MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD
REGULAR MEETING, held on Thursday, October 18, 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 4:08 p.m., and roll call was taken.

2. ROLL CALL
PRESENT: Chairman Kerry Donaway, Vice-Chair Ted Marsolek, and Emil Scipioni; City Staff:
Kimberly Reading (Planner 1), Joseph Ruiz (Senior Planner); ABSENT: Tom Eidel and Donna Cobb;
CITIZEN(S): Steven Sanders

3. APPROVAL OF MINUTES
   A. Minutes dated September 20, 2018
      Member Scipioni questioned if line 21 of page 1 of 4, which reads “noted the art did accurately…” should read “noted the art did not accurately…” Staff confirmed.
      Member Marsolek made a motion to approve the minutes of September 20, 2018 as amended, seconded by Member Scipioni and passed by a unanimous roll call vote.

4. OLD BUSINESS
   A. Historic District Banners
      Mrs. Reading gave a brief introduction of the agenda item. At the last meeting, the Board instructed staff to purchase banners based on a design selected by the Board. Staff worked with the vendor to obtain a satisfactory design. Staff submitted the banner to the Board for approval. The Board voted by email (4-1) in favor of the design. Member Marsolek noted he gave a dissenting vote because he thought the design appeared sloppy. Chair Donaway noted she thought it was too abstract, but voted in favor of the design so the Board did not miss out on funds from the 2017/2018 budget. Staff noted the funds are encumbered with a purchase order and the Board has a brief amount of time work with vendor to come up with an acceptable design. Citizen Steven Sanders interjected a negative opinion of the cupola design and raised several questions about the Board’s process in selecting the design choice, the vendor and the banner quality. Staff responded explaining the process and considerations the Board had made leading up to this point. Chair Donaway thanked Mr. Sanders for his interest in the subject and replied that the Board had considered all of these factors, and more, for over a year before proceeding with a purchase order. Chair Donaway asked if the Board supported directing staff to take the design back to the vendor to make the design a little less abstract. Members Marsolek and Scipioni agreed.

   B. Historic Walking Tour - Updates
      Mrs. Reading introduced the agenda item and the need for an improved walking tour that includes more diverse resources. She informed Member Scipioni that he has been assigned multiple sites that...
will require him to prepare a short historical narrative about the site. Citizen Steven Sanders stated he liked the idea of using a web app to connect to millennials. He suggested the Board explore the updated Pokemon Go app feature that incorporates historic sites to the program and Google 360 images to the sites. Member Scipioni asked for assistance in locating information in the historical sites he is responsible for. Member Marsolek stated he use the book Our Story of Orange City, Florida for most of his research. Staff offered to provide assistance after the meeting. Mrs. Reading opened the Clio.com website to quickly review new draft entries submitted by the Board, noting additional drafts have been submitted Member Marsolek. Staff requested the Board to review and approve a final draft of the letter going out to historic property owners on the tour. Minor modifications were discussed and approved. The letter will be sent out this month.

C. Orange City Memory Day February 21, 2019 – Planning Update
Mrs. Reading gave a brief overview of the project timeline for the 2019 event. Chair Donaway asked staff to transfer the Memory Day invitation from the last meeting to the letterhead used for the walking tour so that Board communication is consistent. Chair Donaway noted she invited Dale Atchley to present at Memory Day. Mrs. Reading stated she invited council member Bill Crippen to be a presenter.

D. Design Guidelines - Update
Chair Donaway introduced the agenda item as a project the Board has worked on for several months. She noted that Becky Mendez was able to obtain permission from Lake Helen to reproduce their guidelines and acquired the template for the Board to use. The Board expressed their appreciation for her effort. Staff noted that some modifications will be necessary to the layout and design, but overall having this template is going to be a significant time saver. Chair Donaway stated she would review the templates and schedule a subcommittee meeting to go over the modifications.

E. 2018 Goal: Creation of Preservation Awards & Historic Marker Program - Discussion
Mrs. Reading introduced the agenda item addressing the Board’s decision to establish a preservation award program. Noting that the last meeting yielded evidence that the discussion of the Preservation Award program and the Historic Marker program at the September meeting caused confusion. Mrs. Reading outlined the concerns expressed at the previous meeting including the number of eligible properties actively undergoing preservation each year. Mrs. Reading gave a brief summary of the two draft programs. Chair Donaway thanked staff for the summary and noted the programs, as drafted, are distinctly separate, but asked if Orange City could support two separate programs. A discussion followed about the various ways to combine the programs. Chair Donaway asked if a certificate was appropriate for preservation awards, or if a plaque would be a better incentive. She suggested having one plaque design that is available for purchase to qualifying properties, but if recognized by the Board for preservation efforts, it would be provided for free as an award. Member Scipioni asked if the criteria for award and for purchasing would be the same. Member Marsolek suggested the same plaque be produced in two different colors do differentiate the way the plaques
were obtained. Mrs. Reading noted that the Preservation Ordinance also provides the City Manager with authority with place historic markers on properties listed on the local register. Chair Donaway asked staff to get pricing for two different marker designs for the next meeting.

5. **NEW BUSINESS**

   **F. 2019 Planning and Goal Setting**

   Chair Donaway, noting the late hour, asked for the Board to consider tabling this agenda item to the next meeting.

   Member Marsolek made a motion to table the 2019 Planning and Goal Setting discussion to the November 15th meeting, seconded by Member Scipioni and passed by a unanimous roll call vote.

6. **STAFF/BOARD COMMENTS**

   Mrs. Reading noted she forgot to include the CRA Façade Improvement Grant item to the Old Business. Chair Donaway asked to have the letter for distribution and the map of the CRA area ready for the next meeting. Mrs. Reading thanked the Board for attending the Amos Atchley Memorial Highway dedication reception. Member Scipioni noted he will be participating in the City Halloween Block Party. Member Marsolek brought up the idea of hosting a Zombie Walk next year at Mill Lake. He shared a sample of event rules from other locations were this type of event takes place. He wanted to attract a new audience to the historic area through a charity walk followed by a movie in the park. Mrs. Reading liked the idea promoting the historic walking tour by walking around Mill Lake. She also gave her thought that the event would need to be held on a different night than the Halloween Block Party for staffing reasons and to not compete with the Block Party. Mr. Ruiz recommended local business to sponsor the event. Chair Donaway asked to consider this recommendation during the Planning and Goal Setting session at the next meeting.

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 Scipioni. The motioned passed by unanimous vote. The meeting adjourned at 6:10 pm.

RESPECTFULLY SUBMITTED:  

APPROVED ON

Kimberly Reading
City of Orange City, Planner

12.30.18