

Elizabeth van Rensburg
Chair

Breanna Pierce
Vice Chair

Megan Beville
Board Member

Christopher Hollister
Board Member

Mark Turnbow
Board member

Timothy Jefferson
Board Member

Mary Jane Rosa
Board Member

JASON SHAW
ACTING CITY MANAGER
POLICE CHIEF

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR

KAREN HAYES, MMC, FCPC
CITY CLERK

ALEX ROMERO
PLANNING CLERK



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

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. 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 minutes of the May 05, 2026, Meeting.

3. PUBLIC COMMENTS

4. NEW BUSINESS

- a. HPB Case 26-19 Request for improvements to single-family residence
Address: 223 Madison Street
Parcel No.: 42-10-27-6850-0090-0010
- b. HPB Case 26-18: Request a Certificate of Appropriateness for adding a fence and back deck.
Address: 313 Madison St Palatka, FL 32177
Parcel No. 42-10-27-6850-0170-0052

5. OTHER BUSINESS

6. BOARD MEMBER COMMENTS

7. STAFF COMMENTS

8. 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

CHRISTOPHER HOLLISTER
BOARD MEMBER

MARK TURNBOW
BOARD MEMBER

TIMOTHY JEFFERSON
BOARD MEMBER

MARY JANE ROSA
BOARD MEMBER

JASON SHAW SR.
ACTING CITY MANAGER
POLICE CHIEF

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR

KAREN HAYES, MMC, FCPC
CITY CLERK

ALEX ROMERO
PLANNING CLERK



**HISTORIC PRESERVATION BOARD
MINUTES
CITY OF PALATKA
May 7, 2026**

1. CALL TO ORDER

a. Invocation

Led by Pastor Mulberry

b. Pledge of Allegiance

Led by Ms. Pierce

c. Roll Call

Present:

Elizabeth Van Rensburg
Brianna Pierce
Christopher Hollister
Mark Turnbow
Tim Jefferson
Mary Jane Rosa

Absent:

Megan Beville

Also Present: Lorenzo Aghemo, Planning Director; Alex Romero, Planning Clerk; Jane West, City Attorney; Nicole Auth, CRA Coordinator; Karen Hayes, City Clerk; Renee' Brown, Planner I; Ryan Mickles, Planner I; Allegra Kitchens, Former Commissioner; Mindy Bodekin, Applicant; Natasha

Durham, Applicant.

Present via Zoom: Alonzo Mulberry, City Chaplain;

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.

During this discussion, Mr. Hollister disclosed that he had performed work related to a property that had come before the board and clarified that the work in question occurred after the board had already rendered its decision.

2. APPROVAL OF MINUTES

a. Approve April 2, 2026, Minutes

Motion to approve April 2, 2026, Minutes by Ms. Pierce, seconded by Mr. Turnbow. The motion carried unanimously.

3. PRESENTATIONS Sunshine Law Presentation – City Attorney (Informational Only; No Action Requested)

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

Ms. West, City Attorney, presented on Florida’s Government-in-the-Sunshine and Public Records laws, advising that the Sunshine Law prohibits discussion of foreseeable board business outside duly noticed meetings and precludes the use of intermediaries to communicate board positions. It was further noted that meetings must be open to the public, properly noticed, and duly recorded in minutes, with an emphasis on ensuring public participation, and that violations may result in civil and criminal penalties, including suspension or removal from office. The presentation also addressed Public Records Law, noting its broad application to electronic communications and social media related to city business, and advised that all public records requests be submitted through the City Clerk’s office.

4. PUBLIC COMMENTS

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

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

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

Ms. Renee Brown, Planner I, presented a request for a Certificate of Appropriateness to add railings to the lower porch and front steps at 324 Emmett Street. The railings are proposed to match the existing railings on the upper porch.

The property is located within the South Historic District and is owned by Mindy Bodekin. Photographs in the staff report show the proposed railings, paint, and placement.

The Florida Master Site File indicates the structure was built between 1909 and 1915 and is a large residence that contributes to the Historic District. Alterations since the 1984 survey have not diminished its contributing status.

The applicant was present for questions.

The applicant addressed the Board

The floor was opened for public comment. None heard, the floor was closed to public comment.

Motion to approve the Certificate of Appropriateness as presented by Ms. Pierce, seconded by Mr. Turnbow. The motion carried unanimously.

- 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

Mr. Ryan Mickles, Planner I, presented a request for a Certificate of Appropriateness for improvements to the property located at 311 North 4th Street. The property owner and applicant, Natasha Durham, was present.

The property is located within the North Historic District adjacent to Fred Green Park. A single-family residence exists on the site and is located towards the middle to rear portion of the lot.

The Florida Master Site File indicates the home was constructed between 1887 and 1892 and may be one of the earliest residences on the block. It was also noted that the property has received multiple prior Certificates of Appropriateness, including approval in January 2022 for electrical upgrades, porch work, interior cabinetry replacement, and exterior painting; approval in February 2023 for replacement of the metal roof; and approval in April 2026 for exterior repainting in Rookwood Jade with Classical White trim.

The current request includes replacement of the existing white fiberglass front door with a new fiberglass door. The proposed finish is intended to resemble a wood stain, with pecan identified as the preferred option and black also noted as an alternative.

The application also includes installation of a six-foot privacy fence along the south property line and rear property line in an L-shaped configuration. The fence is proposed as a dog-ear style and is intended to provide privacy for the side yard area.

Ms. Durham addressed the board and stated the property lacks a traditional backyard and is limited to a narrow side yard, with the proposed L-shaped privacy fence intended to create usable outdoor space for a grandchild. She further stated the front door replacement is intended to increase natural light within the home, noting the existing structure has limited windows and the proposed door includes glass panels to improve interior lighting without major structural changes. Ms. Durham also provided historical context, stating research indicates the home dates to 1892 and was associated with Frederick and Laura Priest, later sold to C.J. Smith, who operated a jewelry business on Lemon Street.

Board discussion occurred regarding the proposed paint color. A board member questioned the Rookwood Jade color sample and whether it was reflected accurately in the materials. Staff clarified the color reference and noted it was included in the application materials.

No further questions were raised.

Motion to approve the Certificate of Appropriateness as presented by Ms. Pierce, seconded by Mr. Turnbow. The motion carried unanimously.

6. OTHER BUSINESS

7. BOARD MEMBER COMMENTS

Discussion commenced regarding board vacancies and alternate membership. Ms. West advised the Board to make recommendations regarding appointments.

Motion to appoint Ms. Mary Jane Rosa from alternate member to full member of the Historic Preservation Board was made by Ms. Pierce, seconded by Mr. Hollister. The motion carried unanimously.

Mr. Hollister raised concerns regarding conditions at the Bronson Mulholland House restoration project. Ms. West advised that concerns should be submitted in writing to staff for follow-up.

8. STAFF COMMENTS

9. ADJOURN

Motion to adjourn by Ms. Pierce
Meeting Adjourned at 4:34 PM.

Staff Report

Meeting Date: June 4, 2026



Case#: HPB 26-19
Address: 223 Madison Street
Parcel ID: 42-10-27-6850-0090-0010
Applicant: Shawn and Shannon Helmer

A. Application Summary

I. General

Project Name: 223 Madison Street, Palatka Florida - North Historic District

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

Parcel#: 42-10-27-6850-0090-0010

Acres: 0.33

Location: 223 Madison Street

Project Manager: Ryan Mickles, Planner

Owner: Shawn and Shannon Helmer

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.

The property consists of a two-story, single-family residential dwelling located on a corner lot at the intersection of North Third Street and Madison Street. A white picket fence, approximately 4-ft in height, surrounds the perimeter of the property along with several trees providing shade and curb appeal.

The Putnam County Property Appraiser notes that the house was built in 1935. The Florida Master Site File (FMSF) has the original residence constructed between 1903 and 1909. The FMSF also notes past properties owners included Rosenberg, Hudson, Curry, and Waymer. Figure 1 shows an aerial view of the North Third and Madison Street area. Figure 2 shows a Google Street View image of 223 Madison Street.



Figure 1 Aerial view of the North Third and Madison Street area (source: Google Earth)

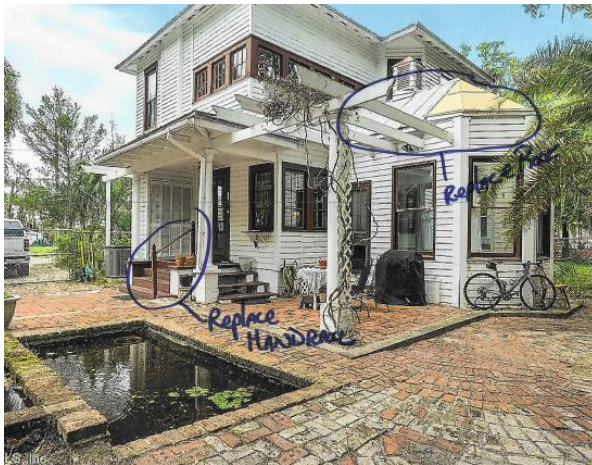


Figure 2 Photograph image of 223 Madison Street (source: Google Streetview)

III. Analysis

Proposed Improvements.

The applicants are proposing several improvements to the residence as noted in the following set of images: replacements of two exterior light sources, two handrails, a second story balustrade, and metal roof over the side porch. The applicants note there is structure repair needed to replace rotted wood and membrane of the front entrance portico roof. There will be no change in appearance to what currently exists. Lastly, the applicants are also proposing to repaint the exterior window and door trim, as well as the front and rear porch floors.



Roof. The applicants are proposing to replace the metal roof over the side porch. Figure 3 shows the current condition. The proposed new metal roof would match the current metal roof on the residence.



Figure 3 Above: photographs of the metal roof that will be replaced over the porch. Below: Image of the metal roof that is in good condition on the house.



Exterior Lighting. The applicants are proposing to replace the existing front yard post lamp and front porch wall light fixture. Figure 4 shows the proposed lamp and wall sconce. Each is outfitted for (3) three 60-watt bulbs (total 180 watts) and the color black is proposed.



Figure 4 Proposed 20-inch Tall 3-Light Outdoor Post Lamp, and 10-inch H x 27.5-in W Outdoor Wall Mount, 3-Light

Handrail. The applicants are proposing to replace the existing 2x4 wooden handrails on the front and side porches to a black wrought iron handrail. Figure 5 shows the proposed handrail which will match in color with the proposed exterior light fixtures.



Figure 5 Proposed 5-ft x 4-ft Black Galvanized Iron Handrail

Exterior Painting. The applicants are proposing to paint the burgundy and green trim around the windows and doors to Powder Blue (SW 2863). The applicants are also proposing to paint the underside of the front entrance portico and rear entrance porch Powder Blue at 50% to mimic the Haint Blue paint, which the applicants feel is popular on historical homes in the south. Finally, the applicants are proposing to repaint the floor of the portico and the floor of the rear porch from burgundy to the existing color white currently on the house.



Figure 5 Photographs depicting the trim around windows and the flooring of the front portico which are proposed for repainting.

IV. Conclusion

The applicants/property owners are proposing to repair rotted wood and membrane of the existing front entrance roof, restore the second story balustrade, and replace the existing metal roof that has rusted over the side porch. The applicants are proposing to repaint the trim around the windows and doors, repaint the underside of the front and rear entrance porches, and repaint the front and rear porch floors with colors currently on the existing house and/or consistent with the color palette recommended by the Historic Preservation Board and adopted by the City Commission. The application for a Certificate of Appropriateness also includes replacing the front yard lamp post, the front porch light fixture, and the wooden handrails. 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.

05/04/2026

RE: 223 Madison Street, Palatka, FL 32177

Parcel #: 42-10-27-6850-0090-0010

Below is a list of items requesting approval.

Roof Repair: Awaiting a quote from Whitton Roofing.

Repair current front entrance porch roof. Just structure repair to replace rotted wood and membrane. No change to current appearance. We would like to eventually replace missing upstairs railing which had been removed at some point. Replace metal roofing over side porch on exterior of home. Replace with metal roofing to match current roofing material. Roof has rusted and needs to be replaced. Please see photos of roof and railings.

Exterior Paint:

Eventually paint all current burgundy and green trim around windows and doors with Historical Sherwin Williams Powder Blue which is an approved Board color. Would like to also paint the underside of front entrance porch and rear entrance porch Powder Blue at 50% to mimic the Haint Blue paint which is popular on Historical homes in the south. Paint current burgundy front porch and rear porch floor white.

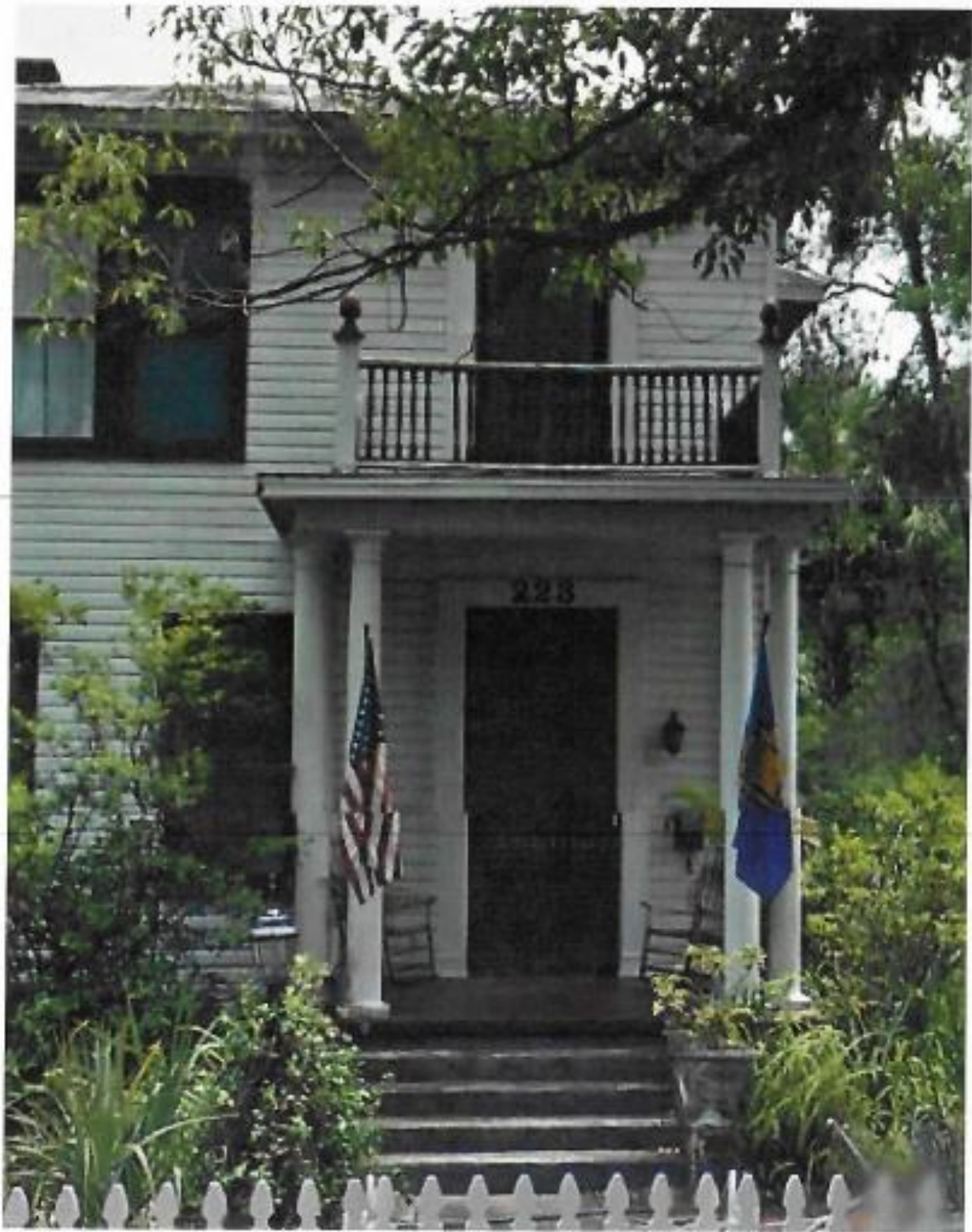
Exterior Lighting:

Replace front yard lamp post and front porch light fixture to "Great Outdoors" Harrison Light fixtures. They are black in color, and each have (3) 60Watt bulbs for illumination. Please find specs attached.

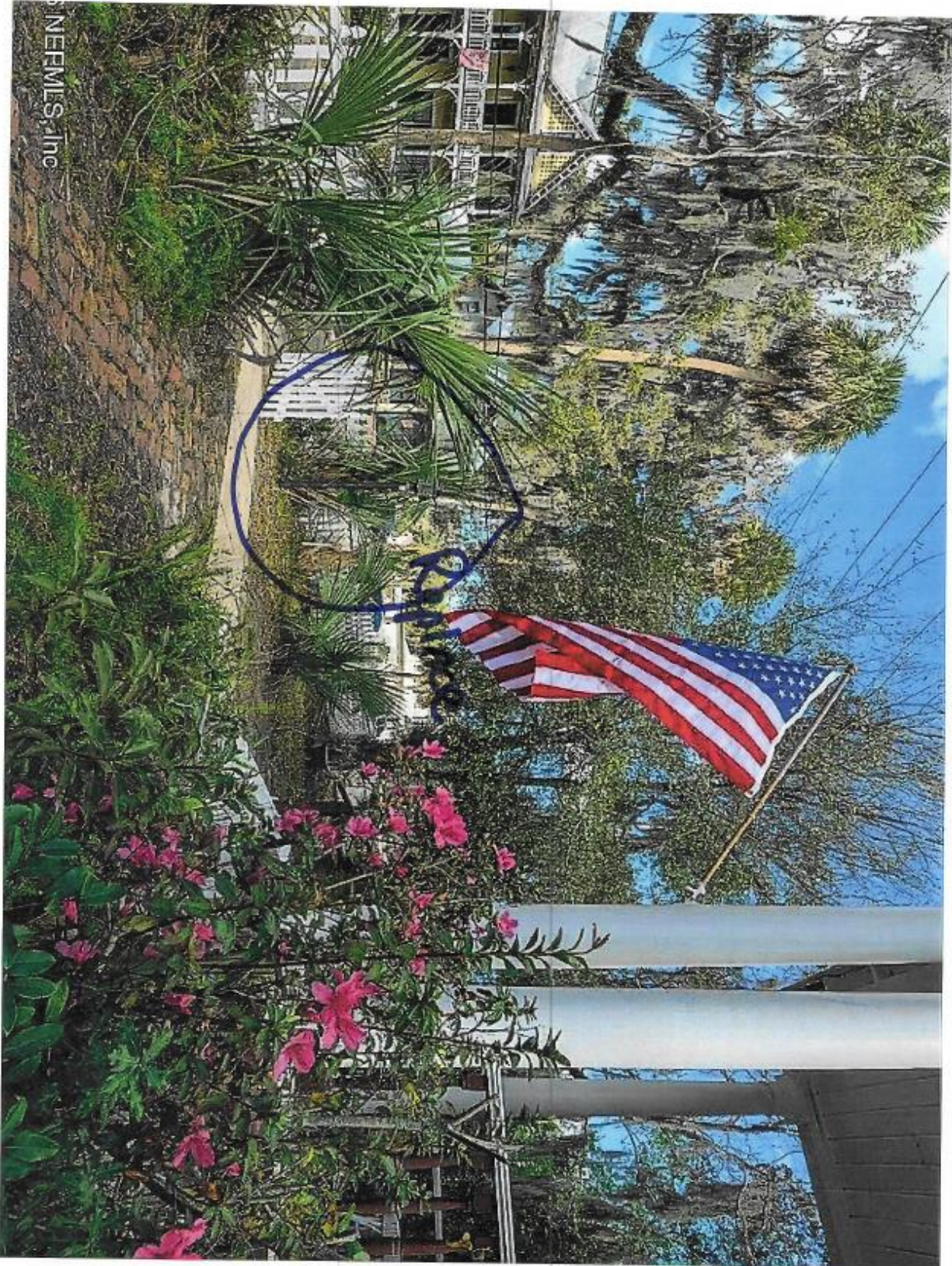
Exterior Handrails:

Replace home made wooden 2 x 4 step handrails with Black Wrought Iron Handrail to match light fixtures. Please find specs attached.

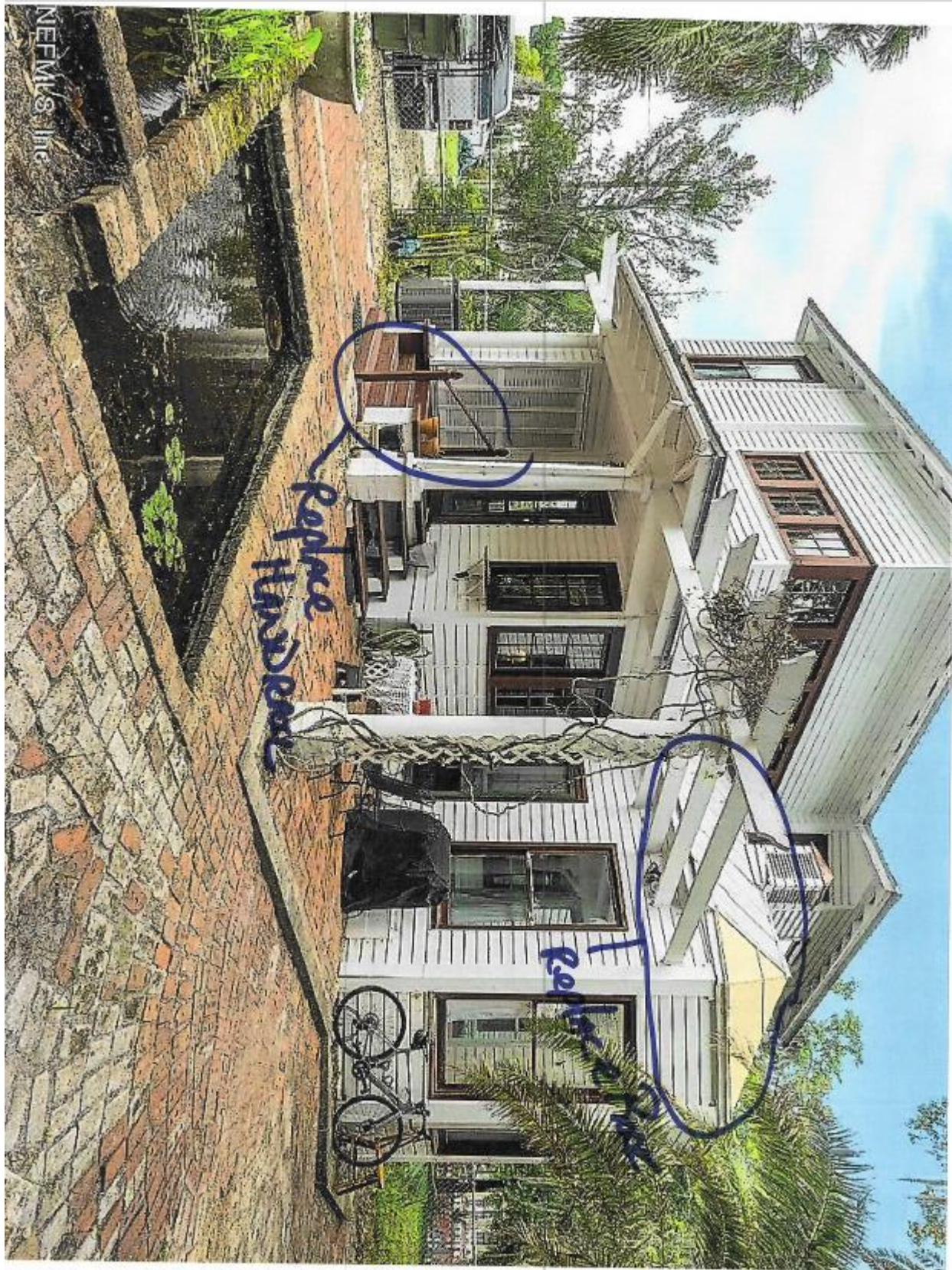


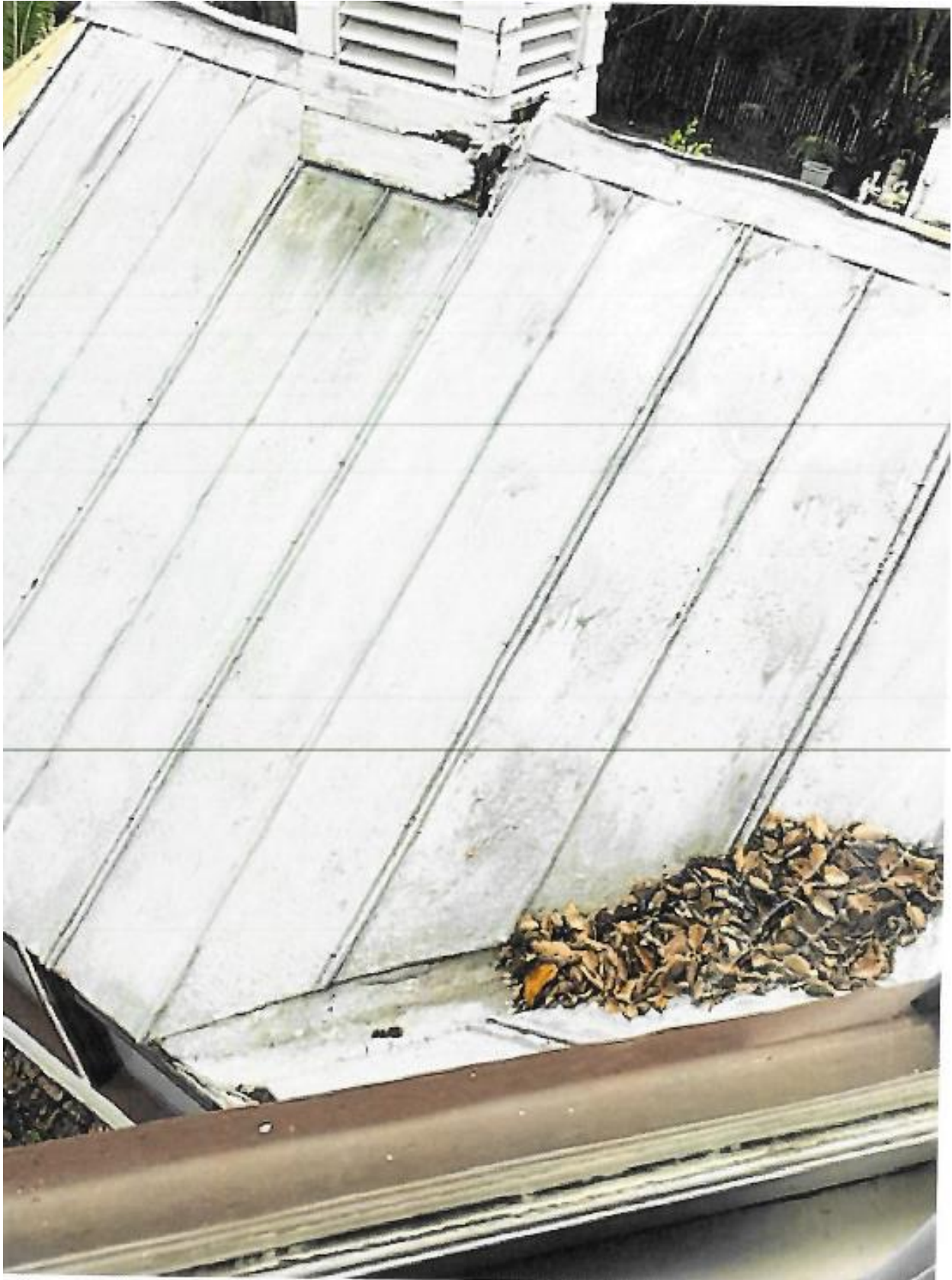


















6ft. x 4ft.

[View Full Product Details](#)

Homeowners

Help

 My Store: Find A Store



Sign In / Register



What can we help you find?

0 - \$0.00

Paints & Supplies Find Color Project Center For Pros Special Offers

Color Blue Paint Colors SW 2863 Powder Blue

SAVE 

H Historic Color

SW 2863

Powder Blue

FULL DETAILS

This mid-tone, neutral blue is easy on the eyes. Use it to accentuate fellow cool shades such as Origami White or Peppercorn.

Sample this color:



FREE Color Chip



Paint Sample

Or, shop paint:



Interior Paint



Exterior Paint

Feedback



Actual color may vary from on-screen representation. To confirm your color choices prior to purchase, please view a physical color sample.



[Click to see full view](#)



Ask Rufus

- What type of bulbs does it use?
- Is it easy to install?
- Can it withstand rain?
- Why you might like this
- Compare with similar
- Ask something else

8692-66 Harrison Outdoor Wall Mount, 3-Light, 180 Total Watts, 10-in H x 27.75-in W, Coal Black



**Harrison 20 Inch Tall 3 Light Outdoor
Post Lamp by Minka Lavery**



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

APPLICATION #: HPB 26-19
DATE RECEIVED: _____
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments. **Advertising fees are to be paid by the applicant.**

(Checks payable to the City of Palatka)

___ \$50.00 (Administrative level) ___ \$350.00 (HPB level) ___ \$500.00 (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

- Property Address: 223 MADISON Street, PALATKA, FL 32177
- Parcel Number: 42-10-27-6850-0090-0010
- Historic District: ☒ North or ☐ South

Property Owner/Applicant Information

Property Owner(s)

Name(s): SHAWN FRANCIS HELMER + SHANNON ELAINE LUMBERT-HELMER

Mailing Address: 3504 5th Dr. W., PALMETTO, FL 34221

Phone Number(s): 941-932-5650 Email: PALMGIRL215@YAHOO.COM

Agent/Contractor(s)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

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 ATTACHED

This application submitted by:

Owner 1 (Print Name): SHANNON ELAINE LUMMERT-HELMER

Signature of Owner 1: [Signature] Date: 5-4-2026

Owner 2 (Print Name): _____

Signature of Owner 2: _____ Date: _____

Print Agent Name: _____

Signature of Agent: _____ Date: _____

To Be Notarized

Name (Print Name): SHANNON ELAINE LUMMERT-HELMER

Signature: [Signature] Date: 5-4-2026

STATE OF FLORIDA County of MANATEE

Before me this day personally appeared SHANNON ELAINE LUMMERT-HELMER 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 4th day of MAY A.D. 2026

(Notary Seal)



[Signature]
Notary Public

My commission expires: 7-11-27
Type of Identification Produced: FDL

State of FLORIDA at Large.

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

Date: 05/07/2026

OPER ID: AROMERO

RECEIPT NO:F001273

RECEIVED FROM: 223 MADISON ST.

AMOUNT RECEIVED:	356.00	TYPE: PP	PP / 7274 AUTH CODE: 197106365
AMOUNT RECEIVED:	356.00	TYPE: PP	PP / 7274 AUTH CODE: 197106365
AMOUNT RECEIVED:	356.00	TYPE: PP	PP / 7274 AUTH CODE: 197106365
AMOUNT RECEIVED:	356.00-	TYPE: PP	PP / 7274 AUTH CODE: F001273
AMOUNT RECEIVED:	356.00-	TYPE: PP	PP / 7274 AUTH CODE: F001273

CHANGE DUE: 0.00

TOTAL RECEIVED: 356.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER	DESCRIPTION / FOR
350.00		223 MADISON ST. COA APP FEE HPB LEVEL
6.00		ZONING CONVENIENCE FEE

Prepared by and return to:

Anish K. Patel, Esq.
Old City Law, PLLC
1 Riberia Street
Saint Augustine, FL 32084
(904) 829-6383
File Number: 2026-5196
Will Call No.:

E-RECORDED

simpliFile

ID: 202654010778 BK1867 PG1383

County: Putnam

Date: 4/29/2026 Time: 3:09 PM

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Warranty Deed

This Warranty Deed made this 29th day of April, 2026 between **Jeffrey M. Douglass, Mark T. Douglass, James G. Douglass III, Andrew D. Douglass and Anthony L. Douglass** whose post office address is **912 Barrington Ct., Chesapeake, VA 23322**, grantor, and **Shawn Francis Helmer and Shannon Elaine Lummert-Helmer, Husband and Wife** whose post office address is **223 Madison St, Palatka, FL 32177**, grantee:

(Whenever used herein the terms "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, trusts and trustees)

Witnesseth, that said grantor, for and in consideration of the sum of TEN AND NO/100 DOLLARS (\$10.00) and other good and valuable considerations to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said grantee, and grantee's heirs and assigns forever, the following described land, situated, lying and being in **Putnam County, Florida** to-wit:

Parcel #1:

Beginning at a point on the Northerly line of Block 9 of the City of Palatka, on Madison Street, 50 feet Easterly from the NW corner of said Block 9 as a point of beginning and running thence East, along the Northerly line of said Block 9, parallel with Madison Street, a distance of 45 feet; thence run Southerly, on a line parallel with Third Street, for a distance of 150 feet; thence Westerly, on a parallel line with Madison Street, a distance of 45 feet; thence Northerly along a line parallel with Third Street, a distance of 150 feet to the Point of Beginning. The same being part of Lots 1 and 4 of Block 9 of the City of Palatka, which said plat is of record in Plat Book 2, Page 46, of the Public Records of Putnam County, Florida.

Parcel #2:

Beginning at the NW corner of Block 9 and running East along the South line of Madison Street, 50 feet; thence South, parallel with Third Street, 148 feet; thence West, parallel with Madison Street, 50 feet to the East line of Third Street; thence North 148 feet to the Point of Beginning, according to Dick's Map of the City of Palatka, Florida, which said plat is of record in Plat Book 2, Page 46, of the Public Records of Putnam County, Florida.

Parcel Number: 42-10-27-6850-0090-0010

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

Subject to covenants, conditions, restrictions, reservations, limitations, easements and agreements of records, if any; and to all applicable zoning ordinances and/or restrictions and prohibitions imposed by governmental authorities, if any, however, this reference does not operate to reimpose same; Subject to zoning Ordinances that may affect subject property.

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

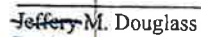
land and will defend the same against the lawful claims of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing subsequent to **12/31/2025**.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:


Witness
Printed Name: Tamiyah Finstee
P.O. Address: 1530 International Blvd
Norfolk, VA 23513


Witness
Printed Name: Rasulha Muslo
P.O. Address: 1530 International Blvd
Norfolk, VA 23513


Jeffrey M. Douglass
Jeffrey


Mark T. Douglass

James G. Douglass III

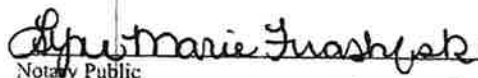
Andrew D. Douglass

Anthony L. Douglass

State of Virginia
County of Norfolk

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 20th day of April, 2026 by Mark T. Douglass who ☐ are personally known or ☒ have produced drivers' licenses as identification.

[Seal]


Notary Public
Print Name: Lynn Marie Frashfski
My Commission Expires: 12/31/2027



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 12/31/2025.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Pamela Webb
Witness
Printed Name: Pamela Webb
P.O. Address: 747 Springwater Rd
Wilmington, NC 28405

Luby Freeman
Witness
Printed Name: Luby Freeman
P.O. Address: 1032 Hester Freeman Avenue
Wilmington, NC 28409

Jeffery M. Douglass
Jeffrey

Mark T. Douglass

James G. Douglass III

Andrew D. Douglass

Anthony L. Douglass
Anthony L. Douglass

State of North Carolina
County of Brunswick

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 23 day of April, 2026 by Anthony L. Douglass who ☐ are personally known or ☒ have produced drivers' licenses as identification.

[Seal]



Catherine Hines Jacobs
Notary Public
Print Name: Catherine Hines Jacobs
My Commission Expires: September 20, 2026

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 12/31/2025.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:



Witness
Printed Name: Penny Lewis
P.O. Address: 290 Almanzar Rd
St. Augustine, FL 32086



Witness
Printed Name: Anish K. Patel
P.O. Address: 1 Robinia St
St. Augustine, FL 32084



Jeffrey M. Douglass

Mark T. Douglass



James G. Douglass III

Andrew D. Douglass

Anthony L. Douglass

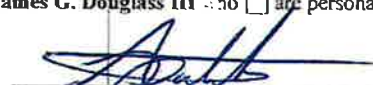
State of Florida
County of Saint Johns

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 28th day of April, 2026 by Jeffrey M. Douglass and James G. Douglass III who ☐ are personally known or ☒ have produced drivers' licenses as identification.

[Seal]



Anish Kanti Patel
Comm.: HH 626797
Expires: Mar. 25, 2029
Notary Public - State of Florida


Notary Public

Print Name: Anish Kanti Patel

My Commission Expires: 03/25/2029

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 12/31/2025.

In Witness Whereof, grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Brenda Mitchum
Witness
Printed Name: Brenda Mitchum
P.O. Address: 1820 Hwy 45
McCollumville SC 29458

Christina H Cylar
Witness
Printed Name: Christina H Cylar
P.O. Address: PO Box 816
McCollumville SC 29458

Jeffery M. Douglass
Jeffrey

Mark T. Douglass

James G. Douglass III

Andrew D. Douglass

Anthony L. Douglass

State of SC
County of Charleston

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 22nd day of April, 2026 by Andrew D. Douglass who ☒ are personally known or ☐ have produced drivers' licenses as identification.



JoAnne Jackson
Notary Public
Print Name: JoAnne Jackson
My Commission Expires: 04/12/2033

Staff Report

HPB Date: June 4th, 2026



Case#: HPB 26-18
Address: 313 Madison St., Palatka, FL 32177
Parcel ID: 42-10-27-6850-0170-0052
Applicant: Ryan & Courtney Adams

A. Application Summary

I. General

Project Name: HPB 26-18

Request: Additions: Fence, gate, and back deck.
Maintenance: Pine siding painted yellow.

Acres: 0.24

Location: 313 Madison St.

Project Manager: Renee' Brown

Owner: iHeart Capital, LLC

Applicant: Ryan and Courtney Adams

II. Background

The subject 0.24-acre parcel is located in the North Historic District. The structure is an "example of fine Colonial Revival residence located within and contributing to well-defined residential district evolving through nineteenth and early twentieth century. Building constructed between 1909 and 1915."

The property currently does not have a fence for the backyard, nor does it have a back deck. The ADA ramp on the proposed deck is needed for a disabled member of the family.

The applicant wishes to add a Stockade wood fence around the back and side yards. The fence would include a black metal gate for ingress/egress. Also proposed is a Pine

wood accessibility deck with side ramp on the back of the structure. The deck will have Baluster railings, Southern Yellow Pine, with white lattice trim.

Regular maintenance of replacing Pine siding, painting it yellow on the structure.

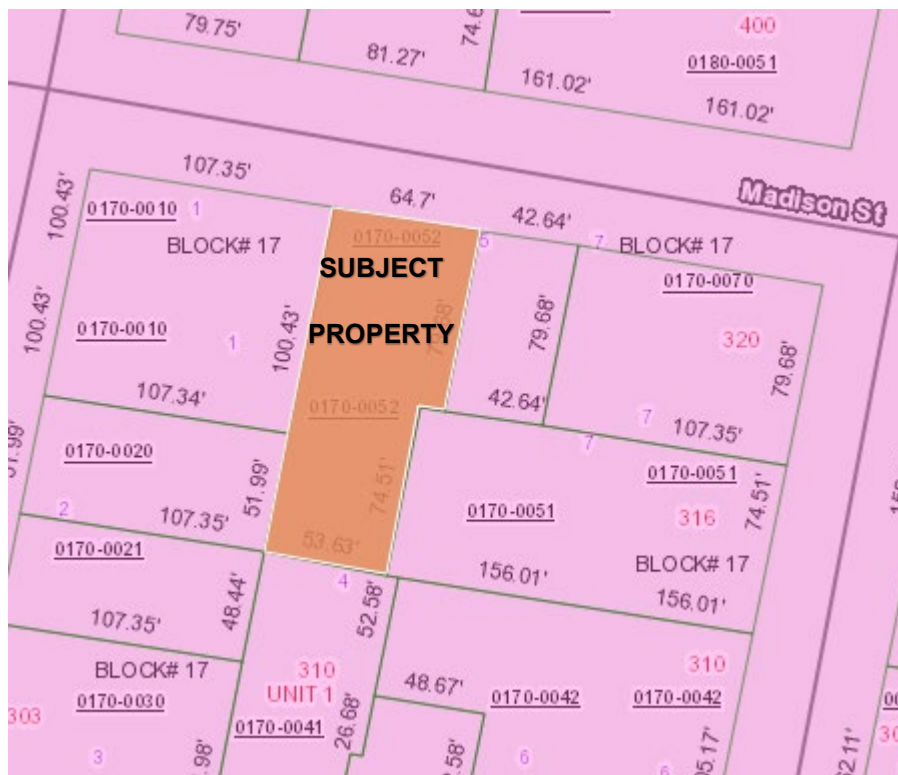


Figure 1: 313 Madison St. Location map.

III. Analysis

The Historic Preservation Board is to determine if the additions and maintenance being proposed are consistent with the historic character of the structure and that of the North Historic District.

1. Stockade wood fence with black metal gate.
2. Southern Yellow Pine ADA back deck with Baluster railings and white lattice trim.
3. Replace damaged exterior Pine siding to be painted yellow, consistent with the existing structure.

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: East side of structure.



Figure 3: West side of structure.

LINE DATA ABBREVIATIONS:
 PLAT = PLATTED REFERENCE
 MEAS = MEASURED DISTANCE
 CALC = CALCULATED DISTANCE
 DEED = DEEDED REFERENCE

Page 43 of 68

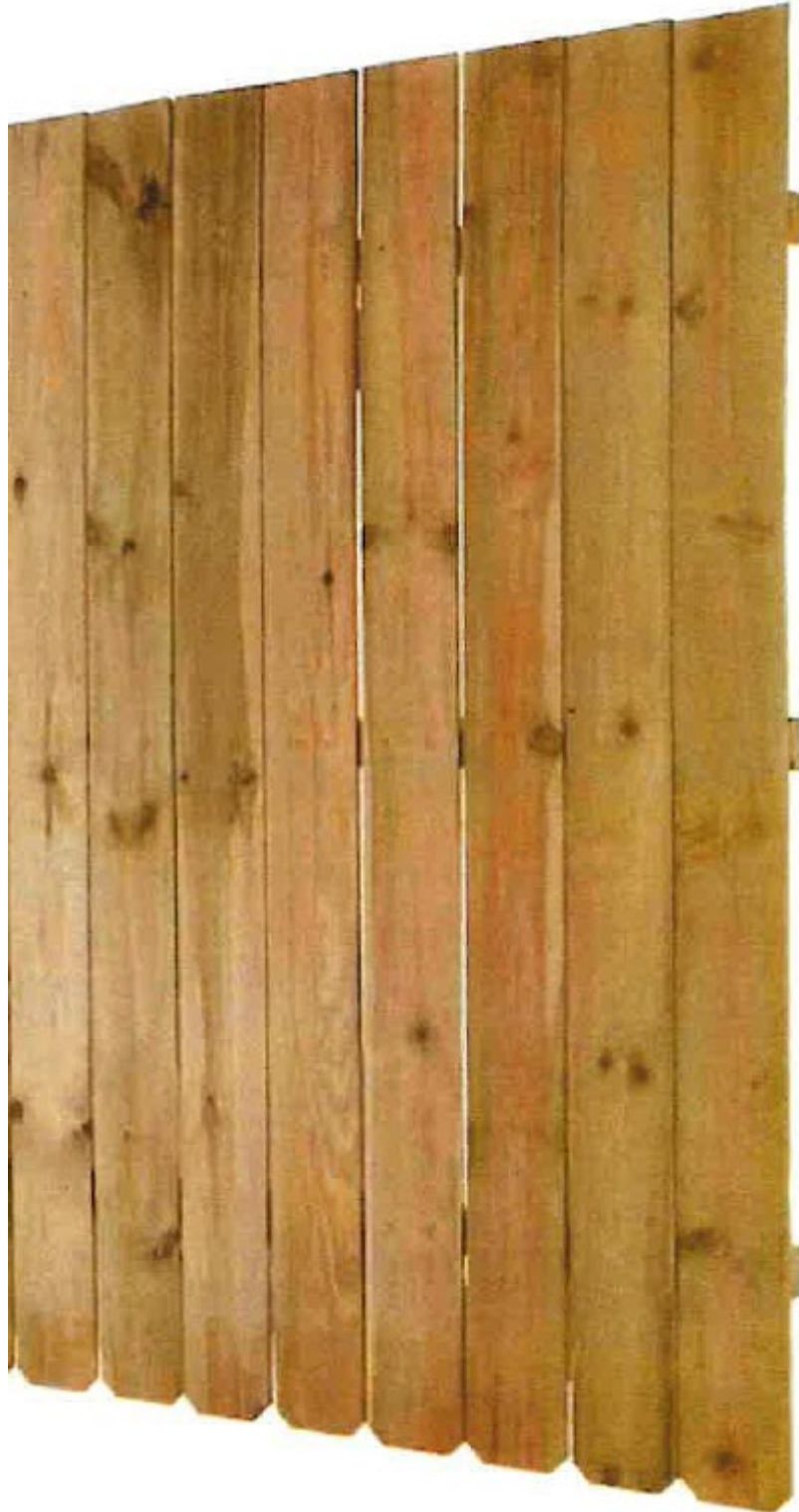


Figure 5: Fence material, pressure treated 6 foot Stockade wood.



Figure 6: Fence gate.

PROPOSED ACCESSIBILITY DECK WITH SIDE RAMP

HISTORIC DISTRICT APPROVED



MATERIALS & FINISHES

WOOD TYPE:	Pressure-treated Southern Yellow Pine
DECKING:	5/4" x 6" Deck Boards
RAILING & PICKETS:	2" x 2" Balusters with 4" Post Sleeves
SKIRTING:	1/2" White Lattice
HARDWARE:	Exterior Grade, Corrosion Resistant
FASTENERS:	Stainless Steel or Hot-Dipped Galvanized

WOOD & STAIN EXAMPLE



PRESSURE-TREATED PINE (UNSTAINED)

DESIGN INTENT

The proposed deck and accessibility ramp are designed to provide safe and functional access while maintaining the historic character of the home. The use of traditional materials, a low profile design, and a natural wood finish ensures the addition is compatible with the architectural style and surrounding historic district.

NOTES

- Ramp complies with ADA guidelines (1:12 max slope)
- All wood materials to be pressure-treated for exterior use
- Final construction to comply with all local building codes
- Minimal visual impact from the front of the home

Figure 7: AI version of back deck and specs.

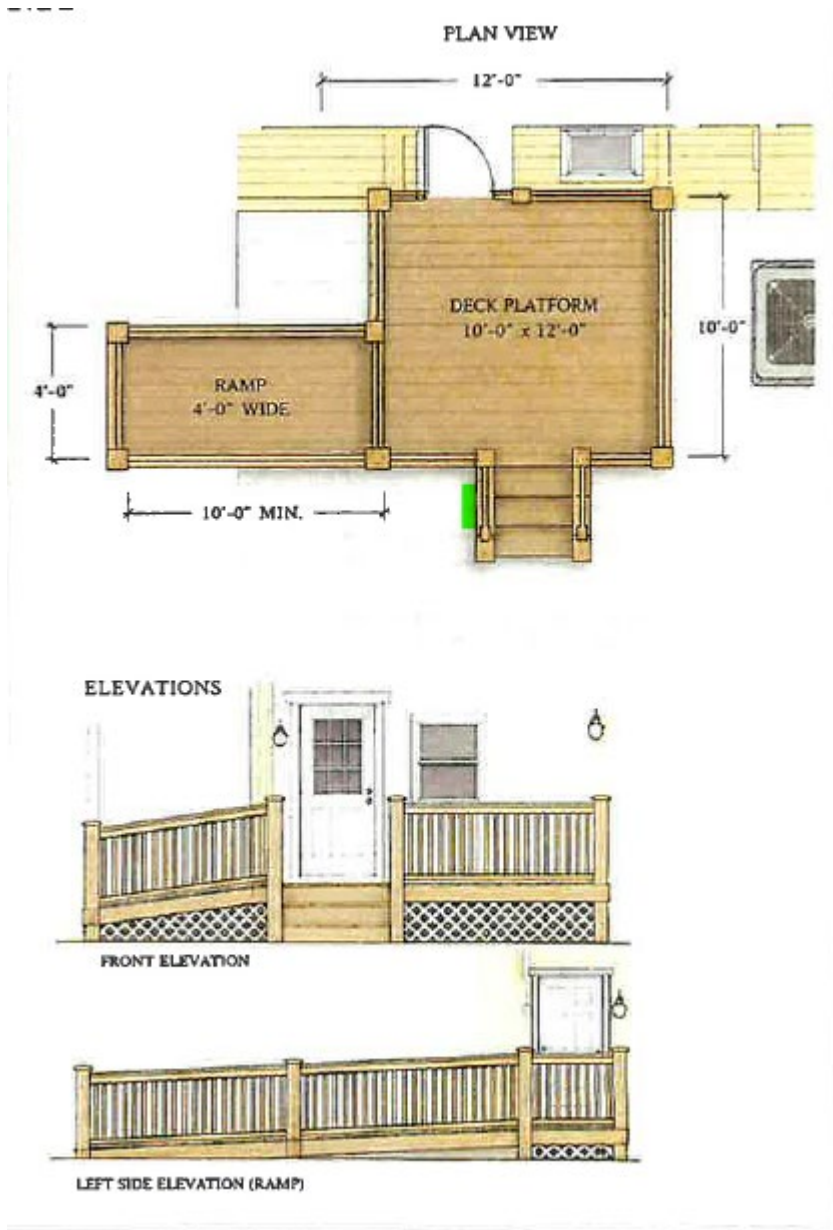


Figure 8: Rear deck dimensions and elevation.



Figure 9: Current siding and paint to be repaired.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

HPB 26-18

APPLICATION #: 5-1-26
DATE RECEIVED:
HEARING DATE: June 4, 2026

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments. **Advertising fees are to be paid by the applicant.**

(Checks payable to the City of Palatka)

☒ \$50.00 (Administrative level) ☒ \$350.00 (HPB level) ☐ \$500.00 (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

- Property Address: 313 Madison St. Palatka, FL 32177
- Parcel Number: 42-10-27-6850-0170-0052
- Historic District: ☒ North or ☐ South

Property Owner/Applicant Information

Property Owner(s)

Name(s): iHeart Capital LLC

Mailing Address: 423 St. Johns Ave, Ste 3, Palatka, FL 32177

Phone Number(s): 386-546-6450 Email: chad@iheartcap.com

Agent/Contractor(s)

Name(s): Lowman Fence / Wayne Westbury

Mailing Address: 2510 Reid St, Palatka, FL 32177

Phone Number(s): 386-937-9687 Email: dianadams@lowmanfenceco.com

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: <u>deck</u> | |
| Present Use of Property: | ☒ Single Family Residence | ☐ Multi-family Residence | ☐ Commercial |

Provide a detailed description of the proposed work to be performed: adding a wooden privacy fence for the back yard, with a gate for entry + a back deck to make the home wheelchair accessible for disabled brother. Replace board on side of home (Rot)

This application submitted by:

Owner 1 (Print Name): iHeart Capital LLC

Signature of Owner 1: [Signature] Date: 04/30/26

Owner 2 (Print Name): _____

Signature of Owner 2: _____ Date: _____

Print Agent Name: _____

Signature of Agent: _____ Date: _____

To Be Notarized

Name (Print Name): CHAD FREEMAN

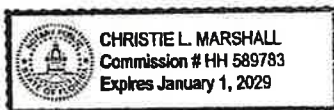
Signature: [Signature] Date: 4/30/26

STATE OF Florida County of Putnam

Before me this day personally appeared Chad Freeman 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 30th day of April A.D. 2026.

(Notary Seal)



Christie Marshall
Notary Public

My commission expires: 1-1-2029

State of Florida at Large.

Type of Identification Produced: _____

Personally Known (gms)



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

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

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 |

THE
FEDERAL
BUREAU OF INVESTIGATION



MEMORANDUM FOR THE DIRECTOR, FBI

SUBJECT: [Illegible]

DATE: [Illegible]

FROM: [Illegible]

TO: [Illegible]

[The following text is illegible due to extreme blurriness]

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

Date: 05/01/2026

OPER ID: MBROWN

RECEIPT NO:D017722

RECEIVED FROM: 313 MADISON ST

AMOUNT RECEIVED: 50.00 TYPE: CK CHECK: 105

CHANGE DUE: 0.00

TOTAL RECEIVED: 50.00

DISTRIBUTION:

AMOUNT ACCOUNT NUMBER

DESCRIPTION / FOR

50.00

313 MADISON ST
COA

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

Date: 05/26/2026 OPER ID: AROMERO RECEIPT NO:F001296

RECEIVED FROM: 313 MADISON ST.

AMOUNT RECEIVED: 300.00 TYPE: CK CHECK: 244

CHANGE DUE: 0.00

TOTAL RECEIVED: 300.00

DISTRIBUTION:

AMOUNT	ACCOUNT NUMBER
--------	----------------

300.00	
--------	--

DESCRIPTION / FOR

313 MADISON ST. REMAINING PAYMENT HPB LEVEL FEE

LETTER OF AUTHORIZATION

I iHEART CAPITAL (Owner's Name) do hereby give permission to LOWMAN FENCE & RYAN Adams in order to act on my behalf as my agent in all aspects to obtain the application and documents required for the property located at: Property Address: 313 Madison St, Palatka FL 32177

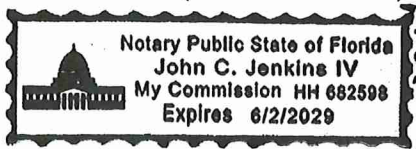
This will allow my agent to answer all questions on my behalf and to sign all documents for me; however, I accept full responsibility to ensure that my project meets all zoning and building code compliance.

Owner's Name (Print Name): CHAD FREEMAN iHEART CAPITAL LLC
Signature: [Signature] Date: 5-1-26

STATE OF FLORIDA
COUNTY OF Putnam

The foregoing instrument was acknowledged before me this 1 day of May, 2026, by Chad Freeman.

(NOTARY SEAL)



[Signature]
Signature of Notary Public-State of Florida

Personally Known ✓ OR Produced Identification _____
Type of Identification Produced _____

2



LION SHARE TITLE
— PROTECT THE DEN —

Prepared by: Christie L. Marshall
Lion Share Title, LLC
421 St. Johns Ave., Ste 4
Palatka, FL 32177

Inst: 202654010751 Date: 04/29/2026 Time: 12:29PM Doc Stamp-
Deed: 1785.00 By: CH, DC, Matt Reynolds, Putnam, County Page
1 of 2 B: 1867 P: 1228

File No 26-1018

Parcel Identification No 42-10-27-6850-0170-0052

WARRANTY DEED

This indenture made the 28th day of April, 2026 between Anthony Tripi and Judith Tripi, husband and wife, whose post office address is 3472 Putnam Road, St. Augustine, FL 32086, Florida, Grantor, to iHeart Capital, LLC, a Florida Limited Liability Company, whose post office address is 423 Saint Johns Avenue, Ste 3, Palatka, FL 32177, Florida, Grantee:

Witnesseth, that said Grantor, for and in consideration of the sum of TEN DOLLARS (U.S.\$10.00) and other good and valuable considerations to said Grantor in hand paid by said Grantee, the receipt whereof is hereby acknowledged, has granted, bargained, and sold to the said Grantee, and Grantee's heirs and assigns forever, the following described land, situate, lying and being in Putnam, Florida, to-wit:

The East 1 foot of Lot 1 and the West 1/2 of Lot 5, Block 17, DICK'S MAP OF THE CITY OF PALATKA, according to the map or plat thereof, as recorded in Plat Book 2, Page 46, of the Public Records of Putnam County, Florida. Less and except that portion thereof described as Tract 2 in that certain Deed Book 182, Page 10, of the Public Records of Putnam County, Florida.

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

Subject to taxes for 2026 and subsequent years, not yet due and payable; covenants, restrictions, easements, reservations and limitations of record, if any.

TO HAVE AND TO HOLD the same in fee simple forever.

And Grantor hereby covenant with the Grantee that the Grantor is lawfully seized of said land in fee simple, that Grantor have good right and lawful authority to sell and convey said land and that the Grantor hereby fully warrant the title to said land and will defend the same against the lawful claims of all persons whomsoever.

Warranty Deed

File No.: 26-1018



Page 1 of 2

Page 58 of 68

In Witness Whereof, Grantors have hereunto set Grantors' hand and seal the day and year first above written.

Signed, sealed and delivered in our presence:

Anthony Tripi
Anthony Tripi

Judith Tripi
Judith Tripi

3472 Putnam Road, St. Augustine, FL 32086

290 Almansa Rd

St. Augustine, FL 32086
Witness 1 Address

Penny Lewis
Witness

Penny Lewis
Printed Name

Christie Marshall
Witness

Christie Marshall
Printed Name

421 St. Johns Ave, St 4

Palatka, FL 32177
Witness 2 Address

STATE OF FLORIDA
COUNTY OF ST. JOHNS

The foregoing instrument was acknowledged before me by means of ☒ physical presence or ☐ online notarization, this 27th day of April, 2026, by Anthony Tripi and Judith Tripi, ☐ who is/are personally known to me or ☒ who has/have produced FL Drivers Lic. as identification.

Christie Marshall
Signature of Notary Public

Christie Marshall
Print, Type/Stamp Name of Notary



Page 1
— original
☒ update

HISTORIC STRUCTURE FORM FLORIDA MASTER SITE FILE

Version 1.1: 3/89

Site 8PU204
Recorder # _____

Site Name 313 Madison Street
Historic Contexts Palatka North 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 313 Madison Street
Vicinity of / Route to _____
Subdivision Palatka Block No. 17 Lot No. pt. 5
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 438900 Northing 3279890
Coordinates: Latitude 29 D 38 M 99 S Longitude 81 D 37 M 87 S

HISTORY

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

DESCRIPTION

Style Colonial Revival
Plan: Exterior Square
Interior _____
No. of: Stories 2 1/2 Outbuildings 0 Porches 1 Dormers 1
Structural System(s) Wood Frame
Exterior Fabric(s) Wood Weatherboard
Foundation: Type Piers Materials Brick
Infill Pierced brick
Porches 1 across front of house
Roof: Type Hip Surfacing Standing Seam Metal
Secondary Structures _____
Chimney: No. 1 Mtl's Brick Locns North east of center of house
Windows Wood Double Hung 1/1
Exterior Ornament Simple Wood Trim at Doors and Windows
Condition Good surroundings Residential Neighborhood
Narrative (general, interior, landscape, context; 3 lines only)
A potentially attractive house which has seen years of subsistence maintenance. The landscaping is minimal. This house has a great deal of potential but needs attention.

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 This house has the simple form and detail of the Colonial Revival houses in the district. Its main structure, porch and dormer provide the frame work for a potentially excellent contributor to the 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)

This house is potentially important as part of the district's historic character and quality.

* * * 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 Y17

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

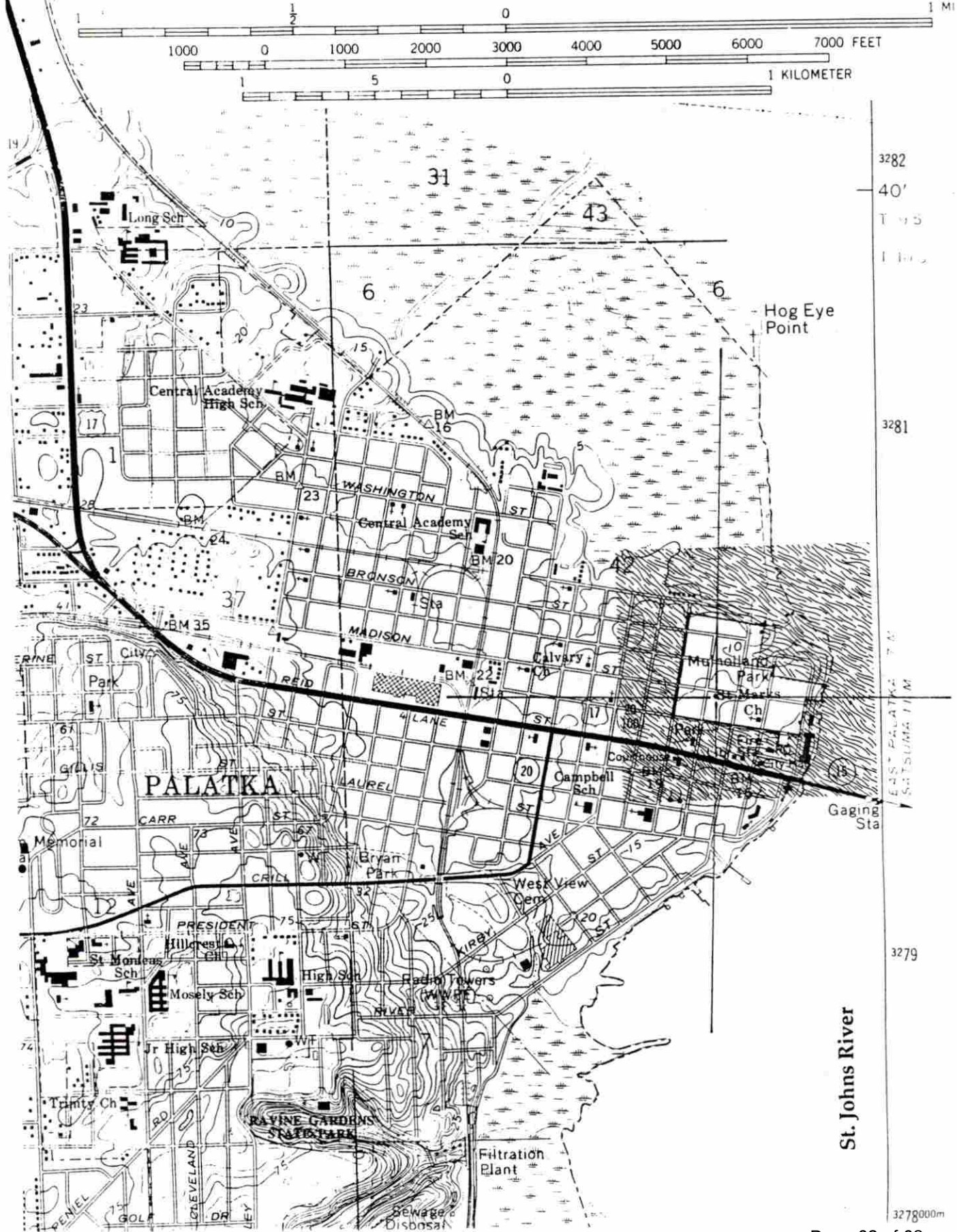
Boat
Ramp

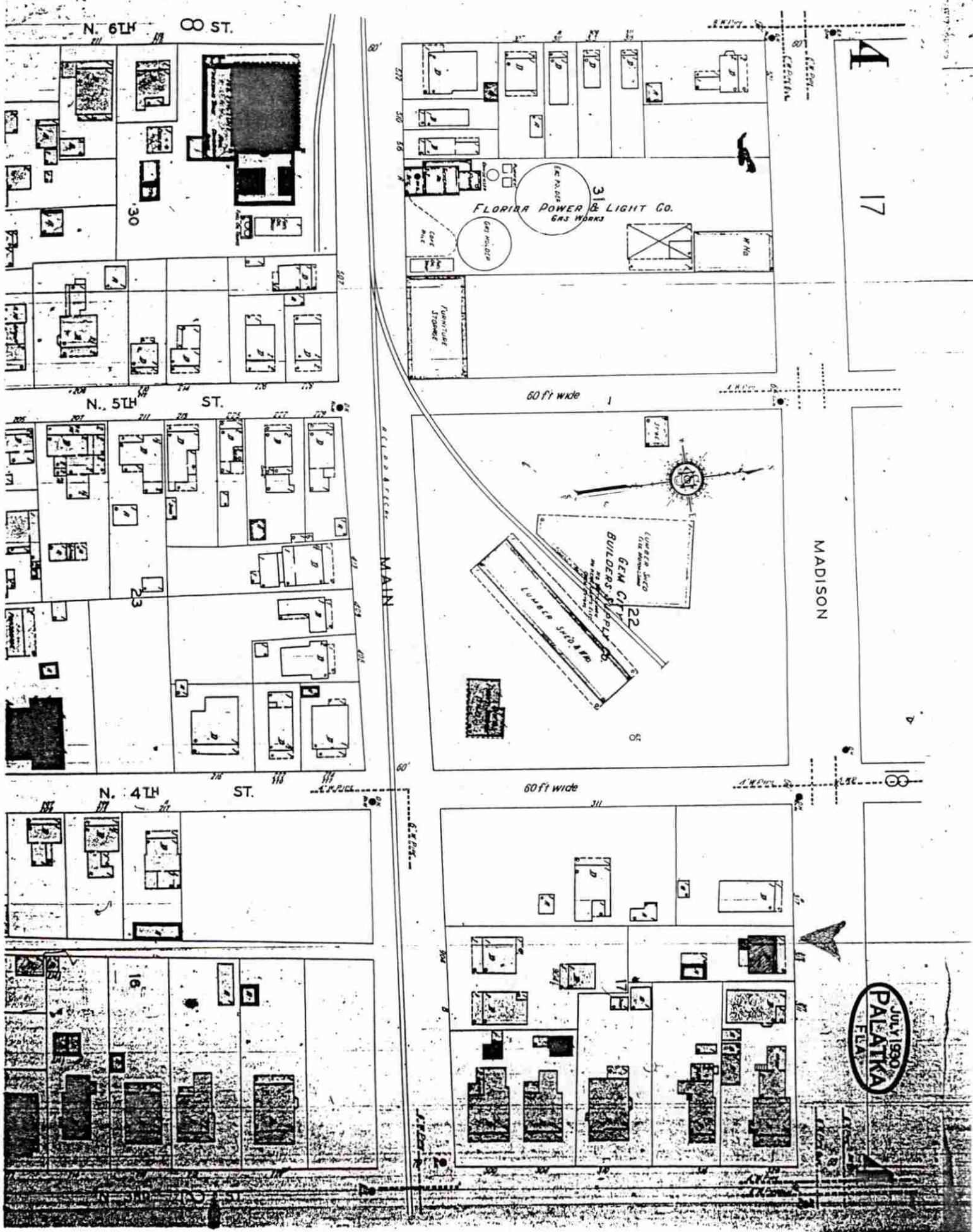
3283

The City of Palatka North Historic District

313 Madison St.
Site 8PU204

U. S. Geological Survey Map enlarged 25%





**SEE SITE FILE STAFF 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 313 Madison St., Palatka, FL 830 = = Site No. 8 P 204
Address of Site: 313 Madison St., Palatka, FL 32077 Survey Date 8011 820 = =
Instruction for locating _____ 905 = =

Location: Palatka 17 pt. 5 813 = =
subdivision name block no. lot no. 868 = =

County: Putnam 808 = =

Owner of Site: Name: Coffee, James C. and Linda G. ;

Address: 313 Madison 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 = =	

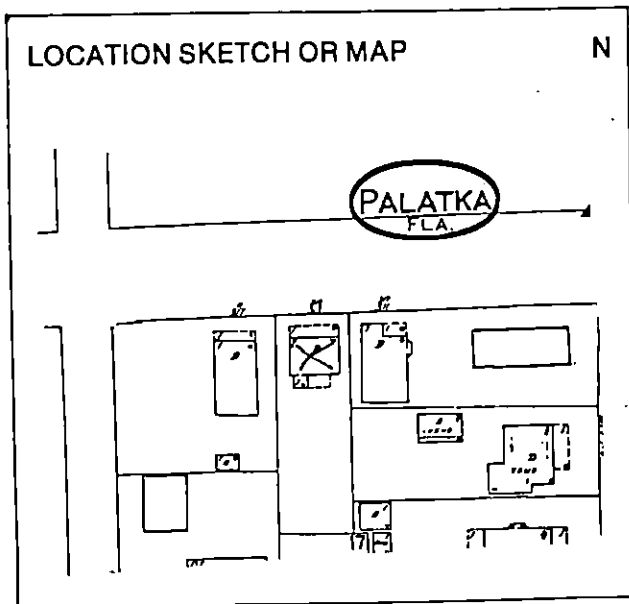
Areas of Significance: Architecture 910 = =

Significance: Example of fine Colonial Revival residence located within and contributing to well-defined residential district evolving through nineteenth and early twentieth century. Building constructed between 1909 and 1915.

Source: Sanborn

911 = =

ARCHITECT _____ 872 ==
 BUILDER _____ 874 ==
 STYLE AND/OR PERIOD Colonial Revival 964 ==
 PLAN TYPE square 966 ==
 EXTERIOR FABRIC(S) wood:weatherboard with cornerboards 854 ==
 STRUCTURAL SYSTEM(S) wood frame: balloon 856 ==
 PORCHES N/1-story screened porch with turned unfluted doric columns,
4-bay, entrance from N 942 ==
 FOUNDATION: piers: brick, brick, pierced 942 ==
 ROOF TYPE: hip 942 ==
 SECONDARY ROOF STRUCTURE(S): dormer: hip 942 ==
 CHIMNEY LOCATION: offset: rear slope#offset: rear slope 942 ==
 WINDOW TYPE: DHS, 1/1, wood # DHS, 2/2, wood 942 ==
 CHIMNEY: brick with corbelled caps 882 ==
 ROOF SURFACING: metal, sheet: 3-V crimp 882 ==
 ORNAMENT EXTERIOR: wood 882 ==
 NO. OF CHIMNEYS 2 952 == NO. OF STORIES 2½ 950 ==
 NO. OF DORMERS 1 954 ==
 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	890 ==
Zone	Easting	Northing	

Photographic Records Numbers _____ 860 ==

Contact Print





22-02 NNNNN 951

313 Madison St.

North Elevation

R. Pohlman / J. Doyle

March 1994

Y17; DAHRM

Photo No. 1 of 1

Site 8PU204