

**MINUTES OF THE CITY OF ORANGE CITY HISTORIC PRESERVATION BOARD  
REGULAR MEETING**, held on Thursday, January 21, 2021 at 5:05 p.m. in Council Chambers, 201 N.  
Holly Avenue, Orange City, Florida.

**1. CALL TO ORDER**

Chair Donna Cobb called the meeting to order at 5:05 p.m. The Pledge of Allegiance was recited followed by roll call.

**2. ROLL CALL**

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

Overview of bylaws and absenteeism postponed to the February meeting.

**3. APPROVAL OF MINUTES**

Dated December 17, 2020

**Vice Chair Tom Eidel made a motion to approve the minutes dated December 17, 2020, seconded by Member Nolan. The motioned passed by unanimous vote.**

**4. NEW BUSINESS**

None.

**5. OLD BUSINESS**

**A. 2021 Goals for the Historic Preservation Board**

Chair Cobb introduced the item and informed the Board that staff recommended approval of the 2021 Goals as discussed at the December 17, 2020 meeting. She directed the Board to the goals listed in the meeting agenda to begin discussion of the tasks. It was also confirmed that the newsletter is generally produced quarterly and approximately three articles were produced each year. An article is ready for the 2021 winter newsletter. Member Pupello volunteered to write an article for the spring newsletter.

(Daniel Mendoza entered at 5:18 PM.)

The Board verbally gave updates on their progress and Mrs. Reading offered to help if needed. Chair Cobb requested that draft articles be ready by the February meeting. Mrs. Reading informed the Board that the CRA Board amended the process to allow for applications to be received year around and provided that they are submitted in a timely manner before their quarterly meeting the applications can be approved at the CRA Board quarterly meeting. Mrs. Reading will meet with Director Mendez concerning options for advertising the CRA Grant.

1 The Board discussed planning the bi-annual Orange City Memory Day for 2021. It was the general  
2 consensus of the Board that this year's celebration should take place outside during a cooler month  
3 with a backup plan to host Memory Day in 2022, provided that the necessary funds are available in  
4 the budget and appropriate Covid-19 measures are taken. The Board agreed to postpone further  
5 discussion and planning of Orange City Memory Day until the March meeting. Mrs. Reading will  
6 consult Danielle FitzPatrick, the City's Public Information Officer, concerning what other  
7 municipalities are doing to handle similar special events.

8  
9 It was suggested that a letter be issued to homes within the historic district to invite residents to list  
0 their properties on the City's Local Register of Historic Places and simultaneously inform residents  
1 of the new Historic Marker Program. Further discussion was scheduled for the February meeting.

2  
3 Chair Cobb informed the Board that she has the Florida Master Site File for the Good Shepherd  
4 Monastery nearly complete and will send to Mrs. Reading once complete. Mrs. Reading reminded  
5 the Board that a draft of a Preservation Award Program was previously created recognizing local  
6 preservation partners. It was determined that the draft should be reviewed and a discussion scheduled  
7 for the August meeting.

8  
9 Chair Cobb provided some examples of historic architecture guidelines to help the Board generate  
0 some ideas concerning what should be included in such guidelines to be discussed at a later meeting.

1  
2 **Member Nolan made a motion to approve the 2021 goals as outline, Member**  
3 **Pupello seconded the motion. The motion passed unanimously.**

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

6  
7 Mrs. Reading clarified for the Board that the City is aware that their tree maintenance plan has  
8 deficiencies. The issue has been discussed in the Directors' meeting and Development Services  
9 Director Becky Mendez has requested that maintenance of the area encompassing the walking tour  
0 be prioritized.

1  
2 Mrs. Reading requested that the Board consider holding a special meeting with the new owner of 314  
3 E. Cherokee Avenue concerning a partial demolition of the building. The owner has requested the  
4 Board hear his request before the normally scheduled February meeting. After some discussion  
5 concerning the necessity of a special meeting it was determined by the Board that a special meeting  
6 may be held on February 4, 2021. Staff will coordinate with the applicant and confirm the schedule  
7 with the Board.

8  
9 Member Pupello asked for clarification regarding the Board's ability to discuss the structure at 314  
0 E. Cherokee Avenue. Mrs. Reading stated that Board members cannot discuss Board business outside

of scheduled meetings. However, the house can be visited by Board members, and members may speak with the homeowner. She further stated that members must come to the planned meeting concerning the property without a pre-formed opinion and be open minded to the testimony presented to the Board at that meeting.

Mrs. Reading clarified that payment for Board member shirts with the city logo will be ordered once payment has been received. Payments should be made to Development Services.

Chair Cobb informed the Board that she has offered to purchase and apply a UV protection spray to the remaining Historic District Banners to help protect them from the fading that has occurred to the banners on display currently. Mrs. Reading requested the name of the product and informed Chair Cobb that the Public Works Department would likely apply the UV protectant.

**7. CITIZEN COMMENTS**

Mr. Scipioni, 435 N. Oak Avenue, put forth the idea of the Board having an alternate for the purpose of having a quorum with no voting privileges and enquired about how one would be established. Mrs. Reading expressed that previous Boards had alternates; however, she would need to research how to properly revise the regulations governing the Board to allow for an alternate. He also suggested a future newsletter article concerning the pattern of real estate interest in the historic district. He proposed the title "From Boom to Bust to Boom".

**8. ADJOURNMENT**

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

**Chair Donna Cobb called for any further comments hearing none the meeting adjourned at 6:51 pm.**

**RESPECTFULLY SUBMITTED:**

**APPROVED ON**

Kimberly Reading  
City of Orange City, Senior Planner





