

ROBERTA M. CORREA
MAYOR - COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER



MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

WALTON PELLICER
BOCC REPRESENTATIVE

TERESA JACKSON
COMMUNITY REPRESENTATIVE

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

AGENDA
COMMUNITY REDEVELOPMENT AGENCY
August 11, 2025 at 5:00 PM

1. CALL TO ORDER

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

2. APPROVAL OF MINUTES

- a. June 4, 2025
- b. June 9, 2025
- c. June 18, 2025

3. PUBLIC COMMENTS

4. REGULAR BUSINESS

- a. Discussion/Direction - St. Johns Avenue Streetscape Bumpouts and Electrical
- b. RECOMMENDATION OF AWARD Building Improvement Grant Fiscal Year 2025/2026 Cycle
 - a) 101/111 S. 10th St., Palatka, FL 32177
 - b) 111 N. 4th St., Palatka, FL 32177
 - c) 717 St. Johns Ave., Palatka, FL 32177
 - d) 801 St. Johns Ave., Palatka, FL 32177
 - e) 715 Reid St., Palatka, FL 32177
 - f) 120 Kirkland St., Palatka, FL 32177
 - g) 616 Kirby St., Palatka, FL 32177
 - h) 212 Dodge St., Palatka, FL 32177
- c. Discussion/Direction - Evaluation and Selection of Branding Firm for CRA Branding Update
- d. Discussion/Direction - Tilghman House
- e. City Manager/CRA Coordinator Verbal Update

5. REPORTS

- a. Small Business Development Center Report
- b. Palatka Police Department Community Oriented Policing Services (COPS) Unit Report

- c. CRA Districts Code Enforcement Report
- d. Financial Report for the Seven Months Ended June 30, 2025

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.

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Regular meeting 2nd Monday bimonthly each even month at 5:00 PM

MARCIA G. CARTY, CPA, CGFO
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REPRESENTATIVE

**CITY OF PALATKA
CRA BUDGET MINUTES
June 4, 2025**

Invocation

The invocation was delivered by Commissioner Jones.

Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Jackson.

Roll Call:

Present: Mayor Correa, Commissioner Jones, Commissioner Campbell, Teresa Jackson, Commissioner Borom and Commissioner Davis. Commissioner Campbell was present via Zoom and Commissioner Pellicer were absent.

Staff Present:

City Attorney: Jane West, City Manager Marcia Carty, City Clerk: Karen Hayes, CRA Manager: Kristin Odom, Project Manager: Carlos Britto

Public Comments

There were no public comments.

Regular Business

The primary focus of the meeting was an overview of the CRA budget draft for Fiscal Year 2025-2026.

Ms. Carty spoke about the budgeting approach, budget priorities, and budget projections. She also spoke about the Downtown, South and North CRA districts.

Budgetary Projections: Initial budget reflects a 5% decrease in operating expenditure and a 2% decrease in salaries for the upcoming year, but this is a draft. Revenue projection from the county and city based on property value increment is expected to increase from \$931,000 to \$1,592,000. Cash balance forward from prior years (approximately \$596,000) will be utilized to cover projected spending exceeding current year's revenues.

District Budgets: Downtown District: Projected expenditures of \$596,000 by July 30, 2025. The proposed budget for 2025-2026 is \$1,567,530. Includes new transfers for police services

(\$132,000 for two full-time officers) and a part-time code enforcer (\$26,000). Capital transfers include \$93,000 for potable waters (street lighting) and \$825,000 for streetscape budget.

South District: Projected expenditure of \$375,000 for 2025. The proposed budget for 2025-2026 is \$345,000. Building Improvement Grant decreased from \$160,734 (current year) to \$100,000 (budgeted year) to accommodate new police and code enforcement costs.

North Historic District: Projected expenditure of \$56,000. The proposed budget for 2025-2026 is \$132,039.

Total Projected Expenditures (First Draft): \$2,045,779 for 2025-2026, slightly less than the current 2024-2025 budget of \$2,188,300.

Contingency Reserve: Discussion regarding the inclusion of a contingency reserve (\$100,000+) was had. While prudent for general funds, concern was expressed that CRA funds must be allocated or may be lost.

Streetscape Project Concerns: Downtown Electricity: Estimated upwards of \$400,000 to put downtown electricity back in place, though a more recent assessment suggests it may be closer to \$250,000 due to existing components. Bump-outs: An estimated \$42,000 to construct the bump-outs for the streetscape project. This cost was previously removed to lower project costs for a grant. Staff to provide more detailed information on electricity costs and bump-out options/costs for the upcoming CRA meeting on Monday, June 9th. Ensure future project presentations (e.g., streetscapes) clearly itemize allocated funds, expenses, and remaining balances for better tracking.

Adjourn

Commissioner Davis has moved to adjourn the meeting.

ROBERTA M. CORREA
MAYOR-COMMISSIONER

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Regular meeting 2nd Monday bimonthly each even month at 5:00 PM

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WALTON PELLICER
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TERESA JACKSON COMMUNITY
REPRESENTATIVE

**CITY OF PALATKA
CRA MINUTES
June 9, 2025**

Invocation

The invocation was delivered by Commissioner Davis.

Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Jackson.

Roll Call:

Board Members: Mayor Correa, Commissioner Jones, Commissioner Campbell, Teresa Jackson, Commissioner Borom, Commissioner Davis and Commissioner Campbell. Commissioner Pellicer was absent.

Staff Present:

City Attorney: Jane West, City Manager Marcia Carty, City Clerk: Karen Hayes, CRA Manager: Kristin Odom, Code Enforcement Officer Harold Bartelli

Public Comments

There were no public comments.

Regular Business

Evaluation of 2012 CRA Community Branding Guide Materials and Next

After a brief discussion, the CRA Board requested additional information on the topic.

Consideration of Changing CRA Meeting Frequency

Vote: Commissioner Davis moved to schedule CRA meetings monthly at 5:00 p.m., to be held prior to the second monthly commission meeting, beginning in September. Seconded by: Commissioner Campbell Vote: The motion passed with all in favor, except Commissioner Jones, who dissented.

Update and Discussion on Finding of Necessity Study for Potential CRA Boundary Expansion or New District Designation.

The board advised Ms. Carty and Ms. Odom to return with additional data for further consideration.

City Manager/CRA Coordinator Verbal Update

Ms. Carty and Ms. Odom provided verbal updates to the CRA Board.

Reports**Small Business Development Report**

Ms. Carty delivered the report to the Commission.

CRA District Code Enforcement Report

Code Enforcement Officer Harold Bartelli presented the Code Enforcement Report.

Palatka Police Department Community Oriented Policing Services (COPS) Unit Report

Police Chief Jason Shaw presented the CRA Unit Report.

Financial Report for the Seven Months Ended April 30, 2025

City Manager Marcia Carty presented the Financial Report.

Adjourn

Commissioner Davis moved to adjourn the meeting.

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REPRESENTATIVE



Regular meeting 2nd Monday bimonthly each even month at 5:00 PM

**CITY OF PALATKA
CRA WORKSHOP MINUTES
June 18, 2025**

Invocation

The invocation was delivered by Commissioner Davis.

Pledge of Allegiance

The Pledge of Allegiance was led by Ms. Jackson.

Roll Call:

Board Members: Mayor Correa, Commissioner Davis, Teresa Jackson, Commissioner Borom, Commissioner Campbell, Commissioner Jones, and Commissioner Pellicer were absent.

Staff Present:

City Attorney Jane West, City Manager Marcia Carty, City Clerk Karen Hayes, and CRA Manager Kristin Odom

Public Comments

There were no public comments.

Regular Business

Budget Expectations

The next draft of the budget will reflect more accurate numbers. Additional funds will have been spent. We'll have a better understanding of the rollover for the next fiscal year. More updated estimates will be available from City and County sources. It is expected that this draft will change again based on new data.

Mayor Correa asked can outdated or unused line items (e.g., Special Events Grant) be removed to reduce distraction?

Commissioner Davis asked for clarification on the Special Events Services Grant is new, not a legacy item. Past versions of this program were discontinued around 2019. The current line is not for organizing events but for offsetting city services (e.g., security, cleanup) for events. Ms. Carty stated she will do more research on the subject.

Wayfinding signage is underfunded; suggestion to bolster key line items to enhance downtown development. Public Art and key infrastructure improvements were mentioned as possible beneficiaries if other grants were removed or repurposed.

Building Improvement Grant (BIG) BIG is budgeted at \$210,000, intentionally high due to the expectation that projects from FY 2024 may carry over. Grant currently focuses on exterior improvements only to address slums and blight. A suggestion was made to consider shifting the future structure to a Facade Grant that promotes visible improvements and encourages property owner investment.

The Home Repair Grant currently has a low allocation. The old home improvement grant was phased out but helped low-income/elderly residents with code issues. It featured up to \$20,000, split into: First \$10,000 fully covered. Second \$10,000 as a 50/50 match. Work was contracted directly by the City, not a reimbursement model.

Revive or revise the home repair grant for FY2025. Use it specifically to target code issues and vulnerable populations. Could explore offering both BIG and Home Repair concurrently, but with different scopes (commercial vs. residential).

General Feedback Interest in simplifying grant structures, aligning them with strategic goals. Consider phasing out BIG in favor of a simpler Facade Grant after current obligations are met. Maintain flexibility but be clear about intent, use, and long-term sustainability of grant programs.

Adjourn

Commissioner Davis motioned to adjourn the meeting.

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

At the June 9, 2025 CRA meeting, staff shared an update on the St. Johns Avenue Streetscape project, including options for sidewalk electrical infrastructure and bump-outs. The Board requested more information on the impact to parking and asked for cost-effective traffic calming alternatives.

Bump-outs were included in the original scope submitted by Ayes Associates to complete the final 5% of the architectural plans, which have already been sent to FDOT. Choosing a different option will require plan revisions and resubmittal.

PROJECT ANALYSIS

Currently, there is no electrical service along the sidewalks on St. Johns Avenue. Ayes Associates Inc., the project architects, estimated that installing electrical infrastructure could cost upwards of \$400,000. However, staff believes that this can be achieved for significantly less.

Merchants in the Central Business District have expressed strong interest in including bump-outs in the project. Although the estimated cost for bump-outs exceeds \$500,000, Ayes Associates emphasizes their value as a practical and effective design feature. Bump-outs utilize otherwise unused spaces at driveways, alleys, and irregular parking stall layouts, improving pedestrian safety and visibility without reducing travel lanes or available parking.

To address the Board's request for cost-effective alternatives, Ayes Associates has provided a comparison of two options: standard sharrows and decorative sharrows, as detailed in the attached *Streetscape Traffic Calming Comparisons*. For the project area covering 8 blocks, estimated costs are:

- Standard sharrow: \$48,000
- Decorative sharrow: \$224,000

Staff Recommendation

Staff recommends that the Board consider selecting either a standard sharrow or decorative sharrow as a cost-effective alternative to bump-outs. Both support safety, visibility, and streetscape goals, while significantly reducing project costs.

As part of the FY 2025/2026 CRA Budget, \$30,000 has been allocated toward traffic calming solutions, which could be applied to support the implementation of either sharrow option.

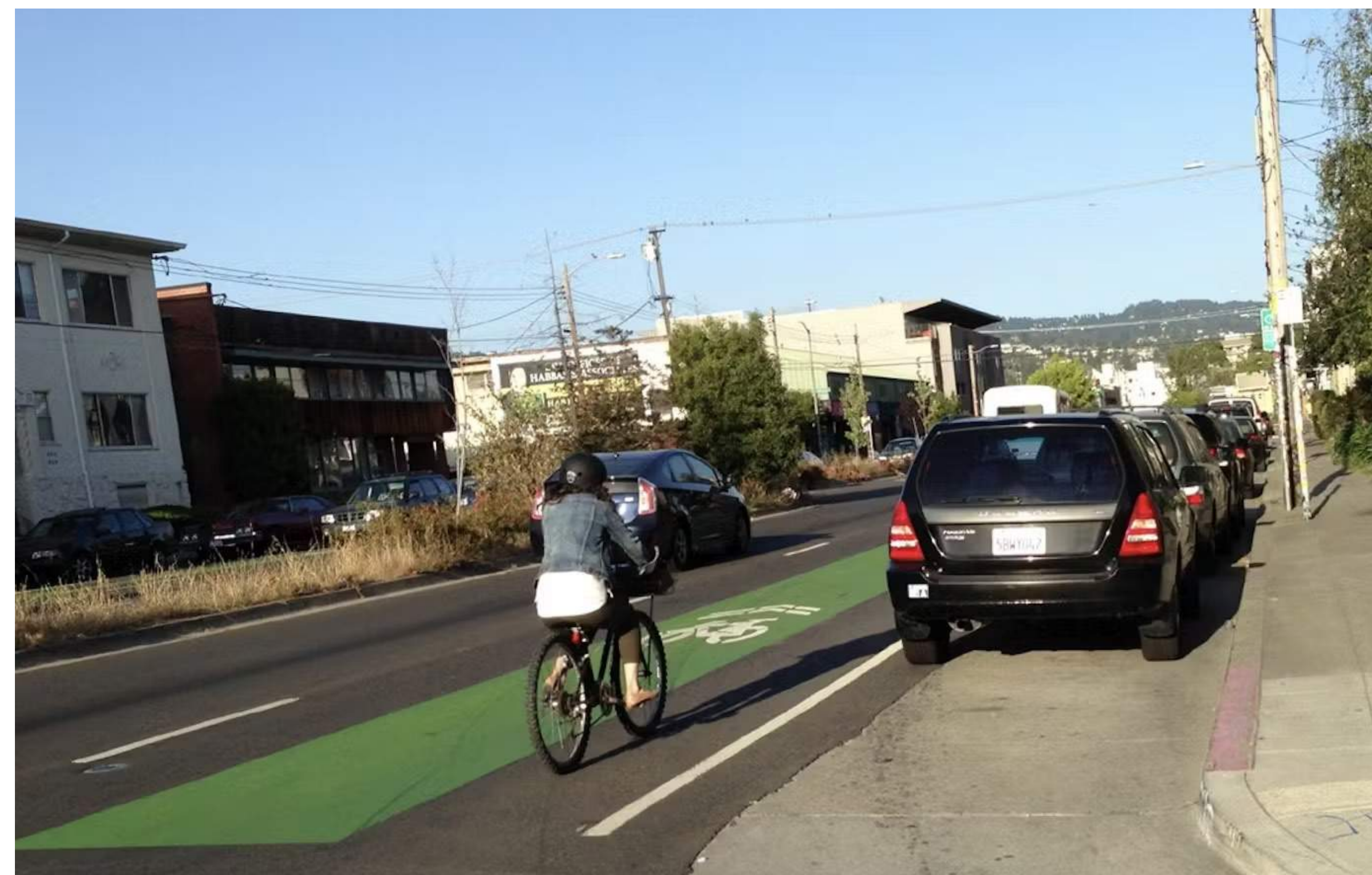
ATTACHMENTS

1.	Streetscape Traffic Calming Comparisons
2.	Ayes Bump Out Cost Estimate
3.	Ayes Electrical Cost Estimate

PERSPECTIVE IMAGES:



PRECEDENT IMAGES:



**COST ESTIMATION
(LEAST FIRST COST OPTION)**

PRICE PER BLOCK: \$5,000-\$6000

PERSPECTIVE IMAGES:



PRECEDENT IMAGES:



COST ESTIMATION (MEDIUM FIRST COST OPTION)

PRICE PER SQ. FT OF MURAL: \$25*

PRICE PER BLOCK: \$28,000

PERSPECTIVE IMAGES:



PRECEDENT IMAGES:

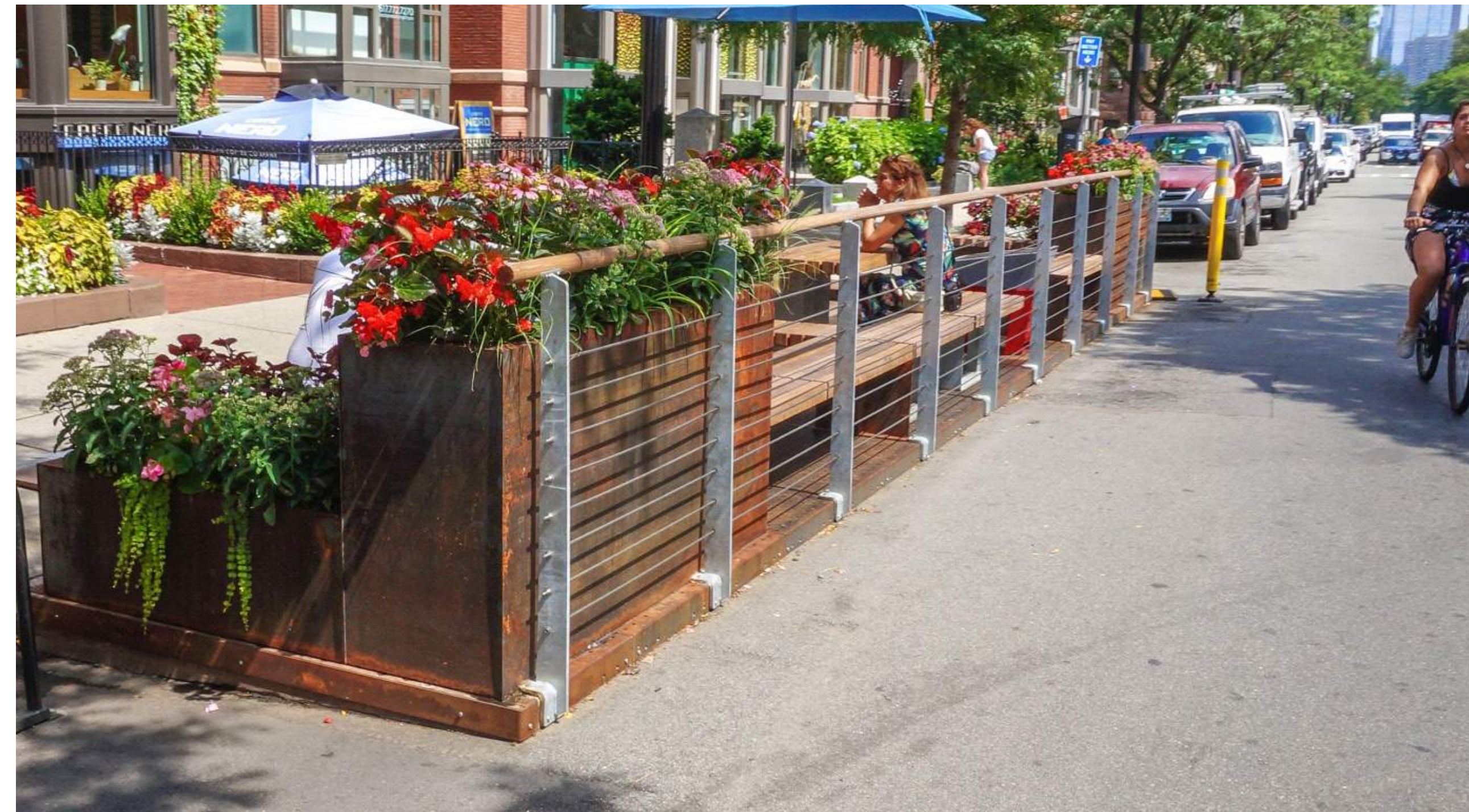


COST ESTIMATION (HIGH FIRST COST OPTION)

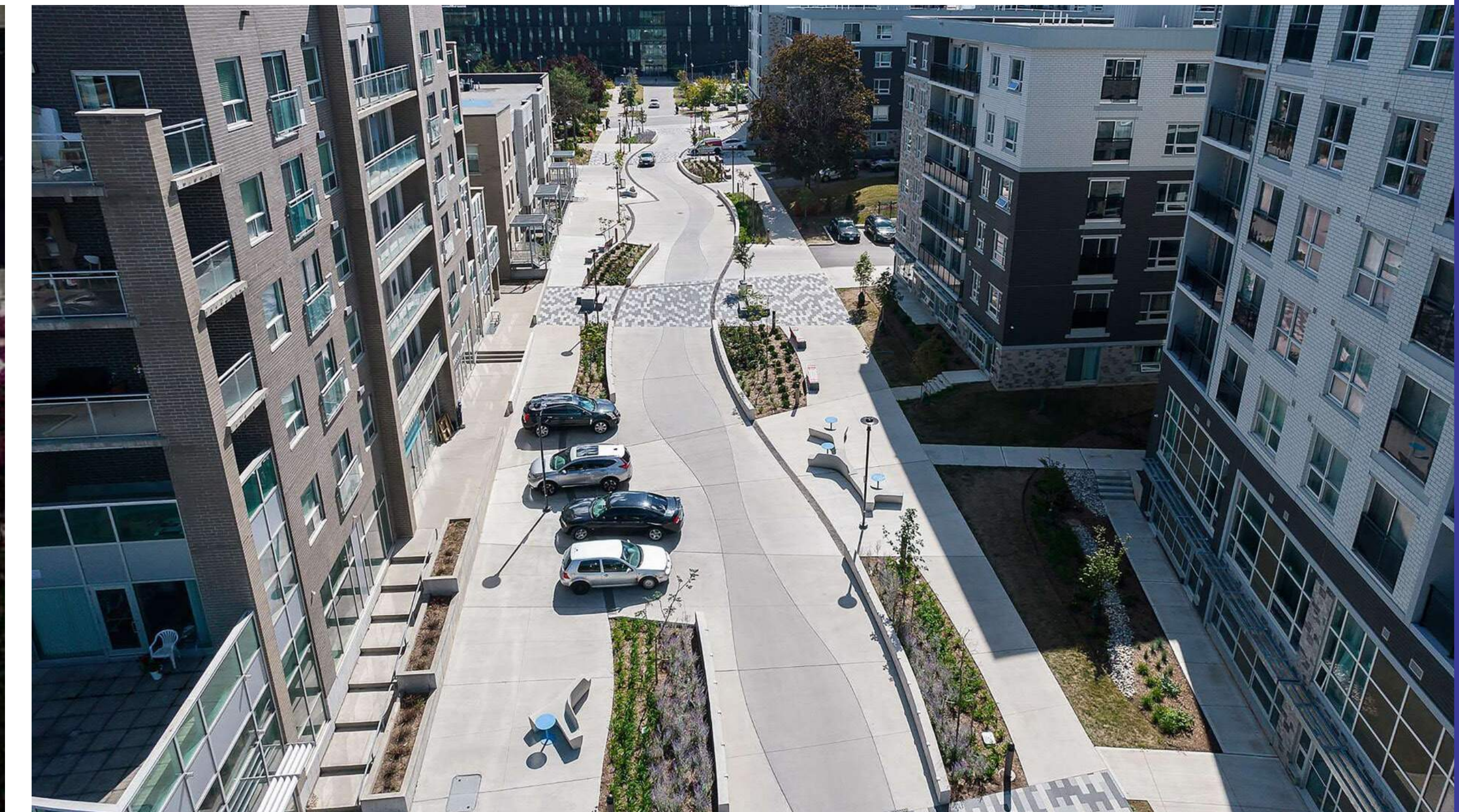
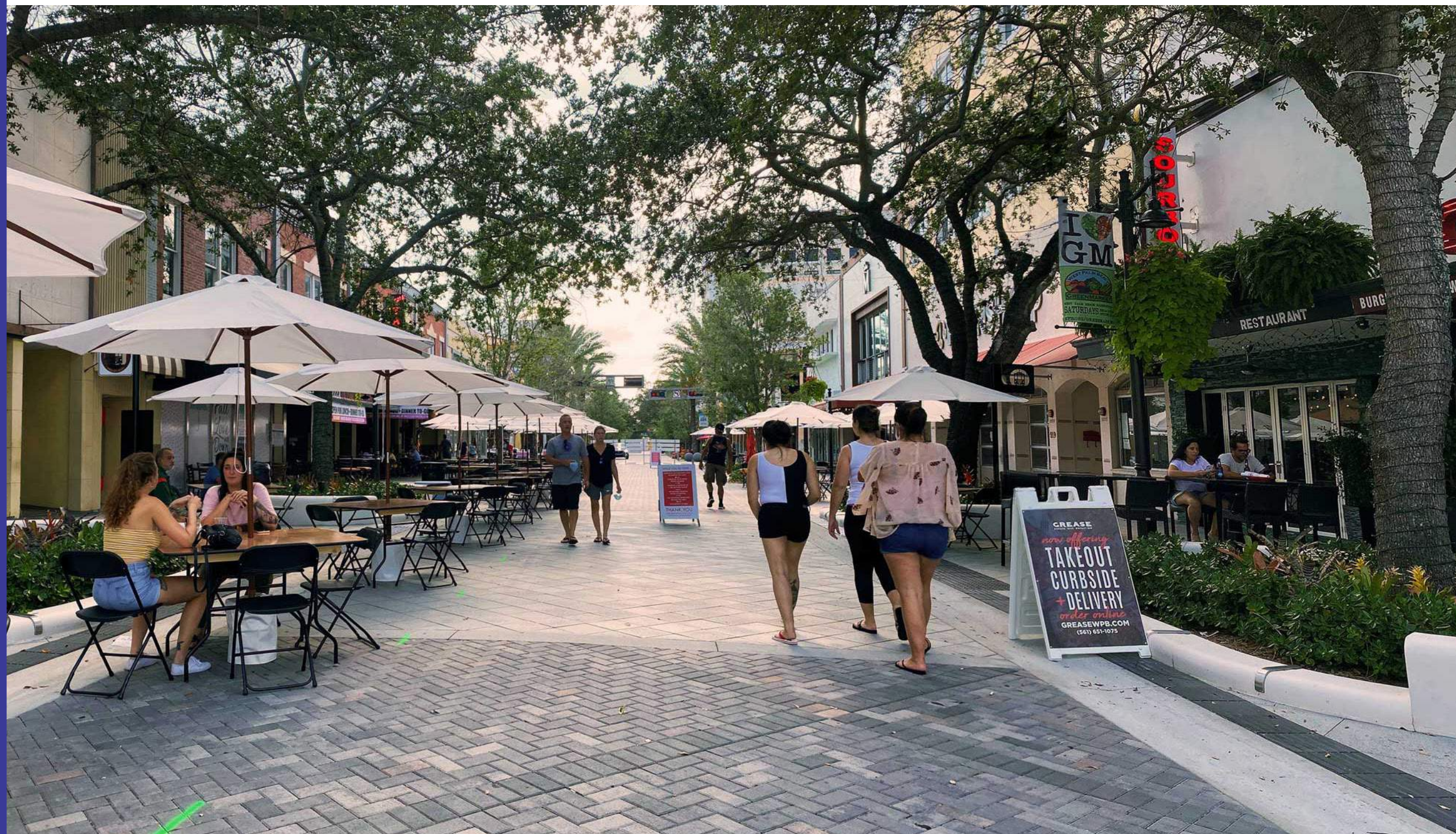
PRICE PER 100 SQ.FT
\$4,000

PRICE PER BLOCK: \$45,000

PARKLET:



FLUSH STREET / WOONERF:



GATEWAY:



STREETSCAPE:



INTERSECTIONS:



Bump-Out Cost Estimate

Design parameters and assumptions:

- 1 - Cost of each bulb out is the same
- 2 - Size of bulb outs are the same
- 3 - Drainage inlets not included in design
- 4 - Unit costs based on latest 12-month moving average
- 5 - Cut/Fill volumes are balanced

Length of Bulb Out 10 ft
 Width of Bulb Out 10 ft
 Total Area: 100.0 ft²

	Pay Item No	Unit	Unit Cost	Quantity	Total Cost
Clearing and Grubbing	0110 1 1	AC	\$ 50,000.00	0.0023	\$ 115.00
Sod, Performance Turf	0570 1 2	SY	\$ 5.00	11.0	\$ 55.00
Patching Asphalt	571 1 2	LF	\$ 8.00	25.0	\$ 200.00
Plant Material, mulch and	571 1 2	EA	\$ 2,000.00	1.0	\$ 2,000.00
Type D, Curb	0520 2 4	LF	\$ 65.00	40	\$ 2,600.00
Sub-Total					\$ 4,970.00
MOT (10%)					\$ 497.00
Mobilization (10%)					\$ 546.70
Contingency (30%)					\$ 1,804.11
Cost Per Bump Out					\$ 7,817.81
Number of Bulb Outs					66.00
Total Cost of Bump Outs					\$515,975.46

Engineering Cost Estimate for Palatka-Phase 2 Project

	Pay Item No	Unit	Unit Cost	Quantity	Total Cost
30A outdoor ground box		ea	\$2,500.00	6	\$ 15,000.00
50A outdoor ground box		ea	\$2,500.00	8	\$ 20,000.00
Seasonal Tree Lighting and Power		ea	\$1,500.00	66	\$ 99,000.00
Conduit for Electrical Wires	0715 2 11	ft	\$ 30.00	4000	\$120,000.00
Electrical Utility Service	0639 7 22	ls	\$3,000.00	1	\$ 3,000.00
Sub-Total					\$257,000.00
MOT (10%)					\$ 25,700.00
Mobilization (10%)					\$ 28,270.00
Project Unknown (30%)					\$ 93,291.00
Total cost					\$404,261.00

RECOMMENDATION OF AWARD Building Improvement Grant Fiscal Year 2025/2026 Cycle

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

On July 31, 2025, the Tax Increment Fund Advisory Committee scored and ranked the eligible applications for the Fiscal Year 2025/2026 Cycle of the Building Improvement Grant. These scores are included in this report, which will assist the CRA in making funding recommendations before submitting them to the City Commission for final approval. The applicants have been notified about the meeting and will have the opportunity to share any new information regarding their projects. However, please note that formal presentations will not be allowed. Attached is the order of the applications.

PROJECT ANALYSIS

Presented hereto are the eligible applications for the Fiscal Year 2025/2026 Cycle of the Building Improvement Grant. This meeting provides the CRA with an opportunity to ask questions of the applicants and make recommendations regarding the funding amounts for each project.

For the FY 2025/2026 cycle, there were 5 eligible applicants in the Central Business District, requesting a total of \$105,500.00, and 3 eligible applicants in the South Historic District, requesting a total of \$53,250.00.

As a reminder, the Building Improvement Grant cycle was reduced to one cycle per year, following the CRA's fiscal year (October 1 to September 30). The FY 2025/2026 CRA budget has not yet been approved, but staff has taken these current applicant requests into consideration in the preparation of the budget.

In FY 2024/2025:

- The Central Business District will have at least \$25,615.50 left after the September 2024 grant period ends.
- The South Historic District still has the full budget available, with \$160,734.00 remaining.

The funding decisions made during this meeting will assist staff in finalizing the CRA budget for FY 2025/2026.

Staff Recommendation

Staff recommends that the CRA Board approve all eligible applicants for the FY 2025/2026 Building Improvement Grant cycle.

ATTACHMENTS

1.	Building Improvement Grant Application
2.	FY 2025-2026 Applicants
3.	TIFAC Scoring Criteria
4.	TIFAC Scores

Building Improvement Grant Program



Building Improvement Grant Program

Grant Cycle Dates:
May 1, 2025 – June 15, 2025

I. Program Description

The Building Improvement Grant Program is designed to support revitalizing blighted residential and commercial properties by providing financial assistance to property owners undertaking exterior improvements in the Community Redevelopment Agency (CRA) Districts. The program targets projects in urgent need of rehabilitation, where the property owner can proceed without complete reliance on grant funds, and where there is a high likelihood of successful completion. The program provides cost-share funding with the following reimbursement structure: 50% reimbursement for projects less than \$50,000 and a maximum reimbursement of \$25,000 for projects \$50,000 or more.

Program Eligibility and Timeline

This program applies only to new work and is not retroactive. Any work completed prior to receiving the grant award will not be eligible for reimbursement or counted toward the matching funds. The work must be completed within twelve (12) months from the date of the agreement's execution.

II. Eligibility

To be eligible for consideration, projects align with the goals outlined in the [CRA Plan](#), and meet the following minimum eligibility criteria:

1. **Location:** The project must be located within a designated [CRA District](#).
2. **Scope of Work:** The project must involve extensive exterior repairs necessary to obtain a Certificate of Occupancy or Completion, address code violations, or remedy visual blight. A detailed list of eligible work is provided on page 4. *Please note that land clearing and roof repairs are not eligible expenses under this grant.*
3. **Licensed Contractor Requirement:** All improvements must be completed by a licensed contractor. Proof of contractor licensing must be included with the application and reimbursement documentation.

**Building Improvement Grant
Cost Share Program**

4. **Taxable Property:** Must be taxable or a non-taxable property added to the tax roll through the project.
5. **No Prior Funding:** The parcel ID must not have received CRA funding in the last 10 years.
6. **Complete Application:** Must include a fully completed application and all required documentation.
7. **Committee Scoring:** Must score at least 35 points (out of 50) from the Tax Increment Finance Advisory Committee based on the urgency of rehabilitation needs, redevelopment impact, alignment with program goals, and financial capacity.

III. Application Process

Applications deemed to be incomplete, or ineligible will not be considered. Applications must include:

- Completed application forms and acknowledgement applicant of grant requirements;
- A detailed project description, including the scope of work and itemized construction estimates;
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements;
- High-quality photos of the proposed project area;
- List of all applicable permits needed for the project or written proof from the County or applicable authority if no permits are required;
- Current taxable value per the Putnam County Property Appraiser;
- Proof of ownership, option to purchase agreement or completed Owner Authorization Form;
- Verification of 25% of matching funds as proof of financial ability to fund the applicant's portion of the project (i.e. loan approval, demonstrated savings, etc.);
- Certificate of appropriateness if the project is in the North or South Historic District; and

Important Considerations

Grant funds are taxable income and must be reported to the IRS. Applicants should consult a tax professional about potential tax implications. Funds can only be used for building improvements, not administrative expenses like drawings or contractor estimates.

IV. Selection and Evaluation Criteria

The evaluation will take place within 30 days of the application deadline, at a time and location to be announced. Applicants will be notified at least 10 days in advance. TIFAC will assess proposals based on the following criteria, including but not limited to:

Criteria	Points
Urgency of Rehabilitation Needs: The condition of the property and the urgency of the proposed improvements.	25
Redevelopment Impact: The degree to which proposed improvements will positively affect the property and surrounding neighborhood.	10
Alignment with Program Goals: How well the project aligns with the objectives of the Building Improvement Grant Program, which focuses on eliminating slum and blight conditions.	10
Financial Capacity of Applicant: The applicant's ability to proceed with the project without full reliance on the grant funds. It ensures that the applicant has demonstrated financial capability to fund the project.	5

Building Improvement Grant Program

Once the TIFAC has scored and ranked the applications, the results will be submitted to the CRA for review. The CRA will then make funding recommendations, which will be submitted to the City Commission for final approval. Upon receiving the grant agreement, the property owner must execute it within ten (10) business days. Both the applicant and any contractors involved must sign the Grant Agreement and a Release and Hold Harmless Agreement with the City of Palatka CRA, in accordance with Florida law.

V. Reimbursement Details

The program provides cost-share funding with the following reimbursement structure:

- **50% reimbursement** for projects less than \$50,000.
- **Maximum reimbursement of \$25,000** for projects \$50,000 or more.

Reimbursement is issued upon 100% completion of the project. Funds will be disbursed by check to the applicant once the following conditions are met:

1. **Submission of documentation:** This includes contractor invoices, receipts for supplies, and proof of payment (cleared checks or credit card statements).
2. **Certificate of Occupancy/Completion:** Issued by the Chief Building Official or closed permit reports, confirming compliance with applicable codes.
3. **After Photos:** Submission of clear "after" photos showing the completed work as it corresponds to the original scope outlined in the grant agreement.
4. **Inspection by Project Manager:** A site visit to verify that the work has been completed as specified in the grant agreement.
5. **Contractual obligations:** Execute a Release and Hold Harmless agreement with the City of Palatka
6. **Property assessment:** Confirmation that the property is assessed and subject to ad valorem taxation.
7. **Release of lien letters (if applicable):** Letters from contractors and suppliers confirming no outstanding liens.
8. **Completion verification:** Confirmation that any additional contract criteria were completed satisfactorily and professionally.

**Building Improvement Grant
Cost Share Program**

Examples of eligible exterior repairs:

1. Structural Wall Repairs

- a. Cracks, bulges, or damage in load-bearing exterior walls.
- b. Major repairs to structural framing, such as replacing rotten or decayed wood framing or repairing metal supports.

2. Siding or Cladding Replacement

- a. Extensive damage to the siding (wood, vinyl, stucco, etc.) due to rot, weather, or termites.
- b. Complete replacement or repair of large sections of damaged or deteriorating cladding.

3. Window and Door Replacements

- a. Replacement of exterior windows or doors that are broken, leaking, or severely damaged.
- b. Replacement of non-functional windows and doors affecting the home's energy efficiency or security.

4. Exterior Steps, Staircases, and Railings

- a. Major repairs to exterior stairs or walkways that are unsafe or damaged, including fixing or replacing steps, railings, or ramps.
- b. Repairing or replacing damaged entryways, stoops, or porches.

5. Landscaping and Drainage Issues

- a. Extensive landscaping repairs related to water drainage, such as fixing grading issues, broken gutters, or water diversion systems.
- b. Repairing or replacing retaining walls, fences, or gates that have been damaged or are structurally unsound.

6. Exterior Paint or Coating

- a. Complete stripping and repainting of the exterior due to extensive wear or peeling, especially if the surface is weathered or deteriorated and could lead to further damage (e.g., wood rot or mold).

7. Safety and Compliance Issues

- a. Addressing exterior safety hazards, such as unstable decks, balconies, or unsafe exterior lighting.
- b. Repairs to address any existing code violations received from local authorities, ensuring the property is compliant with current building and safety codes.

8. Demolition

- a. Removal of residential or non-residential structures, including homes, sheds, garages, or other deteriorated, inhabitable buildings, that are beyond repair and present significant safety hazards, health risks, or visual blight to the property and surrounding area.

If you're interested in an exterior repair that is not listed above, please inquire to see if it may be eligible.

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov



Building Improvement Grant Application Checklist

Before you submit your application, review this checklist to ensure you have all of the items that are required.

- ☐ Completed application forms and acknowledgement applicant has read and understands the grant requirements
- ☐ Construction estimates (detailed and itemized)
- ☐ Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements
- ☐ High-quality photos of the proposed project area
- ☐ List of required permits for the project, or written confirmation from the County or relevant authority if no permits are needed
- ☐ Current taxable value per the Putnam County Property Appraiser
- ☐ Proof of ownership, option to purchase agreement or completed Owner Authorization Form
- ☐ Verification of 25% matching funds (e.g., loan approval, bank statements, demonstrated savings)
- ☐ Certificate of Appropriateness from the Planning Department (for projects located in the North or South Historic District)

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov



Building Improvement Grant Application

1. Applicant:

Name: _____
Address: _____
_____ Zip Code: _____
Contact Name: _____ Phone Number: _____
Email: _____

2. Property to be improved:

Property Name (if a business): _____
Address: _____
_____ Zip Code: _____
Legal Description: _____
Property Tax Parcel Number: _____

3. Owner of property (if not applicant):

Name: _____
Address: _____
_____ Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

11. In your opinion, how would this project benefit the surrounding area?

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.

Applicant Signature

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

FY 2025/2026 Building Improvement Grant

Central Business District

Applicant	Project Address	Verification of matching funds	Project amount	Allowable max award
David McClymont	101 & 111 S. 10th St.	Yes	\$11,000.00	\$5,500.00
Marsha Becraft	111 North 4th St.	Yes	\$50,000.00	\$25,000.00
Jeannette & Keith Pierce	717 St. Johns Ave.	Yes	\$60,000.00	\$25,000.00
Beck/Sloan Properties, Inc.	801 St. Johns Ave.	Yes	\$61,649.47	\$25,000.00
Kathleen Malnove	715 Reid St.	Yes	\$60,000.00	\$25,000.00
			Total:	\$105,500.00

South Historic District

Warren Berry	120 Kirkland St.	Yes	\$67,700.00	\$25,000.00
Alan Hentschel	616 Kirby St.	Yes	\$12,000.00	\$6,000.00
Dennis Byrn	212 Dodge St.	Yes	\$44,500.00	\$22,250.00
			Total:	\$53,250.00

Tax Increment Fund Advisory Committee Scoring Criteria

Criteria	Points
Urgency of Rehabilitation Needs: The condition of the property and the urgency of the proposed improvements.	25
Redevelopment Impact: The degree to which proposed improvements will positively affect the property and surrounding neighborhood.	10
Alignment with Program Goals: How well the project aligns with the objectives of the Building Improvement Grant Program, which focuses on eliminating slum and blight conditions.	10
Financial Capacity of Applicant: The applicant's ability to proceed with the project without full reliance on the grant funds. It ensures that the applicant has demonstrated financial capability to fund the project.	5
Total Possible Score	50

How the Scores Are Used

- Applicants must score at least 35 points from the Tax Increment Finance Advisory Committee (TIFAC) based on the urgency of rehabilitation needs, redevelopment impact, alignment with program goals, and financial capacity.
- The Community Redevelopment Agency (CRA) will use the scores to help make recommendations on the grant award amounts for each applicant.

1. Urgency of Rehabilitation Needs (25 points)

- **High Urgency (20-25 points):** The property has serious damage or safety issues that need immediate attention.
- **Moderate Urgency (10-19 points):** The property shows signs of wear and tear that need attention to avoid further deterioration, but no immediate safety concerns.
- **Low Urgency (0-9 points):** The property is in good condition, with only cosmetic improvements needed.

2. Impact on Neighborhood and Community (10 points)

- **High Impact (8-10 points):** The project will significantly improve the property and contribute to the revitalization of the surrounding neighborhood.
- **Moderate Impact (4-7 points):** The project will improve the property but will have some effect on the surrounding neighborhood.
- **Low Impact (0-3 points):** The project will have little to no positive impact on the neighborhood or surrounding area.

3. Alignment with Program Goals (10 points)

- **Strong Alignment (8-10 points):** The project reduces blight through the proposed improvements.
- **Moderate Alignment (4-7 points):** The project supports some program goals but does not fully address blight.
- **Low Alignment (0-3 points):** The project does not align with the program's goal of revitalizing blighted properties.

4. Financial Capacity of Applicant (5 points)

This evaluates the applicant's ability to proceed with the project without full reliance on the grant funds. It ensures that the applicant has demonstrated financial capability to fund at least 50% of the project.

- **Strong Financial Capacity (5 points):** Applicant has 25% matching funds through clear financial evidence (e.g., loan approval, savings).
- **Limited Financial Capacity (0 points):** Applicant has no clear financial plan or proof of funds.

City of Palatka Community Redevelopment Agency Building Improvement Grant FY 2025-2026 Cycle					
Project Address	Scoring Criteria				
	Urgency of Rehabilitation Needs	Redevelopment Impact	Alignment with Program Goals	Financial Capacity of Applicant	Total Score
CENTRAL BUSINESS DISTRICT					
101/111 S. 10th St., Palatka, FL 32177	55	25	25	15	120
111 N. 4th St., Palatka, FL 32177	50	25	26	15	116
717 St. Johns Ave., Palatka, FL 32177	43	25	26	15	109
801 St. Johns Ave., Palatka, FL 32177	56	29	27	15	127
715 Reid St., Palatka, FL 32177	56	30	29	15	130
SOUTH HISTORIC DISTRICT					
120 Kirkland St., Palatka, FL 32177	49	21	25	15	110
616 Kirby St., Palatka, FL 32177	50	24	25	15	114
622 Emmett St., Palatka, FL 32177	43	20	20	15	98
212 Dodge St., Palatka, FL 32177	53	24	28	15	120

Urgency of Rehabilitation Needs: The condition of the property and the urgency of the proposed improvements.

Redevelopment Impact: The degree to which proposed improvements will positively affect the property and surrounding neighborhood.

Alignment with Program Goals: How well the project aligns with the objectives of the Building Improvement Grant Program, which focuses on eliminating slum and blight conditions.

Financial Capacity of Applicant: The applicant's ability to proceed with the project without full reliance on the grant funds. It ensures that the applicant has demonstrated financial capability to fund the project.

101/111 S. 10th St., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant for the redevelopment of the property located at 101 & 111 S. 10th Street, Palatka, FL 32177. They are requesting a grant amount of \$5,500.00 as part of a total project cost of \$11,000.00.

Scope of Work (Proposed Improvements):

- Landscape and clean up the existing flower bed
- Install new curb along the flower bed next to the parking lot
- Replace and widen the sidewalk along 10th Street from 5 ft to 10 ft
- Seal and re-stripe the parking lot in front of the 101 building (Repeat Boutique)
- Repair and paint the exterior wall between the two buildings
- Install a chain link gate with greenery covering

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 55 out of 75
- Redevelopment Impact: 25 out of 30
- Alignment with Program Goals: 25 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 120 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommends approving the total funding request for the Building Improvement Grant in the amount of \$5,500.00.

ATTACHMENTS

1.	101/111 South 10th Street
----	---------------------------

Application



Building Improvement Grant Application

1. Applicant:

Name: David McClymont
Address: 13667 Little Harbor Ct
Jacksonville, FL Zip Code: 32225
Contact Name: David McClymont Phone Number: 904-254-5089
Email: david.mcclymont@gmail.com

2. Property to be improved:

Property Name (if a business): Repeat Boutique / Bakery (name tbd)
Address: 101 & 111 S. 10th Street
Palatka, FL Zip Code: 32177
Legal Description: DICKS MAP OF PALATKA MB2 P46 BLK 66 W2/3 OF OF LOT 1.
Property Tax Parcel Number: 42-10-27-6850-0660-0012

3. Owner of property (if not applicant):

Name: Harbor Point Palatka LLC
Address: 13667 Little Harbor Ct
Jacksonville, FL Zip Code: 32225
Phone Number(s):
904-254-5089

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken. (N/A)

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

Landscape/hardscape the existing rundown Flower Bed at the corner of St Johns and S 10th. Re-seal and re-stripe existing Asphalt Parking Lot. Widen the Store Front walkway at Repeat Boutique to improve the aesthetics and the shoppers experience. Paint Remaining Wooden Exterior. Cover exposed chain link gate with fabric/greenery cover.

6. How will the building be used after this project has been completed?

- ☐ Residential
☐ Office
☒ Retail

☐ Restaurant

Other: Bakery

7. Please provide a detailed description of the scope of work for the proposed building improvements:

A) Landscape / Hardscape current flower bed at the corner of St Johns and S 10th. Add Bike Rack and/or Bench.

B) Install new 8" x 10" D style curb along parking lot edge of flower bed.

C) Demo and install new 5' x 81' walkway on 10th St side of building. This will expand the existing walkway from 5' to 10' wide,

D) Seal and Re-Stripe asphalt parking lot in front of the 101 building (Repeat Boutique).

E) Repair and Paint Wooden exterior between 101 and 111 buildings.

F) Install Chain Link Fence Gate Greenery/Cover.

8. Estimated total cost of the project:

\$ 11,000 _____

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

- ☒ Business savings
☐ Personal savings
☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

October / November 2025

11. In your opinion, how would this project benefit the surrounding area?

We have invested heavily on cleaning up the interior of the 101 building from it's former state, and remodeling the vacant 111 building. The 111 building is being built out for more retail and a small bakery. This project would improve the exterior environment on a busy corner of the downtown district.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.

David T. McClymont

Applicant Signature

6/13/2025

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

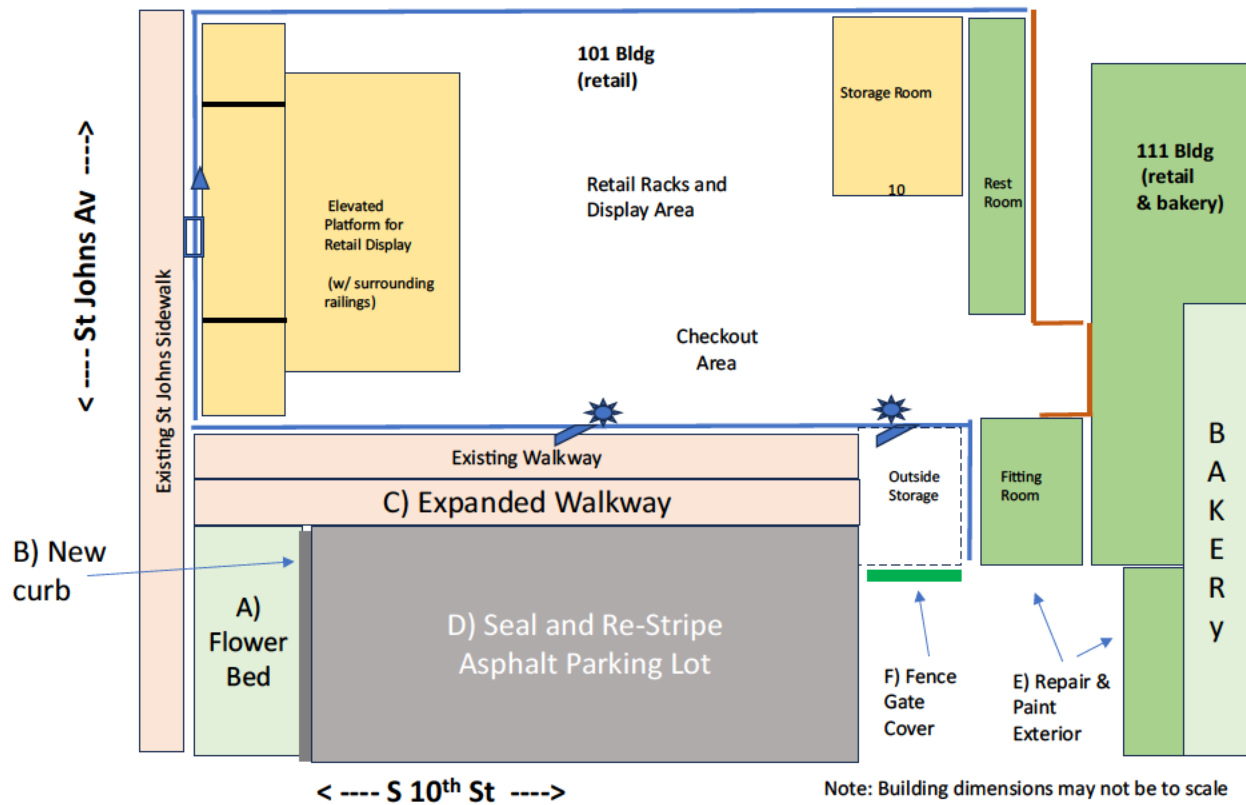
Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Sketches/Drawings/Inspiration for Project

A.2 Sketches / Drawings

101 S 10th St, Palatka, FL 32177



Construction Estimates & Required Permits

Appendix A

A.1 Construction Estimates

Project / Task Description	Contractor Candidate	Estimate
A) Landscape / Hardscape current flower bed at the corner of St Johns and S 10 th .	Landscape Design Services	1,500
B) Install new 8" x 10" D style curb along parking lot edge of flower bed.	TL Geck	2,000
C) Demo and install new 5' x 81' walkway on 10 th St side of building. This will expand the existing walkway from 5' to 10' wide.	TL Geck	\$2,600
D) Seal and Re-Stripe asphalt parking lot in front of the 101 building (Repeat Boutique).	Multiple candidates	2,500
E) Repair and Paint Wooden exterior between 101 and 111 buildings	TBD	2,000
F) Install Chain Link Fence Gate Greenery Cover	TBD	400
	Total	\$11,000

Note: All selected contractors are expected to be **Local / Putnam County based businesses.**

Appendix B – Estimates backup information

- Corresponds to Appendix A Construction Estimates table (A.1)

B.1 Landscape Design Services



ESTIMATE

Prepared For

David
(904) 254-5089

Landscape Design Specialties

110 Goodwin, St,
East Palatka, FL 32131
Email: knelson_scape@yahoo.com

Estimate # 43
Date 07/28/2025

Description	Total
101 s 10th st., Palatka, FL 32177	\$0.00
landscaping assorted plants	\$1,500.00
Installing sorted plant material and mulch	
Subtotal	\$1,500.00
Total	\$1,500.00

B.2 TL GECK

Appendix A.1.B Corresponds to E (\$1950) on this estimate

Appendix A.1.C corresponds to B (\$2,295) and C (\$300)

Lic. SBC0031  110 Point of Woods Trail Palatka, Florida 32177 Phone • Fax • 386-325-7071 Mobile • 386-546-7582	T.L. GECK CONCRETE SERVICE All Types Concrete Finishing and Keystone Walkways • Slabs • Patios • Driveways • Foundations Block & Brick Laying, Building Free Estimates All Work Guaranteed	36 YEARS EXPERIENCE IN PUTNAM COUNTY Date <u>5-27-2025</u>
Proposal Submitted To		Work To Be Performed At
Name <u>Davis, Mandy</u> Street <u>13667 Little Harbor Ct.</u> City <u>Tal</u> State <u>Fla. 32225</u> Telephone Number <u>904-254-5089</u>		Street <u>101 S. 10th St.</u> City <u>Palatka</u> State <u>Fla.</u> Date of Plans <u>N/A</u> Architect <u>as per David J. Keller</u> <u>Thank you</u>
We hereby propose to furnish all the materials and perform all the labor necessary for the completion of <u>1) 10' x 16' Front (10' x 16') Pat. Bumper Caps & #5 Rebar Set</u> <u>2) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>3) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>4) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>5) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>6) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>7) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>8) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>9) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>10) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>11) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>12) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>13) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>14) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>15) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>16) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>17) 10' x 16' Pat. 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Bumper Caps & #5 Rebar Set</u> <u>90) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>91) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>92) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>93) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>94) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>95) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>96) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>97) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>98) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>99) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u> <u>100) 10' x 16' Pat. Bumper Caps & #5 Rebar Set</u>		
FILL, STUMP GRINDING, CONCRETE PUMPING (EXTRA) • AT COST TO CUSTOMER		
All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for the above work and completed in a substantial workmanlike manner for the sum of Dollars (\$ _____), with payments to be made as follows: <u>A) \$1,100.00 B) \$2,295.00 C) \$300.00 D) \$4,130.00 E) \$1,950.00 F) \$3,900.00</u>		
Any alteration or deviation from the above specifications involving extra costs, will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance upon the above work. Workman's Compensation and Public Liability Insurance on above work to be taken out by _____ <u>T.L. Geck</u>		
Respectfully submitted <u>T.L. Geck</u> Per _____		
Note - This proposal may be withdrawn by us if not accepted within <u>30</u> days		
ACCEPTANCE OF PROPOSAL		
The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above. _____ Accepted _____ Signature _____		
NOT RESPONSIBLE FOR CRACKING		

B.3 Asphalt Parking Lot Seal and Re-Stripe

M. Kerrigan (1 of 2 estimates)

ESTIMATE

Prepared For

David Maccklymont
101 S 10th St
Palatka, Florida
(904) 254-5089

M Kerrigan Paving And Construction

5000 US Highway 17
Fleming Island, Florida 32003
Phone: (904) 505-7684
Email: m.kerriganpaving@gmail.com

Estimate # 172

Date 07/28/2025

Description	Total
Sealcoating and replacing stripes of parking lot	\$1,500.00
Reclaiming asphalt with cleaning and sealcoating removing vegetation and debris replacing parking stripes for completion of work for total of \$1,500	
Subtotal	\$1,500.00
Total	\$1,500.00

Eubanks Pro Services (Ryan Eubanks) - 2 of 2 estimates

Quote from Eubanks Pro Services

Quote #7 - Eubanks Pro Services

clienthub.getjobber.com/client_hubs/8771e1d0-7368-4a01-8036-fd59161445b7/quotes/45287513.html?comm_channel=email&comm_type=quote_sent&utm_conte...

Eubanks Pro Services

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Quote #7

David McClymont

13677 Little Harbor Court / Jacksonville, Florida 32225

+1 (904) 254-5089

Sent on Jun 05, 2025

Awaiting response

Download PDF

Quote Total

\$2,950.00

Approve

Request Changes

Product / Service	Qty.	Unit Price	Total
Asphalt maintenance	1	\$2,950.00	\$2,950.00
We will prepare and clean the parking lot for seal coating, applying two coats of premium sealer. parking lines will be painted on the asphalt, and we will move and re-anchor parking stops as necessary. Additionally, we will paint the parking curbs in safety yellow to enhance visibility and safety. An updated handicap stencil will be applied, ensuring that all work adheres to ADA guidelines.			
Subtotal			\$2,950.00
Total			\$2,950.00

I have compiled the totals and included both items for your review

This quote is valid for the next 30 days, after which values may be subject to change.

POWERED BY
JOBBER

83°F Sunny

Search

9:26 AM 7/28/2025

B.4 - Repair and Paint Wooden Exterior

-Painter to be hired near time of work. Owner developed estimate of \$2,000.

B.5 - Chain Link Fence Cover from Home Depot or Lowes.

Example: \$400 estimate in table A.1.F is Item plus installation.

Chain link fence cover at Lowe's

ATENGNES 6 ft. Green 3-mil PVC

homedepot.com/p/ATENGNES-6-ft-Green-3-mil-PVC-Chain-Link-Fence-Hedge-90-Privacy-82-Slats-for-Garden-Fence-YD240823/335213493

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All Bookmarks

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Credit Services | Buy it Again

Pro

Palatka 9PM

32177

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ProX Kathy

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Home / Lumber & Composites / Fencing & Gates / Outdoor Privacy Screens

Internet # 335213493 Model # YD240823 UPC Code # 782003277985

ATENGNES

6 ft. Green 3-mil PVC Chain Link Fence Hedge 90% Privacy 82 Slats for Garden Fence

★★★★★ Questions & Answers (1)



\$268⁰⁰ /box

Save up to \$100 on your qualifying purchase

Apply for a Pro Xtra Credit Card

Made of durable 3-Mil PVC for long-lasting performance

Designed to provide 90% privacy and blockage

UV treated pine needles resist fading and wear

[View More Details](#)

Pickup at [Palatka](#)

Delivering to [32177](#)

Ship to Store

Jul 31 - Aug 1

199 available

FREE

Delivery

Jul 30 - Aug 1

199 available

FREE

-

1

+

Add to Cart

Add to List

Add to Quote

83°F Sunny

Search

9:23 AM 7/28/2025

Photos of Proposed Project

A.3 Photos

-Flower Bed on corner of St Johns and S 10th St. to be landscaped/hardscaped. Add bike rack or bench and replace RR ties with concrete curbing. (Projects A & B)



-Store Entry walkway to be expanded to 10ft for better shopping experience and Ease of Entry/Exit. (Project C)



-Asphalt parking lot to be re-sealed and re-striped (Project D)



-Repairs to wooden wall, painting and cover fence with greenery (Projects E & F)



A.4 Permit Requirements

- City of Palatka (Exterior Improvements as needed)
- County (Concrete & Asphalt work as needed)

A.5 Current Taxable Value

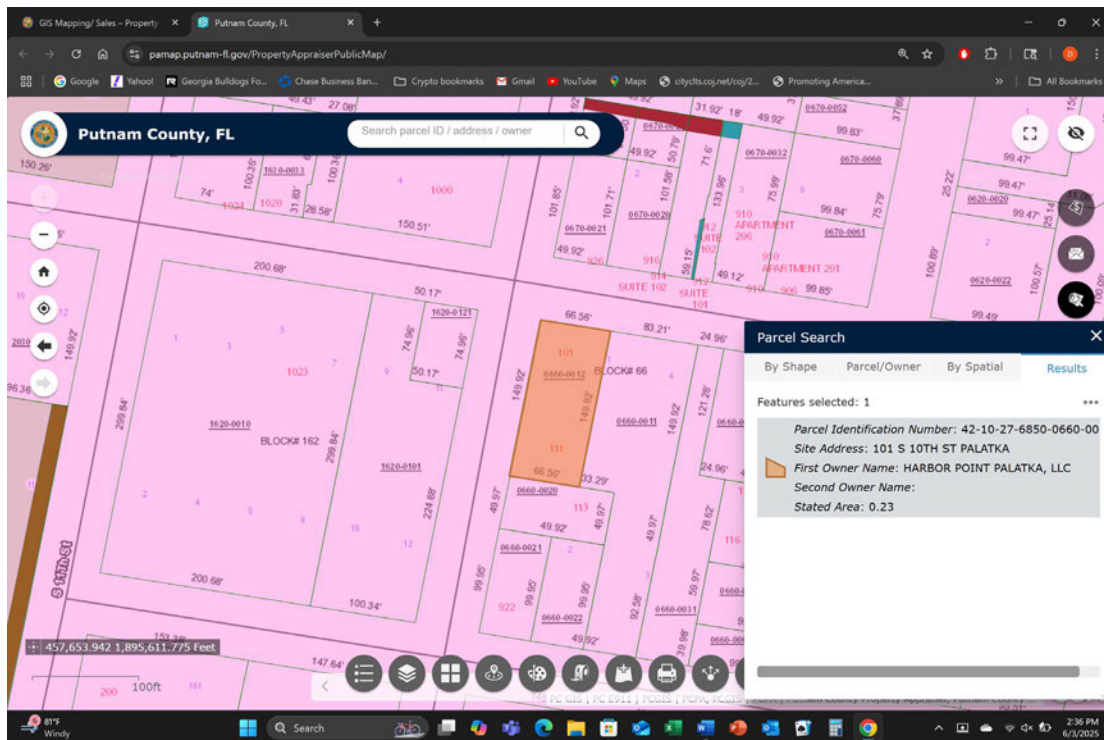
2024 – Taxing Authority – Palatka: **\$271, 930**

Note: there are other values listed on the county website for different taxing authorities.

Current Taxable Value of Property

Proof of Ownership

A.6 Proof of Ownership



2025 FLORIDA LIMITED LIABILITY COMPANY ANNUAL REPORT

DOCUMENT# L23000428685

Entity Name: HARBOR POINT PALATKA, LLC

Current Principal Place of Business:

13867 LITTLE HARBOR CT
JACKSONVILLE, FL 32225

Current Mailing Address:

13867 LITTLE HARBOR CT
JACKSONVILLE, FL 32225 US

FEI Number: 93-3429072

Name and Address of Current Registered Agent:

MCCLYMONT, DAVID T
13867 LITTLE HARBOR CT
JACKSONVILLE, FL 32225 US

The above named entity submits this statement for the purpose of changing its registered office or registered agent, or both, in the State of Florida.

SIGNATURE:

Electronic Signature of Registered Agent

Date

Authorized Person(s) Detail :

Title	MGR	Title	MGR
Name	MCCLYMONT, DAVID T	Name	MCCLYMONT, KATHLEEN A
Address	13867 LITTLE HARBOR CT	Address	13867 LITTLE HARBOR CT
City-State-Zip:	JACKSONVILLE FL 32225	City-State-Zip:	JACKSONVILLE FL 32225

Certificate of Status Desired: No

FILED
May 01, 2025
Secretary of State
3292566873CC

I hereby certify that the information indicated on this report or supplemental report is true and accurate and that my electronic signature shall have the same legal effect as if made under oath, that I am a managing member or manager of the limited liability company or the receiver or trustee empowered to execute this report as required by Chapter 605, Florida Statutes, and that my name appears above, or on an attachment with all other like empowerments.

SIGNATURE: DAVID T MCCLYMONT

MANAGER

05/01/2025

Electronic Signature of Signing Authorized Person(s) Detail

Date

Verification of 25% Matching Funds

A.7 Verification of 25% matching funds

CHASE
JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

May 01, 2025 through May 30, 2025
Account Number: [REDACTED]

CUSTOMER SERVICE INFORMATION

Web site: Chase.com
Service Center: 1-800-242-7338
Para Espanol: 1-888-622-4273
International Calls: 1-713-262-1679
We accept operator relay calls

00029439 DRE 021 142 15125 NNNNNNNNNN T 1 00000000 64 0000

HARBOR POINT PALATKA, LLC
13667 LITTLE HARBOR CT
JACKSONVILLE FL 32225-5424



CHECKING SUMMARY

Chase Business Complete Checking

	INSTANCES	AMOUNT
Beginning Balance		\$8,763.53
Deposits and Additions	3	70,009.56
Checks Paid	1	-1,870.00
ATM & Debit Card Withdrawals	19	-3,676.67
Electronic Withdrawals	7	-4,979.51
Ending Balance	30	\$68,246.91

Congratulations, we waived the \$15 Monthly Service Fee for this statement period, based on your qualifying activity.

How to Avoid the Monthly Service Fee (MSF)

If you meet any of the following qualifying activities for this Chase Business Complete CheckingSM account in a statement period, we will waive the \$15 MSF.

Here's the business activity we used to determine if you qualified for the MSF waiver:

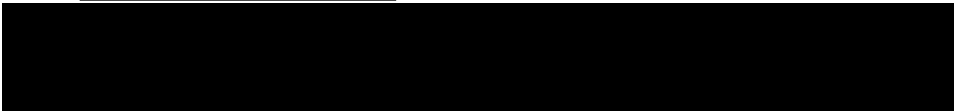
- \$2,000 Minimum Daily Ending Balance: Your lowest daily ending balance was \$4,856.07.
- \$2,000 Chase Payment SolutionsSM Activity: \$0.00 was deposited into this account.
- \$2,000 Chase Ink[®] Business Card Activity: \$0.00 was your total Ink activity.

You can also avoid the MSF if you:

- Maintain a linked Chase Private Client CheckingSM account OR
- Meet Chase Military Banking requirements

For complete details on all requirements to avoid the MSF, please review the Additional Banking Services and Fees for Business Accounts at chase.com/business/disclosures or visit a Chase branch.

DEPOSITS AND ADDITIONS



A.8 Certificate of Appropriateness

Not Applicable

111 N. 4th St., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 111 N. 4th St., Palatka, FL 32177. They are requesting a grant amount of \$25,000.00 as part of a total project cost of \$50,000.

Scope of Work (Proposed Improvements):

- Replace broken light fixtures
- Pressure wash and paint
- Repair display window
- Repair doors and frames with termite damage
- Repair/replace stained glass windows and doors
- Repair entrance and walkway to the storefront

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 50 out of 75
- Redevelopment Impact: 25 out of 30
- Alignment with Program Goals: 26 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 116 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommend approving the total funding request for the Building Improvement Grant in the amount of \$25,000.00.

ATTACHMENTS

1.	111 North 4th Street
----	----------------------

Application



Building Improvement Grant Application

1. Applicant:

Name: TBI LLC c/o MARSHA BECRAFT
Address: 111 N. 4 STREET PALATKA
mailto: 244 Belle DR, SATSUMA 32189 Zip Code: 32187
Contact Name: MARSHA BECRAFT Phone Number: (954-528-1704)
Email: MARSHA BECRAFT @ gmail.com (954-444-3335)

2. Property to be improved:

Property Name (if a business): TBI LLC
Address: 111 N. 4 STREET, PALATKA
Zip Code: 32177
Legal Description: DICKS MAP OF PALATKA MB2 P46, Pt of B/K 5 OR 774 P26
Property Tax Parcel Number: 42-10-27-16850-0150-0081

3. Owner of property (if not applicant):

Name: _____
Address: _____
Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

Elsie Bell's Antique Mall plays an integral role in the fight against blight by maintaining occupied commercial spaces, supporting local economic growth, fostering community

engagement, preserving history, and enhancing the area's visual appeal. By embracing these principles, the business strengthens the local economy and promotes a renewed sense of vitality.

6. How will the building be used after this project has been completed?

☐ Residential

☐ Restaurant

☐ Office

Other: _____

☒ Retail

see attached

7. Please provide a detailed description of the scope of work for the proposed building improvements:

REPAIR/Replace 6 windows AND ^{REPAIR} Stain Glass on Door
Refurbish front doors
Replace tile @ entrance
REPAIR/replace broken light fixture
Retreat for termites
bead board Replacement @ entrance
ceiling replacement @ back overhang
REPAIR stucco on front
pressure wash & paint
repair frame for display window
Repair termite damage on doors and frames

8. Estimated total cost of the project:

\$ 50,000.-

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

ASAP

11. In your opinion, how would this project benefit the surrounding area?

A well-maintained, active storefront enhances curb appeal & contributes to a welcoming environment and can influence neighboring establishment to invest in property upkeep.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.

Marsha Beeraff

Applicant Signature

5-15-25

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits



**107 Allgood Circle Ste. 6
Saint Augustine, FL 32086**

Elsie Bell's

Quote

Quote#

5/15/2025

374778

Bid Number 11-30

904 827-1415

TERMS

ITEM	DESCRIPTION	QTY	RATE	AMOUNT
Restoration	Remove panels, secure with plywood, rebuild panels replacing broken glass with same or best match. Install panels with barrier glass.	2	2,300.00	4,600.00T
Custom Cut...	3/16 Tempered Barrier Glass Sales Tax	2	200.00 6.50%	400.00T 325.00

All material is guaranteed to be as specified and the work to be performed in accordance to the drawings & specifications as submitted. All quotes will be honored for 30 days from date of submission.

Total \$5,325.00

Payments/Credits \$0.00

Balance Due \$5,325.00

Thank You For Your Business
Quote expires in 30 days

www.dlglass.com



Marsha Becraft
111 N 4th Street
Palatka FL 32189

954-520-1704
marshabecraft@gmail.com

Date: 05/14/2025
Rep: Ken Ben-Ezra

# of Windows	6
# Sliding Glass Doors	0
# of Entry Doors	0
Total # of Units	6
Permits, Taxes, Labor, & Other Included	

Manufacturer's Suggested List Price	\$29,965.05
Current Promotion	Open House - 40% Off
Promotional Discount	-\$11,986
Additional Discount	-\$2,997
New 30 Day Guaranteed Price	\$14,982

Finance Options	No Finance Option
------------------------	--------------------------

NewSouth is a different kind of window manufacturer because we work directly with the homeowner, eliminating the middleman. This enables NewSouth to invest in our products with superior components, we call it the NewSouth Standard. Everything we make includes:

- Double pane, double strength insulated glass units (IGUs)
- The best performing Low-E glass on the market, eVantage™ Low-E Glass
- Argon gas in all IGUs
- An elite spacer system for optimum warm-edge performance
- Premium, extra thick uPVC vinyl lifetime structure
- Weather stripping mylar fin for additional energy efficiency
- Fusion welded mitered corners for protection from water intrusion
- Constant force balance system holds tension for consistent and dependable operation
- Energy Star rated and meets energy code for the entire state
- A non-prorated, transferable lifetime warranty that covers both the products and installation

We are determined to build a superior window to defend against Southern weather; we call it the Ultimate Window, you'll call it the last window you will ever buy.

This space intentionally left blank



Quote: 25-009

Date: May 28, 2025

Hightide Painting & Handyman Services LLC
5877 Trawick Road
Keystone Heights, FL 32656
904-789-1701
tim.hightidepandh@gmail.com

Elsie Bell's Antique Mall
111 N. 4th St.
Palatka, FL. 32177
386-329-9669
marshabecraft@gmail.com

Exterior Project Description:

Bead board repair in front door ceilings area(Both sides patched)	\$1,000.00
Stucco repair on front wall of store	\$500.00
Facia and rotten pane/replacement on rear patio/park area	\$750.00
Labor to paint front & back of building (Includes cost of paint & caulk)	\$8,000.00
Materials for all wood repairs	\$750.00
Total:	\$11,000.00



Quote: 25-010
Date: May 28, 2025

Hightide Painting & Handyman Services LLC
5877 Trawick Road
Keystone Heights, FL 32656
904-789-1701
tim.hightidepandh@gmail.com

Elsie Bell's Antique Mall
111 N. 4th St.
Palatka, FL. 32177
386-329-9669
marshabecraft@gmail.com

Interior Termite Damage and Sealing Repair Project Description:

Scrape away flaky areas on ceiling & repaint area	\$450.00
Demo & re-install with vinyl trim interior window top, left side of door on front wall & top of large window on front wall. Price to include materials and labor	\$1,650.00

Total: \$2,100.00

NR Finishes

4840 Chester St
Hastings, FL 32145-9265 USA
nrosbro77@gmail.com

INVOICE

BILL TO
Marsha Craft

INVOICE 1003
DATE 05/13/2025
TERMS Net 30
DUE DATE 06/12/2025

SERVICE	DESCRIPTION	QTY	RATE	AMOUNT
Door Frame		1	1,100.00	1,100.00T
Threshold		1	400.00	400.00T
Tile 10x 35 \$14 a tile x 350 Ft	Demo and install	1	9,488.00	9,488.00T
Bead Board	Replacement	1	700.00	700.00T
Light fixture	Replacing broken light fixture	1	250.00	250.00T
Sales	Removing and replacing window frame	1	450.00	450.00T
Stain glass doors	Refurbishing front stain glass doors	2	600.00	1,200.00T

Check	SUBTOTAL	13,588.00
	TAX	883.22
	TOTAL	14,471.22
	BALANCE DUE	\$14,471.22

Home / Outdoor Lighting / Wall Light / 16 - 20 In. High / Bronze / Style # K0808



Maxim Carriage House 20" High Upbridge Arm Outdoor Wall Light

7 Reviews

[Maxim Lighting Carriage House DC Collection](#)

SALE

\$236.30

~~\$278.00~~ ⓘ | Save \$41.00 | Ends 6/28/25

As low as \$39.38/mo at 0% APR with [PayPal](#). [Learn more](#)

Free Shipping & Free Returns*

[Price Matching Policy](#)

In Stock - [Ships in 3 to 5 Days](#)

1

ADD TO CART

♡ SAVE



More You May Like | [View All](#)



Frontenac 28 1/2"H 4-Light Textured Black...

\$347.90



Victorian Morph 21" High Black Solar LED...

\$159.99



John Timberland Bellagio 24" Bronze...

\$274.99



Bellagio 16 1/2" High Black Upbridge Arm...

\$179.99



Livex Oxford 22" High Textured Black Upwar...

\$319.90



Bellagio 21" High Bronze Upbridge...

\$209.99

A classic, traditional outdoor light with a scrolling support arm.

Product Details

- 20" high x 9" wide. Extends 12 1/2" from the wall. Backplate is 13" high x 6" wide.

Carriage House is a traditional collection of outdoor lighting that's reminiscent of early American style. The look is fluid and simple, inspired by old world gas



- Uses two maximum 40 watt candelabra bulbs (not included).
- Carriage House outdoor light by Maxim. A classic look for a garage area or walkway.
- Oriental bronze finish. Die cast aluminum construction. Water glass.
- Wet location outdoor rated.

lanterns. This outdoor wall light features an Oriental bronze finish and water glass. From Maxim Lighting.



[Shop all Maxim](#)

Product Attributes

Finish	Bronze
Style	Country - Cottage
Brand	Maxim

Technical Specifications

Height	20.00 inches
Width	9.00 inches
Weight	6.40 pounds
Max Wattage	40 watts

Questions & Answers

Ask a question

13 Questions

Sort by: **Most Helpful** ▾

Q: Is replacement glass available for this model? A Shopper Sep 25, 2021



A: For details on current availability and pricing of parts for this wall light, please contact our Customer Service Department by calling 1-800-782-1967.

Alfred M. STAFF Sep 26, 2021

▼ [See 1 Answer](#) [Answer](#)

Q: Is the glass Clear or tinted? Tommie P. Sep 14, 2021



A: The glass is slightly tinted but you can see the bulbs if you are standing next to the light when light is off. Yes you see the bulbs when light is on. These lights are beautiful. Love them!

Debra F. Sep 14, 2021

▼ [See 2 Answers](#) [Answer](#)

Q: Does this lamp come in different sizes? A Shopper Feb 27, 2021



A: I have added a link below to other options offered in this wall lights collection.
https://www.lampsplus.com/products/finish_bronze/manufacture_maxim/s_carriage-house/

Alfred M. STAFF Feb 28, 2021

▼ [See 1 Answer](#) [Answer](#)



View All Images

500+ bought last week

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen

Item #3665667 | Model #SE1291-BP2-02LF0-G

[Shop Good Earth Lighting](#)

★★★★★ 4.4 249

\$49.⁹⁸

x 2 for back overhang

 \$47.48 When you choose 5% savings on eligible purchases every day. [Learn How](#)

Fixture Color Family: Bronze



\$49.98



\$49.98

Pickup

Ready within 3 hrs
2 Available

Delivery

As soon as Tomorrow
81 Available

 FREE Pickup at Palatka Lowe's
[Check Other Stores](#)

✓ 2 in Stock  [Aisle 10](#) | [Bay 19](#)

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#)

★★★★★ 4.4 249

Add to Cart

 The product lifestyle images show the product in-use only. Note any additional products shown are for decoration purposes only and not sold with the product



Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#) ★★★★★ 4.4 ▼ 249



Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#) ★★★★★ 4.4 [v](#) [249](#)

Overview

Enhance your home's safety and security with Good Earth Lighting's 180-Degree 2-Head Hardwired Motion-Sensing Security Flood Light. This LED flood light provides wide light coverage, reducing dark corners around your home and discouraging intruders. Use the preset settings or adjust the fixture to your lighting preferences. The user-friendly controls are all in one spot under the PIR (passive infrared) sensor. Made with strong aluminum and a shatter-resistant lens, this flood light provides powerful and efficient lighting. With its waterproof and dustproof design, it can withstand extreme temperatures, ensuring reliability year-round. Keep your home well lit and secure with this dependable and powerful security light.

- Versatile installation options: Easy to install through wall, eave, or junction box mount
- Motion or switch control: Choose 180-degree motion activation to save energy and keep intruders away, or switch control for easy operation day or night
- Adjustable motion sensitivity: Set the motion detection range, from 10 to 70 feet
- Produces smooth 5000K daylight color temperature
- Determine how long the light stays on after motion stops — 1, 2, 5, or 10 minutes
- Set to Go: Ready to use straight out of the box, preset with a detection range of 50 feet and 3-minute light activation time
- Light coverage of 47.5 ft outward and 44.25 ft wide, perfect for driveways and backyards
- Durable aluminum construction, shatter-resistant lens, and IP65-rated weatherproof design for reliable outdoor use
- 26 watts, 2100 lumens, 80.8 lumens/watt efficacy, 80+ CRI, 50,000 hours of LED life, and 8-year limited manufacturer warranty

CA Residents:  [Prop 65 Warning\(s\)](#) 



Installation Manual
PDF



Lighting Facts
PDF



Prop65 Warning Label
PDF

Product Features

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#)       **4.4**  **249**



SECURITY LIGHTS



Designed for durability and weatherproof performance, our IP65-rated lights ensure safety and reliability for all your outdoor needs



No complicated setup or fine-tuning required—enjoy seamless installation that takes just four simple steps



Enjoy the convenience of hands-free lighting with our Motion Activation feature. Ideal for outdoor spaces, this option ensures that your lights turn on automatically when movement is detected or chose the wall switch option to easily turn your lights on and off as needed



Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100-Lumen \$47.70

Enhance your outdoor environment by adjusting your lighting for the perfect ambience. With this LED Flood Light, you can easily customize the brightness and

Experience customized security with our adjustable motion detection range. Set it to a minimum of 10ft for close-range detection, ideal for small areas like

The light is designed to fit seamlessly into your outdoor space with multiple mounting choices

vibrant light for a lively gathering, our adjustable features allow you to create an optimal lighting experience tailored just for you

The light detects motion across a full 180-degree field, providing robust coverage and enhancing your security



Specifications

General			
Color Temperature (Kelvins)	5167	Fixture Finish	Satin
Fixture Color Family	Bronze	Manufacturer Color/Finish	Bronze
Dimensions			
Depth (Inches)	6.07	Weight (lbs.)	19
Height (Inches)	7.3	Width (Inches)	9.75

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen\$49.98

Shop Good Earth Lighting ☆☆☆☆ 4.4 249



Features

Adjustable Detection Sensitivity	Yes	Material	Metal
Adjustable Lamp Head	Yes	Mounting Type	Eaves or wall
Bulb Type	LED	Number of Light Heads	2
Bulb(s) Included	N/A (integrated)	Package Quantity	1
Degree of Motion Detection	180	Power Source	Hardwired
Detection Range (Feet)	70	Timer Included	No
Dimmable	No	Two-Level Lighting	No
Dual Detection Zone	No	Volts	120
IPX Rating	5 (water jets)	Water Resistant	Yes
Light Bulb Base Type	Integrated	Wattage	25
Lowe's Exclusive	No	Wattage Equivalent	125
Lumens	2100		

Warranty

Warranty	8-year limited
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Certifications

CA Residents: Prop 65 Warning(s)	Prop 65 WARNING(S) -	ENERGY STAR Certified	No
DLC Listing	N/A (not listed)	Safety Listing	ETL safety listing

Miscellaneous

UNSPSC	39111600
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Check out the [Best Selling Motion-Sensor Flood Lights](#) on Lowes.com

Compare

Reviews 4.4 (249)

Good Earth Lighting 180 -Degree 125 -Wattage Equivalent Hardwired LED Bronze 2 -Head Motion-Activated Flood Light 2100 -Lumen **\$49.98**

[Shop Good Earth Lighting](#) 4.4 249

FEATURED PRODUCTS
Sponsored

The only permit required as per the office permit is for the windows.

There is no Certificate of Appropriateness issued for the Planning Department

Photos of Proposed Project

Front of Building at 111 N 4th Street

- A) Tile at entrance that poses a Life/ Safety hazard. Tile and grout is cracked, uneven, lifting in places and very slippery when wet.

Will replace with a natural stone.

- B) Original Sconce is broken with expose wiring.

*if cannot be repair must replace
all 3*

Will well new support to original light fixture.

- C) The headboard ceiling of the Lani at the entrance of the building is rotted and falling down.

Will replace rotted wood and paint.

- D) Front door Green Paint cracked and peeling, Stained Glass is pulled away from frame and is currently held in by Plexiglas.

Will refurbish the doors to original wood.

Currently on a waiting list to have stained glass repaired, approximately 10 months out.

- E) Termite damage to door frame and molding, missing transit window to the right of the double door main entrance.

Replace frame & possibly replace display window

Will replace door frame and molding. Replace glass on transit window to restore to Original look. (Waiting on quote from Bennett Glass) Paint.

- D) Interior molding caused by Termite damage

Will replace and paint

- F) Window frame in back room is separated from the window glass, frame deteriorated from Termite damage.

Will remove window ac unit, replace damaged wood keeping the original glass. *OR replace window*

- G) Back of Building, unsightly with hanging wires that have been abandoned, chipped paint faded inaccurate sign.

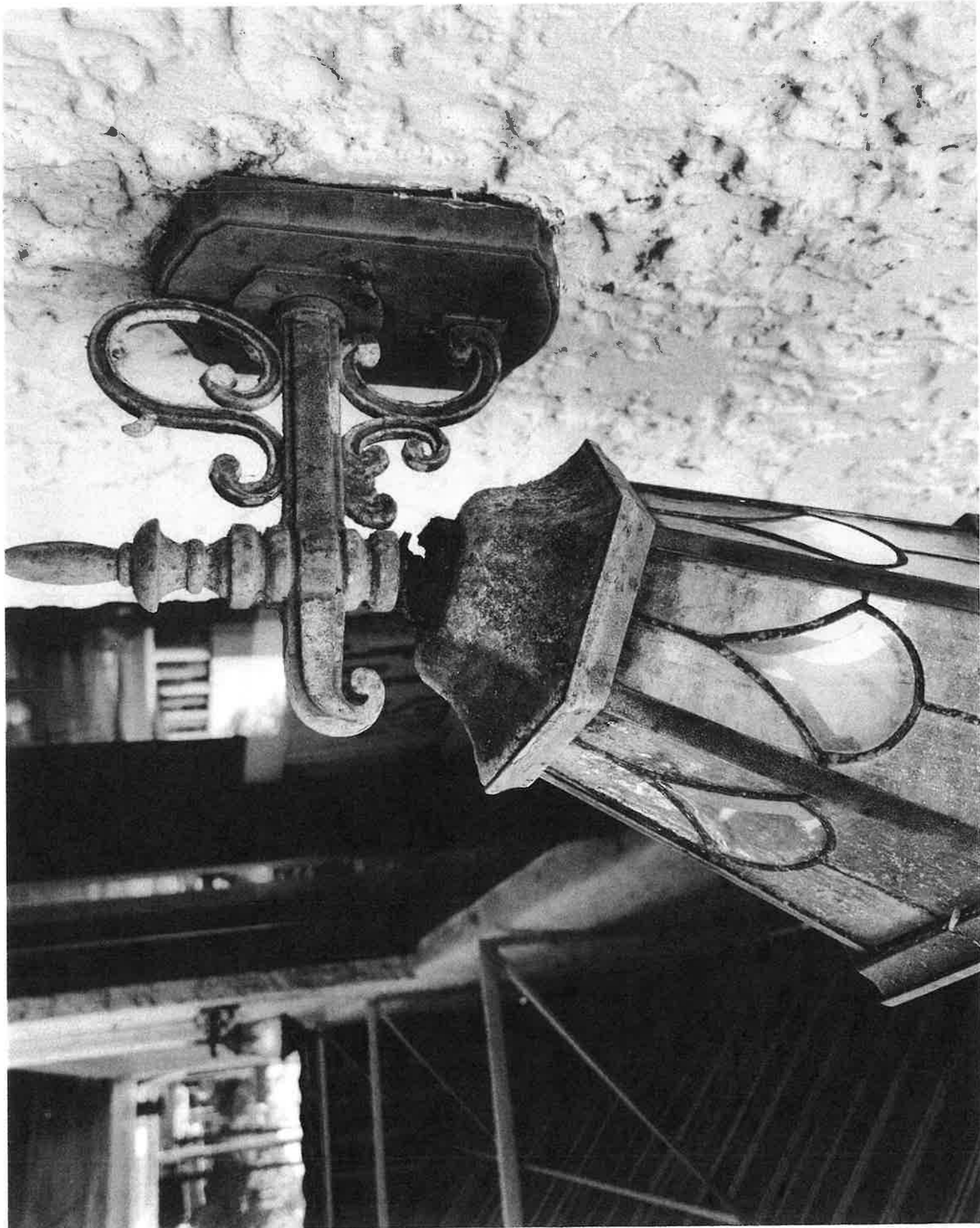
And Rotted wood under over hang replace lights

Will remove unsightly abandoned wiring, pressure wash paint and replace old faded sign with new Elsie Bell's sign.

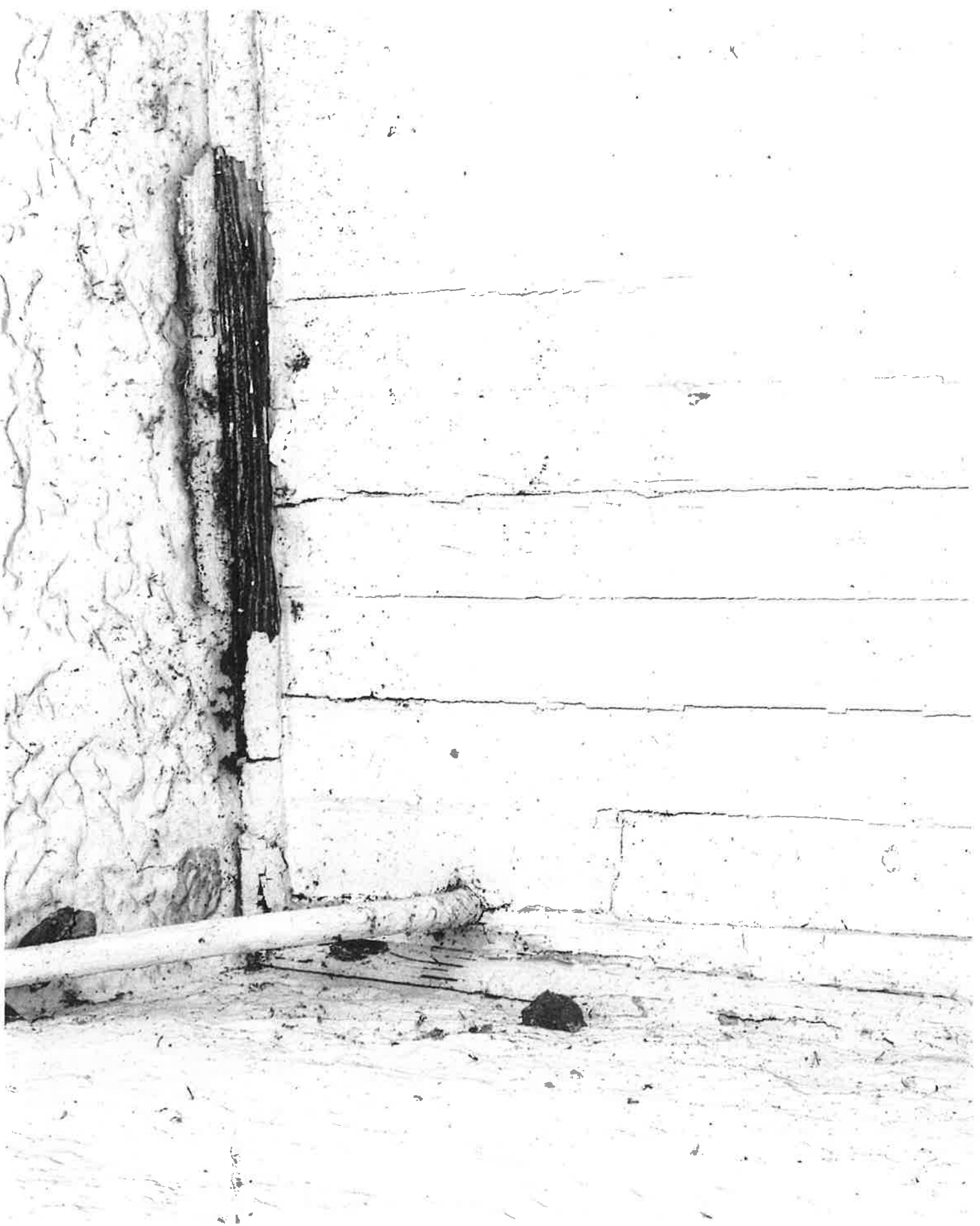
paint white

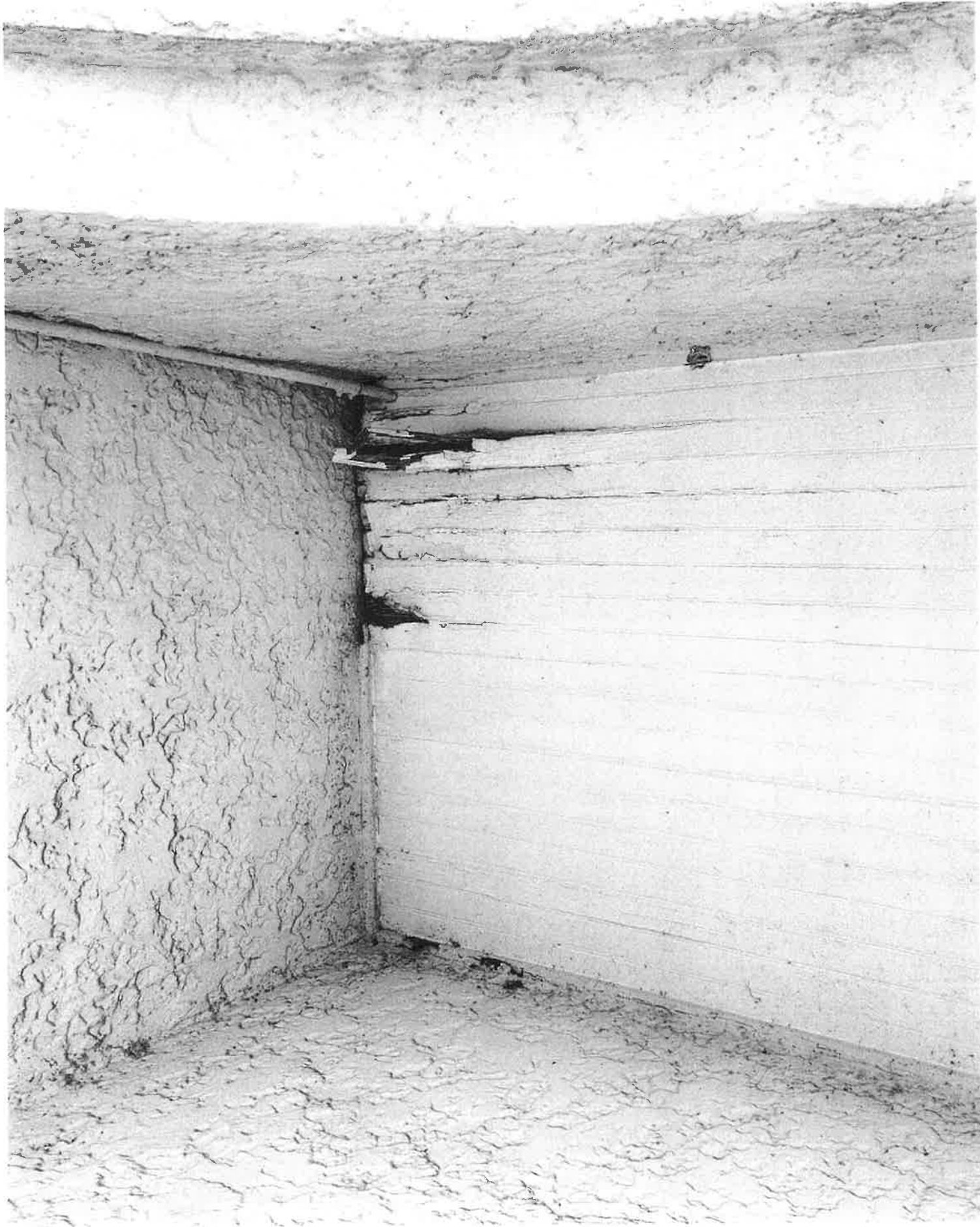




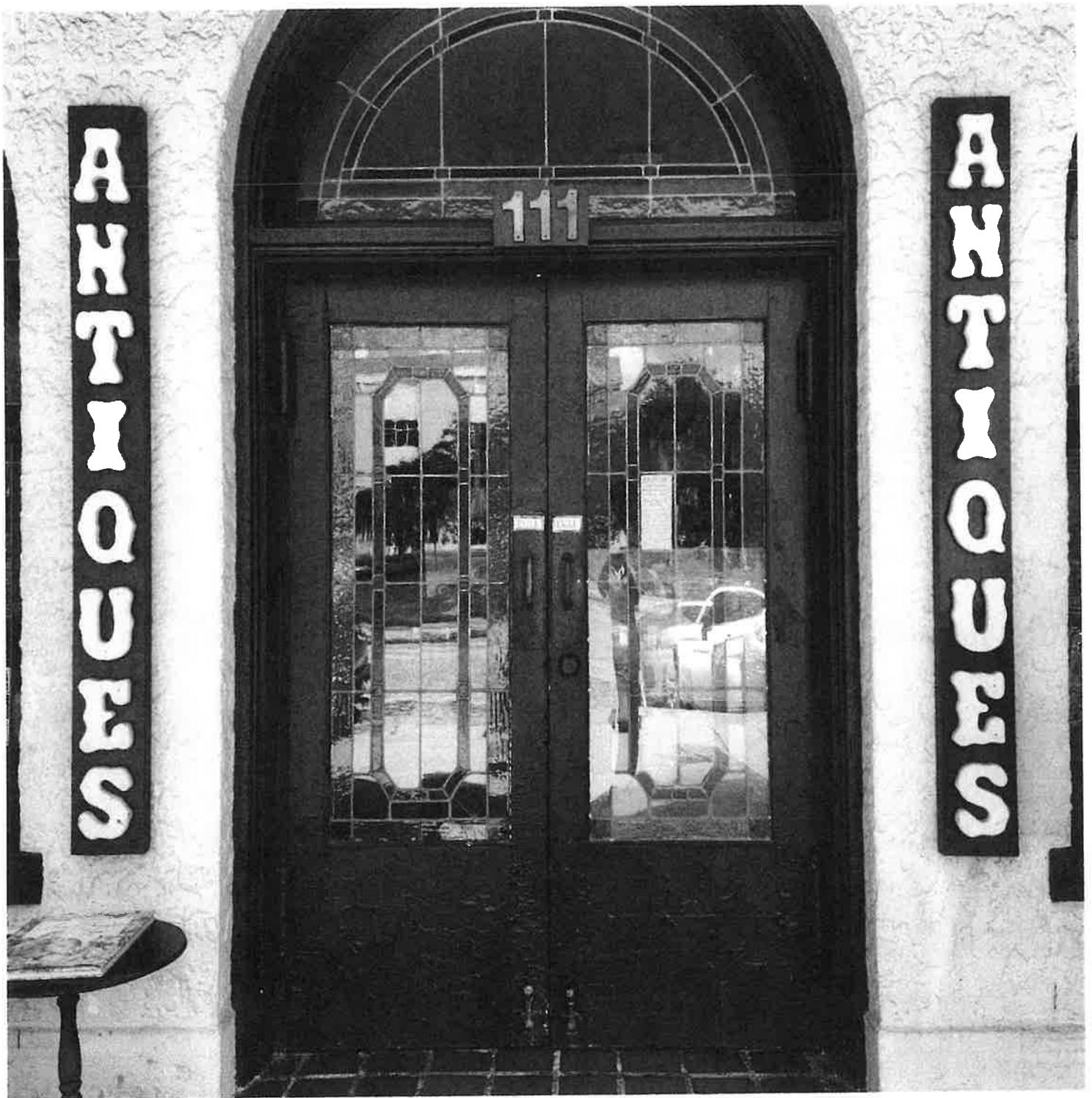


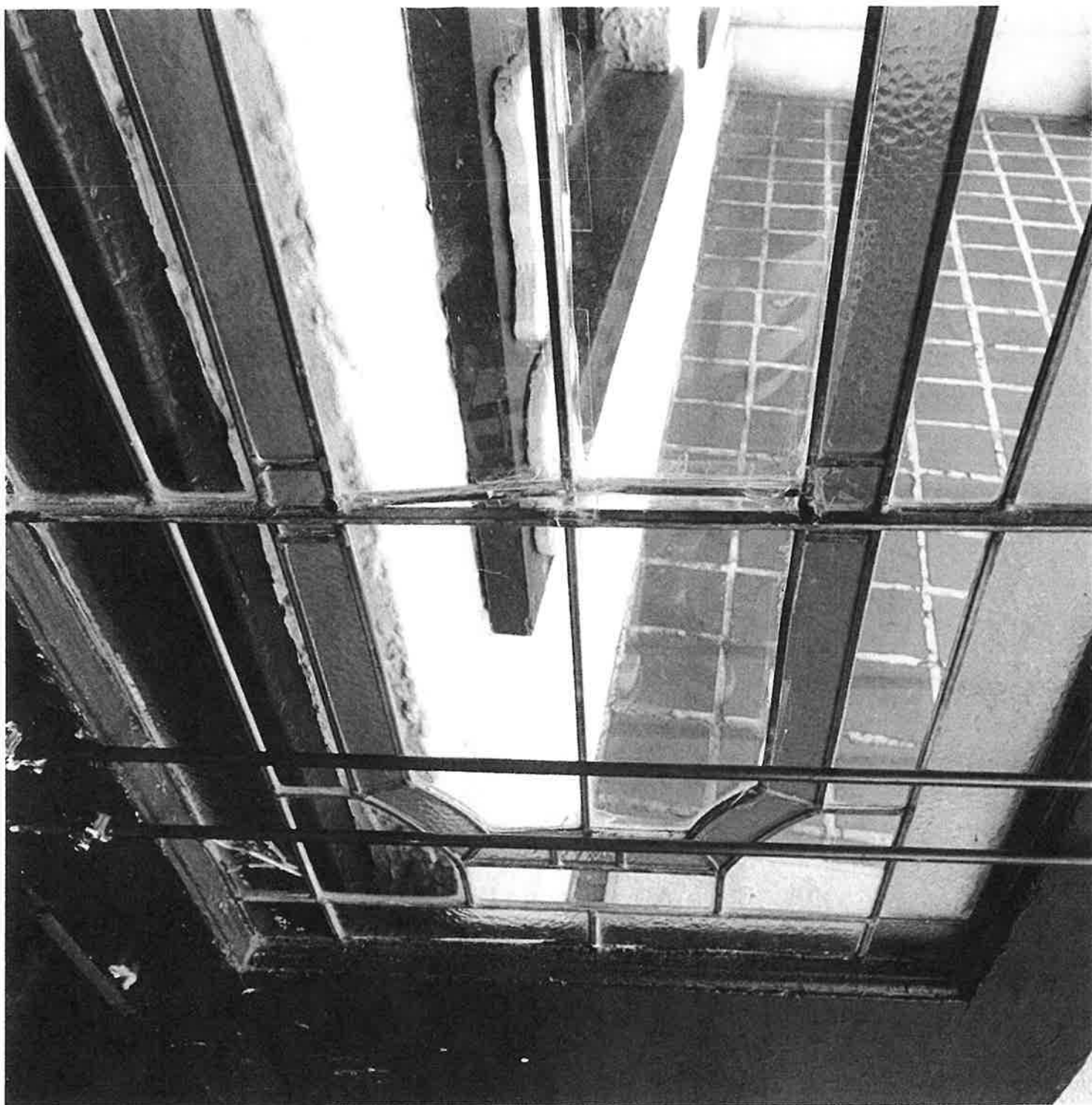


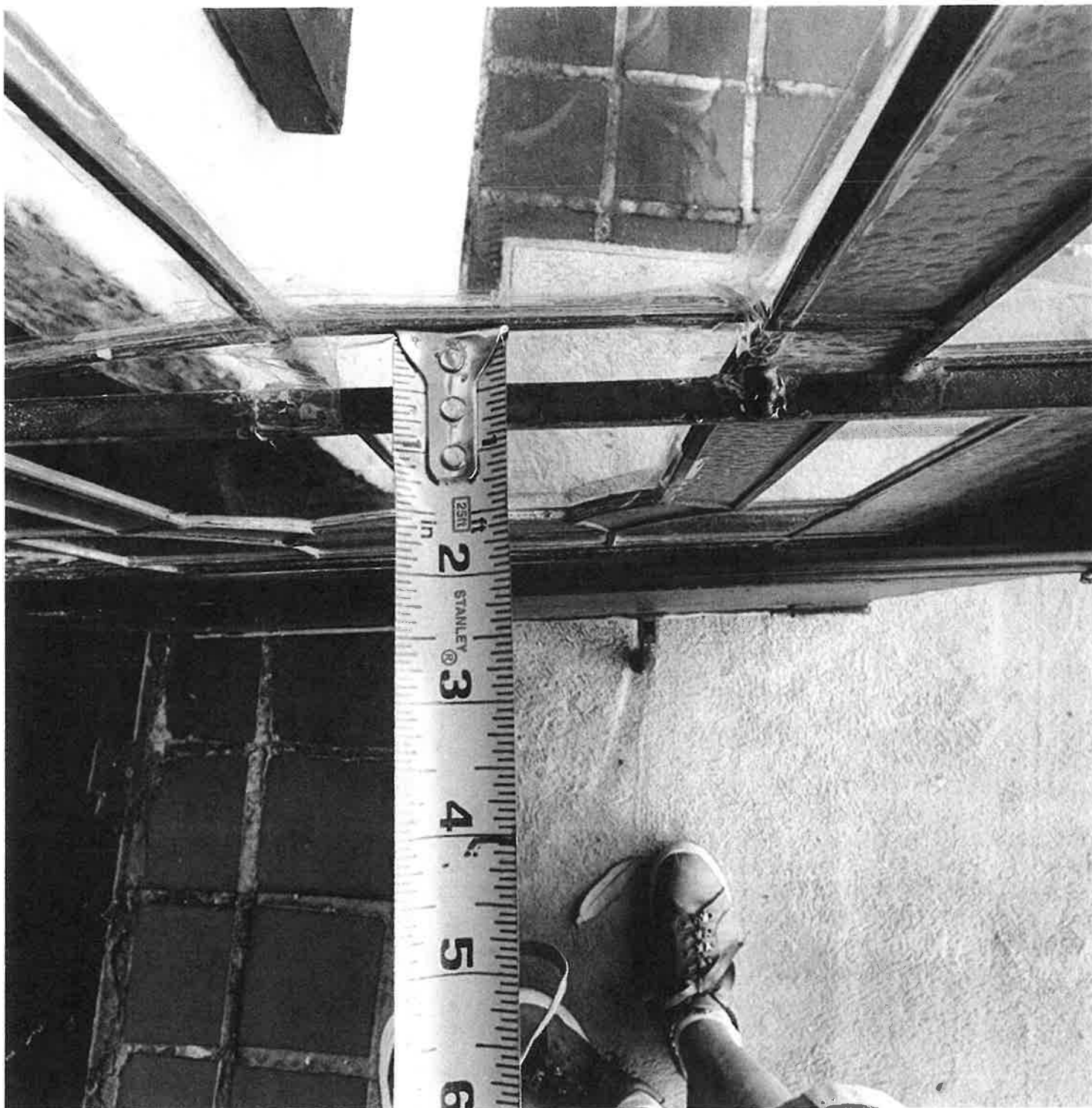




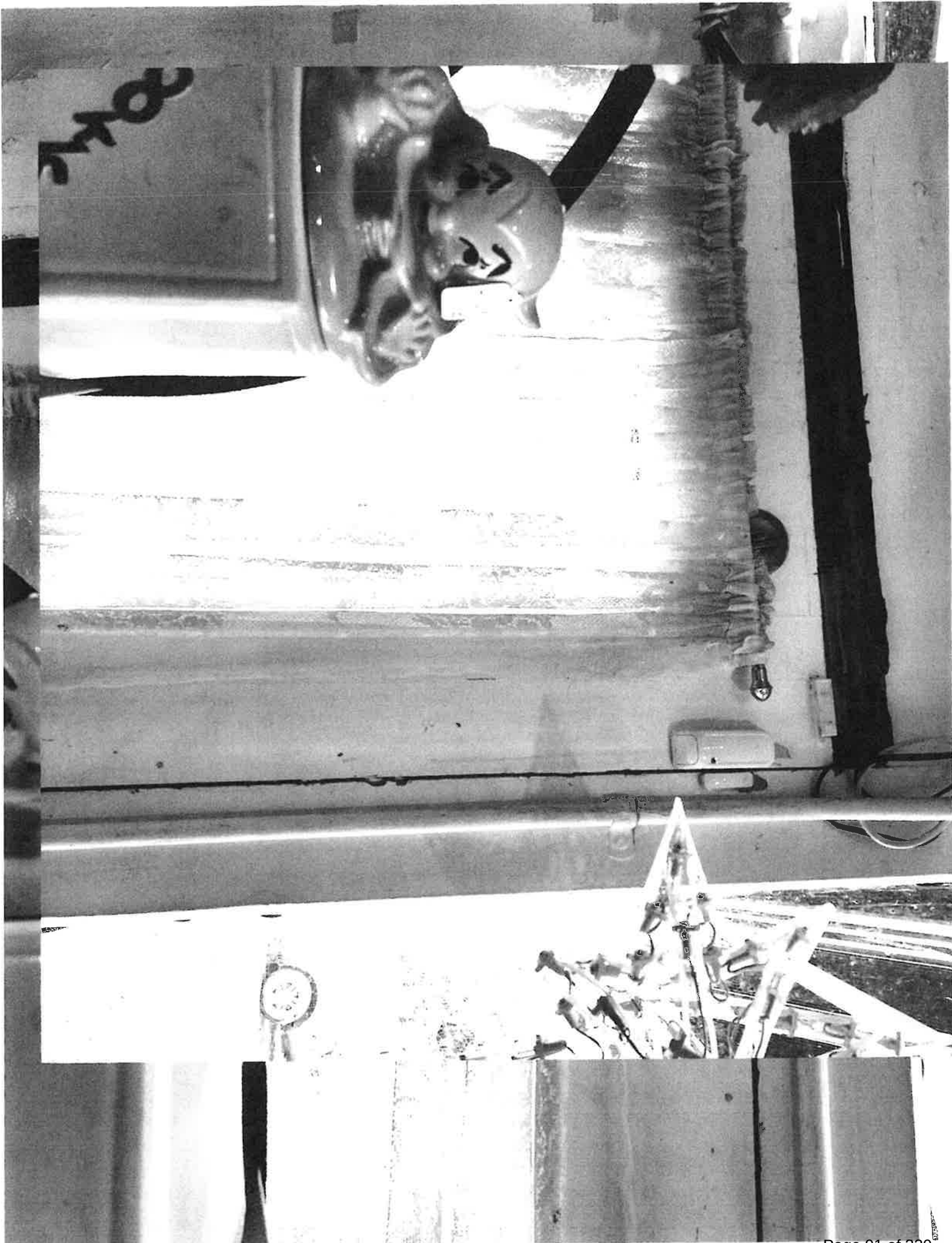


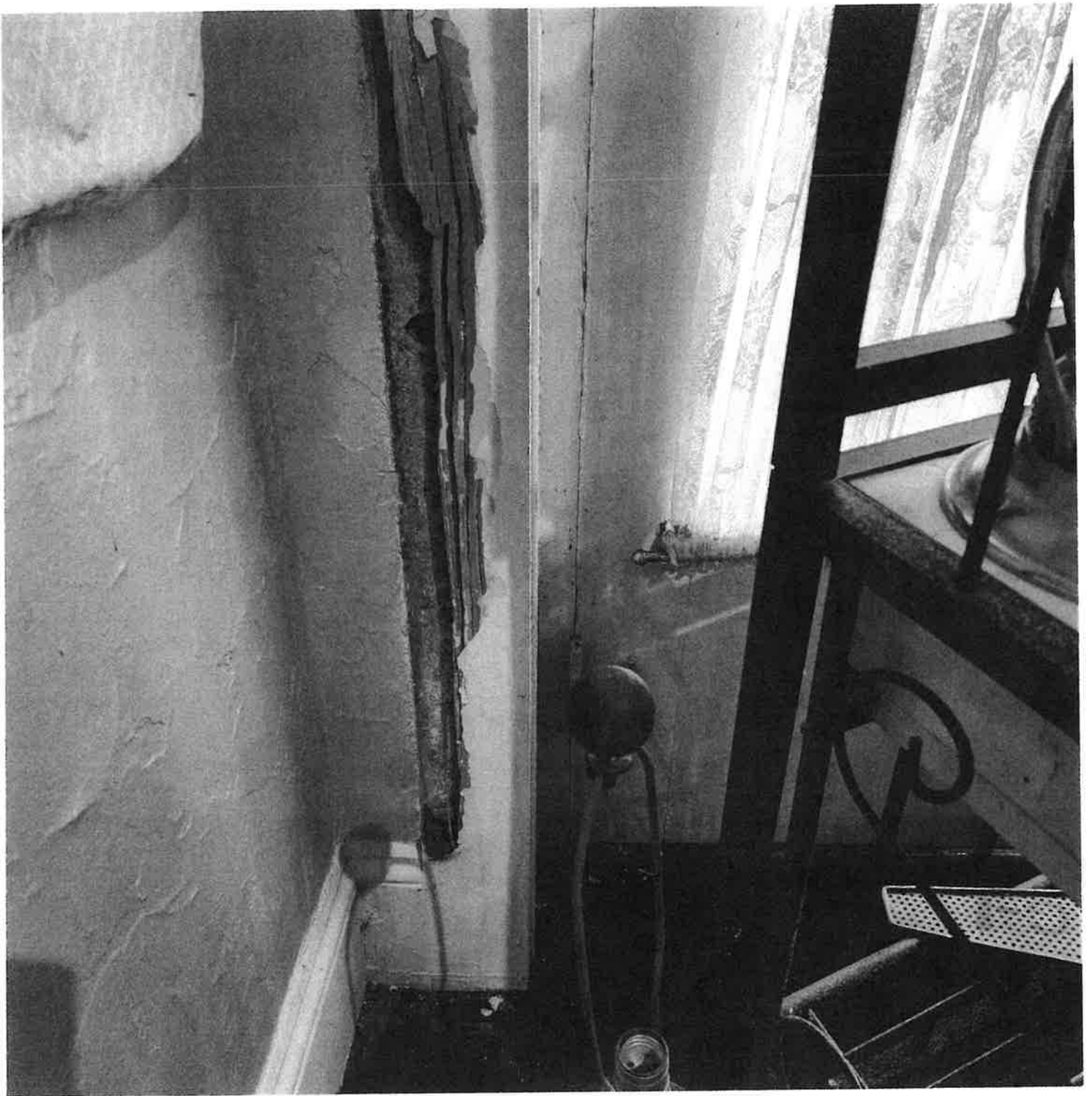








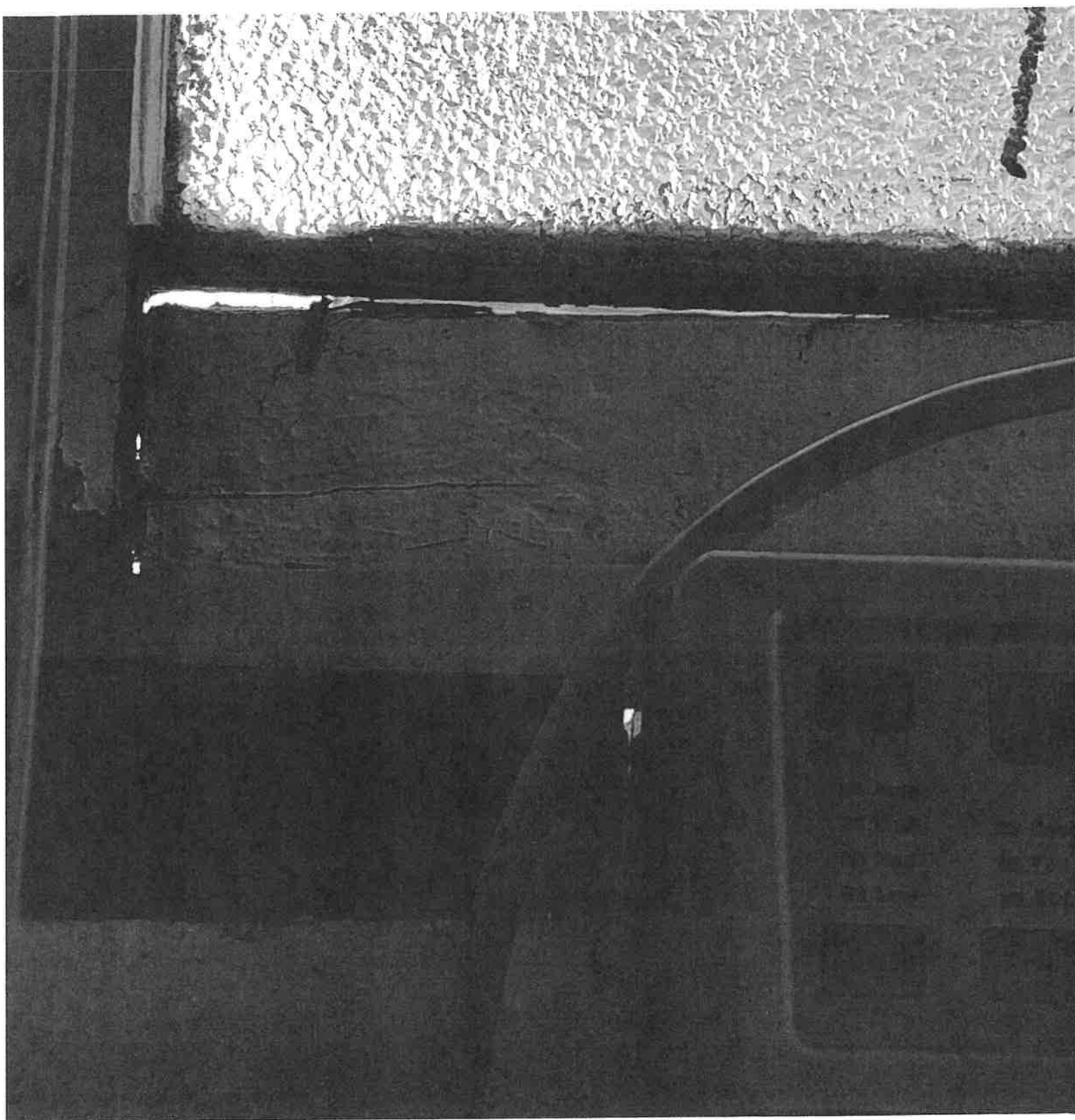


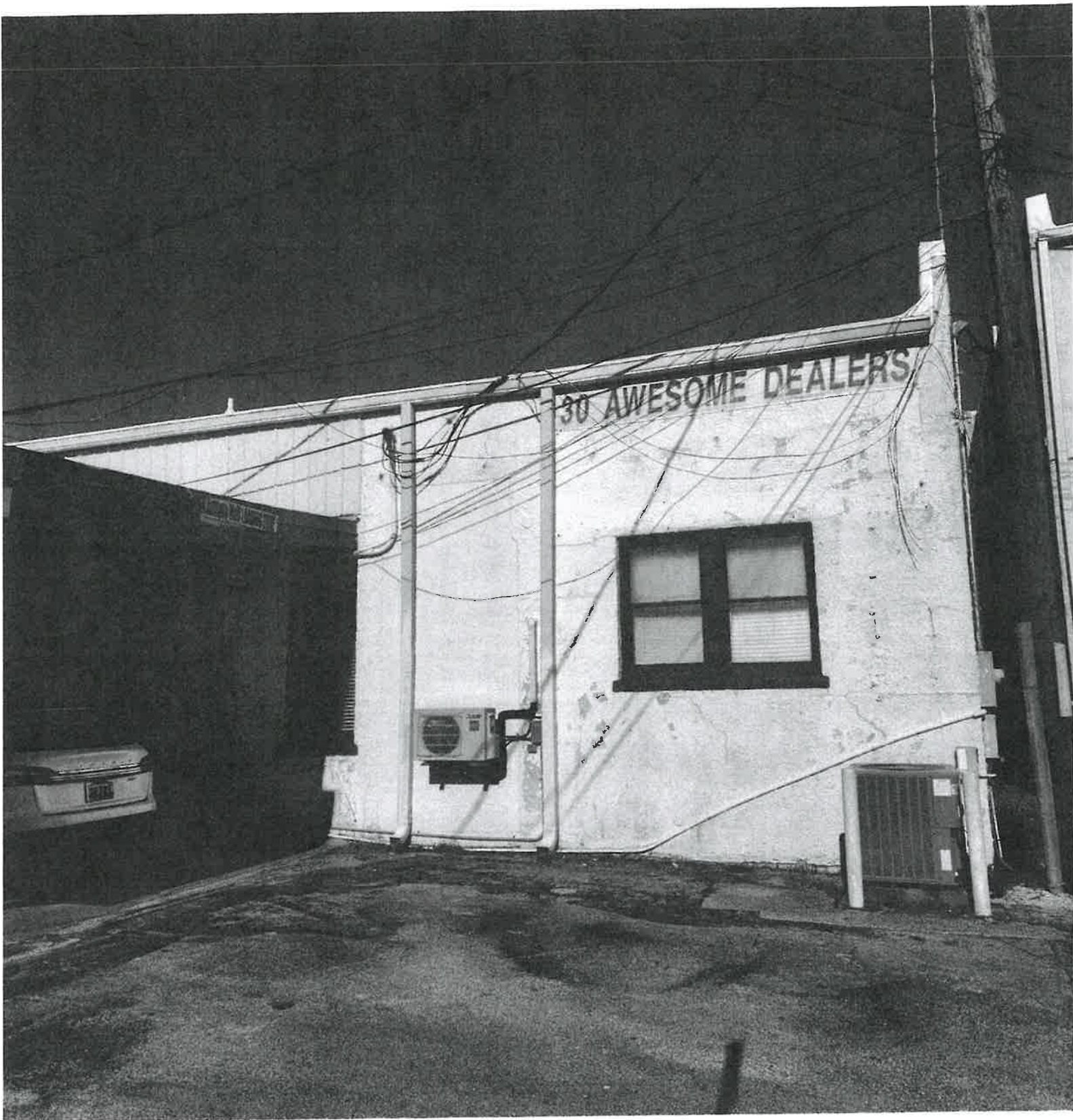




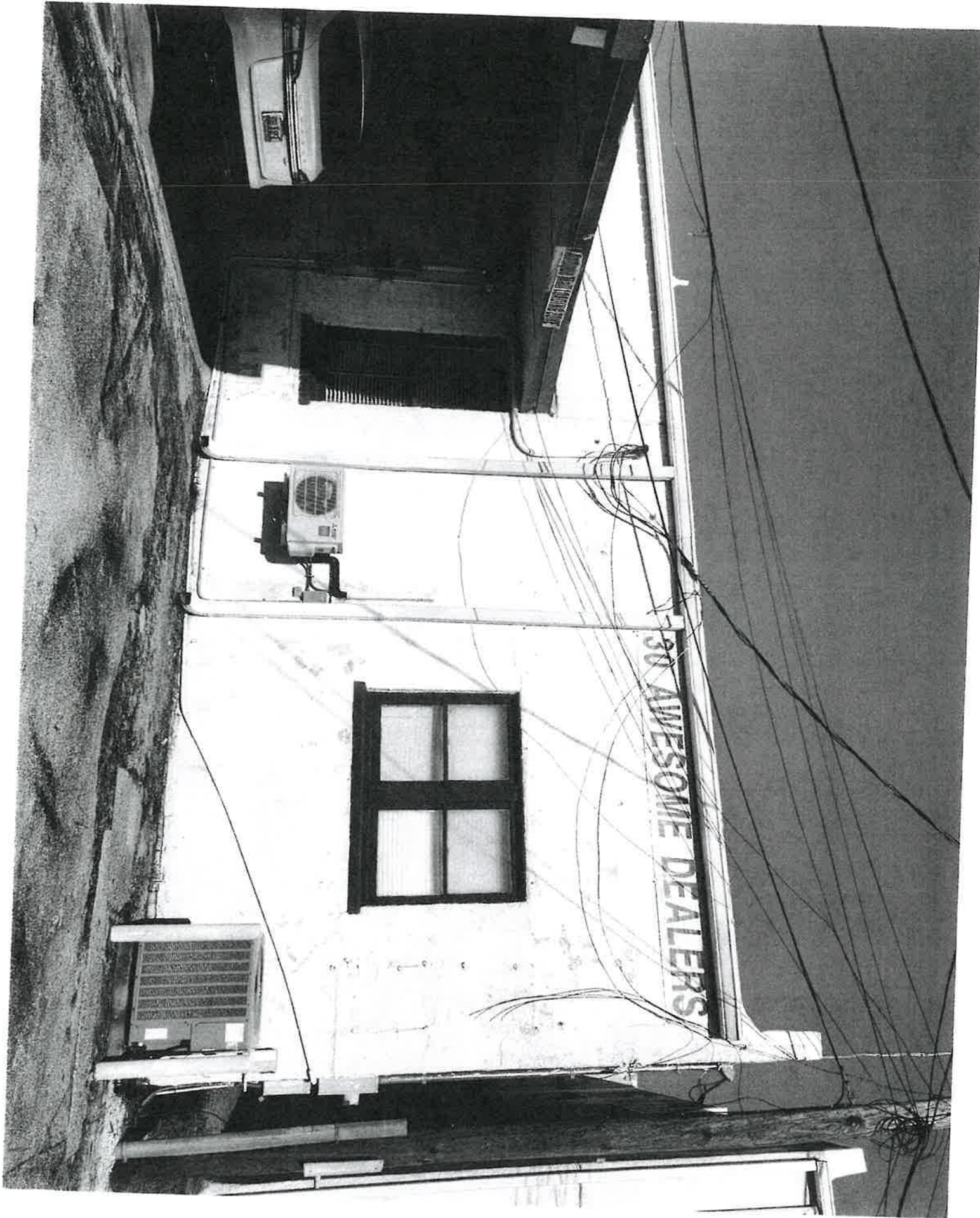








g.
current
sign
Page 97 of 330



g.
old ~~new~~ sign





Current Taxable Value of Property

Real Estate Details

[Back](#)[Print Bill](#)[Sign Up for Email Alerts](#)**PROPERTY DETAIL**

TBI LLC
244 BELLE DR
SATSUMA, FL 32189

REAL ESTATE PROPERTY ID #: 42-10-27-6850-0150-0081**TAX YEAR:** 2024 ▼**PROPERTY ADDRESS:** 111 N 4TH ST PALATKA**STATUS:** Paid**LEGAL DESCRIPTION:**

DICKS MAP OF PALATKA MB2 P46, PT OF BLK 15 OR774 P26

PRIOR YEARS DUE:

Market Value:	170,090
Assessed Value:	170,090

EXEMPTIONS:**EI CORRECTION:****AD VALOREM TAX:**

Taxing Authority	Assessed Value	Exemptions	Taxable Value	Millage Rate	Taxes Levied
PUTNAM COUNTY GENERAL FUND	114,320.00	0.00	114,320.00	8.8441	1,011.06
SCHOOL LOCAL REQUIRED EFFORT	170,090.00	0.00	170,090.00	3.0330	515.88
SCHOOL DISTRICT DISCRETIONARY	170,090.00	0.00	170,090.00	0.7480	127.23
SCHOOL DISTRICT CAPITAL OUTLAY	170,090.00	0.00	170,090.00	1.5000	255.14
VOTED DISTRICT SCHOOL DEBT	170,090.00	0.00	170,090.00	0.8490	144.41
ST. JOHNS RIVER WATER MGMT	114,320.00	0.00	114,320.00	0.1793	20.50
CITY OF PALATKA	114,320.00	0.00	114,320.00	6.4000	731.65

TOTAL AD VALOREM TAX:	21,553.400
	\$2,805.87

NON AD VALOREM TAX:

Code	Fund	Amount
PAFT	PALATKA FIRE PROTECTION	409.55

TOTAL NON-AD VALOREM TAX:	409.55
----------------------------------	--------

GROSS TAX:	\$3,215.42
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TOTAL:	\$3,215.42
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PAYMENTS:

Posted	Receipt	Paid By	Amount	Action
11/13/2024	H11132024P005640		3,086.80	receipt (editPayment2.action? action=receipt&masterPaymentId=3211593) summary (editPayment2.action? action=receiptSummary&masterPaymentId=3211593)

Proof of Ownership

"Exhibit A"

A tract of land situated in Block 15 of the City of Palatka, being a part of lands described in O.R. Book 445, page 1473 of the public records of Putnam County, Florida and being more particularly described as follows:

Commencing at the Southeastly corner of Block 15 of the City of Palatka, and run thence Northerly, along the Westerly line of Block 15, a distance of 75.0 feet to the Northwesterly corner of lands described in Block "a", page 160 of the public records of Putnam County, Alaska, and continue Northerly, along the Westerly line of Block 15, a distance of 11.70 feet to the center of an 8" concrete block wall and the point of beginning of this description. From point of beginning, run Northerly, along said Westerly line, a distance of 44.30 feet "a", the southwesterly corner of lands described in Block 15 of the public records of Putnam County, Alaska, and continue Northerly, along said Westerly line, a distance of 162.0 feet to said public records. (2) Thence Easterly, along the Northerly line of said lands, being parallel with the original Northerly line of Block 15 of the City of Palatka, a distance of 74.0 feet to the Southwesterly corner of lands described in Dead Hook "a", page 162, of the public records of Putnam County, Alaska. (3) Thence Northerly, along the Easterly line of said lands, being parallel with the Northerly line of Block 15, a distance of 0.54 feet to a concrete wall on the Northerly line of the Southern half of Block 15 of the City of Palatka. (4) Thence Easterly, along said Northerly line, a distance of 190.0 feet to intersect with the Northerly projection of the Easterly line of Block 15 of the City of Palatka. (5) Thence Southerly, along said Northerly line, a distance of 20.74 feet to intersect with the Easterly face of a three story brick building parallel with the Northerly face of a three story brick building known as Riverfront Hotel Building) and at a distance of 21.66 feet from said intersection, measured perpendicular therefrom, a distance of 28.43 feet to a measured easterly, perpendicular to preceding call, a distance of 21.66 feet to the intersection with the Northerly face of a three story brick building known as Riverfront Hotel Building). (8) Thence Westerly, along said Riverfront Hotel Building) perpendicular to preceding call, a distance of 0.65 feet to the corner of said building. (9) Thence Northerly, along a face of said brick building, a distance of 1.0 foot to a corner of said building. (10) Thence Westerly, along a face of said brick building, a distance of 2.73 feet to a corner of said brick building. (11) Thence Southerly, along a face of said brick building, a distance of 1.0 foot to the corner of said brick building. (12) Thence Westerly, along a face of said building, a distance of 1.0 foot to a corner of said building. (13) Thence Southerly, along a face of said building, a distance of 1.0 foot to the corner of said building. (14) Thence Northerly, along a face of said brick building, being parallel with the Westerly line of Block 15, a distance of 4.60 feet. Return to the intersection of said call (14) run thence Easterly, on an interior angle of 91°12'00", a distance of 4.60 feet to the center of an 8" wall. (15) Thence Southerly, along the center of said wall, being parallel with the Westerly line of Block 15, a distance of 0.875 feet to intersect with the Westerly projection of call 15 of lands described in D.R. Book 445, page 1473 of the public records. (16) Thence Easterly, along said Westerly projection, a distance of 1.0 foot to the intersection with the Northerly line of Block 15, a distance of 11.235 feet, more or less, to the southerly end of said (13) and to close.

04/17/24
FILE #: 0000476626
RCD: 09/02/2023 @ 13:20

Marchal, Beccraft

HONORABLE TIM SMITH, CLERK OF COURT
PUTNAM

Verification of 25% Matching Funds



Account Report

Report Generated: 05/22/2025 08:26:39 AM

Deposit Accounts Period: 05/21/2025

TBI LLC [REDACTED]

Period: 05/21/2025

OPENING LEDGER	CLOSING LEDGER	TOTAL CREDITS (0)	TOTAL DEBITS (0)
\$188,500.65	\$188,500.65	\$0.00	\$0.00

Status Balances [REDACTED]

05/21/2025

Opening Ledger	188,500.65
Closing Ledger	188,500.65
Opening Available	188,500.65
Closing Available	188,500.65
Average Closing Available MTD	46,281.73
Average Closing Available YTD	18,061.99
1 - Day Float	0.00
2 Or More Days Float	0.00
Total Credits (0)	0.00
Total Debits (0)	0.00

717 St. Johns Ave., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 717 St. Johns Ave., Palatka, FL 32177. They are requesting a grant amount of \$25,000.00 as part of a total project cost of \$60,000.00.

Scope of Work (Proposed Improvements):

- Replace all exterior wood on the façade with new pressure-treated wood
- Install new windows and doors
- Replace the existing awning with a custom-made awning
- Paint the exterior, including new trim, windows, and doors
- Pressure wash the building before installing new materials

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 43 out of 75
- Redevelopment Impact: 25 out of 30
- Alignment with Program Goals: 26 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 109 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommend approving the total funding request for the Building Improvement Grant in the amount of \$25,000.00.

ATTACHMENTS

1.	717 St. Johns Avenue
----	----------------------

Application



Building Improvement Grant Application

1. Applicant:

Name: Jeannette and Keith Pierce

Address: 115 Walton Road

East Palatka, Florida

Zip Code: 32131

Contact Name: Jeannie Pierce

Phone Number: 904-823-5653

Email: jeannie@firstcitypools.com

2. Property to be improved:

Property Name (if a business): N/A

Address: 717 ST JOHNS AV

Palatka, Florida

Zip Code: 32177

Legal Description: DICKS MAP OF PALATKA MB2 P46 BLK 54 N 98.85' OF W1/2 OF W1/2 OF LOT 4 (EX OR1763 PP 1609 + 1612)

Property Tax Parcel Number: 42-10-27-6850-0540-0044

3. Owner of property (if not applicant):

Name: _____

Address: _____

Zip Code: _____

Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

New windows, new awning, new doors, remove and replace all wood on façade,

paint exterior building walls, trim, and doors. Pressure wash prior to new items.

6. How will the building be used after this project has been completed?

☐ Residential

☐ Restaurant

☒ Office

Other: _____

☒ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

Remove all existing exterior wood on façade and replace with new pressure treated wood. Remove existing windows and replace with new windows fitting new window area. Remove existing doors and replacing with new doors for new door surround. Remove and replace existing awning with new custom fabricated awning. Paint exterior of building including new trim, windows, and doors. Pressure wash exterior of building prior to installation of new items.

Permits will be needed for windows and doors replacements.

8. Estimated total cost of the project:

\$31,000

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☐ Business savings

☒ Personal savings

☒ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

As soon as possible.

11. In your opinion, how would this project benefit the surrounding area?

It will remove the blight building from the list of unsightly structures and add to the beautification of the 7th block on the St. Johns Ave.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

June 14, 2025

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

PIERCE & SONS CONSTRUCTION

2485 Dobbs Rd
St Augustine, Florida 32086
Phone: 904-669-7586

DATE: 6/16/2025

Estimate:
Jeannie Pierce
717 St Johns Ave
Palatka, Florida 32177

111-222-3333

DESCRIPTION	TOTAL
Remove and replace existing wood Remove and replace existing windows Remove and replace existing doors Other miscellaneous construction	\$10,000
TOTAL DUE	\$10,000

PIERCE

METAL FABRICATION LLC

Pierce Metal Fab

3816 Reid St
Palatka FL
32177
3863362905
Piercemetalfab@outlook.com

ESTIMATE

EST1360

DATE

Jun 14, 2025

TOTAL

USD \$8,000.00

TO

Jeannie Pierce

717 st johns ave
palatka
32177

DESCRIPTION	RATE	QTY	AMOUNT
Custom 26ft awning for building Building is located at 717 St Johns Ave. Palatka Florida. The estimate is for a 26ft awning that stretches across the front on the building. Made from an Aluminum frame and Aluminum sheet metal roof top. Powder coated the color of choice that the building owner chooses. The owner of the building will have to pay/hire some to have remove existing awning and install the new one.	\$8,000.00	1	\$8,000.00
TOTAL			USD \$8,000.00



Yulee 8AM

32131

W.

Shop All

Services

DIY

Jeannie

Cart

[Home](#) / [Paint](#) / [Paint Colors](#)

Internet # 315584252 Model # 759-10-05
Store SKU # 1006379805



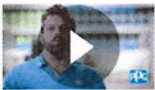
\$231⁰⁰

5 gal. Base 1 Flat Exterior Paint

★★★★★ (191) Questions & Answers (78)



KEY BENEFITS



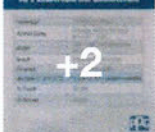
RECOMMENDED SURFACES



IDEAL FOR



APPLICATION INFORMATION



Hover Image to Zoom

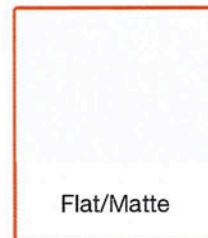
Pay **\$206.00** after **\$25 OFF** your total qualifying purchase upon opening a new card.

[Apply for a Home Depot Consumer Card](#)

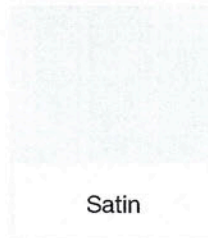
- Exterior paint and primer in one with excellent adhesion
- Aluminum, wood, brick, concrete, stucco and siding paint
- Exterior paint provides dirt, UV, mildew and algae resistance
- [View More Details](#)

Feedback

Sheen: **Flat/Matte** [Help Me Choose](#)



Flat/Matte



Satin

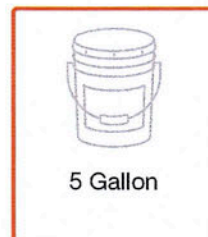


Semi-Gl

Container Size: **5 Gallon** [Help Me Choose](#)



1 Gallon



5 Gallon

Share Print

Pickup at [Yulee](#)

Delivering to [32131](#)

Ship to Store

Jun 18 - Jun 20

114 available

Delivery

Fri, Jun 20

114 available

11+ available

FREE

FREE

Height (ft.)

10

Length (ft.)

100

of doors
(optional)

2

of windows
(optional)

4

YOU WILL NEED

**10
Gallons**

Based on one coat of
paint for a 10' x 100'
room with 2 doors
and 4 windows

PLEASE NOTE: These calculations are a rough estimate allowing for one coat of paint. They do NOT account for ceiling or trim. Precise paint needs will vary according to many factors, including application method.



How much will you need?

Please note: calculations are estimates only

Calculate by:



Length x Width



Square Footage

Area

Length:

Width:

ft.

ft.

+ Add Area

Calculate



Request A Painter



Add Pro Referral



What to Expect



Yulee 8AM

32131

W.

Shop All

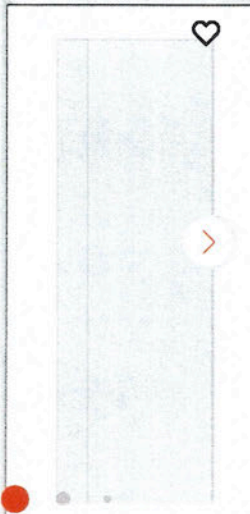
Services

DIY

Jeannie

Cart

Based on your search:



New

**Palisade 36 in. x 96 in.
3/4-Micro Granite Impact
Glass RHIS Unfinished
Fiberglass Prehung Front
Door with 4-9/16 Jamb**

by **Steves & Sons** >
Shop the Collection >

★★★★★ (1)

Color/Finish: **Unfinished**



Door Hanging: **Right-Hand/Inswing**

[Left-Hand/Inswing](#)

Limit 500 per order

\$1,607⁰⁰

Pickup at **Yulee**

Delivering to
32131

**Ship to
Store**

Jul 1 - Jul 7

100 available

FREE

Delivery

Jul 3 - Jul 9

100 available

FREE

Feedback

Add to Cart

[View Full Product Details](#)

Customers Also Viewed



Steves & Sons Palisade
36 in. x 96 in. FullLite Clear
Impact Glass RHOS Primed
Fiberglass Prehung Front

★★★★★



Steves & Sons Regency
36 in. x 96 in. Universal
Hanging 3/4-6 Lite Clear
Glass Onyx Stain Fiberglass

★★★★★

New



Steves & Sons Palisade
36 in. x 96 in. 3/4-Micro
Granite Impact Glass RHIS
Unfinished Fiberglass



Steves & Sons Regency
36 in. x 96 in. 3/4-6 Lite
Clear Glass RHIS Onyx
Stained Fiberglass Prehung

★★★★☆ (2.5 / 2)

S
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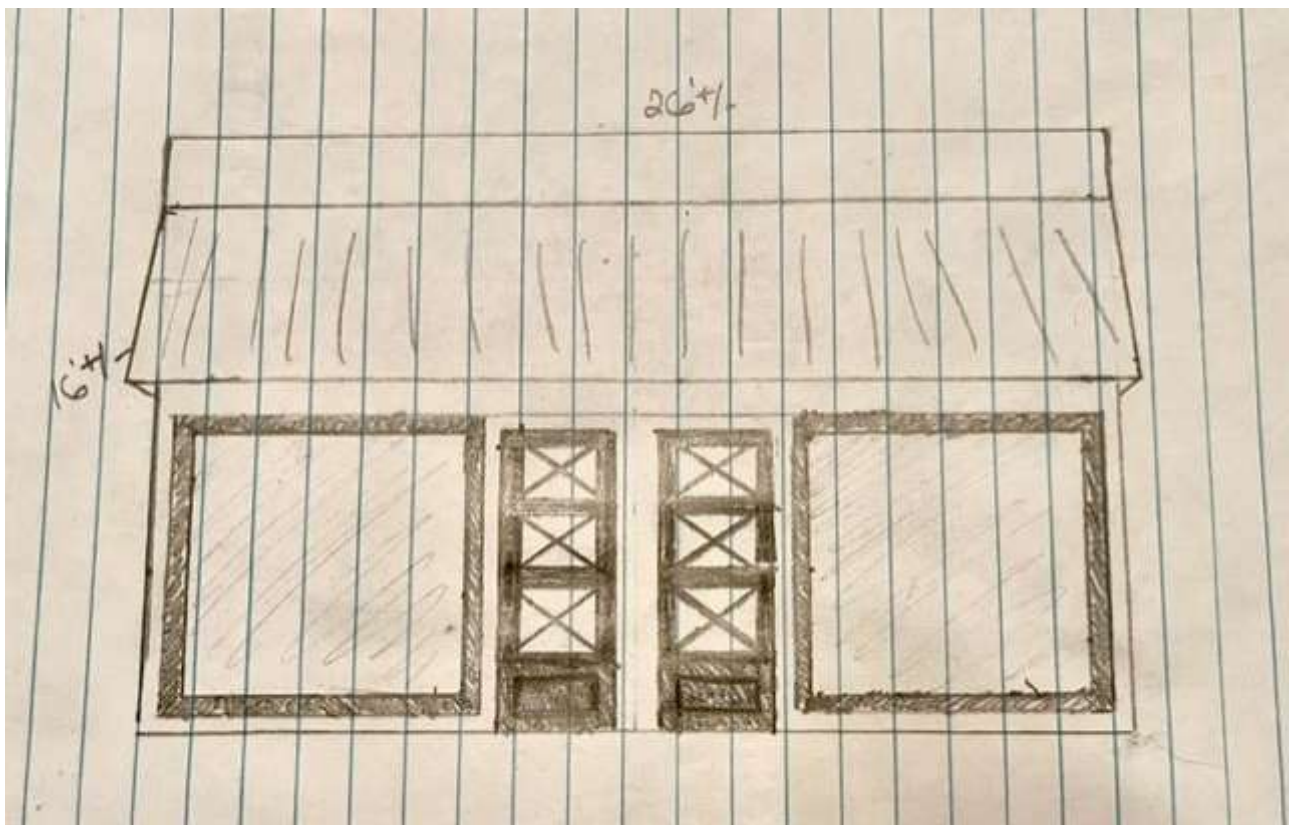


\$5,541.00

**Modern French Regency
Double Doors**

Masterpiece Doors 

Sketches/Drawings/Inspiration for Project



Photos of Proposed Project



© 2024 Google

Current Taxable Value of Property

Real Estate Details

Back Print Bill Sign Up for Email Alerts

PROPERTY DETAIL																																																	
PIERCE KEITH A + JEANNETTE A H/W 115 WALTON RD E PALATKA, FL 32131	REAL ESTATE PROPERTY ID #: 42-10-27-6850-0540-0044 TAX YEAR: 2024																																																
PROPERTY ADDRESS: 717 ST JOHNS AV																																																	
STATUS: Paid																																																	
LEGAL DESCRIPTION: DICKS MAP OF PALATKA MB2 P46 BLK 54 N 98.85' OF W1/2 OF W1/2 OF LOT 4 (EX OR1763 PP 1609 + 1612)																																																	
PRIOR YEARS DUE:																																																	
Market Value: 78,340 Assessed Value: 78,340	EXEMPTIONS:																																																
EI CORRECTION:																																																	
AD VALOREM TAX:																																																	
<table><thead><tr><th>Taxing Authority</th><th>Assessed Value</th><th>Exemptions</th><th>Taxable Value</th><th>Millage Rate</th><th>Taxes Levied</th></tr></thead><tbody><tr><td>PUTNAM COUNTY GENERAL FUND</td><td>56,390.00</td><td>0.00</td><td>56,390.00</td><td>8.8441</td><td>498.72</td></tr><tr><td>SCHOOL LOCAL REQUIRED EFFORT</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>3.0330</td><td>237.61</td></tr><tr><td>SCHOOL DISTRICT DISCRETIONARY</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>0.7480</td><td>58.60</td></tr><tr><td>SCHOOL DISTRICT CAPITAL OUTLAY</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>1.5000</td><td>117.51</td></tr><tr><td>VOTED DISTRICT SCHOOL DEBT</td><td>78,340.00</td><td>0.00</td><td>78,340.00</td><td>0.8490</td><td>66.51</td></tr><tr><td>ST. JOHNS RIVER WATER MGMT</td><td>56,390.00</td><td>0.00</td><td>56,390.00</td><td>0.1793</td><td>10.11</td></tr><tr><td>CITY OF PALATKA</td><td>56,390.00</td><td>0.00</td><td>56,390.00</td><td>6.4000</td><td>360.90</td></tr></tbody></table>		Taxing Authority	Assessed Value	Exemptions	Taxable Value	Millage Rate	Taxes Levied	PUTNAM COUNTY GENERAL FUND	56,390.00	0.00	56,390.00	8.8441	498.72	SCHOOL LOCAL REQUIRED EFFORT	78,340.00	0.00	78,340.00	3.0330	237.61	SCHOOL DISTRICT DISCRETIONARY	78,340.00	0.00	78,340.00	0.7480	58.60	SCHOOL DISTRICT CAPITAL OUTLAY	78,340.00	0.00	78,340.00	1.5000	117.51	VOTED DISTRICT SCHOOL DEBT	78,340.00	0.00	78,340.00	0.8490	66.51	ST. JOHNS RIVER WATER MGMT	56,390.00	0.00	56,390.00	0.1793	10.11	CITY OF PALATKA	56,390.00	0.00	56,390.00	6.4000	360.90
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Contact Info:																																																	

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(http://www.putnam-fl.com/coc/)• Property Appraiser
(https://apps.putnam-fl.com/pa/property/?type=api&parcel=42-10-27-6850-0540-0044) | <ul style="list-style-type: none">• Portfolio Login
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(https://ptax.putnam-fl.com/ptaxweb/editInstallmentRequest2.action?action=submitInstallmentRequest)• Email Property Tax Question
(../editComment2.action?action=submitComment) |
|--|--|--|---|

Proof of Ownership

3

Return to:

Name: Keith A. Pierce & Jeannette A. Pierce

Address: 115 Walton Rd
East Palatka, FL 32131

Inst: 202454016621 Date: 06/21/2024 Time: 3:38PM Doc Stamp-
Deed: 560.00 By: CH. DC, Matt Reynolds, Putnam, County Page 1
of 3 B: 1763 P: 1609

This Instrument Prepared by: Walter Fortner

Address: Palatka Abstract & Title Ins. Inc
113 North 4th Street
Palatka, FL 32177
File No. 24-208

Property Appraiser's ID #:
42-10-27-6850-0540-0042

WARRANTY DEED

This Warranty Deed is executed this ^{4th} 30 day of May, 2024, by Lacie Motley, conveying non-homestead property ("Grantor") to Keith A. Pierce and Jeannette A. Pierce, husband and wife ("Grantee").

"Grantor" and "Grantee" are used for singular or plural, as context requires.

Witnesseth, that Grantor, for the sum of \$80,000 and other good and valuable consideration, the receipt of which is hereby acknowledged, hereby grants, bargains, sells, aliens, remises, releases, conveys and confirms unto Grantee the following described property:

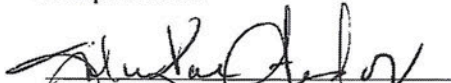
SEE EXHIBIT A

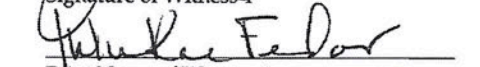
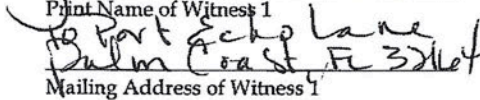
This conveyance is subject to easements, restrictions, reservations, and limitations of record, if any, and together with all the tenements, hereditaments and appurtenances thereto belonging or in anywise appertaining, to have and to hold the same in fee simple forever.

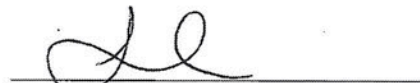
And, Grantor hereby covenants with Grantee that Grantor is lawfully seized of said land in fee simple; that Grantor has good right and lawful authority to sell and convey said land; that Grantor hereby fully warrants the title to said land; and that Grantor will defend the same against the lawful claims of all persons whomever, and that said land is free of all encumbrances, except taxes accruing subsequent to December 31, 2023.

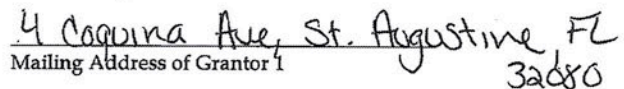
In Witness Whereof, Grantor has signed and sealed these presents the day and year above written.

Signed, sealed and delivered as to all Grantors
in the presence of:

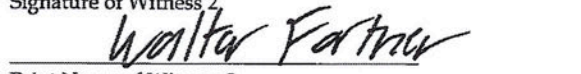
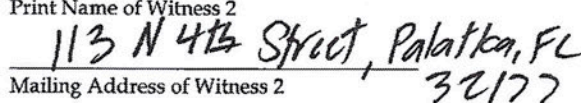

Signature of Witness 1


Print Name of Witness 1

Mailing Address of Witness 1

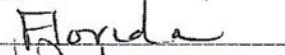
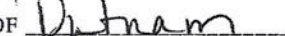

Signature of Grantor 1

Lacie Motley

Mailing Address of Grantor 1


Signature of Witness 2


Print Name of Witness 2

Mailing Address of Witness 2

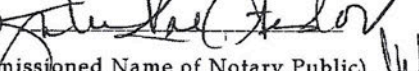
Notary Section:

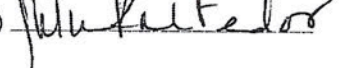
STATE OF 
COUNTY OF 

The foregoing instrument was acknowledged before me by means of ☒ physical presence
or ☐ online notarization, this 30th day of May, 2024, by Lacie Motley.

Personally Known ☐ OR Produced Identification ☒

Type of Identification Produced: FL Drivers License

(Signature of Notary Public) 

(Print, Type, or Stamp Commissioned Name of Notary Public) 

My Commission expires: 07-19-2026

Affix Notary SEAL

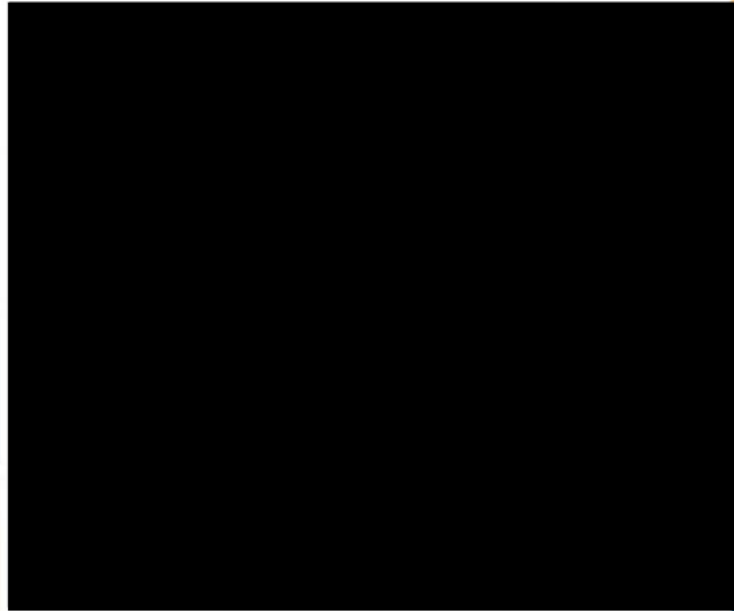


JULIE RAE FEDOR
Commission # HH 289389
Expires July 19, 2026

EXHIBIT A

A PARCEL OF LAND LYING IN AND BEING A PART OF THE WEST $\frac{1}{2}$ OF THE WEST $\frac{1}{2}$ OF LOT 4, BLOCK 54 OF CAMPBELL'S MAP OF THE CITY OF PALATKA. SAID PARCEL BEING MORE PARTICULARLY DESCRIBED AS FOLLOWS:
COMMENCE AT THE NORTHWEST CORNER OF SAID LOT 4, BLOCK 54 FOR THE POINT OF BEGINNING OF THIS DESCRIPTION. FROM POINT OF BEGINNING THUS DESCRIBED RUN SOUTH $81^{\circ}08'14''$ EAST, ALONG THE NORTHERLY BOUNDARY THEREOF, 24.94 FEET TO THE NORTHEAST CORNER OF SAID WEST $\frac{1}{2}$ OF THE WEST $\frac{1}{2}$ OF LOT 4, BLOCK 54; THENCE SOUTH $11^{\circ}23'26''$ WEST, ALONG THE EASTERLY BOUNDARY THEREOF, 99.96 FEET; THENCE NORTH $78^{\circ}34'19''$ WEST, 24.91 FEET TO THE WESTERLY BOUNDARY OF SAID LOT 4, BLOCK 54; THENCE NORTH $11^{\circ}23'31''$ EAST, ALONG SAID WESTERLY BOUNDARY, 98.85 FEET TO THE POINT OF BEGINNING AND TO CLOSE.
CONTAINING 2,476 SQUARE FEET.

Verification of 25% Matching Funds



VISA BUSINESS CARD

External site

Current Balance

\$0.00

Credit Line Amount

\$25,000.00

XXXXXXXXXXXX

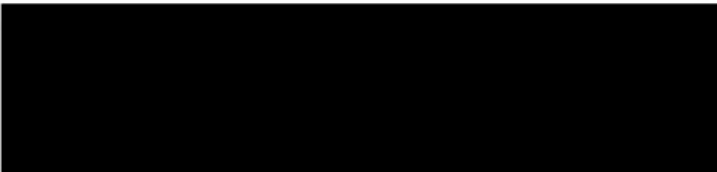
Current Balance

XXXXXXXXXXXX

Savings **4400

Current Balance

\$5,573.19

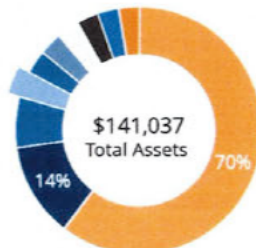


Link Account

View your balance and history from other banks and credit unions.

Get Started

ASSET SUMMARY



Savings

Current Balance

View Transactions

3.95%

\$5,573.19

< Previous

Next >

801 St. Johns Ave., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 801 St. Johns Ave., Palatka, FL 32177. They are requesting a grant amount of \$25,000.00 as part of a total project cost of \$61,649.47.

Scope of Work (Proposed Improvements):

- Excavate and level the area for paver installation
- Install high-quality pavers with proper drainage
- Install artificial turf to reduce water and maintenance needs
- Add landscaping and an irrigation system
- Install fencing to define and enhance the outdoor seating area
- Apply a brick facade to the exterior of the building

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 56 out of 75
- Redevelopment Impact: 29 out of 30
- Alignment with Program Goals: 27 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 127 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommend approving the total funding request for the Building Improvement Grant in the amount of \$25,000.00.

ATTACHMENTS

1.	801 St. Johns Avenue
----	----------------------

Application



Building Improvement Grant Application Checklist

Before you submit your application, review this checklist to ensure you have all of the items that are required.

- Completed application forms and acknowledgement applicant has read and understands the grant requirements
- Construction estimates (detailed and itemized)
- Sketches, drawings, plans or architectural renderings which clearly depict the proposed improvements
- High-quality photos of the proposed project area
- List of required permits for the project, or written confirmation from the County or relevant authority if no permits are needed
- Current taxable value per the Putnam County Property Appraiser
- Proof of ownership, option to purchase agreement or completed Owner Authorization Form
- Verification of 25% matching funds (e.g., loan approval, bank statements, demonstrated savings)
- ☐ Certificate of Appropriateness from the Planning Department (for projects located in the North or South Historic District)

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov



Building Improvement Grant Application

1. Applicant:

Name: Beck/Sloan Properties, Inc.

Address: 2000 Reid Street, Palatka, FL

Zip Code: 32177

Contact Name: Gabrielle Gunn

Phone Number: 386-328-0344

Email: gabriellegunn@checkbeck.com

2. Property to be improved:

Property Name (if a business): Palatka Burger Co.

Address: 801 St Johns Avenue, Palatka FL

Zip Code: 32177

Legal Description: DICKS MAP OF PALATKA MB2 P46 BLK 63 LOT 5 (EX OR411 P3)

Property Tax Parcel Number: 42-10-27-6850-0630-0050

3. Owner of property (if not applicant):

Name: Beck/Sloan Properties, Inc.

Address: 2000 Reid Street, Palatka, FL

Zip Code: 32177

Phone Number(s):

386-328-0344

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

The proposed comprehensive site improvements will revitalize a previously blighted area, creating an inviting environment that encourages community engagement and outdoor activities. These enhancements will not only

improve the area's visual appeal but also stimulate local economic growth by attracting businesses and visitors, fostering long-term investment in the community and adding 35-40 jobs.

6. How will the building be used after this project has been completed?

☐ Residential

☒ Restaurant

☐ Office

Other: _____

☐ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

The proposed building improvements involve the installation of pavers, artificial turf, an irrigation system, landscaping, fencing, and an exterior brick facade. Our project will include excavation and leveling for paver installation, followed by laying high-quality pavers with proper drainage. Pavers add a touch of elegance and sophistication to any outdoor space, transforming it from plain to visually appealing. Pavers also require minimal upkeep, usually occasional sweeping and rinsing. Artificial turf will be installed to maximize water use while minimizing waste, leading to significant savings in water, energy, and labor costs. Fencing can be a crucial element in enhancing the visual appeal of an outdoor dining area, making it more attractive to potential customers. The outdoor patio increases seating capacity, allowing restaurants to serve more customers and potentially increase revenue. Fences help define this space, making it clear where patrons can sit and eat. As the last step, a brick facade will be added to the exterior of the building. A brick facade is a durable, low-maintenance option with aesthetic appeal and long-term value. Key preparation steps for installation include cleaning the surface, repairing damage, applying a weather barrier, and using a bonding agent. Bricks are strong, weather-resistant pest-proof, fire-resistant, and can improve energy efficiency.

8. Estimated total cost of the project:

\$ 61,649.47

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

Upon execution of the agreement.

11. In your opinion, how would this project benefit the surrounding area?

This project would greatly enhance the surrounding area by creating inviting outdoor spaces that promote community engagement and recreation. The improved landscaping and sustainable irrigation system would contribute positively to the local environment, while the new fencing and exterior brick facade would elevate the architectural appeal and security of the property. Overall, these improvements have the potential to boost property values and enhance the quality of life for residents in the community.

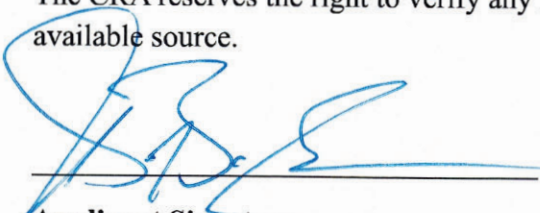
Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

6-12-2025

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits



CGC 1518581

June 9, 2025

RE: Palatka Burger Co.- 801 St. Johns Ave. Palatka, FL 32177

River City Construction Group pleased to propose to provide all labor, material, equipment, and insurances to complete construction of Palatka Burger Co. exterior site improvements.

Exterior Site Improvement Description:

Install pavers, artificial turf, irrigation, land scaping, Fencing and exterior brick façade.

1) Pavers	\$12,000.00
2) Pavers at City Parking (Right of way area). Install Owner provide pavers, setting and labor.	\$8,300.00
3) Artificial Turf	\$5,976.00
4) Landscaping	\$1,583.48
5) Landscaping install - RCCG	\$750.00
6) Irrigation	\$2,700.00
7) Irrigation Back-flow	\$1,427.00
8) Fence	\$3,642.00
9) Exterior Brick – Stucco	<u>\$16,000.00</u>
	Sum Total: \$52,378.48
10) General Conditions	\$5,237.85
11) GC Fee 7%	\$4033.14

TOTAL LABOR AND MATERIAL: \$ 61,649.47

Travis A. Smith
President/Owner
River City Construction Group
(P) (904) 236-1455
(E) rccgjax@me.com



Sunshine Turf

3955 Riverside Avenue | Unit 202 | Jacksonville, Florida 32205
(904) 383-0243 | office@sunshineturf.info | www.sunshineturf.info

RECIPIENT:

Travis Smith

801 Saint Johns Avenue
Palatka, Florida 32177

Quote #2594

Sent on Jun 02, 2025

Total \$5,976.00

Product/Service	Description	Qty.	Unit Price	Total
Sunshine Turf Highland with Installation	Sunshine Turf is to provide all materials and labor to complete the included scope of work provided below: Included: The installation of a 5 inch rock base comprised of 3 inches of #57 stone (angular compact-able drain rock), 2 inches smaller fine aggregate for smooth finish. Surfacing Product: Sunshine Turf Highland Drainage >118 in/hr Yarn Type Polypropylene: in curl Approximate Pile/Face Weight: 80 oz Approximate Pile Height: 1.97 inch Approximate Total Product Weight: 108 oz Approximate Infill Amount: 1.0/2.0 inches Primary Backing: polypropylene Detailed installation materials included: 100% dense plastic nailer board system, stainless steel fasteners, Mapei seam tape and turf adhesive, infill Note: We guarantee workmanship for 15 years to match product warranty, for this reason we do NOT use wood lumber or trex/composit boards of any kind due to fast deterioration rates on those materials.	480	\$12.45	\$5,976.00

Total **\$5,976.00**

Payment Terms:

To initiate the project, a 50% deposit is required. This upfront payment ensures the commencement of work. The remaining 50% is due upon project completion, ensuring a balanced and fair approach to payment. This structure aligns with industry standards and emphasizes our commitment to delivering a successful and satisfactory outcome for our clients. This quote is valid for the next 30 days, after which values may be subject to change.

Unique Plants and Palms

14011 Philips Highway
FL 32256

Estimate

Date	Estimate #
6/6/2025	88

Name / Address
Palatka Burger Co 801 St Johns Ave Palatka, FL 32177

				Project
Description	Qty	U/M	Rate	Total
Penta - 1 Gallon	24	ea	6.00	144.00T
Ligustrum Sunshine Southern Living - 3 Gallon (we don't carry the 1 gallon)	20	ea	20.00	400.00T
Dianella - 1 Gallon	18	ea	6.00	108.00T
Chocolate Loropetalum - 3 Gallon	28	ea	20.00	560.00T
Red Sister - 3 Gal	10	ea	22.00	220.00T
Fern Foxtail - 1 Gallon	10	ea	6.00	60.00T
Creeping Fig	40	ea	6.00	240.00T
Discount			-259.00	-259.00
			Subtotal	\$1,473.00
			Sales Tax (7.5%)	\$110.48
			Total	\$1,583.48



doneright
SINCE 1985

ESTIMATE

Estimate does not actually expire

Done Right Since 1985
1405 Kings Estate Rd
St Augustine, Florida 32086
United States

904-533-6373
www.donerightsince1985.com

BILL TO
River City Construction Group
Travis Smith
180 Spartina Avenue
(0021enter)
St. Augustine, Florida 32080
United States

904-236-1455
rccgjax@me.com

Estimate Number: 215
Customer Ref: Palatka Burger Co.
Estimate Date: June 4, 2025
Valid Until: July 4, 2025
Grand Total (USD): \$2,700.00

Items	Quantity	Price	Amount
Irrigation Installation Installation of a single zone of drip irrigation system to cover a single line of shrubs, totaling 180 linear feet at the restaurant located at 801 St. Johns Ave. Palatka Fl. 32177. Includes: -A PVC pipe connected to owner supplied back flow preventer with an automatic 1" Rain bird valve, located near the landscape area. -Controller and rain sensor mounted inside and connected to owner supplied 120 volt outlet and wired to new valve. -Install drip line around planter bed to cover new plant materials prior to landscapers mulch installation.	1	\$2,700.00	\$2,700.00
Grand Total (USD):			\$2,700.00

Notes / Terms

Thank you so much for the opportunity! Please see the attached estimate and get back to us with any questions. All invoices not paid within 30 days will be charged an additional 3.5% per month past the due date.

Additional discovery may increase scope of work. Any additional work will be additional to estimate. Done Right will not be responsible for any equipment or utilities damaged that we have not been made aware of prior to start.

Powered by  wave

Bob's Backflow & Plumbing Services

FL Plumbing License

CFC053957

4640 Subchaser Ct., Ste 113
Jacksonville, FL 32244

Fire License

FPC18-000007

Phone # (904) 268-8009

Fax # (904) 292-4403

Proposal**Date**

6/6/2025

Proposal #

9037

Bill To:River City Construction
180 Spartina Ave.
St. Augustine, FL 32080

Contact Person

Customer Phone

Ship To:801 St. Johns Ave.
Palatka, FL 32177

P.O. No.

Description**Qty****Cost****Total**

Bob's Backflow & Plumbing Services, Inc. proposes to install a new backflow and bring up to Cross Connection Code.

NOTE: This proposal is to install a backflow preventer on the following water meter. This proposal assumes that the area of installation, which is directly in front of the water meter, is easily accessible for digging. Any labor and material needed to remove pavement, asphalt, concrete, trees, or other obstructions, will be extra to this proposal

1" Water meter #:N/A - Potable

Labor 2 Men to install a 1" backflow preventer, clean, flush, test, and certify

1' Wilkins 975XL2

Piping & Materials

Insulation to protect the device against future freeze damage.

Conbraco - .75' Pressure Relief Valve (Lead Free)

Backflow Test: Backflow Test/ Certified and submitted to proper Water Utility Provider

Normal Business Hrs. M-F 8:00am - 4:00 pm. Overtime rates apply to repairs outside these hrs.

Total**\$1,427.00**

Bob's Backflow & Plumbing Services is not responsible for any work done or materials used by other contractors prior to our arrival onsite. We are not responsible for any damages to buildings or their contents, fixtures, concrete or asphalt, landscaping, wires, piping, unmarked private utilities, etc. that is not directly caused by the work we have completed.

This proposal may be withdrawn after (30) days if not signed and returned.

All work is to be done during normal business hours unless indicated or additional charges will apply.

SIGNATURE OF ACCEPTANCE _____



Proposal #170810

Date: 6/3/2025

PO #

Customer:

Travis Smith
River City Construction Group
180 Spartina Ave.
St. Augustine , FL 32080

Property:

Palatka Burger Company
801 St. Johns Ave
Palatka , FL 32177

Palatka Burger-Wood

Furnish and install 27' of custom horizontal wood fence with 8x8 posts.

Commercial Install

SFN- Commercial Install

Items	Quantity	Price
8' Tall Custom Wood	27.00	
SFN- Commercial Install:		\$3,642.00
PROJECT TOTAL:		\$3,642.00

Terms & Conditions

By _____

Lauren Baylis

Date 6/3/2025

By _____

Date

Palatka Burger Company

A&P Stucco LLC
 Aaron Donato 386-538-4561
 Paul Charland 904-3925119
 1006 river St
 Palatka FL 32177

ESTIMATE

Travis Smith
 801 ST . Johns AVENUE

Estimate # 0000061
Estimate Date 06/05/2025

Item	Description	Unit Price	Quantity	Amount
Service	Front of building we will Lath left and front side of building that includes 7/8 weep and plaster stop where need			
Service	Apply Scratch coat all lathed areas			
Service	Apply Brown coat, followed by a skim coat and texture(brick color)			
Service	Then we will score stucco for a brick design.			
Service	Then we will fiber mesh all joints on Hardie board and skim entire panel with base coat.			
Service	We will then apply Brown coat, followed by a skim coat and texture (brick color)			
Service	Then we will score stucco for brick design.			
Service	A third down prior to start	16000.00	1.00	16,000.00
NOTES: Any additional work will be charged accordingly				
		Subtotal		16,000.00
		Total		16,000.00
		Amount Paid		0.00
		Estimate		\$16,000.00

Marcelo Pavers, Inc

Proposal

Labor and materials

950 square foot

4x8 brick Heritage Pervious

1)grading, leveling and compacting area

2)crush rock sand base installation and compacting

3)paver installation, cuts and pattern

4)border, cement reinforcement under the border

5)sweep wash and compacting

6)clean up and haul away left over debris

7)delivery of materials

Total price: 950x12

11,400

600 distance

Total 12,000

Job site address

801 St Johns Ave, Palatka, FL 32177

Marcelo Pavers, Inc

Proposal

Labor and some materials

1,100 square foot - Reclaimed brick

1)grass removal, grading, leveling and compacting area

2)crush rock sand base installation and compacting

3)paver installation, cuts and pattern

4)border, cement reinforcement under the border

5)sweep wash and compacting

6)clean up and haul away left over debris

7)delivery of some materials

Note: Reclaimed brick will be provided by owner.

Total price: 1,100x 7

7,700

600 distance

Total 8,300

Job site address:

801 St Johns Ave, Palatka, FL 32177

Photos of Proposed Project







Sketches/Drawings/Inspiration for Project





Info: 386-329-0307

**Putnam County
Construction Permit
Planning & Development Services
2509 Crill Ave Suite 300, Palatka, Florida 32177**

Payment Date: 01/02/2025

Receipt #: 7

Permit #: B24-001269

Owner: PALATKA RTG LLC
2000 REID ST
PALATKA, FL 32177

Parcel #: 42-10-27-6850-0630-0050

Insp. Dist:

Project Addr: 801 ST JOHNS AV
PALATKA

BCAI Fee\$4.30BCAI Fee\$38.71DBPR Fee\$2.87DBPR Fee\$25.81Commercial Plan Review Fee\$478.00Commercial Fee
(New Development)\$2,389.03

Fee	Description	\$Total
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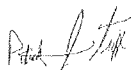
Payment Date	Type	Note	Reference	Paid By	\$Paid Amount
01/02/2025	Check		5239	REVI CONSTRUCTION LLC - Patrick Tripp	(\$2,938.72)
				Remaining Balance Due, as of 01/02/2025:↻	\$0.00

ALL WORK MUST COMPLY WITH THE FLORIDA BUILDING CODE AND THE FLORIDA FIRE PREVENTION CODE.
ANY CHANGES TO THE PERMIT OR APPROVED PLANS MUST BE REVIEWED AND ACCEPTED BY THIS OFFICE.
THIS PERMIT EXPIRES IN 180 DAYS OF ISSUE OR LAST APPROVED INSPECTION.
THIS PERMIT DOES NOT CANCEL OR MODIFY THE PROVISIONS OF ANY FEDERAL, STATE, OR LOCAL LAWS
REGULATING CONSTRUCTION.

* CALL FOR INSPECTIONS 24 HOURS PER DAY! CALL 386-329-0307.
REQUESTS RECEIVED AFTER 7:00 AM WILL BE INSPECTED THE SECOND WORKING DAY.

AS A CONDITION OF THIS PERMIT ALL APPLICABLE STATE OR FEDERAL PERMITS MUST BE OBTAINED PRIOR
TO COMMENCEMENT OF DEVELOPMENT.

Permit Received By:



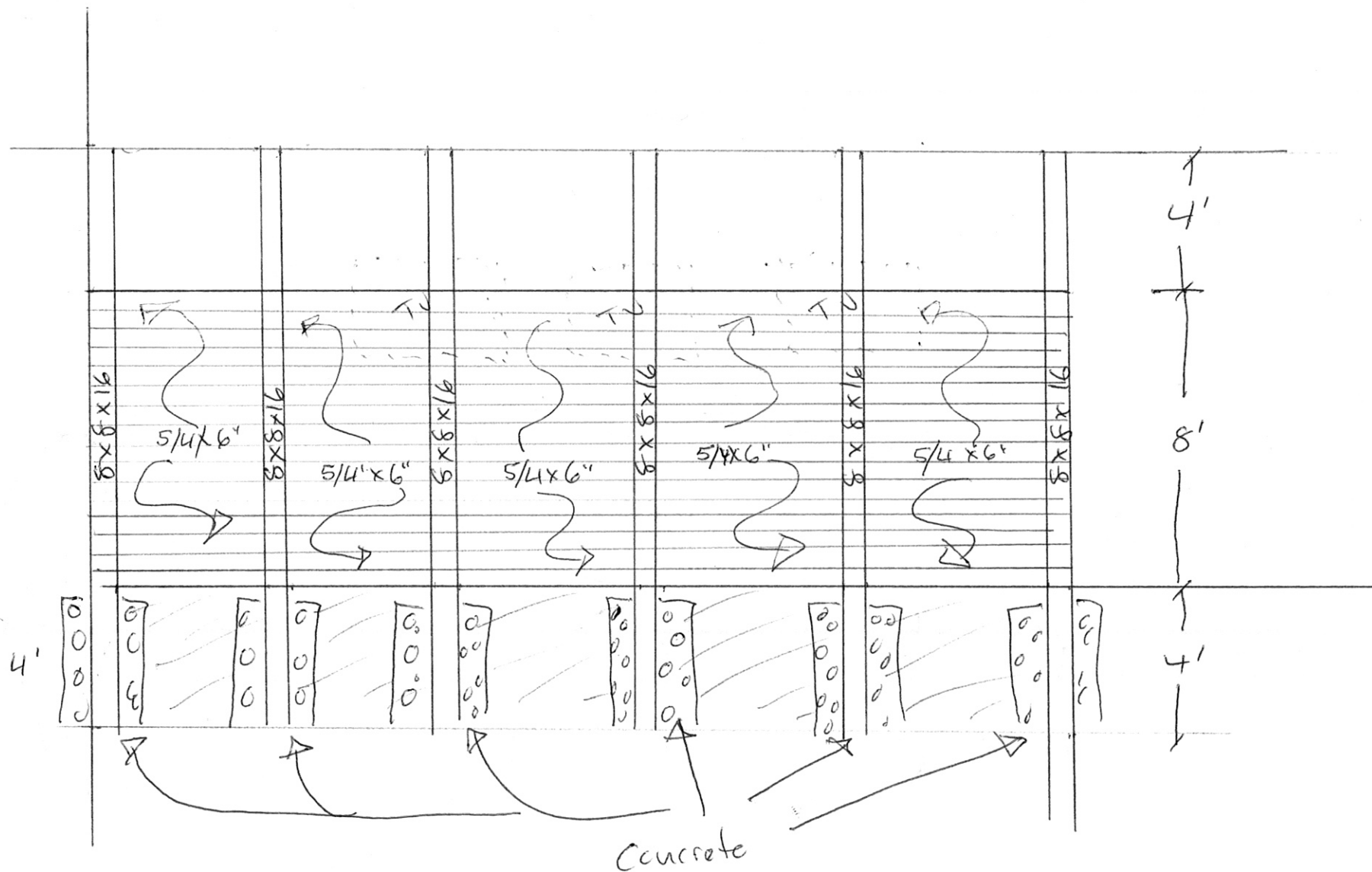
Permit Issued By:

Jennifer Pazderski





801 St. John's Ave
"Palatka Burger Company"
Fence



Current Taxable Value of Property

Parcel Owner Mailing	42-10-27-6850-0630-0050 PALATKA RTG LLC 2000 REID ST PALATKA FL 32177				(VID 42987)				Parcel Sales Data											
	Book	Page	Instrument	Sale Date	QSCD	Price														
911 Description	1761	1208	WD	2024-06-06	01 I	100														
	1761	1205	WD	2024-06-06	01 I	100														
	1720	1161	WD	2023-05-08	00 I	103,000														
	1720	1159	AFFD	2023-05-08	I															
	1720	1154	RESO	2023-05-13	I															
	0883	0906	WD	2002-02-04	00 I	60,000														
Parent Parcel	Outbuildings and Extra Features																			
	Line	Code	Units	Length	Width	Sq Ft	Rate	Value												
Exemption	Amount	Remainder	Owner %	Applied To																
Improvement Value	0	Use Code	01000																	
OBXF Value	3,670	Improvements	0																	
Land Value	31,360	Location	City of Palatka - Downtown Dist																	
Market Value	35,030	Total Acres	0.12																	
Just Value CU	0	Zoning	DB																	
Just Value CU	0	FLUM	COM																	
Market Adjusted	35,030																			
Parcel Value Breakdown																				
Taxing District	Assessed Limited	Minus(-) Exemptions		Taxable Value																
County General	35,030	0		35,030																
St Johns River WMD	35,030	0		35,030																
Palatka	35,030	0		35,030																
School	35,030	0		35,030																
Visits	JWP	2024-05-02	JWP	2024-02-14																
Changes	Future Year Note	2024-10-09	jedw01	2024-08-21																
Primary Improvement												Improvement Area & Additions								
Description				Title Year				Substructure				Cabinet & Mill				Desc	% Rate	Rate	Sq Ft	Cost
Class				Title No.				Floor System				Floor Finish								
Type				Model				Exterior Walls				Interior Finish								
Adj Base Rate				RP No or Tag				Height (Feet)				Paint & Decor								
Base Sq Ft	0			Length				Party Wall %				Plumbing Fixt								
% Good				Width				Sub Frame				Bath Tile								
Quality				Lot #				Roof Framing				Heating & Air								
			Attachments				Roof Cover				Electrical									
			Account				Bed / Bath				Corners				Total Replacement Cost: 0					
Land																				
Line	Code	Description	Depth Chart	Depth In Feet	Corner Factor	Depth Factor	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value CU	Taxable Value					
1	071	Downtown Palatka Comm Sq Ft		0	1			6	6	5,227.00	31,360	0	0	0	31,360					
																Total: 31,360				
																0				
																Page 161 of 330360				

Proof of Ownership

3
27.70

Inst: 202554014758 Date: 05/30/2025 Time: 1:18PM Doc Stamp-
Deed: 0.70 By: ML, DC, Matt Reynolds, Putnam, County Page 1
of 3 B: 1813 P: 1423

This Instrument Prepared By:
Holmes & Young, P.A.
Attorneys at Law
222 North 3rd Street
Palatka, FL 32177

WARRANTY DEED

Property Appraisers Parcel
Identification Number:
42-10-27-6850-0630-0050

THIS WARRANTY DEED made the 29 day of MAY, A.D. 2025, by
PALATKA RTG, LLC, a Florida Limited Liability Company, hereinafter called the grantor to
BECK/SLOAN PROPERTIES, INC., a Florida Corporation whose mailing address is: 2000
Reid Street, Palatka, FL 32177 hereinafter called the grantee:

WITNESSETH: That the grantor, for and in consideration of TEN DOLLARS (\$10.00)
and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants,
bargains, sells, aliens, remises, releases, conveys and confirms unto the grantee all that certain land
situate in Putnam County, State of Florida, viz:

PROPERTY DESCRIBED ON EXHIBIT "A" ATTACHED HERETO

NOTICE TO RECORDING OFFICER: This conveyance of unencumbered
real property being transferred from LLC to INC with no change in beneficial
ownership is subject to minimum documentary stamp tax of \$.70.

TOGETHER, with all the tenements, hereditaments and appurtenances thereto belonging
or in anywise appertaining.

TO HAVE AND TO HOLD, the same in fee simple forever.

AND the grantor hereby covenants with said grantee that the grantor is lawfully seized of
said land in fee simple; that the grantor has good right and lawful authority to sell and convey said
land, and hereby warrants the title to said land and will defend the same against the lawful claims
of all persons whomsoever; and that said land is free of all encumbrances, except taxes accruing
subsequent to December 31, 2024.

IN WITNESS WHEREOF, the said grantor has signed and sealed these presents the day
and year first above written.

Signed, sealed and delivered in

Title Not Examined
No Opinion of Title Given
Holmes & Young, P.A.

PALATKA RTG, LLC, a Florida Limited
Liability Company

Joan Tucker
Joan Tucker

Witness

By: [Signature]
Preston B. Sloan
President

Joan Tucker
Printed Name

102 Violet Cir. Interlachen FL 32148
Address of Witness

[Signature]

Witness

Brodley Sloan
Printed Name

400 Marsh Point Cir
St. Augustine, FL 32080
Address of Witness

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day, before me, by means of (✓) physical presence or ()
online notarization, an officer duly authorized to administer oaths and take acknowledgments,
personally appeared PRESTON B. SLOAN, President of Palatka RTG, LLC known to me to be the
person(s) described in and who executed the foregoing instrument, who acknowledged before me
he/she/they executed the same, that I relied upon the following form__ of identification of the
above-named person: Preston B. Sloan and that an oath (was)(was not) taken.

WITNESS my hand and official seal in the County and State last aforesaid this 29th
day of May, A. D., 2025.

Joan Tucker
Notary Signature

Joan Tucker
Printed Notary Signature
My Commission Expires 7/22/25



Joan Tucker
Notary Public
State of Florida
Comm# HH157023
Expires 7/22/2025

EXHIBIT "A"

The Northerly 100 feet of the Easterly 1/2 of Lot 5 in Block 63 of the City of Palatka, according to a copy of Dick's Map of said City on file in the office of the Clerk of the Circuit Court, Putnam County, Florida. The same being described as beginning at the Northeast corner of said Lot 5 in Block 63 and running thence Westerly, along the Southerly line of St. Johns Avenue, a distance of 50 feet; thence run Southerly, parallel with Eighth Street, a distance of 100 feet; thence run Easterly, parallel with St. Johns Avenue, a distance of 50 feet to the Westerly line of Eighth Street; thence run Northerly, along the Westerly line of Eighth Street, a distance of 100 feet to the Point of Beginning and to close.

TOGETHER WITH an Easement described in instrument recorded in OR Book 1811 Page 654 of the public records of Putnam County, Florida.

Verification of 25% Matching Funds



For Locals. By Locals.

June 13, 2025

Beck/Sloan Properties

2000 Reid Street

Palatka, Florida

Please allow this communication to serve as verification that the mentioned entity has on deposit with Barwick Banking Company as an average daily balance well above the twenty five percent of cost for the CRA grant which is understood to be \$62,000.00. Please contact our office if there are any questions concerning this matter.

Sincerely,

A handwritten signature in blue ink, appearing to read 'G. B. Lott Jr.', is written over the word 'Sincerely,'.

Gary B. Lott Jr, Market Executive

Blott@barwickbank.com

352-535-7147

715 Reid St., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 715 Reid St., Palatka, FL 32177. They are requesting a grant amount of \$25,000.00 as part of a total project cost of \$60,000.00.

Scope of Work (Proposed Improvements):

- Remove and dispose of existing façade materials
- Reframe the façade with new 2x6 lumber
- Install 1,000 sq. ft. of finished metal siding
- Install up to two new commercial-grade doors
- Complete all flashing, trim, and sealant for weather protection
- Clean up the site and remove all debris

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 56 out of 75
- Redevelopment Impact: 30 out of 30
- Alignment with Program Goals: 29 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 130 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommend approving the total funding request for the Building Improvement Grant in the amount of \$25,000.00.

ATTACHMENTS

1.	715 Reid Street
----	-----------------

Application



Building Improvement Grant Application

1. Applicant:

Name: KATHLEEN MAUNDIE
Address: 2305 SEBOWA AVE
JACKSONVILLE, FL 32217 Zip Code: 32217
Contact Name: JENNIFER ALEXANDER Phone Number: 386 972 7011
Email: JENNY@DHC LAWYERS.COM

2. Property to be improved:

Property Name (if a business): 715 RED ST.
Address: PALATKA, FL Zip Code: 32177
Legal Description: 715 RED ST. DECK'S MAP MB2 PY6 BUKSS WSD' LOT 3 + LOT 4
Property Tax Parcel Number: 42-10-27-6850-0550-0041

3. Owner of property (if not applicant):

Name: CREVETALISE PALATKA - OWNER
Address: NA ATTACHED Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

DILAPIDATED, HISTORICALLY NEGLECTED BUILDING
HAS BEEN PURCHASED BY APPLICANT TO SUPPORT
CRA EFFORTS + GOALS

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

ASAP

11. In your opinion, how would this project benefit the surrounding area?

CHANGE THE LANDSCAPE OF OUR CRA DISTRICTS BY PROVIDING A MUCH-NEEDED FACE LIFT

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

6/13/25

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

QUOTE

Quote #: 2025-0613

Date: June 13, 2025

Prepared for: Kathleen Malnove

Property Address: 715 Reid Street Palatka, FL 32177

Project Description:

Demolition and replacement of an existing façade, measuring approximately 50' wide by 20' tall (1,000 sq. ft). The project includes:

- Safe removal and disposal of existing façade materials
- Structural reframing of façade using new 2" x 6" lumber
- Installation of new finished metal siding (1,000 sq. ft)
- Installation of new commercial-grade doors (up to 2 included)
- Flashing, trim, and sealant work for a complete weather-tight finish
- Site cleanup and haul-away of debris

Demo and disposal @\$6/ft

2x6" Framing@\$12/ft

Finished metal siding@\$20/ft

2 New Commercial Doors@\$3,000

Trim, flashing, misc materials and labor @lump sum \$16,000

PROJECT TOTAL = \$60,000.00

Sketches/Drawings/Inspiration for Project

Photos of Proposed Project





Current Taxable Value of Property

Proof of Ownership

Verification of 25% Matching Funds

US Stocks
100%
\$290,871.81

Client Investments 2 Positions

Symbol/CUSIP	Description/Fund	Asset Class	Security Type	As Of	Quantity	Price/NAV	Market Value
AGTHX	Growth Fund Of America Cl A	Large US Gro Eq	Mutual Fund - Open-end	06/10	3,359.075	\$79.1400	\$266,871.81
CGFAX	Growth Fund Of America Cl 529 A	Large US Gro Eq	Mutual Fund - Open-end	06/10	322.03	\$77.7400	\$25,000.00

Go to Client Investments >

Accounts Summary 7 Accounts

Move Account

Account Name	Account #	Loc	Class	Combined Value	Account Value	Linked Value	LPL Value	Cash
JEREMY L ALEXANDER		MF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
JEREMY L ALEXANDER		MF		\$236,334.52	\$236,334.52	\$0.00	\$0.00	\$0.00
JEREMY L ALEXANDER		MF		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-NR	\$18,298.75	\$0.00	\$18,298.75	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-NR	\$11,203.92	\$0.00	\$11,203.92	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-RET	\$14,829.83	\$0.00	\$14,829.83	\$0.00	\$0.00
ALEXANDER JEREMY		LPL	OUTINV-RET	\$10,204.77	\$0.00	\$10,204.77	\$0.00	\$0.00
Totals 7 Accounts					\$236,334.52	\$54,537.27	\$0.00	\$0.00

Extended Information

Edit



Certificate of Appropriateness





120 Kirkland St., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 120 Kirkland St., Palatka, FL 32177. They are requesting a grant amount of \$25,000.00 as part of a total project cost of \$67,700.00.

Scope of Work (Proposed Improvements):

- Replace damaged siding, brickwork, and front door
- Rebuild and paint front porch, steps, and decking
- Restore and paint exterior and metal roof
- Repair columns, trim, and corbels for curb appeal
- Clear yard debris, upgrade landscaping, and refresh driveways
- Replace fence to match neighbor's and update rear shed
- Install a new mailbox to match the house

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 49 out of 75
- Redevelopment Impact: 21 out of 30
- Alignment with Program Goals: 25 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 110 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommend approving the total funding request for the Building Improvement Grant in the amount of \$25,000.00.

ATTACHMENTS

1.	120 Kirkland Street
----	---------------------

Application



Building Improvement Grant Application

1. Applicant:

Name: Warren Berry

Address: 447 Segovia Rd St Augustine Florida Zip Code: 32086

Contact Name: Warren Berry Phone Number: 904.207.9324

Email: warrenberry84@yahoo.com

2. Property to be improved:

Property Name (if a business): _____

Address: 120 Kirkland St.

Zip Code: 32177

Legal Description: MB2 P46 BLK 47 E 72FT OF W 178 FL OF LOT 4

Property Tax Parcel Number: 42-10-27-6850-0470-0041

3. Owner of property (if not applicant):

Name: Applicant

Address: _____

Zip Code: _____

Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

The house has termite affected, paint chipped siding; brickwork that is collapsing; a dented metal roof;

overgrown yard and unlevel front entry; and an overall neglected, uninhabitable appearance.

6. How will the building be used after this project has been completed?

☒ Residential

☐ Restaurant

☐ Office

Other: _____

☐ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

Replace termite affected siding, remove and replace old brickwork that is compromised, level and reframe front porch and steps & redo decking, paint exterior to bring back to original vibrancy, clear yard debris and upgrade landscaping, refresh the two driveways, remove old fence and replace to match the neighbors, detach rear shed from neighbors fence and make it match the house, remove bent metal roof from front porch and re-sheet, paint the existing metal roof to bring back vibrancy, redo front columns, corbels and trim to add curb appeal, removed existing front door and replace with authentic wood entry door, upgrade mailbox to match the house

8. Estimated total cost of the project:

\$ 67,700.00 _____

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☒ Business savings

☐ Personal savings

☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

We plan on starting the exterior renovations in the next 4 months.

11. In your opinion, how would this project benefit the surrounding area?

The surrounding houses are being updated and refreshed. Kirkland St. is within the South Historic District and in close proximity to the Central Business District and is a well traveled road connecting River St. to the business district. Updating the run-down houses on this road would satisfy goals 5, 6 & 11 of the CRA report by preserving the character of historic housing and inviting homeownership within the area.

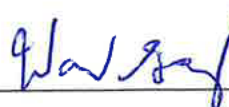
Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature



Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

Estimate 1001 from WSB Construction Inc

From: **WSB Construction Inc** (no_reply@intuit.com)

To: **warrenberry84@yahoo.com**

Date: **Monday, June 9, 2025 at 04:47 PM EDT**

WSB Construction Inc's Logo

Your estimate is ready!

Total Estimate

\$67,700.00

or starting at **\$2,138.00/month** with financing (36 mo)*

Review and accept

Dear Customer,

Below are your estimate details. To move forward with this estimate, please review and select **Accept** and WSB Construction Inc will reach out with next steps.

There are various payment methods available for you, you also have the option to **pay this monthly**.

Have a great day!

Estimate #5007

WSB Construction Inc

siding	\$15,000.00
1 X \$15,000.00	
paint	\$18,000.00
1 X \$18,000.00	
carpentry	\$12,000.00
1 X \$12,000.00	
Masonry	\$2,500.00
1 X \$2,500.00	
Masonry	\$2,500.00
1 X \$2,500.00	
Windows	\$1,500.00
1 X \$1,500.00	
demo	\$3,000.00
1 X \$3,000.00	
Landscaping	\$8,500.00
1 X \$8,500.00	
fence installation	\$1,200.00
1 X \$1,200.00	
Roofing	\$3,500.00
1 X \$3,500.00	

Total \$67,700.00

or starting at **\$2,138.00/month** with financing (36 mo)*

WSB Construction Incwsbconstructioninc@yahoo.com

* Personal loans made through Upgrade feature Annual Percentage Rates (APRs) of 8.49%-35.99%. All personal loans have a 1.85% to 9.99% origination fee, which is deducted from the loan proceeds. Lowest rates require Autopay and paying off a portion of existing debt directly. Loans feature repayment terms of 24 to 84 months. For example, if you receive a \$10,000 loan with a 36-month term and a 17.59% APR (which includes a 13.94% yearly interest rate and a 5% one-time origination fee), you would receive \$9,500 in your account and would have a required monthly payment of \$341.48. Over the life of the loan, your payments would total \$12,293.46. The APR on your loan may be higher or lower and your loan offers may not have multiple term lengths available. Actual rate depends on credit score, credit usage history, loan term, and other factors. Late payments or subsequent charges and fees may increase the cost of your fixed rate loan. There is no fee or penalty for repaying a loan early. *Approval not guaranteed. Your loan terms will be determined based on your credit, income, and certain other information provided in your loan application. Not all applicants will qualify for the full amount.

Loan services offered through Credit Karma Offers, Inc. NMLS ID# 1628077 | [Licenses](#) | [NMLS Consumer Access](#).
California Loans arranged pursuant to a California Financing Law License.

If you receive an email that seems fraudulent, please check with the business owner before paying, or you can forward the email to security@intuit.com so we can look into it. Read more at security.intuit.com.



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VIEW PERMIT

Home / Services / Permits / View Permit

- Make a payment
- Request an inspection
- Upload documents
- Leave message

Permit #: B24-000955
Project #: 24-003848
Status: Issued
Balance Due: \$0.00
Address: 120 KIRKLAND
Description: interior remodel/new flooring, paint, trim, new hvac, new plumbing fixtures and new electrical fixtures

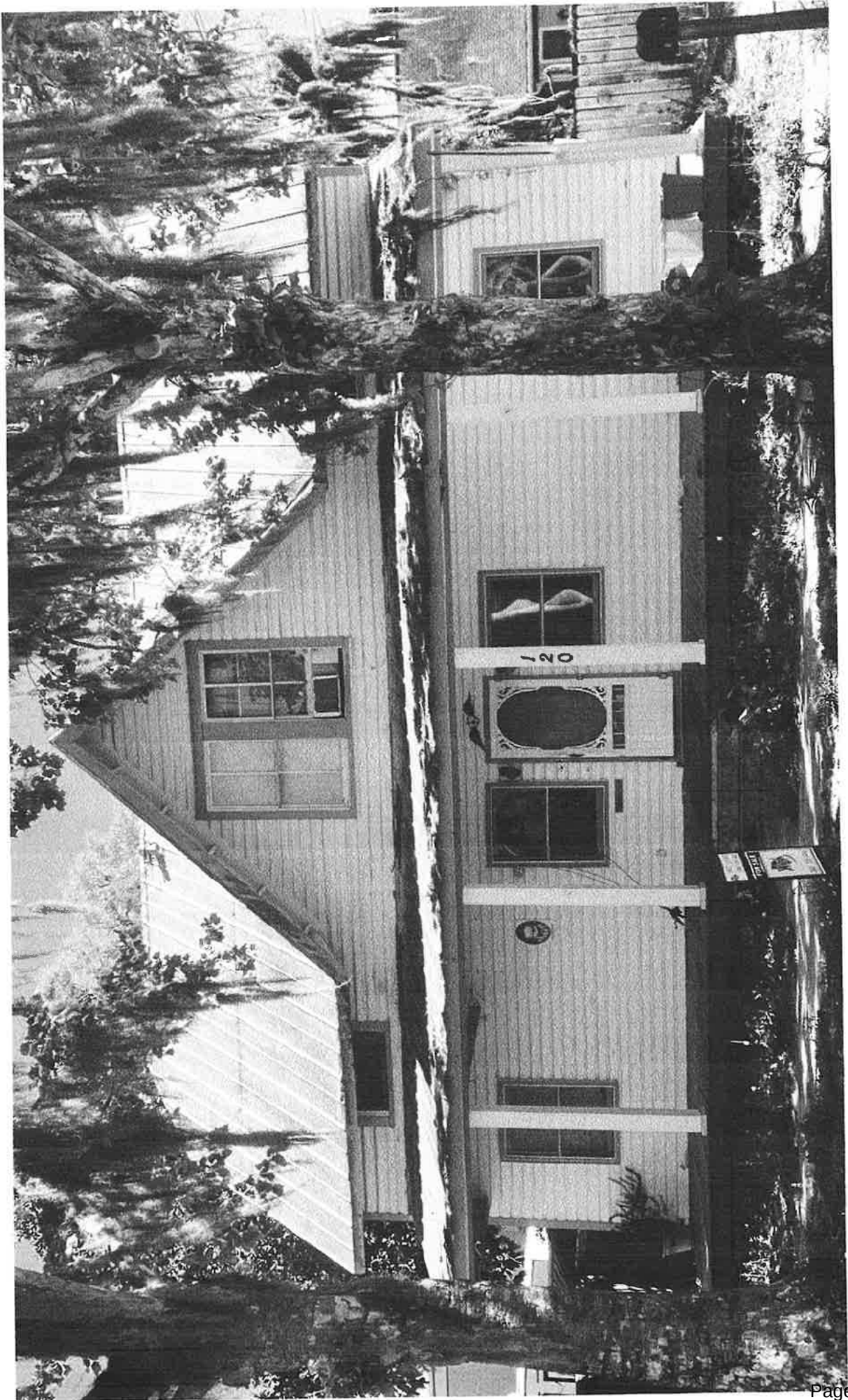


Permit Reviews Documents Inspections

Date	Type	File Name	Description
08/02/24	Merge document	Permit Receipt.htm	Permit Receipt - B24-000955
08/02/24	Merge document	Inspection Record.htm	Inspection Record - B24-000955
08/02/24	System Email	Your citizenserve application status has changed.htm	Your citizenserve application status has changed
08/02/24	System Email	Your citizenserve payment has been received.htm	Your citizenserve payment has been received
08/01/24	System Email	Your citizenserve application status has changed.htm	Your citizenserve application status has changed
08/01/24	System Email	EXTERNAL Attn Niko 120 Kirkland St.ms	Email from City of Palatka
07/03/24	System Email	Expired Liability insurance msg	Letter to COR to update Liability
07/03/24	System Email	Your inspection has been completed.htm	Your inspection has been completed
07/03/24	System Email	COMMENT LETTER FOR PERMIT # b24-000955.msg	Comment letter to COR
07/01/24	Document	INSPECTION CARD B24-000955.pdf	
07/01/24	Document	LETTER B24-000955.docx	
07/01/24	Job Site Documents	APPROVED scope of work 120 kirkland st w ith markups.pdf	
06/30/24	Online Document Upload	scope of work 120 kirkland st.pdf VIEW COMMENTS	scope of work and level of alteration
06/27/24	Online Document Upload	nec kirkland st.pdf	NOC
06/27/24	System Email	You have a new message.htm	You have a new message
06/21/24	System Email	Your citizenserve application status has changed.htm	Your citizenserve application status has changed
06/21/24	System Email	Your inspection has been completed.htm	Your inspection has been completed
06/21/24	System Email	New On-line Permit # B24-000955 - 120 Kirkland St Palatka.ms	Letter to COR to update Liability and to send Subs if needed
06/18/24	System Email	Your permit application has been received.htm	Your permit application has been received
06/18/24	Signature	signature.png	
06/18/24	Site Plan	Scan_20240617.pdf	

Sketches/Drawings/Inspiration for Project





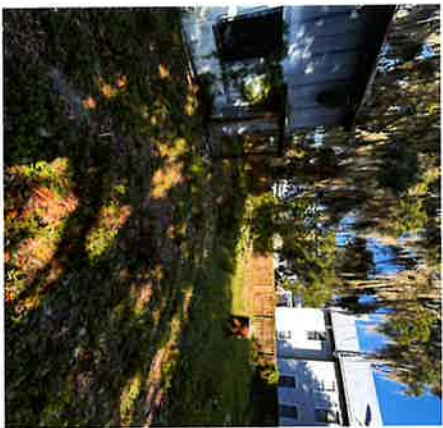


Use 6x6's for Corbels
Wrap Columns below w/ 1x8

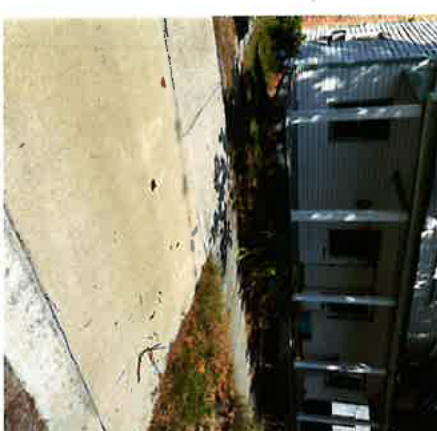
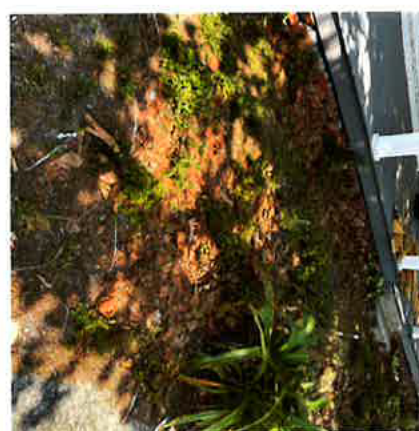
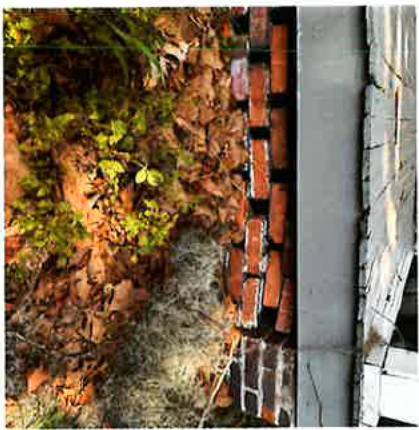
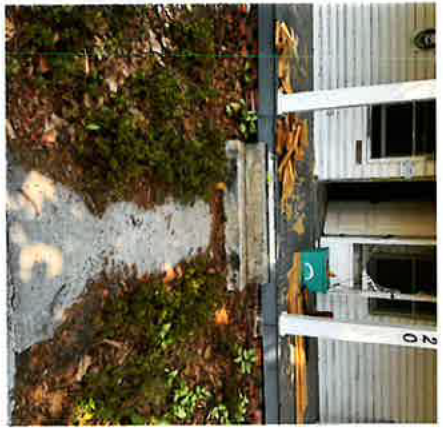


use 1x8 as base

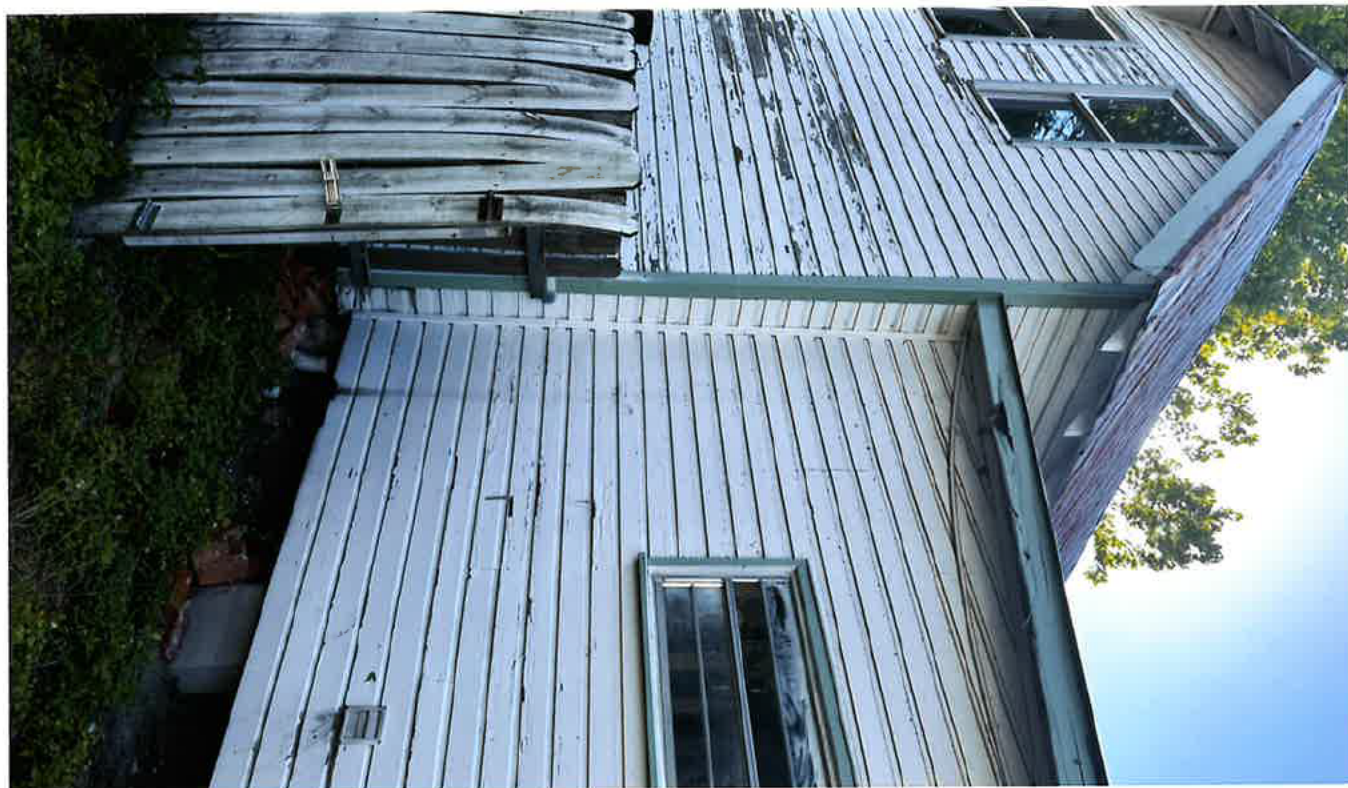
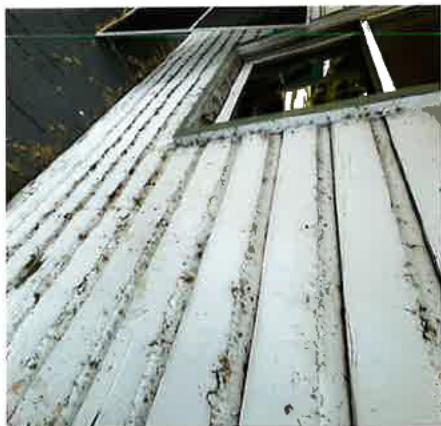
Photos of Proposed Project



Overall disrepair - curb appeal



Porch / decking repair needs

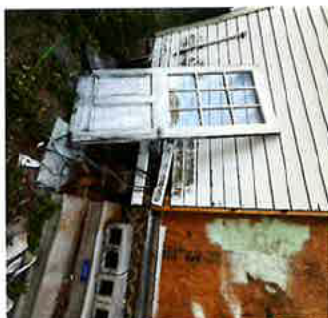
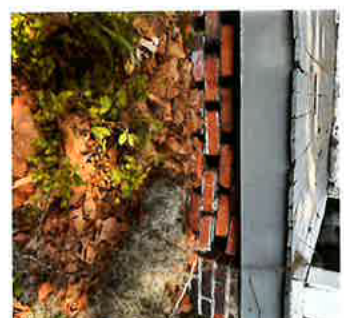
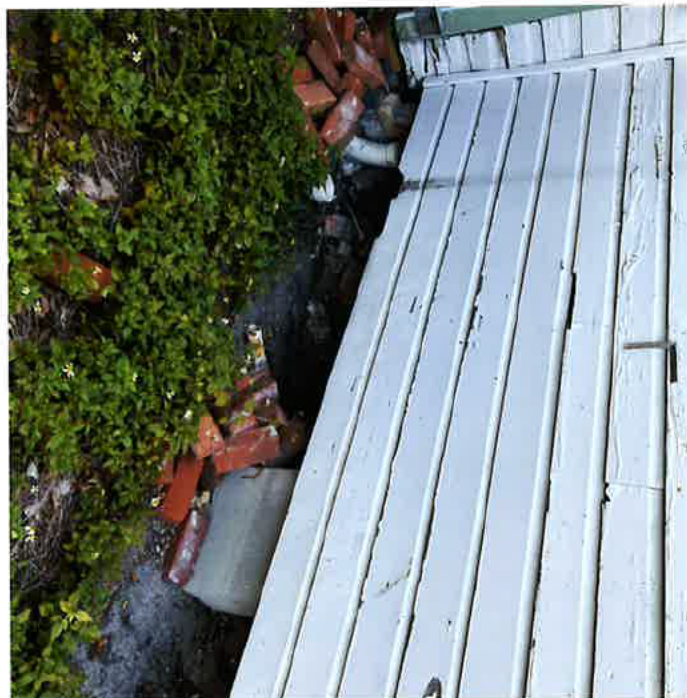


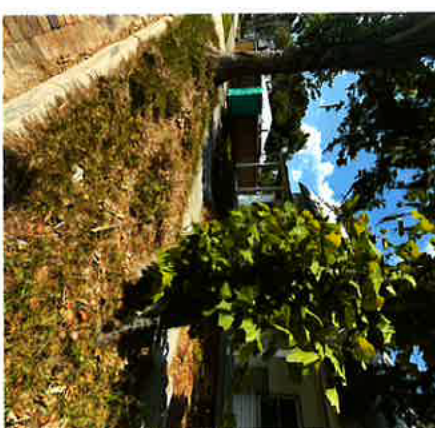
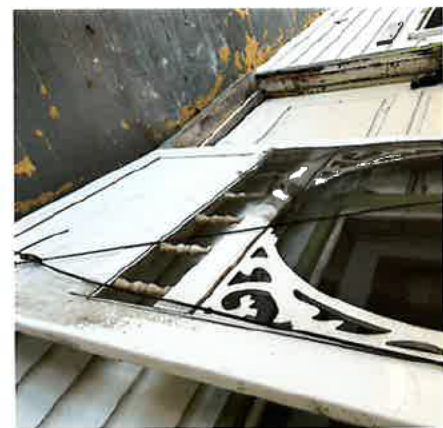
Siding repair needs



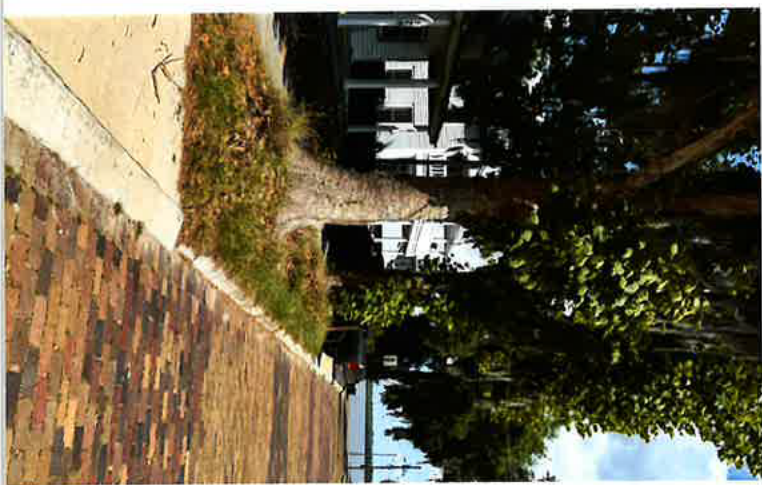
Roof / structural needs

Compromised brickwork





curb appeal / landscape / driveway needs



Current Taxable Value of Property

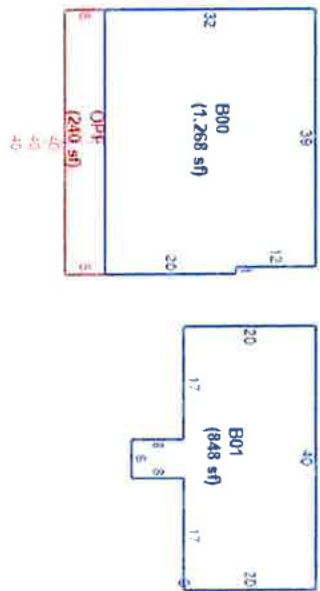
Parcel 42-10-27-6850-0470-0041
Owner BERRY WARREN SCOTT
Mailing 1140 BAYFOREST RD
ST AUGUSTINE FL 32084

Book	Page	Instrument	Sale Date	QSCD	Price
1753	0926	GWD	2024-04-12	001	195,000
1743	1097	DCIF	2024-02-04	-	
1587	0672	ELED	2020-08-25	011	
1553	0729	ELED	2019-08-30	011	
1552	1186	DCIF	2016-10-10	-	
1446	1765	QCD	2016-07-28	011	100

911 Description 120 KIRKLAND ST PALATKA 32177
DICKS MAP OF PALATKA MB2 P46 BLK 47 E 72FT OF W 178FT OF LOT 4

Parent Parcel	Amount	Remainder	Owner %	Applied To
Exemption				
Improvement Value	94,670	Use Code 00100		
QBXF Value	9,500	Improvements 1		
Land Value	110,160	Location City of Palatka - South Hist Dist		
Market Value	214,330	Total Acres 0.17		
Just Value CU	0	Zoning R-1		
Just Value CU	0	FLUM RM		
Market Adjusted	214,330			

Line	Code	Units	Length	Width	Sq Ft	Rate	Value
1	DGRF-Q2R		14	20	280	25	7,000
2	OUTU-Q3R		12	24	288	4	850
3	007-Q3R			1	100	2	150
4	012-Q2R	1	100		1,500	1,370	1,370
5	001-Q3R				90	4	130
Total:							9,500



Taxing District	Assessed Limited Value	Minus (-) Exemptions	Taxable Value
County General	214,330	0	214,330
St Johns River WMD	214,330	0	214,330
Palatka	214,330	0	214,330
School	214,330	0	214,330

Valts	JMF	2024-12-18	RGM	2021-11-15
Changes	Jfor12	2025-01-08	Jedw01	2024-08-21

Primary Improvement									
Description		Depth	Depth	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price
Class A	Single Family	1.25	1.25						
Type	Year Built	1900	Model						
Adj Item Note	Off Tr Built	1979	Off Tr or Tag						
Base Sq Ft	Other Const		Length						
% Good	Impress Cost	222,750	Width						
Quantity	Dep Dep Cost	94,670	Lot #						
	Functional Cts		Attachments						
	Electronic Cts		Account						

Improvement Area & Additions

02 - Piers	03 - Average
02 - Wood W/O Sub Floor	05 - Pine/Soft Wood
03 - Shingle / Wd Sd. - Avg.	05 - Average Paneling
	04 - Minimum
	15.0
	06 - None
	16 - None
	03 - Average

Desc	% Rate	Rate	Sq Ft	Cost
B00	100	101.25	1,268	128,385
B01	100	101.25	848	85,860
OPF	35	35.44	240	8,505

Total Replacement Cost:

222,750

Proof of Ownership

American Land Title Association

ALTA Settlement Statement - Combined
Adopted 05-01-2015

FileNo./Escrow No.: 2400191
Print Date & Time: 4/8/2024 @ 12:31 PM
Officer/Escrow Officer: Jonathan Bolick
Settlement Location:
3951 Baymeadows Road
Jacksonville, Florida 32217

Watson Title Services of North FL, Inc.

3951 Baymeadows Road
Jacksonville, Florida 32217

Property Address: 120 Kirkland Street, Palatka, Florida 32177-5218
Buyer: Warren Scott Berry, a single person, 1140 Bayforest Road, Saint Augustine, Florida 32084
Seller: Brandi Lee Johns, A Single Person, and Robert N. Emmons, Jr., A Single Person, and Tina Wells, A Single Person, and Glenn Colvin, A Married Person, 608 Orange Street, Welaka, Florida 32193
Lender: CASH
Loan Type: Cash Settlement
Loan Number:

Settlement Date: 4/12/2024
Disbursement Date: 4/12/2024
Additional dates per state requirements:

Seller		Description	Borrower/Buyer	
Debit	Credit		Debit	Credit
		Financial		
	\$195,000.00	Sales Price of Property	\$195,000.00	
		Deposit including earnest money		\$5,000.00
		Prorations/Adjustments		
\$595.69		County Taxes from 1/1/2024 to 4/11/2024		\$595.69
		Title Charges & Escrow / Settlement Charges		
\$275.00		Title - Closing Fee to Watson Title Services of North FL, Inc.		
\$1,050.00		Title - Owner's Coverage Premium to Watson Title Services of North FL, Inc.		
		Title - Scanning & Storage Fee to Watson Title Services of North FL, Inc.	\$40.00	
\$100.00		Title - Search Fee to First American Title Insurance Company		
		Commission		
		Broker Transaction Fee to KELLER WILLIAMS ATLANTIC PARTNERS ST AUGUSTINE	\$199.00	
\$295.00		Broker Transaction Fee to WATSON REALTY CORP #121		
\$5,850.00		Real Estate Commission (Buyer) to KELLER WILLIAMS ATLANTIC PARTNERS ST AUGUSTINE		
\$5,850.00		Real Estate Commission (Seller) to WATSON REALTY CORP #121		
		Government Recording & Transfer Charges		
		Recording Fees to First American Title Insurance Company	\$28.00	
		E-Recording Fees to First American Title Insurance Company	\$4.75	

Verification of 25% Matching Funds



859-02-01-00 10506 0 C 001 30 S 66 002
WSB CONSTRUCTION INC
1140 BAYFOREST RD
SAINT AUGUSTINE FL 32084-8200

Your consolidated statement

For 05/30/2025

Contact us



Truist.com



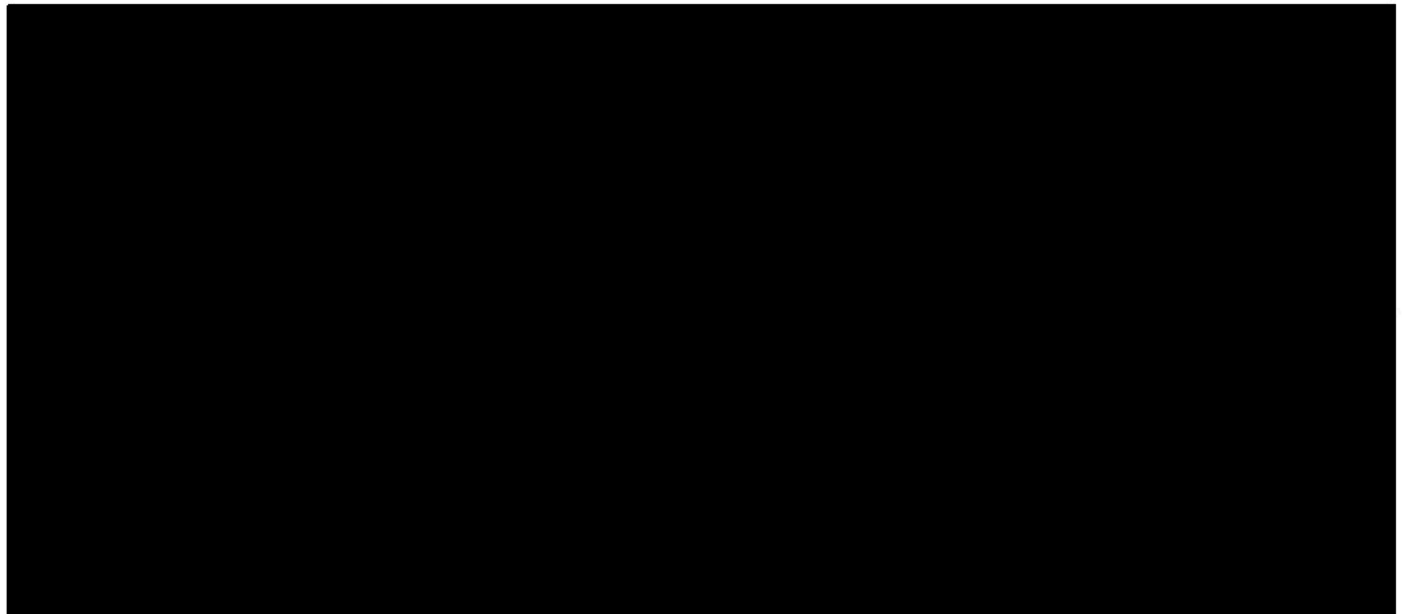
(844) 4TRUIST or
(844) 487-8478

Summary of your accounts

ACCOUNT NAME	ACCOUNT NUMBER	BALANCE(\$)	DETAILS ON
TRUIST SIMPLE BUSINESS SAVINGS		7,429.89	page 1
TRUIST DYNAMIC BUSINESS CHECKING - PREFERRED TIER		17,680.27	page 1
TRUIST BUSINESS MONEY MARKET		50,356.46	page 3
Total checking and money market savings accounts		\$75,466.62	



Checking and money market savings accounts



Certificate of Appropriateness



CERTIFICATE OF APPROPRIATENESS

HISTORIC PRESERVATION BOARD

APPROVAL FOR

120 Kirkland Street Palatka, Florida 32177

THIS CERTIFICATE OF APPROPRIATENESS IS ISSUED BY THE PALATKA HISTORIC DISTRICT PLANNING BOARD FOR AUTHORIZATION OF THE FOLLOWING WORK AT 120 KIRKLAND STREET PALATKA, FL 32177 IN THE PALATKA SOUTH HISTORIC DISTRICT:

Exterior repairs to the siding and trim using New Elite Treated wood siding painted Extra White with trim and accents painted Roof Top Garden green.

Replace front door with a "wood" door.

Painting the porch soffits Eucalyptus Wreath green.

Repair front porch, replace fence, and construct back porch in wood-stained Cordovan Brown.

Wrap or repair columns.

The HPB voted unanimously to approve the COA at the December 5, 2024 meeting.

Please submit this Certificate of Appropriateness to the Building Inspection Division with Putnam County when applying for a building permit, or demolition, as necessary.


Elizabeth Van Rensburg

Historic Preservation Board Chair


Lorenzo Aghemo, MRP

Planning Director

201 N. 2nd STREET ■ PALATKA, FLORIDA ■ 32177
PHONE: 386-329-0100 www.palatka-fl.gov

FAX: 386-329-0106

616 Kirby St., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 616 Kirby St., Palatka, FL 32177. They are requesting a grant amount of \$6,000.00 as part of a total project cost of \$12,000.00.

Scope of Work (Proposed Improvements):

- Pressure wash the house exterior, including soffits, fascia, skirting, front porch, porch ceiling, handrails, and floor.
- Scrape loose paint from all surfaces and replace four damaged shiplap boards.
- Caulk corners and joints as needed to ensure a sealed exterior.
- Prime all exposed or new raw wood surfaces.
- Apply two coats of Sherwin Williams Super Paint Exterior to the house, soffits, fascia, skirting, front porch, porch ceiling, and handrails.

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 50 out of 75
- Redevelopment Impact: 24 out of 30
- Alignment with Program Goals: 25 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 114 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommends approving the total funding request for the Building Improvement Grant in the amount of \$6,000.00, conditional upon the applicant obtaining a Certificate of Appropriateness.

ATTACHMENTS

1.	616 Kirby Street
----	------------------

Application



Building Improvement Grant Application

1. Applicant:

Name: ALAN HENTSCHEL
Address: 616 KIRBY STREET
PALATKA, FL Zip Code: 32177
Contact Name: ALAN HENTSCHEL Phone Number: (630) 536-9783
Email: FORCESATPLAY@YAHOO.COM

2. Property to be improved:

Property Name (if a business): _____
Address: 616 KIRBY STREET
PALATKA, FL Zip Code: 32177
Legal Description: _____
Property Tax Parcel Number: _____

3. Owner of property (if not applicant):

Name: ALAN HENTSCHEL
Address: _____
_____ Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

ROTTING SIDING - REPLACE
RE-PAINT (SAME COLOR-WHITE)

6. How will the building be used after this project has been completed?

☒ Residential

☐ Restaurant

☐ Office

Other: _____

☐ Retail

7. Please provide a detailed description of the scope of work for the proposed building improvements:

RENOVATE AREAS WHERE WOODWORK
IS ROTTED. CLEAN AREA OF MOLD
AND DIRT. RE-PAINT HOUSE AND PORCHES
FRONT AND BACK.

8. Estimated total cost of the project:

\$10,000 - 12,000

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

☐ Business savings

☒ Personal savings

☐ Loan from a bank or credit
union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

AS SOON AS POSSIBLE

11. In your opinion, how would this project benefit the surrounding area?

IT WILL BEAUTIFY THE PROPERTY AND
RAISE THE APPEAL OF THE NEIGHBORHOOD.

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

6-4-25

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

Proposal

Residential & Commercial * Licensed * 35 Years' Experience
Bonded and Insured * Liability Insurance * All Employees covered by Worker's Compensation

Massey III Painting, Inc.
Daniel C. Massey, III Owner
1661 Baden Powell Road
Hawthorne FL 32640
386-546-0707
m3painting@comcast.net

May 14, 2025

Submitted To:
Allen Hentschel
616 Kirby Street
Palatka, FL 32177
630-536-9783
Forcesatplay@yahoo.com

Work to be completed: Exterior
• Pressure wash house, soffits, fascia, skirting, front porch, porch ceiling, hand rails, and floor. • Scrape loose paint and replace four shiplap boards. • Caulk corners and joints where needed. • Prime any new raw wood. • Paint two coats of Sherwin Williams Super Paint Exterior on house, soffits, fascia, skirting, front porch, porch ceiling, hand rails, and floor. Colors/Sheen TBD.
Proposed Amount: \$8,500.00 Labor & Materials
• Pressure wash deck, hand rails, and steps. • Paint two coats of Sherwin Williams Super Paint Exterior on handrails and stringers. Color/Sheen TBD. • Paint two coats of WoodScapes solid stain on deck boards. Color/Sheen TBD.
Proposed Amount: \$1,552.00 Labor & Materials
If done with the house: \$1,000.00 Labor & Materials

Proposed amount will change if any work in addition to the above-mentioned work to be completed is requested by the Business/Homeowner. If you agree to the terms of this proposal, please indicate by signing. Payment is due upon completion of work.

Owner

Submitted by: Clay Simpson

Thank you for your consideration of our company for this work, we look forward to working with you.

Photos of Proposed Project

















Current Taxable Value of Property

NOTICE OF PROPOSED
PROPERTY TAXES AND
PROPOSED OR ADOPTED NON-
AD VALOREM ASSESSMENTSPHYSICAL ADDRESS: 616 KIRBY ST
DICKS MAP OF PALATKA MB2 P46, BLK 42 N1/2 OF
LOT 6 BK74 P302, & PT OF LOT 7 BK61 P598

Real Property

45
8 - 17817PARCEL NUMBER: 42-10-27-6850-0420-0060*
HENTSCHEL ALAN ROBERT + JANE NICOLE DANTO H/W
616 KIRBY ST
PALATKA FL 32177-5136**DO NOT PAY
THIS IS NOT A BILL**

3,049.93

3,049.51

VALUE INFORMATION:

Parcel Value Breakdown					
Your Property Value	Market Value	Assessment Reduction	Assessed Value	Exemptions	Taxable Value
Last Year: County	272,750	124,160	148,590	50,000	98,590
School	272,750	124,160	148,590	25,000	123,590
Municipality	272,750	124,160	148,590	50,000	98,590
Other	272,750	124,160	148,590	50,000	98,590
This Year: County	299,650	148,300	151,350	50,000	101,350
School	299,650	148,300	151,350	25,000	126,350
Municipality	299,650	148,300	151,350	50,000	101,350
Other	299,650	148,300	151,350	50,000	101,350

Assessment Reduction Breakdown			Parcel Exemption Breakdown		
Assessment Reduction	Taxing District	Amount	Exemption	Taxing District	Amount
Homestead Cap/Limitation	All Districts	148,300	Constitutional Homestead	All Districts	25,000
			Additional Homestead	County & Other	25,000

If you feel the MARKET VALUE of your property is inaccurate or does not reflect FAIR MARKET VALUE, or if you are entitled to an EXEMPTION or CLASSIFICATION that is not reflected above, contact the Property Appraiser's Office at: **PO BOX 1920 PALATKA, FL 32178-1920 OR 386-329-0286**

If the Property Appraiser's Office is unable to resolve the matter as to MARKET VALUE, CLASSIFICATION, or an EXEMPTION, you may file a PETITION for adjustment with the VALUE ADJUSTMENT BOARD; PETITION forms are available from the Property Appraiser's website at www.putnam-fl.com/app and MUST BE FILED ON OR BEFORE:

5:00 PM September 10, 2024

AD VALOREM PROPERTY TAXES:

Proposed Property Taxes								
Taxing Authority	Taxable Value Last Year 2023	Your Final Tax Rate and Taxes Last Year 2023		Current Taxable Value 2024	Your Tax Rate and Taxes This Year IF PROPOSED Budget Change is Made		Your Tax Rate and Taxes This Year IF NO Budget Change is Made	
	Column 1	Column 2 Rate	Column 3 Taxes	Column 4	Column 5 Rate	Column 6 Taxes	Column 7 Rate	Column 8 Taxes
County	98,590	8.8441	871.94	101,350	8.8441	896.35	7.9559	806.33
Fire MSTU								
School State LRE	123,590	3.1150	384.98	126,350	3.0330	383.22	2.8295	357.51
School Local Board	123,590	2.2480	277.84	126,350	2.2480	284.03	2.0420	258.01
School Debt Service	123,590	0.8670	107.15	126,350	0.8490	107.27	0.8490	107.27
St Johns River WMD	98,590	0.1793	17.68	101,350	0.1793	18.17	0.1686	17.09
Palatka	98,590	6.4000	630.98	101,350	6.4000	648.64	6.1271	620.98
Total Ad-Valorem Property Taxes			2,290.57			2,337.68		2,167.19

NON-AD VALOREM ASSESSMENTS:

Proposed or Adopted Non-Ad Valorem Assessments			
Levying Authority & Purpose of Assessment	Rate	Units	Amount
SOLID WASTE PALATKA	135.00	1	135.00
Total Proposed or Adopted Non-Ad Valorem Assessments			135.00

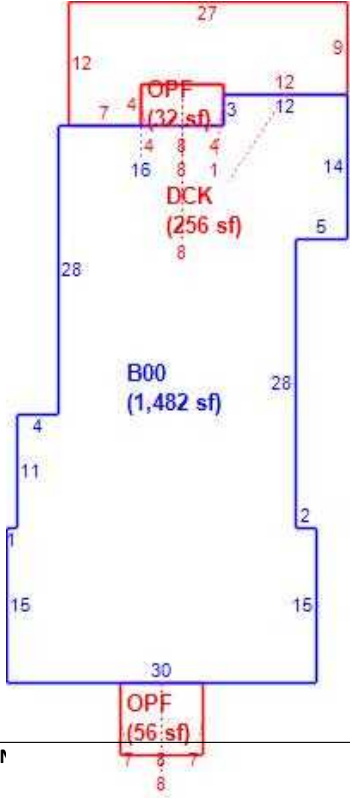
Proposed Tax Re-Cap			
	Column 3	Column 6	Column 8
Ad Valorem Tax	2,290.57	2,337.68	2,167.19
Non-Ad Valorem Tax	134.00	135.00	135.00
Total Tax	2,424.57	2,472.68	2,302.19

Your FINAL TAX BILL should contain all AD VALOREM PROPERTY TAXES and NON-AD VALOREM ASSESSMENTS displayed on this NOTICE OF PROPOSED TAXES.

See reverse side for explanations and public hearing information.

Proof of Ownership

Parcel Owner Mailing	42-10-27-6850-0420-0060 (VID 42776) HENTSCHEL ALAN ROBERT + JANE NICOLE DANTO H/W 616 KIRBY ST PALATKA FL 32177				Parcel Sales Data									
	911 Description	616 KIRBY ST PALATKA 32177 DICKS MAP OF PALATKA MB2 P46, BLK 42 N1/2 OF LOT 6 BK74 P302, & PT OF LOT 7 BK61 P598				Book	Page	Instrument	Sale Date	QSCD	Price			
1457						0425	WD	2016-11-15	00 I	160,000				
1276						1874	WD	2010-11-22	00 I	41,000				
1115						1211	WD	2006-09-13	00 I	165,000				
1034						1161	WD	2005-05-20	00 I	112,900				
0887						0535	WD	2002-03-07	00 I	54,000				
0811						0811	MCTF	1999-12-20	V					
Parent Parcel	Outbuildings and Extra Features													
Exemption	Amount	Remainder	Owner %	Applied To	Line	Code	Units	Length	Width	Sq Ft	Rate	Value		
Con	25,000	0	100	All Districts	1	001-03R		26	3	78	4	230		
Add	25,722	0	100	Cnty & Oth	2	034-03R		28	18	504	4	1,490		
					3	012-03R	2				2,500	4,350		
					4	007-03R		96	1	96	2	170		
													Total: 6,240	
Improvement Value	219,850	Use Code	00100											
OBXF Value	6,240	Improvements	1											
Land Value	56,840	Location	City of Palatka - South Hist Dist											
Market Value	282,930	Total Acres	0.38											
Just Value CU	0	Zoning	R-1											
Just Value CU	0	FLUM	RH											
Market Adjusted	282,930													
Parcel Value Breakdown														
Taxing District	Assessed Limited	Minus(-) Exemptions		Taxable Value										
County General	155,730	50,722		105,008										
St Johns River WMD	155,730	50,722		105,008										
Palatka	155,730	50,722		105,008										
School	155,730	25,000		130,730										
Visits	ACT	2023-10-20	RGM	2021-09-14										
Changes	jedw01	2025-01-03	jedw01	2024-08-21										



Primary Improvement										Improvement Area & Additions				
Description	Single Family			Title Year		Substructure	02 - Piers	Cabinet & Mill	02 - Above Average	Desc	% Rate	Rate	Sq Ft	Cost
Class	A	Dep Rate	1.25	Title No.		Floor System	03 - Wood W/Sub Floor	Floor Finish	06 - Finished Wood	B00	100	168.75	1,482	250,088
Type		Year Built	1920	Model		Exterior Walls	03 - Shingle / Wd Sd. - Avg.	Interior Finish	01 - Furred - Plastered	DCK	15	25.31	256	6,413
Adj Base Rate	168.75	Eff Yr Built	2001	RP No or Tag		Height (Feet)		Paint & Decor	02 - Above Average	OPF	35	59.06	88	5,231
Base Sq Ft	1,482	Obs Cond		Length		Party Wall %		Plumbing Fixt	10					
% Good	70	Replace Cost	314,078	Width		Sub Frame		Bath Tile	01 - Floor & Wall					
Quality	1.20	Dep Rep Cost	219,850	Lot #		Roof Framing	03 - Gable/Hip (RES)	Heating & Air	11 - Heat Pump					
		Functional Obs		Attachments		Roof Cover	13 - Pre Finished Metal	Electrical	02 - Above Average					
		Economic Obs		Account		Bed / Bath	3 / 2	Corners	13	Total Replacement Cost: 261,732				

Land															
Line	Code	Description	Depth Chart	Depth In Feet	Corner Factor	Depth Factor	Cond	Unit Price	Adj Unit Price	Units	Just Value	CU Unit Price	CU Value	Just Value CU	Taxable Value
1	001	Residential Front Feet	1	190	1	1.14		550	627	50.00	31,350	0	0	0	31,350
2	001	Residential Front Feet	1	140	1	1.03		550	567	45.00	25,490	0	0	0	25,490
Total:											56,840	0		Page 241 of 336	

Verification of 25% Matching Funds

CHASE PRIVATE CLIENT

JPMorgan Chase Bank, N.A.
P O Box 182051
Columbus, OH 43218 - 2051

May 01, 2025 through May 30, 2025

Primary Account: [REDACTED]

00137603 DRE 021 219 15125 NNNNNNNNNN 1 000000000 61 0000

ALAN R HENTSCHEL
OR JANE N DANTO
616 KIRBY ST
PALATKA FL 32177-5136

CUSTOMER SERVICE INFORMATION

Web site: **Chase.com**
Service Center: **1-888-994-5626**
Para Espanol: **1-888-994-5626**
International Calls: **1-713-262-1679**
We accept operator relay calls

**CONSOLIDATED BALANCE SUMMARY****ASSETS****Checking & Savings**

	ACCOUNT	BEGINNING BALANCE THIS PERIOD	ENDING BALANCE THIS PERIOD
Chase Private Client Checking	[REDACTED]	\$6,001.66	\$5,439.12
Chase Private Client Savings	[REDACTED]	17,570.91	17,571.19
Total		\$23,572.57	\$23,010.31
TOTAL ASSETS		\$23,572.57	\$23,010.31

CHASE PRIVATE CLIENT CHECKING

ALAN R HENTSCHEL
OR JANE N DANTO

Account Number: 000000901560081

CHECKING SUMMARY

	AMOUNT
Beginning Balance	\$6,001.66
Deposits and Additions	5,566.82
ATM & Debit Card Withdrawals	-512.90
Electronic Withdrawals	-5,616.46
Ending Balance	\$5,439.12
Annual Percentage Yield Earned This Period	0.01%
Interest Paid This Period	\$0.04
Interest Paid Year-to-Date	\$0.22

Your account ending in 9359 is linked to this account for overdraft protection.

Good news! Your Chase Private Client Checking Monthly Service Fee was waived because you kept an average beginning day balance of \$150,000 or more in qualifying linked deposits and investments during the statement period.

Sketches/Drawings/Inspiration for Project

212 Dodge St., Palatka, FL 32177

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

The applicant is requesting funding through the CRA's Building Improvement Grant Program for the redevelopment of the property located at 212 Dodge St., Palatka, FL 32177. They are requesting a grant amount of \$22,250.00 as part of a total project cost of \$44,500.00.

Scope of Work (Proposed Improvements):

- Remove all existing siding, including mismatched and damaged sections
- Install new cypress novelty cut siding to match the original
- Add weatherboard and a waterproof vapor barrier
- Repair termite-damaged wall studs throughout the home

PROJECT ANALYSIS

The Tax Increment Fund Advisory Committee reviewed the application and assigned the following scores based on the program evaluation criteria:

- Urgency of Rehabilitation Needs: 53 out of 75
- Redevelopment Impact: 24 out of 30
- Alignment with Program Goals: 28 out of 30
- Financial Capacity of Applicant: 15 out of 15

Total Score: 120 out of 150

(Minimum score required for funding consideration is 105)

The proposed project aligns with the CRA's goals of encouraging reinvestment in properties that require rehabilitation.

Staff Recommendation

Staff recommend approving the total funding request for the Building Improvement Grant in

the amount of \$22,250.00.

ATTACHMENTS

1.	212 Dodge Street
----	------------------

Application



Building Improvement Grant Application

1. Applicant:

Name: DENNIS BYRN
Address: 212 DODGE ST Zip Code: 32177
PALATKA
Contact Name: _____ Phone Number: 954 914 2493
Email: TROPSEC@ATT.NET

2. Property to be improved:

Property Name (if a business): SAME
Address: 212 DODGE ST Zip Code: 32177
PALATKA
Legal Description: _____
Property Tax Parcel Number: 42-10-27-6850-0440-0042

3. Owner of property (if not applicant):

Name: _____
Address: N/A Zip Code: _____
Phone Number(s): _____

4. Authorization to undertake work:

If the applicant is not the owner of the property, provide written evidence in the form below that the owner authorizes this work to be undertaken.

5. What specific blight conditions will be addressed by the proposed improvements?

(Provide details on how the proposed work will directly combat these conditions.)

MY HOUSE IS ONE OF THE WORST LOOKING HOUSES
ON DODGE ST. NEW SIDING WILL MAKE MY HOUSE
ONE OF THE CROWN JEWELS IN THE NEIGHBORHOOD

6. How will the building be used after this project has been completed?

- ☒ Residential
☐ Office
☐ Retail

☐ Restaurant

Other: _____

7. Please provide a detailed description of the scope of work for the proposed building improvements:

See attached
I am applying for a CRA grant to replace the siding on my house. The current siding is mismatched, damaged by water and termites, and deteriorated in several areas. My proposal includes replacing all siding with original-style

POTNAM COUNTY SIDING PERMIT REQUIRED

MARKET VALUE PCPA \$148,230

- Remove all existing siding, including mismatched and damaged sections
- Install new cypress novelty cut siding to match the original
- Add weatherboard and a waterproof vapor barrier
- Repair termite-damaged wall studs throughout the home

8. Estimated total cost of the project:

\$ 44,500

9. What types of funding will you use to match funds provided by grant.

(Please select all that apply.)

- ☐ Business savings
☒ Personal savings
☐ Loan from a bank or credit union

Other funding:

10. Grant agreements are typically signed within three months after the application closes. When do you anticipate beginning construction?

WITHIN 6 MONTHS

11. In your opinion, how would this project benefit the surrounding area?

BY UPGRADING THE APPEARANCE OF MY HOUSE
THE DODGE ST - EMMETT ST AREA WILL BE
ENHANCED. INCLUDING THE GRAND BABLES - THE
BIGGEST ATTRACTION IN THE SOUTH HISTORIC DISTRICT

Certification By Applicant

I hereby acknowledge that I have read, understand, and agree to the terms of this document and that I am authorized to execute this Agreement.

The applicant certifies that all information provided in this application, as well as any supporting documentation, is true, complete, and accurate to the best of the applicant's knowledge and belief and is submitted for the purpose of obtaining a 50/50 grant.

If the applicant is not the owner of the property to be rehabilitated, or if the applicant is not the sole owner of the property, the applicant certifies that they have the authority to sign and enter into an agreement to perform the rehabilitation work. Evidence of this authority must be attached.

The CRA reserves the right to verify any information contained in this application from any available source.



Applicant Signature

Date

Please return a copy of this completed application, along with any supporting documentation, to the City of Palatka Annex.

For additional information, please contact:

Kristin Odom

CRA Coordinator

Phone: 386-329-0100 ext. 467

Email: kodom@palatka-fl.gov

Construction Estimates & Required Permits

EDWARD SR. CONSTRUCTION, INC.
 225 CEDAR ST.
 CRESCENT CITY, FL. 32112
 BUSINESS# 1-386-977-1012
 edwardsrconstru@aol.com

License: CBC1267051/CCC1335012

Job Invoice

SOLD TO Dennis Byrn		DATE ORDERED 5/26/2025	ORDER TAKEN BY E. Mitchner
212 Dodge St.		PHONE NO. 1-386-983-0055	CUSTOMER ORDER #
Palatka, FL. 32177		JOB LOCATION Palatka	STARTING DATE
		JOB PHONE	TERMS

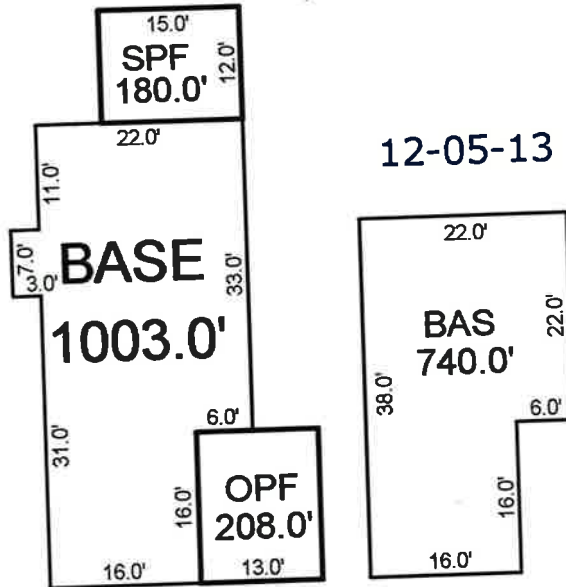
QTY.	MATERIAL	UNIT	AMOUNT	DESCRIPTION OF WORK			
X	1536 sq ft of house that need			Residing House			
	to be weather boarded and new						
	siding						
X	Remove all old siding from stud						
	of house remove all nails from						
	stud						
				MISCELLANEOUS CHARGES			
X	Replace all rotten are bad stud			Price reflect same change			
X	Install 1/2 weather board to stud						
X	Install all new trim for new siding						
				TOTAL MISCELLANEOUS			
X	Install air wrap to weather board			LABOR	HRS.	RATE	AMOUNT
X	Install cypress novity siding						
	and paint						

WORK ORDERED	TOTAL LABOR	\$21,955.00
DATE ORDERED	TOTAL MATERIALS	\$22,545.00
DATE COMPLETED	TOTAL MISCELLANEOUS	
CUSTOMER APPROVAL SIGNATURE _____	SUBTOTAL	
AUTHORIZED SIGNATURE <i>Edward Mitchner</i>	TAX	
	GRAND TOTAL	\$44,500.00

Photos of Proposed Project

Putnam County Property Appraiser

Tim Parker, C.F.A
Putnam County Property Appraiser



HOUSE DIMENSIONS & LAYOUT



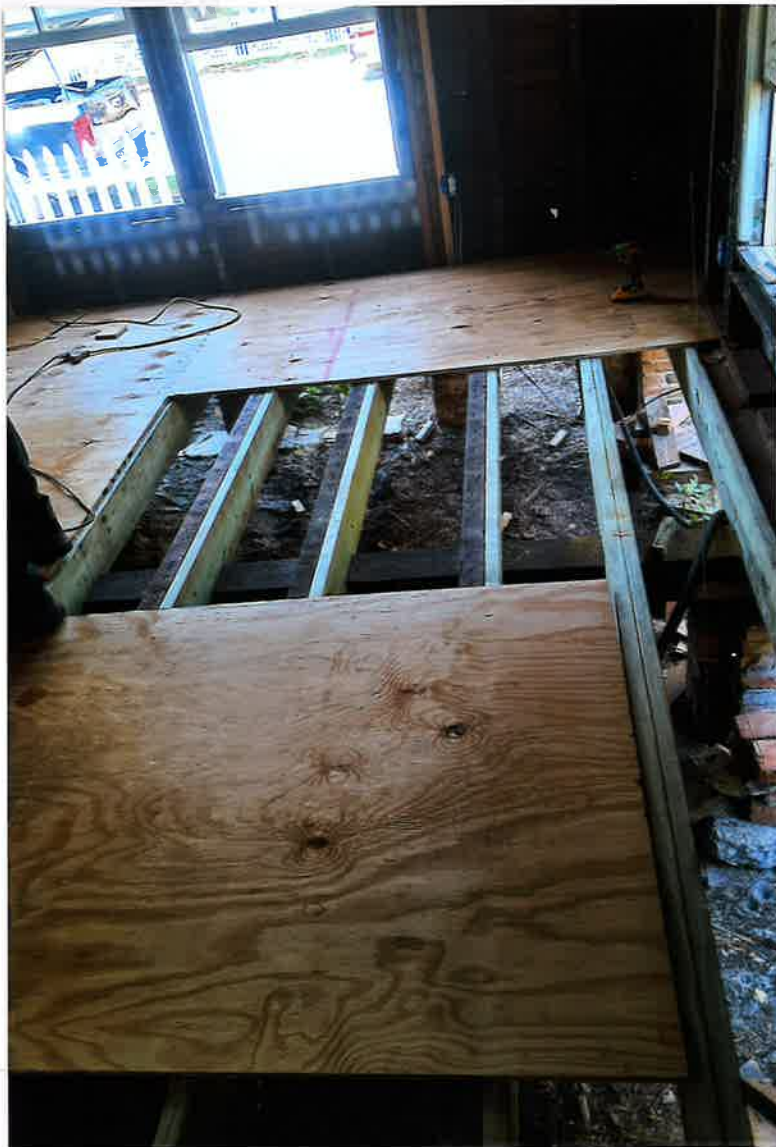
NEW 2ND STORY FLOOR JOISTS AND WINDOW HEADERS
FRONT OF HOUSE



NEW 2ND STORY JOISTS REAR



ROTTED FLOORING



DOUBLED UP FLOOR JOISTS
AND PLYWOOD SUBFLOOR



FRONT OF HOUSE



FRONT PORCH &
SIDE OF HOUSE



2ND STORY FLOOR JOIST
ROT AND TERMITE DAMAGE



1ST FLOOR JOIST
ROT AND TERMITE
DAMAGE



EXTERIOR ROT +
WEATHERING



INTERIOR TERMITE
DAMAGE



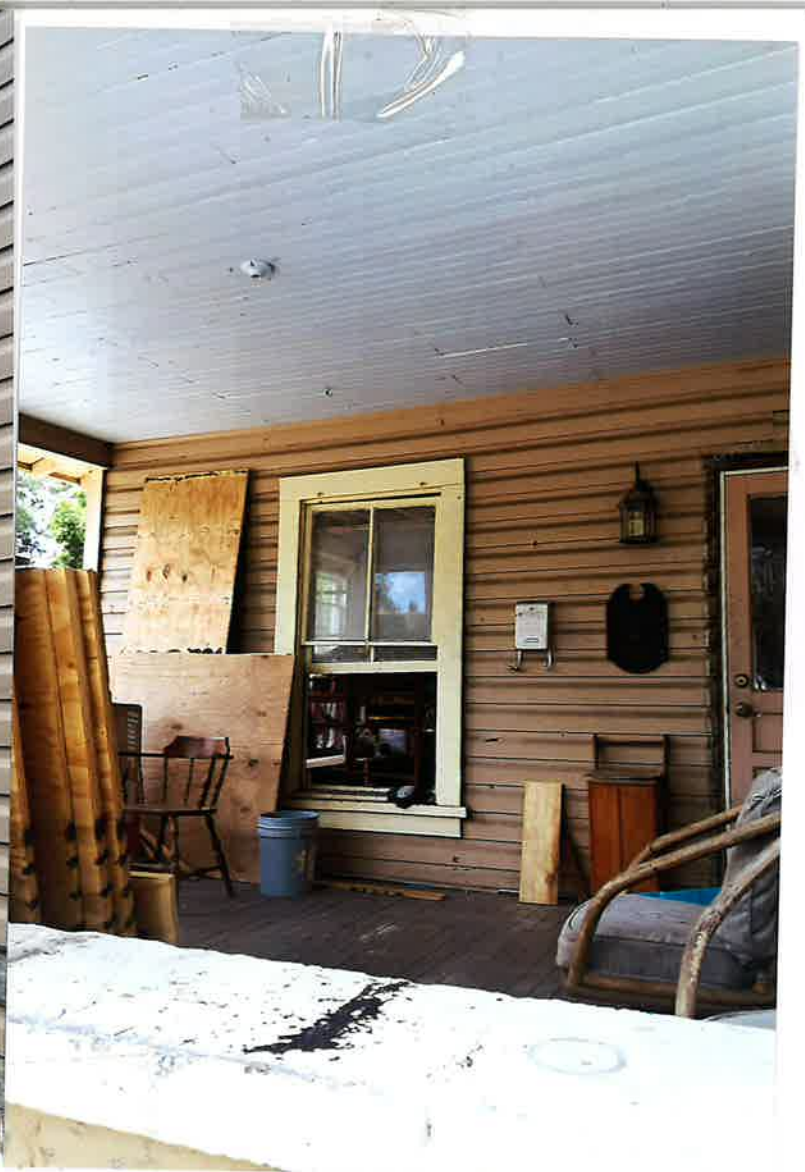
INTERIOR TERMITE DAMAGE



INTERIOR WATER DAMAGE



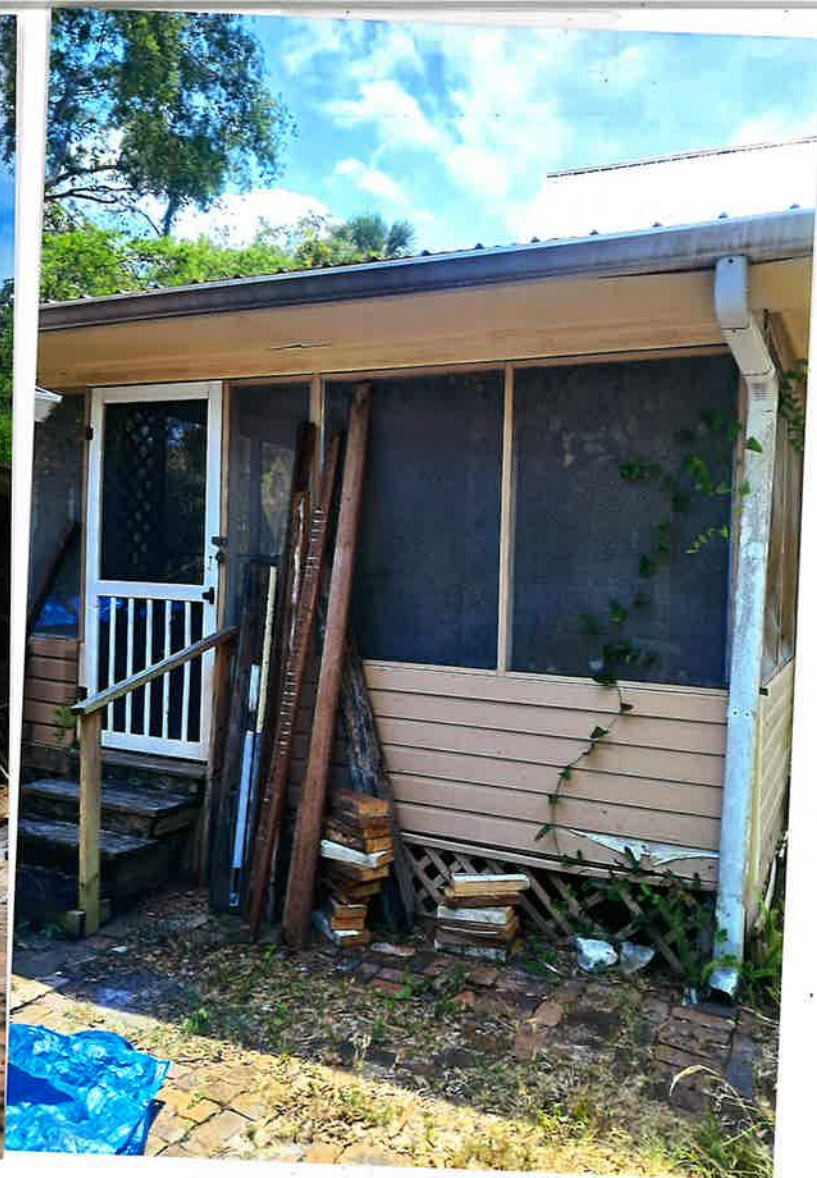
SIDE OF HOUSE



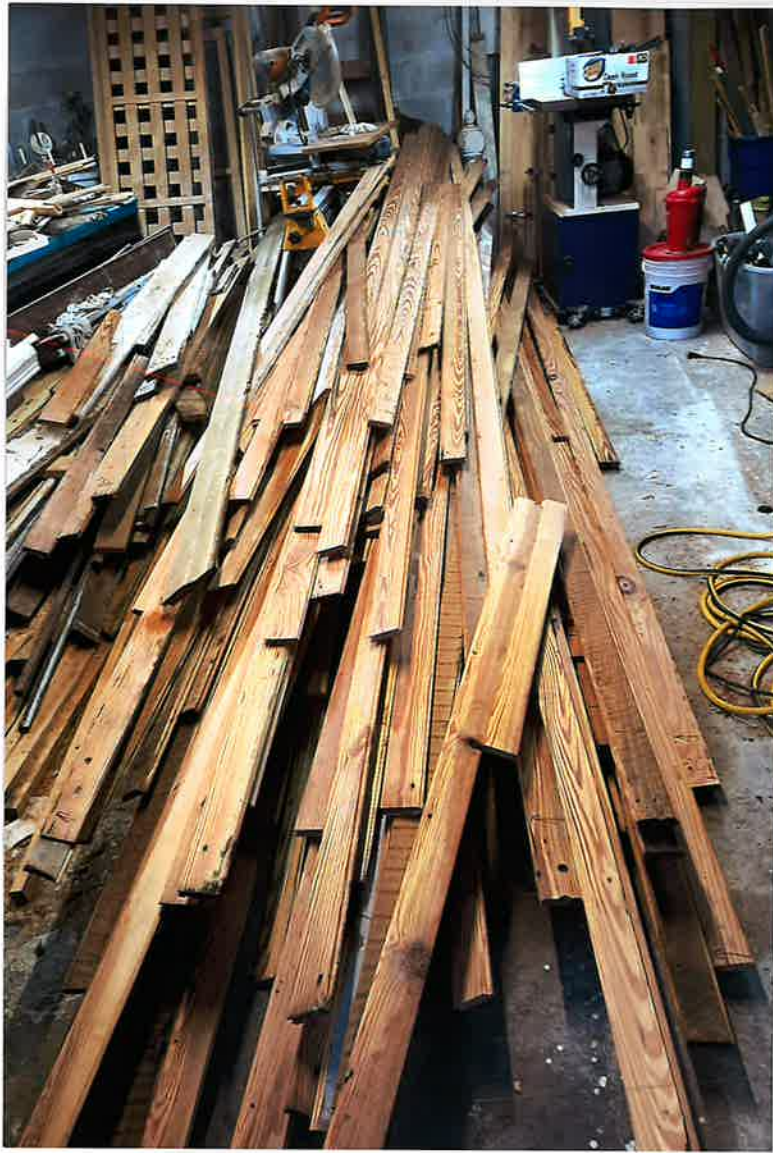
FRONT PORCH



SIDE OF HOUSE



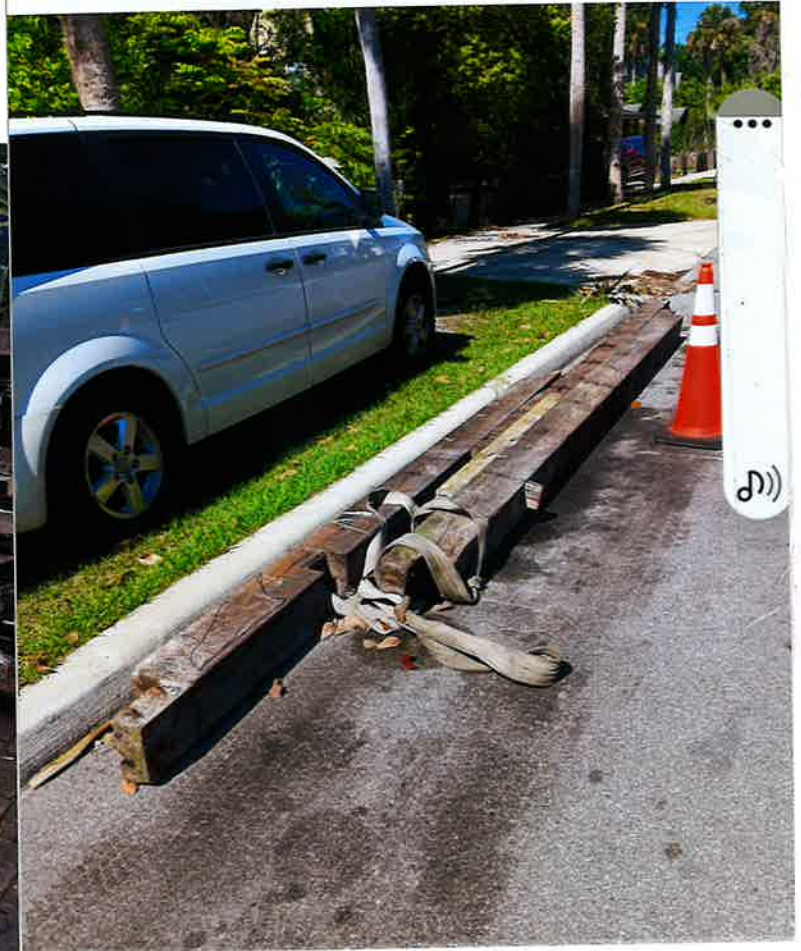
BACK OF HOUSE



HEARTPINE TONGUE AND GROOVE FLOORING I
MADE FROM 140 YEAR OLD SALVAGED WOOD.
THE ORIGINAL 1ST FLOOR OF THE HOUSE WILL BE DONE
IN NEW HEARTPINE. I AM REPURPOSING AS MUCH OF
THE HEARTPINE AS I CAN. TREADS & RISERS FOR THE NEW
STEPS, WINDOW MOLDING, CROWN MOLDING, ETC.



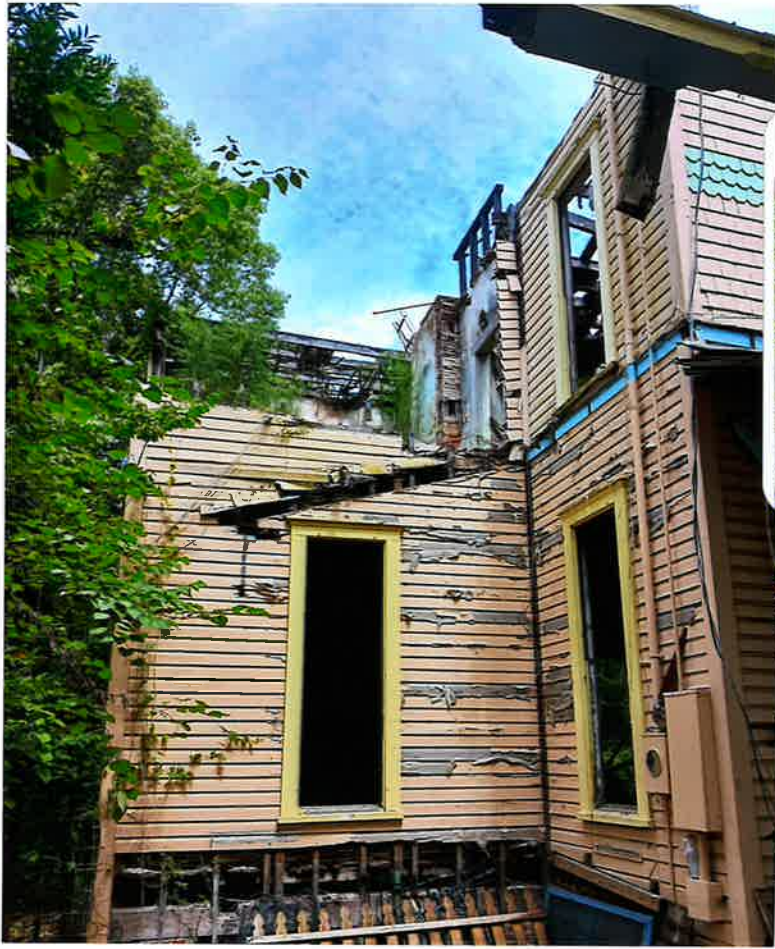
HEART PINE THAT I
SALVAGED



8"X8"X16' FOUNDATION
BEAMS THAT I SALVAGED



INTERIOR TERMITE DAMAGE



HOUSE AT 512 EMMETT ST. BEFORE AND AFTER.
I SPENT OVER A MONTH TEARING DOWN THIS HOUSE WITH
AN ELECTRIC CHAINSAW, SLEDGE HAMMER, AND EXTENSION LADDER
BY MYSELF TO SALVAGE THE HEART PINE LUMBER

Proof of Ownership

Current Taxable Value of Property

Verification of 25% Matching Funds



PROOF OF FUNDS
NON-RETIREMENT

Certificate of Appropriateness

May 15, 2025
HPB Case 25-012



CERTIFICATE OF APPROPRIATENESS

PLANNING DEPARTMENT STAFF AUTHORIZATION

Mr. Dennis Byrn
212 Dodge Street
Palatka, FL 32177

THIS CERTIFICATE OF APPROPRIATENESS WAS ISSUED BY THE CITY OF PALATKA PLANNING DEPARTMENT FOR THE FOLLOWING WORK AT **212 Dodge Street**, IN THE SOUTH HISTORIC DISTRICT:

1. Replace the existing Novelty Cypress siding with new Novelty Cypress siding.

Adequate supporting documentation was submitted to ascertain that the new windows and doors will be within the established character of the South Historic District, and that the proposed replacement will not impair the architectural or historic value of the existing residential structure.

Staff review and determination was made pursuant to §54-78(g) of the Palatka Municipal Code, which reads: *Staff may approve actions that do not constitute ordinary maintenance but do not alter original historic features. Staff may also approve actions that resemble features that were originally on a structure or were likely to have been on such a structure, according to documented descriptions or photos of the structure in question or similar structures and also according to documented descriptions of a particular historic architectural style or building practice.*

Please submit this Certificate of Appropriateness to the Building Inspection Division with Putnam County when applying for a building permit, as necessary.

Planning Department Staff Approval:

By: 
Lorenzo Aghemo. MRP

Director of Planning

Cc; Elizabeth Van Rensburg Historic Preservation Board Chair

The City of Palatka and the Historic Preservation Board bear no responsibility in maintaining a record of this Certificate of Appropriateness. Please keep a copy for your records for future reference.

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

At the June 9, 2025 CRA meeting, staff requested that the Board evaluate the 2012 City of Palatka Community Branding Guide materials and provide direction on potential next steps for a branding update. At that meeting, the Board stated they would like to use the citywide branding that was completed in 2012 but pursue a refreshed approach. Based on this direction, staff determined that the city could use the core elements of the 2012 brand while updating it to reflect the current goals of the CRA. This project would specifically focus on refreshing the branding identity of all three CRA districts, with an emphasis on the Central Business District.

The Board approved moving forward with a brand refresh under the condition that staff:

- Evaluate and compare qualified firms and their service offerings
- Initiate preliminary discussions with branding firms
- Return to the CRA Board with a range of branding scope options and associated cost estimates
- Present those options for the Board's review and selection

PROJECT ANALYSIS

Staff contacted ten branding firms and received briefs from the following four:

- HCP Associates (Tampa) - \$17,750.00
- Future Friends (St. Augustine) - \$19,000.00
- a5 Branding & Digital (Chicago/Tampa) - \$19,500.00
- Alarie Design Associates (Winter Garden) - \$15,000.00-20,000.00

Firms were evaluated on deliverables, experience working with local governments, creative fit for Palatka, and communication.

Scopes can be adjusted after selection based on Board and staff input. This meeting provides a

cost overview, reviews firm qualifications, and gathers feedback for next steps.

Staff Recommendation

If the CRA Board does not wish to proceed with the project at this time, staff recommends continuing to prioritize and advance existing CRA initiatives.

However, if the Board chooses to move forward with the branding refresh, staff recommends selecting **Future Friends** to lead the effort. The firm is based in St. Augustine and includes team members who live in Palatka, giving them a strong connection to the community. Their design style and experience align with the CRA's goals of building a distinct local identity, attracting investment, and supporting tourism. Their recent work for St. Johns County demonstrates their ability to create meaningful, place-based branding that reflects a community's history, environment, and character.

ATTACHMENTS

1.	a5 Branding & Digital Proposal
2.	Future Friends Proposal
3.	HCP Associates Proposal
4.	Alarie Design Associates Proposal

CRA Branding Proposal for Palatka, Florida

July 17, 2025

Please see this presentation of relevant work prepared for Palatka.

a5 is a branding and digital agency that tells client stories in a clear, concise, consistent and compelling manner with great content and a clear call to action – to get results.

We begin by listening. Asking questions. Understanding your community and the competitive landscape. By offering recommendations and solutions. And telling your story – powerfully.

We work by a simple philosophy: to deliver great work that creates great places.

Why a5?

- a5 has offices in Chicago and Tampa, and we are members of the Florida City & County Management Association. We work across the country, yet we are on the ground in Florida, providing a high level of service in person in Palatka.
- We know Florida. We have worked with and developed campaigns for Florida Southern College, Hillsborough County Public Schools, Great Exploration Children's Museum, Fifth Avenue South (Naples), Current Orlando (student housing development at University of Central Florida) and Downtown Tampa Partnership, among others.
- We specialize in working with communities, including downtowns and community redevelopment agencies (CRAs). From Charlevoix (Michigan) to Oregon (Illinois), Naples (Florida) to Cuyahoga Falls (Ohio), a5 has the experience and expertise to elevate and extend the Palatka brand.
- We are strategic, creative and drive a strong process. At a5, we work to set you apart by creating a visual and verbal architecture that shapes perceptions positively and attracts your intended audiences.
- Our work is rooted in partnership. We collaborate closely with internal teams, share best practices and adapt strategies to meet evolving goals.

a5 Branding & Digital

Contact: John Harris, Principal
jharris@a5inc.com
708.227.5313

915 N Franklin, Tampa, Florida 33602 464.600.2303
1 N LaSalle, 47th Floor, Chicago, Illinois 60602 708.227.5313

a5inc.com



Project Overview

The City of Palatka developed a brand in 2012. The City now wants to extend and implement that brand through its Community Redevelopment Agency (CRA), which incorporates downtown and a north and south district.

The refreshed brand would signal intent to create a unified identity for the three districts and roll out in January 2026. (The Downtown Streetscape project is also expected to begin in January 2026.)

As part of the process, the tagline would be evaluated and potentially updated.

We recommend a targeted engagement process to connect directly with business owners and merchants. We will do so in a novel way that encourages real conversation and real listening and avoids engagement overkill. We are expert at connecting with communities by meeting people where they are and engaging them in meaningful ways.

Our process is proven to produce meaningful input into the development of a brand platform. Once we conduct the engagement, we will update the brand platform, refresh the brand and roll it out in January 2026.

Approach

At a5, we approach every engagement as a collaborative partnership built on clear goals, adaptive strategy and continuous communication. Our work plan follows a structured, results-driven process designed to deliver measurable outcomes. We begin by aligning expectations, priorities and audience goals, then translate those into a targeted campaign strategy.

What Can You Expect?

- A dedicated account manager as your primary point of contact
- Clear communication channels and shared project documentation
- A kickoff meeting to establish goals, timelines and creative input
- Regular check-ins—weekly during launch, then biweekly or monthly as needed
- Timely responses to requests, typically within 24 hours
- Transparent tracking through shared dashboards and progress summaries
- Senior-level involvement from start to finish

Proposal

Working with you, we propose a phased process to develop a brand and story that is clear, concise, consistent and compelling—with great content and a clear call to action—to generate results.

1 Research & Engagement > 2 Brand Development > 3 Brand Applications > 4 Launch Plan

1. Research and Engagement (Optional)

In this phase, we learn about the community, the CRA and its past, present and future. We look at the big picture and learn about the people and place. We explore key audiences and competition. Usually, we do a combination of meetings and experiences, including focus groups, one-on-one interviews, email surveys and intercepts at community events. It is important that we meet people where they are. We listen, learn and then provide feedback and recommendations that lead to the brand development.

For Palatka, we propose a process that will connect us directly to community members and business owners, meeting people where they are:

- Set up and connect with people through a quick, easy to fill out survey, at a community event this fall
- Walk the districts to connect directly with merchants

For instance, in Oregon, Illinois, we walked the downtown to talk with merchants in each retail/restaurant establishment. In Kalamazoo, Michigan, we set up at an ongoing downtown event and engaged with people already enjoying the experience.

We will also review existing plans and documents.

We will synthesize all that we hear into recommendations for next steps to refresh the brand and apply it to the three districts.

2. Brand Development

In this phase, we take all that we have heard, learned and recommended to help shape and build the brand: a logo, logotype, tagline, key messages, audience matrix, competitive landscape, along with metrics for success, a budget and a timeline.

In the case of Palatka, we will refresh or evolve the existing City brand for the downtown district, providing recommendations with multiple options for updating type, colors, logo and logotype lockups and more for use by the CRA.

For taglines, our process includes developing an initial list of 20 to 30 tagline options informed by insights from stakeholders, resident and community partners. We present the initial list segmented in categories such as descriptive, inspirational, aspiration, etc., to refine and narrow the field to three to five options before making a final decision.

3. Brand Applications

Once the brand is developed, we develop applications, which could include social media application, print and digital collateral, advertising and more. This would also include business materials such as business cards, letterhead, envelopes, etc. For purposes of this proposal, we have included the following items. (We could substitute items depending on need.)

Stationery System: a5 will provide two to three design directions for the stationery system (business cards and letterhead). Following acceptance of one direction, a5 will prepare the final files and turn over to the City to implement. If desired, a5 can provide recommendations for paper specifications. a5 advises the creation of Word templates based on the letterhead for standard documents such as memos and agendas.

Email Signature: a5 will design and present three options for an email signature. Following acceptance of a direction, a5 will provide font, color and layout specifications so that the City's IT staff can implement.

Social Media Foundational Graphics: a5 will design and produce a series of graphics to be used at launch for social media. This would include profile and cover image, and three to four graphics that introduce the new brand.

Signage: Building from the existing City brand guidelines for signage, and leveraging the new downtown identity a5 would design wayfinding signage. For the purposes of this proposal, a5 assumes designing two to three design directions, with approximately ten wayfinding signs with slight variations in size and content as the final deliverable. a5 would provide final artwork to the fabricator. Fabrication and installation fees are not included in a5 fees.

Brand Standards Guide (Optional): a5 will create a standards manual, or style guide, that will enable Palatka representatives and design practitioners to apply the visual and verbal aspects of the new identity appropriately and help ensure consistency and continuity across applications. The style guide will define and distill the usage of the new logo, its components and all of the brand elements developed in the process. The final deliverable will be a PDF and native InDesign files. This standards manual could be incorporated into the City's brand standards document, or stand on its own. Items to be included in the guidelines are:

- Logo usage (do's and don'ts, horizontal and vertical usage, usage with a tagline)
- Primary and secondary color palette and typographic guidelines
- Usage with background colors/photos
- Image direction (photography and graphic elements)
- Brand usage examples (using deliverables from the application templates)

4. Launch Plan

A brand needs to be launched, nurtured and maintained. We would work with you to develop a brand launch plan and a roadmap for success over time. The brand launch plan would include goals, audiences, tactics, budget and timing. (From a tactical perspective, this includes a launch communication that could include a news release, newsletter/blog story and a social media post.) The new brand could be launched at community events and using digital methods.

Optional: Ongoing Support

For many of our clients, we provide ongoing marketing and communications support or, at minimum, a check-in at six and 12 months. Ongoing support is billed at our hourly rate of \$175/hour.

Preliminary Project Plan

We would work with you to launch the brand in January 2026.

	Aug	Sept	Oct	Nov	Dec	Jan
Project kickoff						
Research & engagement						
Brand development						
Brand identity concepts presented						
Brand applications developed						
Signage developed						
Launch plan developed						
Brand standards manual developed						
New brand launches						

a5 Fee Schedule

Brand development	\$7,500
Brand applications	\$5,000
Signage	\$4,000
Launch plan	\$3,000

Optional Deliverables

Research & engagement	\$2,500
Brand standards	\$2,500

a5 fee estimates above do not include third-party expenses such as printing, fabrication, photography, mailing and media. Where possible, a5 would direct third parties to bill our clients directly to avoid a 15% agency markup.



Project Deliverables

- I. **Preliminary discussion about logo direction and needs**
- II. **2-3 rounds of logo revisions (in collaboration with you)**
- III. **Secondary logos / marks**
- IV. **Color palette to reinforce your identity**
- V. **Typefaces and Font Guidelines**
(for any printed or web materials produced in the future)
- VI. **Patterns and/or Graphic Elements**
(to be used on printed materials and/or website to communicate the unique characteristics of your brand)
- VII. **All your files zipped and ready to go**
(should you need to access the editable files without us in the future)
- VIII. **Reference PDF Branding Guide that includes:**
 - RGB brand colors
 - CMYK brand colors
 - Web Safe color hex codes (for web design)
 - Typeface names and usage instructions

Price Breakdown:

Cost for CRA Brand:
\$19,000

(Not to exceed 120hrs, which includes meetings, travel, and other project-related expenses)

\$4,750 deposit required and additional \$4,750 per month for 3 months.

Cost for Additional Work outside of Brand:
Additional design work will be charged hourly (\$165 per hour)

First Session

Present 3-5 directions for CRA Brand

- Complete with Colors, Secondary Brands, etc.

Present variations of taglines to be used with CRA Brand

Subsequent Sessions

Present Refined CRA Brand options

- Complete with Finished Colors, Secondary Brands, etc.
- Complete with Finished Tagline
- Brand Guideline Document

Additional Work outside of Branding scope

(Any design time remaining from the original Branding scope will be applied to these items)

- + **Map, Wayfinding, and Signage options**
- + **Templates and Marketing Materials**

Timeline for Palatka CRA



Proposal for Palatka CRA

Palatka CRA Branding Needs

Refreshed Brand Direction

- Update Identity for Central Historic District, then other Districts
- Keep a connection to the 2012 Palatka brand
- Use Mission, Vision, and Values to support decisions
- Create secondary marks for each District
- Brand Usage Document

Maps, Wayfinding, and Signage

- Maps for each CRA district, physical and digital
- Wayfinding sign ideas and templates for all Districts

Branded Templates

- Templates for various uses and needs within each District

Additional Deliverables

- Marketing Materials: Brochures or flyers to help recruit new businesses, promote our incentive programs, and highlight redevelopment opportunities.
- Digital & Social Media Assets
- Merch & Event Materials
- Public Art & Environmental Design
- Investment & Development Packets

These items are outside of the Branding Scope, but we are designing the brand with these items in mind for future interaction



Danielle



Luke



Katie



Mackenzie



Ben



Crystal



Main and Secondary Brands

Map Legend

- VEHICLE BEACH ACCESS
- BEACH DRIVING
- DISTANCE BETWEEN
- ⬮ LIFEGUARD TOWER
- ⬮ WEEKEND/HOLIDAYS LIFEGUARD
- P OFF-BEACH PARKING

DO NOT PARK IN THE DUNES
VEHICLES MUST PARK SEAWARD (EAST) OF THE CONSERVATION SIGNS
Strictly Enforced

Map Labels:

- A STREET (ENTER ONLY)
- GUY HARVEY
- OCEAN TRACE RD.
- WINDSWIFT ACRES PARK
- HATANZAS AVE.
- MARY ST.
- FRANK BUTLER EAST PARK
- CRESCENT BEACH (CLOBBARD RD.)
- BEACHER'S LODGE
- SPILLAGE PUBLIC ACCESS
- FORT MATANZAS (EXIT ONLY)
- MATANZAS INLET EAST
- Atlantic Ocean
- Matanzas River
- Vilano/Porpoise Point
- Vilaco Rd.
- Porpoise Point
- Jetty
- St. Augustine Inlet

Scale: 1.0 MILE

Compass: N, S, E, W

Logos: SJC, SJRWMD

New Signs and Map for Beach



Signs and Landings, Boat Ramps, and Parks

SHELTERING

Sheltering During A Disaster

Using disaster terminology is an important concept. Your Disaster Plan should include your Sheltering Plan. Will you be sheltering outside the evacuation area or at one of the local evacuation shelters? If you plan to use one of the local shelters, familiarize yourself with their facilities. By planning for several different disasters, you have options when an evacuation is ordered.

Shelters will involve living with many people in a confined space. It will be the best practice, which has proven to be efficient and applicable. It is important for all children to be comfortable in the conditions of an event and to cooperate with shelter managers and staff to make sure you are pleasant and helpful when possible.

Shelter Supply Kit

- Water or an instant, hot/cold, instant, and pillows.
- Blankets or a sleeping bag (available at the guard station).
- Stirrers and snack foods are suggested to help between meals.
- First aid kit for all medications and supplies. If you are a diabetic, pack a supply of insulin for your kit (if you require insulin).
- First aid kit and band-aids for minor injuries.
- Shower, Bar Soap, Shampoo, soap, towel, washcloth, hairbrush, shaving supplies, toothbrush, toothpaste, etc.
- Extra clothing, shoes, socks, closed toe shoes.
- Eye glasses, hearing aid, batteries
- Car, wallet, checkbook
- First Aid Kit, First Aid kit, two pens, pencils, eraser, etc.
- Exercises: Calligraphy, papers, tables, chairs, etc.

Printed and Digital guide that is also 508 compliant

Examples of work past the Brand scope



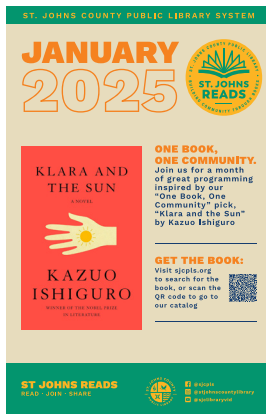
St. Johns County
FLORIDA AT FIRST SIGHT



Saint Johns County Digital Headers for E-Newsletters



Saint Johns County Library Vehicle Wraps



Saint Johns County Library Printed Booklet



Saint Johns County Library Cards

CITY OF PALATKA CRA BRAND REFRESH

Date: Thursday, July 31, 2025

Prepared for: Palatka CRA

Submitted by: HCP Associates

ABOUT HCP ASSOCIATES

HCP Associates combines four decades of corporate branding experience with a deep understanding of public-sector needs, making us uniquely positioned to guide Community Redevelopment Agencies like Palatka's through strategic brand transformations. We have a recent, proven record of helping CRAs define their identity, communicate their vision, and strengthen engagement through clear, consistent, and compelling communications.

SELECTED PREVIOUS WORKS

The three client examples below illustrate the thoroughness of our work and illustrate our experience bringing corporate-professional branding expertise to Florida CRAs. For the services under consideration here, we believe that our work speaks for itself and therefore we begin our proposal with our case examples.

YBOR CITY CRA – “MORE IN YBOR” BRAND ELEVATION

HCP Associates led research and rebranding efforts to shift perceptions of Ybor City, delivering a refreshed visual identity and campaign that increased positive sentiment by 300% in eight months.





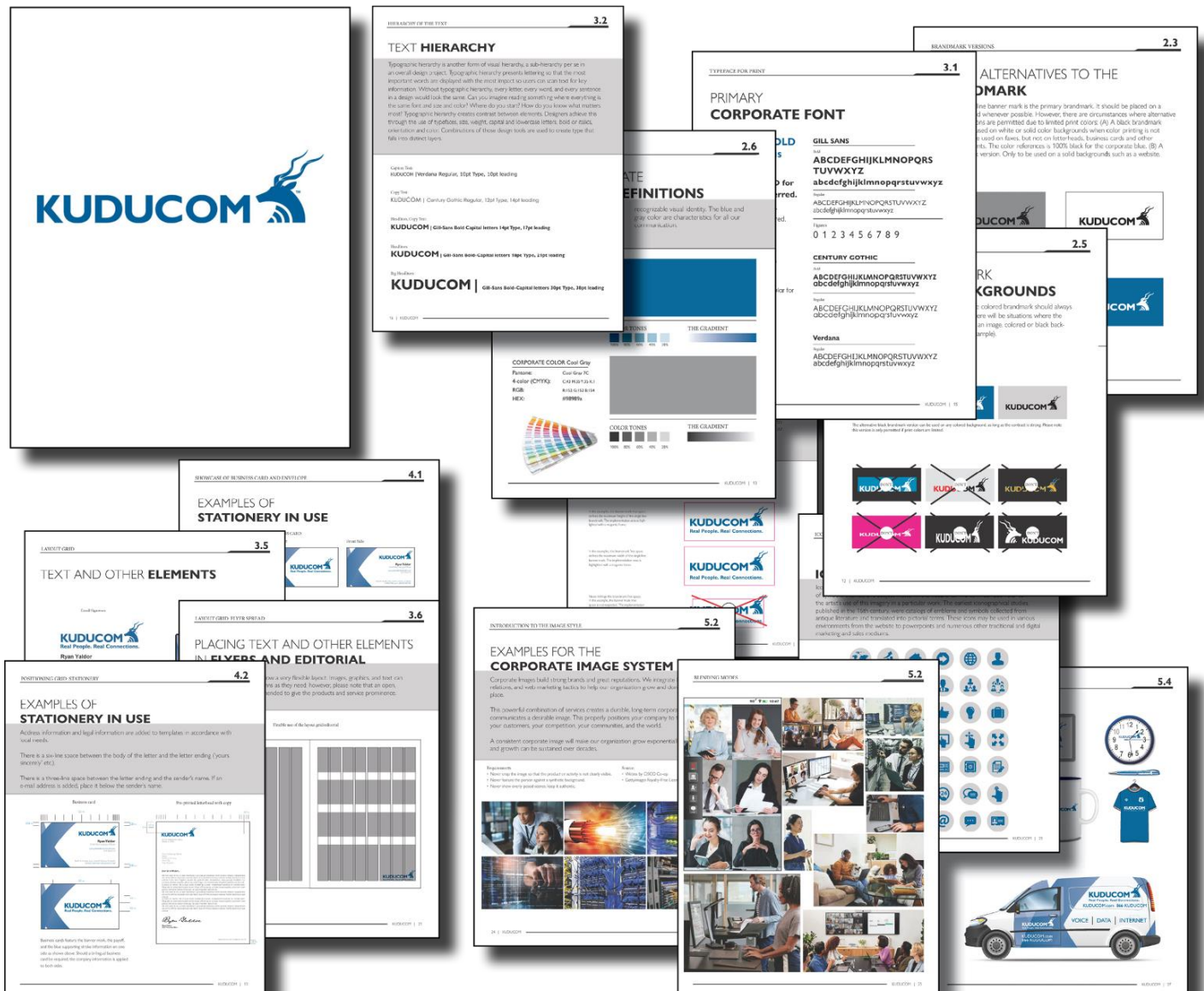
TAMPA CRA – UNIFIED BRAND IMPLEMENTATION AND ANNUAL REPORT

We integrated Ybor CRA materials into the broader Tampa CRA brand and redesigned the Annual Report, resulting in expanded responsibilities covering all Tampa CRA communications by 2025.



KUDUCOM – TELECOM REBRAND & MULTI-CHANNEL ROLLOUT

HCP Associates rebranded a local telecommunications company through naming, design, and brand architecture, producing a brand guide format directly applicable to CRA needs.



SCOPE PURPOSE

The CRA's North, South, and Downtown districts rely on a 2012 brand that requires an economical, high-impact refresh. Over five months (with flexibility on scheduling), HCP Associates will modernize the logo, set clear brand rules, provide both tools and a rollout plan, and produce a core set of CRA-essential collateral. Our Audit-Design-Deployment model limits meetings and protects the budget.

SCOPE OF SERVICES

1. **Discovery & Alignment:** Kickoff workshop; review 2012 guide, 2021 plan, maps, and other key data; up to six individual research interviews with CRA stakeholders to align goals.
2. **Brand Audit & Positioning:** Evaluate all brand assets, benchmark three peer CRAs, and draft a creative brief for design phase (#3).
3. **Visual Identity & Guide:** Refresh main and district logos, update colors and fonts, and deliver a 10-15-page PDF with clear usage and accessibility rules.
4. **Collateral Suite:** Provide and provide wayfinding sign prototypes (up to 5), social media graphics, letterhead, PowerPoint template, business card, email signature, and a one-page fact sheet.
5. **Rollout Plan:** Inclusive of a Gantt chart timeline, channel-by-channel checklist, and risk watch list.
6. **Project Management:** Single contact, bi-weekly status notes, shared cloud folder, and two virtual review sessions.

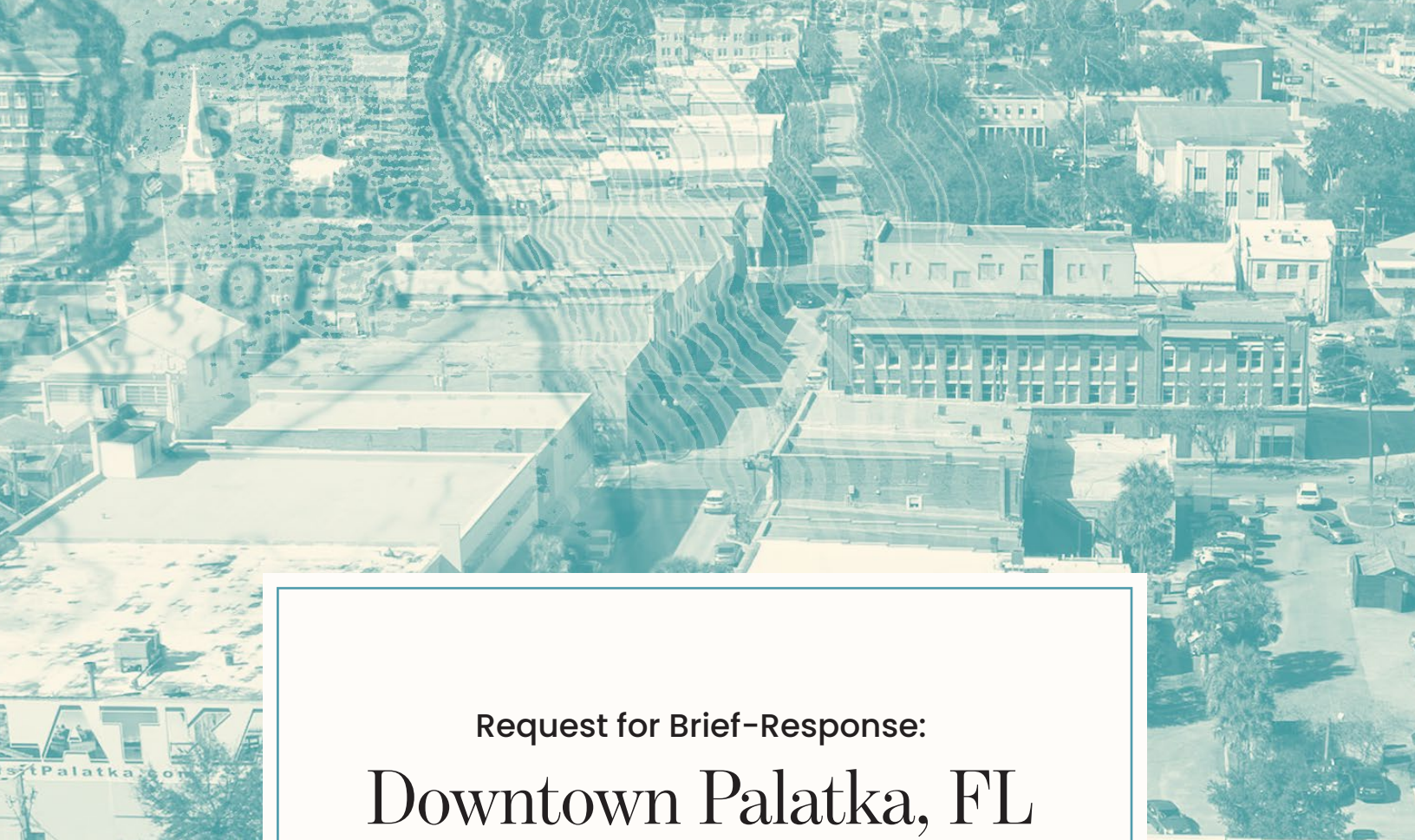
IMPLEMENTATION TIMELINE

Month 1	Months 1–2	Months 2–3	Months 3–4	Months 4–5	Months 5–6
Project Mobilization: kickoff, contract, and cadence	Discovery & Alignment: document review, interviews, positioning brief	Creative Development: logo concepts and approval, brand elements	Brand Guide & Collateral: full guide and materials production	Rollout Plan: timeline, checklist, signage bid set, launch review	Public Launch & Closeout: brand reveal and final handoff

PROJECT COST

Fixed fee: **\$17,750.00**, invoiced in five monthly payments of **\$3,550.00** (Sep 1 2025–Jan 1 2026).
 Out-of-scope production costs (printing, etc.) billed at cost only with prior approval by the CRA.

We look forward to the opportunity to serve the Palatka CRA!



Request for Brief-Response:

Downtown Palatka, FL

A Vision for Palatka's Future



An award-winning, Florida-based branding agency
with 29 years of experience in municipal identity,
placemaking, and community storytelling.

Palatka's Next Chapter

Downtown Palatka stands at a pivotal moment. Rooted in history and nestled along the St. Johns River, Palatka blends quiet grandeur with untapped potential. At its heart, Downtown Palatka showcases a vibrant district rich in architectural legacy, cultural depth, and civic pride. As new investments flow and housing permits rise, the area is poised for transformation. Now is the time to honor Palatka's heritage, reawaken its pride, and share its story with Florida and beyond—beginning in the city's historic core.

Charting the Future of Downtown

At Alarie Design, we believe Downtown Palatka deserves a brand refresh that reflects its soul and guides its future. We see Downtown as the city's front porch—where heritage, progress, and community intersect. Without waiting for a formal brief, we've crafted a vision that aligns with the city's enduring strengths and aspirations, ready to be realized through this RFB response.

Brand Strategy Snapshot

Brand Promise: Where Florida's Soul Runs Deep

Brand Positioning: Palatka is a resilient, riverfront community rooted in heritage and rediscovering its pride and potential along the St. Johns River, starting in Downtown and radiating outward.

Brand Pillars

Authentic History:

A legacy of architectural and cultural richness

Creative Momentum:

A forward-thinking spirit driving innovation and growth

Riverfront Soul:

The St. Johns River as the heart of Downtown Palatka's identity

Diverse Community Roots:

A welcoming, inclusive community united by shared pride

Brand Personality:

Proud, Optimistic, Rooted, Welcoming, Understated Cool

Brand Voice:

Plainspoken, confident, evocative, and authentic



Scope of Work Options

Brand Identity Refresh – Option 1 | \$20k

Visual Identity System

(Logo, Color Palette, Typography)

Alarie Design will present 2 to 3 logo options for review. Once one is selected, we'll provide up to 5 rounds of revisions to finalize it. The logo will align with CRA objectives and meet all technical needs for scale, usage, and layout flexibility.

The final logo will be delivered in black and white, full color, and all common file formats used across print and digital platforms. Brand identity usage guidelines will also be included for consistent application across all Downtown Palatka materials.

Brand Positioning, Voice, and Messaging

We will define brand positioning, tone, and key messaging to guide communications and reflect the identity of Downtown Palatka.

Wayfinding Signage System

Alarie Design will create a coordinated signage system that extends the new visual identity across Downtown.

Launch Campaign and Materials

We'll support the CRA with materials and ideas to introduce the refreshed brand to the public.

Implementation Schedule

A milestone-based schedule will outline approvals, design, signage quoting, fabrication, and installation.

Optional Community Outreach

If requested, we'll deliver an in-person presentation for Downtown merchants, sharing strategy and goals. A detailed outline will be provided at kickoff.

Brand Identity Refresh – Option 2 | \$15k

Visual Identity System

(Logo, Color Palette, Typography)

Alarie Design will present 2 to 3 logo options for consideration. One selected option will receive up to 5 rounds of revisions to achieve a final approved logo that creatively aligns with CRA objectives and meets technical standards for scale, usage, and flexibility.

The final logo will be delivered in black and white, full color, and all common file formats used across print and digital platforms.

Brand Positioning and Narrative Development

Alarie Design will craft a cohesive brand story, supported by positioning statements and voice guidelines that reflect Downtown Palatka's identity.

Application Mockups

We will develop visual mockups of the refreshed brand across key applications such as signage, event banners, and civic documents to demonstrate brand consistency and usage.

A Selection of Our Work

Below is a sampling of branding and campaign work we're proud to have created in partnership with municipalities and community-focused organizations across Florida. Each project reflects our commitment to thoughtful design, local character, and lasting impact.

To see more of our expertise, visit alariedesign.com or contact us at team@alariedesign.com.



Partnering to Shape Palatka's Future

Alarie Design brings nearly three decades of experience in civic branding, wayfinding, and community storytelling. We've helped shape the identity of Florida cities such as Oakland, Groveland, and Winter Garden, using design to ignite civic pride, boost tourism, and unify messaging across touchpoints.

Our work includes rebrands, downtown campaigns, event branding, and signage systems that help communities grow while staying rooted in who they are. For over 20 years, we've also partnered with the West Orange Chamber of Commerce on web, print, and event design, contributing to multiple Florida Chamber of the Year awards. Currently, we're leading brand strategy for MetroWest, a 1,805-acre master-planned community in Orlando.

Established and based in Central Florida, we're ready to help Downtown Palatka tell its story through a bold, authentic brand that reflects its character and amplifies its future.

Voices from the Communities We Serve

“

From start to finish they are thoughtful but efficient, diligent but flexible... The work they've done on branding many of our initiatives has been pivotal to their success.”

— Mike Bollhoefer, City Manager, Winter Garden

“

Joe and his team helped brand 'the City with Natural Charm' and developed our new City logo. I would deem their efforts a tremendous success that has been widely acclaimed and celebrated.”

— Mike Hein, City Manager, Groveland

Let's Build What's Next

We're ready to bring the Downtown Palatka brand to life and would be proud to help shape its future. Our team is here to collaborate, answer questions, and move the work forward, starting at the CRA meeting and continuing every step of the way.

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

Staff is requesting direction regarding a proposed increase to the project budget for the Tilghman House renovation. The current budget of \$155,378 has proven insufficient to attract vendor participation, and staff recommends increasing the total project budget to \$300,000 to improve procurement outcomes.

BACKGROUND

The City has issued bids for the Tilghman House renovation twice during 2024; however, both attempts resulted in no responses. In 2025, a new project manager resumed efforts to move the project forward by soliciting quotes directly. Despite this, vendor interest remained low.

Subsequent outreach by the City Manager and Public Works revealed that multiple vendors have concerns about the risks associated with working on a historic structure, particularly under the constraints of the current budget. Contractors cited the likelihood of unforeseen conditions during construction as a significant risk that is not covered by the existing allocation.

PROJECT ANALYSIS

The current budget of \$155,378 does not adequately reflect the potential challenges of restoring a historic structure such as the Tilghman House. Given the uncertainty involved—especially regarding hidden or structural conditions—contractors have been unwilling to submit bids or quotes under the existing financial limits.

Increasing the budget to \$300,000, as recommended by the City Manager, will provide a more realistic funding level that accounts for contingencies and aligns with industry expectations for projects of this nature. This adjustment is necessary to ensure the City can move forward with soliciting qualified vendors and initiating work on this long-delayed project.

Staff Recommendation

Staff recommends increasing the Tilghman House renovation project budget from \$155,378 to \$300,000 to better reflect market conditions and construction risks. Direction is requested from the Commission to proceed with the revised budget and resume procurement efforts accordingly.

ATTACHMENTS

None

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

- Port Consolidated
- Landscaping and ground maintenance in the 3 CRA districts
- Finding of Necessity Study for Potential CRA Boundary Expansion or New CRA District

PROJECT ANALYSIS

Port Consolidated

The City of Palatka recently submitted a \$75,000 Community Planning Technical Assistance (CPTA) Grant application to FloridaCommerce in partnership with Halff Associates. This is the same grant program that funded the City's 2025 Five-Year Downtown Strategic Action Plan. If awarded, the new grant will support the development of a Gateway Redevelopment Plan for the Port Consolidated site. Identified in the Strategic Action Plan as a catalytic site, the redevelopment of this property is critical for shaping future land use, advancing environmental cleanup efforts, and attracting reinvestment. The plan developed through this grant will focus on long-term, market-supported uses for the site and include public engagement, a summary of environmental remediation, redevelopment scenarios, and a final presentation to stakeholders. City Attorney Jane West is preparing a Request for Proposals (RFP) to explore short-term, interim uses of the Port Consolidated site.

Landscaping and Ground Maintenance in the 3 CRA Districts

Staff is continuing to improve landscaping and grounds maintenance across all three CRA districts. In the Central Business District, we currently have a contract with Futch Landscaping for maintenance from the Riverfront to 11th Street. We're looking to expand that contract to include the area from 1st to 11th Street, between Reid and Oak Streets. We're also exploring enhancements, like replacing the bushes at the clock tower in Riverfront Park with vibrant, seasonal flowers and adding flower baskets to the light poles along St. Johns Avenue, with Futch handling both installation and maintenance. In the South Historic District, we're looking to upgrade the landscaping around the district gateway sign at Laurel Street and 3rd, and in both the South and North Historic Districts, we are exploring options for consistent grounds

maintenance in the public rights-of-way.

Finding of Necessity Study – Potential CRA Boundary Expansion or New CRA District

At the August 27 CRA Budget Workshop, GAI Consultants will present the following:

Options for CRA Area Modifications:

- Expansion of the existing CRA Redevelopment Area(s)
- Modification of the proposed “Expansion Area” as outlined in RFP 2024-05
- Updates to the redevelopment plans for the three existing CRA areas as an alternative to expansion

Financial Analysis:

- A preliminary 10-year estimate of potential tax increment revenues from the proposed “Expansion Area”
- Revenue projections will be based solely on historical growth trends and current property tax structures within the identified area in RFP 2024-05

Staff Recommendation

ATTACHMENTS

1.	CPTA Grant FY 2025/2026 City of Palatka Gateway Redevelopment Plan
----	--

ROBERTA M. CORREA
MAYOR-COMMISSIONER

ANNIE H. DAVIS
COMMISSIONER

JUSTIN R. CAMPBELL, SR.
COMMISSIONER

WILL JONES
COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

MARCIA G. CARTY, CPA, CGFO
CITY MANAGER

JANE WEST, ESQ.
CITY ATTORNEY

KAREN HAYES, MMC
CITY CLERK

JASON L. SHAW, SR
CHIEF, POLICE DEPT.

CHRIS TAYLOR
CHIEF, FIRE DEPT.



August 1, 2025

James D. Stansbury, Deputy Bureau Chief
Bureau of Community Planning and Growth
Division of Community Development
FloridaCommerce
107 East Madison Street, MSC 160
Tallahassee, FL 32399-4120

RE: Community Planning Technical Assistance Grant City of Palatka Gateway Redevelopment Plan

Dear CPTA Review Committee,

The City of Palatka, a Rural Area of Opportunity (RAO), respectfully requests \$75,000 in funding through FloridaCommerce's Community Planning Technical Assistance Grant program. This funding will support **the Gateway Redevelopment Plan** for the Port Consolidated site, a city-owned property at a highly visible and strategic entry point into the City and the Community Redevelopment Area's Central Business District.

The Port Consolidated site, previously used for fuel storage and distribution, has been identified in the City's 2025 Five Year Downtown Strategic Action Plan as **a catalyst site with the potential to significantly influence reinvestment, site readiness through environmental remediation, and economic diversity in the region**. Redevelopment of this site represents a transformational opportunity to shape the physical and economic landscape of the City and will result in a more resilient local economy as well as strategic infrastructure investment and address ongoing environmental remediation of the site in coordination with the Florida Department of Environmental Protection. These outcomes directly support the City's Comprehensive Plan and the redevelopment process will guarantee future use of the site aligns with best practices for environmental protection and sustainable growth.

The Port Consolidated redevelopment is regionally significant; the site is located along **a key gateway that connects downtown Palatka with neighborhoods, major roadways, and regional attractions.**

Notable regional sites include the St. Johns River, Ravine Gardens State Park, and the Putnam County Barge Port, which serves as an economic development area and industrial center. Revitalizing this gateway area will leverage regional assets, enhance multimodal access, and increase the appeal of the area to investors, businesses, and residents alike.

The Gateway Redevelopment Plan's purpose is **to create a cohesive vision aligned with the City's Comprehensive Plan and community values**, fostering a vibrant, accessible, and economically diverse Central Business District. By incorporating best practices and strategic planning, the plan will position Palatka to revitalize this key site, which will encourage long term prosperity and regional connectivity. This initiative builds on recent local planning efforts and directly supports the Palatka Community Redevelopment Agency's objective of activating opportunity sites. The Gateway Redevelopment Plan will guide future land use, zoning compatibility, infrastructure investments, environmental considerations, and market supported redevelopment scenarios. The plan will be developed through a public engagement process and will reflect a shared community vision for one of the City's most prominent and promising opportunity sites.

The City of Palatka has a strong vision for the Port Consolidated site, making it a top priority due to its strategic location and impact on nearby residents, businesses, and regional economic development. With this investment from FloridaCommerce to develop the Gateway Redevelopment Plan, the City will be able to enact its vision to revitalize this property, enhance economic opportunity, and environmental stewardship within our community.

The City's contact for this project is Kristin Odom, CRA Coordinator, Community Redevelopment Agency, phone (386)-240-4785, email kodom@palatka-fl.gov. Her mailing address is 201 N. 2nd Street, Palatka, FL 32177.

Sincerely,



Marcia Carty
City Manager
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Community Planning Technical Assistance (CPTA) Grant
City of Palatka Gateway Redevelopment Plan
FY 2025/2026

CPTA Grant Submittal Deadline: August 1, 2025

CPTA Grant Cycle Timeframe: FY 2025/2026

CPTA Grant Applicant: City of Palatka, Florida

CPTA Grant Focus: The City of Palatka has made strides in focusing on specific initiatives for improvements in the Central Business District (CBD). The city created a 5-Year Downtown Strategic Action Plan in 2025 for which three initiatives are in early stages of implementation. One of the initiatives is a city-owned asset referred to as the Port Consolidated site, which is located at the gateway of downtown Palatka, serving as the entry point into the Central Business District. This is critical to setting the tone of the city as a key economic opportunity for the improvement of downtown. This CPTA grant will be used to develop scenarios for future uses of the Port Consolidated site that will best serve the city, its residents, and the local economy. The CPTA Grant will provide multiple opportunities for great use of the funding resource.

The grant will provide the City's administration, community stakeholders, downtown merchants, and citizens at-large an opportunity to collaborate for the gateway into the City of Palatka and the St. Johns River. The grant scope will provide a summary of the environmental remediation and mitigation that has occurred and will identify further actions required that will foster the relationship with FDEP as a partner for a clean site. This is a critical linchpin to the redevelopment schedule of the site. Furthermore, scenario planning attuned to the needs of the City and the character of historic Downtown Palatka will allow for a redevelopment plan of the gateway to the City.

Deliverable 1: Kick-Off meeting with City of Palatka Staff and the Community

Deliverable Date: September 30, 2025

Payment Not to Exceed: \$5,000.00

Deliverable 1 Description: A kick-off meeting will be held to introduce the City of Palatka City Commission, staff and community members to the intent and purpose of the CPTA Grant. This will allow community members and staff to discuss goals and expectations regarding the Gateway Redevelopment Plan and opportunities for the future of the Central Business District.

Deliverable 2: Summary of the Environmental Assessment and the Groundwater Remediation System Design

Deliverable Date: January 16, 2026

Payment Not to Exceed: \$7,000.00

Deliverable 2 Description: A summary and schedule of the Environmental Assessment and Groundwater System Design

A summary and projected schedule of the on-going environmental assessment and groundwater system design for the Gateway site will identify critical steps in the overall redevelopment of the site as it relates to the Redevelopment Plan.

Community Planning Technical Assistance (CPTA) Grant
City of Palatka Gateway Redevelopment Plan
FY 2025/2026

Deliverable 3: Prepare the City of Palatka Gateway Redevelopment Plan.

Deliverable Date: April 27, 2026

Payment Not to Exceed: \$55,000.00

Deliverable 3 Description: The Gateway Redevelopment Plan will include an analysis of the future land use categories and zoning districts; compare and contrast the Comprehensive Plan's Goals, Objectives, and Policies that may impact the management of the Gateway site; a character analysis and compatibility review of the surrounding area that encompasses the Port Consolidated site; determine what view shed impacts may exist; and include an access management plan for surrounding roadways, trip counts and upcoming improvement reviews. This plan will identify feasible uses for the site in the long term and how its redevelopment may impact the surrounding uses, residents, and business owners.

Deliverable 4: Gateway Redevelopment Plan Presentation

Deliverable Date: May 18, 2026

Payment Not to Exceed: \$8,000.00

Deliverable 4 Description: Present findings of the Redevelopment Plan and action items to launch the Plan implementation to the City of Palatka City Commission, staff and community stakeholders.

Grant Closure May 30, 2026

Total Grant not to Exceed: \$75,000.00

Community Planning Technical Assistance (CPTA) Grant
City of Palatka Gateway Redevelopment Plan
FY 2025/2026

Deliverables and Tasks	Minimum Level of Service	Payment Amount Not to Exceed	Financial Consequences
Deliverable 1: Kick-Off meeting with City of Palatka Staff and the Community Deliverable Due Date: September 30, 2025 (Grant period will be initiated upon grant agreement receipt from FloridaCommerce and consideration of required public meeting notices, advertisements, and social media announcements.)	Completion of Deliverable 1 as evidenced by submission of all of the following: • Host kick-off meeting with City of Palatka staff and community. • Prepare and present the CPTA grant intent, purpose, and approach for Gateway redevelopment opportunities. • Prioritize goals and expectations as defined by input from the city and community stakeholders.	\$5,000.00	
Deliverable 2: Environmental Assessment and Groundwater Remediation System Design Review and Schedule Deliverable Due Date: January 16, 2026	Completion of Deliverable 2 as evidenced by submission of all of the following: • Identify critical steps in the remediation system design as it relates to the redevelopment plan. • Coordinate milestones with redevelopment plan action items.	\$7,000.00	
Deliverable 3: Prepare the City of Palatka Gateway Redevelopment Plan. Deliverable Due Date April 27, 2026	• Completion of Deliverable 3 as evidenced by submission of all of the following: • Review and develop scenarios for future land uses and zoning. • Perform market analysis and review compatibility of the gateway site and its surrounding properties.	\$55,000.00	

Community Planning Technical Assistance (CPTA) Grant
City of Palatka Gateway Redevelopment Plan
FY 2025/2026

	• Character analysis of gateway adjacent historic districts. • Conceptual plan of site access management from US 17, First Street, and Federal Street. • US 17 trip counts, capacity, and future improvements review. • Review CIP and FDOT upcoming improvements to the surrounding area. • Document view shed impact analysis from Memorial Bridge entering the Central Business District.		
Deliverable 4: Gateway Redevelopment Plan Presentation Deliverable Due Date: May 18, 2026	• Completion of Deliverable 4 as evidenced by submission of all of the following: • Host community meeting to present findings of all of the efforts in Deliverables 2 & 3. • Provide digital copies of the Redevelopment Plan to City of Palatka Commissioners, staff, and community stakeholders.	\$8,000.00	
Grant Closure: May 30, 2026		Total Payment Not To Exceed: \$75,000.00	

Small Business Development Center Report

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: August 11, 2025

TO: City of Palatka Community Redevelopment Agency

FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Palatka & Putnam Impact Report - April-June 2025
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Service Delivery

	City of Palatka	Putnam Co.	Consultant (Rick Paul)	UNF Region
Entrepreneurs Consulted	23	66	214	1,961
Total Consulting Hours	87	207	622	13,037
Number of Workshops & Events*	13	15	28	285
Attendees to Workshops & Events*	391	735	1,126	11,009
Jobs Created/Retained	16	22	70	921
Business Startups	3	9	15	178
Capital Investment	\$519,310	\$544,720	\$3.17M	\$37.9 M

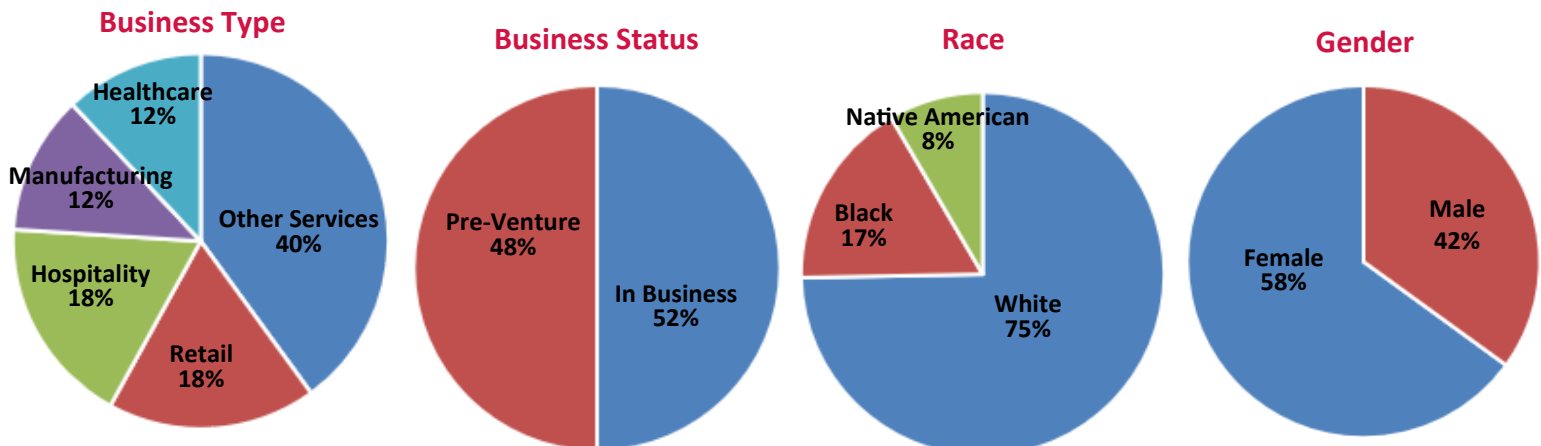
* Workshops & Events include all workshops, virtual and in-person speaking engagements, networking events, and popup shops.

Quarterly Highlights

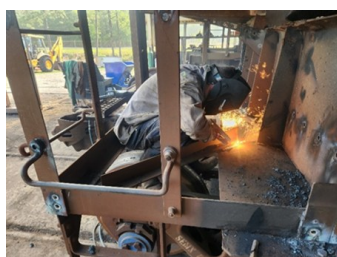
- Florida SBDC at UNF consultant in Putnam County, Rick Paul, attended the 33rd Annual Small Business Week Celebration in May at UNF. Attendees heard keynote Charlynda Scales, founder of Mutt's Sauce and author of business empowerment book, "Rock Bottom Has a Trampoline." In her keynote presentation, Rock Bottom to Revenue: The Resilient Entrepreneur, Charlynda shared her journey of reviving Mutt's Sauce from zero cash flow to operational success. Following the keynote, the U.S. SBA presented its Small Business Week awards, which spotlight outstanding contributions of North Florida business leaders, lenders and champions.
- In May, Rick hosted two timely training events designed to equip our small business community with essential tools and knowledge: Disaster Preparedness Workshop with the SBA and IRS Tools and Resources webinar with the IRS. Attendees to both events walked away with actionable plans to protect their operations and employees during hurricane season and valuable insights into IRS programs, digital tools, and tax resources.
- In June, Rick hosted the Networking Workshop and Social at Azalea City Brewing. The event brought together local entrepreneurs, resource partners, and lenders to foster meaningful connections. The goal was to help businesses discover local resources, access capital, and unlock new opportunities for growth. The networking event brought out over 80 attendees with 22 resource providers. A huge thank you to all the agencies, partners, and business owners who made this event a success.

Client Characteristics *

* Represents Putnam County.



Other Services include:
Construction, Transportation & Warehousing, Real Estate, Rental & Leasing,
Arts/Entertainment, and Other Services (except Public Admin.)



**Doug Fournier, owner
Sunshine Rail Service
Palatka, FL**

"We set several goals on a timeline, and with SBDC's help, we've exceeded them. We've grown from a three-person team earning about \$60,000 to a 10-person operation generating over \$1 million in sales."

--Doug Fournier, owner

Client Success Story

In November 2022, three men with a passion for railcar mechanics and a commitment to exceptional customer service founded Sunshine Rail Service in Putnam County.

James Hinson, Doug Fournier, and Joe Fournier launched the company with a clear priority: safety. The team holds weekly meetings to reinforce this safety-first mindset and to address any challenges or concerns. Doug explains, "There are no shortcuts to safety or production—every detail matters. The better you understand your task and how it should be completed, the fewer chances there are to make the wrong choices in railcar repair."

While the trio brought deep technical knowledge of railcars, they were less familiar with the business side of operations. That's when Doug turned to the Florida Small Business Development Center (SBDC) at the University of North Florida in Putnam County. "Back in 2022, I was introduced to the SBDC and scheduled a meeting with Rick," Doug recalls. "I was blown away by his business knowledge and excited to learn more about what the SBDC had to offer. We started by working on our pro forma financial statements—thanks to Rick, I now know what that means! That work helped us secure our first business loan of \$50,000."

With the loan, Sunshine Rail Service equipped two trucks for mobile repairs. Their strategy was simple: go to the customer. By servicing railcars on-site—where they can be unloaded—clients save on costs and overhead. Once the company secured insurance and all necessary legal documentation, they launched their mobile repair service. Doug credits Rick's guidance for their rapid growth: "We set several goals on a timeline, and with Rick's help, we've exceeded them. We've grown from a three-person team earning about \$60,000 to a 10-person operation generating over \$1 million in sales."

Looking ahead, Doug says, "We'll continue working with Rick to better understand our numbers and manage our budget as we pursue our goals. We've purchased industrial property and are under contract to acquire the adjoining 50 acres. We're preparing to submit a proposal to CSX for a new 10-year rail yard plan on this site. It's critical that we manage our funds wisely and be ready for grant or loan approvals to support this expansion. We plan to hire around 50 new employees for this location in addition to our current team. I want to thank the SBDC for everything they do—and especially Rick—for always being willing to answer my questions and play such a big role in our success."

As the business has grown, so has the team's expertise. Sunshine Rail Service staff now boast over 100 years of combined experience working on all types of railcars, including boxcars, flatcars, hopper cars, rotary dump cars, well cars, covered hoppers, rapid discharge cars, and gondolas.

In fact, while this story was being written, Doug, James, and Joe secured another multi-million-dollar contract—proof that their momentum is only just beginning.

State Designated as Florida's Principal Provider of Business Assistance [288.001, Fla. Stat.]

The Florida SBDC at the University of North Florida is a member of the Florida SBDC Network, a statewide partnership program nationally accredited by the Association of America's SBDCs and funded in part by the U.S. Small Business Administration, Department of Defense, State of Florida, and other private and public partners, with the University of West Florida serving as the network's headquarters. Full funding disclosure available at www.floridasbdc.org/funding-disclosures/. Florida SBDC services are extended to the public on a nondiscriminatory basis. Language assistance services are available for individuals with limited English proficiency.

Palatka Police Department Community Oriented Policing Services (COPS) Unit Report

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: August 11, 2025

TO: City of Palatka Community Redevelopment Agency

FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Palatka Police Department COPS Unit Report
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Over the past 30 days, the COPS/CRA Unit has continued to make meaningful progress in strengthening community partnerships, increasing daily presence, and enhancing communication throughout the CRA area and beyond.

Notably, two additional officers have been temporarily assigned specifically to the CRA area, allowing for an expanded daily focus on the downtown district and surrounding neighborhoods. This increased coverage has led to more consistent engagement with residents, businesses, and patrons, reinforcing our commitment to building trust and reducing the fear of crime.

The increased presence of officers in the CRA District has proven to be a significant asset to the community. Their accessibility and proactive approach to problem-solving have strengthened public trust and enhanced overall safety in the area. One of the most compelling indicators of this impact has been the rise in calls for service. Rather than signaling increased crime, this trend reflects the community's growing confidence in law enforcement's responsiveness and availability. Residents and business owners now feel more comfortable reaching out, knowing officers are nearby, engaged, and committed to addressing concerns promptly and effectively. The officers' consistent visibility and hands-on engagement continue to play a critical role in fostering a safer, more connected district.

The Unit has hosted and participated in numerous events within the CRA area, including several joint events with Palatka Recreation and Culture Arts, back to school bash and summer camp hosted by Police Athletic League, along with the planning of National Night Out; which incorporated nearly 60 local businesses including several from the CRA Area. This event also brought the community out to the downtown area to interact with law enforcement in a positive manner, building trust and cooperation with the Palatka Police Department. These efforts have created more opportunities for positive interactions and collaboration with local business owners and community members.

Our officers remain highly visible through regular foot, bike, and side-by-side patrols, particularly in the North and South Historic Districts. These proactive patrols continue to foster public safety, improve approachability, and address community concerns — including those related to the visibility and needs of unhoused individuals.

Additionally, the COPS Unit's social media outreach continues to thrive, with continued high levels of engagement stemming from community-focused content, officer spotlights, and ongoing coverage of our events and initiatives.

This past month has marked a period of growth and increased momentum for the COPS/CRA Unit. With more dedicated resources and sustained outreach, we look forward

to continuing our mission of making Palatka a safer, stronger, and more connected community.

CRA Districts Code Enforcement Report

Address:

Parcel No.:

Applicant:

STAFF REPORT

DATE: August 11, 2025

TO: City of Palatka Community Redevelopment Agency

FROM: City Staff

APPLICATION REQUEST

BACKGROUND

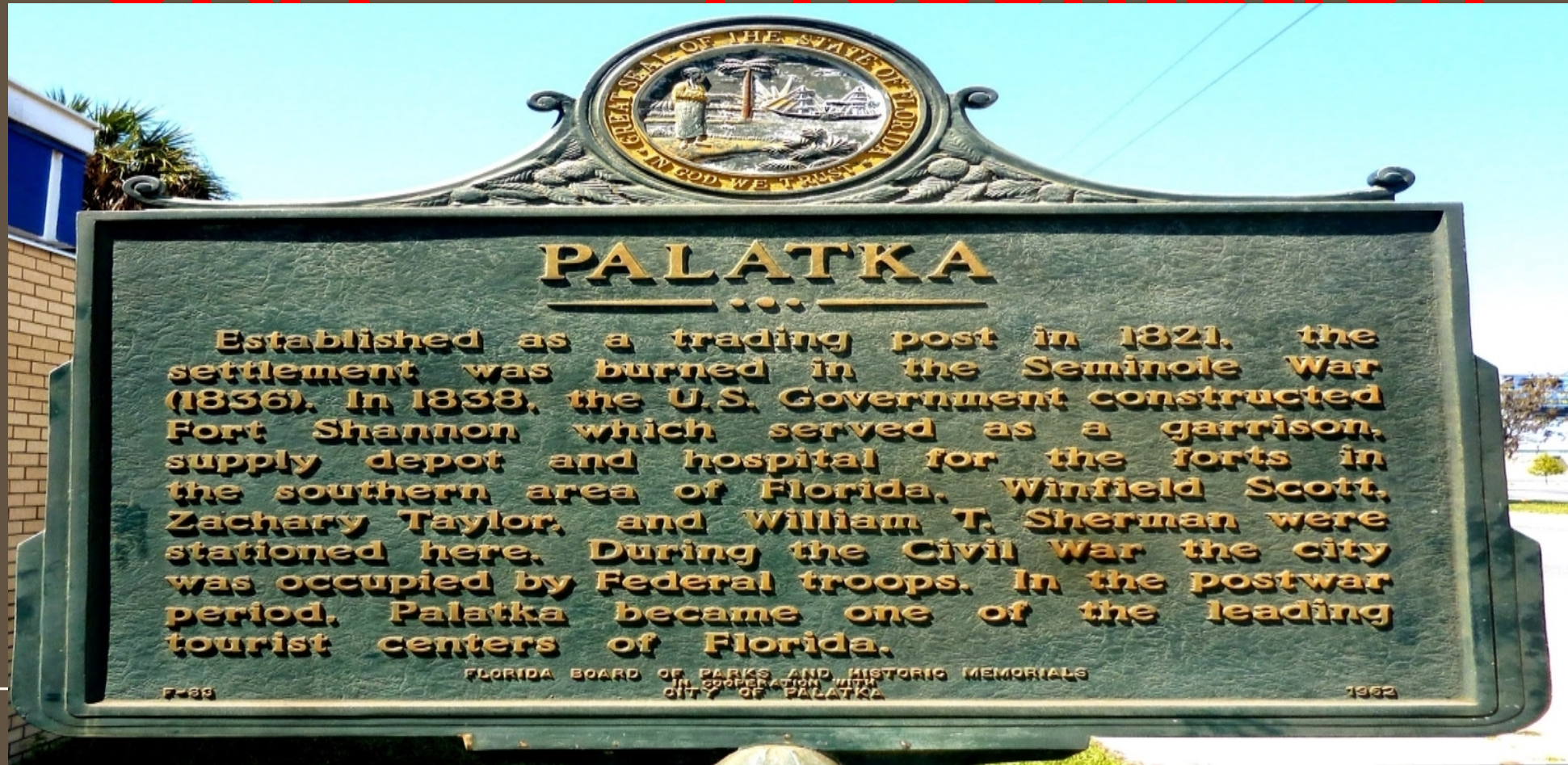
PROJECT ANALYSIS

Staff Recommendation

ATTACHMENTS

1.	Code Enforcement Report & Presentation
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CRA Presentation



- A presentation by
Harold Bartelli



CRA Properties

Identify possible violations

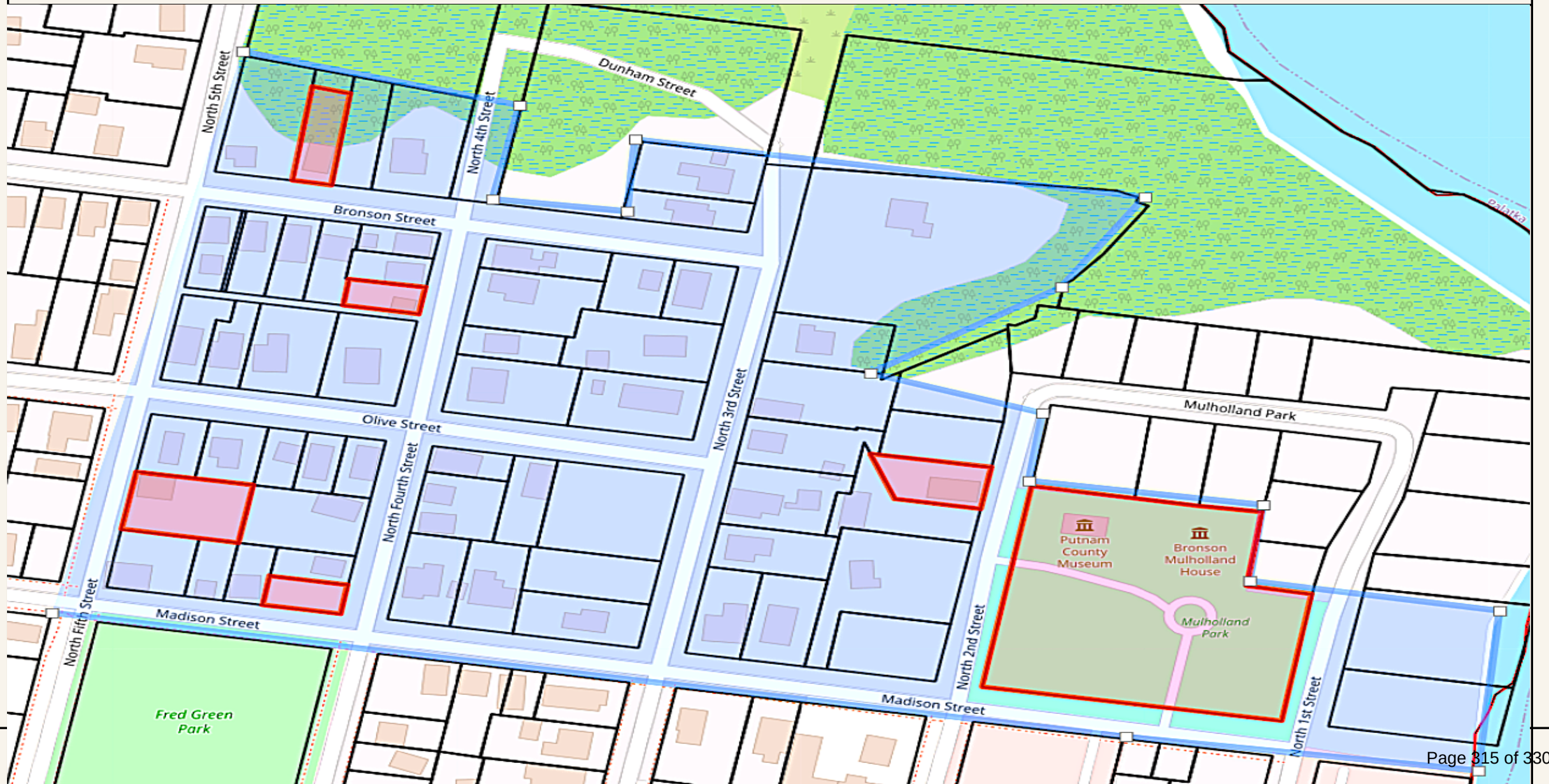
Walk the CRA neighborhoods

Contact citizens/homeowners if available

Educate about code violations and corrective actions

Answer any questions or concerns from the public

NORTH HISTORIC DIST



CENTRAL HISTORIC DIST



SOUTH HISTORIC DIST



NORTH HISTORIC DATA

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status
2023178	10/18/2023	100 Madison St.	Property Maint.	Property Maintenance	North
2023080	04/17/2023	400 N 4TH ST PALATKA	Property maint.	Property Maintenance	North
2025011	01/14/2025	414 BRONSON ST PALATKA	Property maint.	Property Maintenance	North
2025022	02/27/2025	415 N 5TH ST PALATKA	living in camper trailer, house has some issues	Property Maintenance	North
2025110	07/17/2025	504 N 2ND ST # APT 1 PALATKA	no permits	Building Code Violation	North
2024130	08/05/2024	508 N 4TH ST PALATKA	overgrown yard, rotten windowsills, tree limbs on roof	Property Maintenance	North

6 ACTIVE CASES

CENTREL HISTORIC DATA

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status
2019004	03/08/2019	302 N 11TH ST PALATKA	Weed and Debris, Windows, Time period of compliance		Central Business
2022037	08/01/2022	319 N 7TH ST PALATKA	property manit.	Property Maintenance	Central Business
2024089	05/24/2024	314 N 11TH ST PALATKA	Fencing, Trees, Property Maintenance	Property Maintenance	Central Business
2024160	11/05/2024	309 ST JOHNS AV PALATKA	Property Maint.	Property Maintenance	Central Business
2024183	12/10/2024	613 ST JOHNS AV PALATKA	vacant	Property Maintenance	Central Business
2024187	12/13/2024	501 ST JOHNS AV PALATKA	Vacant not registered	Other	Central Business
2024191	12/18/2024	715 REID ST PALATKA	Property Maintenance	Property Maintenance	Central Business
2025015	02/19/2025	317 N 9TH ST PALATKA	vehicle parking in the roadway possibly abandoned	Junk/Unlicensed Vehicle	Central Business
2025030	03/19/2025	119 N 4TH ST PALATKA	vacant building	Property Maintenance	Central Business
2025031	03/20/2025	514 REID ST PALATKA	sign, rotten wood, paint, concrete	Property Maintenance	Central Business
2025046	04/15/2025	117 N 2ND ST PALATKA	Sign facing Reid Street no approval	Building Code Violation	Central Business
2025068	05/07/2025	911 OAK ST PALATKA	boats in yard/trash under carport/ blocking sidewalk/ trailer out front with expired tag	Property Maintenance	Central Business
2025070	05/19/2025	1019 REID ST PALATKA	Signage without permit	Building Code Violation	Central Business
2025075	05/27/2025	1001 Main St	building Maintenance,	Property Maintenance	Central Business
2025111	07/24/2025	201 REID ST PALATKA	overgrown grass, hedges growing on sidewalk	Weeds	Central Business

15 ACTIVE CASES

SOUTH HISTORIC DATA

Case Number	Case Date	Property Address	Violation Description	Complaint Type	CRA District Status
2025021	02/27/2025	123 DODGE ST PALATKA	debris large piled in right of way	Other	South
2019044	03/28/2018	126 DODGE ST PALATKA	Weed, Debris, Prohibitrd conditions.		South
2024095	06/11/2024	126 S 2ND ST PALATKA	trash, debris, homeless sleeping at the church	Building Code Violation	South
2024028	02/27/2024	129 KIRKLAND ST PALATKA	Rotten wood/ Paint deterioroation	Property Maintenance	South
2023198	10/14/2023	204 S 3RD ST PALATKA	Property Maint.	Property Maintenance	South
2025095	06/26/2025	215 S 4TH ST # APT 1 PALATKA	Property Maintance	Property Maintenance	South
2025018	02/19/2025	221 S 5TH ST PALATKA	windows, historic home	Property Maintenance	South
2024135	08/07/2024	308 MORRIS ST PALATKA	Overgrown growth, grass, structure appears unstable	Dilapidated Building	South
2023055	03/13/2023	314 EMMETT ST PALATKA	PROPERTY MAINT.	Property Maintenance	South
2025092	06/25/2025	322 EMMETT ST PALATKA	missing awning	Property Maintenance	South
2023173	10/02/2023	324 RIVER ST PALATKA	Rotten/weakened wood, needs a fresh coat of paint	Property Maintenance	South
2023194	10/14/2023	408 EMMETT ST PALATKA	Property Maint.	Property Maintenance	South
2025080	05/29/2025	418 EMMETT ST PALATKA	hazards swimming pool	Other	South
2023068	04/03/2023	501 KIRBY ST PALATKA	Roofing issues, missing windows, rotten wood	Property Maintenance	South
2025097	06/26/2025	501 KIRBY ST PALATKA	roken window,handrail not to code.front door,mold and mildew/paint/mailb	Property Maintenance	South
2023193	11/01/2023	510 EMMETT ST PALATKA	Property Maint.	Property Maintenance	South
2023212	11/21/2023	511 CRILL AV # APT 1 PALATKA	PROPERTY MAINT.	Property Maintenance	South
2025112	07/25/2025	512 EMMETT ST PALATKA	Overgrown Grass	Property Maintenance	South
2025099	06/25/2025	516 KIRBY ST PALATKA	empty building/unsecured door/rotten wood	Dilapidated Building	South
2023038	02/23/2023	610 KIRBY ST PALATKA	vehicle not working or moved for over 4 years	Junk/Unlicensed Vehicle	South
2025085	06/09/2025	804 OAK ST PALATKA	Permit	Other	South

21 ACTIVE CASES

Activity	Central Business	North	South	Total
Courtesy Notice	3	3	4	10
Email	0	3	1	4
General Letter	4	0	0	4
In Person	12	3	37	42
Inspection	5	1	3	9
Notice of Hearing	1	2	3	6
Notice of Intent to File Lien	0	0	0	0
Phone Call	4	1	5	10
Re-Inspection	9	3	17	29
Release of Lien	0	0	0	0
Transferred	5	4	5	14
Verbal Warning	0	1	0	1
Warning Notice	0	1	1	2



Code Summary Report Activity Type

Activity Date 01/01/2025 TO 07/30/2025

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Row Total
Courtesy Notice	0	0	5	5	5	3	4	0	0	0	0	0	22
Email	0	0	0	0	1	2	4	0	0	0	0	0	7
General Letter	4	0	0	1	0	1	0	0	0	0	0	0	6
In Person	0	2	30	10	12	35	37	0	0	0	0	0	126
Inspection	3	3	6	10	5	5	5	0	0	0	0	0	37
Notice of Hearing	4	0	0	11	6	0	1	0	0	0	0	0	22
Notice of Intent to File Lien	0	0	0	0	0	0	1	0	0	0	0	0	1
Phone Call	0	0	0	0	6	11	11	0	0	0	0	0	28
Re-Inspection	0	5	8	16	15	2	4	0	0	0	0	0	50
Release of Lien	0	0	0	1	0	0	0	0	0	0	0	0	1
Transferred	2	4	19	8	1	3	0	0	0	0	0	0	37
Verbal Warning	0	0	0	0	0	1	0	0	0	0	0	0	1
Warning Notice	0	0	0	0	0	1	1	0	0	0	0	0	2
Totals:	13	14	68	62	51	64	68	0	0	0	0	0	340

Print



SUMMARY

Working with Kristin Odom on Grant ideal.

The City Of Palatka , is in the process of identify all properties that have Blight issues, Walking the CRA area is a way to identify code violations and make citizen contact .

Our Code Compliance Officers still have some areas in the CRA are to walk.

OUR TEAM

Christy
Lowe

Code Compliance Coordinator



Christy Lowe

Code Enforcement Officer

Harold
Bartelli

Code Compliance Officer



Harold Bartelli

Code Enforcement Officer

Melissa
Dreyer

Code Compliance Officer



Melissa Dreyer

Code Enforcement Officer

Contact Us

codeenforcement@palatka-fl.gov



THANK YOU

Harold bartelli

Hbartelli@palatka-fl.gov

City of Palatka code compliance

STAFF REPORT

DATE: August 11, 2025
TO: City of Palatka Community Redevelopment Agency
FROM: City Staff

APPLICATION REQUEST

BACKGROUND

PROJECT ANALYSIS

Total revenues received year-to date are \$931,104, consisting of the funds received from Putnam County as well as the City of Palatka share. Expenses and transfers are \$273,361, netting a year-to-date profit of \$657,743. The total Community Redevelopment Agency's (CRA) budget is \$2,188,830, and 43% has been realized in revenues and 12% has been realized in expenditures. As the end of the fiscal year approaches, the CRA Coordinator is judiciously executing projects and partnering with Finance to plan for the upcoming FY2025-2026 Fiscal year.

Staff Recommendation

Accept the financial report

ATTACHMENTS

1.	CRA TIF JUNE 2025
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City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
75.00 % Yr Complete For Fiscal Year: 2025 / 6

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 REV_YTD	2025_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED	
TIF REVENUES / ESTIMATED VS. ACTUAL MONTHLY REPORT / 75.00 % Yr Complete For Fiscal Year: 2025 / 6									
	PROPERTY TAXES								
030-00-311-0-3100	DOWNTOWN REDEV COUNTY SHARE	\$ 355,722.00	\$ 332,807.67	\$ 402,603.00	\$ -	\$ 377,907.85	\$ 24,695.15	94%	
030-00-311-0-3110	DOWNTOWN REDEV CITY SHARE	\$ 244,538.00	\$ 240,835.03	\$ 276,766.00	\$ -	\$ 276,763.83	\$ 2.17	100%	
030-00-311-0-3200	SOUTH HISTORIC COUNTY SHARE	\$ 109,900.00	\$ 106,447.35	\$ 129,505.00	\$ -	\$ 122,470.08	\$ 7,034.92	95%	
030-00-311-0-3220	SOUTH HISTORIC CITY SHARE	\$ 75,549.00	\$ 77,030.23	\$ 89,027.00	\$ -	\$ 89,027.03	\$ (0.03)	100%	
030-00-311-0-3300	NORTH HISTORIC COUNTY SHARE	\$ 38,049.00	\$ 36,145.20	\$ 39,657.00	\$ -	\$ 37,673.01	\$ 1,983.99	95%	
030-00-311-0-3330	NORTH HISTORIC CITY SHARE	\$ 26,156.00	\$ 26,156.34	\$ 27,262.00	\$ -	\$ 27,261.93	\$ 0.07	100%	
	TOTAL	\$ 849,914.00	\$ 819,421.82	\$ 964,820.00	\$ -	\$ 931,103.73	\$ 33,716.27	97%	
	OTHER REVENUES								
030-00-366-0-0003	CONTRIBUTION - BENCHES	\$ -	\$ 2,200.00	\$ -	\$ -	\$ -	\$ -	0%	
030-00-365-0-2000	SALE OF HAMMOCK HALL 429 KIRBY	\$ 131,926.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
030-00-365-0-2500	PROCEEDS FROM SALE OF SURPLUS	\$ -	\$ 51,000.00	\$ -	\$ -	\$ -	\$ -	0%	
	TOTAL	\$ 131,926.00	\$ 53,200.00	\$ -	\$ -	\$ -	\$ -	0%	
	TOTAL REVENUES	\$ 981,840.00	\$ 872,621.82	\$ 964,820.00	\$ -	\$ 931,103.73	\$ 33,716.27	97%	
	CASH BALANCE FORWARD								
030-00-301-0-0001	DOWNTOWN REDEVELOPMENT FORWARD	\$ 923,777.00	\$ -	\$ 839,383.00	\$ -	\$ -	\$ 839,383.00	0%	
030-00-301-0-0002	SOUTH HISTORIC BALANCE FORWARD	\$ 122,286.00	\$ -	\$ 299,314.00	\$ -	\$ -	\$ 299,314.00	0%	
030-00-301-0-0003	NORTH HISTORIC BALANCE FORWARD	\$ 62,739.00	\$ -	\$ 85,311.00	\$ -	\$ -	\$ 85,311.00	0%	
	TOTAL	\$ 1,108,802.00	\$ -	\$ 1,224,008.00	\$ -	\$ -	\$ 1,224,008.00	0%	
	TOTAL REV, TRF & CASH BALANCES	\$ 2,090,642.00	\$ 872,621.82	\$ 2,188,828.00	\$ -	\$ 931,103.73	\$ 1,257,724.27	43%	
TIF EXPENDITURES / 75.00 % Yr Complete For Fiscal Year: 2025 / 6									
	DOWNTOWN								
030-30-580-1-1100	EXEC SALARIES TIFDT	\$ -	\$ -	\$ 38,500.00	\$ 3,263.68	\$ 18,816.48	\$ -	49%	
030-30-580-1-2100	FICA TAX EXP TIF DT	\$ -	\$ -	\$ 2,945.00	\$ 212.23	\$ 1,289.68	\$ -	44%	
030-30-580-1-2200	RETIREMENT EXP TIF DT	\$ -	\$ -	\$ 11,820.00	\$ 1,001.96	\$ 5,776.69	\$ -	49%	
030-30-580-1-2300	HEALTH AND LIFE INSUR TIF DT	\$ -	\$ -	\$ 8,140.00	\$ 968.90	\$ 3,875.60	\$ -	48%	
030-30-580-3-3100	PROFESSIONAL SERVICES	\$ 104,012.00	\$ 6,950.00	\$ 75,000.00	\$ -	\$ 980.00	\$ -	1%	
030-30-580-3-3105	SMALL BUSINESS DEVELOPMENT CEN	\$ 12,000.00	\$ 9,000.00	\$ 25,000.00	\$ 6,250.00	\$ 12,500.00	\$ -	50%	
030-30-580-3-3109	MAINTENANCE CONTRACT	\$ 35,000.00	\$ 3,150.00	\$ 35,000.00	\$ 450.00	\$ 3,600.00	\$ 1,800.00	10%	
030-30-580-3-3200	AUDIT EXPENSE	\$ 10,675.00	\$ 5,866.00	\$ 10,775.00	\$ 9,544.72	\$ 9,544.72	\$ -	89%	
030-30-580-3-5280	MISC EXPENSES	\$ 3,400.00	\$ -	\$ 2,100.00	\$ -	\$ 8.97	\$ -	0%	
030-30-580-3-5401	FRA ANNUAL DUES, TRAINING & CO	\$ 4,000.00	\$ 864.02	\$ 5,000.00	\$ -	\$ 611.06	\$ -	12%	
030-30-580-3-5402	DEO ANNUAL DUES	\$ 175.00	\$ 129.50	\$ 175.00	\$ -	\$ 148.00	\$ -	85%	
030-30-580-6-6311	DOWNTOWN CHRISTMAS LIGHTS	\$ 25,000.00	\$ 23,713.00	\$ 30,000.00	\$ -	\$ 29,133.56	\$ -	97%	
030-30-580-6-6314	RECRUITMENT PROJECT	\$ 25,000.00	\$ 25,000.00	\$ -	\$ -	\$ -	\$ -	0%	

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
75.00 % Yr Complete For Fiscal Year: 2025 / 6

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 REV_YTD	2025_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED	
030-30-580-6-6316	WAYFINDING	\$ 15,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	0%	
030-30-580-6-6319	BUILDING IMPROVEMENT GRANT	\$ 121,000.00	\$ 5,031.75	\$ 160,000.00	\$ 15,397.00	\$ 45,397.00	\$ -	28%	
030-30-580-6-6320	LANDSCAPING	\$ 40,000.00	\$ 2,856.60	\$ 10,000.00	\$ -	\$ -	\$ -	0%	
030-30-580-6-6321	SITE AMENITIES	\$ 20,000.00	\$ 15,580.00	\$ 10,000.00	\$ -	\$ 6,900.00	\$ -	69%	
030-30-580-6-6328	PUBLIC ART	\$ 10,000.00	\$ -	\$ 23,000.00	\$ -	\$ 967.80	\$ -	4%	
030-30-580-6-6329	PROPERTY AQUISITION	\$ 25,000.00	\$ 12,086.94	\$ -	\$ -	\$ -	\$ -	0%	
030-30-580-6-6400	CAPITAL OUTLAY	\$ 50,000.00	\$ -	\$ 73,403.00	\$ -	\$ -	\$ -	0%	
	TOTAL	\$ 500,262.00	\$ 110,227.81	\$ 523,858.00	\$ 37,088.49	\$ 139,549.56	\$ 1,800.00	27%	
	TRANSFERS								
030-30-580-9-9106	REIMB GENERAL-ADMIN EXP	\$ 28,112.00	\$ 21,084.03	\$ 76,744.00	\$ 6,395.33	\$ 57,557.97	\$ -	75%	
030-30-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$ -	\$ -	\$ 128,246.00	\$ 9,865.08	\$ 19,730.16	\$ -	15%	
030-30-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$ -	\$ -	\$ 25,276.00	\$ 1,944.30	\$ 3,888.60	\$ -	15%	
030-30-580-9-9132	TRANSFER TO UTILITY FUND-POTAB	\$ 89,565.00	\$ -	\$ 93,148.00	\$ -	\$ -	\$ -	0%	
030-30-580-9-9134	TRANSFER TO BETTER PLACE - STR	\$ 867,831.00	\$ -	\$ 671,482.00	\$ -	\$ -	\$ -	0%	
	TOTAL	\$ 985,508.00	\$ 21,084.03	\$ 994,896.00	\$ 18,204.71	\$ 81,176.73	\$ -	8%	
	DEPARTMENT TOTAL	\$ 1,485,770.00	\$ 131,311.84	\$ 1,518,754.00	\$ 55,293.20	\$ 220,726.29	\$ 1,800.00	15%	
	SOUTH HISTORIC								
030-31-580-1-1100	EXEC SALARIES TIFSouth	\$ -	\$ -	\$ 12,100.00	\$ 1,025.72	\$ 5,957.08	\$ -	49%	
030-31-580-1-2100	FICA TAX EXP TIFSouth	\$ -	\$ -	\$ 926.00	\$ 66.70	\$ 408.65	\$ -	44%	
030-31-580-1-2200	RETIREMENT EXP TIFSouth	\$ -	\$ -	\$ 3,715.00	\$ 314.90	\$ 1,828.86	\$ -	49%	
030-31-580-1-2300	HEALTH AND LIFE INSUR TIFSouth	\$ -	\$ -	\$ 2,558.00	\$ 304.50	\$ 1,218.00	\$ -	48%	
030-31-580-3-3100	PROFESSIONAL SERVICES	\$ 17,016.00	\$ -	\$ 7,700.00	\$ -	\$ -	\$ -	0%	
030-31-580-3-3200	AUDIT EXPENSE	\$ 3,355.00	\$ 1,843.60	\$ 3,355.00	\$ 2,971.93	\$ 2,971.93	\$ -	89%	
030-31-580-3-5280	MISC EXPENSES	\$ 867.00	\$ -	\$ 650.00	\$ -	\$ -	\$ -	0%	
030-31-580-3-5400	FRA ANNUAL DUES, TRAINING	\$ 3,500.00	\$ 184.49	\$ 1,500.00	\$ -	\$ 198.03	\$ -	13%	
030-31-580-3-5402	DEO ANNUAL DUES	\$ 110.00	\$ 29.75	\$ 110.00	\$ -	\$ 36.00	\$ -	33%	
030-31-580-6-6120	LAND PURCHASE	\$ 30,000.00	\$ 27,192.96	\$ -	\$ -	\$ -	\$ -	0%	
030-31-580-6-6329	BUILDING IMPROVEMENT GRANT	\$ 65,000.00	\$ -	\$ 160,734.00	\$ -	\$ -	\$ -	0%	
030-31-580-6-6333	SIGNAGE	\$ 3,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	0%	
030-31-580-6-6337	SITE AMENITIES	\$ 3,000.00	\$ -	\$ 1,000.00	\$ -	\$ -	\$ -	0%	
030-31-580-6-6341	LANDSCAPING	\$ 4,000.00	\$ -	\$ 3,000.00	\$ -	\$ -	\$ -	0%	
030-31-580-6-6343	CAPITAL OUTLAY	\$ 60,733.00	\$ -	\$ 61,615.00	\$ -	\$ -	\$ -	0%	
030-31-580-6-6344	324 RIVER ST REPAIRS TILGHMAN	\$ 121,193.00	\$ -	\$ 155,378.00	\$ -	\$ -	\$ -	0%	
	TOTAL	\$ 311,774.00	\$ 29,250.80	\$ 415,341.00	\$ 4,683.75	\$ 12,618.55	\$ -	3%	
	TRANSFERS								
030-31-580-9-9102	TRANSFER TO UTILITY- SOUTH POT	\$ 27,000.00	\$ -	\$ 28,080.00	\$ -	\$ -	\$ -	0%	
030-31-580-9-9105	REIMB GENERAL	\$ 8,501.00	\$ 6,375.78	\$ 26,167.00	\$ 2,180.58	\$ 19,625.22	\$ -	75%	

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
75.00 % Yr Complete For Fiscal Year: 2025 / 6

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 REV_YTD	2025_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED	
030-31-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$ -	\$ -	\$ 40,306.00	\$ 3,100.46	\$ 6,200.92	\$ -	15%	
030-31-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$ -	\$ -	\$ 7,944.00	\$ 611.08	\$ 1,222.16	\$ -	15%	
	TOTAL	\$ 35,501.00	\$ 6,375.78	\$ 102,497.00	\$ 5,892.12	\$ 27,048.30	\$ -	26%	
	DEPARTMENT TOTAL	\$ 347,275.00	\$ 35,626.58	\$ 517,838.00	\$ 10,575.87	\$ 39,666.85	\$ -	8%	
	NORTH HISTORIC								
030-32-580-1-1100	EXEC SALARIES TIFNorth	\$ -	\$ -	\$ 4,400.00	\$ 373.00	\$ 2,107.14	\$ -	48%	
030-32-580-1-2100	FICA TAX EXP TIFNorth	\$ -	\$ -	\$ 337.00	\$ 24.26	\$ 144.09	\$ -	43%	
030-32-580-1-2200	RETIREMENT EXP TIFNorth	\$ -	\$ -	\$ 1,351.00	\$ 114.50	\$ 646.82	\$ -	48%	
030-32-580-1-2300	HEALTH LIFE INSURA TIFNorth	\$ -	\$ -	\$ 930.00	\$ 110.74	\$ 442.96	\$ -	48%	
030-32-580-3-3100	PROFESSIONAL SERVICES	\$ 8,815.00	\$ -	\$ 2,600.00	\$ -	\$ -	\$ -	0%	
030-32-580-3-3200	AUDIT EXPENSE	\$ 1,220.00	\$ 670.40	\$ 1,220.00	\$ 1,080.70	\$ 1,080.70	\$ -	89%	
030-32-580-3-5280	MISC EXPENSES	\$ 983.00	\$ -	\$ 250.00	\$ -	\$ -	\$ -	0%	
030-32-580-3-5400	FRA ANNUAL DUES, TRAINING	\$ 1,984.00	\$ 26.79	\$ 500.00	\$ -	\$ 60.91	\$ -	12%	
030-32-580-3-5402	DEO ANNUAL DUES	\$ 16.00	\$ 15.75	\$ 16.00	\$ -	\$ 16.00	\$ -	100%	
030-32-580-6-6319	BUILDING IMPROVEMENT GRANT	\$ 50,000.00	\$ 78.30	\$ 83,661.00	\$ -	\$ -	\$ -	0%	
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$ 50,000.00	\$ 30,117.00	\$ 31,734.00	\$ -	\$ -	\$ -	0%	
	TOTAL	\$ 113,018.00	\$ 30,908.24	\$ 126,999.00	\$ 1,703.20	\$ 4,498.62	\$ -	4%	
	TRANSFERS								
030-32-580-9-9105	REIMB GENERAL-ADMIN EXP	\$ 5,981.00	\$ 4,485.78	\$ 7,693.00	\$ 641.08	\$ 5,769.72	\$ -	75%	
030-32-580-9-9108	REIMBURSEMENT-CONTR POLICE SER	\$ -	\$ -	\$ 14,657.00	\$ 1,127.46	\$ 2,254.92	\$ -	15%	
030-32-580-9-9109	REIMBURSEMENT-CONTR CODE ENFR	\$ -	\$ -	\$ 2,889.00	\$ 222.24	\$ 444.48	\$ -	15%	
	TOTAL	\$ 5,981.00	\$ 4,485.78	\$ 25,239.00	\$ 1,990.78	\$ 8,469.12	\$ -	34%	
	DEPARTMENT TOTAL	\$ 118,999.00	\$ 35,394.02	\$ 152,238.00	\$ 3,693.98	\$ 12,967.74	\$ -	9%	
	TOTAL EXPENDITURES	\$ 1,952,044.00	\$ 202,332.44	\$ 2,188,830.00	\$ 69,563.05	\$ 273,360.88	\$ 1,800.00	12%	
	CONTINGENCIES & RESERVES								
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$ 40,257.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
030-31-580-9-9901	CONTINGENCY/RESERVE - SOUTH	\$ 91,193.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
030-32-580-9-9901	CONTINGENCY/RESERVE - NORTH	\$ 7,148.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	TOTAL	\$ 138,598.00	\$ -	\$ -	\$ -	\$ -	\$ -	0%	
	TOTAL EXPENDITURES, TRANSFERS, CONTINGENCIES & RESERVES	\$ 2,090,642.00	\$ 202,332.44	\$ 2,188,830.00	\$ 69,563.05	\$ 273,360.88	\$ 1,800.00	12%	

City of Palatka
TIF REVENUES EXPENDITURES ESTIMATED VS. ACTUAL MONTHLY REPORT
75.00 % Yr Complete For Fiscal Year: 2025 / 6

ACCOUNT_NUMBER	ACCOUNT_DESCRIPTION	2024 BUDGET	2024 REV_YTD	2025_BUDGET	CURRENT_MONTH REVENUES	CURRENT_YTD REVENUES	UNREALIZED	PERCENT REALIZED	
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	CRA TIF NET RESULTS	\$0	\$670,289	-\$2	-\$69,563	\$657,743			