

Elizabeth van Rensburg
Chair

Breanna Pierce
Vice Chair

Patti Vogt
Board Member

Christopher Hollister
Board Member

Timothy Jefferson
Board Member

Megan Beville
Board Member

Mary Jane Rosa
Alternate

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

LORENZO AGHEMO, MRP
PLANNING DIRECTOR



AGENDA
HISTORIC PRESERVATION BOARD MEETING
June 5, 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. May 1, 2025
- 3. PUBLIC COMMENTS**
- 4. NEW BUSINESS**
 - a. HPB 25-13 South Historic District
CRA lamp posts.
- 5. OTHER BUSINESS**
- 6. BOARD MEMBER COMMENTS**
- 7. STAFF COMMENTS**
- 8. ADJOURN**

Notices: Any person aggrieved by a decision of the Board may, within 15 days thereafter, apply to the

City Commission for a review of the Board's decision. Such application must be filed with the City Manager in writing. Objections by property owners to National Register nomination(s) must be notarized to be included in the record. Section 54-4-74, Palatka Municipal Code.

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

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

ELIZABETH VAN RENSBURG CHAIR BREANNA PIERCE VICE-CHAIR CHRISTOPHER HOLLISTER BOARD MEMBER MEGAN BEVILLE BOARD MEMBER PATTI VOGT BOARD MEMBER TIMOTHY JEFFERSON BOARD MEMBER MARY JANE ROSA ALTERNATE BOARD MEMBER	  HISTORIC PRESERVATION BOARD Regular meeting 1 st Thursday of each month at 4:00 p.m.	MARCIA CARTY, CPA, CGFO CITY MANAGER JANE WEST, ESQ. CITY ATTORNEY KAREN HAYES, MMC CITY CLERK LORENZO AGHEMO, ARP PLANNING DIRECTOR
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**Historic Preservation Board
May 1, 2025, Minutes**

Invocation: Pastor Mulberry

Pledge of Allegiance: Ms. Pierce led the pledge of allegiance.

Roll Call: Elizabeth van Rensburg, Breanna Pierce, Megan Beville, Patti Vogt, Christopher Hollister were present. Timothy Jefferson and alternate Mary Jane Rosa were absent.

Meeting Purpose Disclosure

The Chair, Ms. Elizabeth van Rensburg, read the meeting disclosure.

Oath of Office

Karen Hayes, MMC, officiating the swearing-in of Megan Beville, Elizabeth van Rensburg, Patti Vogt, and Breanna Pierce.

Approval of the minutes February 6th, 2025

Vote: Ms. Pierce moved to approve the minutes. The motion was seconded by Ms. Vogt and passed unanimously.

HPB Case 25-06: Request a Certificate of Appropriateness for porch replacement, wood repair, and exterior painting. 100 Madison Street. Also known as the Bronson-Mulholland house.

Vote: Ms. Pierce moved to approve the repair of the Bronson-Mulholland porches, columns, and decking, contingent upon the availability of cedar wood within the city's budget and project timeline without causing delays. The motion failed due to a lack of second.

Vote: Ms. Pierce moved to approve as presented. Ms. Vogt seconded the motion. A roll call vote was conducted: Ms. Beville, aye, Ms. Vogt, aye, Mr. Hollister, nay; Ms. Pierce, aye, Ms. van Rensburg, aye. The motion passed 4-1.

Public Comment

Allegra Kitchens spoke about the repairs and the extensive research she did on this property.

Mr. Sheffield spoke about the Bronson-Mulholland House, and he wants to make sure there are no doubled standards because the city owns the property.

Accept 2024 Annual Report

Lorenzo Aghemo, Planning Director, discussed the 2024 Historic Preservation Summary and invited a board member to present it at the next commission meeting. Ms. Van Rensburg volunteered to present the 2024 Annual Report to the Commission.

Vote: Ms. Pierce moved to accept the annual report and to move forward. Ms. Vogt seconded the motion. Which passed unanimously.



Staff Report

Meeting Date: June 5, 2025

Case#: HPB 25-13
Address: South Historic District Palatka, Florida
Parcel ID: Right-of-Way
Applicant: CRA

Application Summary

General

Request: Certificate of Appropriateness to replace gas lamp post globes in the South Historic District to solar lamp globes.
Parcel#: Right-of-Ways
Acres: N/A
Owner: City of Palatka
Agent: N/A

Background

The City Community Redevelopment Agency is in the process of replacement of existing streetlights powered by gas converted to solar. The CRA has not yet made a final decision and wants to ascertain whether a Certificate of Appropriateness can be issued for the proposed solar light fixtures in the South Historic District.

The South Historic District features 17 gas lamps that are recognized as a visual and historical element of the community. Currently, these lamps are only lit during the month of December, with funding sourced entirely from donations by residents. This practice was initiated following the cessation of City and Palatka Gas Authority funding due to the substantial costs involved. Before the lamps were lit through donations, the Palatka Gas Authority and the City covered the lighting costs. However, financial constraints eventually disrupted this arrangement.



Figure 1: Map of lamp posts South Historic District (SHD)



Figure 2: SHD Current Lamp Globe #1



Figure 3: SHD Current Lamp Globe #2



Figure 4: SHD Existing lamp posts.



EASY TO INSTALL



Pier Mount

Fits for 3IN Lamp Base
(Not Included)



Pole Mount

Fits for 3IN Lamp Post
(Not Included)

Figure 5: Proposed replacement lights and globes

Analysis

An assessment of the gas lamps indicates that a number of them require both maintenance and repair to function properly. The Palatka Gas Authority has identified locations having the highest incidence of outages. If not repaired, there is a concern regarding the unsafe accumulation of gas when lamps are temporarily extinguished, posing a fire risk.

The project will consist of replacing the existing globes and lights for new ones operated by solar energy. The visual appearance of the proposed fixture is very similar to the existing lamps and will not have a negative impact in the historic character of the South Historic District.

The lamp posts will remain the same.

Proposed Findings of Fact

1. Whereas the application for the Certificate of Appropriateness has been deemed complete for review.
2. Whereas the request has been properly noticed.
3. Whereas the request has been fully considered by the Historic Preservation Board at a public hearing.
4. Whereas the proposed replacement of the South Historic lamp globes need replacement due to deterioration and safety concerns, in order to preserve these historic landmarks.



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

APPLICATION #: HPB 25-13
DATE RECEIVED: 5-14-25
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) n/A

☐ \$460.00 (After the fact)

☐ Application Fee

☐ Site Plan with dimensions

☐ Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

☐ Plans – 2 copies for review drawn to scale

☐ Deed

☒ Photos - One (1) color photograph of the main façade of the site and photographs of any areas affected by the proposed project.

☐ Material(s) specifications and/or sample(s)

☒ Color samples.

☐ Demolition – Plans for what will be taking the demolished structure's place should be submitted.

Building & Site Information

1. Property Address: See site map.

2. Parcel Number: See site map.

3. Historic District: ☐ North or ☒ South

Property Owner/Applicant Information

Property Owner(s)

Name(s): City of Palatka

Mailing Address: 201 N 2nd Street, Palatka FL 32177

Phone Number(s): 386-329-0100 ext. 467 Email: kodom@palatka-fl.gov

Applicant Name(s): City of Palatka Community Redevelopment Agency

Agent/Contractor(s)

Name(s): _____

Mailing Address: _____

Phone Number(s): _____ Email: _____

Applicant Name(s): _____

Description of Requested Work

Please indicate the type of work requested:

- | | | | |
|---|--|---|--|
| ☐ Windows | ☐ Doors | ☐ Roof | ☐ Wood Repair |
| ☐ Porch | ☐ Fence | ☐ Signage | ☐ Exterior Painting |
| ☐ Addition | ☐ Alteration | ☐ Demolition | ☐ Relocation |
| ☐ New Construction | ☐ General Maintenance | ☒ Other: <u>Gas Lamps</u> | |
| Present Use of Property: | ☐ Single Family Residence | ☐ Multi-family Residence | ☐ Commercial |

Provide a detailed description of the proposed work to be performed: The CRA is requesting a COA to explore if 18 gas lamps in the South Historic District can be converted to solar.

This application submitted by:

Owner 1 (Print Name): Marcia Carty, City Manager

Signature of Owner 1: *Marcia Carty* Date: 5/14/2025

Owner 2 (Print Name): _____

Signature of Owner 2: _____ Date: _____

Print Agent Name: _____

Signature of Agent: _____ Date: _____

To Be Notarized

Name (Print Name): Marcia Carty

Signature: *Marcia Carty* Date: 5/14/2025

STATE OF Florida County of Putnam

Before me this day personally appeared Marcia Carty 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 14 day of May A.D. 2025.

(Notary Seal)



K. Ayala
Notary Public



APPLICATION FOR CERTIFICATE OF APPROPRIATENESS (COA)

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

My commission expires: 2/16/26 State of Florida at Large.
Type of Identification Produced: Personally Known

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 |

