Town of Orange Park
Historic Preservation Board Meeting
Thursday, July 23, 2026
4:00 PM
Agenda

1. Call to Order/ Verification of Quorum
2. Chair Comments
3. Election of Chair
4. Election of Vice Chair
5. Approval of the Minutes
   a. Approval of the HPB Minutes for the February 26, 2026 Board Meeting
6. New Business
   a. Discussion on Previous Joint Council Workshop
   b. Discussion on Future Resident Workshop
7. Old Business
8. Audience Comments
9. Board Member Comments
10. Information
    a. The next regular meeting of the Historic Preservation Board is scheduled for Thursday, August 27, 2026, at 4:00 P.M.
11. Adjournment

Historical Preservation Board

Thursday, February 26, 2026
4:00 P.M.
Minutes

The Town of Orange Park Historical Preservation Board meeting was called to order in the Town Council Chambers on Thursday February 26, 2026 at 4:00 p.m. by Mr. Angel Corrales, Chairman of the Historical Preservation Board. The following Board members were present: Ms. Kelly Hellmuth and Ms. Mary Ellen DeMarco. Ms. Allison Myers was absent. Others present were Economic and Community Development Director Stephen Smith and Planning and Permitting Coordinator Maddie White. Town Manager Joseph Taylor was present at the meeting later.

CHAIR COMMENTS

Mr. Corrales stated National Preservation Month is in May and potential opportunities to promote preservation efforts within the Town. It was noted that Clay County is participating in a railroad-focused event in Green Cove Springs, and coordination with local partners was considered. The Board discussed possibly organizing or supporting a local initiative, including participation in the nationally recognized "This Place Matters" campaign. Mr. Smith advised that if the Board wished to organize a new event, Council approval would be required. The Board agreed to further develop ideas and revisit the matter at the March meeting.

Ms. Myers arrived to the meeting at 4:05 p.m.

APPROVAL OF THE MINUTES FOR THE SEPTEMBER 25, 2025 BOARD MEETING

Ms. DeMarco moved to approve the minutes and Ms. Hellmuth seconded, which passed 4-0.

DISCUSSION ON HISTORIC PREVERSATION BOARD REPORT TO TOWN COUNCIL FOR THE DRAFT HISTORIC PRESERVATION REGULATIONS

Mr. Corrales reported on the recent presentation to the Town Council regarding the proposed historic preservation ordinance. The Board engaged in detailed discussion concerning the structure and implementation of the ordinance, particularly the use of "mandatory" designation language as required for Certified Local Government (CLG) eligibility. It was clarified that, following adoption of the ordinance and completion of a professional historic survey, property owners of identified contributing structures would receive notice and be provided an opportunity to formally object prior to final designation. The Board discussed timelines, notification procedures, and the process by which the Town Council would review and adopt survey findings. The discussion further addressed how historic districts could be established following completion of the survey, including the possibility of designating the entire Town with sub-districts identified based on architectural character and historical significance. The Board reviewed estimated numbers of potentially qualifying structures, noting that final determinations would depend upon survey results and current building conditions. The distinction between contributing and non-contributing structures was discussed, as well as how future properties reaching fifty years of age would be evaluated.

DRAFT

The Board noted concerns previously expressed by Council members and residents, including misconceptions regarding color regulation, material requirements, and property owner autonomy. It was reiterated that the ordinance does not regulate paint color and that review standards focus primarily on architectural compatibility and preservation of defining features. Examples were mentioned regarding window replacement, siding materials, additions, demolitions, and Certificates of Appropriateness, with clarification that certain minor improvements could be approved administratively by staff while more substantial exterior alterations would require Board review.

Further discussions continued on the potential benefits of designation, including eligibility for grants, potential tax considerations, economic development incentives, and increased access to preservation funding available to Certified Local Governments. Consideration was given to preparing statistical and comparative information regarding other Florida municipalities with CLG status to provide context to Council, who recommended hosting a public workshop to present the ordinance and gather community input. The Board discussed scheduling considerations and agreed that April would be preferable in advance of the Town's budget season. It was determined that a Board meeting would be scheduled prior to the workshop to review the ordinance, discuss key messaging, and prepare materials. The Board unanimously agreed to compile a list of frequently asked questions, including practical implications for homeowners, potential advantages and disadvantages, and an overview of the review process. Members will submit proposed questions and content to Mr. Smith or Ms. White in advance of the March 26 meeting so that a draft document could be assembled for Board review and use at the workshop.

AUDIENCE COMMENTS

There were no audience comments at this time.

BOARD MEMBER COMMENTS

Ms. Hellmuth thought it is a good idea to submit questions and answers sheet and to have a deadline of when it needs to be submitted.

INFORMATION

The next regular meeting of the Historic Preservation Board is scheduled for Thursday, March 26, 2026 at 4:00 p.m.

ADJOURNMENT

Mr. Corrales adjourned the meeting at 4:58 p.m.

Item No. 6.a

Town of Orange Park
Agenda Memorandum

To:	Historic Preservation Board
Agenda Date:	July 23, 2026
Submitting Department:	Economic Community Development

Item Title: Discussion on Previous Joint Council Workshop

Check one:
[ ] Consent Agenda [X] Regular Agenda

Financial Impact if Applicable: N/A

Background Information: On May 12, 2026, the Town Council and the Historic Preservation Board held a joint workshop to review and discuss the draft Historic Preservation Regulations. The minutes from the joint workshop are attached.

Action Requested: Discussion only

Information Attached:
Council and HPB Joint Meeting Minutes 05.12.26.pdf

Town of Orange Park
Town Council and Historic Preservation Board
Joint Workshop
Tuesday, May 12, 2026
6:00 P.M.
Minutes

Councilmembers present were Mayor Randy Anderson, Vice-Mayor Winnette Sandlin, Councilman Kenneth Vogel, and Councilman Doug Benefield. Councilman Glenn Taylor was absent. Board members present were Angel Corrales, Kelly Hellmuth, and Allison Myers. Mary Ellen DeMarco was absent. Also in attendance were Town Manager Joe Taylor, Economic and Community Development Director Stephen Smith and Town Clerk Courtney Russo.

A joint workshop of the Town Council and the Historic Preservation Board was convened on May 12, 2026, for the purpose of reviewing and discussing the draft historic preservation regulations. No formal action was taken. Staff presented an overview of the history of historic preservation efforts in the Town, beginning in 2019 and guided by Comprehensive Plan requirements to identify, protect, and rehabilitate historic and mid-century modern structures. The Town currently maintains an outdated list of approximately 90–100 historic structures and 66 mid-century modern homes, highlighting the need for a new, professionally conducted Town-wide historic survey. The draft ordinance under consideration outlines procedures for designating landmarks, historic districts, and individual properties, establishes requirements for Certificates of Appropriateness for exterior alterations, and details eligibility for the Certified Local Government (CLG) program, which would provide the Town access to preservation grant funding.

Discussion focused heavily on whether the program should be mandatory or voluntary. The Historic Preservation Board previously recommended mandatory participation to qualify for CLG status; however, Council members expressed concerns about impacts on property rights, enforcement procedures, homeowner expenses, resale values, and potential effects on redevelopment. Financial considerations were a significant part of the discussion, including the cost of the initial survey, potential staffing or consultant needs, and uncertainties related to broader statewide changes in tax and zoning laws. Additional questions were raised regarding implementation timelines, the applicability of guidelines before a survey is completed, and how often surveys would need to be updated.

Council members emphasized the importance of robust public engagement before any ordinance is advanced. Suggestions included public workshops, outreach to homeowners on the existing historic list, community education through the Historical Society, promotion of historic home tours, and broader communication efforts to measure public support. The meeting concluded with consensus that Council members should continue reviewing the draft ordinance, gather community feedback, and evaluate costs and administrative needs prior to considering any formal action. The meeting was adjourned without further decisions.

This workshop concluded at 7:54 p.m.