MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD SPECIAL MEETING, held on Thursday, February 15, 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 Marsolek, and Deneen Temperly-Jones; City Staff: Becky Mendez (Development Services Director) and Joe Ruiz (Senior Planner); ABSENT: Donna Cobb and Tom Eidel

3. APPROVAL OF MINUTES
   A. Minutes dated January 18, 2018
   Minutes were not available. No action taken.

4. OLD BUSINESS
   A. Recap 2016-2017 for report to City Council - Discussion
   Staff prepared a revised list of accomplishments from 2016 & 2017. Mrs. Mendez recommended changing the title of the document to “2016 Achievements” for clarification of the document’s purpose. Members present agreed the summaries are complete and accurate.
   
   Member Marsolek made a motion to accept the 2016 & 2017 with revision to the title as discussed, seconded by Member Jones and passed by a unanimous vote.

   B. 2018 Goals for the Historic Preservation Board - Discussion
   Chair Donaway stated this was a revised draft of the goals based on discussion at the January meeting. She stated she would like to establish dates to discuss each goal item on the HPB Calendar.

   Member Marsolek made a motion to accept the 2018 Goals of the Historic Preservation Board as presented, seconded by Member Jones and passed by a unanimous vote.

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

5. NEW BUSINESS

6. STAFF/BOARD COMMENTS
Chair Donaway thanked staff for setting up the Board for success in 2018.

7. CITIZEN COMMENTS

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

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

RESPECTFULLY SUBMITTED:                           APPROVED ON

Kimberly Reading
City of Orange City, Planner

[Signature]

3/15/18