

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

4
5 **1. CALL TO ORDER**

6 Chair Cobb called the meeting to order at 4:59 p.m. Roll call was taken.

7
8 **2. ROLL CALL**

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

1
2 **3. APPROVAL OF MINUTES**

3 Dated June 20, 2019

4 Dated July 18, 2019

5
6 Chair Cobb called for any corrections to the minutes. Hearing, none, the minutes stand approved as
7 submitted.

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9 **4. NEW BUSINESS**

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

4
5 **PRESENT:** Lauren Casper, Sandra and Bob Wilson, representatives of Otter Creek Stables, LLC,
6 301 N. Oak Avenue

7
8 Mrs. Reading gave a brief description of the project, explaining that the building permit request is to
9 allow the partial demolition of a designated historic resource in the Orange City Historic District. The
0 owner is seeking approval for demolition of a chimney, partial demolition followed by a change in
1 configuration of two sash windows in the kitchen, demolition followed by change in configuration of
2 a first floor bathroom window, demolition of a detached garage, and demolition of a raised concrete
3 patio from the rear of the structure. A discussion of each request followed.

4
5 1. Request to demolish an obsolete chimney located in the kitchen.

6 **Member Burke made a motion to approve demolition of the entire chimney,**
7 **seconded by Member Marsolek and passed by a unanimous vote.**

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9 2. Request to allow partial demolition of two sash windows in the proposed kitchen.

0 **Member Marsolek made a motion to approve partial demolition of two windows**
1 **by removing the lower sash only, maintaining the upper sash (3 light window)**
2 **and the existing profile of the window, seconded by Member Burke and passed**
3 **by a unanimous vote.**

1
2 3. Demotion and relocation of a bathroom window on the north façade.

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

8 4. Demolition of a detached garage

9 **Member Eidel made a motion to approve demolition of the detached garage with**
0 **the following conditions:**

- 1 **a. The proposed carport, per submittal dated August 5, 2019, or another**
- 2 **historically compatible parking structure shall be built;**
- 3 **b. The existing garage siding shall be repurposed for repairs/alterations to the**
- 4 **principle structure, where possible; and**
- 5 **c. The owner shall provide salvage opportunity of remaining materials from**
- 6 **the garage.**

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

9 5. Demolition of Concrete Patio.

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

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

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

8 **5. OLD BUSINESS**

1 A. Historic Walking Tour - Update

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

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3 **6. STAFF/BOARD COMMENTS**

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

2
3 Mrs. Reading informed the Board that the City is changing the Holiday celebration due to
4 construction on Holly Avenue. The Christmas Village will not take place this year. There were
5 questions about changes to the parade route, which she did not have enough information to answer
6 at that time. Mrs. Reading shared that she hoped a new member will be appointed to fill the vacancy
7 on the Board at the August 27, 2019 meeting of City Council.

8
9 Mrs. McFarlane spoke about the property at 257 S. Volusia Avenue, known as the Dickinson house.
0 She summarized a history of the site since the main structure was damaged by fire in February 2017.
1 Recently, property owner, Mr. Ramirez has failed secure or protect the fire damaged structure from
2 rain and the elements allowing the tarp to deteriorate or be blown away. At this time, Code
3 Enforcement is able to proceed with code enforcement action for violation of the City's Property
4 Maintenance ordinance. Before that occurs, staff wanted to know if the Historic Preservation Board
5 would like to entertain a Demolition by Neglect violation. Mrs. McFarlane explained that the finding
6 of Demolition of Neglect would start code enforcement proceedings under that specific code section.
7 Mrs. Reading summarized the process for finding a property in the course of being demolished by
8 neglect. At that meeting, the Board shall present ways to improve the condition of the property. It is
9 also an opportunity to convey the significance of the site, share funding opportunities that may be
0 available, and encourage the owner to take action to save the property.

1 **Member Eidel made a motion to make a finding of Demolition by neglect for the**
 2 **property at 257 S. Volusia Avenue and to request the owner to attend the**
 3 **September meeting of the Orange City Historic Preservation Board, seconded**
 4 **by Member Burke. The motioned passed by unanimous vote.**

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 6 **7. CITIZEN COMMENTS**

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

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 6 **8. ADJOURNMENT**

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

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

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

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 1
 2 **RESPECTFULLY SUBMITTED:**

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 4 Kimberly Reading
 5 City of Orange City, Planner

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APPROVED ON

