

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD SPECIAL**  
2 **MEETING**, held on Thursday, February 15, 2018 at 4:00 p.m. in the Development Services Department  
3 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 4:00 p.m., and roll call was taken.  
7

8 **2. ROLL CALL**

9 **PRESENT:** Chairman Kerry Donaway, Vice–Chair Ted Marsolek, and Deneen Temperly-Jones; City  
0 Staff: Becky Mendez (Development Services Director) and Joe Ruiz (Senior Planner); **ABSENT:** Donna  
1 Cobb and Tom Eidel  
2

3 **3. APPROVAL OF MINUTES**

4 A. *Minutes dated January 18, 2018*

5 **Minutes were not available. No action taken.**

6 **4. OLD BUSINESS**

7 A. Recap 2016-2017 for report to City Council - Discussion

8 Staff prepared a revised list of accomplishments from 2016 & 2017. Mrs. Mendez recommended  
9 changing the title of the document to “2016 Achievements” for clarification of the document’s  
0 purpose. Members present agreed the summaries are complete and accurate.  
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2 **Member Marsolek made a motion to accept the 2016 & 2017 with revision to**  
3 **the title as discussed, seconded by Member Jones and passed by a unanimous**  
4 **vote.**  
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6 B. 2018 Goals for the Historic Preservation Board - Discussion

7 Chair Donaway stated this was a revised draft of the goals based on discussion at the January  
8 meeting. She stated she would like to establish dates to discuss each goal item on the HPB Calendar.  
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0 **Member Marsolek made a motion to accept the 2018 Goals of the Historic**  
1 **Preservation Board as presented, seconded by Member Jones and passed by a**  
2 **unanimous vote.**  
3

4 C. Historic Walking Tour - Update

5 Mrs. Mendez presented the list of sites proposed to be included in the revised walking tour and a  
6 rough map of the tour. The Board agreed to divide the list among themselves to draft a summary of  
7 each site. Member Jones asked what to do when there is no information for a site. Mrs. Mendez  
8 stated that may be a good reason to remove the site from the list. Each member present selected 7  
9 sites. Mrs. Mendez offered to include this item on each agenda for updates until the summaries are  
0 complete.  
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1        D. HPB Calendar - Discussion  
 2            Chair Donaway stated her intent with the Calendar is to schedule adequate time to accomplish all  
 3            the goals the Board has set this year. Chair Donaway led a discussion where the Board selected the  
 4            appropriate meeting for each task to be on the agenda.

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6    **5. NEW BUSINESS**

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8    **6. STAFF/BOARD COMMENTS**

9            Chair Donaway thanked staff for setting up the Board for success in 2018.

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1    **7. CITIZEN COMMENTS**

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3    **8. ADJOURNMENT**

4            There being no further business, Chair Donaway called for a motion to adjourn.

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6                    **Member Donaway made a motion to adjourn, seconded by Member Jones. The**  
 7                    **motioned passed by unanimous vote. The meeting adjourned at 5:14 pm.**

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9  
0    **RESPECTFULLY SUBMITTED:**

**APPROVED ON**

1  
2    Kimberly Reading  
3    City of Orange City, Planner

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5    

