

Elizabeth van Rensburg
Chair

Allen Sheffield
Vice Chair

Breanna Pierce
Board Member

Larry F. Beaton
Board Member

Patti Vogt
Board Member

Timothy Jefferson
Board Member

Christopher Hollister
Board Member

Mary Jane Rosa
Alternate

TROY BELL, ICMA-CM
MPA, MS-Finance
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR



AGENDA
HISTORIC PRESERVATION BOARD WORKSHOP
June 27, 2024 at 3:00 PM

1. CALL TO ORDER

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

2. PUBLIC COMMENTS

Public Comment is limited to 3 minutes - No action taken on items.

3. DISCUSSION

- a. DISCUSSION - Mission of the Historic Preservation Board
- b. PRESENTATION - Sunshine Do's and Don'ts - City Clerk
- c. DISCUSSION - Change time of Historic Preservation Board regular meetings
- d. DISCUSSION - Historic Districts Brochure - Public Information Officer
- e. DISCUSSION - options to protect the facades of buildings in the Central Business District - Mr. Jefferson

4. 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.

PRESENTATION - Sunshine Do's and Don'ts - City Clerk

STAFF REPORT

DATE: June 27, 2024
TO: City of Palatka Historic Preservation Board
FROM: City Staff

APPLICATION REQUEST

Per the Chair's request, attached please find a presentation from the City Clerk on "Do's and Don't's" of the Sunshine Law.

BACKGROUND

PROJECT ANALYSIS

The City Attorney requested a slide on potential penalties of violation of the Sunshine law. This has been added.

Staff Recommendation

Informational.

ATTACHMENTS

1.	Sunshine Law Dos and Don'ts
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Sunshine Law Do's & Don'ts

Do's – Florida Sunshine Law



- ✓ **Do Conduct Meetings in Public:**

- ✓ Ensure all meetings are open to the public
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- ✓ **Do Provide Notice:**

- ✓ Give reasonable public notice of all meetings, specify: time, date, & location

- ✓ **Do Keep Minutes:**

- ✓ Maintain detailed minutes of meetings, including: discussions & decisions
- ✓ Make minutes available to the public
- ✓ If notes are transmitted between board members, they become public record

- ✓ **Do Allow Public Participation:**

- ✓ Permit the public to attend/participate in meetings
- ✓ Provide opportunities for public to be heard on agenda items

- ✓ **Do Ensure Accessibility:**

- ✓ Make meetings accessible to all members of the public
- ✓ Make reasonable accommodations for those with disabilities



Don'ts – Florida Sunshine Law



- × **Don't Hold Private Meetings:**

- × Avoid public business discussions outside of the public view

- × **Don't Use Undisclosed Communication Channels:**

- × Refrain from using emails, text messages, or other communication methods to discuss public business privately among board members
- × Refrain from passing messages and looking over shoulders at notes in meetings

- × **Don't Ignore Quorum Rules:**

- × Do not hold unofficial meetings without public notice, as this constitutes an official meeting (or workshop) under the law

- × **Don't Restrict Access to Records:**

- × Do not deny public access to records or meeting minutes

- × **Don't Avoid Public Input:**

- × Do not prevent public participation in meetings
- × Public input is a fundamental aspect of the Sunshine Law

- × **Don't Conduct Polls Outside Meetings:**

- × Avoid polling board members outside of a noticed meeting on decisions
- × Avoid "side bar" conversations during meetings



Penalties

for violation of the Sunshine Law

❑ Per the Florida Sunshine Manual:

❑ WHAT ARE PENALTIES FOR VIOLATING THE SUNSHINE LAW?

- ❑ Decisions taken at meetings may be voidable.
- ❑ Removal from office.
- ❑ A knowing violation is punishable as a second-degree misdemeanor which includes imprisonment up to 60 days and/or fines up to \$500.
- ❑ Unintentional violations may be punishable by a fine of up to \$500.
- ❑ Attorneys' fees can be awarded.

❑ Per the City's Code

❑ Suspension or removal from office

- ❑ City Code Sec. 54-76(d)(3) The city commission may remove members for just cause.

DISCUSSION - options to protect the facades of buildings in the Central Business District - Mr. Jefferson

A discussion regarding options to protect facades of buildings in the business district

STAFF REPORT

DATE: June 27, 2024
TO: City of Palatka Historic Preservation Board
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

A discussion regarding options to protect facades of buildings in the business district

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Agenda for HRB
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From: [tim.jefferson](#)
To: [Casey Cheap](#)
Subject: Agenda for HRB
Date: Wednesday, May 29, 2024 2:28:14 PM

Item for discussion

What are the options to protect the facades of the buildings in the Business District?

What city or county procedures do the building owners have to follow currently to make changes or remove portions of the buildings? How can issues be enforced and what penalties can be levied?

Does the Business District fall under the HRB umbrella? Should it?

What does Saint Augustine do?

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Tim Jefferson
Florida Realtor
754-246-1080 -cell