MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD
REGULAR MEETING, held on Thursday, March 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 4:06 p.m., and roll call was taken.

2. ROLL CALL
PRESENT: Chairman Kerry Donaway, Vice-Chair Ted Marsolek, Tom Eidel and Deneen Temperly-Jones; City Staff: Kimberly Reading (Planner 1) and Joe Ruiz (Senior Planner); ABSENT: Donna Cobb

3. APPROVAL OF MINUTES
A. Minutes dated January 18, 2018
B. Minutes dated February 15, 2018

Member Marsolek made a motion to approve the minutes of January 18, 2018 and February 15, 2018 as presented, seconded by Member Jones and passed by a unanimous vote.

4. OLD BUSINESS
A. Historic Walking Tour – Update on site summaries
Chair Donaway began the discussion by asking Member Eidel to select 5-7 properties on the tour that he will research and prepare site summaries for. After a brief discussion, Member Eidel selected six properties on N. Oak Ave and Member Marsolek added two properties on N. Oak to his list. Member Jones noted there were a few errors in the list and suggested corrections. Member Jones also expressed concern for some properties that have very little history available. A brief discussion took place about where to find helpful resources for researching properties. Chair Donaway shared a sample tour she found online. The format is consistent among each property on the tour; each site has a response to specific architectural property details, as well as a place for historic summaries when the information is available.

Member Eidel asked if staff was able to get information on updating the map from the web app creator, Sarah Mazzie. Mrs. Reading stated that Ms. Mazzie has not provided administrative access yet. Chair Donaway asked the Board to set a date to have all narratives complete. The Board agreed that November meeting would allow enough time to write the narratives, but the deadline to publish would need to be extended. Chair Donaway stated that there is not a demand for this updated map, but that it has potential to boost tourism in the city. She stated that she is most concerned that the Board do a good job on the narratives so that it can be a foundation to build upon with more elements at a later time. The Board discussed privacy concerns for taking photos of private residences. Staff encouraged the Board to meet with property owners to let them know their site may be included in the walking tour and ask if they have information on the history of the structure.
B. Annual Presentation to City Council - Discussion
Chair Donaway gave a brief introduction of the agenda item for developing an annual presentation to City Council in May. Following staff recommendation, Chair Donaway called for Board members to volunteer for a subcommittee to create the presentation. Member Marsolek and Chair Donaway volunteered. The Chair shared a draft Power Point presentation for the meeting and asked for feedback. She asked that the Board provide the subcommittee clear direction for preparing the presentation. Staff recommended making the presentation between 10 – 15 minutes in length. Suggestions to improve the slide presentation included only highlighting the Board’s accomplishments, using less words and more photos on the slides. Chair Donaway offered the idea of writing a brief report to share with the Council and having a presentation that captures the highlights of the Board’s accomplishments.

Chair Donaway expressed a concern that some of the specific responsibilities of the Board have not been accomplished to the extent that the Ordinance details. She would like use the annual presentation as an opportunity to get some direction from City Council on how satisfy those duties. Of particular concern are the duties to advise property owners concerning proper protection and preservation of historic resources, and to explore and advise property owners of available funding and grant sources for preservation projects. Mr. Ruiz suggested that the areas where there may be deficiencies be included in a projected project list. Mrs. Reading reminded the Board that the city Ordinance includes provisions for ad valorem tax exemptions for qualifying property improvements, which are also available at the county and Federal levels. Chair Donaway stated this information should be readily available to people desiring to make improvements, perhaps in the form of a brochure. Member Jones suggested the information should be accessible online. Chair Donaway asked that these unmet duties be considered as prioritized goals. Mr. Ruiz recommended focusing the presentation on a quick overview of accomplishments, then address what items need to be improved upon, and last open discussion for City Council for provide their input. Chair Donaway concurred and stated that if Council asks what help the Board needs, she suggested responding with the creation of design guidelines for the city’s historic area. Mrs. Reading informed the Board that if they find resources online, they can send the link to her so that it can be added to the city website. A discussion followed about the need for suggested guidelines versus having specific rules regulating architectural design and paint selections. Member Eidel stated he was more worried about the maintenance of properties than the color they are painted. Chair Donaway asked Member Eidel if he would be willing to help create property maintenance checklist for historic property owners. He asked if the city had a property maintenance ordinance. Staff responded in the positive and explained that code enforcement handles property maintenance issues.

Chair Donaway also posed the idea of developing a clear, concise mission statement for the Board and suggested four key words; collaborate, align, effective, and balanced. Staff suggested four key words used by another historic board; protect, identify, educate, advocate. The Chair asked Board members to each bring back a suggested mission statement to the next meeting.

5. NEW BUSINESS
A. 2018 Goal item: Finish FMSF for Shuffle Board
Mrs. Reading explained that she began a Florida Master Site File form in 2016 when the city began the process to replace the failing canopies over the shuffleboard courts. The city has since adopted the FMSF as its official inventory of cultural resources. She presented the draft application and
requested the Board add the shuffleboard courts and canopies to the city’s official inventory of historic resources.

Member Eidel made a motion to add the shuffleboard court canopies to the official inventory of historic resources, seconded by Member Jones and passed by a unanimous vote.

Chair Donaway suggested that the shuffleboard courts be highlighted in an upcoming city newsletter.

B. Newsletter article – Monastery Property

Staff presented the article written by Member Cobb for the city newsletter highlighting the history of the Monastery. Staff is asking for the Board to review and approve the article for publication. Member Marsolek shared a story that in the 1960s, the monks would take in guests, providing them room and board in exchange for labor on the farm. Mrs. Reading asked to change the email in the article to staff’s phone number.

Member Marsolek made a motion to approve the newsletter article as amended, seconded by Member Eidel and passed by a unanimous vote.

6. STAFF/BOARD COMMENTS

Member Eidel asked staff for an update on the status of the building permit for 128 N. Oak Ave. Mrs. Reading informed the Board that as of today, the applicant has not submitted all required information for the permit. Chair Donaway complimented the appearance of the reconstruction at 237 W. Central Avenue and applauded the Board for the positive relationship development with the homeowner during that permit review process. Mrs. Reading announced that the Orange City Lincoln Cemetery is having a community clean-up day on Saturday March 17, 2018. The following Saturday, March 24, the Lincoln Cemetery is hosting the Florida Public Archeology Network’s workshop for Cemetery Resource Protection Training (CRPT). These event are open to the public.

7. CITIZEN COMMENTS

8. ADJOURNMENT

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

Member Marsolek made a motion to adjourn, seconded by Member Jones. The motioned passed by unanimous vote. The meeting adjourned at 5:53 pm.

RESPECTFULLY SUBMITTED:

Kimberly Reading

APPROVED ON
City of Orange City, Planner

[Signature]

[Date: 4/19/18]