

Elizabeth van Rensburg
Chair

Allen Sheffield
Vice Chair

Breanna Pierce
Board Member

Patti Vogt
Board Member

Timothy Jefferson
Board Member

Christopher Hollister
Board Member

Mary Jane Rosa
Alternate

MARCIA G. CARTY, CPA, CGFO
INTERIM CITY MANAGER
FINANCE DIRECTOR

JANE WEST, ESQ.
CITY ATTORNEY

LORENZO AGHEMO, MRP
PLANNING DIRECTOR



AGENDA
HISTORIC PRESERVATION BOARD MEETING
December 5, 2024 at 4:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. OATH OF OFFICE - Christopher Hollister
- e. RECOGNITION - Larry Beaton - 21 years of service - Historic Preservation Board
- f. Meeting Purpose Disclosure
- g. Appeal Procedures & ExParte Communication

2. APPROVAL OF MINUTES

- a. September 5, 2024

3. PUBLIC COMMENTS

- a. Speakers are limited to 3 minutes, no action taken on items.

4. REGULAR BUSINESS

- a. HPB 24-18: Request for Certificate of Appropriateness for various improvements to 120 Kirkland St. Palatka, FL 32177

5. BOARD MEMBER COMMENTS

6. STAFF COMMENTS

7. 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.

STAFF REPORT

DATE: December 5, 2024
TO: City of Palatka Historic Preservation Board
FROM: City Staff

APPLICATION REQUEST

Mr. Hollister has submitted an application for a new term on the HPB. The City Commission approved his reappointment at its November meeting.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Oath of Office to be administered by the Clerk.

ATTACHMENTS

1.	2024.12.05 Hollister, Christopher
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OATH OF OFFICE

I, **CHRISTOPHER HOLLISTER**, a Historic Preservation Board appointee of the Palatka City Commission, do solemnly swear or affirm I will faithfully perform the duties of my appointed office, and will support and honor to the best of my ability all applicable laws of the State of Florida, Putnam County and the City of Palatka. I hereby through this oath affirm that I will perform the duties of this public trust in a fair, equitable and ethical manner befitting the dignity and responsibilities of the office.

Christopher Hollister

**STATE OF FLORIDA
COUNTY OF PUTNAM**

Sworn to (or affirmed) and subscribed before me by means of ☒ physical presence or ☐ online notarization, this 5th day of December, 2024 by **Christopher Hollister**.

Notary Public

Personally Known _____ or Produced Identification _____
Type of Identification Produced _____

Term: 11/1/2024 - 10/31/2027

Meeting Purpose Disclosure

STAFF REPORT

DATE: December 5, 2024
TO: City of Palatka Historic Preservation Board
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

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 Interior's Standards for historic preservation.

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

STAFF REPORT

DATE: December 5, 2024
TO: City of Palatka Historic Preservation Board
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

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.
Allot time for ex parte disclosures.

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

None

September 5, 2024

STAFF REPORT

DATE: December 5, 2024
TO: City of Palatka Historic Preservation Board
FROM: City Staff

APPLICATION REQUEST

The Planning Clerk is requesting approval of the September 5, 2024.

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

Approve as read.

ATTACHMENTS

1.	2024.09.05 Revised 2 Minutes
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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



MINUTES
CITY OF PALATKA
September 5, 2024

1. CALL TO ORDER Call to order.at 4

a. Invocation

Led by Chaplain Mulberry

b. Pledge of Allegiance

Led by Sunni Krantz, City Clerk.

c. Roll Call

Present:

Breanna Pierce
Christopher Hollister
Larry Beaton - Via telecommunications technology
Patti Vogt
Timothy Jefferson
Allen Sheffield
Elizabeth van Rensburg
Mary Jane Rosa, Historic Preservation Board alternate

Absent:

Excused:

Also Present:

Lorenzo Aghemo, Planning Director, Renee' Brown, Planner 1, Jane West, City Attorney, Sunni Krantz, City Clerk.
Present via telecommunications technology; Alonzo Mulberry, City Chaplain

d. Meeting Purpose Disclosure

Read by the Chair van Rensburg.

e. Appeal Procedures & ExParte Communication

Read by Chair van Rensburg.

Time was allotted for ExParte communication disclosure.

Mr. Holister disclosed he has discussed the matter with the applicant.

Ms. Vogt disclosed she has discussed the matter with the applicant and Mr. Cutwright, Community Affairs Director.

2. APPROVAL OF MINUTES

a. July 11, 2024

Motion to Approve by Sheffield. Seconded by Hollister. The Motion Passed unanimously.

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

4. NEW BUSINESS

a. HPB Case 24-21: Application for Certificate of Appropriateness for demolition. Owner: Allen Sheffield;
Address: 426 Kirby St., Palatka, FL 32177; Parcel #42-10-27-6850-0400-0021

Mr. Allen Sheffield recused himself from the Board as he is the applicant of the item.

Mr. Aghemo addressed the Board and presented the staff report on the subject matter. He stated that he visited the site and inspected the existing structure however did not go inside. He indicated that a determination as to whether the structure is unsafe or not cannot be made.

Mr. Sheffield addressed the Board and made statements and explanations regarding this application. He expressed that it took a long time to get to this point. He made reference to the previous Certificate of Appropriateness which was approved by the Board. He explained that the Engineers report for that application indicated that repairs to the single family house was feasible based upon the visual inspection, but only after the front and back porches were demolished, it became evident the full extent of the deterioration. He stated that he is not a fan of demolition but the existing structure is beyond repair and any salvage is cost prohibitive. The state of the structure today has no architectural value and is rotting and infested with termites creating a danger to near-by structures.

The Chair opened the item to public comments.

Mr. Vito Russo from 603 Emmett St., Palatka FL, 32177 addressed the Board. He stated that he is in support of the demolition.

Ms. Allegra Kitchens from 1027 S. 12th St., Palatka FL, 32177 addressed the Board. She indicated that the Appraiser's Office list all properties with a date starting in the 1900 as the system does not recognize dates earlier than that.

Ms. Annie Davis from 420 Kirby St., Palatka FL, 32177 addressed the Board. She spoke in favor of the demolition.

The Chair closed the floor to public comments.

Motion to approve by Mr. Jefferson. Seconded by Mr. Hollister. Motion Failed: with 2 votes in favor, 4 votes against, (Ms. Pierce, Mr. Beaton, Ms. Vogt, Chair van Rensburg) and 1 abstained.

5. OTHER BUSINESS

a. Patti Vogt requested a discussion on the Certificate of Appropriateness fees.

Patti Vogt discussion Certificate of Appropriateness (COA) fees being too high, needs to be lowered. Residents are discouraged with the fees. Mr. Aghemo states in the budget meetings they have recommended certain fees to be increased, like the COA by \$50.00. He was asked if the fee of \$360 (\$200.00 application and \$160.00 advertisement) charged, now covers the cost of staff and materials at this time. He answered no. Chair van

Rensburg said needing a COA is discussed in detail before accepting fee on application. Jane West, City attorney, stated that there is only a small fee for "like for like" maintenance. Comparisons were made with other cities.

6. ADJOURN Board Comments. Mr. Aghemo had a draft of the brochure for the Historic District. Ms. Pierce said it needs to be polished with less hyphens. Chair van Rensburg mentioned everyone needs to look at it and get with Planning Staff asap. Adjourn at 5:06

Certificate of Appropriateness

HPB 24-18

120 Kirkland Street

STAFF REPORT

DATE: November 26, 2024
TO: Historic Preservation Board members
FROM: Renee' Brown
Planner 1
OWNER: Warren Berry

Background

The home at this address was originally constructed in 1900 with an effective year listed as 1979 per the Property Appraiser site.

Application Request

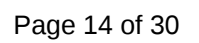
The owner of this property desires to restore the structure and proposes the following repairs and renovations. The proposed work endeavors to maintain the historic look and design using updated materials.

- Remove and replace rotten or compromised materials from soffit, siding, and porches. Replace with like materials.
- Repaint the structure in Extra White, with Eucalyptus Wreath and Roof Top Garden on the trim. Both trim colors are green.
- Repair column appearance.
- Replace the existing wood fence with wood-stained Cordovan Brown.
- Replace the wood on the front porch and propose a rear wooden deck with the Cordovan Brown stain.
- Replace the front door without a screen door added.
- Refer to the current house photos and proposed material photos.

This property has suffered from neglect. The items the new owner has identified will closely restore this house back to its original design and make the structure a positive asset to the historic district and the City of Palatka.

Staff Recommendation

Staff recommends approval of a Certificate of Appropriateness for case number HPB24-18 as the intended work will restore this structure to the original appearance while creating a functional, habitable home that contributes to both the historic district and tax base.





PLANNING DEPARTMENT
201 N 2ND STREET
PALATKA, FL 32177
(386) 329-0100 Ext. 327

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

APPLICATION #: HPB-
DATE RECEIVED: 5-16-24
HEARING DATE: _____

Application Requirements

This application must be completed and submitted with an application fee and ALL required attachments.
(Checks payable to the City of Palatka)

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

- | | |
|--|---|
| <ul style="list-style-type: none">☒ 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 | <ul style="list-style-type: none">☒ Photos - One (1) color photograph of the main façade of the site and photographs of any areas affected by the proposed project.☒ Material(s) specifications and/or sample(s)☐ Color samples.☐ Demolition – Plans for what will be taking the demolished structure's place should be submitted. |
|--|---|

Building & Site Information

1. Property Address: 120 Kirkland Street
2. Parcel Number: 42-10-27-6850-0470-0041
3. Historic District: ☐ North or ☒ South

Property Owner/Applicant Information

Property Owner(s)

Name(s): Warren Berry
Mailing Address: 1140 Bayforest Road, St. Augustine, Fl. 32084
Phone Number(s): _____ Email: annwcordoba@aol.com
Applicant Name(s): Warren Berry

Agent/Contractor(s)

Name(s): WSB Construction
Mailing Address: 1140 Bayforest Road, St. Augustine, Fl. 32084
Phone Number(s): 904-207-9324 Email: wsbconstructioninc@yahoo.com
Applicant Name(s): Warren Berry

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: Remove rotten/compromised materials from the soffit, siding and porches. Replace with like materials.

Paint entire exterior with same white color.

This application submitted by:

Owner 1 (Print Name): _____

Signature of Owner 1: _____ Date: _____

Owner 2 (Print Name): _____

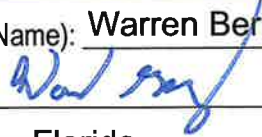
Signature of Owner 2: _____ Date: _____

Print Agent Name: Warren Berry

Signature of Agent: _____ Date: May 2, 2024

To Be Notarized

Name (Print Name): Warren Berry

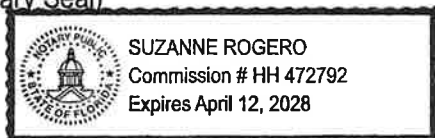
Signature:  Date: 5/2/2024

STATE OF Florida County of St. Johns

Before me this day personally appeared Warren Berry 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 2nd day of May A.D. 2024.

(Notary Seal)




Notary Public

My commission expires: _____
Type of Identification Produced: _____

State of Florida at Large.



PLANNING DEPARTMENT
201 N 2ND STREET
PALATKA, FL 32177
(386) 329-0100 Ext. 327

APPLICATION FOR CERTIFICATE OF APPROPRIATENESS

APPLICATION #: HPB-
DATE RECEIVED: 5-6-24
HEARING DATE: _____

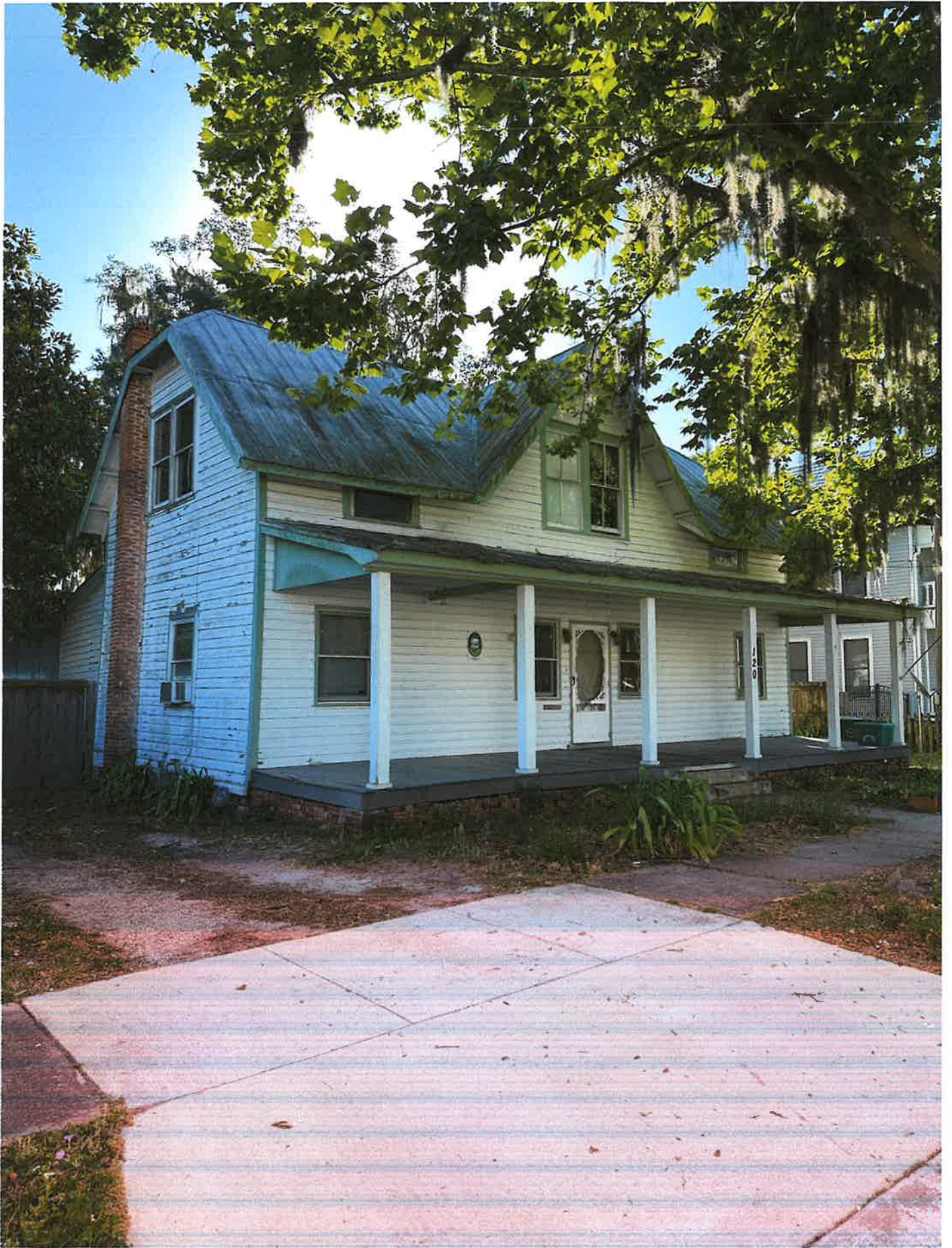
For Official Use Only

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 |





White All Siding
★ Fence - Front Door & Porch / Adding back Porch

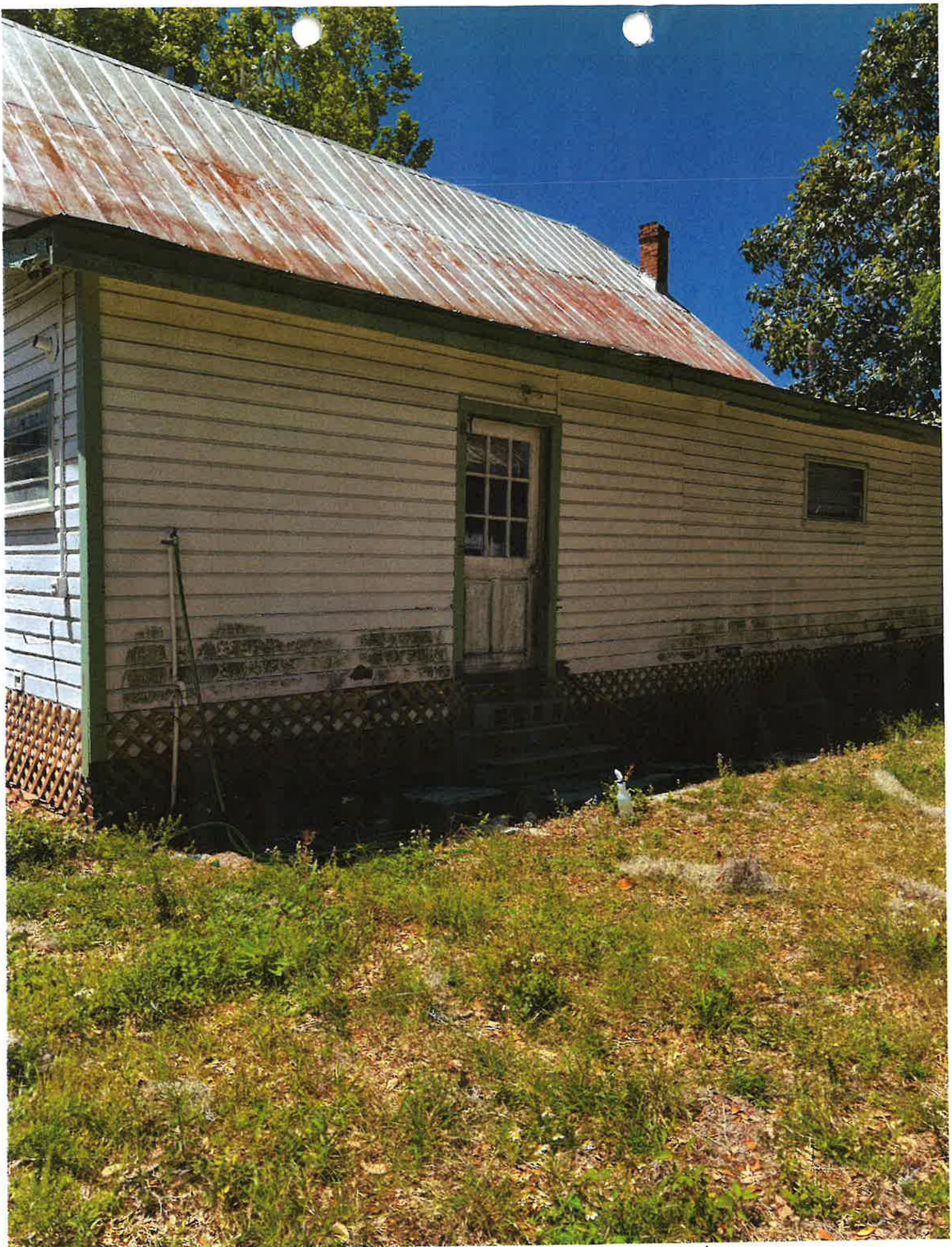
Use 6x6's for supports
wrap columns below w/ 1x8



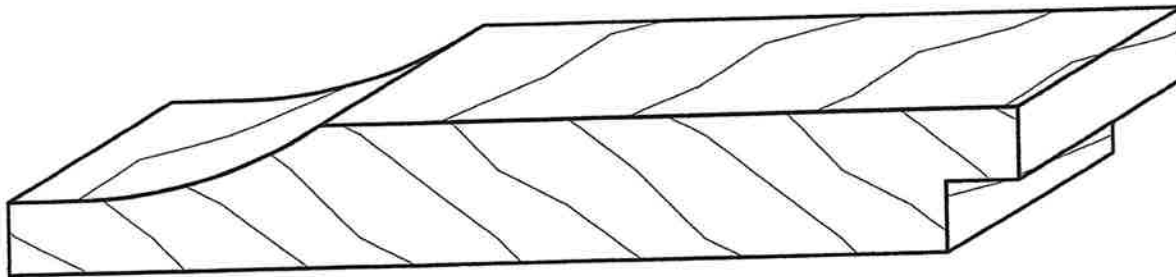
use 1x8 as base



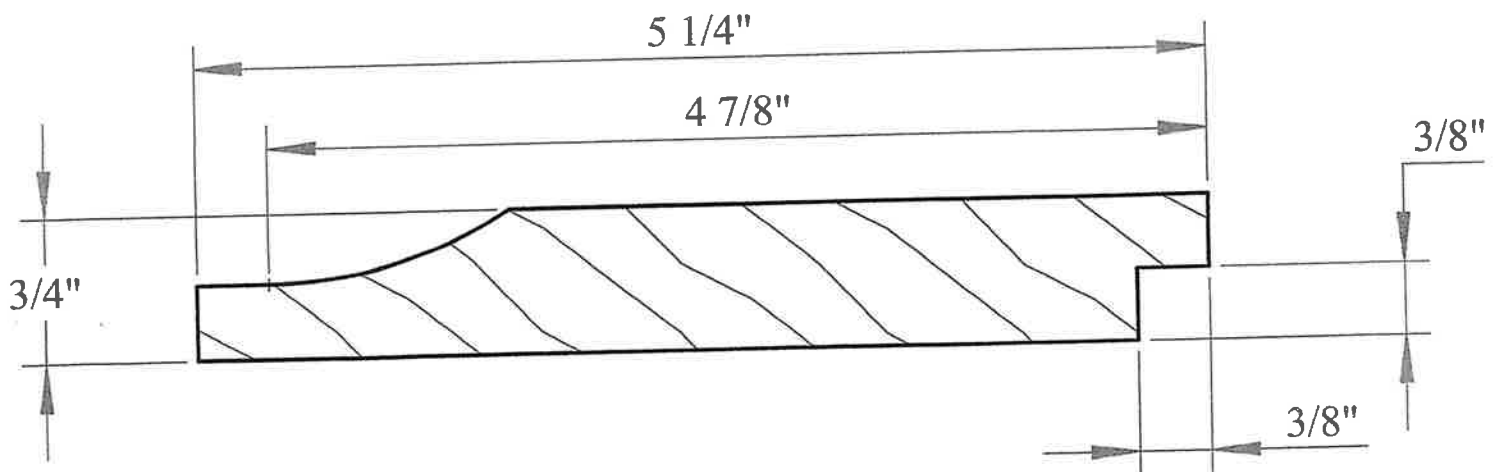
FRONT DOOR (w/o screen door)

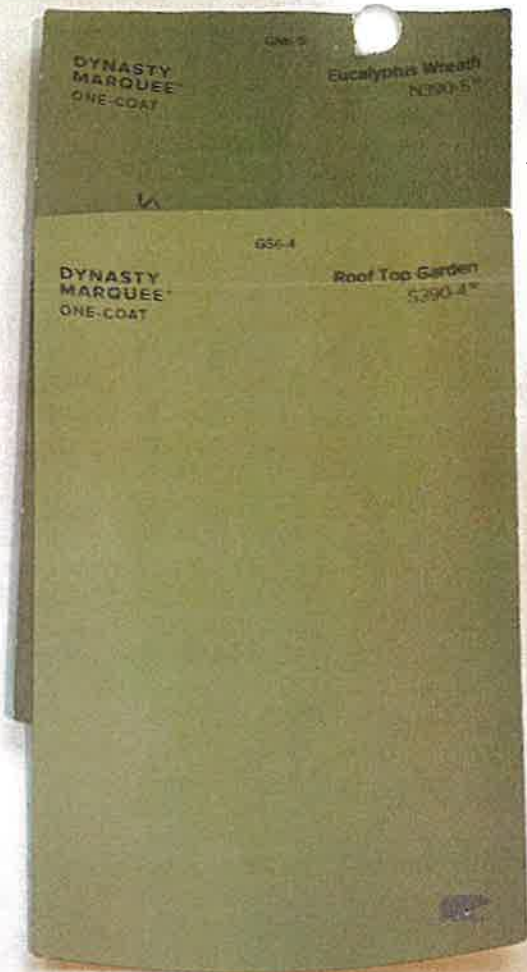


Back where porch will go



1 X 6 NOVELTY SIDING PATTERN #105
6105CTP - ELITE TREATED® and primed





Front Door
 ← Porch ceiling
 soffits
 Trim
 ← Accents

White
 main ↑ Body
 Columns w/ corbels

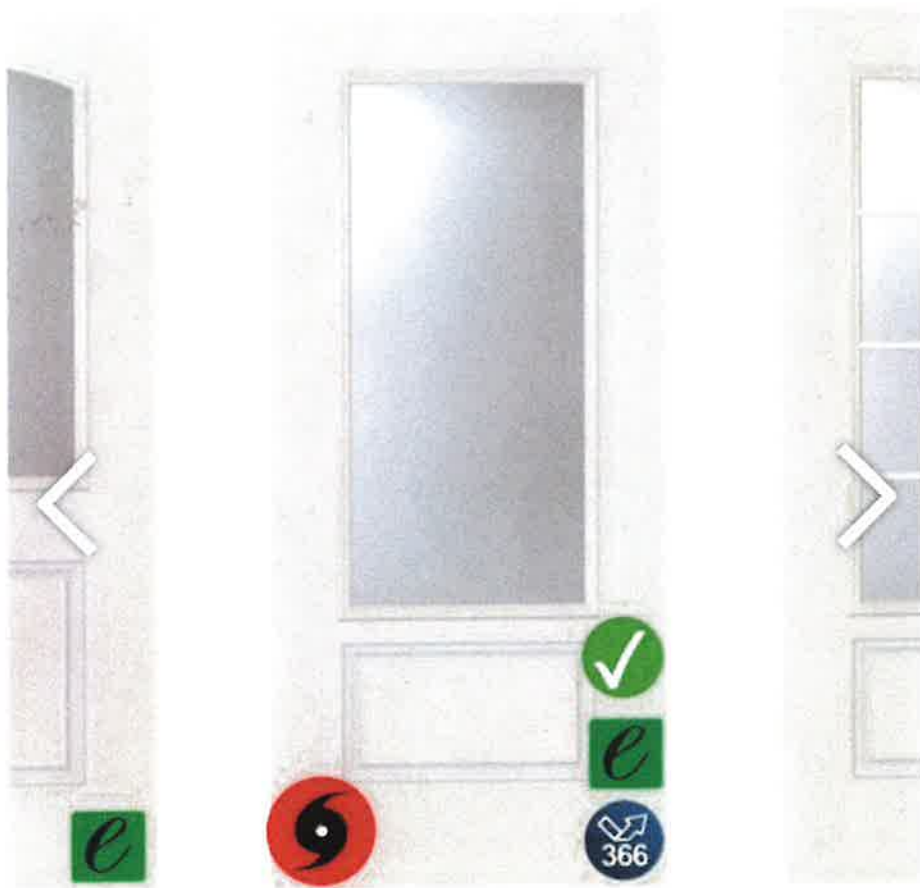
~~★~~ Cordovan Brown
 ↓ T-104 Behr ← Deck stain
 Fence



SW 7006
Extra White

Exterior Paint Color

☰ Tucker Door & Trim Fiberglass Door C... 🔍



-CL

2248-CL

224

26 / 48

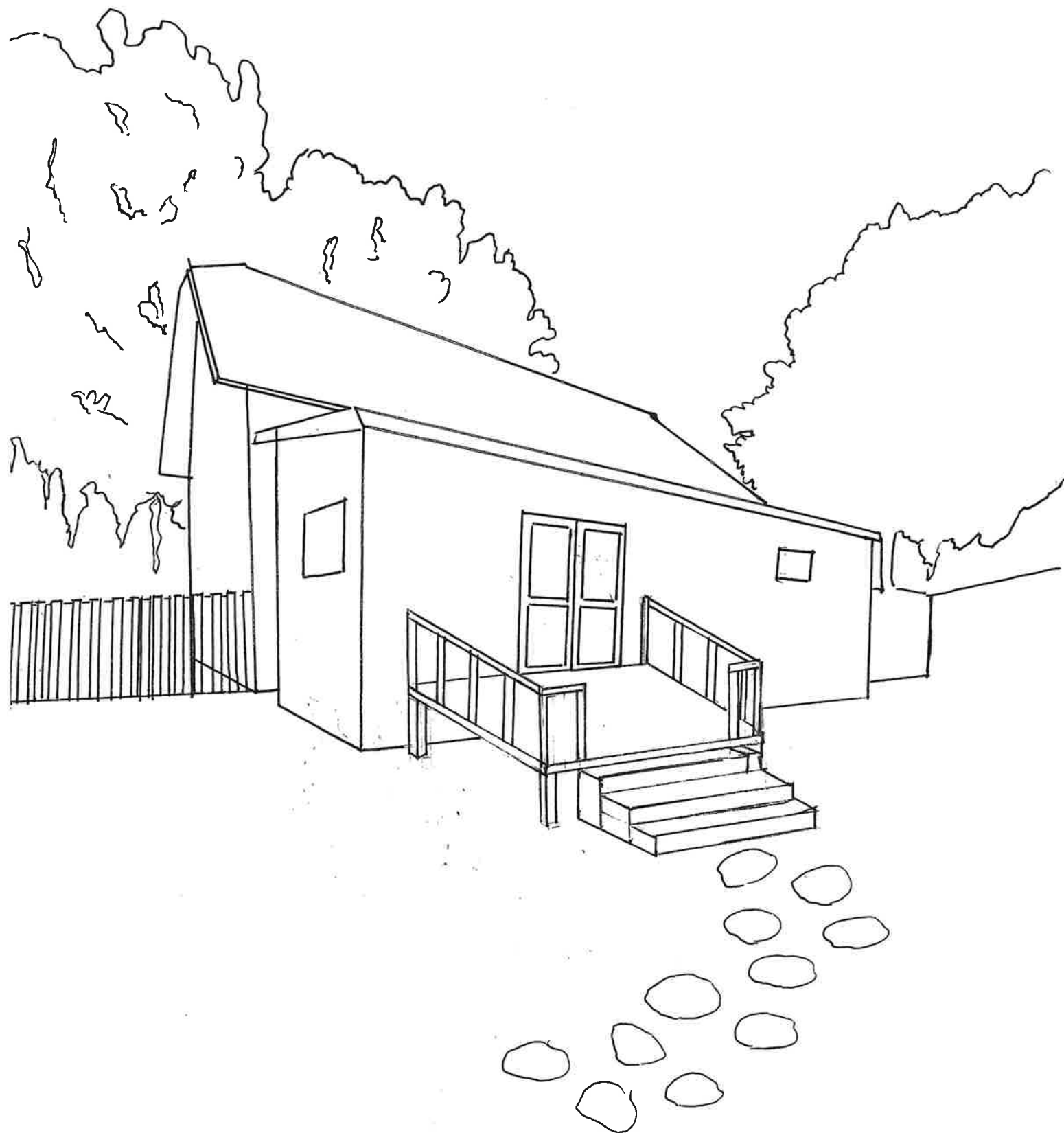




3



Back where porch will go.



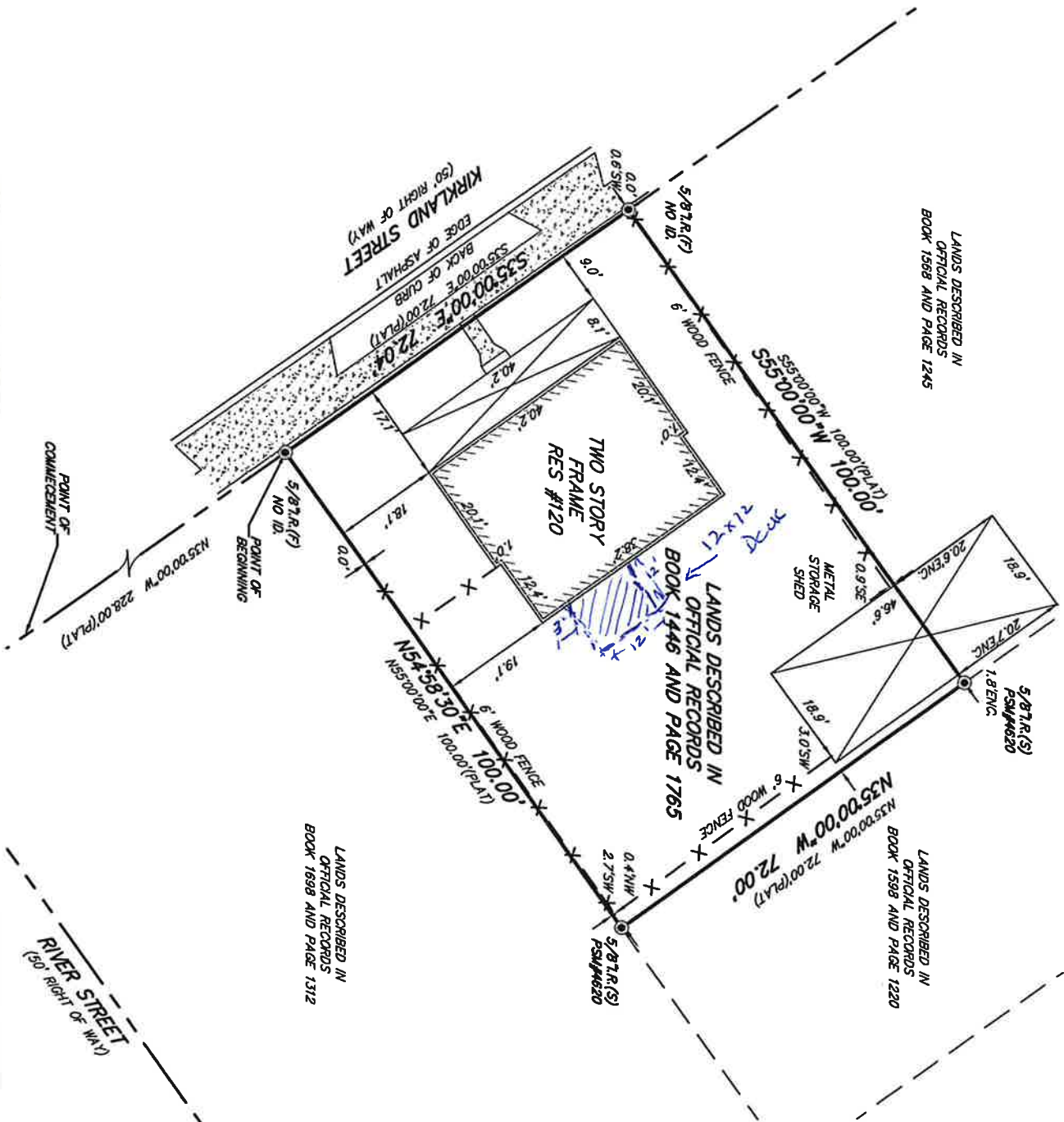
NEW PORCH ADDITION

11/16/24

MAP SHOWING BOUNDARY SURVEY OF

BEGING A PART OF LOT 4, BLOCK 47 OF THE CITY OF PALATKA, DESCRIBED AS: BEGINNING AT A POINT ON THE NORTHEASTERLY SIDE OF KIRKLAND STREET, 228 FEET NORTHWESTERLY FROM THE NORTHWESTERLY LINE OF RIVER STREET, AM RUNNING THENCE NORTHEASTERLY AND AT RIGHT ANGLES TO KIRKLAND STREET, 100 FEET; THENCE NORTHEASTERLY PARALLEL WITH KIRKLAND STREET, 72 FEET; THENCE SOUTHWESTERLY AT RIGHT ANGLES TO KIRKLAND STREET, 100 FEET TO THE NORTHEASTERLY LINE OF KIRKLAND STREET; THENCE SOUTHEASTERLY ALONG THE NORTHEASTERLY LINE OF KIRKLAND STREET, TO THE POINT OF BEGINNING, ACCORDING TO COPY OF DICK'S MAP OF THE CITY OF PALATKA, FILED IN THE OFFICE OF THE CLERK OF CIRCUIT COURT OF PUTNAM COUNTY, FLORIDA.

CERTIFIED TO:
WARREN BERRY
TITLES SERVICES OF NORTH FL, INC.
FIRST AMERICAN TITLE INSURANCE COMPANY



AREA = 0.16 ± ACRES
OR 7,200 ± sq ft.

LEGEND	
A/C	AIR CONDITIONER PAD
ID	IDENTIFICATION
N.A. I.D.	NORTH AMERICAN VERTICAL DATUM
SQ. FT.	SQUARE FEET
IR(P)	IRON PIPE FOUND
IR(F)	IRON ROD FOUND
IR(S)	5/8\"
CO	WOOD POWER POLE
ONE	OVERHEAD ELECTRIC
CONC	CONCRETE
RES	RESIDENCE
CE	CENTERLINE
DN	DEMONSTRATES NOT TO SCALE
WM	WATER METER
CC	EXPOSED CONCRETE
CA	COVERED AREA
W	WELL
TR	TYPICAL
BR	BRICK PAVERS
ENC	ENCROACHMENT



GENERAL NOTES:

- This survey made without benefit of an abstract of title. No right-of-way or easements of record were furnished to the firm except as shown.
- The survey was made on the ground, based on the existing field.
- This office has not obstructed this parcel of land for any recorded claims of title, easements or restrictions. This surveyor shall not be held liable for the existence of such claims.
- Use of this survey for purposes other than that which it was intended, without written verification, will be at the user's sole risk and without liability to the surveyor.
- All disputes hereunder shall be resolved by binding arbitration in accordance with rules set forth by the American Arbitration Association.
- For building easements call the appropriate county codes enforcement office.
- All distances, bearings and angles are as field measured. Deed or plot measurements.
- The measurements for this survey were made in accordance with the United States Standards.
- Encroachment on shown herein on only those above ground, visible objects observed by the surveyor.

NOTE:

THIS SURVEY IS PROTECTED BY COPYRIGHT AND IS CERTIFIED ONLY TO THE PARTIES LISTED ABOVE AND ONLY FOR THIS PARTICULAR TRANSACTION. ANY USE OR REPRODUCTION OF THIS SURVEY WITHOUT THE EXPRESS PERMISSION OF THE SURVEYOR IS PROHIBITED. USE OF THIS SURVEY IN ANY SUBSEQUENT TRANSACTION IS NOT AUTHORIZED. THE SURVEYOR EXPRESSLY DISCLAIMS ANY CERTIFICATION TO ANY PARTIES IN FUTURE TRANSACTIONS. NO PERSON OTHER THAN THOSE LISTED SHOULD RELY UPON THIS SURVEY.

- According to the Federal Emergency Management Agency FEMA Map No. 12102C0194C effective date: 02/02/2012 the property described herein appears to be in Zone X - of flooding hazard. EASINGLY RIGHT OF WAY LINE OF KIRKLAND STREET

201705	13/07/2024	13/07/2024	13/07/2024	13/07/2024
24-0184	04/10/2024	17	20	02/17/24
TYPE: BOUNDARY				
COPYRIGHT 2024. ALL RIGHTS RESERVED.				

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