old in the City of Orange City that is within the designated historic resource area, is listed in the city's official inventory of cultural resources, or is a site associated with a historic event.
- **Restoration & Rehabilitation Award:** recognizes excellence in the restoration or rehabilitation of historic commercial, institutional or residential buildings where the basic historic function of the building is maintained. This award includes exterior and interior projects.
- **Outstanding Infill Project:** Any new structure (less than 5 years old) in the City of Orange City located within any designated historic area and exhibits compatibility with a Historic District.
- **Outstanding Adaptive Reuse Project:** recognizes excellence in the adaptive reuse of a historic structure or excellence in compatible new construction associated with the restoration or rehabilitation of a historic building.
- **Sweat Equity Award:** recognizes dedication by an individual, household, or small business to the successful restoration or rehabilitation of an owner-occupied house or commercial building.
- **Heritage Preservation Award:** recognizes significant achievements by people or organizations in preservation advocacy, planning, development, education, law, media, scholarship, publication, and community leadership.
- **Centennial Building Commemorative Award:**  
For consideration for a Centennial Plaque, nominated buildings must be turning 100 years or older in the year the award is given, display historic and architectural integrity, be well maintained, be listed as a contributing structure in a Historic District or as a Historic Landmark.

For eligible areas, click below:

- [Historic Resource map](#)

### Nomination Procedure

Nomination begins each January for the previous year's completed projects and potential awards. Nominations must be received by Friday March 29<sup>th</sup>, 4:00pm.

### Entry Requirements

- Completed [Project Awards Nomination Form](#)
- Written description that details the scope of the project and how it relates to the award category. The description should also include the known history of the building, building condition before the project, and any noteworthy conditions or constraints that affected the project. For infill nominations, please include a description of what occupied the site before the completed project.
- Before and after photos. The images should include the overall development/project and specific exterior elevations and modifications. Interior shots may be included for reference.
- Architectural drawings and site plans may be submitted, but are not required.

**Submitting an Application**

- Completed applications can be mailed or delivered.

\*NOTE: All nomination forms and associated submitted materials become the property of the City of Orange City and may be used for publication and other promotional materials.

**Process**

**Criteria for Award – Option 1**

The HPB evaluates the nominations and recommends that the Mayor and City Council present a plaque to the owners based on the following criteria:

**Historic Significance 30 \_\_\_\_\_**

- Promotes and reflects the historic nature of Orange City
- Reflects the original architecture
- Use of appropriate materials/colors

**Community Significance 20 \_\_\_\_\_**

- Maintains and/or enhances aesthetics of the city, thus helping create civic pride and the prosperity and welfare of the City
- Promotes sustainability and “green” design while preserving the historic character of the resource

**Charm 10 \_\_\_\_\_**

- Aesthetic Value
- Use of native landscape material

**Criteria for Award – Option 2**

Nominated projects or activities will be judged for the success they have achieved in preserving, rehabilitating, restoring, and interpreting our architectural and cultural heritage. The evaluation criteria include the following:

1. What is the impact of the nominee’s project on the community?
2. What are the quality and degree of difficulty of the nominee’s project or efforts?
3. What is the degree to which the nominee’s project is unusual or pioneering, or serves as an example to influence others?
4. Does the nominated project or activity provide for the adaptive use of historic structures and districts for affordable housing and/or economic development opportunities for low- and moderate-income residents?
5. Is the project or activity in an area that is part of a locally developed, overall community revitalization effort or part of a community revitalization plan?

**Selection of Award Winners**

**Announcement of Award Winners**

**Letters out to Recipients**

**Posting Awards on City Website**

**Order Plaques**

**Set Date and Place of Presentation**



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### MEMORANDUM

**Public Meeting:** September 20, 2018 Historic Preservation Board

**Report Date:** September 13, 2018

**Agenda Item:** 4F

**Subject:** 2018 – 3rd Quarter Newsletter Article

**Location:** City Wide

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

One of the 2018 Goals of the Historic Preservation Board is to promote and foster awareness of historic preservation programs in Orange City. The Board has tasked themselves with preparing an article about historic preservation to be include in city newsletters. Articles for the city's 2018 3<sup>rd</sup> Quarter newsletter are due to the city's Public Information Coordinator by September 20, 2018. Board Member Ted Marsolek prepared an article for the newsletter, attached.

#### ***Staff recommendation:***

*Staff recommends the Historic Preservation Board review and approve the draft article and direct staff to submit to City Public Information Coordinator for publication in the Fall Newsletter.*



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### MEMORANDUM

**Public Meeting:** September 20, 2018 Historic Preservation Board

**Report Date:** September 14, 2018

**Agenda Item:** 5A

**Subject:** 2018/2019 CRA Façade Improvement Grant Program - Discussion

**Location:** CRA Boundary

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

The Orange City CRA Board implemented a Façade Improvement Grant Program in 2017/2018. Four applications were received in the first year. Of the four received, only two applicants were found eligible and received the award. Both of the winners for the 2018 cycle were designated historic properties. The Historic Preservation Board has since expressed great interest in the CRA's Façade Improvement Grant Program because a significant portion of the city's Historic Area falls within the CRA Boundary. Of further interest, the CRA Board made the grant available to private homes listed in the National Register of Historic Places. The Historic Preservation Board set this time aside to discuss how the Board may assist with promoting the grant program to get more applicants in the new 2018/2019 award cycle.

#### **Staff recommendation:**

*Staff recommends the Historic Preservation Board consider various methods of promotion available including flyers, targeted mailers and personal communication. The Board may want to consider promoting the grant under a broader topic outlining various incentives available to historic properties.*