

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

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
February 6, 2025 at 4:00 PM

1. CALL TO ORDER

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call
- d. Meeting Purpose Disclosure
- e. Appeal Procedures & ExParte Communication

2. APPROVAL OF MINUTES

- a. Minutes
January 2, 2025 Draft Meeting Minutes

3. PUBLIC COMMENTS

4. NEW BUSINESS

- a. HPB 24-29 414 River Street Proposed Improvements to Detached Garage
HPB 24-29 414 River Street Proposed Improvements to Detached Garage

5. OTHER BUSINESS

6. BOARD MEMBER COMMENTS

7. STAFF COMMENTS

8. ADJOURN

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

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

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

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MINUTES
CITY OF PALATKA
January 2, 2025

The Minutes of the proceedings of the regular meeting of the Historic Preservation Board held on January 2, 2025.

1. CALL TO ORDER

The meeting was called to order at 4:01 PM.

a. Invocation

Invocation was led by Clerk Krantz

b. Pledge of Allegiance

Pledge of Allegiance was led by Mr. Romero

c. Roll Call

Present:

Christopher Hollister

Timothy Jefferson

Elizabeth van Rensburg

Alternate Mary Jane Rosa

Absent:

Allen Sheffield

Also present: Lorenzo Aghemo, Planning Director; Renee Brown, Planner I; Sunni Romero, City Clerk; Alex Romero, Planning Clerk; Jane West, City Attorney; Kristin Odom, CRA Project Manager; Tate and Jessie Miller, June Thompson.

i Selection Chair and Vice Chair for 2025

Motion to Nominate Ms. van Rensburg as Chair and Ms. Pierce as Vice Chair by Vogt. Seconded by Jefferson. The Motion Passed unanimously.

MINUTES
Historic Preservation Board
January 2, 2025

d. Meeting Purpose Disclosure

Disclosures were read by the Chair

e. Appeal Procedures & ExParte Communication

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

2. APPROVAL OF MINUTES

a. December 5, 2024

Motion to Approve by Hollister. Seconded by Alternate Rosa. The Motion Passed unanimously.

3. PUBLIC COMMENTS

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

The floor was opened to public comment. Hearing none, the floor was closed to public comment.

4. REGULAR BUSINESS

a. HPB 24-27 603 Emmett St. Request a Certificate of Appropriateness for two historical markers.

Ms. Brown addressed the board concerning a request for a certificate of appropriateness to place a historic marker on site and another marker across the street at the riverfront. The structure was built in 1886. Ms. Brown spoke regarding the tunnel that leads from the house to the river, which they want to highlight on the marker. The first 10 feet of the tunnel have been excavated and restored.

Mr. Miller, the applicant, advised he would like to inform the public of the gems of the South Historic District and came up with the idea to place markers at Dodge and River Streets. He has suggested placing the sign on the River side of the street, as some neighbors may not like the sign to be on the sidewalk, and the river is more of a focal point for drivers passing by.

The floor was opened and closed to public comment.

Board discussion commenced. Chair van Rensburg and Ms. Pierce had some concerns regarding an off-site sign. Mr. Hollister and Ms. Vogt expressed they do not have a concern on this matter. The Clerk referenced an off-site sign (Ft. Shannon) that currently exists.

The Board discussed the size and cost of the sign with the applicant. The size of the historical marker will be similar to that of the historical marker for the Bronson Mulholland House. Mr. Miller will be paying for the signage. He said each sign is about \$3,000.

The Board discussed sign verbiage, Mr. Aghemo spoke of concern that the verbiage of the signs is proposed to be the same. Mr. Miller said he would be willing for the off-site sign to mention the South Historic District; however, if that is the case, he would like the sign to be labeled the Sherman Conant House in the South Historic District.

Motion to accept the sign as read in the agenda packet for the property by Ms. Pierce. Seconded by Ms. Vogt. The Motion Passed unanimously.

Motion to the sign at the River be approved with the Sherman House name being in it and a mention of the South Historic District being in it by Ms. Vogt. Seconded by Ms. Pierce. Motion Passed unanimously.

5. BOARD MEMBER COMMENTS

Ms. Rosa asked if we could have a future agenda item regarding additional historic signage.

6. STAFF COMMENTS

City Clerk Sunni Krantz introduced Karen Hayes as the new City Clerk and Kristen Odom as the new CRA project coordinator.

7. ADJOURN

Motion to adjourn by Mr. Hollister at 4:23 PM.

Staff Report

Meeting Date: February 6 2025



Case#: HPB 24-29
Address: 414 River Street
Parcel ID: 42-10-27-6850-0470-0061
Applicant: Paul J. Donahue

A. Application Summary

I. General

Project Name: 414 River St. Improvements to Detached Garage

Request: Certificate of Appropriateness for Improvements to Detached Garage

Parcel#: 42-10-27-6850-0470-0061

Acres: 0.27

Location: 414 River Street

Project Manager: Ryan Mickles, Planner

Owner: Paul J. Donahue

Agent: N/A

II. Background

The applicant, who is the property owner, is requesting a Certificate of Appropriateness for improvements to an existing, two-car, detached garage located in the City of Palatka South Historic District. Per §54-78 of the municipal code, a Certificate of Appropriateness is required to erect, construct or alter a structure or sign located or to be located in a historic district.

A two and a half-story single-family dwelling exists on the property along with the garage located in the rear of the property. According to the Putnam County Appraiser records the house was built in 1905. The Florida Master Site File (FMSF) has the house constructed between 1905 and 1909 and is an "example of a Frame Vernacular residence exhibiting Victorian influences." The FMSF notes that Madge Kendrick Wattles was the first owner and occupant of the residence. No improvements are proposed for the single-family dwelling or the portion of land located on the east side of River Street for this application. Figure 1 and Figure 2 in this report show the location and photograph of the property.

The existing, one-story, detached garage is approximately 500 square feet. The applicant is proposing to add a second floor, wing addition on the south side of the garage. The proposed improvements include a new lavatory on the first floor; and a complete bathroom and bedroom are proposed for the second floor.

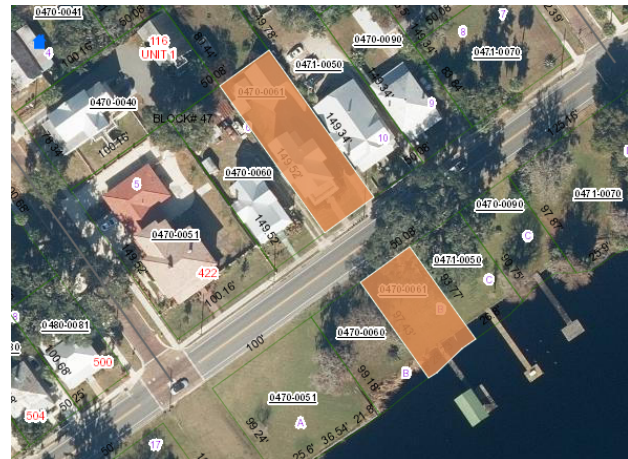


Figure 1 Location map of 414 River Street Property (Source: Putnam Co. Geographical Information Systems)



Figure 2 Photograph of 414 River Street (source: Google Street View)

III. Analysis

Proposed External Improvements.

The applicant notes the existing garage is comprised of 3+ inch wood clapboard; the proposed wing addition would consist of the same 3+ inch wood clapboard material and painted to match the current color of the garage. There is one existing window on the garage near the apex of the roof. The applicant is proposing to add an additional window and (2) two side doors to the first floor. The new doors and windows would match those on the existing single-family dwelling.

The second floor improvements include a bedroom window on the south side of the garage and an outside balcony/seating area in the front recessed from the existing façade of the garage; the balcony would not project beyond the facade. The applicant notes the proposed windows would meet or exceed the storm rating of the windows on the house. The new door leading to the balcony/seating area would replace the existing window located near the apex of the roof. The applicant proposes that the new roof for the dormer will be a matching metal roof, meeting the standards as the existing metal roof on the house. The height of the existing garage is 22-feet at its peak and would not change.

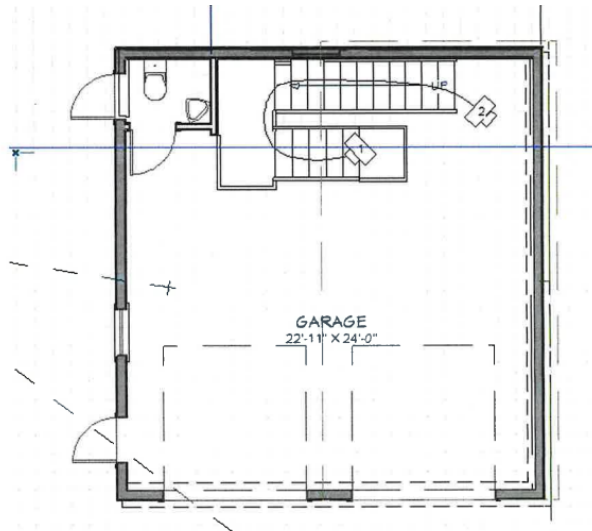


Figure 3 Diagram of proposed alteration of garage

Proposed Internal Improvements.

The first floor of the garage would include a new lavatory which could be accessed from the outside by a new door installed near the rear of the garage on the south side. An interior stairway will be constructed leading to the new second story dormer. The second floor would include approximately 35 square feet bathroom and a new 205 square feet. bedroom. The existing footprint of the garage would not change. Figure 4 shows a draft floor plan of the first and second floors.

First floor of existing garage with a new lavatory, stairs and a new exterior door.



Proposed new bedroom and bathroom on new 2nd floor of existing garage while maintaining the original footprint.

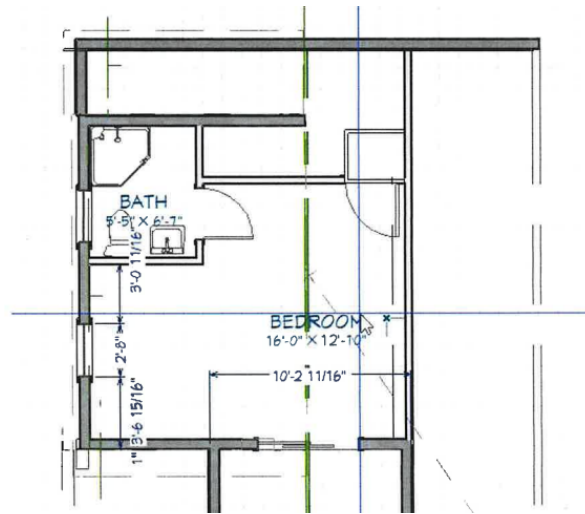


Figure 4 Draft floor plans showing proposed improvements to existing garage

Project Details: Specifications and materials.

Paint: The external paint color for the dormer addition will be a version of yellow, matching the exterior color of both the existing house and garage.

Windows: New windows will be installed on the first and second floors and consistent with the existing windows on the house.

Doors: New doors matching those on the house will be installed on the first floor and on the new second story.

Recessed balcony/seating area: A recessed balcony proposed for the front of the garage will be approximately 44 square feet.

Railing: The railing for the recessed balcony/seating area will be located above the first floor car garage doors; the railing would mirror the existing railing on the second story of the

house. The height of the railing would be approximately 3.25-ft, which is the height of the existing railing on the house.

Lavatory and bathroom: Both a lavatory and bathroom are proposed on the first and second floor, respectively.



Figure 4 Photograph of the existing door and balcony/railing on the single-family dwelling at 414 River Street.



Figure 5 Sketch rendering showing proposed improvements to garage

IV. Conclusion

The proposed dormer addition for the detached garage would include a lavatory, bathroom, bedroom, and recessed balcony. The exterior paint and proposed materials for the new dormer would be consistent with the existing garage and house. All proposed windows, doors, and railing for the garage currently exist on the single-family dwelling. There will not be an increase in impervious surface as the existing footprint of the garage would not be augmented. The height of the garage will not change and remain 22-ft at the peak of the

roof. By using similar/like material, color, and style, the applicant believes the proposal keeps within the existing character of the property.

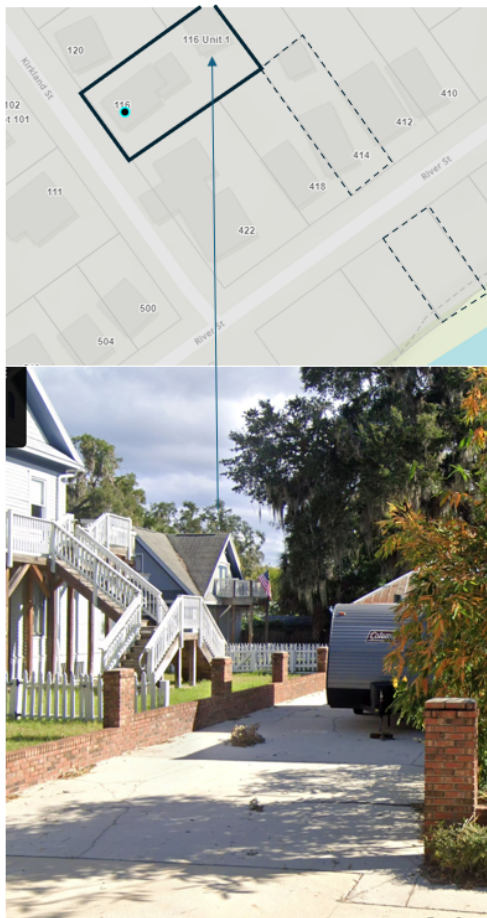


Figure 6 A comparable project within the neighborhood area- photograph of 116 Kirkland St. showing its garage conversion to an accessory dwelling unit c. 2005; the property is located adjacent to 414 River Street.

Proposed Findings of Fact:

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

HISTORIC STRUCTURE FORM
FLORIDA MASTER SITE FILE

Version 1.1: 3/89

Site 8PU01152

Recorder # _____

Site Name 414 River Street; Kendrick House
Historic Contexts Palatka South Historic District
Nat. Register Category Building
Other Names or MSF Nos. _____
County Putnam Ownership Type Private
Project Name Palatka Redevelopment Plan DHR No. 4025

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

Address 414 River St.
Vicinity of / Route to _____
Subdivision Palatka Block No. 47 Lot No. pt. of 6
Plat or Other Map _____
Township T10S Range R27E Section 42 1/4 _____ 1/4-1/4 _____
Irregular Section? yes ☒ no Land Grant _____
USGS 7.5 Map Palatka
UTM: Zone _____ Easting _____ Northing _____
Coordinates: Latitude 29 D 38 M 58 S Longitude 81 D 38 M 01 S

HISTORY

Architect: F Unknown M _____ L _____
Builder: F Unknown M _____ L _____
Const. Date: 18 Circa _____ Restoration Date(s) _____
Modification Date(s): _____
Move: Date NA Original Location _____
Original Use(s) Private Residence
Present Use(s) Private Residence

DESCRIPTION

Style Frame Vernacular
Plan: Exterior Irregular
Interior _____
No. of: Stories 2 1/2 Outbuildings 0 Porches 1 Dormers 1
Structural System(s) Wood Frame
Exterior Fabric(s) Wood Weatherboard
Foundation: Type Piers Materials Brick
Infill Pierced brick
Porches Porch across full front of house
Roof: Type Hip with intersecting gable Surfacing Metal Shingles
Secondary Structures Hip on porch; Gable on dormer
Chimney: No. 1 Mtls Brick Locns Near center on south side
Windows Wood double hung 1/1
Exterior Ornament Wood trim at doors and windows, porch columns
Condition Good Surroundings Residential / river view
Narrative (general, interior, landscape, context; 3 lines only)
Attractive house with full porch on ground floor. Porch is supported by 4 round columns. Major dormer is located in center of roof and contains a Palladian window. House is well landscaped and maintained.

ARCHAEOLOGICAL REMAINS AT THE SITE

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

RECORDER'S EVALUATION OF SITE

Areas of Significance Attractive house with full front porch House plan is irregular but the main facade presents symmetric appearance as a result of a large dormer with a Palladian window centered on the roof and a symmetric porch.

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

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

An attractive house which is well detailed and sited making a major contribution to the historic character of the district.

* * * DHR Use Only * * * * * DHR Use Only * * *
 *
 * Date Listed On National Register _____ *
 * Keeper Determination of Eligibility (Date): Yes _____ No _____ *
 * SHPO Evaluation of Eligibility (Date): Yes _____ No _____ *
 * Local Determination of Eligibility (Date): Yes _____ No _____ *
 * Office _____ *
 *
 * * * DHR Use Only * * * * * DHR Use Only * * *

Recorder Information: Name F Richard M W. L Pohlman
 Date: Month 3 Year 94 Affiliation University of Florida

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

Location of Negatives DAHRM

Negative Number A24

P H O T O G R A P H

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

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

the FMSF site number
 (Use survey number or site name if not available)
 Direction and Date of photograph.

Prints larger than contact size are preferable.

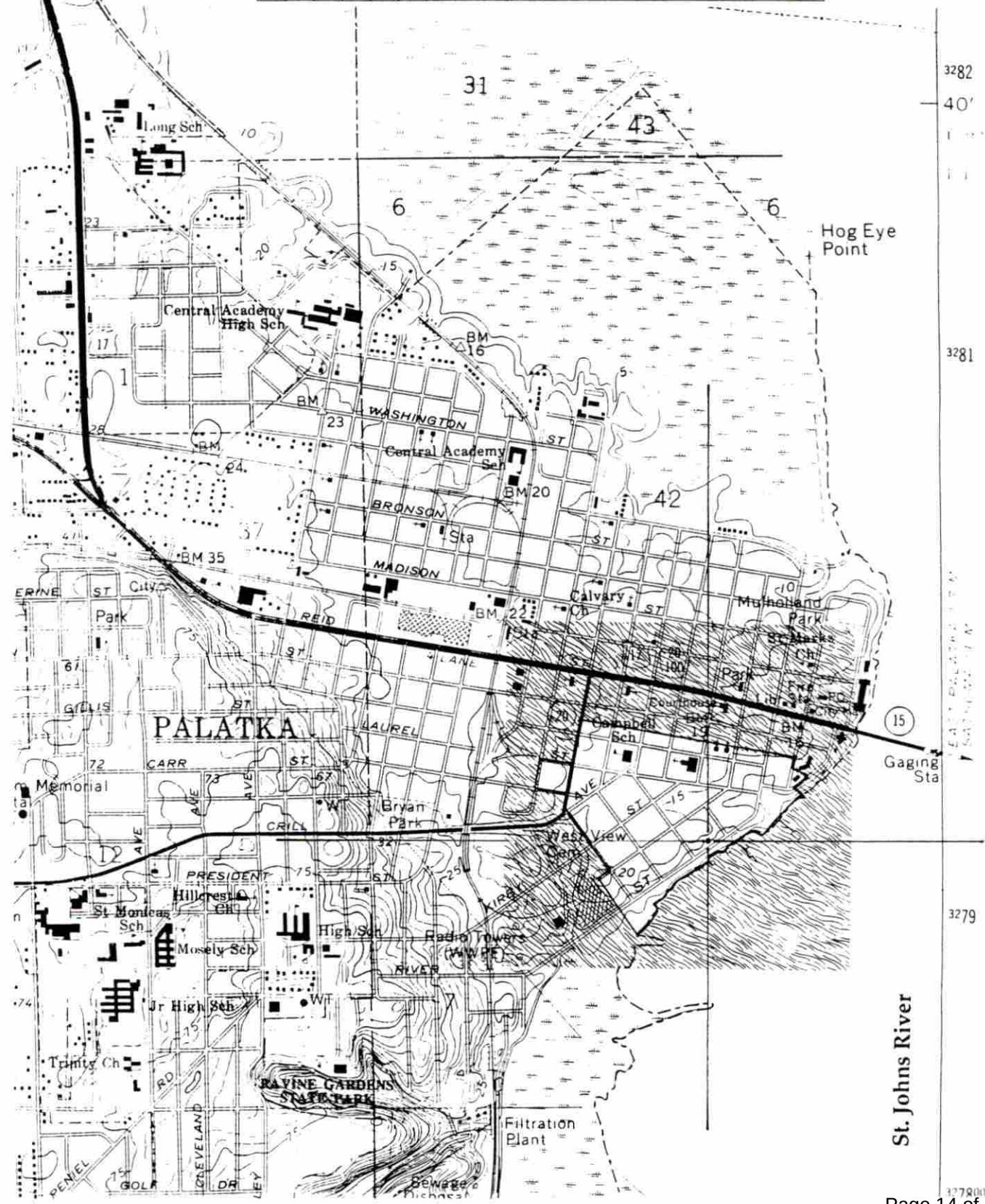
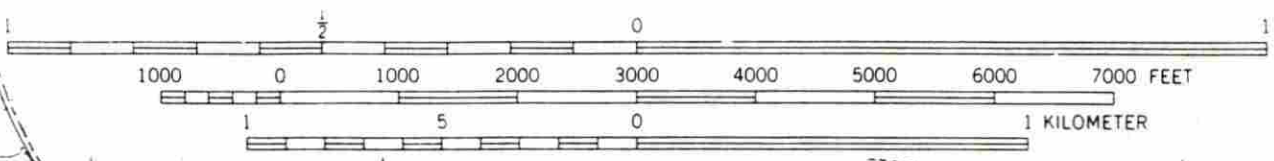
1930 Sanborn Map.

REQUIRED: USGS MAP OR COPY WITH SITE LOCATION MARKED

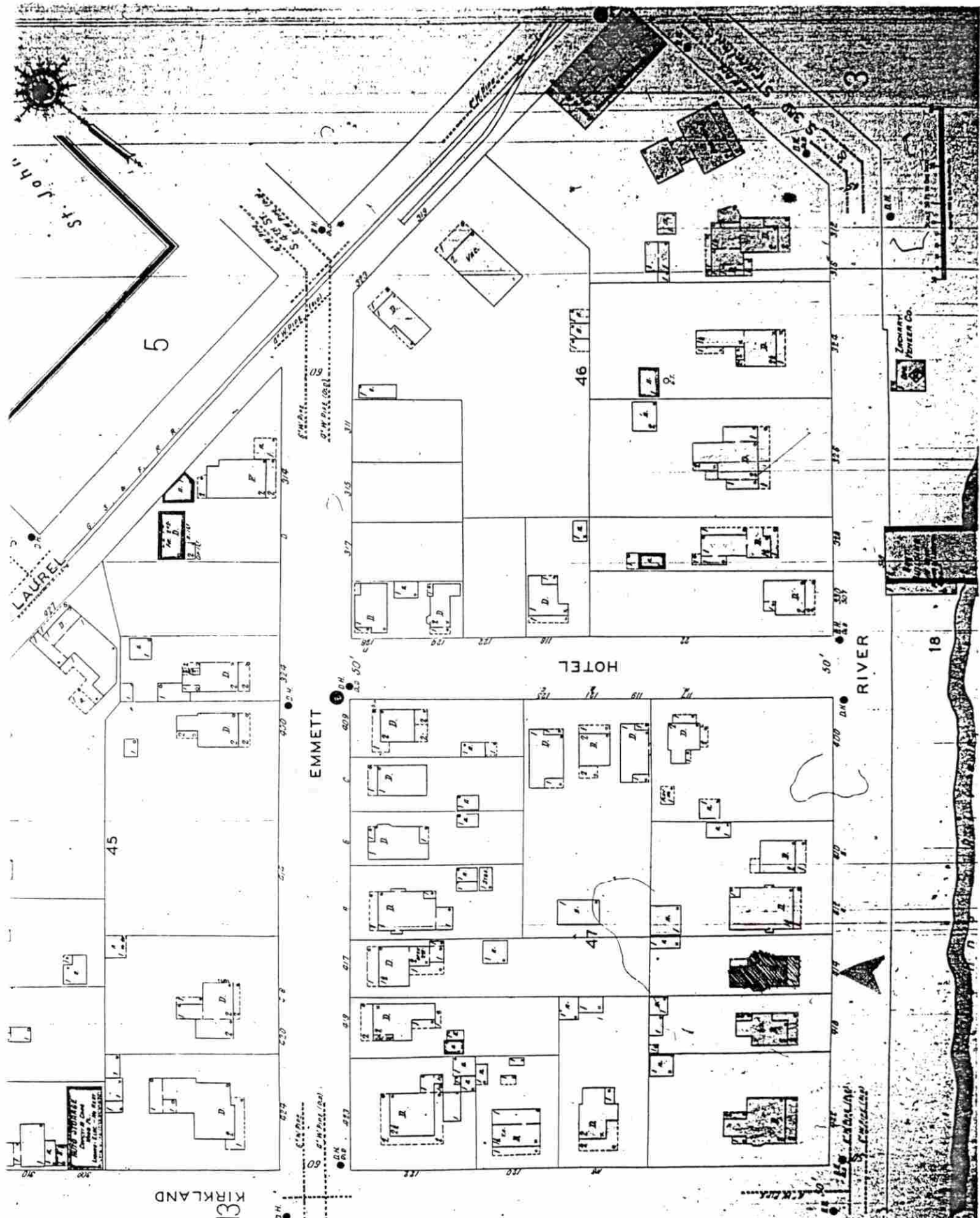
pu01152

The City of Palatka South Historic District

South Historic District
Site 8PU
414 River St.
Kendrick House



St. Johns River





Kendrick House
414 River St.
East Elevation

M. Arias / M. Mondell

March, 1994

A24; DAHRM

Photo No. 1 of 1

Site 8PU0152

<No.24> 17 22-01 NNNNN 946