

Elizabeth van Rensburg
Chair

JASON SHAW SR.
ACTING CITY MANAGER
POLICE CHIEF

Breanna Pierce
Board Member

JANE WEST, ESQ.
CITY ATTORNEY

Megan Beville
Board Member

LORENZO AGHEMO, MRP
PLANNING DIRECTOR

Christopher Hollister
Board Member

KAREN HAYES, MMC, FCPC
CITY CLERK

MARK TURNBOW
Board Member



Timothy Jefferson
Board Member

ALEX ROMERO
PLANNING CLERK

Mary Jane Rosa
Alternate

AGENDA
HISTORIC PRESERVATION BOARD MEETING
May 7, 2026 at 4:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. Meeting Purpose Disclosure
The purpose of the Historic Preservation Board is to steward the architecture of properties in our City's historic districts by applying the guidelines of the Secretary of the Interiors Standards for Historic Preservation.
- e. Appeal Procedures & ExParte Communication
Any person aggrieved by a decision of the Board may, within 15 days thereafter, apply to the City Commission for a review of the Board's decision. Such application must be filed with the City Manager in writing.

2. APPROVAL OF MINUTES

- a. Approve April 2, 2026, Minutes

3. PRESENTATIONS

- a. Sunshine Law Presentation – City Attorney (Informational Only; No Action Requested)

4. PUBLIC COMMENTS

- a. Public Comments — (Speakers limited to three minutes — no action taken on items)

5. NEW BUSINESS

- a. **HPB Case 25-08: Request a Certificate of Appropriateness for railing addition.**
Owner: Mindy Botocan
Address: 324 Emmett St. Palatka, FL 32177
Parcel No. 42-10-27-6850-0450-0101
- b. **HPB Case 26-17 Request for improvements to single-family residence**
Owner: Natasha Durham + Bryan Walker (JTRS)
Address: 311 N 4th Street
Parcel No.: 42-10-27-6850-0170-0021

6. OTHER BUSINESS

7. BOARD MEMBER COMMENTS

8. STAFF COMMENTS

9. ADJOURN

Notices: Any person aggrieved by a decision of the Board may, within 15 days thereafter, apply to the City Commission for a review of the Board's decision. Such application must be filed with the City Manager in writing. Objections by property owners to National Register nomination(s) must be notarized to be included in the record. Section 54-4-74, Palatka Municipal Code.

Any person wishing to appeal any decision made by the Historic Preservation Board with respect to any matter considered at such meeting will need a record of the proceedings, and for such purpose may need to insure that a verbatim record of the proceedings is made, at the applicant's expense, which record includes the testimony and evidence upon which the appeal is to be based. FS 286.105.

Persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerk's Office at 386-329-0100 at least 24 hours in advance to request accommodations.

Elizabeth van Rensburg
Chair

Breanna Pierce
Vice Chair

Megan Beville
Board Member

Patti Vogt
Board Member

Timothy Jefferson
Board Member

Christopher Hollister
Board Member

Mary Jane Rosa
Alternate

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR

ALEX ROMERO
PLANNING CLERK



**HISTORIC PRESERVATION BOARD
MINUTES
CITY OF PALATKA
April 2, 2026**

1. CALL TO ORDER

a. Invocation

Invocation Led by Pastor Mulberry.

b. Pledge of Allegiance

Pledge of Allegiance was led by Ms. Pierce.

c. Roll Call

Present:

Christopher Hollister

Patti Vogt

Elizabeth van Rensburg

Breanna Pierce

Megan Beville

Mark Turnbow

Absent:

Timothy Jefferson

Also Present: Alex Romero, Planning Clerk; Jane West, City Attorney; Nicole Auth, CRA Coordinator; Karen Hayes, City Clerk; Renee' Brown, Planner I; Present via telecommunications technology: Alonzo Mulberry, City Chaplain; Allegra Kitchens, Former Commissioner; James and Maureen Decker, Applicants.

d. Meeting Purpose Disclosure

Meeting Purpose Disclosure was read unto the record.

e. Appeal Procedures & ExParte Communication

The appeal procedures were read by the Chair and time was allotted for ex parte disclosures.

f. Oath of Office — Mark Turnbow

The oath of office was administered by Karen Hayes, City Clerk.

2. APPROVAL OF MINUTES

a. Approve March 05, 2026, Minutes

Motion to approve March 5, 2026, meeting minutes was made by Mr. Hollister and seconded by Ms. Vogt. The motion carried unanimously.

3. PUBLIC COMMENTS The floor was opened to public comment. Upon hearing nothing further, the floor was closed to public comment.

4. NEW BUSINESS

a. **Case No.: HPB 25-29 – St. Mary’s Episcopal Church: Request for a National Register eligibility compliance report**

Address: 809 St. Johns Ave., Palatka, FL 32177

Parcel ID: 42-10-27-6850-0630-0040

Ms. Renee' Brown, Planner I, presented a request for a report from the Historic Preservation Board confirming compliance with criteria for listing St. Mary’s Episcopal Church on the National Register of Historic Places. The property is located at 809 St. Johns Avenue within the Downtown Business District and is owned by the Episcopal Diocese of Florida.

Ms. Brown advised that the Planning Department, Historic Preservation Board, and community are aware of the designation, that the property has been determined eligible, and that documentation is complete for submission to the State. Ms. Brown further requested permission to transmit the report to the State.

Board discussion occurred confirming awareness of the designation and that eligibility and documentation requirements had been satisfied. Staff confirmed coordination with the applicant and that no additional information remained outstanding.

The floor was opened for public comment. None heard the floor was closed for public comment. The Board acknowledged the report and indicated support for transmittal.

No formal motion was required; the Board provided consensus support.

b. **Case No.: HPB 26-08 – 417 Kirby St.: Request for approval of additions and exterior maintenance improvements, including sheds, ADA ramps, tile work, painting, and concrete repair.**

Address: 417 Kirby St., Palatka, FL 32177

Parcel ID: 42-10-27-6850-0450-0030

Ms. Renee Brown, Planner I, presented a request for a Certificate of Appropriateness for additions and exterior maintenance improvements at 417 Kirby Street, including installation of storage sheds, ADA ramps, tile work, exterior painting, and resurfacing of walkways and stairs.

The applicant, Mr. James Decker, appeared before the Board and provided an overview of the proposed improvements, stating that the intent is to maintain the historic character of the property. Mr. Decker advised that the proposed sheds would be painted to match the existing garage, would be non-permanent in nature, and would be placed to minimize visibility from the public right-of-way. The applicant further stated that ADA ramps would be constructed in a manner that preserves existing stairs and avoids alteration to historic materials.

Board discussion focused on the proposed storage sheds, including prior approvals of similar structures, their compatibility within the historic district, and whether additional design treatments such as architectural detailing or screening should be required to improve visual integration. Members noted concerns regarding the appearance of metal sheds but acknowledged that such structures are not

prohibited by code and have been approved in prior cases. Jane West, City Attorney advised that conditions related to appearance and finish could be applied; however, denial without a clear basis in code could be subject to appeal.

Discussion also addressed the placement and visibility of the sheds, with consideration given to their location behind the primary structure and limited visibility from the public right-of-way. Additional discussion occurred regarding maintenance considerations and material choices.

The Board further required that ADA ramps be constructed in a reversible manner so as not to damage historic materials, consistent with the Secretary of the Interior's Standards.

A motion was made to approve the installation of storage sheds with the condition that they match the color of the existing garage by Ms. Vogt, seconded by Ms. Pierce. The motion carried, with Ms. Beville voting in opposition.

A motion to approve the ADA ramps was made by Ms. Beville, seconded by Ms. Vogt. The motion carried unanimously.

A motion was made to approve the tile installation on the front stair risers as presented by Ms. Pierce, seconded by Ms. Vogt. The motion carried unanimously.

A motion was made to approve exterior painting of the structure and sheds to match existing approved colors by Mr. Hollister, seconded by Ms. Beville. The motion carried unanimously.

A motion was made to approve resurfacing of the walkways and stairs by Ms. Vogt, seconded by Ms. Beville. The motion carried unanimously.

5. BOARD MEMBER COMMENTS

6. STAFF COMMENTS

a.

Informational Update – Central Business District National Register of Historic Places (NRHP)

Ms. Nicole Auth, CRA Coordinator, presented an informational update regarding the potential eligibility of the Central Business District for listing on the National Register of Historic Places. She advised that the City has completed recent historic documentation efforts, including a 2023 Historic Resources Survey, and that the Florida Bureau of Historic Preservation has indicated the area may be eligible for listing.

Nicole further clarified that the next steps include presentation to the Community Redevelopment Agency (CRA) Board and the City Commission, as well as further analysis to determine appropriate district boundaries. It was noted that designation could result in additional review requirements for properties within the district.

A motion was made to express support for the proposed initiative by Vice Chair Pierce, seconded by Ms. Vogt, The motion carried, with Ms. Beville voting in opposition.

7. ADJOURN

Motion to Adjourn 4:50 PM

Staff Report

HPB Date: May 7, 2026



Case#: HPB 25-08

Address: 324 Emmett St., Palatka, FL 32177

Parcel ID: 42-10-27-6850-0450-0101

Applicant: Mindy Botocan

A. Application Summary

I. General

Project Name: Certificate of Appropriateness

Request: Addition of a lower porch railing and front stairs handrail.

Acres: 0.19

Location: 324 Emmett St.

Project Manager: Renee' Brown

Owner: Mindy Botocan

Agent: N/A

II. Background

The subject parcel is located in the South Historic District. The structure is a Frame Vernacular style residence built between 1909 and 1915. Picturesque massing, pavilion roof with frontal dormer suggests Colonial Revival influences. This is a large residential structure which makes a contribution to the South Historic District.

The applicant wishes to add; Railings on the lower porch to match the upper porch and handrail to front steps.

The applicant has received a Certificate of Appropriateness for regular maintenance to be executed on the property for the following;

1. Repair the flooring on the upper and lower porches.
2. Stain porch floors and front door Golden Oak.
3. Repair fence with pine wood, stained Red Mahogany.
4. Replace lattice with wood lattice.

5. Paint lattice, trim, and columns Ultra-Pure White.
6. Paint body of structure Admiral Blue.

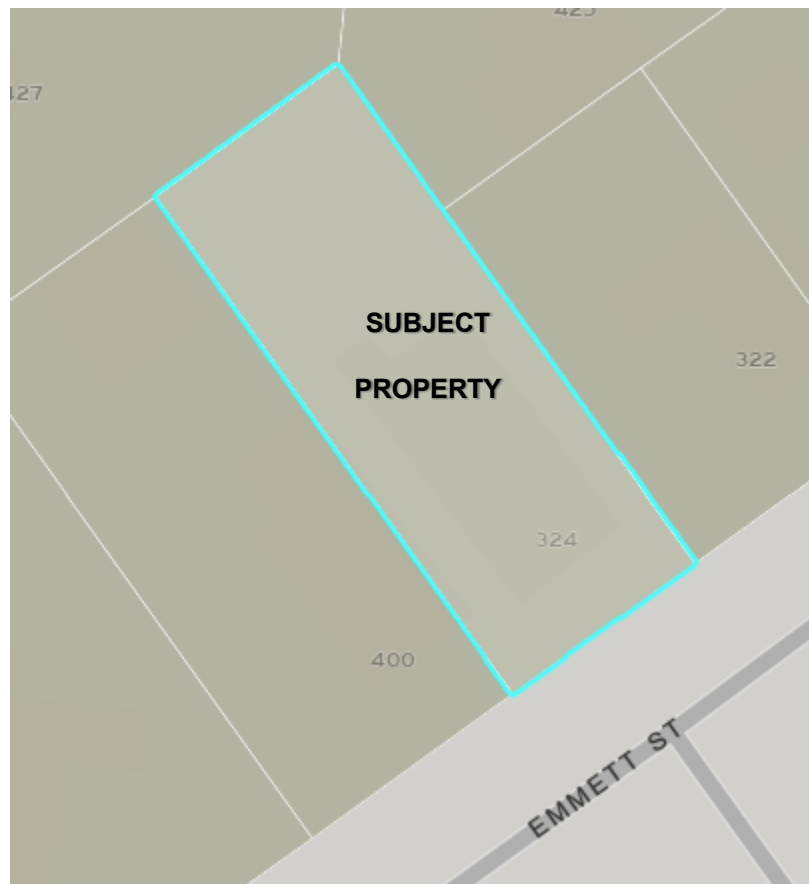


Figure 1: 324 Emmett St. Location map.

III. Analysis

The Historic Preservation Board must determine if the additions being proposed are consistent with the location of the structure in the South Historic District.

1. Add lower front porch wood railing painted white.
2. Add front stairs wood railing painted white.

IV. Proposed Findings of Fact

- The application for a Certificate of Appropriateness has been deemed sufficient.
- The request for the Certificate of Appropriateness has been fully considered with this public hearing, with legal notice duly published, and the subject property noticed as required by law.



Figure 2: Current photos of house railings, stairs, and porches.



Figure 3: Proposed Pine railing for lower porch and stairs.

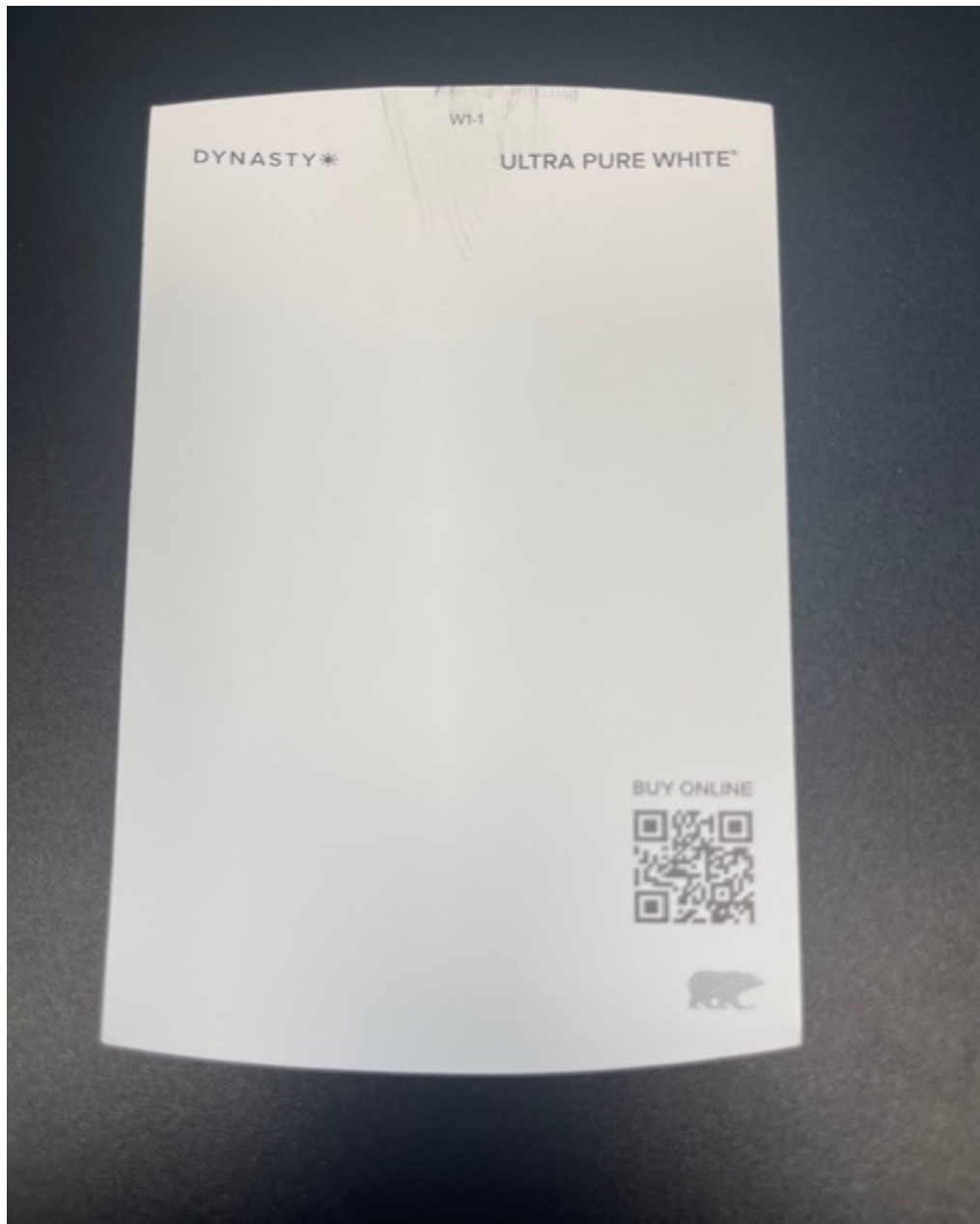


Figure 4: Ultra-White paint for railings.



Figure 5: AI rendering of completed construction.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

R. Brown

APPLICATION #: HPB 25-08
DATE RECEIVED: 4/3/25
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.

(Checks payable to the City of Palatka)

☒ \$50.00 (Administrative level) ☒ \$360.00 (HPB level) ☐ \$460.00 (After the fact)

☒ Application Fee

☐ Site Plan with dimensions

☐ Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

☒ Plans – 2 copies for review drawn to scale

☒ Deed

☒ Photos - One (1) color photograph of the main façade of the site and photographs of any areas affected by the proposed project.

☒ Material(s) specifications and/or sample(s)

☒ Color samples.

☐ Demolition – Plans for what will be taking the demolished structure's place should be submitted.

Building & Site Information

1. Property Address: 324 Emmett St Palatka FL 32177

2. Parcel Number: 42-10-27-10850-0450-0101

3. Historic District: ☐ North or ☒ South

Property Owner/Applicant Information

Property Owner(s)

Name(s): Mindy Botocan

Mailing Address: 324 Emmett St Palatka FL 32177

Phone Number(s): (503) 310-4951 Email: MindyBotocan@gmail.com

Applicant Name(s): Mindy Botocan

Agent/Contractor(s)

Name(s): Recon Renovations / Joshua Johnson

Mailing Address: 133 E New England Dr.

Phone Number(s): 904 522 4663 Email: joshjohnson0130@hotmail.com

Applicant Name(s): _____

*joshjohnson0130@
hot mail*

Description of Requested Work

Please indicate the type of work requested:

- | | | | |
|---|---|---|---|
| ☐ Windows | ☐ Doors | ☒ Roof | ☐ Wood Repair |
| ☒ Porch | ☒ Fence | ☐ Signage | ☒ Exterior Painting |
| ☐ Addition | ☐ Alteration | ☐ Demolition | ☐ Relocation |
| ☐ New Construction | ☐ General Maintenance | ☐ Other: _____ | |
| Present Use of Property: | ☒ Single Family Residence | ☐ Multi-family Residence | ☐ Commercial |

Provide a detailed description of the proposed work to be performed: _____

See Printed Attachment

This application submitted by:

Owner 1 (Print Name): Mindy Botocan
Signature of Owner 1: [Signature] Date: 4/3/25

Owner 2 (Print Name): _____
Signature of Owner 2: _____ Date: _____

Print Agent Name: _____
Signature of Agent: _____ Date: _____

To Be Notarized

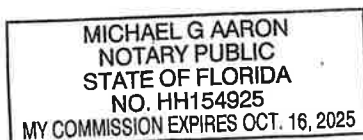
Name (Print Name): Mindy Botocan
Signature: [Signature] Date: 4/3/25

STATE OF FLORIDA County of PUTNAM

Before me this day personally appeared MINDY BOTOCAN who executed the foregoing application and acknowledged to and before me executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 3 day of APRIL A.D. 2025.

(Notary Seal)



[Signature]
Notary Public



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

APPLICATION #: _____
DATE RECEIVED: _____
HEARING DATE: _____

My commission expires: 10/16/2025 State of FLORIDA at Large.
Type of Identification Produced: FL DL

For Official Use Only

Date Submitted: _____ Received By: _____ Preliminary Review By: _____

Signs Posted By: _____

Required Attachments Reviewed:

- | | | | |
|---|--|--|--|
| ☐ Proposed Site Plan
changing) | ☐ LOA | ☐ Legal Description | ☐ Existing Elevations (if |
| ☐ Product Information
changing) | ☐ Plans (if addition) | ☐ Photographs | ☐ Proposed Elevations (if |

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 04/03/2025 OPER ID: AROMERO RECEIPT NO:F000659

RECEIVED FROM: 324 EMMETT ST.

AMOUNT RECEIVED: 50.00 TYPE: CK CHECK: 149

CHANGE DUE: 0.00

TOTAL RECEIVED: 50.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
50.00		324 EMMETT ST. COA APP FEE

City of Palatka
201 N 2ND ST
PALATKA FL 32177-3735
(386)329-0100
CASH RECEIPT

Date: 04/21/2026 OPER ID: MBROWN RECEIPT NO:D017719

RECEIVED FROM: 324 EMMETT ST

AMOUNT RECEIVED: 300.00 TYPE: CK CHECK: 164

CHANGE DUE: 0.00

TOTAL RECEIVED: 300.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
300.00		324 EMMETT ST COA

Prepared by:
Jonathan Bolick
Watson Title Services of North FL, Inc.
3951 Baymeadows Road
Jacksonville, Florida 32217

File Number: 2200468

General Warranty Deed

Made this 15 day of July, 2022 A.D. By **Krister Steffan Bjorn a/k/a Krister Staffan Bjorn and Sarah Alexander, Husband and Wife**, whose address is: 140 Central Avenue, San Mateo, Florida 32187, hereinafter called the grantor, to **Mindy Marie Botocan, A Single Woman**, whose post office address is: 324 Emmett Street, Palatka, Florida 32177, hereinafter called the grantee:

(Whenever used herein the term "grantor" and "grantee" include all the parties to this instrument and the heirs, legal representatives and assigns of individuals, and the successors and assigns of corporations)

Witnesseth, that the grantor, for and in consideration of the sum of \$355,000.00 and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee, all that certain land situate in Putnam County, Florida, viz:

PARCEL 1:

That part of Lot 10 of Block 45 of the said City of Palatka, according to the Map known as Dick's Map of Palatka, of the Public Records of Putnam County, Florida, described as follows:
Beginning at the Point on the Northerly side of Emmett Street at the Southeast corner of Lot 9 of said Block 45; thence running Northwesterly along the line of said Lot 9, a distance of 150 feet; thence Northeasterly along the Line of Lot 1, a distance of 55 feet; thence Southwesterly parallel with line of Lot 9, a distance of 150 feet to Emmett Street; thence Southerly along the Northerly side of Emmett Street, a distance of 55 feet to Point of Beginning; the Southerly 55 feet of Lot 10 of Block 45 of Palatka.

AND

Part of Lots 1, 2, 10 and 11, Block 45, City of Palatka, according to the Map known as Dick's Map of Palatka, of the Public Records of Putnam County, Florida, as described in Deed Book 31, Page 201, Deed Book 74, Page 570, Deed Book 112, Page 18 (Less and Except Deed Book 218, Page 509, Official Records Book 372, Page 56 and Official Records Book 401, Page 1719).

LESS AND EXCEPT ANY PORTION OF THE ABOVE DESCRIBED LANDS LYING SOUTHWESTERLY OF BOUNDARY LINE AGREEMENT IN BOOK 771, PAGE 1870.

LESS AND EXCEPT ANY PORTION OF THE ABOVE DESCRIBED LANDS LYING NORTHEASTERLY OF BOUNDARY LINE AGREEMENT IN BOOK 771, PAGE 1872.

AND

PARCEL 2:

A parcel of land lying in and being a part of Lot 10, Block 45 of the City of Palatka, according to the map known as Dick's map of the public records of Putnam County, Florida, said parcel being more particularly described as follows:

Commence at a concrete monument at the most Southerly corner of said Lot 10 and on the Northwesterly boundary of the right of way of Emmett Street and run North 55° East, along said Northwesterly boundary, 57.39 feet; thence Northwesterly, parallel with the Southwesterly boundary of said Lot 10, a distance of 106.0 feet to a concrete monument located at the most Southerly corner of a parcel of land as described in Book 401 page 1719 of said public records and the Point of Beginning, From Point of Beginning thus described continue Northwesterly, along the Southerly boundary of said parcel (Book 401 page 1719), a distance of 34.0 feet, more or less, to the Westerly boundary of a parcel of land as described in Deed Book 218 page 509 of said public records; thence Southerly, along said Westerly boundary 2.5 feet, more or less to the Southwesterly boundary thereof; thence Southeasterly, along last said Southwesterly boundary (Book 218 page 509), a distance of 32.0 feet, more or less, to the most Southerly corner of last said parcel (Deed Book 218 page 509); thence Northeasterly, along the Southeasterly boundary of last said parcel (Deed Book 218 page 509), a distance of 2.39 feet to the Point of Beginning.

Parcel ID Number: **42-10-27-6850-0450-0101**

Together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining.

To Have and to Hold, the same in fee simple forever.

And the grantor hereby covenants with said grantee that the grantor is lawfully seized of said land in fee simple; that the grantor has good right and lawful authority to sell and convey said land; that the grantor hereby fully warrants the title to said land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances except taxes accruing subsequent to December 31, 2021.

Prepared by:
Jonathan Bolick
Watson Title Services of North FL, Inc.
3951 Baymeadows Road
Jacksonville, Florida 32217

File Number: 2200468

In Witness Whereof, the said grantor has signed and sealed these presents the day and year first above written.

Signed, sealed and delivered in our presence:

Claudia Schramm Smith
Witness Printed Name Claudia Schramm Smith

Krister Steffan Bjorn a/k/a Krister Staffan Bjorn
Krister Steffan Bjorn a/k/a Krister Staffan Bjorn
Address: 140 Central Avenue, San Mateo, Florida 32187

Laurel Corroto
Witness Printed Name Laurel Corroto

Sarah Alexander
Sarah Alexander
Address: 140 Central Avenue, San Mateo, Florida 32187

State of Florida

County of Putnam

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization this 15 day of July, 2022, by Krister Steffan Bjorn a/k/a Krister Staffan Bjorn and Sarah Alexander, Husband and Wife, who is/are personally known to me or who has produced Real ID as identification.

(Notary Seal)



Claudia Schramm Smith
Notary Public
Print Name Claudia Schramm Smith
My Commission Expires: 05/29/23

Page 1
— original
☒ update

HISTORIC STRUCTURE FORM
FLORIDA MASTER SITE FILE

Version 1.1: 3/89

Site 8PU172

Recorder # _____

Site Name 324 Emmett Street
Historic Contexts Palatka South Historic District
Nat. Register Category Building
Other Names or MSF Nos. _____
County Putnam Ownership Type Private
Project Name Palatka Redevelopment Plan DHR No. 4025

LOCATION (Attach copy of USGS map, sketch-map of immediate area)

Address 314 Emmett St.
Vicinity of / Route to _____

Subdivision Palatka Block No. 45 Lot No. pt. of 10
Plat or Other Map _____
Township T10S Range R27E Section 42 1/4 _____ 1/4-1/4 _____
Irregular Section? ☐ yes ☒ no Land Grant _____
USGS 7.5 Map Palatka
UTM: Zone 17 Easting 438580 Northing 3279350
Coordinates: Latitude 29 D 38 M 67 S Longitude 81 D 38 M 03 S

HISTORY

Architect: F Unknown M _____ L _____
Builder: F Unknown M _____ L _____
Const. Date: 1909-15 Circa _____ Restoration Date(s) _____
Modification Date(s): _____
Move: Date NA Original Location _____
Original Use(s) Private Residence
Present Use(s) Private Residence

DESCRIPTION

Style Frame Vernacular
Plan: Exterior Rectangular
Interior _____
No. of: Stories 2 Outbuildings 1 Porches 2 Dormers 0
Structural System(s) Wood Frame
Exterior Fabric(s) Wood Weatherboard
Foundation: Type Piers Materials Stucco
Infill _____
Porches 2 one story porches stacked across front of house, 2nd floor porch is open deck
Roof: Type Hip Surfacing Composition shingles
Secondary Structures Low pitched shed roof on porch, Gable roof on dormer
Chimney: No. 4 Mtls Brick Locns side walls near four corners
Windows Wood double hung 2/2, French doors onto upper deck
Exterior Ornament Wood trim at doors and windows, and porch columns
Condition Good Surroundings Residential
Narrative (general, interior, landscape, context; 3 lines only)
Large house with stacked porches across front. Second floor porch has been significantly altered since the 1984 survey. House is attractive and well maintained.

ARCHAEOLOGICAL REMAINS AT THE SITE

FMSF Archaeological form completed? ☐ yes ☒ no (If yes attach)
Artifacts or Other Remains _____

RECORDER'S EVALUATION OF SITE

Areas of Significance Large house which has been sited and detailed to fit well in the historic district. Alterations have occurred since the 1984 survey but they have not reduced the effectiveness of this house to contribute to the historic district.

Eligible for National Register? Yes ☒ No ☐ Likely ☐ need info. ☐ insf. info.
 Significant as part of district? ☒ Yes ☐ No ☐ Likely ☐ need info. ☐ insf. info.
 Significant at local level? ☒ Yes ☐ No ☐ Likely ☐ need info. ☐ insf. info.

SUMMARY ON SIGNIFICANCE (Limit to three lines provided; see page 3)

A large residential structure which makes a contribution to the historic district.

* * * DHR Use Only * * * * * DHR Use Only * * *

*
 * Date Listed On National Register _____ *

* Keeper Determination of Eligibility (Date): Yes _____ No _____ *

* SHPO Evaluation of Eligibility (Date): Yes _____ No _____ *

* Local Determination of Eligibility (Date): Yes _____ No _____ *

* Office _____ *

* * * DHR Use Only * * * * * DHR Use Only * * *

Recorder Information: Name F. Richard M. W. L. Pohlman

Date: Month 3 Year 94 Affiliation University of Florida

Photographs (Attach a labeled print bigger than contact size.)

Location of Negatives DAHRM

Negative Number C03

P H O T O G R A P H

M A P
 Street/Plat Map
 (Not USGS Map)

Attach a B/W photographic print here with plastic clip. Label the print itself with at least:

the FMSF site number

(Use survey number or site name if not available)

Direction and Date of photograph.

Prints larger than contact size are preferable.

1930 Sanborn Map

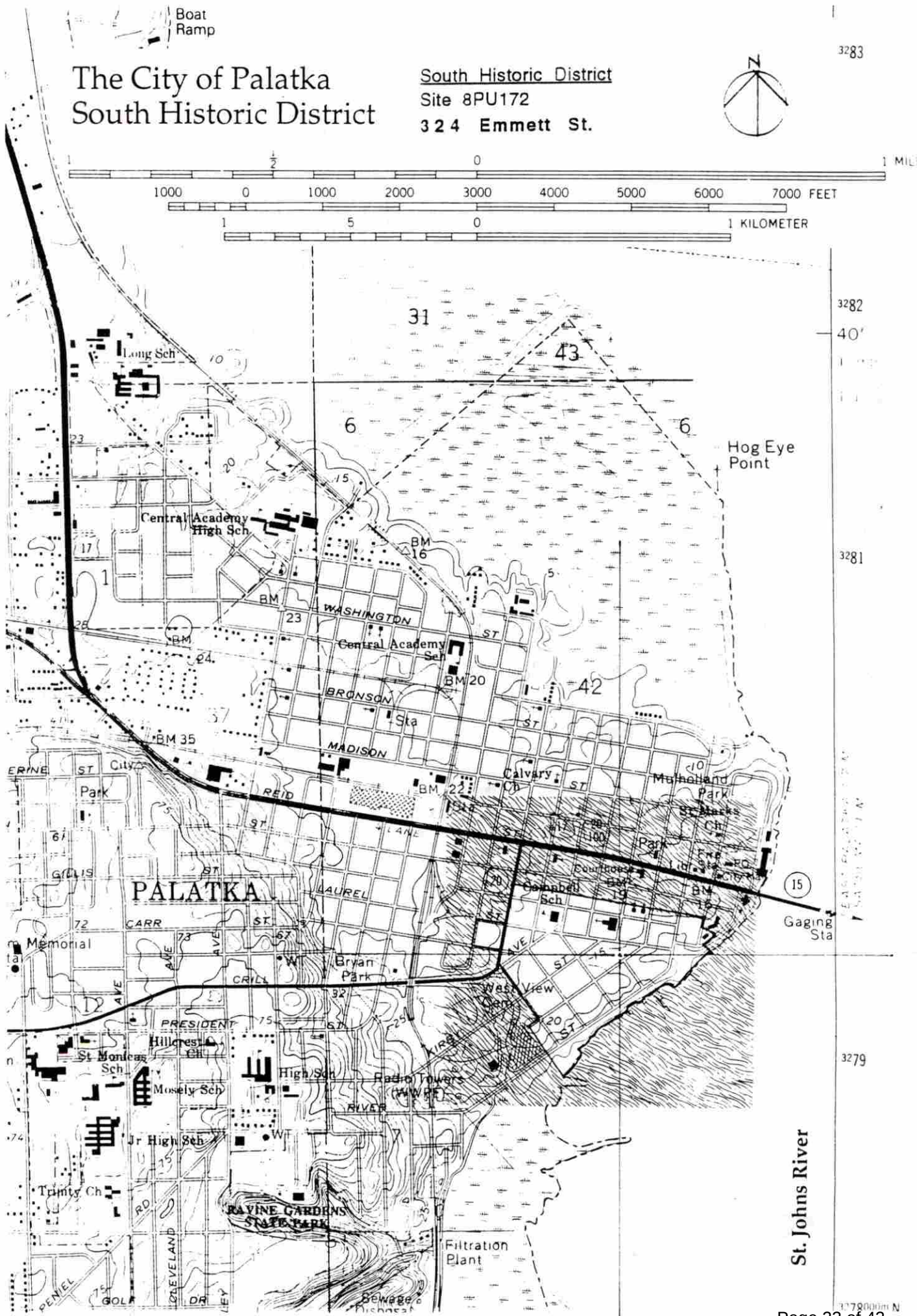
REQUIRED: USGS MAP OR COPY WITH SITE LOCATION MARKED

The City of Palatka South Historic District

South Historic District
Site 8PU172
324 Emmett St.



3283



St. Johns River

SEE SITE FILE START FOR
ORIGINAL PHOTO(S) OR MAP(S)

STATE OF FLORIDA
DEPARTMENT OF STATE
Division of Archives, History
and Records Management
DS-HSP-3AAA Rev. 3-79

FLORIDA MASTER SITE FILE Site Inventory Form

FDAHRM 802 ==
1009 ==

Site Name 324 Emmett St., Palatka, FL 830 ==
Address of Site: 324 Emmett St., Palatka, FL 32077 905 ==
Instruction for locating _____

Location: Palatka 45 pt. 10 813 ==
subdivision name block no. lot no. 868 ==

County: Putnam 808 ==

Owner of Site: Name: Mahan, C.A. et ux
Address: 324 Emmett St., Palatka, FL 32077 902 ==

Type of Ownership private 848 == Recording Date _____ 832 ==

Recorder:
Name & Title: Historic Property Associates
Address: 120 Lobelia Rd., St. Augustine, FL 32084 818 ==

Condition of Site: Integrity of Site: Original Use priv. residence 838 ==

Check One	Check One or More	Present Use <u>priv. residence</u> 850 ==
☐ Excellent 863 ==	☒ Altered 858 ==	Dates: Beginning <u>+1915</u> 844 ==
☒ Good 863 ==	☐ Unaltered 858 ==	Culture/Phase <u>American</u> 840 ==
☐ Fair 863 ==	☒ Original Site 858 ==	Period <u>20th Century</u> 845 ==
☐ Deteriorated 863 ==	☐ Restored () (Date: <u>X</u>) 858 ==	
	☐ Moved () (Date: <u>X</u>) 858 ==	

NR Classification Category: Building 916 ==

Threats to Site:

Check One or More

☐ Zoning (<u>X</u>) 878 ==	☐ Transportation (<u>X</u>) 878 ==
☐ Development (<u>X</u>) 878 ==	☐ Fill (<u>X</u>) 878 ==
☐ Deterioration (<u>X</u>) 878 ==	☐ Dredge (<u>X</u>) 878 ==
☐ Borrowing (<u>X</u>) 878 ==	
☐ Other (See Remarks Below): _____ 878 ==	

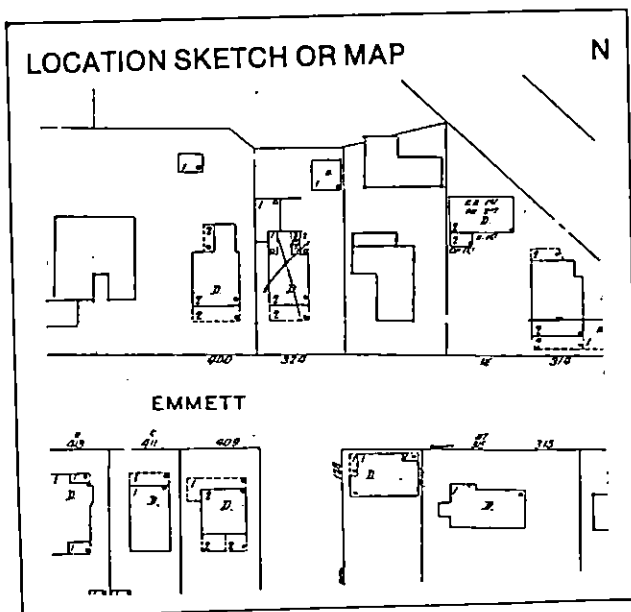
Areas of Significance: Architecture 910 ==

Significance: A large Frame Vernacular home built between 1909 and 1915. Picturesque massing, pavilion roof with frontal dormer suggest Colonial Revival influences. Former 2-tiered verandah completely enclosed on second level, partially screened on first.

Source: Sanborn

911 ==

ARCHITECT _____ 872 ==
 BUILDER _____ 874 ==
 STYLE AND/OR PERIOD Frame Vernacular 964 ==
 PLAN TYPE rectangular 966 ==
 EXTERIOR FABRIC(S) wood: weatherboard with cornerboards 854 ==
 STRUCTURAL SYSTEM(S) wood frame: balloon 856 ==
 PORCHES E/1-story porch with unfluted doric columns, 2-bay access
 from S bay 942 ==
 FOUNDATION: piers: brick, pierced brick 942 ==
 ROOF TYPE: pavilion 942 ==
 SECONDARY ROOF STRUCTURE(S): gabled dormer 942 ==
 CHIMNEY LOCATION: center: peak 942 ==
 WINDOW TYPE: DHS, 2/1, wood # casement, 3x3, wood 942 ==
 CHIMNEY: brick with corbelled top 882 ==
 ROOF SURFACING: metal, sheet: 5-V crimp 882 ==
 ORNAMENT EXTERIOR: wood 882 ==
 NO. OF CHIMNEYS 1 952 == NO. OF STORIES 2 950 ==
 NO. OF DORMERS 1 954 ==
 Map Reference (incl. scale & date) USGS Palatka 7.5 MTN 1968 809 ==
 Latitude and Longitude: _____ 800 ==
 Site Size (Approx. Acreage of Property): _____ 833 ==



Township	Range	Section	
T10S	R27E	42	812 ==

UTM Coordinates:

17 438580 3279350 890 ==
 Zone Easting Northing

Photographic Records Numbers _____

860 ==

Contact Print





196 NNNNN 00+22

3 2 4 Emmett St.

East Elevation

M. Arias / M. Mondell

March, 1994

C03; DAHRM

Photo No. 1 of 1

Site 8PU172

Staff Report

Meeting Date: May 7, 2026



Case#: HPB 26-17
Address: 311 N 4th Street
Parcel ID: 42-10-27-6850-0170-0021
Applicant: Ms. Natasha Durham

A. Application Summary

I. General

Project Name: 311 N 4th Street, Palatka Florida - North Historic District

Request: Certificate of Appropriateness for Improvements to Single-family Residence and Property

Parcel#: 42-10-27-6850-0170-0021

Acres: 0.12

Location: 311 N 4th Street

Project Manager: Ryan Mickles, Planner

Owner: Natasha Durham + Bryan Walker (JTRS)

Agent: N/A

II. Background

The applicants, who are the property owners, are requesting a Certificate of Appropriateness for improvements to their residence and property located in the City of Palatka North Historic District. Per §54-78 of the municipal code, a Certificate of Appropriateness is required to erect, construct or alter a structure or sign located or to be located in a historic district.

A single-family residential dwelling exists on the property, located in the middle-to-rear of the lot. The Florida Master Site File (FMSF) has the house constructed between 1887 - 1892, a period exhibiting a Greek portico entrance. File records within the City Planning Department show that a Certificate of Appropriateness was obtained in January 2022 to update the electrical system, work on the front porch, replace kitchen cabinets, and paint the exterior of the residence (light blue with white trim paint). A second Certificate of Appropriateness was obtained in February 2023 for the replacement of an existing metal roof with a new metal roof. The third and last Certificate of Appropriateness was obtained in April 2026 for repainting the exterior of the house Rookwood Jade (SW 2812) with Classical White (SW 2829) trim. The Putnam County Property Appraiser notes an Effective Year Built 1992. Figure 1 and Figure 2 in this report show a survey of 311 N 4th Street, a location map, and Google Street View image.

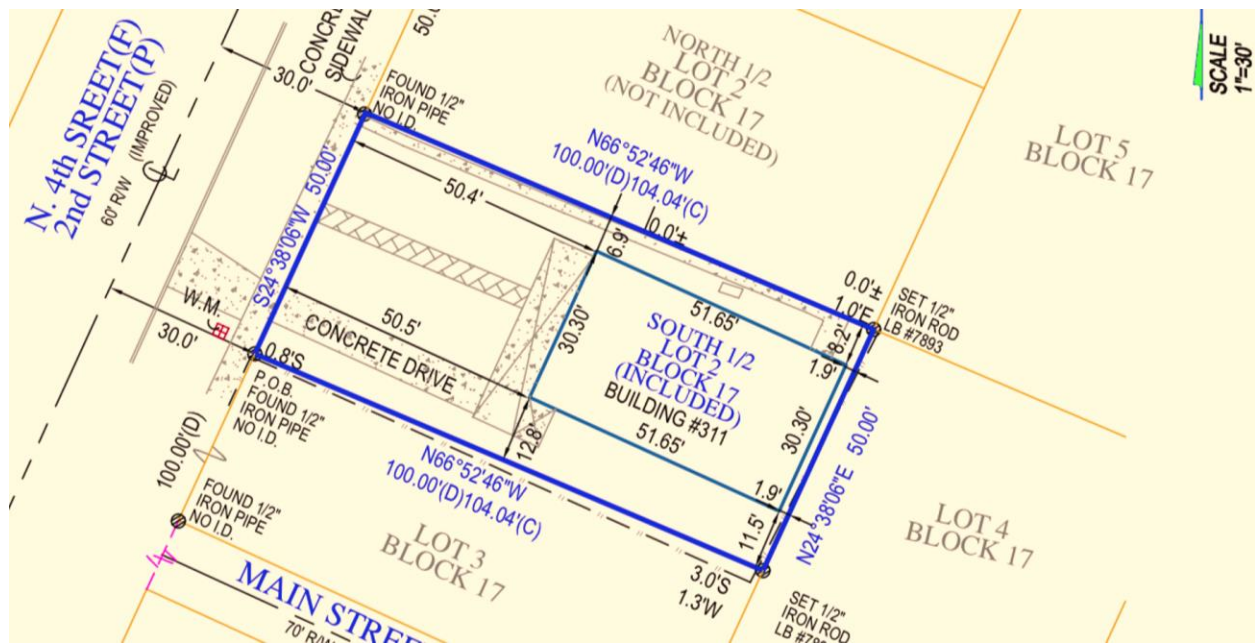


Figure 1 Survey of 311 N 4th Street, Palatka FL.



Figure 2 Location map & photograph of 311 N 4th St (source: Putnam County ArcGIS and Google Street View)

III. Analysis

Proposed Improvements.

Front Door. The applicants are proposing to replace the existing white, fiber glass front door as shown in Figure 3 with a new fiber glass front door shown in Figure 4. The applicants are proposing to paint the door a brown wood-stain for the aesthetic.



Figure 3 Photograph of the existing front door.



Figure 4 Photograph of the proposed front door.

Privacy Fence. The applicants are proposing to erect a privacy fence, 6-ft in height, along the south (side) property line and within two feet of the rear (east) property line. Figure 5 shows the proposed privacy fence consisting of the dog-ear profile. Figure 6 shows the proposed location of the privacy fence on the property.



Figure 5 Photograph of P.T. Stockade Wood Fence.

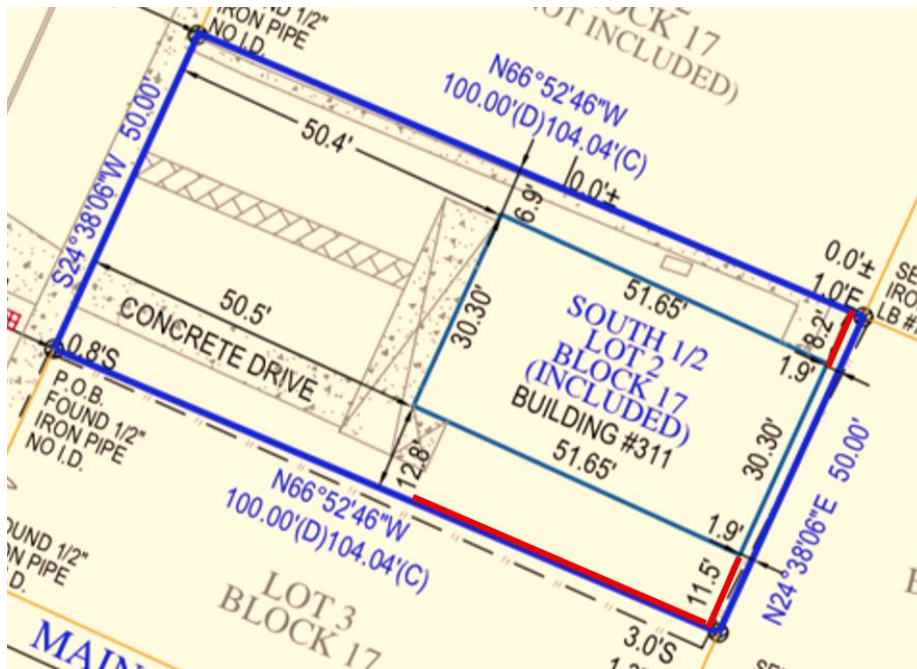


Figure 6 Proposed location of privacy fence (red).



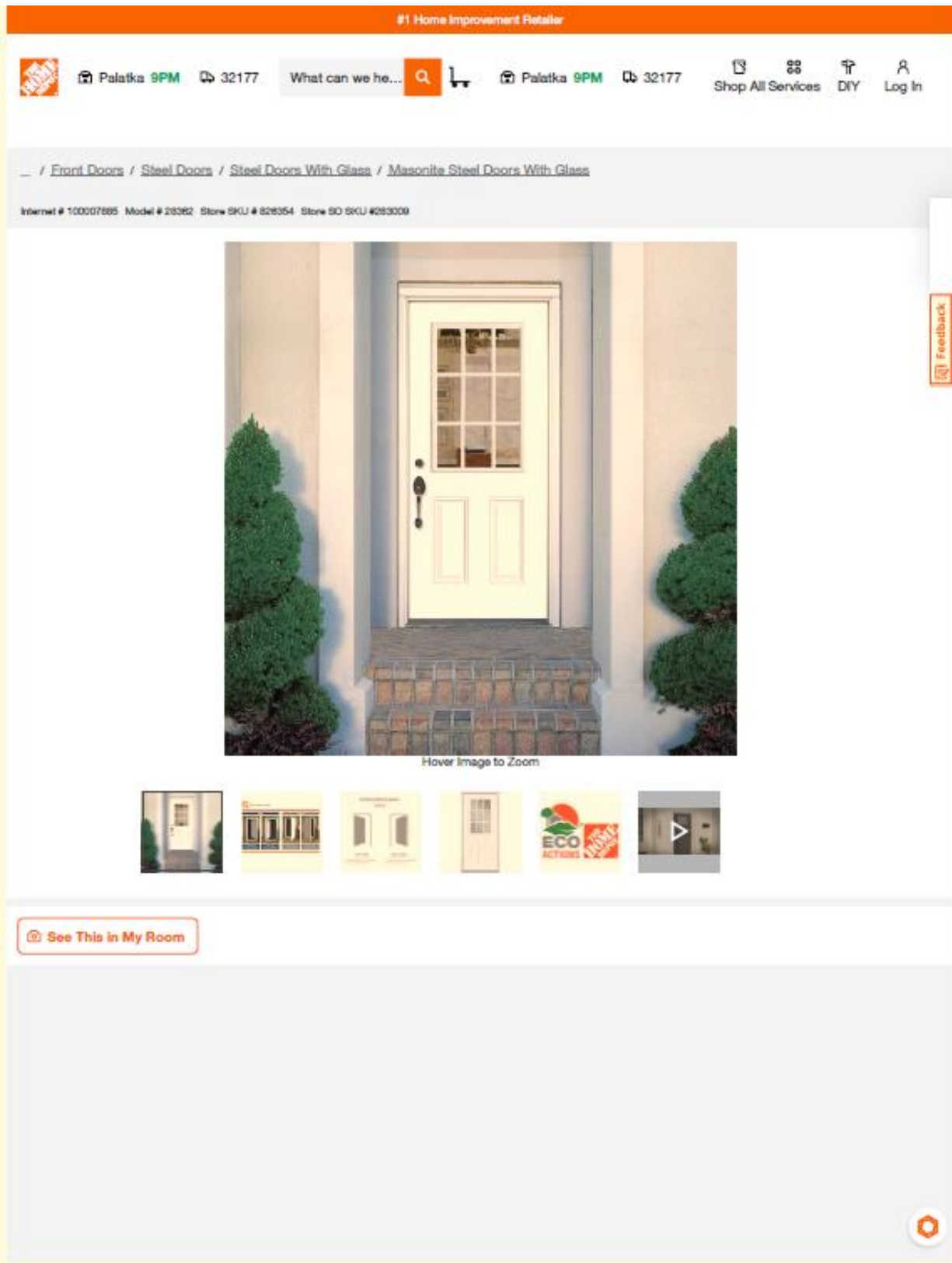
Figure 7 A photoshop depiction of 311 N 4TH Street with proposed new privacy fence, front door, and exterior paint.

IV. Conclusion

The applicants/property owners are proposing to replace the front door on the house. Staff believes that the front door currently on the house is not the original door. The applicants are also proposing to erect a privacy fence on the side (south) property line and just inside the rear (east) property line. The applicant believes the proposal keeps within the existing character of the properties within the North Historic District.

Proposed Findings of Fact:

1. The application for Certificate of Appropriateness requesting improvements to an existing single-family residence and property;
2. Proper notices including public notice in the newspaper were provided in accordance with State Statutes;
3. Staff conducted a review of the application and prepared a report.



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Masonite

36 in. x 80 in. Premium 9 Lite Primed White Right-Hand Inswing Steel Prehung Front Exterior Door with Brickmold

★★★★★ (575) Questions & Answers (238)

\$339⁰⁰

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[Apply for a Home Depot Consumer Card](#)

- Durable, steel design offers an elegant look
- 9 Lite insert features grids on outside of glass
- Energy-saving door core with primed, smooth surface
- [View More Details](#)

Common Door Size (WxH) in.: 36 x 80

☐ 36 x 80 ☒ 32 x 80 ☐ 66 x 66

Door Handing: Right-Hand/Inswing

☐ Left-Hand/Inswing ☒ Right-Hand/Inswing

Out of Stock

This item is currently unavailable.

📌 You've Still Got Options! You can request in-home installation services for a similar product. This item is currently out of stock.



Get Expert Door Installation

A local pro will take care of the job for you

☐ Request door installation service

📌 [What to Expect](#)



Free & Easy Returns In Store or Online

Return this item within 60 days of purchase.

[Read Return Policy](#)



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Get an answer now with AI

Type a question

[Get an Answer](#)

AI-generated from the text of manufacturer documentation. To verify or get additional information, please contact The Home Depot customer service.

Feedback

Product Details

About This Product

By combining the strength of steel and the elegance of high-definition decorative panels, you will enjoy the ultimate in security and beauty with the Masonite 9 Lite Primed Steel Entry Door with Brickmold. High-definition panels closely replicate the appearance of a high-end wood door with excellent shadow lines for added architectural interest. Expertly engineered, the wood-edge design features an energy saving door core adding strength and insulation. Ready to customize and paint, the baked-on primer helps create a durable, smooth finish.

Highlights

- High-quality steel provides strength and security
- Wood-edge engineered interlocking design with grooved stiles for added strength and structural rigidity
- High performance compression weather-stripping helps to seal out drafts
- 9 Lite insert features clear, double-pane tempered glass for added safety
- Smooth, primed white surface ready for painting and decorating
- Reinforced lock block provides strength and security for door hardware
- Entry door comes fully assembled with hinges, frame, aluminum sill and weather stripping
- Steel slab features an energy saving polyurethane core
- Exterior door slab is double bored for lockset - not included
- From outside, opens toward the inside of the home with the hinges on the right
- Note: Product may vary by store
- Energy Star
- PROFESSIONAL DOOR INSTALLATION - Call 833-HDAPRON (833-432-7768) to request a professional measurement or [request one online now to get your project started.](#)
- [Click here to check out our project guide on installing an entry door](#)
- [Click here to learn more about buying exterior doors](#)
- [Return Policy](#)
- California residents [see Prop 65 WARNINGS](#)

Product Information

Internet # 100007885

Model # 28362

Store SKU # 826354

Store SO SKU #283009

Additional Resources

[Shop All Masonite](#)

From the Manufacturer

- [Energy Guide](#)
- [Specification](#)
- [Instructions / Assembly](#)
- [Warranty](#)
- [Installation Guide](#)
- [Use and Care Manual](#)
- [Measurement Guide](#)
- [Return Policy](#)

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What are the top uses for this product?

What is the delivery charge for this item?

[Ask a Question >](#)



GREAT STUFF Wide
Spray 18 oz. Spra...

★★★★★ (723)

\$39⁹⁸ (\$2.22/oz.)

[Shop Now](#)

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Specifications

Dimensions

Door Height (in.)	81.5 in
Door Thickness (in.)	1.75 in
Door Width (in.)	37.5 in
Jamb Size (in.)	4-9/16"
Nominal Door Height (in.)	80 in
Nominal Door Thickness (in.)	2 in
Nominal Door Width (in.)	36 in
Rough Opening Height (in.)	82
Rough Opening Width (in.)	38.25

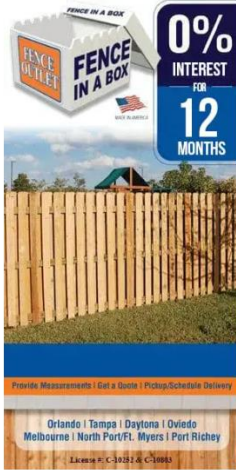
Details

Bore Type	Double Bore
Color Family	White
Color/Finish	Primed White
Door Configuration	Single Door
Door Glass Insulation	Triple Pane
Door Handing	Right-Hand/Inswing
Door Type	Exterior Prehung
Features	Brickmold, Lockset Bore (Double Bore), Weatherstripping
Finish Type	Primed
Frame Material	Wood
Glass Caming Finish	No caming
Glass Layout	1/2 Lite
Glass Shape	Rectangle Lite
Glass Style	Clear Glass
Hinge Finish	Nickel

[Feedback](#)

Hinge Type	Standard
Included	Instructions, No Additional Items Included
Material	Steel
Number of Hinges	3
Number of Lites	9 Lite
Panel Type	2 Panel
Product Weight (lb.)	115 lb
Returnable	60-Day
Suggested Application	Back, Front
Warranty / Certifications	
Energy Star Qualified	North-Central, Northern, South-Central, Southern
Fire rating	None
Manufacturer Warranty	Limited Lifetime Warranty
How can we improve our product information? Provide feedback.	
Questions & Answers 238 Questions	

Feedback



Wood Fence in a Box



\$1,392.00

- 1 +

ADD TO QUOTE

SKU: WOODFIAB

Category: Fence In A Box



DESCRIPTION

Description

WOOD FENCE IN A BOX

120' of P.T. Pine Stockade Wood Fence to include (15) 6'h x 8'w P.T. Pine Stockade Wood Sections, (1) 6'h x 48'w P.T. Pine Stockade Wood Walk Gate with (1) Set of T-Hinges, (1) Post Latch and (18) 4" x 4" x 8' P.T. Pine Post.

FLORIDA MASTER SITE FILE
Site Inventory Form

FDAHRM 802 ==
1009 ==

Site No. _____
Site Name 311 N. Fourth St., Palatka, FL 830 == Survey Date 8011 820 ==
Address of Site: 311 N. Fourth St., Palatka, FL 32077 905 ==
Instruction for locating _____

Location: Palatka 17 pt. 2 813 ==
subdivision name block no. lot no. 868 ==

County: Putnam 808 ==

Owner of Site: Name: Townsend, James Edwin
Address: P.O. Box 554, Palatka, FL 32077

Type of Ownership private 848 == Recording Date _____ 832 ==

Recorder:
Name & Title: Historic Property Associates
Address: 120 Lobelia Rd., St. Augustine, FL 32084

Condition of Site: Integrity of Site: Original Use priv. residence 838 ==

Check One Check One or More
☐ Excellent 863 == ☒ Altered 858 ==
☐ Good 863 == ☐ Unaltered 858 ==
☒ Fair 863 == ☒ Original Site 858 ==
☐ Deteriorated 863 == ☐ Restored () (Date:) 858 ==
☐ Moved () (Date:) 858 ==

Present Use priv. residence 850 ==
Dates: Beginning +1897 844 ==
Culture/Phase American 840 ==
Period 19th Century 845 ==

NR Classification Category: Building 916 ==

Threats to Site:
Check One or More
☐ Zoning () 878 == ☐ Transportation () 878 ==
☐ Development () 878 == ☐ Fill () 878 ==
☐ Deterioration () 878 == ☐ Dredge () 878 ==
☐ Borrowing () 878 ==
☐ Other (See Remarks Below): 878 ==

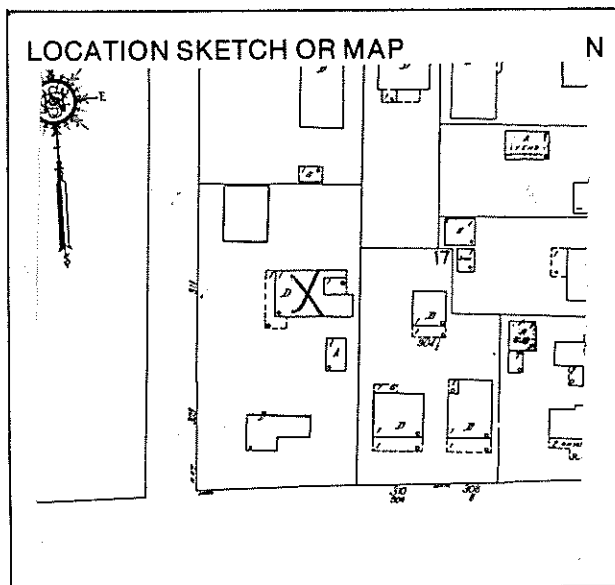
Areas of Significance: Architecture 910 ==

Significance: Frame Vernacular dwelling of the 1887-1892 period exhibiting Greek portico entrance. Located within and contributing to well-defined residential district.

Source: Sanborn

911 ==

ARCHITECT _____ 872 ==
 BUILDER _____ 874 ==
 STYLE AND/OR PERIOD Frame Vernacular 964 ==
 PLAN TYPE irregular 966 ==
 EXTERIOR FABRIC(S) wood: weatherboard with cornerboards 854 ==
 STRUCTURAL SYSTEM(S) wood frame: balloon 856 ==
 PORCHES W/1-story portico with squared doric columns (on grade)
 _____ 942 ==
 FOUNDATION: piers: brick, wood lattice 942 ==
 ROOF TYPE: gable 942 ==
 SECONDARY ROOF STRUCTURE(S): flat over portico 942 ==
 CHIMNEY LOCATION: E: end, exterior 942 ==
 WINDOW TYPE: DHS, 2/2, wood 942 ==
 CHIMNEY: brick with corbelled cap 882 ==
 ROOF SURFACING: metal, sheet: standing seam 882 ==
 ORNAMENT EXTERIOR: wood 882 ==
 NO. OF CHIMNEYS 1 952 == NO. OF STORIES 1 950 ==
 NO. OF DORMERS _____ 954 ==
 Map Reference (incl. scale & date) USGS Palatka 7.5MIN 1968
 _____ 809 ==
 Latitude and Longitude: _____ 800 ==
 _____ " " " " " "
 Site Size (Approx. Acreage of Property): _____ 833 ==



Township	Range	Section
T10S	R27E	42

812 ==

UTM Coordinates:

17	438900	3279890
Zone	Easting	Northing

890 ==

Photographic Records Numbers _____ 860 ==

Contact Print