MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD
REGULAR MEETING, held on Thursday, September 20, 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 4:05 p.m., and roll call was taken.

2. ROLL CALL
PRESENT: Chairman Kerry Donaway, Vice-Chair Ted Marsolek, Tom Eidel, and Donna Cobb; City
Staff: Kimberly Reading (Planner I), Becky Mendez (Development Services Director); ABSENT: Skip
Scipioni

3. APPROVAL OF MINUTES
   A. Minutes dated August 16, 2018
   Member Cobb made a motion to approve the minutes of August 16, 2018 as
   presented, seconded by Member Marsolek and passed by a unanimous roll call
   vote.

4. OLD BUSINESS
   A. Historic District Banners
   Staff presented a banner proof from the vendor using old artwork for the cupola. Staff previously
   noted the art did not accurately represent the cupola and asked the vendor to prepare a new design.
   The new cupola art was not ready in time for the meeting, but the vendor prepared a conceptual
   banner for discussion. The vendor also provided a sample of the banner material with various color
   options for the Board’s selection. The Board compared the proposed banner to the existing banner
   and unanimously determined to ask the vendor to use the cupola image from the watermark artwork
   in the existing banners. The Board then discussed the color options unanimously selecting color
   number 1675, a burnt orange color. The Board discussed in depth the scale of the cupola on the
   banner, the detail of the weather vane and clock, and the wording on the banner. The Board asked to
   remove the text “National Register of Historic Places” and increase the “Est. 1882” text to the same
   size as the “Historic District” text. Everyone liked the font and agreed that the weather vane and
   clock need to be discernable. The board reviewed the revised estimate and the timeframe to have the
   banner delivered. The Board unanimously agreed to allow staff to make decision about the new
   cupola artwork, bringing a decision to the Board if there are any concerns.

   B. Historic Walking Tour - Updates
   Chair Donaway directed the Board to update the list of historic sites reassigning former Member
   Jones’s sites to Members Cobb and Scipioni. Staff will send out the update as discussed. Member
   Marsolek entered a draft entry for all of his assigned sites. The Board reviewed the draft entries and
   applauded his hard work. Staff will review the draft entries submitted for the next meeting.
C. Orange City Memory Day February 21, 2019 – Planning Update
Chair Donaway shared a draft letter she prepared to be mailed to historic property owners inviting them to attend Memory Day 2019. Staff asked for clarification as to who to the letter would be sent to. Chair Donaway expressed that the letter is directed to historic property owners, both commercial and residential. The Board will take the post cards and flyers to specific businesses that may wish to participate with a display. If the date draws near and there has not been a good response to the invitations, the Board will pursue individual participants as needed. Chair Donaway will revise the letter for the next meeting. Chair Donaway asked staff to see if the Police and Fire explorers would be available to present a table. Chair Donaway asked to save the date to include the antique Fire Truck at the event also.

D. Design Guidelines - Update
Staff introduced the agenda item noting that the Board has elected to self-produce a set of design guidelines. The Board set a subcommittee consisting of Members Donaway, Cobb, and Marsolek. Member Marsolek found the Lake Helen Design Guidelines while researching architectural styles for his walking tour entries. He recommended the Board consider creating a similar set of guidelines. A general discussion followed about the positive aspects of the Lake Helen website. Staff expressed concern for the cost and time to produce a similar product. Member Cobb volunteered to create a template to use in a similar format. Chair Donaway expressed her excitement for the project and anticipated outcome, which will allow the Board to respond with a true resource to citizenry inquiry for guidance.

E. Preservation Awards Program
Mrs. Reading introduced the agenda item, noting the Board directed Staff to make a draft program outline for a preservation award program using the positive aspects of the samples provided for further discussion. Chair Donaway asked to clarify what was decided at the last meeting for the awards. Staff noted that the Board discussed two separate items: the Preservation Awards and the Historic Marker Program. Staff noted the Board did not make a decision about the specific preservation award(s) that would be given, but did decided to follow the general format from the City of Orlando. In the end, the Historic Marker discussion overlapped in some areas with the proposed Preservation Awards, particularly when it came to giving a plaque to a home that has celebrated a centennial anniversary. Chair Donaway suggested the two should be combined and the Board should establish just one award a year, increasing the number given if the program becomes more popular. Member Marsolek suggested the centennial award be reserved for a bi-annual event. Mrs. Mendez stated her understanding of the minutes was that the programs were going to be combined and that the Board already requested a budget item of $800.00 to fund the markers. Mrs. Reading noted the awards were discussed first, intended as to be small gesture to recognize the hard work of community members actively preserving their properties. The marker program was discussed second as a way to recognize specific properties listed on the local register of historic
places. Member Marsolek voiced his opinion that the minutes reflected the two programs were intended to be separate. Member Cobb asked to table the discussion to the next meeting. Member Eidel asked for clarification on what the Board will be considering at the next meeting. Chair Donaway asked the Board to consider whether or not to have the two programs remain separate or unite into one award. Mrs. Mendez asked to consider the number of eligible properties actively undergoing preservation each year. Due to the late hour, Chair Donaway tabled the discussion.

F. Newsletter Article – Halloween Memory
Staff received the article from Member Marsolek prior to the meeting. Staff has submitted the article to the city’s Public Information Officer. Member Marsolek read the article to the Board and it was well received.

5. NEW BUSINESS
G. CRA Façade Improvement Grant Cycle 2018/2019 Cycle – Discussion
Staff opened the discussion by noting the application is on the city website and the city will begin accepting applications October 1st. Chair Donaway stated the Board previously expressed a desire to support the Façade Grant Program by encouraging historic property owners to participate. She drew attention to the fact that National Register Historic Residential properties are eligible for the Grant. Staff clarified that NRH residential properties are only eligible if they are in the CRA. A discussion followed about which properties would meet eligibility criteria for the CRA grant and the best way to inform them about the grant.

Chair Donaway suggested mailing information about the grant with the invitation to participate in the Memory Day event. Mrs. Reading recommended a more targeted approach to business and residents for the grant, because the criteria limits eligibility to properties in a high traffic visibility area. Mrs. Mendez recommended reaching out to all businesses in the historic area, particularly along Volusia Avenue. It was decided that the Façade Improvement Grant information will accompany the Memory Day invitation letter being mailed to all contributing properties in the historic district. Member Marsolek will prepare a draft letter about the grant for the next meeting. Mrs. Mendez would like the Historic Preservation Board to be a champion for the city reaching out to commercial property owners in the historic area. Member Eidel asked staff to make a list of the businesses to approach with the grant information. Chair Donaway recommended posting flyers for the Memory Day event at the same time.

Chair Donaway received a call from Harley Strickland Jr. expressing concern for the preservation of a historic structure on Cherokee Avenue, a former historic church and now a residence. Chair Donaway suggested the property may be eligible for the Façade Improvement Grant. Staff determined the residential structure is not in the Historic District and is therefore, not eligible. If the structure is converted into a commercial or public structure, it may become eligible.
6. **STAFF/BOARD COMMENTS**

Mrs. Reading informed the Board that the State is installing a Historic Marker on S. Volusia Avenue in October. The Board is invited to attend a 1:30pm reception at the Melissa Dickinson Memorial Library on October 18, 2018. Mrs. Reading notified the Board about two building permits received this week for 128 N. Oak Avenue and 410 S. Orange Avenue that may be included in the next meeting agenda.

Chair Donaway stated that although the minutes of the August meeting recorded a unanimous vote to use Image Works to make the banners, she needed to clarify that she did not vote in favor, rather she did vote at all. At the time, she did not recall the procedures from Robert’s Rule of Order in calling for opposing votes, which would have recorded her ‘no’ vote. She was not going to call for a re-vote but wanted to affirm her position for the record that she was not in favor of using that vendor. She supports the majority vote of the Board and hopes that the vendor will come through for the Board.

7. **CITIZEN COMMENTS**

None

8. **ADJOURNMENT**

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

Member Cobb made a motion to adjourn, seconded by Member Marsolek. The motioned passed by unanimous vote. The meeting adjourned at 6:36 pm.

**RESPECTFULLY SUBMITTED:**

Kimberly Reading
City of Orange City, Planner

**APPROVED ON**

Oct. 18, 2018