

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.
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5 **1. CALL TO ORDER**

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

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17 **7. CITIZEN COMMENTS**

18 None Present

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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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28 **RESPECTFULLY SUBMITTED:**

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30 Kimberly Reading
31 City of Orange City, Planner

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28 **APPROVED ON**
