

1 **MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD**
2 **REGULAR MEETING**, held on Thursday, December 17, 2020 at 5:03 p.m. in Council Chambers, 201
3 N. Holly Avenue, Orange City, Florida.
4

5 **1. CALL TO ORDER**

6 Chair Donna Cobb called the meeting to order at 5:03 p.m. The Pledge of Allegiance was recited followed
7 by roll call.
8

9 **2. ROLL CALL**

0 **PHYSICALLY PRESENT:** Chair Donna Cobb; Vice Chair Tom Eidel; Member Shawn Pupello;
1 Member James Nolan; Senior Planner Kimberly Reading and Planner I Renee Moody **Absent:** Members
2 Daniel Mendoza
3

4 **3. APPROVAL OF MINUTES**

5 Dated November 19, 2020

6 James Nolan noted the minutes do not reflect that he left the meeting early and asked that this be reflected
7 in the minutes accordingly.

8 **Vice Chair Tom Eidel made a motion to approve the minutes dated November**
9 **19, 2020 as amended, seconded by Member James Nolan. The motioned passed**
0 **by unanimous vote.**
1

2 **4. NEW BUSINESS**

3
4 **A. Election of Officers for 2021**

5 Chair Cobb introduced the agenda item, calling for nominations for Chair. Member Nolan nominated
6 Donna Cobb. Hearing no other nominations, Donna Cobb accepted and was re-elected as Chair.
7 Chair Cobb called for nominations for Vice Chair. Chair Cobb nominated Vice Chair Tom Eidel.
8 Hearing no other nominations Vice Chair Eidel accepted the appointment and was re-elected as Vice
9 Chair.
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1 **B. 2020 Goals of the Orange City Historic Preservation Board**

2 Chair Cobb introduced the agenda item, and began reviewing the 2020 goals for the Historic
3 Preservation Board. The Board discussed their accomplishments of 2020 including completion of
4 Phase 1 of the walking tour, the historic property at 258 E. Graves Avenue was a Façade Grant
5 recipient, and establishing a historic marker program.
6

7 Goal 1, to promote and foster awareness of historic preservation programs in Orange City, part "A"
8 was not accomplished due to the start of the Covid-19 pandemic. Mrs. Reading explained the
9 publishing cycle for the city newsletter, general guidelines for articles and some examples of past
0 articles for the benefit of the new Board members. Chair Cobb requested that Mrs. Reading provide

1 the list of past articles, which she maintains, for the Board's reference.
2

3 Regarding part "C", Chair Cobb proposed working towards completing the next phase of the Walking
4 Tour and updating the brochure to include new tour sites and the Clio link. Concerning part "D", Mrs.
5 Reading informed the Board that the terms of the CRA Façade Improvement grant were amended
6 earlier in the year to allow applications to be submitted at any time throughout the year. As the grant
7 is currently ongoing and there is potential to expand knowledge of the program to the benefit of the
8 historic district this item will remain on the list of goals.
9

0 Regarding goal 2 part "A", Chair Cobb emphasized the need to begin planning as no plans have thus
1 far been made for the 2021 celebration. Mrs. Reading suggested that planning be scheduled for a
2 future date and reminded the Board that Covid-19 Pandemic restrictions are on-going. She shared the
3 recommendation of Ted Marsolek ,using the Historic Walking Tour may help manage things such as
4 social distancing while also encouraging community engagement within the historic area. Vice Chair
5 Eidel added the suggestion to include individuals dressed in period appropriate attire stationed in key
6 locations on the tour to provide information to citizens during the event. Chair Cobb encouraged the
7 Board to continue thinking and during the January 2021 meeting more planning details would be
8 discussed.
9

0 In line with goal 2, Mrs. Reading informed the Board that the city has archives of which the Board
1 may participate in developing a preservation plan in 2021.
2

3 Regarding goal 3, Vice Chair Eidel asked if the Historic Preservation Board could encourage new
4 home owners within the Historic District to preserve historically significance features of their
5 property, including buildings, trees, fences, sidewalks, etc., or encourage new construction keeping
6 in character with the existing structures in the historic district. Mrs. Reading explained the limits to
7 the current ordinance, suggesting that a Local Historic District is usually the way to make sure these
8 things occur. She stated that an amendment of the ordinance may be possible, but would require that
9 the Board obtain citizen support for desired changes to the ordinance. Alternatively, the Board may
0 publish an "advisory" document to for property owners to help generate interest and foster
1 preservation. A new goal was created under objective 4 to examine the viability of creating a local
2 historic district was added to the goals for 2021.
3

4 For goal 3 part "C" to complete Florida Master Site File for the Good Shepard Monastery, chair Cobb
5 will have completed for the January 2021 meeting. Goal 3 part "D" to establish an Award Program
6 recognizing local preservation partners, was not completed. The item will remain as a 2021 goal and
7 Mrs. Reading will provide the existing draft of the Award Program for discussion at the February or
8 March 2021 meeting.
9

0 Regarding goal 4 Part "A", for the development of design standards, Chair Cobb offered to provide

1 her work in progress at the January meeting for discussion.

2
3 Member Nolan expressed concern regarding how the Historic Marker Program will be marketed as a
4 2021 goal. It was his understanding that letters would be issued to owners of historic homes inviting
5 them to apply for the program, and that a door-to-door informational campaign might be organized.
6 Mrs. Reading suggested that attention be focused on properties currently on the Historic Walking
7 Tour. The owners of these properties may be approached about the Marker Program in conjunction
8 with organizing a Memory Day event around the Walking Tour. Concern was also expressed
9 regarding funding of markers. Mrs. Reading suggested looking into creating a fund, which citizens
0 and/or sponsors could contribute to in order to help offset some of the costs to home owners for the
1 markers should the need arise. The Board was receptive to this idea and it was added to considerations
2 to be addressed at a later meeting.

3
4 The Board agreed that incomplete and reoccurring items will be added to the 2021 Goals. Staff will
5 prepare the 2020 summary and 2021 goals as discussed for the next meeting.

6 7 **5. OLD BUSINESS**

8 9 **A. Historic Walking Tour Launch Phase Two**

0 Chair Cobb introduced the item and deferred to Mrs. Reading. Mrs. Reading invited the Board to
1 consult her as needed and verbally confirmed that the Board knew which sites they were researching.
2 Board members will supply drafts if possible at the January meeting and discuss next steps moving
3 for forward at that time.

4 5 6 **6. STAFF/BOARD COMMENTS**

7
8 Mrs. Reading confirmed with the Board that they had been supplied with their score cards for the
9 Lighting Contest and that they understood how the scoring works and when to return the cards. Board
0 members were also made aware of a map provided by GIS staff which contained an entry which was
1 not located within the city limits and thus cannot be counted as part of the contest.

2
3 Mrs. Reading recognized Member Pupello for helping in the sale of 314 E. Cherokee, a historic
4 property which the new owners seem eager to work toward protecting. Mrs. Reading also recognized
5 other potential preservation projects for 2021 including the mixed use building located at 238 E.
6 Graves, the Heritage Inn located at 300 S. Volusia Ave. and 239 and 257 S. Volusia Ave, which could
7 potentially include a public hearing for the Board to review.

8
9 Mrs. Reading also express that in the January meeting the concerns regarding the by-laws governing
0 excused and unexcused absences of Board members would be discussed.

1
2 Member Pupello left the meeting.

3
4 Member Nolan inquired about progress in scheduling a member of Public Works staff to discuss trees
5 in the right-of-way. Mrs. Reading expressed that it may be possible to schedule a speaker for one of
6 the early 2021 meetings. Vice Chair Eidel inquired about approaching the City Council concerning
7 using Tree Bank funds to trim trees in the right-of-way in the Historic District. Mrs. Reading
8 expressed that meeting with Public Works would facilitate a conversation concerning how to
9 approach tree maintenance and preservation in the right-of-way in general; however, residents are
0 always welcome to express concerns, including about trees, to the City Council. Mrs. Reading will
1 continue to work towards scheduling someone from Public Works to attend one of the early 2021
2 meetings to help move forward on the tree maintenance concerns.

3
4 Chair Cobb expressed concern about the fading banners. Mrs. Reading informed the Board that the
5 city has possession of the art for the banners for when the Board is ready to pursue replacing them
6 with a more durable product

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9 **7. CITIZEN COMMENTS**

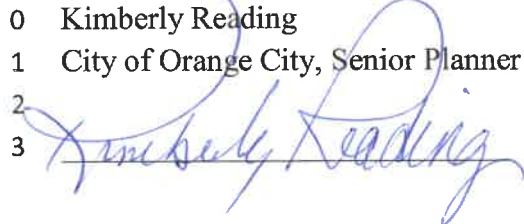
0
1 NONE

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3 **8. ADJOURNMENT**

4 With there being no further business, Chair Cobb called for a motion to adjourn.
5 **Chair Donna Cobb called for any further comments hearing none the meeting**
6 **adjourned at 6:48 pm.**

7
8 **RESPECTFULLY SUBMITTED:**

9
0 Kimberly Reading
1 City of Orange City, Senior Planner

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APPROVED ON

