

**MINUTE RECORD OF THE VOLUSIA COUNTY  
HISTORIC PRESERVATION BOARD REGULAR  
MEETING SCHEDULED FOR TUESDAY, JULY 23,  
2019, AT 3:30 P.M, THOMAS C. KELLY COUNTY  
ADMINISTRATION BUILDING, 1<sup>ST</sup> FLOOR TRAINING  
ROOM, 123 WEST INDIANA AVENUE, DELAND, FL.**

**BOARD MEMBERS PRESENT:**

Tom Roberts, Chair  
James “Zach” Zacharias, Vice Chair  
Ronald Howell, Secretary  
Bonda Garrison  
Gregory Holbrook  
Aeriel McCann  
Brian Polk

**STAFF PRESENT:**

Dawn Thomas, Activity Project Manager  
Robert Redd, Cultural Coordinator  
David Stallworth, Historic Preservation Officer  
Michael Rodriguez, Assistant County Attorney

**BOARD MEMBERS ABSENT:**

Oscar W. Brock, Jr.

**I. CALL TO ORDER**

*Chairman Tom Roberts called the meeting to order at  
3:30 PM.*

## **II. ROLL CALL**

*Mr. David Stallworth, Historic Preservation Officer and Recording Secretary, called the roll. Board members Garrison, Howell, Roberts, McCann, Polk and Zacharias were present at time of roll call. Board members Brock and Holbrook were absent. Mr. Stallworth confirmed that a quorum was reached.*

## **III. WELCOME BY CHAIR**

*Chairman Roberts introduced and welcomed new member Aerial McCann to the Board. Ms. McCann then proceeded to brief the Board on her background and work experience. Board Member Holbrook arrived late.*

## **IV. APPROVAL OF MINUTES**

### **A. May 28, 2019 Regular Meeting**

*Board Member Garrison made a motion to approve the minutes as written. Vice Chairman*

*Zacharias seconded the motion. The motion was approved unanimously, 7-0.*

## **V. PUBLIC HEARING**

### **A. ITEMS TO BE CONTINUED OR WITHDRAWN**

*There were no items to be continued or withdrawn.*

### **B. OLD BUSINESS**

*There were no items scheduled for this meeting.*

### **C. NEW BUSINESS**

**A-19-001** – Application of Stephen Adkins for a Certificate of Appropriateness to allow a proposed roof replacement on the residence located at 421 Clark Street, Cassadaga (Assessor's Parcel Number[s]: 8105-07-15-0011).

*Mr. Stallworth introduced the item and provided a brief summary of the request. A PowerPoint with pictures of the residence and the surrounding area*

*accompanied his presentation. Mr. Stallworth explained that the request met the Code's minimum requirements for approval (ten [10] criteria total, six [6] satisfactorily met, four [4] non-applicable) and therefore recommended approval subject to conditions outlined on page four (4) of the staff report. Chairman Roberts asked for clarification on the recommended conditions; Mr. Stallworth noted the following conditions: (1) The roof colors and materials shall be consistent with the renderings approved by the County's Historic Preservation Board; and (2) The applicant shall obtain and complete all required building and development permits and inspections for the proposed roof. Stephen Adkins, the applicant, declined an offer by the Chair to speak before the*

*Board and raised no objections to the proceedings.*

*Board Member Polk made a motion to approve the request. Board Member Howell seconded the motion. The motion was approved unanimously, 7-0.*

## **VI. BOARD/STAFF ITEMS**

*There were no items scheduled for this meeting. Mr. Stallworth talked about possible discussion points for the next meeting on September 24. Among the suggested topics included new meeting venues for the 2020 calendar year, desired workshops, seminars or presentations for upcoming meetings, suggestions on the County's Endangered Historic Properties (EHP) List for 2020, and possible changes in meeting times.*

*Mr. Stallworth indicated the following tentative schedule – January 28, March 24, May 26, July 28, September 22 and November 25, 2020. It was clarified that November 25 fell during the week of Thanksgiving. After much discussion, it was concluded that an alternate date for the November meeting would be necessary. Mr. Stallworth offered the idea to have meetings with public hearings held in either Daytona Beach (for cases in the east half of the county) or DeLand (for cases in the west half of the county), due to the need for audio recording. Board Member Garrison asked for clarification on this suggestion; Mr. Stallworth responded by noting that a change to the 2020 meeting schedule would occur only if the upcoming meeting involved a public hearing, otherwise, the meeting would be conducted at the designated venue. Mr. Stallworth also asked*

*the Board to come up with suggestions for workshops, presentations and training seminars for the upcoming year. Mr. Stallworth advised the Board that prospective presentations should be engaging and interesting but should also steer away from subject matter that is either extensively known by the Board or has been previously covered.*

*Mr. Stallworth briefed the Board on the 2019 EHP List, noting that the J. W. Wright Building is currently being renovated due to recently obtained grant funding. Board Member Howell offered to give a presentation on the Rio Vista Subdivision Gateway during the meeting and distributed materials to the Board. Mr. Stallworth advised Mr. Howell that no presentation can be made during the meeting because the item is not on the agenda. Board Member Polk inquired on the possibility of updating*

*next year's goals, mission statement and work plan; Mr. Stallworth suggested that Mr. Polk submit his suggestion via e-mail so that it could be placed on the next agenda. Lastly, Mr. Stallworth noted the potential for unintentional meeting conflicts with a host venue's operating hours due to the 3:30 PM meeting start.*

*Board Member Polk mentioned a previous attempt by the Board to amend the text in Chapter 62 of the Code of Ordinances to change the current metric for determining historic value from a fixed-date value to a relational 50-year standard, in keeping with recommended preservation guidelines. After guidance from Michael Rodriguez, Assistant County Attorney, the Board considered the discussion as part of Old Business and entertained a motion to direct Staff to look into a possible text amendment to the*



*Ordinance. Board Member Holbrook made the motion, which was seconded by Board Member Garrison. The motion was approved unanimously, 7-0.*

*There was additional discussion concerning new meeting locations and accessibility. It was noted that the meeting venue for the November 19, the Eldora House, was located in a remote part of the Canaveral National Seashore, which requires an entry fee. This prompted additional discussion on the entry fee requirement and the possibility of adverse impact on general public access to the meeting. Mr. Rodriguez opined that there were no adverse impacts on public access, based on recent trips abroad in which two or more County Council members attended a single event.*

## **A. OLD BUSINESS**

*There were no items scheduled for this meeting.*

## **B. NEW BUSINESS**

*There were no items scheduled for this meeting.*

## **VII. PRESS AND CITIZENS COMMENTS**

*There were no press or citizen comments.*

## **VIII. ADJOURNMENT**

*Board Member Polk motioned to adjourn the meeting;*

*Vice Chairman Zacharias seconded. The meeting  
was adjourned at 4:05 PM.*



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Tom Roberts, Chairman  
Historic Preservation Board  
County of Volusia, FL