MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD
REGULAR MEETING, held on Thursday, April 19, 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, and Tom Eidel; City Staff: Kimberly
Reading (Planner 1) and Becky Mendez (Development Services Director); ABSENT: Donna Cobb and
Deneen Temperly-Jones

3. APPROVAL OF MINUTES
A. Minutes dated March 15, 2018
Member Marsolek made a motion to approve the minutes of March 15, 2018
as presented, seconded by Member Eidel and passed by a unanimous vote.

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

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

5. NEW BUSINESS
A. 2018 Goal item: Consider adopting design guidelines for historic district
Mrs. Reading introduced the agenda item explaining the difference between standards and
guidelines. Standards are compulsory in nature, while guidelines are advisory. As the city does not
have design standards for residential properties, the Board has expressed a desire to produce design
guidelines for the historic area. Staff noted that design guidelines can identify desired architectural
styles for development and redevelopment. They also can identify and make recommendations to
preserve the existing architectural styles within a community. Staff provided a print out from the
National Parks Service that is a useful tool for communities considering creating and using design
guidelines. Staff also posed a series of five questions for the Board to answer during the item
discussion. Chair Donaway began a review of staff questions, noting that the design guidelines will
serve the community by providing assistance to property owners, opens communication with the
local community and creates good will. Staff recommended the Board review existing design
guidelines, available online, for ideas on developing guidelines for Orange City. Chair Donaway
proposed to add the goal of creating design guidelines to the annual presentation to City Council.

6. STAFF/BOARD COMMENTS

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

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 Eidel. The
motioned passed by unanimous vote. The meeting adjourned at 5:40 pm.

RESPECTFULLY SUBMITTED:               APPROVED ON

Kimberly Reading                           5.19.18
City of Orange City, Planner