MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD
REGULAR MEETING, held on Thursday, June 21, 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 4:02 p.m., and roll call was taken.

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

3. APPROVAL OF MINUTES
   A. Minutes dated May 17, 2018
      Member Marsolek made a motion to approve the minutes of May 17, 2018 as
      presented, seconded by Member Eidel and passed by a unanimous vote.

4. OLD BUSINESS
   A. Historic Walking Tour - Updates
      The Board discussed progress made in creating individual sites on theClio.com. Chair Donaway
      acknowledged that with the absence of two board members, the anticipated time to complete the tour
      may be extended well into 2019. The Board reviewed the revised draft letter prepared by Member
      Eidel to be sent to historic property owners. Mrs. McFarlane suggested the letter include the Chair’s
      name, email address and signature. Member Eidel suggested creating an online location for property
      owners to upload historic photos and documents. Chair Donaway applauded the Board for the
      progress made on the tour so far.

   B. Annual Presentation to City Council - Recap
      Staff noted that the Board gave a well receive presentation at the last City Council meeting. Chair
      Donaway stated she anticipated there would be questions or comments, but due to the full agenda of
      the evening, the Council did not make further discussion. The Board discussed the need to prepare a
      yearly report, but make a council presentation every other year.

5. NEW BUSINESS
   A. 2018 Goal Item: Color Palette Guidelines Discussion
      Member Marsolek shared a book he is compiling of sample color guidelines based on architectural
      style (such as Bungalow, Mediterranean, Colonial Revival, etc.) and a range of years constructed.
      The colors generally have a coordinating Sherwin Williams paint number. He is also looking at
      including Behr Paint colors. He provided a clear architectural definition of individual styles to aid
      homeowners in identifying their properties. Member Marsolek stated he referred to St. Augustine’s
      Historic House Paint Guidelines and other municipalities in preparing the book. The Board and staff
applauded the hard work of Member Marsolek in making the book. Chair Donaway suggested adding a local representation of each architectural style to the guidelines.

Chair Donaway proposed creating a subcommittee for the development of Design Guidelines to ensure a cohesive look to the published material created by the Board. The subcommittee could also establish what content the guidelines would include, such as paint colors, a property maintenance checklist, and other basic information that would be helpful for property owners to know. Mrs. Reading concurred and suggested, because the board has a number of ongoing projects, the Board continue to develop the individual components of the guidelines, as time permits. The individual subjects can then be joined to form a complete set of guidelines. Chair Donaway acknowledged the walking tour is beneficial to the community, but suggested prioritizing the design guidelines as she feels they are an important tool to provide property owners. Member Marsolek stated his support for continuing to create the walking tour as a way to document the history of the community. Chair Donaway felt the best work the Board does is with historic property owners. Providing them useful and constructive information on preservation of their property increases the relevance of the Historic Preservation Board. Member Eidel stated his opinion that the credo of the Board is to encourage preservation of both the structure and the history of who lived here before. He looked forward to getting the invaluable historical record of the city’s significant structures published, but noted that creating the design guidelines have an appeal because it is an area of personal interest for him.

Chair Donaway encouraged the formation of subcommittees as a way to keep meetings brief, provide opportunity for Board members to work on subjects of interest to the individual, and potentially attract new members. Chair Donaway proposed that the Board pursue both the tour and the guidelines with the hopes that new board members will be able to take on some of the work load. In lieu of dropping the tour, she asked the Board to consider not hosting Orange City Memory Day this year. Members Marsolek and Eidel voiced support for hosting Memory Day again, but suggested it be moved to a later date. A discussion followed as to what date would be best. The Board agreed to move Orange City Memory Day from August 16, 2018 to February 21, 2019. The Board then agreed to form a subcommittee for creation of the Design Guidelines. Member Eidel asked staff’s opinion about making Design Guidelines. Mrs. Reading noted that professionally developed design guidelines may be too expensive to get City Council support. However, the Board could work independently to develop a set of guidelines on its own. Chair Donaway concurred, but cautioned that the work produced must exhibit professionalism and accuracy. Members Donaway, Marsolek and Eidel volunteered to work on the Design Guidelines Subcommittee, with the first objective to create a working outline for the content.

B. Board Member Reappointments

Mrs. Reading summarized the discussion item, noting the terms for Members Marsolek and Cobb will end on July 24, 2018. At the May 2018 meeting, Member Jones voiced her desire to resign from the Board as soon as someone was available to take her place. Staff requested Members
Marsolek and Cobb to give notice of intent to be reappointed. Member Marsolek said he has been on the Board for a long time and finds value in the Board. However, he would only serve one more year. Member Cobb emailed staff prior to the meeting to request reappointment and apologized for the lengthy absence due to conflicting personal responsibilities that have her out of state. Chair Donaway excused Member Cobb's absences, applauded her enthusiasm for historic preservation, and voiced support for her reappointment. Member Eidel suggested she be permitted to participate in the meeting through conference phone call. Staff encouraged the Board to reach out to people they know who might be interested in serving on the Board. A discussion followed about the general process for appointment and the responsibilities of the Board.

6. STAFF/BOARD COMMENTS

Member Donaway shared the news article she wrote about the historic Shuffleboard Club. Mrs. Reading suggested adding contact information for the City Parks & Recreation Department. The Chair called for a volunteer to write the Fall Newsletter article. Member Marsolek volunteered to write it and suggested an article about the railroad. Mrs. Reading suggested an article about painting P.C. Wellmaker's owl and other pranks kids pulled on Halloween.

Mrs. Reading shared a news article about Orange City's 50th Birthday and a photo from a Chicago newspaper of Dr. Frances Dickinson and her brother Albert. In the photo, Dr. Dickinson is seated in a plane that would fly her to Florida. The flight made national headlines because she was 72 years old at the time. A few years later Dr. Frances Dickinson established the Betsy Ross Airport in Orange City. Mrs. Reading noted she is making slow progress on obtaining any new designs for the Historic District Banners. Member Eidel stated he would like to come to a decision on the banners at the next meeting. Member Marsolek expressed concern that visitors to Blue Spring State Park do not have any direction to Orange City’s Shopping District.

7. CITIZEN COMMENTS

None

8. ADJOURNMENT

With 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 5:45 pm.

RESPECTFULLY SUBMITTED:

Kimberly Reading
City of Orange City, Planner

APPROVED ON

July 19, 2018