



**ORANGE CITY  
HISTORIC PRESERVATION BOARD  
THURSDAY, JANUARY 17, 2019  
5:00 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. Election of Board Officers – Action
3. **APPROVAL OF MINUTES**

Dated December 20, 2018
4. **OLD BUSINESS**
  - A. Orange City Memory Day – Planning
  - B. 2019 Planning and Goal Setting – Action
5. **NEW BUSINESS**
6. **STAFF/BOARD COMMENTS**
7. **CITIZEN COMMENTS**
8. **ADJOURNMENT**

**Next Meeting: February 21, 2018**

**SPECIAL EVENT ORANGE CITY MEMORY DAY**

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.

# HISTORIC PRESERVATION BOARD CALENDAR

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			Orange City Memory Day 2019	Feb 21, 2019
HISTORIC PRESERVATION BOARD	3 <sup>rd</sup> Thursday	4:00 PM	National Preservation Month	May 2019
CITY COUNCIL MEETING	2 <sup>nd</sup> and 4 <sup>th</sup> Tuesdays	6:30 PM	Florida Trust for Historic Preservation Conference	May 15-18, 2019
PLANNING COMMISSION	1 <sup>st</sup> Wednesday	6:00 PM	PastForward: National Preservation Conference	Oct 10-12, 2019
CRA BOARD	<b>Quarterly</b> , City Council	5:30 PM		
NEWSLETTER ARTICLE DUE	Quarterly			

JANUARY							FEBRUARY							MARCH							APRIL							MAY (Preservation Month)							JUNE													
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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 17, 2019 Historic Preservation Board

**Report Date:** January 9, 2019

**Agenda Item:** 2A

**Subject:** Election of Board Officers

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

Per the Board By-Laws, the Chairman shall be elected by the majority of the total membership of the Board at its first regular meeting and shall thereafter be elected at the last regular meeting of the calendar year and the term of office shall be for one year. The Vice-Chairman shall be elected by the Board from among its regular members in the same manner as the Chairman.

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

*This item was not addressed at the last meeting of 2018. Therefore, staff has added this to the beginning of the first meeting of 2019. Staff recommends the Historic Preservation Board make nominations and vote for Chair and Vice Chair. This new Chair and Vice-Chair will take their position and continue the meeting.*

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD**  
2 **REGULAR MEETING**, held on Thursday, December 20, 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 4:11 p.m., and roll call was taken.  
7

8 **2. ROLL CALL**

9 **PRESENT:** Chairman Kerry Donaway, Vice–Chair Ted Marsolek, Tom Eidel, Donna Cobb, and Emil  
10 Scipioni (arrived at 4:20 pm); City Staff: Kimberly Reading (Planner 1), Carol McFarlane (City Planner);  
11 **ABSENT:** None  
12

13 **3. APPROVAL OF MINUTES**

14 A. Minutes dated October 18, 2018

15 **Member Marsolek made a motion to approve the minutes of October 18, 2018**  
16 **as presented, seconded by Member Cobb and passed by a unanimous vote.**

17 **4. OLD BUSINESS**

18  
19 A. Historic Walking Tour - Updates

20 Mrs. Reading introduced the agenda item and noted that narratives for each site were anticipated to  
21 be in draft form on the web application last month, but only half had been done. Staff recommended  
22 the Board move the deadline to complete entries to March 2019 and set the launch date for May  
23 2019, Preservation Month. Member Marsolek offered to assist Chair Donaway and Member Scipioni  
24 with their entries.  
25

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

27 Mrs. Reading gave an update of the project timeline for the 2019 event, noting the invitations were  
28 sent out that day, Dec 20<sup>th</sup> and the RSVP date was pushed back to January 11<sup>th</sup>. The Board agreed  
29 the new dates were acceptable. Mrs. Reading asked who would receive the postcards. Chair  
30 Donaway recommended everyone within the Historic Area and asked for some additional post cards  
31 for distribution to the public with flyers. Flyers and postcards will be distributed after the January  
32 meeting.  
33

34 C. Design Guidelines - Update

35 Mrs. Reading introduced the agenda item, a set of self-produced design guidelines for the historic  
36 area. Chair Donaway noted the subcommittee has not had time to meet recently and estimates no  
37 further action on this item will take place until after the Memory Day event.  
38

39 D. 2018 Goal: Creation of Preservation Awards & Historic Marker Program – Discussion

40 Mrs. Reading introduced the agenda item addressing the Board’s decision to establish a preservation

1 award program. The Board discussed the program at two previous meetings providing feedback to  
2 staff on the proposed award program. Staff has produced a revised program outline and  
3 recommended the Board approve the program outline. A general discussion followed.

4 **Member Cobb made a motion to approve the Preservation Award Program as**  
5 **presented, seconded by Member Marsolek and passed by a unanimous roll call**  
6 **vote.**

7 Member Marsolek likes idea of presenting awards at a City Council meeting. Chair Donaway liked  
8 idea of presenting in Preservation month, May. Staff will bring further details for award type and  
9 additional details for how the award process will be implemented.

10  
11 *E. 2018/2019 CRA Façade Improvement Grand Promotion - Discussion*

12 Mrs. Reading introduced the item, noting the Board volunteered to distribute and promote the CRA  
13 Façade Improvement Grant to businesses in the Historic Area. Staff presented a map of the  
14 commercial properties in the CRA area that are also in the Historic Area. Staff also presented a final  
15 draft of the letter to eligible properties. Chair Donaway clarified that the area of most need is along  
16 the Volusia Avenue corridor. She further emphasized how this aligns with the Board's purpose and  
17 strengthens its relationship with the community. Mrs. Reading recommended the Board divide the  
18 map into four sections for each of the members who will be walking. The Board determined to work  
19 in teams of two, dividing east and west along Volusia Avenue. The Board requested name tags to  
20 show they are representing the City. Staff will investigate.

21  
22 **5. NEW BUSINESS**

23 *A. 2019 Planning and Goal Setting*

24 Mrs. Reading introduced the item, noting the Board annually adopts goals to ensure the Board meets  
25 their purpose and intent as established in the Code of Ordinances. Staff presented a draft set of goals  
26 that includes the unfinished goals of 2018 and recommends the Board approve the draft goals as  
27 written. Member Eidel asked to clarify that staff is recommending not taking on any new business  
28 until the old business is complete. Mrs. Reading affirmed that position. Member Cobb thanked the  
29 Board for stepping up during her absence and looks forward to helping the Board complete the  
30 ongoing projects. Chair Donaway welcomed Donna's return and her contributions to the Board. The  
31 Board asked staff to prepare a final draft for approval at the next meeting.

32  
33 *B. 7<sup>th</sup> Annual City Holiday Lighting Contest*

34 Mrs. Reading began by thanking the Board for participating in the Christmas parade and reminded  
35 the Board that they will need to find alternate transportation for 2019. The firetruck will be reserved  
36 for Santa. She shared a brief history of the 1937 Chevy Firetruck that Chief Long told her. The truck  
37 was originally used as a grove truck. The ladder would fold out over the roof of the truck, extending  
38 to the trees. Oranges were then rolled into the bed of the truck. The firemen acquired the truck and  
39 modified it for their use. The wood paneling and fire apparatus was added, although it was more  
40 rudimentary than what is seen today. Mrs. Reading hopes to have a nice history of the truck at

1 Memory Day. The Board submitted score cards for the lighting contest. A discussion followed about  
2 the lack of participation and ways to promote the awards next year. Suggestions were made to take  
3 photos of the winning houses to post on social media. Staff stated that it would be best for the Board  
4 to take photos because staff does not visit the contestants.  
5

6 C. 2019 Winter Newsletter article

7 Mrs. Reading notified the Board the winter newsletter will be published in January. Articles will be  
8 due January 4<sup>th</sup>. Member Cobb volunteered to write an article about the Great Freeze of 1894/1895  
9 that destroyed Orange City's citrus industry.  
10

11 **6. STAFF/BOARD COMMENTS**

12 A. Final Banner Proof

13 Staff issued a revised Purchase Order for the revised artwork and for 24 banners. Staff is working  
14 through an issue with the finished length of the banners to ensure they fit on the existing hardware.  
15 Chair Donaway asked about the total cost. Staff responded the 24 banners and artwork cost  
16 approximately \$2300.00. Chair Donaway expressed her disappointment with the amount paid when  
17 staff provided the artwork. Mrs. Reading explained that although the Board provided the conceptual  
18 artwork, the vendor had to redraw the image into their design software, which takes time. The vendor  
19 provided multiple variations of the art to staff for review, which were not all presented to the Board  
20 for the sake of time. Staff applauded the Boards accomplishment and thanked them for all their hard  
21 work in this process. The banners are estimated to be delivered within one month.  
22

23 Mrs. Reading informed the Board that Shaina Moore, a historic preservation student from Seminole  
24 State College, visited Orange City earlier this month to conduct a case study of City Hall, which is  
25 listed on the National Register of Historic Places. She is willing to share her findings with the Board  
26 at a meeting. Member Marsolek suggested she be invited to participate in the Orange City Memory  
27 Day event. Staff will contact her with this request.  
28

29 Member Donaway asked that the Board consider changing the time of the meeting. Members  
30 Donaway, Eidel and Scipioni voiced concern for the 4:00 pm meeting time and agreed 5:00 pm  
31 would be better. Mrs. Reading will submit the request and notify the Board by email of the new  
32 change.  
33

34 **7. CITIZEN COMMENTS**

35 None  
36

37 **8. ADJOURNMENT**

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

39 **Member Cobb made a motion to adjourn, seconded by Member Eidel. The motioned**  
40 **passed by unanimous vote. The meeting adjourned at 5:25 pm.**

1  
2 **RESPECTFULLY SUBMITTED:**

**APPROVED ON**

3  
4 Kimberly Reading  
5 City of Orange City, Planner

6  
7 \_\_\_\_\_

\_\_\_\_\_

DRAFT





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### MEMORANDUM

**Public Meeting:** January 17, 2019 Historic Preservation Board  
**Report Date:** January 9, 2019  
**Agenda Item:** 4B  
**Subject:** Orange City Memory Day 2019 Planning - Update  
**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

The next Orange City Memory Day will be held on February 21, 2019. The Board established a general format for the event and project timeline, below. Invitation letters were mailed December 20, 2018. The deadline for community participants to respond is Jan 11, 2019. No participants have been confirmed at this time. Personal invitations to individuals/businesses who might have an interest in presenting may have better results. The cost of printing and mailing postcards to the +2000 properties in the Historic Area will exceed the total year's budget for printing. However, the newsletter will soon be mailed to every home in the 32763 zip code with a full page flyer included.

#### **Project Timeline:**

- 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 (COMPLETED 12.20.18)
- ~~Dec 20, 2018~~ RSVP deadline for community participants  
(Jan 11, 2019) 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  
(Sent promo to PIO Jan 3, 2019 and asked for new event to be added to city Facebook page)
- Feb 21, 2019 Orange City Memory Day 2019

#### **Staff recommendation:**

*Staff recommends the Historic Preservation Board personally invite potential participants and consider making your own presentation. Staff also recommends confirming schedule and actions that must be made on the day of the event (room arrangement, refreshments, registration, décor, displays, etc.).*



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### MEMORANDUM

**Public Meeting:** January 17, 2019 Historic Preservation Board

**Report Date:** January 9, 2019

**Agenda Item:** 4E

**Subject:** 2019 Planning and Goal Setting - Discussion

**Location:** Historic Area

**Staff:** Kimberly Reading, Planner 1

#### SUMMARY OF REPORT

The Orange City Historic Preservation Board establishes annual goals designed to ensure the Board fulfills its purpose and intent of the Historic Preservation Board as established in Section 2-101 of the city's Code of Ordinances. Previously, the Board established four broad goals that are consistent with the provisions of the Preservation Ordinance. Staff presented a draft set of goals and tasks for the 2019 year based on prior unfinished goals and discussions during past board meetings.

***Staff recommendation:***

*Staff recommends the Board approve and adopt the 2019 Goals of the Orange City Historic Preservation Board as written.*

***Attachment:***

2019 Goals of the Orange City Historic Preservation Board

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

- Provide articles to be included in city newsletters
- Complete narratives for historic sites to be listed in walking tour
- Publish updated brochure for historic walking tour
- Encourage qualifying properties located in the historic area to apply for the CRA Façade Improvement Grant

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

- Host 2<sup>nd</sup> annual Orange City Memory Day

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

- Review building permits for demolition of historic properties
- Recommend historic properties for listing on the City's Local Register of Historic Places
- Complete Florida Master Site File for Good Shepherd Monastery
- Establish a Preservation Award Program recognizing local preservation partners

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

- Develop Design Guidelines for the historic area