MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD SPECIAL
MEETING, held on Thursday, January 8, 2018 at 4:00 p.m. in the Development Services Department
Conference Room, City Hall, 205 E. Graves Avenue, Orange City, Florida.

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

2. ROLL CALL
PRESENT: Chairman Kerry Donaway, Vice-Chair Ted Marsalek, Donna Cobb and Tom Eidel; City
Staff: Kimberly Reading, (Planner I) and Joe Ruiz (Senior Planner); ABSENT: Deneen Temperly-Jones

3. APPROVAL OF MINUTES
A. Minutes dated December 21, 2017
Member Cobb moved to approve the December 21, 2017 minutes, as presented, seconded by
Member Marsalek and passed by unanimous vote.

4. OLD BUSINESS

5. NEW BUSINESS
Member Marsalek motioned to reorder the agenda, seconded by Member Cobb and passed by
unanimous vote.

A. COMB-1-18-17889: Building permit application for new roof at 258 E. Graves Ave
PRESENT: Ivan Torres, Twin Action Enterprises, property owner; Diane Delgado, Twin
Action Enterprises, property manager

Mrs. Reading gave a description of the project, explaining that it is a building permit application on
behalf of Twin Action Enterprise to allow roof demolition followed by replacement with dissimilar
materials on a designated historic commercial structure on the property identified as parcel number
8011-08-02-0060 on ±0.32 acres, located at 285 East Graves Ave. in the MX-1, Mixed Use Urban zoning
classification. The scope of work includes demolition of the existing metal roof, a wood shingle system
beneath it, and the roof substrate, followed by reconstruction of the deck and replacement with a
Timberline HD Charcoal shingle. Staff gave a brief history of the site noting that it is a 102 year old
multifamily dwelling unit and a contributing property to the city’s National Historic District. Therefore,
because of the proposed material and structural changes to the roof system, the Board is required to
review the application.

Mrs. Reading stated that staff recommends the Board approve building permit application COMB-1-18-
17889 based on review criteria as outlined in Section 2-103.3(5) of the city’s Code of Ordinances with
the following three conditions:
1. Roof vents shall be installed off-ridge along the southern roof slope to maintain the historic
goofline.

2. Property owner shall provide a pictorial record of the building’s historical and architectural
features for archival purposes.

   Photographs shall document the structure’s exterior and interior features as made
evident during the roof demolition. The photographic record shall be provided to the
City and will be maintained by the Development Services Department.

3. Property owner shall allow salvage activities of the historic resource, provided the Board finds
there are salvageable materials within the site, and provide a sample of the historic wood
shingles to the City for archival purposes.

Chair Donaway thanked Mr. Torres for his continued effort to stabilize the historic structure and
extended an invitation to return to the Board with any questions about future improvements. Mr. Torres
explained he has worked hard to improve the structure and the quality of tenants since he acquired the
property. Member Cobb thanked Twin Action Enterprises for investing in the historic structure.
Member Marsolek advised Mr. Torres to be cautious while removing the wood shingles that they are
not allowed to fall into and remain in the attic space as this can be a fire hazard.

   Member Cobb moved to approve building permit COMB-1-18-17889 for 285 E. Graves
   Avenue with staff recommendations, seconded by Member Marsolek and passed by
   unanimous vote.

   (Member Eidel arrived.)

B. Recap 2016-2017 for report to City Council

Mrs. Reading explained each year the Board sets 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. She summarized the goals and accomplishment from the past two years and is seeking
the Board’s input to complete the summary in preparation of a presentation to be made at an
upcoming city council meeting. A discussion followed. The Board added multiple items to each year.

   Member Cobb moved to approve the list of Goals and Accomplishments for the year
   2016 & 2017 as discussed, seconded by Member Marsolek and passed by unanimous
   vote.

   Staff will revise and return the amended lists to the Board at the next meeting.

C. 2018 Goals for the Historic Preservation Board

Mrs. Reading gave a brief summary of the staff report highlighting the purpose and general duties
and functions of the Board as specified in the Code of Ordinances. The staff report also contained a
draft list of goals for the 2018 calendar year based on previous goals and topics discussed in previous
meetings. Chair Donaway began a discussion of each suggested goal with the idea of aligning each
goal with the duties specified in the ordinance. Member Cobb and Member Marsolek voiced agreement with this alignment.

Member Cobb motioned that the Board’s annual goals reflect the purpose and general functions, powers and duties of the Historic Preservation Board as specifically listed in the Ordinance, seconded by Member Marsolek and passed by unanimous vote.

Member Eidel stated he had conversations with multiple new property owners along Oak Avenue who would like to see the ordinance amended to include an accepted color pallet for the historic district and asked that the discussion of an adopted color pallet be added to the Goals of 2018. Chair Donaway asked that the Board consider viability of becoming a CLG in 2018. The board completed a review of the draft goals, aligning each goal with the purpose and general duties of the Board. Mrs. Reading noted that Goal 2 – Preserve and protect significant historical records, documents, and artifacts relating to the history of Orange City – does not appear to be included in the specific duties of the Board. Chair Donaway suggested keeping the goal and presenting it to City Council as something the Board feels is worthy. Mrs. Reading noted that collection of materials should be specifically related to other goals, such as collecting photos of historic properties on the walking tour. Member Marsolek proposed moving the two tasks from Goal 2 to a different associated goal. Chair Donaway concurred as this will keep the tasks aligned with the purpose of the Board. Staff will revise the 2018 Goals for Board review and approval at the next meeting.

D. Creation of HPB Calendar
Chair Donaway presented the calendar as an item she requested staff prepare. The calendar includes special dates the Board needs to be aware of, such as important city meetings and historic dates. Staff included learning opportunities and workshops on the calendar. The second page of the calendar includes a space to schedule agenda items.

6. STAFF/BOARD COMMENTS
Mrs. Reading invited the Board to attend the VCHPB meeting on February 27, 2018 at the Dickinson Memorial Library. Mrs. Reading provided an invitation to the Board to attend a Historic Properties Maintenance Workshop for Historic Site Stewards and Managers on January 31, 2018. The Mt. Zion AME Church application for the Local Register has not been submitted by the Church. Staff is working with a local distributor to get a design and cost estimate, but have not received them yet. Staff will seek alternate estimates. The Board would like to use a local supplier if at all possible. Parks Department has provided an invitation to the Board to attend the Mill Lake Park Phase 2 grand opening on February 2, 2018. Mrs. Reading provided a brief update from Ashley Gay with Parks and Recreation on ongoing projects. Member Eidel apologized to Mr. Torres and Ms. Delgado for missing their agenda item. He noted the contractor has placed the material for the re-roof in an unsafe manner on the structure and recommended it be re-distributed over the roof to reduce the risk of injury or damage.
7. **CITIZEN COMMENTS**
   None Present

8. **ADJOURNMENT**
   There being no further business, Chair Donaway called for a motion to adjourn.

   Member Cobb made a motion to adjourn, seconded by Member Eidel. The motioned passed by unanimous vote. The meeting adjourned at 6:10 pm.

   RESPECTFULLY SUBMITTED:                  APPROVED ON

   Kimberly Reading
   City of Orange City, Planner

   [Signature]

   3.15.10