

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



CYNTHIA CURRY
INTERIM CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

JOSH PELLICER
BOCC REPRESENTATIVE

SAM DEPUTY
COMMUNITY REPRESENTATIVE

NICOLE AUTH
CRA COORDINATOR

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
June 22, 2026 at 5:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

2. APPROVAL OF MINUTES

- a. May 18, 2026, regular meeting minutes
- b. June 10, 2026, Budget Workshop

3. PUBLIC COMMENTS

4. REGULAR BUSINESS

- a. St. Johns Avenue Intersection Evaluation and Repair Strategy
- b. Discussion Regarding Potential City–CRA Historic Asset & Cultural Facilities Responsibility Framework
- c. Discussion/Direction - Bronson–Mulholland House Porch Handrail Consideration of Public Safety and Historic Preservation Alternatives
- d. Building Improvement Grant 2026 Application Cycle - Update

5. REPORTS

- a. City Manager Verbal Report
- b. Gateway Redevelopment Plan Presentation – Port Consolidated Redevelopment Site - 15 Min

6. ADJOURN

NOTICE: Per F.S. 286.0105 persons with disabilities requiring accommodations in order to participate in this meeting should contact the City Clerks office at 329-0100 at least 24 hours in advance to request accommodations.

ROBERTA M. CORREA
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COMMISSIONER



Regular meeting 4thnd Monday of each month at 5:00 PM

JASON SGAW SR.
ACTING CITY MANAGER
POLICE CHIEF

WALTON PELLICER BOCC
REPRESENTATIVE

SAM DEPUTY
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC, FCPC
CITY CLERK

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

NICOLE AUTH
CRA MANAGER

Community Redevelopment Meeting May 18, 2026, Minutes

Invocation

The invocation was led by Commissioner Campbell.

Pledge of Allegiance

The Pledge of Allegiance was led by Mr. Deputy.

Roll Call

Commissioner Borom, Commissioner Pellicer, Mr. Deputy, Commissioner Davis, Commissioner Jones, Commissioner Campbell and Mayor Correa were present.

Approval of minutes

April 20, 2026

Vote: Commissioner Campbell moved to approve the April 20, 2026, minutes. Commissioner Davise seconded the motion which passed unanimously.

Public Comments

There were no public comments.

Regular Business

Small Business Development Center Report (Informational Only, No Action Required).

Mr. Paul provided an update on recent activity within the Palatka zip code, noting several major changes from previous reports. During the current reporting period, his office consulted with 16 entrepreneurs for over three hours, resulting in two new business starts, two hires, approximately \$50,000 in increased sales, and \$10,115 raised. He noted that fundraising is lower compared to prior years. Mr. Paul explained that last year he managed \$10 to 15 million on projects. A "project" is defined as assisting clients with business plans, pro formas, resumes, and related documentation for submission. This year's project volume is just under \$7 million, with some projects continuing from previous years. He currently has two clients in underwriting for \$1 million and \$300,000 respectively. The remaining project value is divided between Putnam County and surrounding counties.

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He reported on recent workshops, including a lenders' workshop held on March 3 at the Chamber of Commerce and a May 12 workshop at the new office location at 320 St. Johns Avenue, which had full attendance. An upcoming workshop titled "Smarter Approach to Sales and Marketing" is scheduled for June 9 at the same location. Mr. Paul also redesigned the department newsletter to improve interaction between students, the city, and the county. The issue highlighted the office relocation, recognized Sunshine Real for winning the Florida Small Business Person of the Year Award and included information on commercial space availability and upcoming training. He noted that one of his clients, Sunshine Real, was featured in Florida Trend magazine, with a video produced by the state SBDC that will be shared statewide and at the annual conference in Fort Myers. In closing, Mr. Paul expressed optimism about continued business growth in the area, noting increases in traffic and interest in downtown rental spaces. Commissioners thanked him for his Palatka-focused report and readability. No further questions were raised.

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

The City Attorney Jane West provided a brief presentation on Florida's Government in the Sunshine Law at the request of the City Commission. She explained that the Sunshine Law guarantees public access to governmental proceedings at both the state and local levels. The law applies to any gatherings, formal or informal, of two or more members of the same board discussing matters that may come before that board for action. This includes elected boards, appointed boards, and advisory boards. Staff gatherings are generally not subject to Sunshine. She reviewed prohibited communications, noting that board members may not privately discuss board business in person, by phone, email, text message, or via electronic platforms such as social media or blogs. Social media interactions, including comments or emoji reactions, may constitute public records. Members also may not use liaisons to communicate indirectly with each other regarding upcoming items.

She outlined the three primary Sunshine Law requirements:

1. Meetings must be open to the public.
2. Reasonable notice, typically at least 48 hours, must be provided unless an emergency exists.
3. Minutes must be recorded and available for public inspection.

Ms. West also described potential penalties for violations, including civil actions, criminal penalties, and possible suspension or removal from office.

Public participation requirements were reviewed, emphasizing that the public must be given an opportunity to be heard before any official action is taken. She also summarized Florida's Public Records Act, noting its broad scope and applicability to documents and electronic communications, regardless of format or method of transmission. She explained the City's process for fulfilling public records requests, which includes acknowledgment by the City Clerk, distribution to appropriate departments, cost estimates for extensive requests, and final release back to the requester.

During questions from the Commission and board members, they expressed concern about the appearance of impropriety when board members are seen speaking in public. The attorney advised members to be mindful of perception and to clarify the nature of any incidental conversations if concerns arise. A question was also raised about recent changes to the ethics complaint process. Ms. Jane confirmed that ethics complaints can no longer be submitted anonymously; they must include the complaints' name and firsthand evidence and cannot be filed by the government itself.

CRA Landscaping and Maintenance – Budget Status and Planning Discussion

Ms. Auth presented an update on landscaping needs along St. Johns Avenue and related funding concerns. Recent tree plantings and drought conditions have increased required maintenance, and

Public Works has been unable to meet demand due to limited staff and competing priorities. Current contracted interim watering through Four Seasons is estimated at approximately \$15,000 through the end of the contract in October. Remaining FY funds in relevant Central Business District account for a total approximately \$11,000, creating a deficit. Staff compared the cost of a full-time employee versus contracted landscaping and noted that professional services provide specialized care needed during the tree-establishment period. Estimated costs for comprehensive landscaping services in future years are approximately \$3,000 per month and will be included in upcoming budget planning.

Discussion:

The Commission discussed potential temporary solutions, including budget transfers. The Public Works Department reported challenges maintaining adequate watering frequency.

Commissioners emphasized the importance of preserving the City's investment in newly planted trees. Ms. Pierre recommended reviewing available balances within the Professional Services line item for a possible transfer to cover the shortfall, subject to verification of outstanding invoices.

Vote: Mr. Deputy move to approve a budget transfer from the Professional Services line item to the Landscaping line item, if funding allows, to cover landscaping and watering costs through October. Commissioner Campbell seconded the motion which passed unanimously.

Public Comment

Ms. Kitchens noted that portions of the South Historic District and Central Business District overlap and suggested that, depending on boundaries, some costs might be shared. Staff clarified district boundaries and confirmed that the trees in question fell within the Central TIF area. The speaker also encouraged selecting drought-resistant trees in future plantings.

Bronson-Mulholland House Handrail Installation (Informational Only)

Mr. Bumgarner and Ms. Auth presented an informational update regarding the potential installation of lower-porch handrails at the Bronson-Mulholland House. Exterior renovations were previously completed using non-CRA funding sources, but handrails were not included in the original scope of work. After completion, staff identified potential public safety and liability concerns due to varying porch heights ranging approximately from 29 to 33 inches.

The property is located within the North Historic TIF District, and staff determined that the proposed improvements meet CRA goals related to historic preservation, safety, and maintenance. Approximately \$16,000 in North Historic TIF general capital improvement funds were identified as a possible funding source. Staff noted that no action was being taken at this time.

Commissioners and staff discussed Florida Building Code requirements, noting that railings are typically required where the height exceeds 30 inches at any point. Because the porch heights vary and may exceed this threshold after the sod settles or drainage changes, Building Code compliance is uncertain. The City Attorney explained that even if the building's historic designation provides flexibility under the Building Code, liability exposure would still remain with the City.

Commissioners expressed differing viewpoints regarding use of North TIF funds versus citywide funding for repairs to city-owned buildings located within a CRA district. Some members raised concerns about setting precedents for CRA funding of city building maintenance, while others noted that such expenditures are permissible under Chapter 163 and consistent with CRA objectives for historic preservation.

The CRA Board members requested consideration of alternatives to traditional railings that would better preserve the historic character of the building, including options that raise surrounding grade, utilize temporary event barriers, or incorporate historically sensitive designs. Commissioners suggested seeking input from the State Historic Preservation Office or a historic preservation architect for additional solutions.

Public comments

Ms. Kitchens is concerned about altering the historic structure, suggestions for temporary barriers during events, and observations that the house has historically not had lower railings. Ms. Grace of the Historical Society expressed opposition to permanent railings but supported exploring alternatives that maintain the building's visual integrity.

Following discussion, the Board agreed that additional research is needed before determining funding or design direction. Staff will explore alternative solutions and consult with historic preservation experts.

Reports

April 2026 Financial Report

Ms. Pierre presented the April 2026 CRA/TIF financial dashboard. She reported that the overall financial condition is stable, with revenues exceeding expenditures to date. The net position is \$397,255, primarily from property tax collections.

Actual expenditures total \$663,501.89, and actual revenues total \$1,060,714.44. She provided an overview of FY 2025–2026 budget-to-actuals:

- Central Business District: \$327,000 (17% of budget)
- South TIF District: \$314,000 (46% of budget)
- North TIF District: \$21,141.93 (17% of budget)

Revenue realization was reviewed by district, with most revenues collected for the year. Key expenditure areas include landscaping, building improvement grants, and Christmas lights for the Central District; the Tillman project and administrative costs for the South District; and administrative costs for the North District.

Total cash forward across all districts is \$1,699,000, with district level detail provided.

Encumbrances total \$23,129, and the remaining fiscal year budget after encumbrances is \$2,740,874.51.

Commissioner Davis and Mr. Deputy thanked Ms. Pierre for her assistance and responsiveness in explaining financial details and providing support.

St. Johns Avenue Corridor Intersection Improvements – Condition Assessment & Corrective Action

Ms. Auth presented an update regarding deterioration at multiple intersections along the St. Johns Avenue corridor. The intersections were completed in August 2022 as part of a 2021–2022 grant-funded streetscape and roadway enhancement project. Recent concerns include failing and dislodged brick pavers, rutting, surface deformation, and uneven utility structures.

Preliminary observations indicate potential causes such as sub-grade settlement, roadway loading, material performance limitations, and utility-structure elevation issues. Staff and the City's in-house engineer conducted a site review, and Hanson Engineering also provided initial observations. Staff are reviewing historical project documentation, including construction records and acceptance documents. The original engineer of record was Ayers Associates. Due to the technical nature of the issue, staff recommended coordinating further evaluation with the City's engineer, Public Works, and Procurement. Hanson provided a preliminary high-level cost estimate of approximately \$871,000 for design, bidding, geotechnical work, and construction to correct the failing intersections.

The Board discussed warranty considerations, project inspection responsibilities, vendor selection practices, and the possibility of contractor or engineering liability. Public Works staff explained factors affecting paver failure and noted that updated technical evaluations are needed before determining root cause. Commissioners expressed frustration with the project's performance and emphasized the need for accountability and potential cost recovery.

Vote: Commissioner Davis moved to accept staff's recommendation to continue evaluation of the intersections in coordination with the City engineer, Public Works, and Procurement; and to

have the City Attorney review contractual obligations, warranties, and potential avenues for cost recovery. Commissioner Campbell seconded the motion which passed unanimously.

Public Comment

Ms. Kitchens provided brief historical context regarding past purchasing practices. She noted that former City Manager Al Bush, who served for 33 years, did not automatically select the lowest bidder if that bidder was not the best qualified. She emphasized that choosing solely the lowest bid can result in lower quality outcomes and urged the Commission to consider both cost and contractor quality when awarding projects.

City Manager Verbal Report

Ms. Auth presented a high level concept for a proposed Residential Rehabilitation Assistance Program to address limitations of the current reimbursement-based Building Improvement Grant. The existing program requires applicants to pay upfront and seek reimbursement, which often excludes income-qualified homeowners who cannot cover initial costs. As a result, minor code and safety issues remain unresolved, leading to continued fines and ongoing neighborhood blight within CRA districts.

The proposed pilot program would: Assist income-qualified, owner-occupied homes within CRA boundaries, Address minor code compliance, safety, and blight-related issues (e.g., minor roof repairs, electrical hazards, plumbing deficiencies, HVAC failures, exterior deterioration), Provide direct grant assistance paid to the contractor, eliminating reimbursement barriers, Cap individual assistance at \$12,500, with an initial pilot funding allocation of \$75,000, serving approximately 6–10 households, Require applicants to meet income qualifications, provide documentation of code or safety issues, and obtain approval before work begins, Draw funds from the applicable CRA district (North, South, or Central) based on project location.

The program is intended as a controlled pilot to evaluate demand, neighborhood impact, and administrative capacity and to inform future budget planning.

Commission Discussion:

Board members expressed concern that including interior electrical, plumbing, and HVAC repairs could quickly exhaust funds and suggested focusing on exterior blight issues. Also noted that minor roof repairs may not satisfy insurance requirements; full replacements may be needed to eliminate blight, depending on policy provisions.

Ms. Auth emphasized the importance of avoiding overlap with insurance claims and confirmed that the pilot structure is open for modification as discussions continue. The board asked about administrative procedures, timelines, and oversight. M. Auth clarified that projects would typically follow a 12-month completion window, with the CRA managing contractor payments directly.

The Board referenced past programs, including earlier home improvement grants and prior rules requiring property owner management of improvements, which may need to be revisited. Some questions were raised about requiring Certificates of Appropriateness for work in historic districts and whether prorated payback requirements used in the former home improvement program should apply. Board members expressed appreciation for staff's efforts and noted the value of exploring new tools to help residents eliminate blight and improve neighborhood conditions.

Commissioner Davis discussed the intent behind developing a new assistance program to help residents who cannot participate in the current reimbursement-based Building Improvement Grant. Members noted that many qualifying homeowners are unable to pay upfront costs, preventing them from addressing blight-related issues and expressed support for exploring alternatives that remove financial barriers and expand eligibility.

Commissioner Borum recommended reviewing past policies established under former city management, which placed full project management responsibility on homeowners, to determine whether those provisions should be updated or rescinded under the proposed pilot program. He

also suggested requiring Certificates of Appropriateness for properties located in historic districts and reconsidering whether a prorated payback clause similar to the 2009 home improvement program should apply if a home is sold within a defined period.

Commissioners acknowledged that similar programs once existed but have not been available for several years. They emphasized creating opportunities for residents to access funding more easily and eliminate blight effectively. Additional related programs, such as a previous “Live Where You Work” initiative for municipal and school employees, were referenced as examples of past efforts.

Streetscape Phase II Project Update

Ms. Auth provided an update on the ongoing Streetscape Phase 2 project, including the current construction schedule extending through December. Commissioners were reminded that schedules may change due to the nature of construction; however, the contractor has indicated the project is still on track for December completion, which is critical due to anticipated holiday events. Updated schedules are now being communicated regularly to merchants through emails and newsletters to improve transparency. She also reported that a new project manager from DCCM has assumed responsibility and has been actively coordinating with the contractor to maintain progress. Staff met on the site with the project manager to review key areas of concern. She explained the the commission discussed previous design modifications such as bump-outs and parking impacts which were approved under the former project management team. Staff also clarified that two change orders were processed under the previous administration: one for tree work and one for electrical work. A full accounting of project costs has been requested and forwarded to the Finance Director for Commission review.

Commission Discussion:

Sam Deputy raised concerns about reduced electrical capacity along St. Johns Avenue compared to previous conditions, noting fewer receptacles available for vendors and no dedicated power for food trucks. Staff explained that additional high-amp power installations would require extensive conduit replacement and significant added costs. The Board discussed limitations on the use of generators due to downtown noise and emission regulations and asked staff to explore future options for increasing capacity.

Questions were raised regarding schedule delays, particularly in the 700 and 800 blocks. Staff explained a temporary hold related to FDOT approval of certain sidewalk components but confirmed the issue has been resolved and work is expected to resume immediately. Public Works reported that the contractor has been working primarily at night to minimize business disruption, though some weather delays occurred.

The board emphasized the need for improved communication with affected businesses when schedule shifts occur. Staff and Public Works agreed to provide courtesy notifications for blocks awaiting work.

Additional brief discussion occurred regarding potential CRA purchase of a street sweeper; staff noted costs remain high and further discussion is needed.

The board thanked staff, Public Works, the project manager, and the City Attorney for their ongoing work and for progress made in improving project oversight and communication.

ADJOURN

Commissioner Borom moved to adjourn, Commissioner Campbell seconded the motion which passed unanimously.

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Regular meeting 4thnd Monday of each month at 5:00 PM

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SAM DEPUTY
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CITY ATTORNEY

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CITY CLERK

CHANTEL PIERRE, CPA
FINANCE DIRECTOR

NICOLE AUTH
CRA MANAGER

Community Redevelopment Budget Workshop June 10, 2026, Minutes

Invocation

The invocation was led by Commissioner Davis.

Pledge of Allegiance

The Pledge of Allegiance was led by Commissioner Alexander.

Roll Call

Commissioner Borom, Commissioner Pellicer, Mr. Deputy, Commissioner Davis, Commissioner Jones, Commissioner Campbell and Mayor Correa were present.

Public Comments

There were no Public Comments.

Regular Business

FY 2026-2027 CRA Budget Planning Update and Pending Taxable Value Certification

Ms. Auth reported that the county has not yet issued the certified taxable value figures required for setting budget parameters. The Finance Director confirmed that these values will not be available until July 1st, which prevents the CRA from establishing precise budget projections at this time. In the interim, staff intend to revisit prior budget-related topics and questions raised by the Board so they can be considered when preparing the upcoming fiscal year's budget. Commissioners were reminded that the current CRA Redevelopment Plan is available on the City's website and should be used as a reference during budget discussions. Given potential legislative changes, commissioners suggested preparing two budget scenarios once figures are available, one reflecting projected revenue under current conditions, and another reflecting possible future reductions, to help inform both the Board and the community. Ms. Auth also noted that the CRA Redevelopment Plan Update, the required 10-year plan revision, is underway and expected to be completed around September.

b. CRA Redevelopment Plan Update and FY 2026-2027 Budget Planning Considerations

c. CRA Informational Mailing Program Discussion

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Staff provided follow-up information from a previous workshop regarding the feasibility of mailing notices to property owners about CRA programs such as the Residential Rehabilitation Assistance Program and the Building Improvement Grant. Mailing lists have now been generated for each CRA district:

- Central Business District – 483 properties
- North Historic District – 63 properties
- South Historic District – 161 properties

Based on these counts, a quarterly mailing would cost approximately \$2,205.84, though postcard formats could reduce this amount. Staff noted that this was informational only and not a recommendation for immediate implementation.

Board Discussion:

Commissioner Alexander questioned whether quarterly mailings are necessary and suggested mailing once every six months, potentially timed with grant cycles.

Mayor Correa discussed the effectiveness of printed mail versus digital communication, with some noting that frequent mailers may be discarded as “junk mail.”

Commissioner Davis emphasized that mailers may still help reach residents who are not digitally connected and could encourage greater awareness of CRA programs. She expressed the need to balance outreach with cost efficiency and to ensure communication methods remain sustainable and modern.

Mr. Deputy stated he appreciated having the mailing list data, as it clarifies the number of properties affected in each CRA district.

No decisions were made during the workshop; the discussion will continue when the board evaluates budget options.

Residential Rehabilitation Assistance Pilot Program Update.

Ms. Auth revisited the proposed Residential Rehabilitation Assistance Program to address questions raised at the previous workshop. Additional clarification was provided regarding how the program aligns with CRA goals. While eliminating blight is a core purpose, CRA objectives also include rehabilitation, redevelopment, public safety, historic preservation, and neighborhood stabilization.

MS. Auth emphasized that the program targets deteriorated, unsafe, or code-deficient residential conditions within CRA districts. Eligible improvements include:

- Roof repairs (not full replacements),
- Correction of unsafe electrical or plumbing issues,
- HVAC repairs/replacement when tied to health and safety concerns,
- Exterior repairs addressing visible deterioration or code issues,
- Structural stabilization and other safety-related corrective work.

She also explained that HVAC may be considered when conditions pose health risks, particularly for elderly or medically vulnerable residents.

Income qualifications would be based on the HUD AMI guidelines for 2026, with examples provided for 1 and 2 person households. These guidelines are a starting point and can be revised as the board refines the program.

Board Discussion:

The board asked how often residents could apply. Ms. Auth noted the Building Improvement Grant allows applications once every three years, and similar limitations could be added to ensure equitable access.

Board members discussed whether the program should require documented code violations. Ms. Auth clarified that demonstrated need not necessarily be a citation but would qualify.

Commissioners Davis asked for clarity regarding public vs. private properties. Ms. Auth confirmed this program is only for privately owned, owner-occupied residential properties.

The concerns were raised about using HUD income limits; commissioners noted some residents

may fall between HUD thresholds and actual local need. Staff will revisit income qualifiers. Members emphasized the importance of a clear long-term management plan, including mechanisms for monitoring compliance and preventing misuse. Ms. Auth confirmed past CRA programs used recorded liens to trigger payback if a property was sold within three years, and similar tools could be applied.

Commissioner Davis discussed how district-specific funding would be allocated. Ms. Auth will analyze code enforcement data, district size, and population to determine proportional splits. Additional refinements are needed regarding HVAC eligibility, habitability vs. health standards, and other qualifiers.

Ms. West concluded by noting that this is framework only, and a more detailed, updated draft can be prepared. The board expressed consensus to continue refining the program and bring back a more complete version for further discussion.

FY 2026/2027 Budget Workshop Discussion – Wayfinding & Downtown Branding Program

Ms. Auth provided an overview of the current wayfinding budget of \$15,000 and noted that although wayfinding has been discussed in prior meetings, the CRA has not advanced the effort. Staff cautioned against purchasing signs piecemeal without a cohesive plan and suggested the Board consider engaging a consultant to develop a coordinated, long-term wayfinding strategy aligned with the forthcoming CRA Redevelopment Plan Update. Staff estimated consultant costs could range from approximately \$30,000 upward, depending on scope, and noted that grant opportunities may be available to offset costs.

Board Discussion:

Commissioner Campbell expressed mixed views on hiring a consultant. Some felt professional guidance is essential to ensure proper design, placement, and long-term consistency, while others believed the CRA could develop a plan internally using existing design materials and local expertise rather than spending significant funds on consulting services.

Commissioner Jones emphasized that past consultant-produced materials have not always been used, raising concerns about spending money without implementation.

Commissioner Davis stressed the need for effective wayfinding beyond the CRA limits, such as directing visitors to local attractions including the ravines, the golf course, the Newtown Museum, and the Bronson House. Members suggested coordination with city departments, tourism partners, and state agencies (FDOT, Visit Florida), and consulting local sign professionals before considering outside consultants.

Discussion on Expanding Gateway Focus:

Commissioner Jones raised concerns about the appearance of the corridor near the train station and the 12th Street/Madison Street area, noting it serves as a “gateway” for visitors arriving by rail. They described significant blight and safety concerns that could negatively impact perceptions of Palatka. He also emphasized the need for a coordinated approach between CRA efforts and broader city code enforcement, as portions of the corridor fall outside the CRA boundary.

Ms. Auth reported that the CRA boundary includes the area up to the railroad tracks and confirmed that discussions have already begun with FDOT regarding a potential multimodal and corridor enhancement concept. Staff also noted ongoing engineering work related to the planned platform “raise” project at the train station.

Commissioner Jone requested stronger code enforcement presence in the area and coordination with city departments to address safety, blight, and aesthetics.

Board Direction:

The Board agreed not to proceed with hiring a wayfinding consultant at this time.

Ms. Auth will work with CRA leadership to develop an internally driven wayfinding concept using existing design materials and local input, with updates to be brought back for further

review.

Ms. Auth will also develop a plan for addressing conditions in the train-station corridor and coordinate with code enforcement and FDOT to identify near-term improvements and longer-term opportunities.

Downtown Parking and Access Management Study - Budget Discussion

Ms. Auth reported back on the Board's prior request to explore a parking and access management study for the CRA district. A consultant was contacted, and preliminary cost estimates range from \$15,000 to \$25,000, pending receipt of a full scope of work. Staff expect to receive the scope next week, after which a more precise estimate can be provided and unnecessary components can be removed to reduce cost.

Board Discussion:

The board discussed whether a new study is necessary, noting that earlier parking studies were completed during the Main Street era, including one associated with former staff member Jonathan Griffith.

Commissioner Campbell expressed interest in locating the prior study before considering new expenditures. Staff and the Clerk confirmed they would search for archived documents.

Mayor Correa noted that parking inventories, agreements with private property owners, and public awareness tools (such as maps or brochures) may be developed without hiring a consultant.

Board Direction:

The board gave directions to staff to try and locate the prior parking study and bring it back for review.

No action will be taken on hiring a consultant until the Board reviews existing materials and determines whether external analysis is still needed.

Adjourn

Commissioner Alexander moved to adjourn. Commissioner Campbell seconded the motion which passed unanimously.

St. Johns Avenue Intersection Evaluation and Repair Strategy

Discussion and consideration of the proposed evaluation, design, and repair strategy for the permeable paver intersections located along the St. Johns Avenue corridor.

STAFF REPORT

DATE: June 22, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The St. Johns Avenue Streetscape Project included the installation of permeable paver intersections at multiple locations along the corridor. These intersections were designed to serve both aesthetic and stormwater treatment functions. Staff has observed increasing deterioration within several intersections, including cracked pavers, rutting, settlement, and utility structures no longer remaining flush with the roadway surface.

To better understand the cause of the deterioration and identify an appropriate long-term solution, the City's in-house engineer completed a preliminary engineering review. A summary memorandum outlining the observed conditions, potential contributing factors, recommended repair approach, and planning-level cost estimates is attached for Board review. Full project plans will also be available at the meeting should the Board wish to review them in greater detail.

PROJECT ANALYSIS

Based on the preliminary engineering evaluation, the observed deterioration appears to be structural rather than cosmetic in nature. Potential contributing factors identified for further evaluation include heavy vehicle loading, pavement base performance, and varying subsurface conditions beneath the roadway.

The engineering review concludes that isolated paver replacement or spot repairs would not adequately address the underlying causes of the failures. Instead, staff recommends a phased approach beginning with additional investigation and engineering design to verify existing conditions and develop a permanent repair solution.

Phase 1 would include surveying, geotechnical testing, engineering design, and permitting review necessary to determine an appropriate reconstruction strategy and refined construction cost estimate. Upon completion of Phase 1, staff would return to the CRA Board with final repair recommendations, project costs, procurement documents, and an implementation schedule for construction.

The City's in-house engineer, Caitlyn Wernisch, will be available during the meeting to answer technical questions regarding the attached memorandum and supporting engineering documents.

Staff Recommendation

Staff recommends approval to proceed with Phase 1 investigation and design activities, including procurement of professional surveying and geotechnical services, completion of engineering evaluations, preparation of repair plans, and any required permitting coordination. Staff will return to the CRA Board with final recommendations prior to initiating construction activities.

ATTACHMENTS

1.	ST JOHNS AVE STREETSCAPE - ASBUILT
2.	StJohnsAveIntersections_InfoForCRAMeeting_20260622
3.	St. Johns Ave Intersections Summary
4.	Intersection of 7th St & St. Johns Ave, looking N
5.	Intersection of 6th St & St. Johns Ave, looking N,
6.	Intersection of 6th & St. Johns Ave, , looking NE
7.	project area map



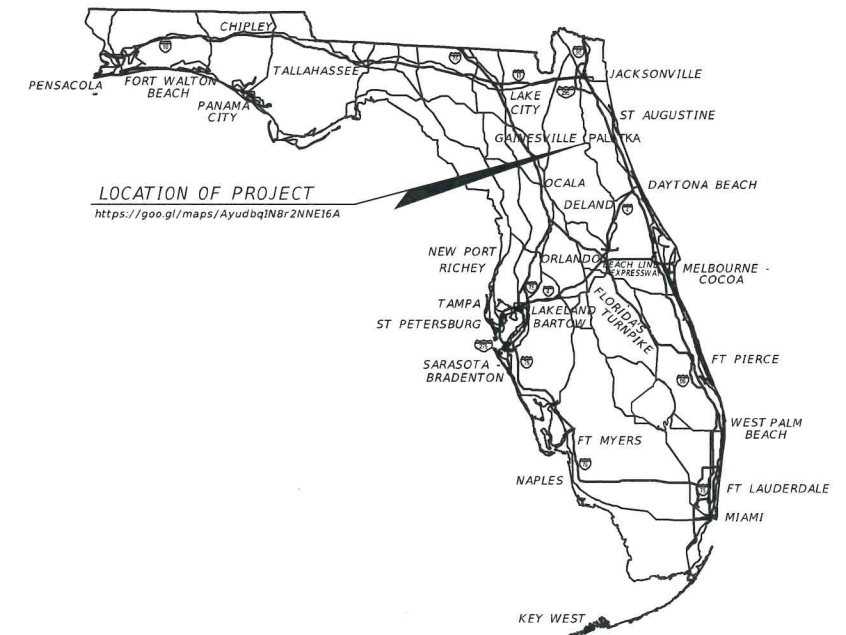
STATE OF FLORIDA
CITY OF PALATKA
PUBLIC WORKS

ST. JOHNS AVENUE

FINANCIAL PROJECT ID 445796-1-54-01

PUTNAM COUNTY

ST. JOHN'S AVENUE FROM 11TH STREET TO 4TH STREET
(PHASE 1 - INTERSECTION WORK ONLY)



INDEX OF PLANS

SHEET NO.	SHEET DESCRIPTION
1	KEY SHEET
2	SIGNATURE SHEET
3	SUMMARY OF PAY ITEMS
4	SITE DETAILS
5	GENERAL NOTES
6 - 12	INTERSECTION DETAILS
13 - 15	TEMPORARY TRAFFIC CONTROL PLANS

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TAMMIE MCCASKILL	COMMISSIONER GROUP 1
JUSTIN CAMPBELL	COMMISSIONER GROUP 2
WILL JONES	COMMISSIONER GROUP 3
RUFUS BOROM	COMMISSIONER GROUP 4

DONALD E. HOLMES, ESQ. CITY MANAGER

GOVERNING STANDARD PLANS:

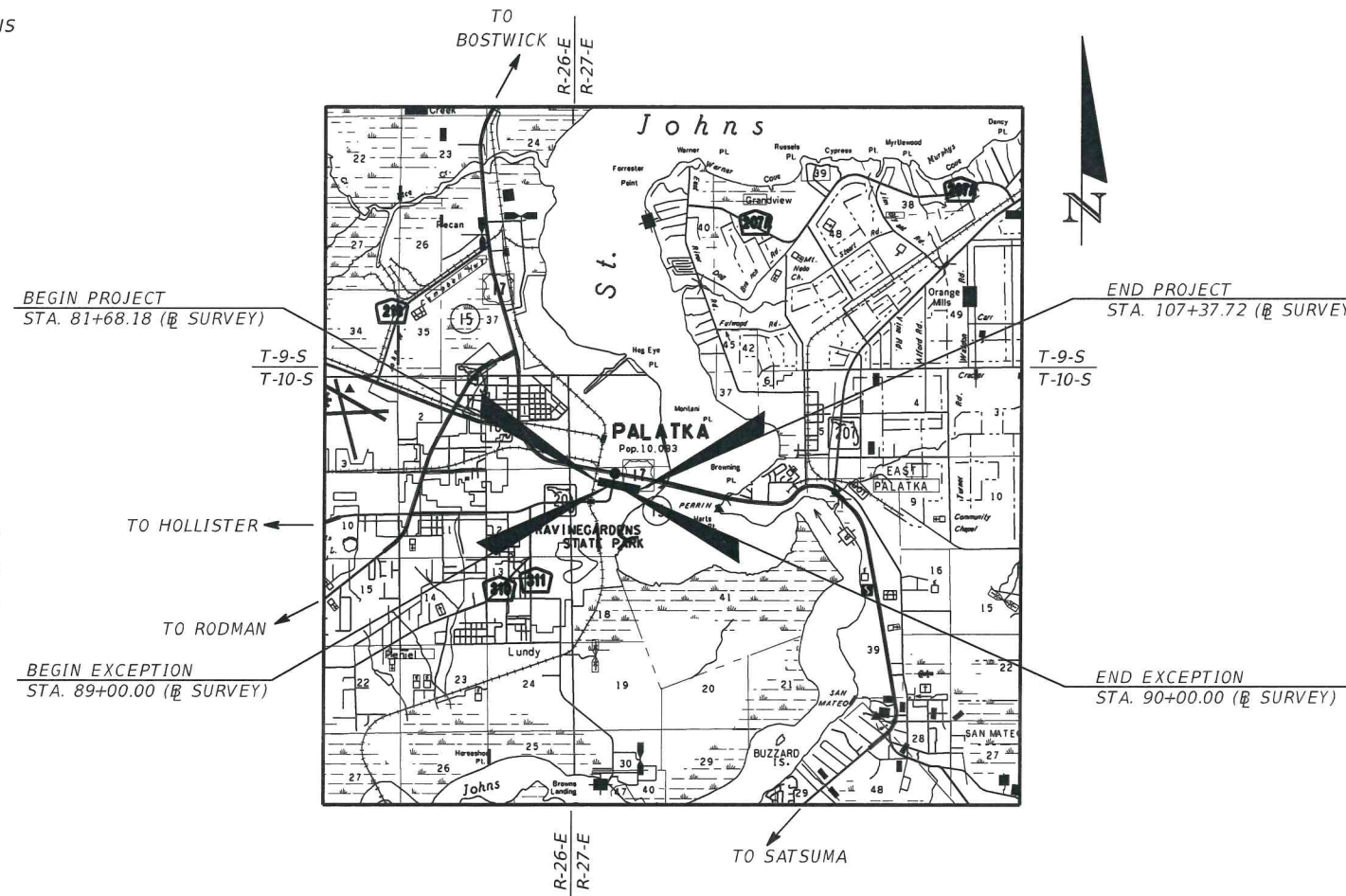
Florida Department of Transportation, FY2022-23 Standard Plans for Road and Bridge Construction and applicable Interim Revisions (IRs).

Standard Plans for Road Construction and associated IRs are available at the following website: <http://www.fdot.gov/design/standardplans>

Manual of Uniform Minimum Standards for Design, Construction and Maintenance for Streets and Highways (Florida Greenbook) 2018 Edition

GOVERNING STANDARD SPECIFICATIONS:

Florida Department of Transportation, Jan 2022 Standard Specifications for Road and Bridge Construction at the following website: <http://www.fdot.gov/programmanagement/Implemented/SpecBooks>



AS-BUILT

PHASE 1 FINAL PLANS
OCTOBER 5, 2022

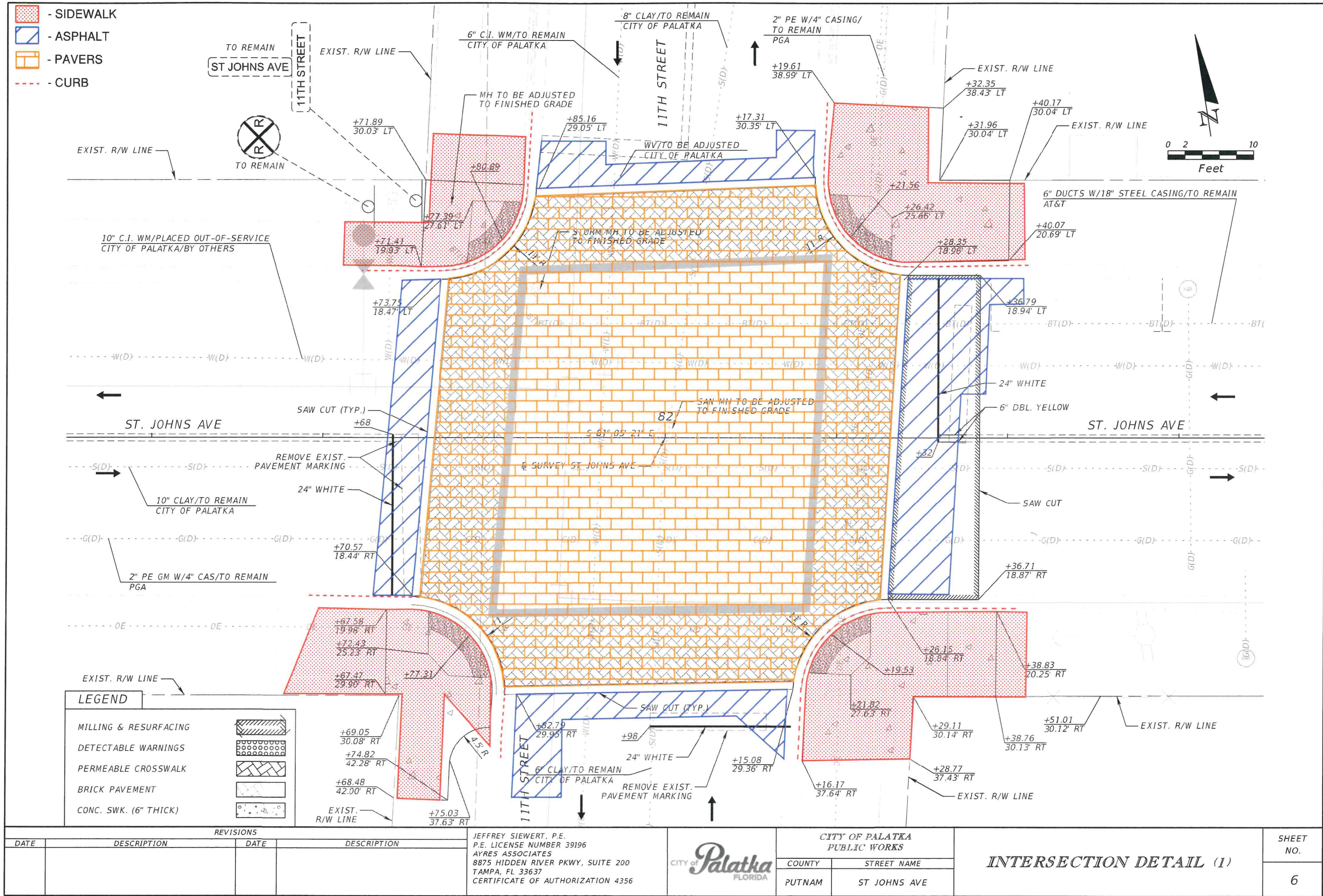
CONTRACT PLANS

PROJECT MANAGER:

CHRIS J. SILEWSKI, PLA
L.A. LICENSE NUMBER 6667396
AYRES ASSOCIATES
8875 HIDDEN RIVER PKWY, SUITE 200
TAMPA, FL 33637
(813) 978-8688

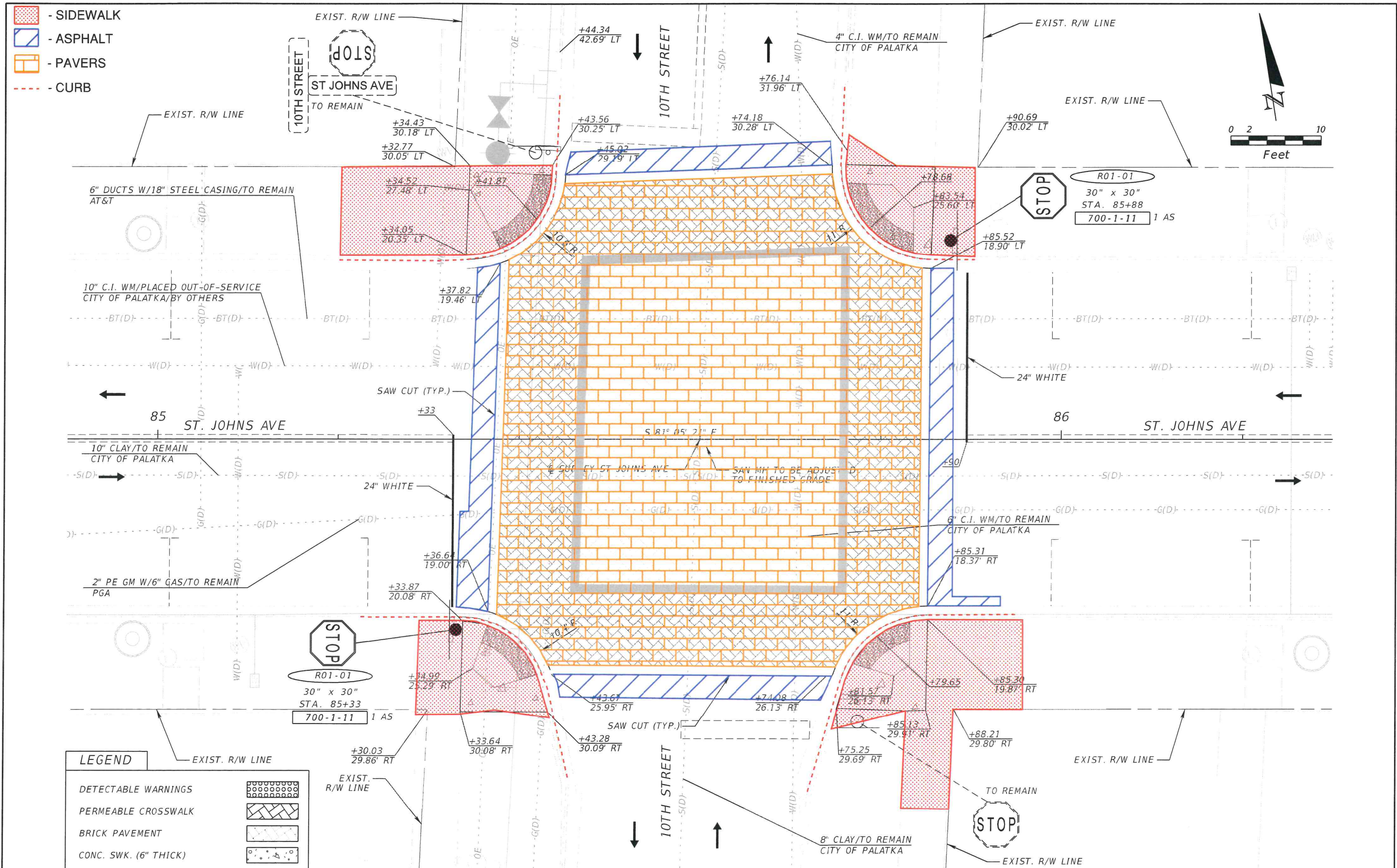
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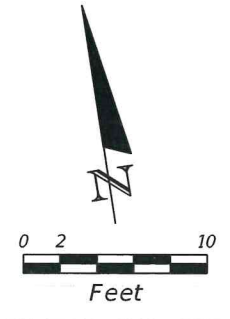
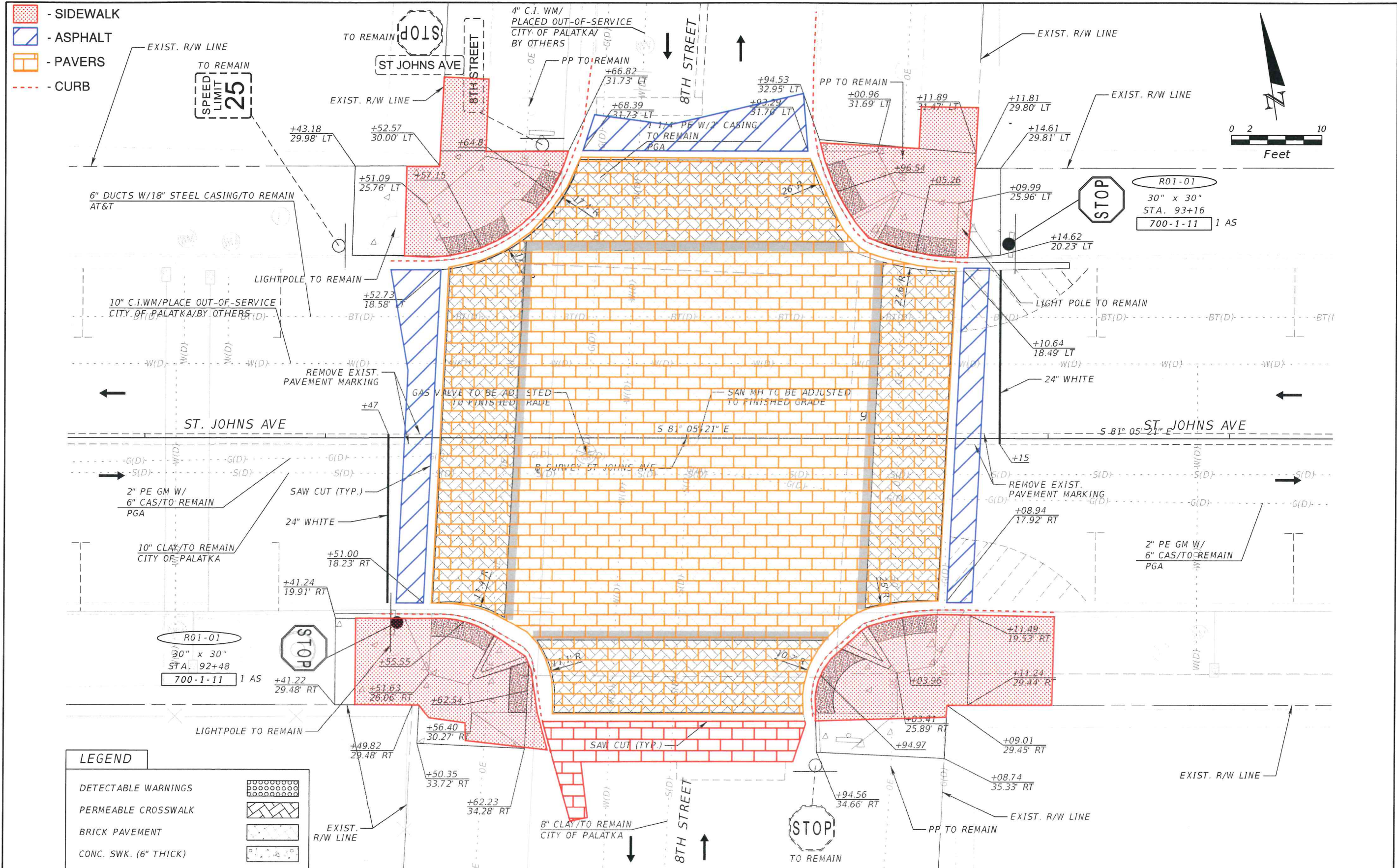
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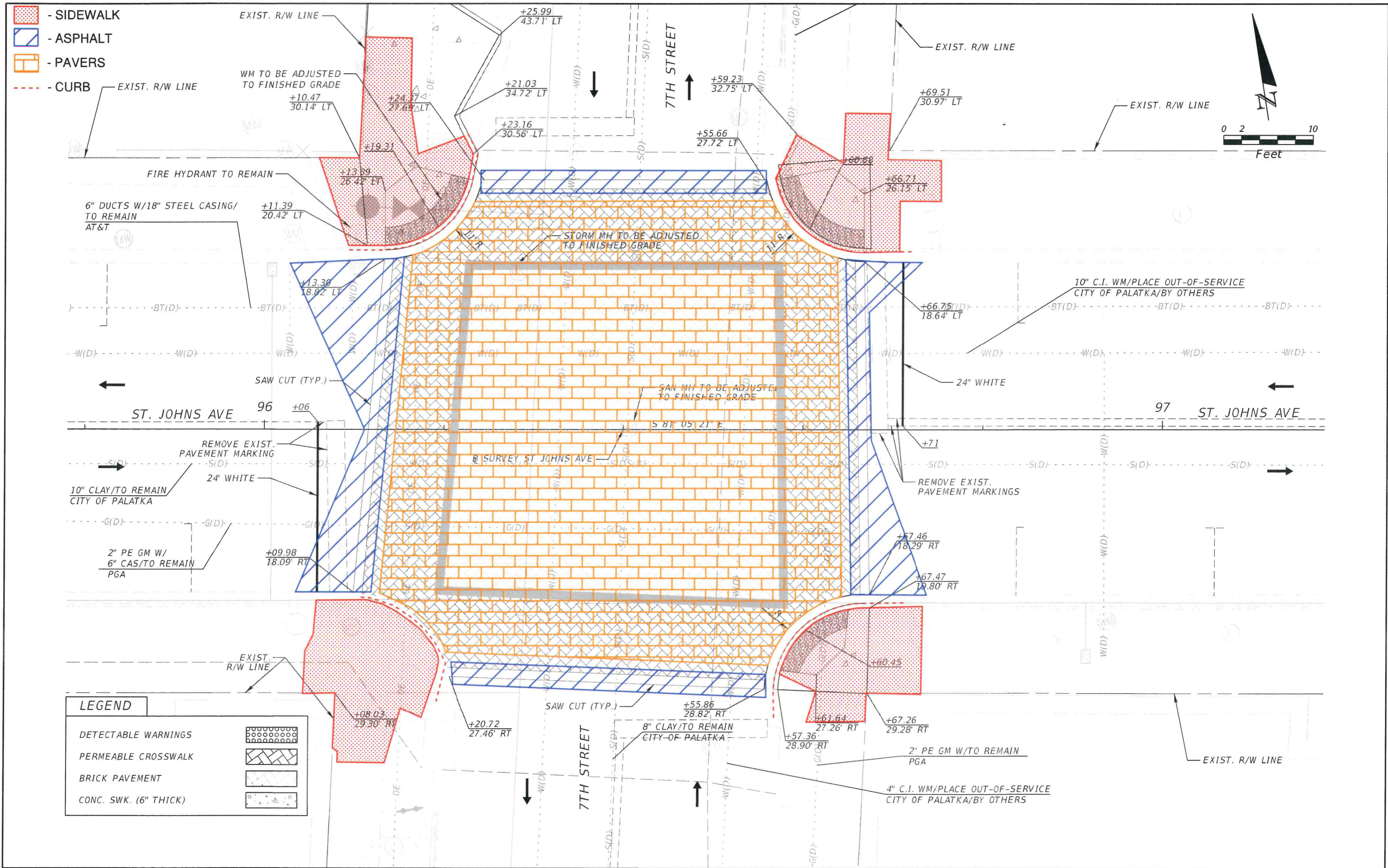
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P.E. LICENSE NUMBER 39196
AYRES ASSOCIATES
8875 HIDDEN RIVER PKWY, SUITE 200
TAMPA, FL 33637
CERTIFICATE OF AUTHORIZATION 4356

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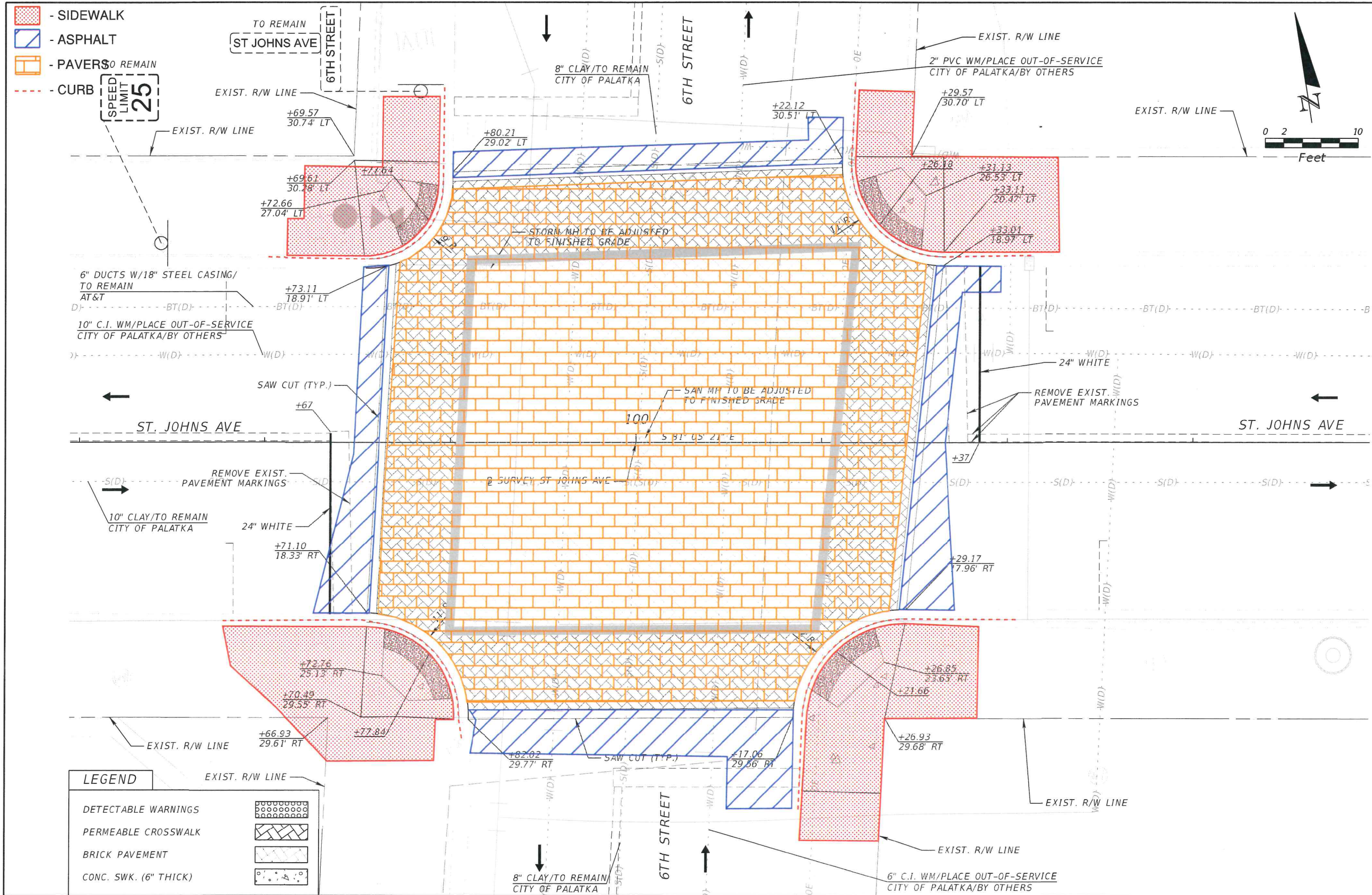
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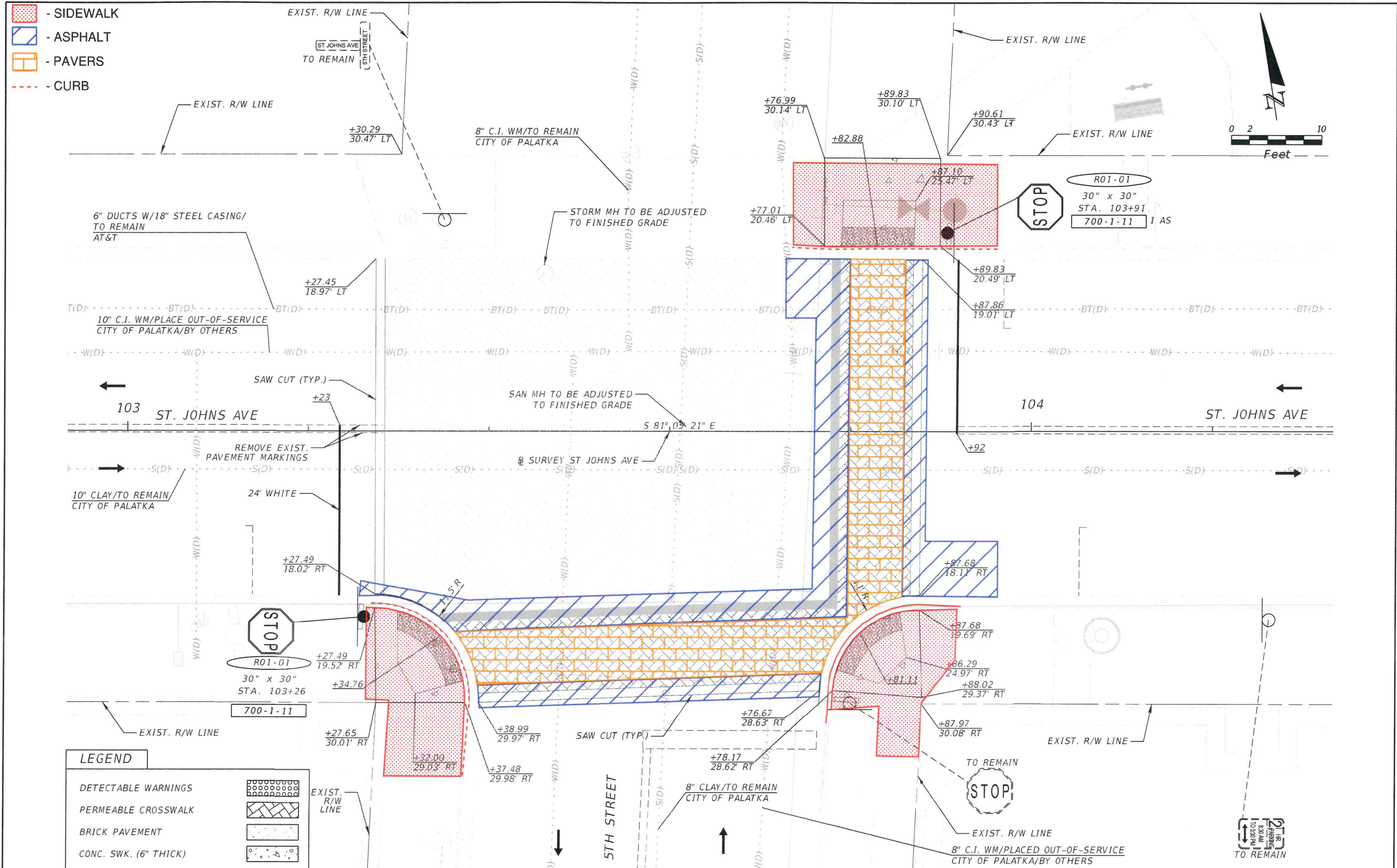
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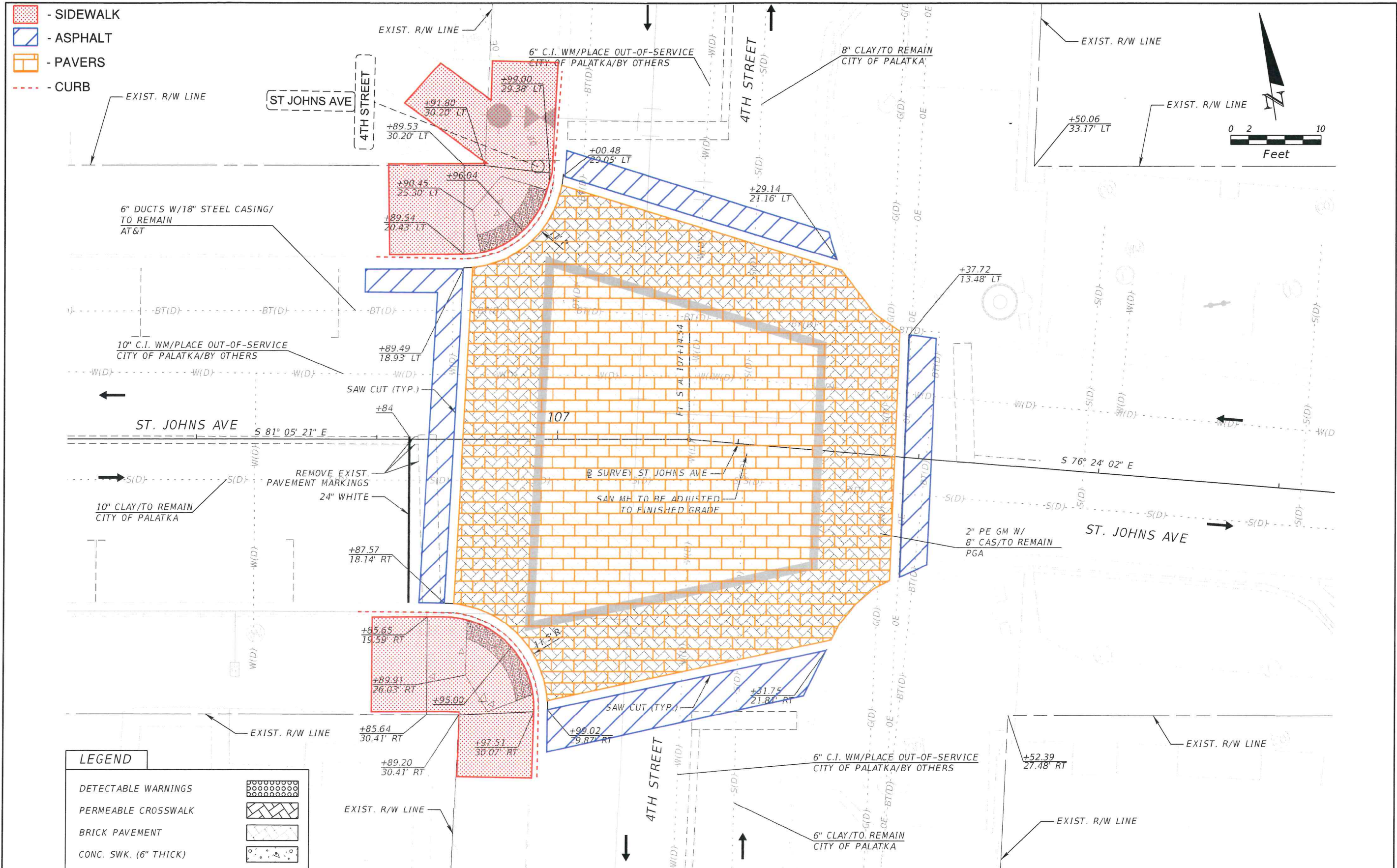
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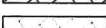
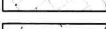
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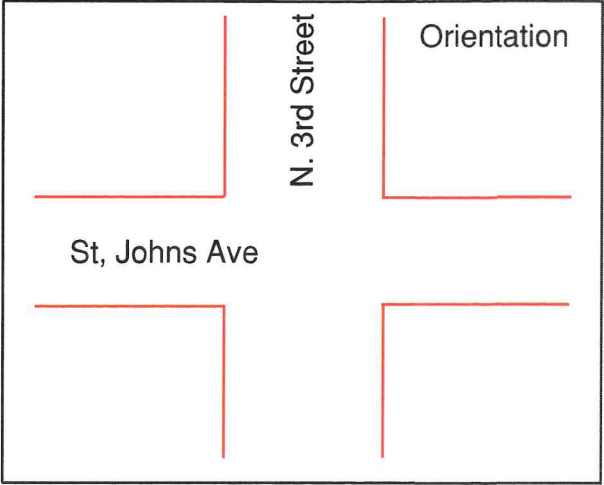
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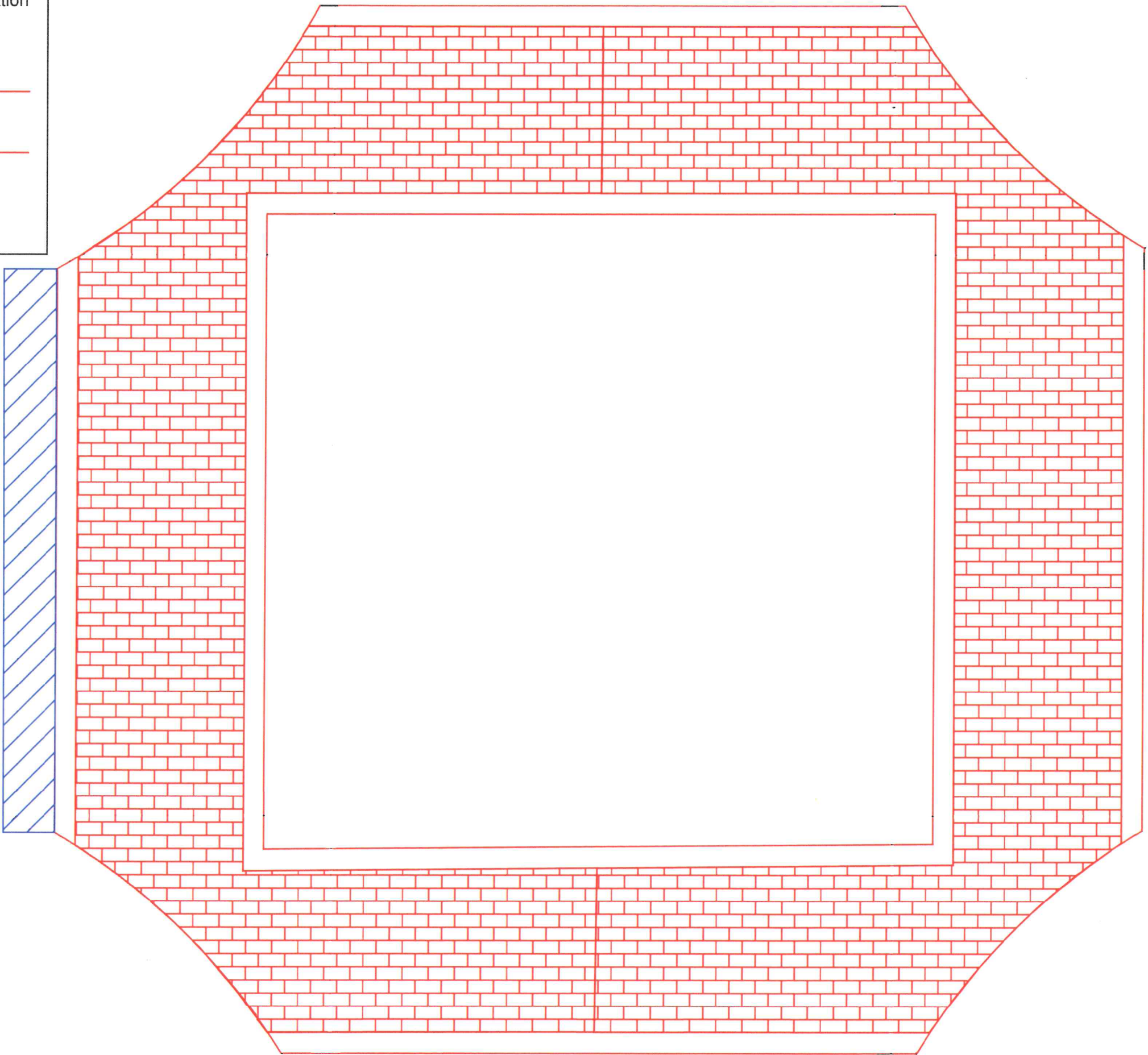
LEGEND	
DETECTABLE WARNINGS	
PERMEABLE CROSSWALK	
BRICK PAVEMENT	
CONC. SWK. (6" THICK)	

REVISIONS				JEFFREY SIEWERT, P.E. P.E. LICENSE NUMBER 39196 AYRES ASSOCIATES 8875 HIDDEN RIVER PKWY, SUITE 200 TAMPA, FL 33637 CERTIFICATE OF AUTHORIZATION 4356	CITY of <i>Palatka</i> FLORIDA	CITY OF PALATKA PUBLIC WORKS		INTERSECTION DETAIL (7)	SHEET NO.
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- SIDEWALK
- ASPHALT
- PAVERS
- CURB



1. DESCRIPTION OF CURRENT CONDITIONS

The St. Johns Avenue corridor includes seven intersections, located at 4th, 5th, 6th, 7th, 8th, 10th, and 11th Streets, that were constructed using a permeable paving system.

Permeable pavers are a pavement system designed to let rainwater pass through the surface instead of running across the street like it does on regular asphalt or concrete. Historically, many older roads were built mainly to move vehicles and shed water as quickly as possible. They were not designed to clean stormwater before it reached the drainage system, nearby waterways, or low-lying areas. When rain falls on traditional pavement, the water can pick up dirt, oil, metals, and other pollutants from the road surface and carry them away as runoff.

A normal road acts almost like a raincoat: water hits it and runs off to a drain. A permeable paver system works more like a strong filter. The pavers are individual concrete blocks with small gaps between them. Those gaps are filled with clean stone, which allows rainwater to move down between the pavers. Under the pavers are layers of larger, open-graded stone. These stone layers create empty space where stormwater can be temporarily stored, filtered, and either absorbed into the ground or slowly released into the drainage system.

The St. Johns Avenue streetscape project used permeable pavers to add water quality treatment to the intersections along the corridor. In other words, the pavers were not installed only for appearance. They were also intended to help manage and treat stormwater in a historic roadway corridor that previously did not provide that level of stormwater treatment.

The important point is that permeable pavers are not just the blocks visible on the surface. The strength and stormwater function of the system come from the layers underneath. If the stone base is too thin, poorly compacted, or not designed for the actual traffic using the roadway, the surface can settle, rut, or crack. That is why replacing broken pavers alone will not solve a structural failure. The base has to be investigated and rebuilt so the pavement can carry traffic while still performing its stormwater treatment function.

Recent field observations document significant structural distress that compromises both the function and safety of these intersections:

- **Cracked Pavers:** A significant number of the Unilock Eco-Priora pavers are cracked in half. Pavers with cracks or defects may become structurally unsound and may no longer properly distribute traffic loads.
- **Rutting:** Visible “ruts” or depressions have formed in the wheel paths of heavy trucks. This indicates that the pavement cross-section may not have sufficient bearing capacity to support the traffic loads using the corridor.
- **Utility Displacement:** Existing manholes, sewer caps, and other utility lids are “sticking up” rather than remaining flush with the road surface. This condition may indicate that the pavement system around the utility structures has settled.

One engineering issue that needs to be evaluated is whether the pavement system was designed for HS-20 loading. HS-20 loading is an engineering standard used to describe whether a pavement, bridge, or other structure is designed to handle heavy vehicles.

A simple way to think about it is this: not all pavement is designed for the same kind of traffic. A sidewalk only has to carry people. A driveway may need to carry cars and pickup trucks. A public street, especially near downtown intersections, may need to carry fire trucks, delivery trucks, garbage trucks, and other heavy vehicles.

HS-20 is a standard design load that represents a large highway truck. It is not just about the total weight of the truck; it is also about how that weight is concentrated through the truck's tires and axles. Heavy trucks place much more force on pavement than passenger cars, especially where their wheels repeatedly follow the same path.

For permeable pavers, this matters because the pavers themselves are only the top layer. The system also depends on the stone base underneath to spread the truck weight out and support the surface. If the pavement section is not designed for HS-20-type loading, heavy vehicles can overload the base. Over time, that can cause the pavers to crack, the wheel paths to rut, and nearby utility lids or manholes to appear raised because the pavement around them has settled.

In short, HS-20 loading is a way of asking: "Was this pavement system designed to carry heavy public-road vehicles, or was it only designed for lighter traffic?" For the St. Johns Avenue intersections, that question is important because the observed damage appears to be structural, not just cosmetic.

2. PROJECT ANALYSIS

Based on the observed field conditions, the original plans, and the available project records, the failure appears to be structural rather than cosmetic. Several likely contributing factors have been identified, but they still need to be confirmed through field investigation.

Heavy-vehicle loading. One issue that should be evaluated is whether the pavement section was designed for heavy public-road vehicles, sometimes described in engineering terms as HS-20 loading. In practical terms, that means whether the intersection was designed to carry trucks such as fire trucks, delivery vehicles, garbage trucks, and semis on a repeated basis. If the pavement section was not designed for that level of loading, repeated truck traffic can overstress the system and lead to cracking, rutting, and settlement.

Base and compaction concerns. The distress pattern also suggests that the supporting layers beneath the pavers may not be adequately resisting traffic loads. That could be related to base thickness, material selection, compaction, or some combination of those factors.

Variable subsurface conditions. Prior geotechnical work in the St. Johns Avenue corridor found differing conditions beneath the roadway, including a brick layer at one test location and limerock base at another. That does not prove the same condition exists beneath every distressed

intersection, but it does show that subsurface conditions may vary and should be verified before a repair section is selected.

3. THE REPAIR PLAN

A "patch-and-go" approach is not recommended, as it will not address the underlying base failure. The City Engineer proposes a two-phase reconstruction:

Phase 1: Investigation and Design

1. Topographic Survey: Map the exact elevations of the settled pavers and raised manholes.
2. Geotechnical Borings: Perform soil borings to determine what the contractor actually built for the pavement cross-section and receive a recommendation from the geotechnical engineer for an appropriate pavement cross-section.
3. Engineering Redesign: Utilize the survey data and Geotechnical engineer's design recommendations to redesign the permeable paver intersections.
4. Permitting: Obtain an Environmental Resource Permit (ERP) modification from the St. Johns River Water Management District (SJRWMD).

Phase 2: Construction

1. Demolition: Remove failed pavers and the unstable aggregate base. Save the undamaged pavers to reuse.
2. Utility Adjustment: Lower manholes, sewer cleanout lids, and water value box lids to the correct finished grade.
3. Base Reconstruction: Install a reinforced subbase (potentially using geogrid) and compacted stone reservoir.
4. Paver Reinstallation: Re-Lay existing saved pavers and the new replacement pavers in the same pattern as the existing pavers with specialized joint aggregate to restore the stormwater quality treatment function.

4. COST ESTIMATE BY STEP

The following are planning-level estimates based on the linear nature of the corridor and the specialized materials required.

Step	Description	Estimated Cost	Consultant or City Staff?	Length of Time (Est)
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1	Procurement Step for Surveyor and Geotechnical Engineer (<i>RFQ; FL State Statue prohibits price to be a factor when procuring professional services (i.e. surveyor, geotechnical engineer)</i>)	\$1,000	City Staff	2 Months
2	Survey	\$20,000	Consultant	2 Months*
3	Geotechnical Testing (Soil Borings) and new pavement cross-section recommendation	\$35,000	Consultant	2 Months*
4	Engineering Design & ERP Permitting (SJRWMD Permitting Fee)	\$250	City Staff	4 months
5	Procurement Step for Construction of Project (<i>RFP; qualifications of contractor and price both need to be included in selection</i>)	\$1,200	City Staff	5 months
6	Traffic Control & Mobilization	\$60,000	Contractor	1 year
7	Demolition & Base Excavation	\$85,000	Contractor	
8	Utility/Manhole Adjustments	\$45,000	Contractor	
9	Installation of New Permeable Paver System	\$265,000	Contractor	
10	Testing & Final Restoration	\$25,000	Contractor	
	SUB-TOTAL =	\$537,450		
	Contingency (20% of Sub-Total)	\$107,490		
TOTAL ESTIMATED COST =		\$644,940		

*Simultaneous steps

5. STAFF RECOMMENDATION

Staff recommends that the CRA Board authorize Phase 1: Investigation and Design at this time, rather than proceeding directly to spot repairs.

Specifically, staff recommends approval of the following immediate steps:

1. Procurement Step for Surveyor and Geotechnical Engineer (RFQ; professional services to be procured in accordance with Section 287.055, Florida Statutes, the Consultants' Competitive Negotiation Act)

2. Complete a topographic survey of the affected intersections to map rutting, settlement, and utility lid elevations.
3. Perform geotechnical borings and pavement evaluation to determine the existing pavement section, verify subsurface conditions, and obtain a recommended replacement pavement design suitable for actual traffic loading.
4. Prepare revised engineering plans for a permanent repair that maintains the stormwater-treatment function of the permeable paver system while improving structural performance. The City Engineer will be the Engineer of Record (EOR) for this project.
5. Confirm the permitting path with SJRWMD and complete any permit modification or related approval required for reconstruction of this stormwater-treatment feature.

Staff does not recommend a “patch-and-go” approach, because isolated surface replacement would not address the likely base failure beneath the pavers. After Phase 1 is complete, staff should return to the CRA Board with:

- a final recommended repair section;
- a refined construction cost estimate;
- a recommended construction procurement method;
- any required construction procurement documents or authorization requests; and
- a project schedule for Phase 2 construction.

St. Johns Ave Intersections Summary

SUMMARY

The St. Johns Avenue corridor includes seven(7) intersections, located at 4th, 5th, 6th, 7th, 8th, 10th, and 11th Streets, that were reconstructed with permeable pavers as part of the streetscape project in 2022. This system added stormwater water-quality treatment to a historic roadway corridor that previously did not provide that level of treatment. Unlike regular asphalt or concrete, permeable pavers allow rainwater to drain through small stone-filled joints between the pavers. The water then moves into stone layers beneath the surface, where it can be stored, filtered, and slowly released.

Recent field observations show significant distress at these intersections, including cracked pavers, rutting in heavy-vehicle wheel paths, and manholes, sewer caps, and utility lids that are no longer flush with the roadway. These conditions suggest the problem is likely structural, not just cosmetic. In other words, the visible damage at the surface may be a sign that the supporting layers below the pavers are not adequately carrying traffic loads.

A simple surface repair is not recommended. Replacing only the broken pavers would be similar to repainting a wall without fixing the water leak behind it: the surface may look better temporarily, but the underlying problem would remain. Because these intersections must support roadway traffic, including heavy vehicles such as fire trucks, delivery trucks, garbage trucks, and other large vehicles, the pavement base must be evaluated before a permanent repair is selected.

Staff recommends proceeding with Phase 1: Investigation and Design. This phase includes a topographic survey, geotechnical borings, pavement section evaluation, engineering redesign, and confirmation of any required SJRWMD permitting. After Phase 1 is complete, staff will return to the CRA Board with a recommended repair section, updated construction cost estimate, recommended procurement method, funding recommendation, and schedule for Phase 2 construction.

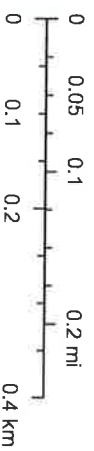






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PC GIS



Discussion Regarding Potential City–CRA Historic Asset & Cultural Facilities Responsibility Framework

Discussion/Direction regarding a potential framework to clarify City and CRA roles, responsibilities, funding participation, and long-term planning considerations for City-owned historic and cultural facilities located within CRA districts.

STAFF REPORT

DATE: June 22, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The City currently owns three historic and cultural facilities located within CRA districts that are operated by nonprofit organizations under Memorandums of Understanding (MOUs):

- Bronson-Mulholland House – Putnam County Historical Society
- Tilghman House – Putnam Arts Council
- Larimer Arts Center – River City Players

These facilities provide public benefits that support broader community and redevelopment objectives, including historic preservation, arts and cultural programming, tourism, educational opportunities, community engagement, and public events.

As future budgeting, capital planning, deferred maintenance, accessibility improvements, and redevelopment initiatives are considered, questions have arisen regarding the appropriate allocation of responsibility between the City and CRA for items such as major capital improvements, deferred maintenance, ADA and code compliance improvements, redevelopment-related enhancements, and long-term facility planning.

PROJECT ANALYSIS

The facilities currently serve a variety of public purposes that support broader community and redevelopment objectives, including historic preservation, arts and cultural programming, tourism, educational opportunities, community engagement, and public events.

As future budgeting, capital planning, accessibility improvements, deferred maintenance, and redevelopment initiatives are considered, questions have arisen regarding the appropriate role of the CRA in participating in improvements associated with City-owned historic and cultural facilities located within CRA districts.

Staff research indicates that many Florida municipalities utilize formal agreements,

redevelopment plans, interlocal arrangements, and funding frameworks to help define the relationship between municipalities and their community redevelopment agencies. While no common model was identified specifically addressing City-owned historic facilities operated by nonprofit organizations within CRA districts, the concept of establishing a framework for evaluating funding participation, redevelopment benefit, and long-term planning appears consistent with governance practices utilized throughout Florida.

The existence of a City ownership, maintenance, or regulatory obligation does not automatically preclude CRA participation in a project. Historic and cultural facilities often function as redevelopment assets that support tourism, economic activity, placemaking, historic preservation, cultural programming, and public engagement within redevelopment areas.

As a result, projects involving these facilities may appropriately involve City funding, CRA funding, or a combination of both depending upon the nature of the improvement, redevelopment benefits achieved, available funding sources, and consistency with the adopted redevelopment plan.

To assist with future budgeting, capital planning, project evaluation, and grant opportunities, staff has prepared the attached City-CRA Historic Asset & Cultural Facilities Responsibility Framework for Board review. The framework includes example project scenarios and a funding participation matrix intended to illustrate how future projects may be evaluated on a case-by-case basis.

Potentially establishing a formal framework through an interlocal agreement would provide greater clarity regarding project evaluation, budgeting, capital planning, redevelopment participation, grant opportunities, and long-term facility sustainability.

Staff Recommendation

Review the attached City-CRA Historic Asset & Cultural Facilities Responsibility Framework and provide discussion and direction regarding whether the framework provides sufficient clarity for future project evaluation and budgeting purposes, or whether staff should move forward with preparation of a draft interlocal agreement for future Board and City Commission consideration.

ATTACHMENTS

1.	City-CRA Historic Asset & Cultural Facilities Responsibility Framework
2.	Example Project Evaluation Matrix

Draft City-CRA Historic Asset & Cultural Facilities Responsibility Framework (Discussion Draft)

Purpose

The purpose of this framework is to establish a preliminary discussion document to assist in defining the respective roles, responsibilities, funding participation, and long-term planning considerations associated with City-owned historic and cultural facilities located within CRA districts.

While the purpose of this discussion is not to establish final responsibilities, staff research suggests that a framework may generally consist of:

Potential City Responsibilities

As owner of the facilities, the City would generally retain responsibility for:

- Building ownership and asset management
- Structural systems and major building components
- Roofs, foundations, and building envelopes
- Major capital improvements and replacements
- Deferred maintenance
- ADA and code compliance requirements
- Insurance and risk management
- Life safety systems
- Long-term preservation of the public asset

Potential CRA Responsibilities

Where a clear redevelopment nexus exists, the CRA may participate in:

- Historic preservation improvements
- Redevelopment-oriented capital projects
- Arts and cultural activation initiatives
- Tourism enhancement projects
- Public event infrastructure
- Placemaking and public realm improvements
- Accessibility improvements supporting public use and redevelopment goals
- Interpretive signage and wayfinding
- Public-facing facility enhancements

- Improvements that support economic development, visitor attraction, and district activation

Shared Considerations

Certain projects may involve both City and CRA participation where a project serves both an ownership responsibility and a redevelopment objective.

For example, accessibility improvements at the Larimer Arts Center may involve:

- City interest related to ADA compliance and ownership responsibilities; and
- CRA interest related to public accessibility, cultural programming, tourism, and activation of the redevelopment district.

The City's role is generally to preserve and maintain the public asset, while the CRA's role is generally to support improvements that advance redevelopment, tourism, historic preservation, cultural activation, and economic vitality within the redevelopment area.

Example Project Analysis

Example 1: Roof Replacement at a City-Owned Historic Facility

Scenario

A historic building requires a full roof replacement due to age and deterioration.

Potential City Role

- Building ownership responsibility
- Structural preservation of the asset
- Major capital replacement

Potential CRA Role

Potential participation may be considered if the project includes:

- historic preservation elements,
- public-facing restoration,
- redevelopment-related improvements,
- or enhancements that support tourism and public use.

Example 2: ADA-Compliant Bathroom Improvements at Larimer Arts Center

Scenario

Existing public restrooms require upgrades to meet accessibility standards.

Potential City Role

- Building ownership responsibility
- ADA compliance
- Code compliance
- Public facility obligations

Potential CRA Role

Potential participation may be considered because the improvements:

- increase public accessibility,
- support cultural programming,
- improve visitor experience,
- enhance public use of the facility,
- and contribute to activation within the redevelopment district.

Example 3: Outdoor Event Infrastructure at Larimer Arts Center or Tilghman House

Scenario

Installation of lighting, seating, sound infrastructure, or event-support improvements to accommodate public programming.

Potential City Role

- Asset owner oversight
- Long-term maintenance planning

Potential CRA Role

- Arts and cultural activation
- Public event infrastructure
- Tourism enhancement
- Downtown activity generation

These examples are provided for discussion purposes only and are intended to illustrate how future projects may be evaluated. Actual funding participation would continue to be determined on a project-by-project basis subject to budget availability, Board direction, City Commission approval, and consistency with applicable redevelopment objectives.

Example Project Evaluation Matrix

The following matrix is provided for discussion purposes only and is intended to illustrate how future projects may be evaluated. Actual funding participation would continue to be determined on a case-by-case basis based on redevelopment benefit, project scope, funding availability, and consistency with the adopted redevelopment plan.

Project Type	City Participation	CRA Participation
Roof Replacement	Primary	Possible if historic preservation/redevelopment benefit
HVAC Replacement	Primary	Possible if tied to facility activation
Foundation Stabilization	Primary	Limited unless redevelopment component exists
Historic Façade Restoration	Shared or CRA-Led	Significant
ADA Accessibility Upgrades	Shared	Significant
Public Restrooms Serving Visitors	Shared	Significant
Event Infrastructure	Limited	Primary
Cultural Programming Support Facilities	Shared	Significant
Wayfinding / Signage	Limited	Primary
Streetscape Improvements	Shared	Primary
Tourism-Related Enhancements	Limited	Primary

Discussion/Direction - Bronson–Mulholland House Porch Handrail Consideration of Public Safety and Historic Preservation Alternatives

Discussion regarding porch handrail improvements at the Bronson–Mulholland House and consideration of alternative approaches intended to balance historic preservation objectives with the City's responsibility to provide a safe environment for public use of a City-owned historic structure.

STAFF REPORT

DATE: June 22, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The Bronson–Mulholland House is a City-owned historic structure located within the North Historic District and listed on the National Register of Historic Places. The facility is utilized for public tours, educational programs, community events, and other public activities.

At a previous CRA Board meeting, discussion regarding the installation of porch handrails was tabled to allow additional time for review of applicable building code requirements, historic preservation considerations, accessibility obligations, and municipal responsibilities associated with the use of publicly accessible facilities. Since that time, staff has provided the Board and City Commission with additional information regarding Florida Building Code requirements, historic building considerations, and municipal liability responsibilities related to public safety.

The discussion has highlighted the need to balance preservation of the historic character of the structure with the City's responsibility to reasonably address known safety concerns associated with public access and occupancy.

PROJECT ANALYSIS

The primary issue before the Board is not whether historic preservation is important, but rather how to appropriately balance historic preservation objectives with the City's obligation to protect public health, safety, and welfare within a publicly accessible municipal facility.

As previously presented, portions of the porch exceed elevation thresholds identified within the Florida Building Code that typically require guard protection on open-sided walking surfaces. While historic structures may qualify for certain alternative compliance approaches, historic designation does not automatically exempt a facility from all life-safety considerations. The City

remains responsible for the administration and enforcement of applicable building and safety requirements and for reasonably addressing known hazards on publicly accessible property.

Conversely, concerns have been raised regarding the visual impact that permanent porch handrails may have on the historic character and appearance of the structure. Staff recognizes these concerns and acknowledges the importance of preserving the historic integrity of one of the City's most significant historic assets.

In an effort to accommodate both objectives, a potential compromise has been discussed that would allow for the installation of handrails utilizing a removable or temporary mounting system. Under this approach, the handrails could be installed during periods when the facility is open to the public or hosting tours, events, educational programs, or other public activities, while allowing the handrails to be removed during periods when the building is not actively being utilized by the public.

This approach seeks to:

- Enhance public safety during periods of public occupancy;
- Reduce potential municipal liability associated with known fall hazards;
- Maintain compliance with applicable safety considerations to the greatest extent practicable;
- Minimize visual impacts to the historic character of the structure when not in public use; and
- Balance preservation goals with the City's responsibility to protect residents and visitors.

Staff believes this alternative warrants discussion as a reasonable middle-ground solution that recognizes both the preservation concerns expressed by stakeholders and the City's responsibility to provide a safe environment for public access.

Staff Recommendation

Staff recommends that the CRA Board discuss the information presented and provide direction regarding the preferred approach for addressing porch safety concerns at the Bronson–Mulholland House, including consideration of a removable handrail system or other alternatives that appropriately balance historic preservation objectives with public safety responsibilities associated with the continued public use of the facility.

This recommendation does not seek to diminish the historic character of the structure, but rather to identify a practical and defensible solution that supports both preservation of the historic asset and protection of the public.

ATTACHMENTS

1.	Bronson House
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2.	Bronson first floor railing
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Building Improvement Grant 2026 Application Cycle - Update
Update regarding the close of the 2026 Building Improvement Grant (BIG) Program
application cycle and next steps in the evaluation process.

STAFF REPORT

DATE: June 22, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The 2026 Building Improvement Grant Program application cycle opened on May 1, 2026, and closed on June 15, 2026. The program is intended to encourage private investment, redevelopment, exterior property improvements, and blight reduction within the Community Redevelopment Agency (CRA) districts through a reimbursement-based grant structure.

PROJECT ANALYSIS

At the close of the application period, the CRA received a total of eleven (11) grant applications for consideration under the 2026 Building Improvement Grant Program.

The submitted applications are currently undergoing staff review for completeness and eligibility in accordance with the adopted program guidelines. Following staff review, the applications will be forwarded to the Tax Increment Financing Advisory Committee (TIFAC) for evaluation and scoring.

TIFAC is scheduled to meet on July 22, 2026, to review and score eligible applications based on the established program criteria. Following the scoring process, funding recommendations will be presented to the CRA Board and City Commission for consideration at a future public meeting.

This item is provided for informational purposes only.

Staff Recommendation

No action required. This item is presented as an informational update regarding the close of the 2026 Building Improvement Grant Program application cycle and upcoming evaluation process.

ATTACHMENTS

None

Gateway Redevelopment Plan Presentation – Port Consolidated Redevelopment Site - 15 Min Presentation by HALFF Associates regarding the findings, analysis, and redevelopment recommendations developed through the City Gateway Redevelopment Plan for the former Port Consolidated property. The project was funded through a Florida Department of Commerce Community Planning Technical Assistance (CPTA) Grant and is intended to identify strategies and opportunities for the long-term redevelopment of this catalyst site.

STAFF REPORT

DATE: June 22, 2026
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The former Port Consolidated property, previously utilized for fuel storage and distribution, has been identified in the City's Downtown Strategic Action Plan as a catalyst redevelopment site with the potential to influence future investment, environmental remediation efforts, site readiness, and economic diversification within the community. Through a Florida Department of Commerce Community Planning Technical Assistance (CPTA) Grant, the City retained HALFF Associates to prepare a Gateway Redevelopment Plan for the property and surrounding area. The planning effort included stakeholder and community engagement, environmental remediation review, market and demographic analysis, land use and zoning evaluation, access management considerations, and redevelopment opportunity assessments.

PROJECT ANALYSIS

The Gateway Redevelopment Plan was developed to evaluate the redevelopment potential of the former Port Consolidated site and its role as a gateway into the City of Palatka and the Central Business District. The planning process included analysis of future land use and zoning considerations, compatibility with surrounding neighborhoods and historic districts, market conditions, transportation access, environmental remediation status, view shed impacts, and opportunities for future economic development. The final plan identifies feasible redevelopment scenarios and implementation strategies intended to support long-term investment and redevelopment of the site while considering impacts to adjacent properties, businesses, and residents. As part of the grant deliverables, HALFF Associates will present the completed findings and recommendations to the City Commission, staff, and community stakeholders.

Staff Recommendation

This item is presented for informational purposes only. Staff recommends the City Commission

receive the presentation from HALFF Associates regarding the Gateway Redevelopment Plan findings and recommendations and provide any desired comments or feedback regarding future implementation considerations.

ATTACHMENTS

1.	Halff
2.	Halff2



Gateway Redevelopment Plan

CRA Board Presentation

06.22.2026

Agenda

GATEWAY REDEVELOPMENT PLAN

- What is a Community Planning Technical Assistance (CPTA) Grant
- Intent, Tasks, Deliverables, Timeframe
- Research and Community Input
- Recommendations

