MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD
REGULAR MEETING, held on Thursday, August 19, 2019 at 5:00 p.m. in the Development Services Department Conference Room at City Hall, 205 E. Graves Avenue, Orange City, Florida.

1. CALL TO ORDER
Chair Cobb called the meeting to order at 4:59 p.m. Roll call was taken.

2. ROLL CALL
PRESENT: Chair - Donna Cobb, Vice Chair - Tom Eidel, Ted Marsolek and Nicki Burke; City Staff: Kimberly Reading (Planner 1), Carol McFarlane (City Planner); ABSENT: None.

3. APPROVAL OF MINUTES
  Dated June 20, 2019
  Dated July 18, 2019

Chair Cobb called for any corrections to the minutes. Hearing, none, the minutes stand approved as submitted.

4. NEW BUSINESS
   A. RESB-10-18-18884: a building permit application for Distinguished Development and Contracting, Inc. to allow the partial demolition of a designated historic residential structure on the property identified as parcel number 8011-08-13-0010 on 0.61 acres, located at 301 N. Oak Ave. in the Office Transitional (OT) zoning classification.

   PRESENT: Lauren Casper, Sandra and Bob Wilson, representatives of Otter Creek Stables, LLC, 301 N. Oak Avenue

Mrs. Reading gave a brief description of the project, explaining that the building permit request is to allow the partial demolition of a designated historic resource in the Orange City Historic District. The owner is seeking approval for demolition of a chimney, partial demolition followed by a change in configuration of two sash windows in the kitchen, demolition followed by change in configuration of a first floor bathroom window, demolition of a detached garage, and demolition of a raised concrete patio from the rear of the structure. A discussion of each request followed.

1. Request to demolish an obsolete chimney located in the kitchen.
   Member Burke made a motion to approve demolition of the entire chimney, seconded by Member Marsolek and passed by a unanimous vote.

2. Request to allow partial demolition of two sash windows in the proposed kitchen.
   Member Marsolek made a motion to approve partial demolition of two windows by removing the lower sash only, maintaining the upper sash (3 light window) and the existing profile of the window, seconded by Member Burke and passed by a unanimous vote.
3. Demotion and relocation of a bathroom window on the north façade.

   Member Marsolek made a motion to approve demolition of one bathroom window followed by relocation, the replacement window to be constructed of wood, matching the original windows in profile and scale and shall match the historic reveal of the original windows, seconded by Member Eidel and passed by a unanimous vote.

4. Demolition of a detached garage

   Member Eidel made a motion to approve demolition of the detached garage with the following conditions:
   a. The proposed carport, per submittal dated August 5, 2019, or another historically compatible parking structure shall be built;
   b. The existing garage siding shall be repurposed for repairs/alterations to the principle structure, where possible; and
   c. The owner shall provide salvage opportunity of remaining materials from the garage.

   The motion was seconded by Member Marsolek and passed by a unanimous vote.

5. Demolition of Concrete Patio.

   Member Marsolek made a motion to approve demolition of raised slab after-the-fact with the condition that the proposed carport and wooden steps, or other compatible access structure, be constructed at the rear of the building, seconded by Member Burke and passed by a unanimous vote.

The Board further discussed the potential to salvage the chimney brick and repurpose them around the proposed carport columns. The Board also emphasized the saw-tooth shingles that have already been removed from the dormers must be replaced with matching shingles, and that remaining original shingles along the gabled ends shall be preserved, where possible. Member Eidel encouraged the applicant to prime the exposed wood soon after removing old paint to prevent undue moisture from penetrating the wood, which can cause swelling or other unwanted damage.

Mr. Wilson thanked the Board for working with them to rehabilitate the structure. Ms. Casper asked when they would have a building permit. Mrs. Reading explained that although the Historic Board has approved the proposed demolition to the historic structure, the Building Department has not reviewed plans for the proposed alterations. No permit can be issued to the new contractor until staff has a set of building plans to review. There has been a lot of activity on the site without permitting. Staff recommends no further work take place until a full set of building plans are approved by the Building Official.

5. OLD BUSINESS
A. Historic Walking Tour - Update

Mrs. Reading gave a brief update of the status of the walking tour entries, noting that five sites have not been created, five sites are complete, eight sites are ready for review and nineteen are still in draft form. Suggestions moving forward include postponing the presentation to City Council until tour is complete, hopefully in time for the Holidays. A suggestion was made to have historic houses use luminaries for the holiday tour. Chair Cobb asked if the Board had a budget to purchase luminaries. Mrs. Reading did not have information on the budget, but would have that information for the next meeting. Staff recommended the Board continue to work on completing site entries. She further stated the Board may need to make a hard choice to remove some sites from the tour if relevant information is not available. Chair Cobb stated she would be willing to help finish the sites that Member Scipioni was responsible to complete.

6. STAFF/BOARD COMMENTS

Chair Cobb asked if the Board will go to business owners in the Historic Area to promote the CRA Grant this year. Mrs. Reading said that she has not heard yet, but staff will try to have an answer at the next meeting. Staff asked if the Board wanted a booth at the Halloween Block party as previously discussed. A discussion followed about buying candy for the event and if there was a budget for candy. The Board did not request funds for candy, but staff will confirm for the next meeting. A suggestion was made to tend the City booth and perhaps hand out a flyer about the walking tour. Chair Cobb asked if anyone had found a ride for the Christmas Parade. The suggestion was that the Board would walk carrying the banner or they need to find a pickup truck to ride in.

Mrs. Reading informed the Board that the City is changing the Holiday celebration due to construction on Holly Avenue. The Christmas Village will not take place this year. There were questions about changes to the parade route, which she did not have enough information to answer at that time. Mrs. Reading shared that she hoped a new member will be appointed to fill the vacancy on the Board at the August 27, 2019 meeting of City Council.

Mrs. McFarlane spoke about the property at 257 S. Volusia Avenue, known as the Dickinson house. She summarized a history of the site since the main structure was damaged by fire in February 2017. Recently, property owner, Mr. Ramirez has failed secure or protect the fire damaged structure from rain and the elements allowing the tarp to deteriorate or be blown away. At this time, Code Enforcement is able to proceed with code enforcement action for violation of the City’s Property Maintenance ordinance. Before that occurs, staff wanted to know if the Historic Preservation Board would like to entertain a Demolition by Neglect violation. Mrs. McFarlane explained that the finding of Demolition of Neglect would start code enforcement proceedings under that specific code section. Mrs. Reading summarized the process for finding a property in the course of being demolished by neglect. At that meeting, the Board shall present ways to improve the condition of the property. It is also an opportunity to convey the significance of the site, share funding opportunities that may be available, and encourage the owner to take action to save the property.
Member Eidel made a motion to make a finding of Demolition by neglect for the property at 257 S. Volusia Avenue and to request the owner to attend the September meeting of the Orange City Historic Preservation Board, seconded by Member Burke. The motioned passed by unanimous vote.

7. CITIZEN COMMENTS

Anthony Pupello, 702 Montclair Terrace, thanked the Board for what they do serving Orange City. Mr. Pupello encouraged the Board to make a request for budgetary needs as soon as possible. City Council makes the final decision about the budget, but they cannot give funds for something they are not aware of. The Board, as a function of the government, should have some spending money to maintain and create awareness of the purpose of the Board. Mrs. McFarlane suggested a one-page line-item budget for events the Board may want to participate in during the coming year. Chair Cobb said she would prepare and send a proposed budget to staff for discussion before the mini-budget workshop on September 10, 2019.

8. ADJOURNMENT

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

Member Marsolek made a motion to adjourn, seconded by Member Burke.

The motioned passed by unanimous vote. The meeting adjourned at 6:53 pm.

RESPECTFULLY SUBMITTED:  

Kimberly Reading  
City of Orange City, Planner

APPROVED ON  

September 19, 2019