

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD**  
2 **REGULAR MEETING**, held on Thursday, April 19, 2018 at 4:00 p.m. in the Development Services  
3 Department Conference Room, City Hall, 205 E. Graves Avenue, Orange City, Florida.

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5 **1. CALL TO ORDER**

6 Chairman Donaway called the meeting to order at 4:06 p.m., and roll call was taken.

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8 **2. ROLL CALL**

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

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3 **3. APPROVAL OF MINUTES**

4 *A. Minutes dated March 15, 2018*

5 **Member Marsolek made a motion to approve the minutes of March 15, 2018**  
6 **as presented, seconded by Member Eidel and passed by a unanimous vote.**

7 **4. OLD BUSINESS**

8 *A. Historic Walking Tour – Update on site summaries*

9 Staff notified the Board that the original walking tour created in 2012 and accessed via a Quick  
0 Response Code (QR code) is no longer available. Therefore, the Board must choose how to proceed  
1 with the walking tour. Staff presented several options for the Board to consider including recreating  
2 the Google map, not having an online map, or using available walking tour applications like  
3 TheClio.com. Mrs. Reading provided a brief overview of TheClio.com web-app highlighting its  
4 features, capabilities, and that it is free. The city would be able to manage the walking tour as an  
5 administrator, while the Board could individually enter sites. The Board agreed they want to try  
6 TheClio.com app and asked staff to create a sample site for the Board to review at the next meeting.  
7 Staff noted a few properties were added to the list of possible sites for the Board to consider for  
8 inclusion in the walking tour. A discussion took place about meeting site owners to gain permission  
9 to include in tour, take photos, and ask for more information about the buildings. Member Eidel will  
0 prepare a letter to be shared with property owners whose building may be listed on the tour.

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2 *B. Annual Presentation to City Council - Discussion*

3 Chair Donaway shared a draft PowerPoint presentation reviewing each slide for clarity. Staff and  
4 Board made comments to improve. Staff will revise as discussed and send back to the Chair. The  
5 Board agreed May 22, 2018 is the preferred date to present to Council.

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7 **5. NEW BUSINESS**

8 *A. 2018 Goal item: Consider adopting design guidelines for historic district*

9 Mrs. Reading introduced the agenda item explaining the difference between standards and  
0 guidelines. Standards are compulsory in nature, while guidelines are advisory. As the city does not

1 have design standards for residential properties, the Board has expressed a desire to produce design  
 2 guidelines for the historic area. Staff noted that design guidelines can identify desired architectural  
 3 styles for development and redevelopment. They also can identify and make recommendations to  
 4 preserve the existing architectural styles within a community. Staff provided a print out from the  
 5 National Parks Service that is a useful tool for communities considering creating and using design  
 6 guidelines. Staff also posed a series of five questions for the Board to answer during the item  
 7 discussion. Chair Donaway began a review of staff questions, noting that the design guidelines will  
 8 serve the community by providing assistance to property owners, opens communication with the  
 9 local community and creates good will. Staff recommended the Board review existing design  
 0 guidelines, available online, for ideas on developing guidelines for Orange City. Chair Donaway  
 1 proposed to add the goal of creating design guidelines to the annual presentation to City Council.  
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3 **6. STAFF/BOARD COMMENTS**

4 Mrs. Reading noted that Members Donaway and Marsolek will be joining her at the Certified Local  
 5 Government Training in St. Augustine this week. The newsletter article about the Monastery was  
 6 published this week. As a result, three individuals have called to share history of the building. Staff  
 7 updated the Board that the existing banners (24"x60") are vinyl, which brings the cost per banner  
 8 down if the new banners are made with the same materials. Staff hopes to have new mockup available  
 9 at the May meeting. Mrs. Mendez shared that signs will be posted on the properties that were  
 0 recipients of the Façade Improvement Grants. Chair Donaway recommended discussing the grant  
 1 promotion before the October 1, 2018 opening. The Board agreed to switch the agenda items for  
 2 September and October.  
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4 **7. CITIZEN COMMENTS**

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6 **8. ADJOURNMENT**

7 There being no further business, Chair Donaway called for a motion to adjourn.  
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9 **Member Marsolek made a motion to adjourn, seconded by Member Eidel. The**  
 0 **motioned passed by unanimous vote. The meeting adjourned at 5:40 pm.**  
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3 **RESPECTFULLY SUBMITTED:**

**APPROVED ON**

4  
5 Kimberly Reading  
6 City of Orange City, Planner

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