

**VERNON MYERS**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**ALLEGRA KITCHENS**  
COMMISSIONER

**PHIL LEARY**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**GARY S. GETCHELL**  
CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT.

**DONALD E. HOLMES**  
CITY ATTORNEY

*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*

**AGENDA**  
**CITY OF PALATKA**  
**COMMUNITY REDEVELOPMENT AGENCY**  
June 12, 2014 at 5:00 p.m.

1. **CALL TO ORDER:**
  - a. Invocation
  - b. Pledge of Allegiance
  - c. Roll Call
2. **APPROVAL OF MINUTES:** April 10, 2014
3. **PUBLIC COMMENTS** (Speakers limited to three minutes – no action taken on items)
4. **CBD TAX INCREMENT FUND EXPENDITURES/BUSINESS:**
  - \*a. CBD Façade Grant Award - \$18,375 for 109 S. 9<sup>th</sup> Street – Johnny Maurice Brown, E. W. Lawson & Son Funeral Home
  - \*b. Appeal of Denial of BIG Grant Award for 109 S. 9<sup>th</sup> Street – Johnny Maurice Brown, E.W. Lawson & Son Funeral Home, Applicant
  - \*c. Southern Riverfront Improvements Project (Budget Amendment)
5. **VERBAL UPDATES:**
  - a. Hampton Inn, Riverfront Square and River Center Update - Staff
  - b. Potential TRIP Application SHNA - 300 South 9<sup>th</sup> Street – Jonathan Griffith
6. **OTHER BUSINESS/REPORTS**
  - a. North Historic District Update – Elizabeth Van Rensburg, Spokesperson, PHNNA
  - b. South Historic District Update – Michael Gagnon, President, SHNA
7. **ADJOURN**

\*attachment

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE COMMUNITY REDEVELOPMENT AGENCY WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 286.105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY CLERK'S OFFICE AT 329-0100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

# Agenda Item

4a



AGENDA ITEM

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SUBJECT: 109 N 9th Street Facade Grant Recommendation

DEPARTMENT: City Hall

ATTACHMENTS:  Ordinance  Resolution  Motion  
 Support Documents  Other

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SUMMARY: See attached documentation for a proposed facade grant f 109 North 9th Street. Two (2) 2014 Facade Grant applications have previously been awarded. This application was initially not recommended for award based upon the scope of work. Staff met with the applicant and contractor to discuss the work and have agreed upon a modified scope of work.

The Facade Grant Program has \$17,710 in available funds. If the CRA chooses to award the grant to 109 N 9th Street, \$665 in contingency funds will need to be allocated to the project. The total project cost for this application is \$24,500 (\$18,375 grant, \$6,125 match)

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RECOMMENDED ACTION: Concur on Facade grant award recommendation in the amount of \$18,375 to 109 N 9th Street.

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DEPARTMENT HEAD

Submitted: Jonathan Griffith Date: 5-30-14  
Requested Agenda: City Commission / CRA Date: 6-12-14

FINANCE DEPARTMENT Budgeted  Yes  No  N/A *WR* Date: 6/6/14

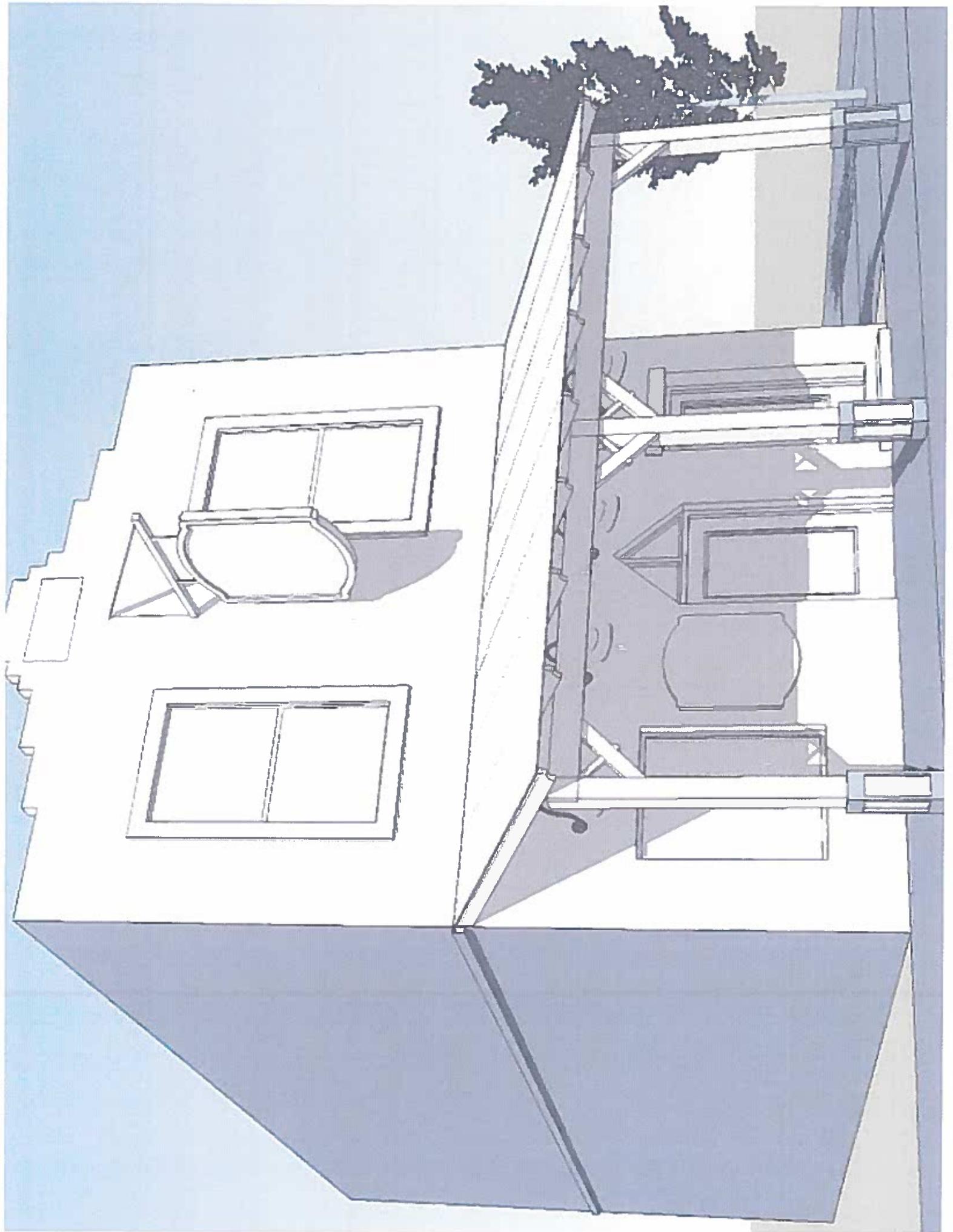
CITY ATTORNEY Approved as to Form and Correctness Date: \_\_\_\_\_  
CITY MANAGER Approved Agenda Item For: Date: \_\_\_\_\_

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COMMISSION ACTION:  Approved as Recommended  Disapproved  
 Approved With Modification  Tabled To Time Certain  
 Other

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DISTRIBUTION: CA CC CM CD FI FD GC HR MD PD PR UD



David Church Construction  
 103 South 7th Street  
 Palatka, Florida  
 32177

# Estimate



<b>Name/Address</b>
Mary Lawson Brown 107 S 9th St Palatka Fl 32177

www.Davidchurchconstruction.com  
 386 328 6741

<b>Date</b>	<b>Estimate No.</b>	<b>Project</b>
05/23/14	423	

Item	Description	Quantity	Total
m & l	Materials and labor to make changes to facade as per recommendations from design committee. Entry side of building. Wood frame awning using 5 v crimp metal roofing, exposed rafters, wood posts. Remove existing awning roof and stucco band. Remove one entry door and add block infill. Open transom window. Stucco and add synthetic finish below new awning roof. Paint exterior wall entry side. Move electric conduit off face of building. Remove existing sign . Add new 3/4" marine grade blade sign with vinyl letters with wood trim Add new 3x5 wall sign . Footings, sidewalks and concrete removal provided by city. Add Side door using existing window opening, Replace both entry doors reusing existing openings and jambs. This estimate allows for \$1500 for signs, \$550 for plans and engineering. \$1000 for electric. \$1000 for doors and hardware		24,500.00

If Acceptable Please Sign And Return		<b>Total</b>	<b>\$24,500.00</b>
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**Matching grant Program for  
Building Exterior, Façade,  
Accessibility and Sign  
Improvements for**



ESTABLISHED 1916

*E. W. Lawson & Son Funeral Home*

**109 N. 9<sup>TH</sup> STREET**

**PALATKA, FL 32177**

**(386)325-4543**

**March 12, 2014**

## Application

Applicant Name: Johnny M. Brown  
Business Name: E. W. Lawson & Son Funeral Home  
Property Address: 109 N. 9<sup>th</sup> Street  
Palatka, FL 32177  
Applicant's Phone Number: (386) 325-4543

Type of Façade Improvement Planned (note all that apply with brief description).  
Please attach Supporting Data Checklist.

Restoration

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Renovation

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Exterior Painting (Approximate 640 Sq. Ft. area) \*Colors must be chosen from a historical color palette: Sherwin Williams (SW 6372) Inviting Ivory  
Sherwin Williams (SW6375) Honeycomb

Awning

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Sign(s)

Repair Existing/by owner

Structural Alterations

\*Existing door and sidelite to remain, to be sanded and painted

\*Repair Stucco

\*Remove one existing door and close the opening

\*Remove existing aluminum marquee and replace with wood frame structural marquee.

\*Marquee to be adorned with pre-finished black railings to simulate the Original design of the building.

Cosmetic Alterations (Moldings, etc..)

\*Install trim around existing and new doors and paint.

Other Work

\*Existing clock to be repaired by owner

\*Entire front of building to be repainted

\*Install new soft lights.

Total Cost of Project: \$20,682.32  
Amount Requested: \$20,000.00

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Review Committee. No work shall begin until I have received written approval from the CRA. **I further understand that the project must be completed within six (6) months and that the grant monies will not be paid until the project is complete.**

  
Signature of Property Owner

Date: 3/12/14

  
Signature of Business Owner

Date: 3/12/14

## 2013-14 CBD TIFF Façade Grant Program

### For Building Exterior, façade, accessibility and sign improvements

#### Supporting Data Checklist for Applicants

Please submit this checklist as part of your application

#### Base Documents Required:

Provide a rendering (drawing) of proposed alterations, scope of work, and all applicable materials

- Provide plans and/ or elevation drawing of proposed alterations
- Provide list of materials for proposed alterations
- Provide a written estimate from a licensed contractor or contractors.
- Submit signed Release and Hold Harmless Agreement (see attached)

#### Additional documents:

##### PAINT:

- Provide samples of the colors chosen. Colors must be chosen from the historical color palette.
- Mark which color will be body color and which will be accent colors
- Note where each color will be used

##### AWNINGS:

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit written estimate

##### SIGNS:

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign

*Awning selection must take into account the architectural style of the building.*

## **2013-14 CBD TIFF Façade Grant Program**

### **For Building Exterior, façade, accessibility and sign improvements**

Fill out application and checklist and submit one copy to the Palatka Main Street Office with supporting data. (See attached sheet for required Supporting Data Checklist).

The Review Committee will review the project and submit the package to the Palatka Main Street Board and CRA with its recommendation.

Once the Board and CRA have approved the project, written notice will be delivered to the grantee and work can begin. No work is to start until written notice is received.

Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.

When the project is complete, an inspection for compliance will be made by the City Building Department and a Façade Grant Selection Committee member. Once approved, Palatka Main Street, Inc. will submit the required information to the Community Redevelopment Agency for payment of the grant amount to the grantee. Check(s) will be issued to the Contractor.

Grantee must submit an invoice for payment together with an affidavit from the Contractor certifying the work, as submitted, is complete. Any unapproved changes will not be reimbursed. Grantee must also provide proof of any matching funds. If grantee decides to change the project after approval, they must contact the Palatka Main Street office.

All work performed must be contracted by a Contractor who shall be a registered or certified Contractor as required by the State of Florida. Only qualified Contractors from Putnam County are eligible.

All work performed must meet the State of Florida Building Code and Design Guidelines of this program.

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**2013-14 CBD TIFF Façade Grant Program**

**For Building Exterior, façade, accessibility and sign improvements**

**RELEASE AND HOLD HARMLESS AGREEMENT**

Release executed on the 12th day of March, 2014, by (Property Owner) Johnny M. Brown and (Tenant if Applicable) \_\_\_\_\_, of (street address of tenant and owner address if different) 109 N. 9<sup>th</sup> St., City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid, it is agreed that the balance shall notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s) obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this 12th day of March, 2014.

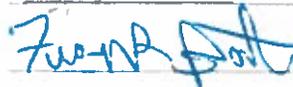
*Property Owner Signature*



*Please Print Name*

Johnny M. Brown

*Witness*



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**2013-14 CBD TIFF Façade Grant Program**

**For Building Exterior, façade, accessibility and sign improvements**

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**Do Not Fill This Page Out**

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**City Building Department Inspection**  
**(Upon completion of Project)**

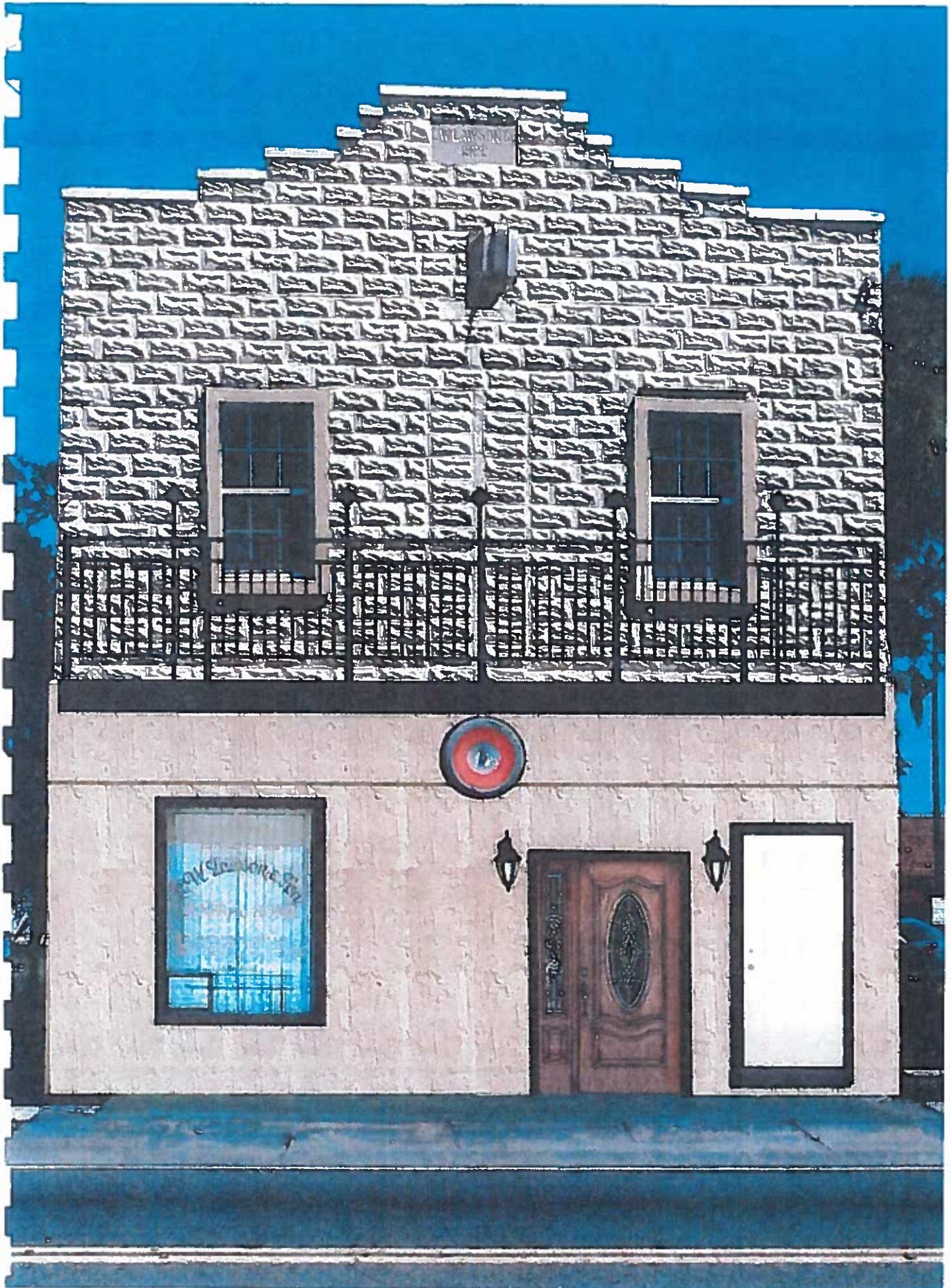
Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Permit Required: \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_      Project signed  
off \_\_\_\_\_ Yes \_\_\_\_\_ No

Chief Building Official

\_\_\_\_\_  
Date

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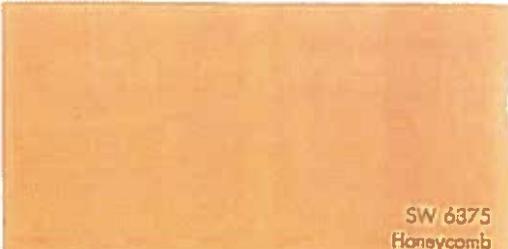
Matching grant Program for Building Exterior, Façade, Accessibility and Sign Improvements for

Johnny M. Brown  
E. W. Lawson & Son Funeral Home  
109 N 9<sup>th</sup> St.  
Palatka, FL 32177

54

SW 6371  
Vanillin

SW 6372  
Inviting Ivory





**Putnam County  
Business Tax Receipt  
Linda Myers**

**Business ID:** 16316  
**Tax Year:** 2014

**Receipt Number:** 84967  
**Receipt Date:** 9/30/2013

**Owners**  
THEODORE & JOHNNY BROWN

E W LAWSON & SON FUNERAL HOME LLC  
109 N 9TH ST  
PALATKA, Florida 32177

Description	Amount
Funeral Home, Burial Services (NON TRANSFERABLE)	\$30.00
<b>Total Amount</b>	<b>\$30.00</b>
Debit	\$30.00
<b>Total Paid</b>	<b>\$30.00</b>

**2013**

**Putnam County  
Business Tax Receipt**

**2014**

**Business ID** 16316

**Valid** 10/1/2013 thru 9/30/2014

**E W LAWSON & SON FUNERAL HOME LLC**  
PO BOX 236  
PALATKA, Florida 32177

**THEODORE & JOHNNY BROWN**

**County Fee** \$30.00

Is hereby granted the privilege of engaging in or managing any business, profession or occupation of  
**Funeral Home, Burial Services (NON TRANSFERABLE)**

Putnam County Business Tax Receipt represents proof of payment for the tax and is not to be used to represent any  
level of qualification, certification, trade or professional expertise to the public. This receipt is furnished in  
pursuance of county ordinance 06-041

David Church Construction  
 103 South 7th Street  
 Palatka, Florida  
 32177

# Estimate



Name/Address
Mary Lawson Brown
107 S 9th St
Palatka Fl 32177

Date	Estimate No.	Project
11/21/13	399	

www.Davidchurchconstruction.com  
 386 328 6741

Item	Description	Quantity	Total
m & l	<p>Materials and labor to make changes to facade of Funeral Home as per construction documents. Includes west side of building as described by plans. Does not include any interior renovations. Includes demo of existing and painting final product. Includes permit and dump fees. Cypress for beaded ceiling. Handrail to be power coated. This also includes removal of existing stucco above existing marquee. Add a new band underneath new marquee instead of patching. Existing is not even and I think will be loose when demo is done. Any Changes to these plans will result in additional costs. Does not include any wood damage or other repair work that may become evident once demo is complete and new work begins.</p> <p><i>Thank You</i> <i>Bill</i></p>		20,682.32

If Acceptable Please Sign And Return

**Total** **\$20,682.32**



STATE OF FLORIDA  
 DEPARTMENT OF FINANCIAL SERVICES  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Establishment**

LICENSE PERIOD: December 1, 2012 - November 30, 2014

LICENSE NUMBER: F040462

The Funeral Establishment indicated below is licensed under the provisions of Chapter 497 Florida Statutes.

Business Location: 109 N 9TH ST, PALATKA FL 32178

E W LAWSON & SON FUNERAL HOME  
 POST OFFICE BOX 236  
 PALATKA FL 32178-0236

Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



STATE OF FLORIDA  
 DEPARTMENT OF FINANCIAL SERVICES

F040462

December 1, 2012

Funeral Establishment  
 E W LAWSON & SON FUNERAL HOME

IS LICENSED under the provisions of Ch. 497, F.S.

LICENSE PERIOD: December 1, 2012 - November 30, 2014

Jeff Atwater  
 Chief Financial Officer  
 State of Florida



CITY OF PALATKA  
201 N 2ND ST  
PALATKA FL 32177-3735

\* This receipt is only good for the location listed and may be subject to other conditions/restrictions, and shall not be used to represent any level of qualification, certification or professional expertise.

IMPORTANT NOTE: 6" 911 Numbers MUST be posted on building.

License : 3585.1  
Business Name : E W LAWSON & SON  
Location Addr : 107 S 9th ST  
Issue Date : 09/30/13  
Expiration Dt : 09/30/14

Lic Nbr/Class :  
107 FUNERAL DIRECTOR, UNDERTAKER

\* PLEASE DISPLAY IN A CONSPICUOUS LOCATION \*

E W LAWSON & SON  
109 N 9TH ST  
PALATKA FL 32177

# *State of Florida*

## *Department of State*

I certify from the records of this office that E.W. LAWSON & SON FUNERAL HOME, LLC, is a limited liability company organized under the laws of the State of Florida, filed on February 20, 2012.

The document number of this company is L12000024712.

I further certify that said company has paid all fees due this office through December 31, 2014, that its most recent annual report was filed on February 26, 2014, and its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-sixth day of February,  
2014*



*Ken Peterson*  
*Secretary of State*

Authentication ID: CC5824592913

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>

WARRANTY DEED  
 MOVING TO MOVING

RAMCO FORM 81

Print on (one-time use) addressed stamped envelope

Grantor: Mary Lawson Brown  
 P. O. Box 236  
 Palatka, Fl. 32178-0236

Inst: 201254755577 Date: 8/13/2012 Time: 12:58 PM  
 Doc Stamp-Deed: 0.00  
 CC: Tim Smith Putnam County Page 1 of 1 1324 P 1753

Witnesses:  
 Mary L. Brown  
 P. O. Box 236  
 Palatka, Fl. 32178-0236

Program Address Parcel Mgmt System

Parcel Number: 42-10-27-6850-0620-0020

County GIS File

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

This Warranty Deed, Made the 11 day of August, 2012, by  
Mary Lawson Brown, a single woman

hereinafter called the Grantor, to Theodore Anthony Brown, Sr., a single man and  
 whose post office address is Johnny Maurice Brown, a single man as Joint Tenant  
 hereinafter called the Grantee.  
P. O. Box 236  
Palatka, Fl. 32178-0236

Witnesseth, That the Grantor, for and in consideration of the sum of Five \$ affection and other  
 valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, alienates, remises,  
 releases, conveys and confirms unto the Grantee all that certain land, situate in Putnam  
 County, State of Florida, viz:

The south 1/2 of the north 1/3 of Lot 2, Block 62, Dick's Map of  
 Palatka as recorded in Map Book 2 Page 46 of the public records of  
 Putnam County, Florida.

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, 2012

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

Signed, sealed and delivered in the presence of

Allyson A. Kitchin  
 Witness Signature (to be from Grantee)

Allyson G. Kitchin  
 Printed Name

Elizabeth Weber  
 Witness Signature (to be from Grantee)

Lisabeth Weber  
 Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

STATE OF FLORIDA )  
 COUNTY OF PUTNAM )

Mary Lawson Brown

known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that she

executed the same, and an oath was not taken. (Check one)  Said person(s) is/are personally known to me  Said person(s) provided the

following type of identification



Mary Lawson Brown  
 Grantor Signature **LS**

Mary Lawson Brown  
 Printed Name

P. O. Box 236  
 Post Office Address

Palatka, Fl. 32178-0236  
 Post Office Address

n/a  
 Co-Grantor Signature (if any) **LS**

Printed Name

Post Office Address

Post Office Address

Post Office Address

I hereby Certify that on this day, before me, an officer duly authorized

to administer oaths and take acknowledgments, personally appeared

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness my hand and official seal of the County and State first aforesaid

this 13th day of August, A.D. 2012

Betsy Jordan Driggers  
 Notary Signature

Betsy Jordan Driggers  
 Printed Name

07  
 03  
 92

Options: Next Previous Begin End Order Info Detail Mark Return eXit  
 Move to next 2014 911 Street Address Order Parcel  
 \* Parcel.... 42 10 27 6850 0620 0020 Land..... 10,456  
 Owner Name and Mailing Address: Improvement..... 70,833  
 BROWN THEODORE ANTHONY SR + JOHNNY MKT Value..... 81,289  
 MAURICE BROWN MKT Class..... 0  
 PO BOX 236 Classified..... 0  
 PALATKA FL 32178-0236 MKT Adjusted..... 81,289  
 TotalAcres:0.06 \*2012--: --Limited ---Exempt --Taxable  
 County: 81289 0 81289  
 Exemptions:(none) School: 81289 0 81289  
 Location:{016} City of Palatka Municipal: 81289 0 81289  
 Use Code:{019} PROFESSIONAL SERVICES BUI Others: 81289 0 81289  
 911 Address.. 109 N 9TH ST, PALATKA [301] ( 1 of 1 )  
 Zoning: DB City of Palatka 12/14/09 MAG  
 01/25/99 JRW

Census Tract:950800 Block:5007 Dwellings:0 Places:0 Population:0

Notes: 03/10/2014

Linda Myers  
Putnam County Tax Collector

BROWN THEODORE ANTHONY SR + JOHNNY  
PO BOX 236  
PALATKA FL 32178

Payment Receipt	Receipt #C03112014P001262
2012 Real Estate	
Payment Date: 03/11/2014	Amount Paid: 2,455.73

Parcel: 42-10-27-6850-0620-0020      Ctrl#: 46226      Processed: Compliance      District: City of Palatka

<i>Certificate Information</i>	
Certificate Owner: ZYGGY, LLC CITIBANK, N.A., AS COLLATERAL ASSIGNEE OF ZYGGY, L	
Certificate 0046226	Sale Date: 2013-05-31
Tax Year: 2012	Interest Rate: 0.0025

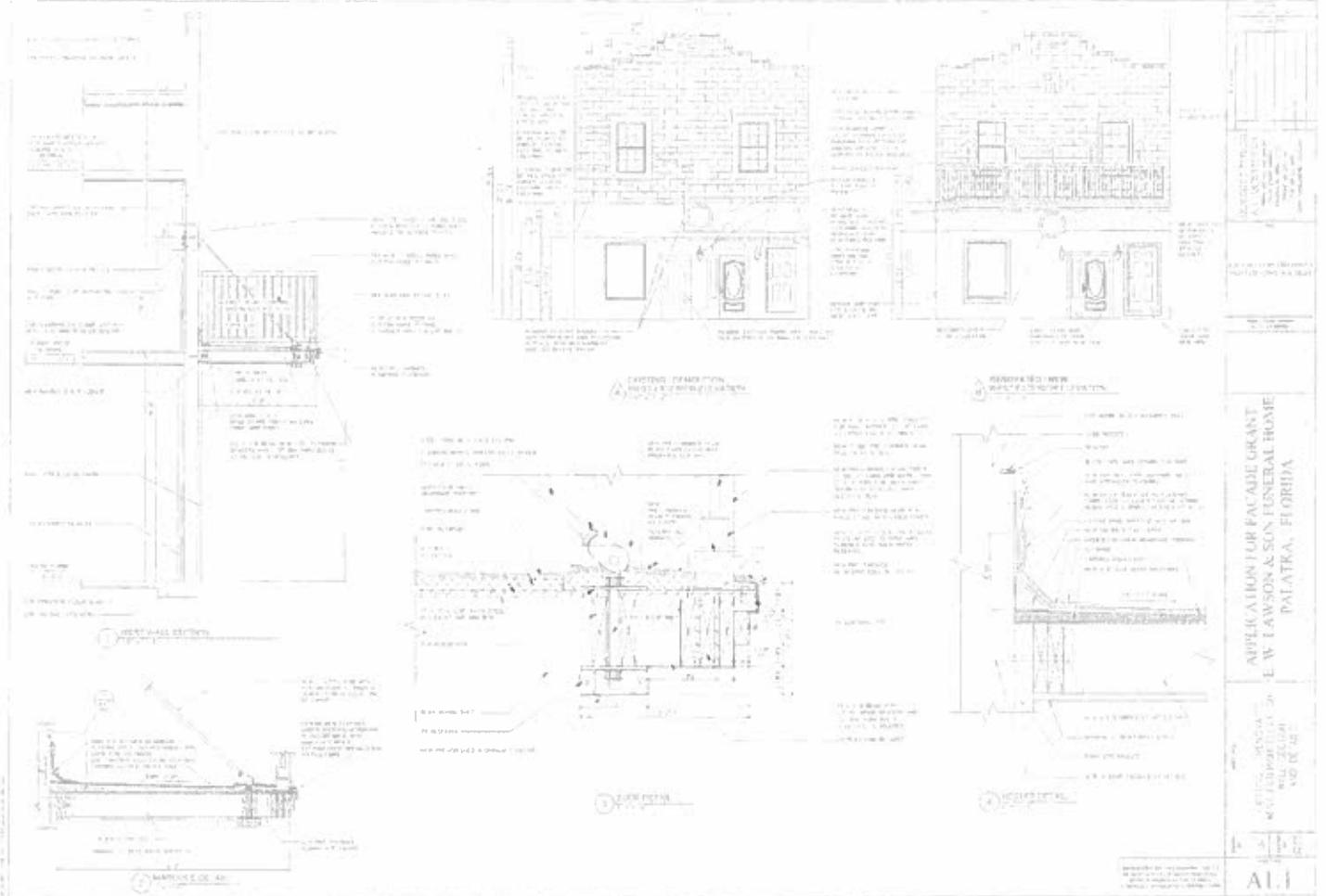
Legal: DICKS MAP OF PALATKA MB2 P46 BLK 62 S1/2 OF N1/3  
OF LOT 2

Certificate Fee	Amount
Ad Valorem	2,140.40
Interest Penalty	64.21
Commission	110.23
Advertising Fee	3.00
Auction Fee	15.00
Certificate Interest	116.64
Collector Fee	6.25

Total Certificate Fees	2,455.73
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Assessed To:  
BROWN THEODORE ANTHONY SR + JOHNNY

Payments		Real Estate	
Method	Check #	Paid By	Payment Amount
Check	2594	EW LAWSON & SON FUNERAL HOME-MARY LAWSON BROWN 107 SOUTH 9TH STREET	2,455.73



*Agenda  
Item*

*46*



AGENDA ITEM

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SUBJECT: 109 N 9th Street Building Improvement Grant Appeal

DEPARTMENT: City Hall

ATTACHMENTS:     Ordinance                       Resolution                       Motion  
                          Support Documents                       Other

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SUMMARY: See attached a letter from Mr. Johnny Brown requesting to be placed on the CRA agenda to appeal the decision to not fund the Building Improvement Grant application for 109 N 9th Street.

The application was reviewed and not ranked by the review committee as it did not meet the requirements of the grant program. Per the Building Improvement Grant Program document (Approved 11/14/13) the purpose of the grant is to encourage the opening of more retail and restaurant venues within the Central Business District. Upon submission applications are evaluated for eligibility under the criteria listed on page three (3) of the program document. The criteria "Appropriate Business (retail or restaurant only) improvements in accordance with applicable codes, ordinances, plans and guidelines" is listed. Per municipal code section 94-162 (b) (2) funeral homes are listed as General service establishments and are not listed under 94-162 (b) (1) General retail establishments. Therefore, your application does not comply with the grant program criteria and cannot be considered for funding, per the grant process as described on page five (5) of the program document. A copy of the letter sent to Mr. Brown and approved BIG program are attached for your reference.

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RECOMMENDED ACTION: Recommend denial.

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DEPARTMENT HEAD

                         Submitted: Jonathan Griffith    Date: 5-30-14  
                         Requested Agenda: City Commission / CRA    Date: 6-12-14

FINANCE DEPARTMENT    Budgeted  Yes     No     N/A    Date: \_\_\_\_\_

CITY ATTORNEY    Approved as to Form and Correctness    Date: \_\_\_\_\_  
CITY MANAGER    Approved Agenda Item For:    Date: \_\_\_\_\_

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COMMISSION ACTION:     Approved as Recommended                       Disapproved  
    Approved With Modification                       Tabled To Time Certain  
    Other

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DISTRIBUTION: CA    CC    CM    CD    FI    FD    GC    HR    MD    PD    PR    UD

**APPLICATION FOR  
BIG GRANT**



ESTABLISHED 1916

*E. W. Lawson & Son Funeral Home*

**109 N. 9<sup>TH</sup> STREET**

**PALATKA, FL 32177**

**(386)325-4543**

**March 12, 2014**

# APPLICATION

CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY  
PALATKA MAIN STREET COMMUNITY REDEVELOPMENT AREA  
BUILDING IMPROVEMENT GRANT PROGRAM

## APPLICANT AND BUSINESS INFORMATION

Date of Application: March 10, 2014 Name of Applicant: Johnny M. Brown

Name of Business (if applicable): E. W. Lawson & Son Funeral Home

Project Address: 109 North 9<sup>th</sup> Street, Palatka, FL 32177

Parcel ID#: 42-10-27-6850-0620-0020

Telephone Number: 386-325-4543 Fax Number: 386-325-4593

E-mail Address: ewlawsonfuneralhome@gmail.com

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↓Please leave this section Blank, to be completed by City of Palatka Staff.↓

Type of Business, Service, or Art: \_\_\_\_\_

Zoning: \_\_\_\_\_

Use is in compliance: \_\_\_\_\_ Use is not in compliance: \_\_\_\_\_

Planner/Reviewer and Date: \_\_\_\_\_

Building Permits: \_\_\_\_\_

Building Permit(s) will be needed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what permits will be required? \_\_\_\_\_

Building Official/Reviewer and Date: \_\_\_\_\_

Approved: 11/14/13

Are there any liens or existing Code violations on the property? \_\_\_\_\_ Yes  No

If yes, briefly explain (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

↑Please leave this section Blank, to be completed by City of Palatka Staff.↑

**PROPERTY OWNER INFORMATION (if different from applicant)**

Name of Property Owner: Same as Applicant

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

**PROJECT FINANCING INFORMATION**

Total Project Cost: \$30,210.00 Attach at least two bids from licensed contractors.

Bid One:

Contractor Name: David Church Construction Bid Amount: \$30,210.00

Bid Two:

Contractor Name: Synergy Design Build & Development Group Bid Amount: \$36,240.00

Amount of Grant Funds Requested: \$30,000.00

**How will applicant's portion of the project be financed?**

(Verification of funding sources will be required before final approval of the grant application.)

Personal funds \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Approved: 11/14/13

**PROJECT SUMMARY**

Please provide a summary of the proposed project and how the requested funds will be used. Be specific in describing the nature of the project and address the improvements that will be made and the timetable for completing the proposed improvements. Attach additional pages if necessary. Note: A site visit with the applicant may be necessary to understand the scope and nature of the project.

1. Is the project for interior or exterior improvements? Please check the applicable box.

Interior

Exterior

Both

2. Explain the reason(s) for the proposed work ( i.e. water damage, termite damage, pest infestation, window upgrade, electrical upgrade, ADA accessibility, plumbing upgrade, HVAC upgrade, interior reconfiguration, landscape renovation, repair/install awnings, and or to meet occupancy requirements):

Repairs and modernizations to the facility will provide for handicapped accessibility, expanded seating area, upgrading to electrical service, wiring, lighting and air conditioning at the First Floor as well as improvements to finishes such as flooring and interior painting.

3. Explain the anticipated or current use:

The Facility is being used and has been in use since 1916 as a Funeral Home. Mr. Brown is the heir of the original Owner and creator of the facility, the first certified African American Embalmer and Funeral Home Director in the State of Florida.

4. Explain the scope of the work and the materials to be used:

See the attached Summary of the Work, two pages. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. Project Start Date: As soon as the grant is approved      Project End Date: Approximately 120 days will be required for construction and renovations.

Explain Reasons (if needed):

Approved: 11/14/13



1. At least four 4X6 color photographs of the existing building exterior and appropriate interior showing all sides of the structure, with emphasis on the area to be improved.

- Photographs are attached.

2. Renderings or conceptual drawings of the project at completion, including, as appropriate:

- Detailed plans and/or elevations-Sheet Number A1.1 and A1.2 are attached.
- Color renderings and specifications – NA
- Paint descriptions and samples including which to be used where – See attached color chips for exterior colors.

Sherwin Williams #6375 is color of bottom half. Sherwin Williams #6372 is color of top half.

- Fabric color, style, and samples – NA

3. Two bids from licensed contractors detailing the following:

- Description of the materials to be used.
  - See attached Drawings and Summary of Work
- Description of the construction procedures
  - See attached Drawings and Summary of Work
- Itemized cost estimate of the project
  - See attached proposals.

4. A legal description of the property.

- Copy of Certified Assessment for Subject Parcel is enclosed.

5. Proof of property ownership (deed) or, if a tenant, a copy of the lease.

- Copy of the Deed is enclosed.

6. Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage.

- Not applicable

7. Occupancy permit and occupational license

- Copy of Occupational License is enclosed.

8. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency.

- Copy enclosed.

9. Documentation indicating that all property tax payments are current.

- Copy enclosed.

10. Proof of property insurance.

- Copy enclosed.

11. If Applicant intends to include the costs of improvements complete on the subject property within the twelve months preceding this Application as part of the "Total Project Cost", documentation pertaining to the costs, construction and permitting of those improvements must be provided.

CERTIFICATION

Please read the following and sign below. **All owners, authorized corporate officers, or partners must sign this application.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided.

The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Johnny Brown

Name (print)

President

Title

Signature

Date:

3/2/14

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date:

**SUBJECT:** Application for BIG Grant  
E. W. Lawson & Son Funeral Home  
109 N. 9<sup>th</sup> Street  
Palatka, FL 32177

### **SUMMARY OF THE WORK**

- Existing Building has about 2,352 square foot on the First Floor and about 960 square feet on Second Floor.
- Renovations to Building are expected to fall within FBC Level II criteria.
- Renovations to existing two story Building include, but may not be limited to:

#### **Site:**

1. Building is constructed with zero lot lines and virtually no contiguous property.
  - a. There may be an alley/easement at the north side of the Building.

**Exterior:** This work is not to be accomplished in the first phase of Work because of Budget constraints.

1. Remove existing and construct new marquee at west side of Building.
    - a. Existing marquee is approximately 6'-0" deep by 24'-6" long, with metal decking and exterior frame supported by three metal rods positioned at the center and each end of the marquee.
  2. Remove, repair and reinstall existing clock above marquee.
  3. Remove, repair and reinstall original E. W. Lawson & Son Funeral Home Sign, locate higher on the wall for better visibility.
  4. Repaint front/west façade.
  5. Existing exterior door swings in (rather than out) but will be requested to be allowed to remain because it is of original materials.
- 
1. Existing flooring at Chapel is hard tile with carpet on the Rostrum and old Corridor to the north.
    - a. Mr. Brown wishes to preserve existing hard tile in the center of the Chapel.
    - b. New hard tile of a compatible color is to be installed around the perimeter of the Chapel.
    - c. Carpet to be removed on Rostrum and in old Corridor.
    - d. Some floor leveling will be required.
    - e. All flooring and tile work is to be accomplished by Owner.

#### **Interior at Mortuary:**

1. Construct new single door and frame in Corridor west of the Office, at the east end of the Chapel.
2. Remove portion of north wall between Mortuary and Corridor.
  - a. Install new beam and columns to support wall and roof structure above.
3. Cut opening into existing east wall for a new dryer vent.
4. Relocate existing washer to the west and install new dryer in Mortuary at south wall, east end.
5. Existing through wall air conditioner, exhaust fan and louver to remain.

#### **HVAC Upgrading:**

1. New Central air conditioning system for front area of Building including Chapel, Rostrum, Office Foyer and new Restroom.

**Electrical Upgrading:**

1. Rewire entire existing First Floor, including new Electrical Main Service and Main Distribution Panel.
  - a. Existing meters (two, one for First Floor and one for Second Floor) to be removed and replaced with one.
  - b. Existing meter and panels for Traffic Signals located at south wall west end are to remain.
  - c. Mr. Brown to provide designated light fixtures for the Chapel and Mortuary.
2. Provide new electrical switches, convenience outlets, and service outlets.
3. Provide new electrical for a cadaver freezer and clothes dryer.
4. Provide new electrical to accommodate new Air Handling Unit and Condenser for the First Floor.
5. Electrical upgrading for Second Floor will be considered but may have to be delayed because of Budget.
  - a. Some new electrical work is required at Second Floor to include emergency lights, existing lights and power for HVAC equipment, to be located there.
  - b. Balance of existing electrical wiring at Second Floor to be terminated and abandoned.

**Existing Gas Appliances:**

1. Noted the presence of several gas heaters which are to be removed and not reinstalled.
2. Gas service to the Building is to be terminated, piping capped and holes in walls repaired.

**RELEASE AND HOLD HARMLESS AGREEMENT**

Release executed on the 12<sup>th</sup> day of March, 2014, by (Property Owner)

Johnny M. Brown and/or (if Applicable, Tenant) \_\_\_\_\_

\_\_\_\_\_, of (street address) 109 N 9<sup>th</sup> St, Palatka, FL 32177

\_\_\_\_\_, City of Palatka, County of

Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program, The Community Redevelopment Agency, and/or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

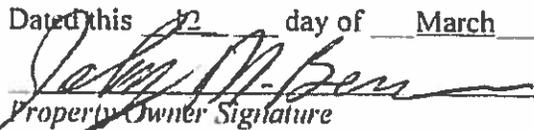
Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s)'s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this 12 day of March, 2014.

  
Property Owner Signature

  
Witness

Johnny Brown

\_\_\_\_\_  
Co-Owner Signature (if applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print

\_\_\_\_\_  
Tenant's Signature (If applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print

\_\_\_\_\_  
Co-Tenant's Signature (If applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Please Print

Approved: 11/14/13

## The Big Grant Paint samples

Johnny M. Brown  
E. W. Lawson & Son Funeral Home  
109 N 9<sup>th</sup> St.  
Palatka, FL 32177

54

SW 6371  
Vanillin

SW 6372  
Inviting Ivory

SW 6373  
Harvester

SW 6374  
Torchlight

SW 6375  
Honeycomb

SW 6376  
Gold Coast

# Estimate

David Church Construction  
 103 South 7th Street  
 Palatka, Florida  
 32177



<b>Name/Address</b>
Mary Lawson Brown 107 S 9th St Palatka Fl 32177

<b>Date</b>	<b>Estimate No.</b>	<b>Project</b>
02/24/14	414	

www.Davidchurchconstruction.com  
 386 328 6741

Item	Description	Quantity	Total
m & l	Materials and labor to frame walls as needed drop ceiling height to create a new handicap bathroom. Cut concrete and patch for drains. Tie into existing sewer on north side of building. Add exhaust fan vented through exterior wall. HVAC to be added from new unit being installed. Drywall, finish, texture and paint. Install ceramic floor tile. Wall mounted sink, handicap water closet and required handicap bars & mirror.		14,500.00
m & l	Materials and labor to add on demand electric hot water under sink		650.00
m & l	Materials and labor to create opening in block wall and add fiberglass door. Includes 3x3 concrete pad at exterior side of opening.		1,650.00
m & l	Materials and labor to add 200 amp service back to back. Wire for new ac unit. Circuit for washer & dryer. Circuit for freezer, repair or replace (2) outlets @ alter. All conduit surface mounted. All existing airing to remain as is. Any work requested by inspector will be extra.	1	4,800.00
m & l	Materials and labor to add new 3 ton Rudd HVAC system for new bathroom, chapel	1	7,440.00
permit	permit fee allowance This may vary		350.00
dump	dump fee allowance This fee will vary		100.00
m & l	Materials and labor to hookup plumbing for washer cold water unless there is an existing HWH	1	720.00
(NOTE) Only work described in this estimate is covered by			

If Acceptable Please Sign And Return	<b>Total</b>
--------------------------------------	--------------

David Church Construction  
 103 South 7th Street  
 Palatka, Florida  
 32177

# Estimate



Name/Address
Mary Lawson Brown
107 S 9th St
Palatka FL 32177

Date	Estimate No.	Project
02/24/14	414	

www.Davidchurchconstruction.com  
 386 328 6741

Item	Description	Quantity	Total
	<p>these costs. Any thing added to by owner or required by inspector will be added as an extra</p> <p>(NOTE) OUR OFFICE WILL BE CLOSED APRIL 1 THRU MAY 13<sup>TH</sup></p> <p>Thank you  <i>[Signature]</i></p>		
If Acceptable Please Sign And Return		Total	\$30,210.00



• COMMERCIAL CONTRACTORS  
 • CONSTRUCTION MANAGERS  
 • SITE DEVELOPERS  
 RESIDENTIAL - COMMERCIAL - INDUSTRIAL

P 352.562.5054

**ENERGY DESIGN BUILD GROUP, INC.**  
 STATE LICENSED CONTRACTORS AND CONSTRUCTION MANAGERS  
 CA - 55447

E info@energydesign-buildgroup.com

GAINESVILLE - TAMPA - WEST PALM

Date: 2/24/2014  
 INVOICE # 102  
 Expiration Date:  
 3/31/2014

TO Johnny M. Brown  
 E. W. Lawson & Son  
 109 N 9<sup>th</sup> St  
 Palatka, FL 32177  
 (386) 325-4543

Salesperson Job Payment Terms Due Date  
**2/25/14**

Item	Description	Unit Price	Line Total
1	Material and labor to place a door in the concrete wall and a door		4000.00
2	Add 200 amp service & Material and labor to hook up washer/dryer		6300.00
3	Materials to add 3 ton HVAC system		9750.00
4	Create handicap bathroom and tie in to existing drainage system		14,740.00
5	Add electric hot water heater		900.00
6	Permit allowance		400.00
7	Dumping fee		150.00

Subtotal  
 Sales Tax  
 Total **\$36,240.00**

Quotation prepared by Shawn Brown

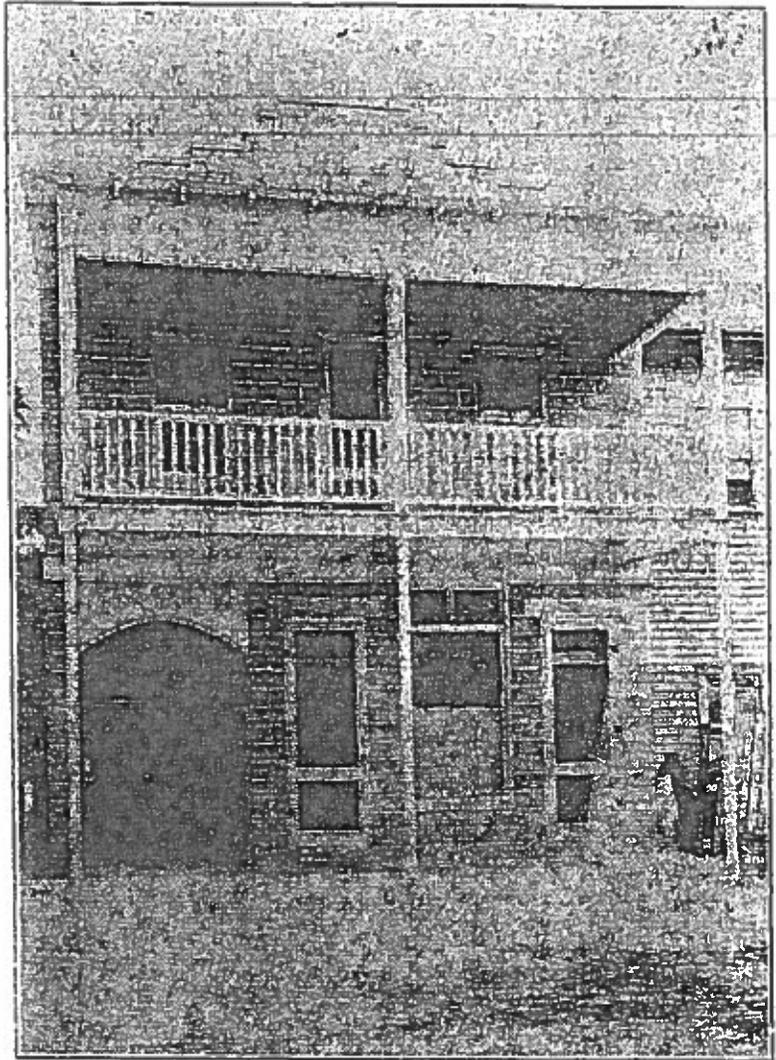
This is a quotation on the goods named, subject to the conditions noted below: (Describe any conditions pertaining to these prices and any additional terms of the agreement. You may want to include contingencies that will affect the quotation )

To accept this quotation, sign here and return:

*Thank you for your business!*



Mr. E. W. Lawson  
Progressive Business Man

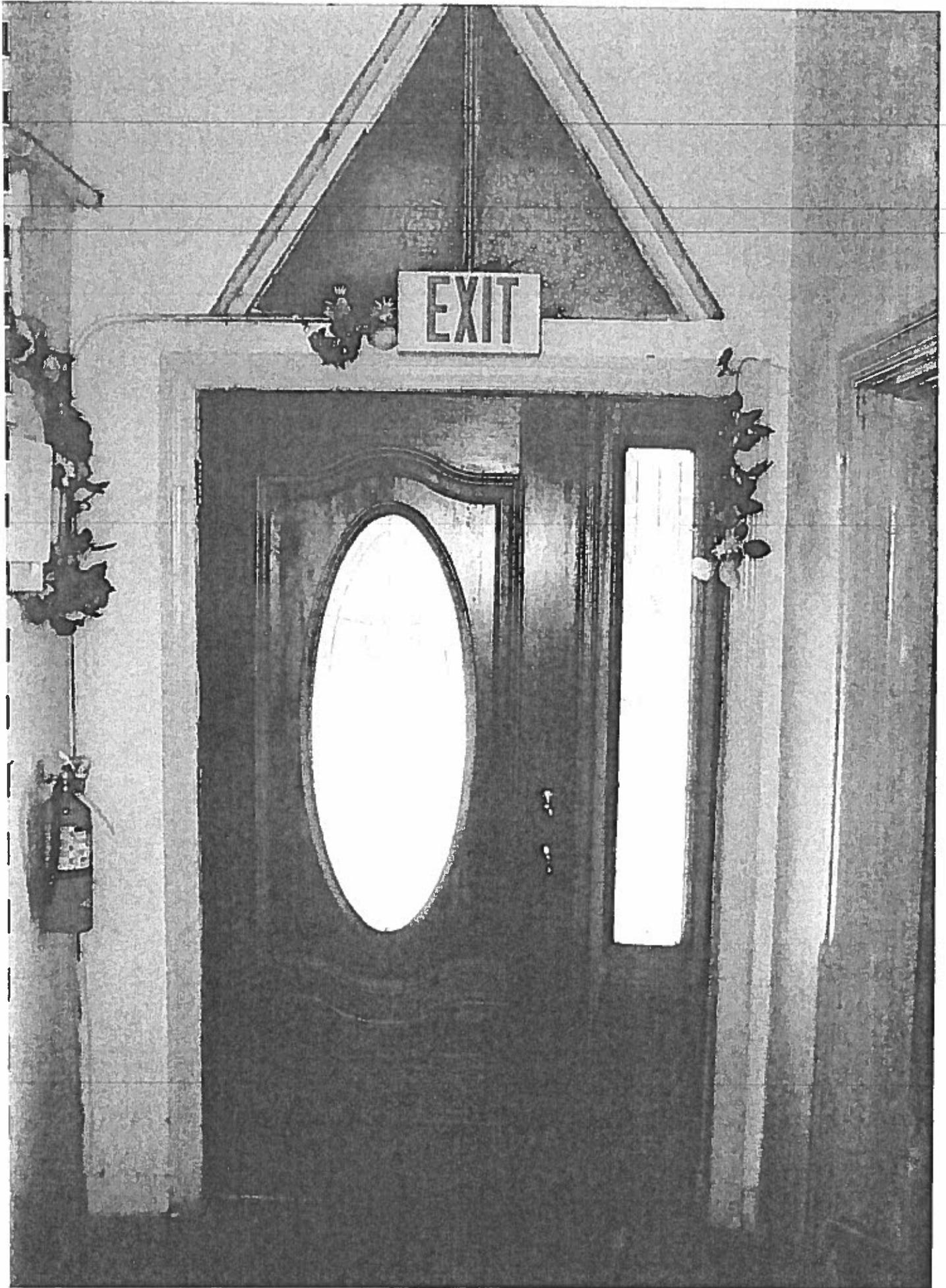


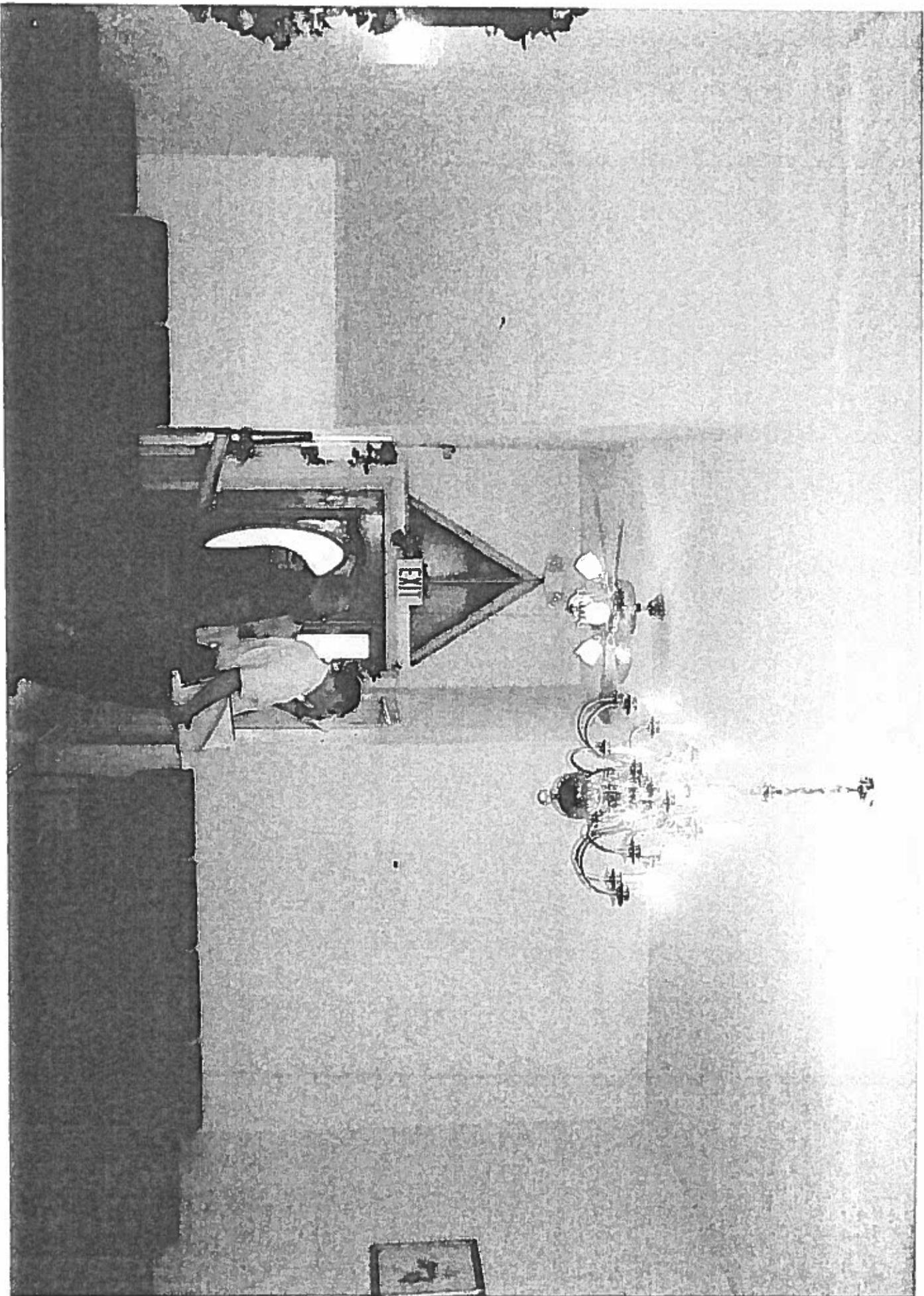
E. W. Lawson's Undertaking Establishment

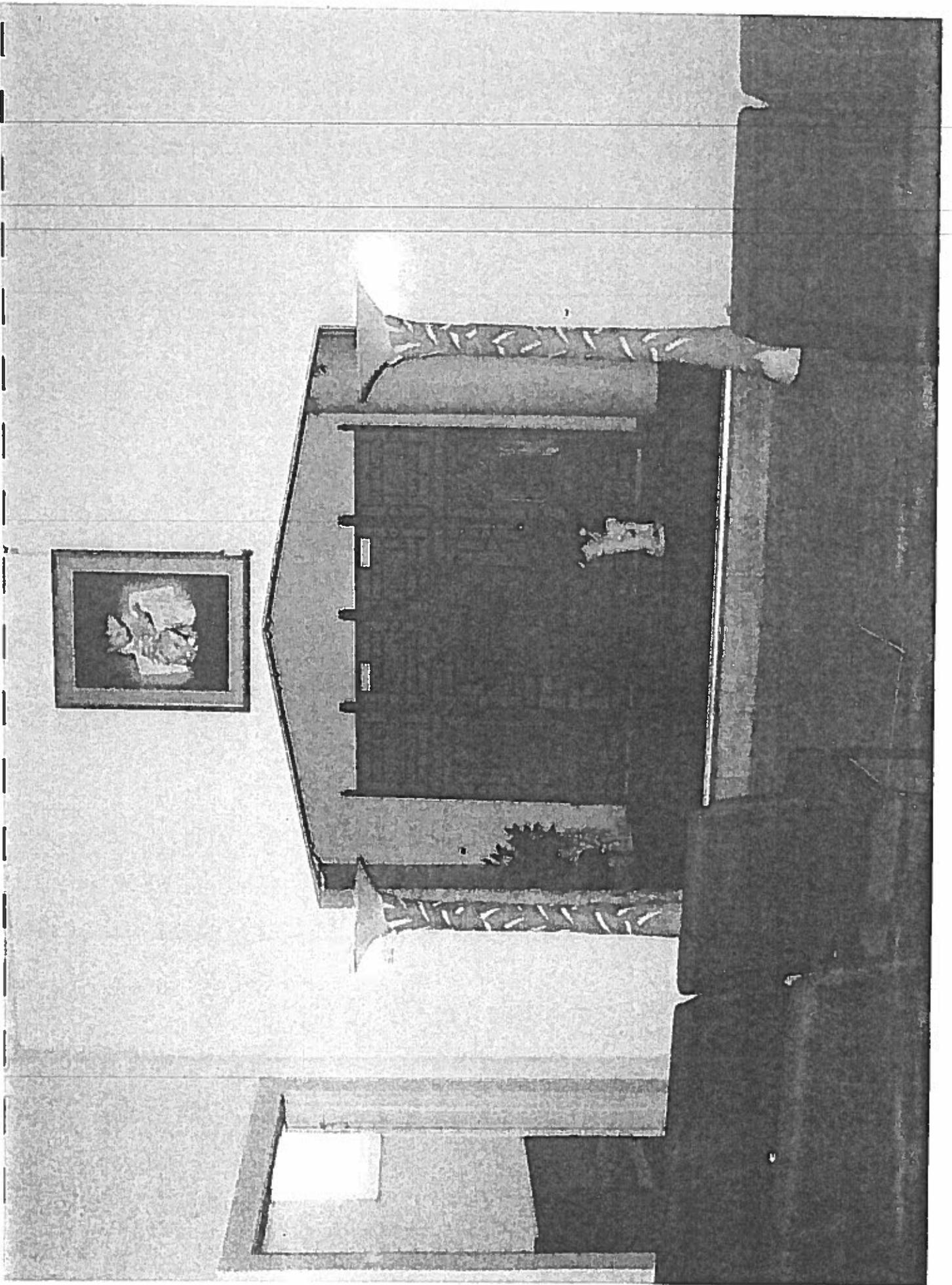


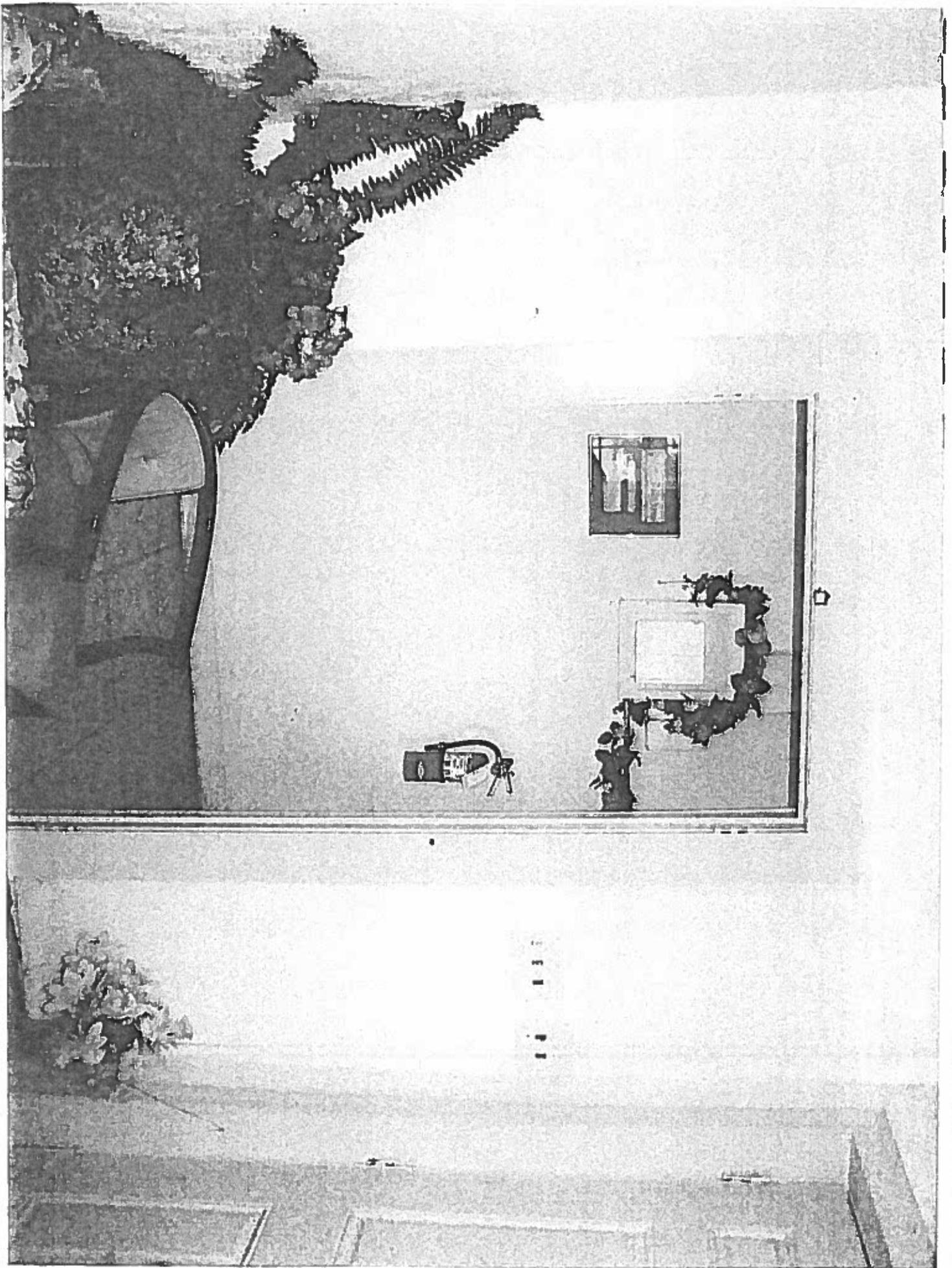


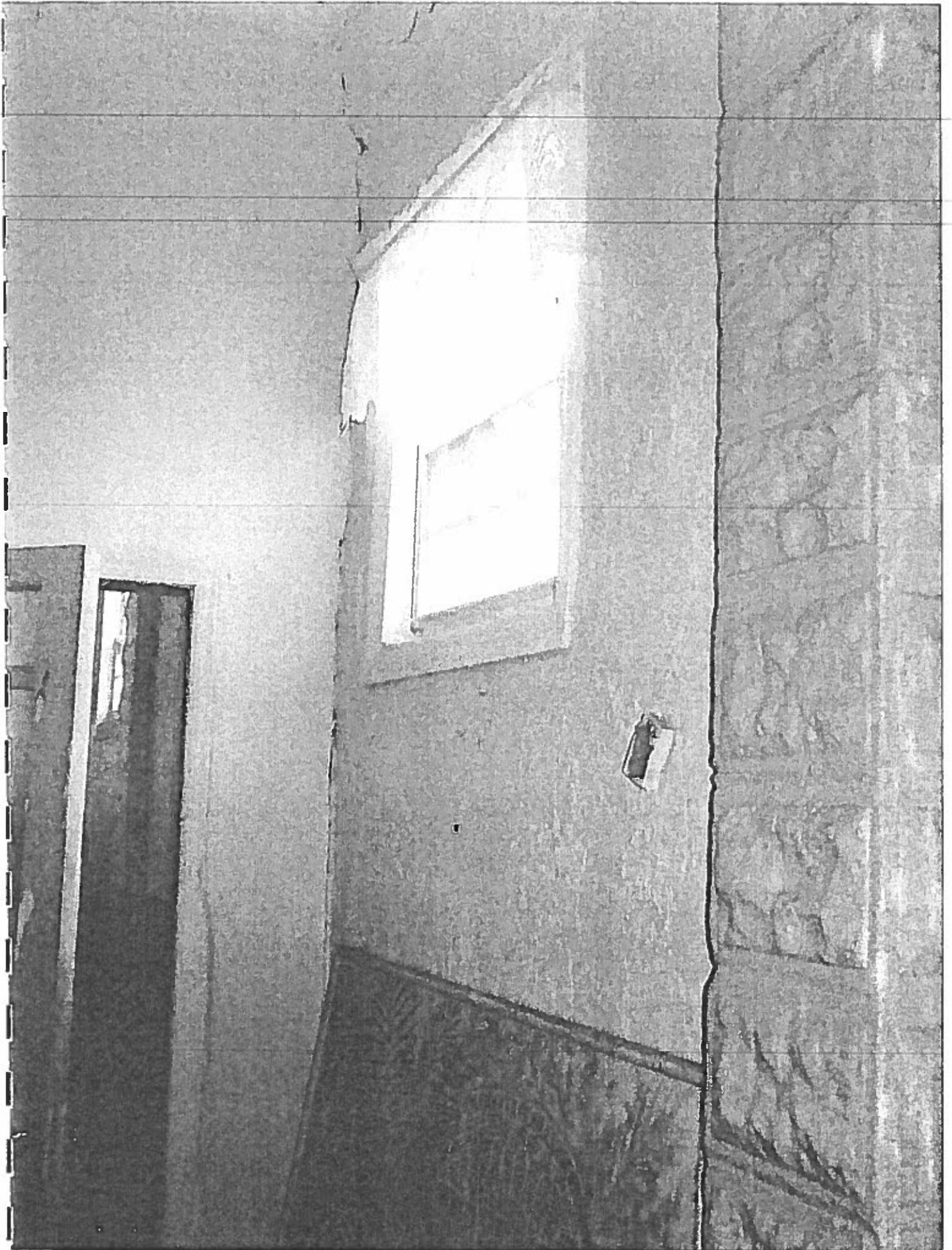
EXIT

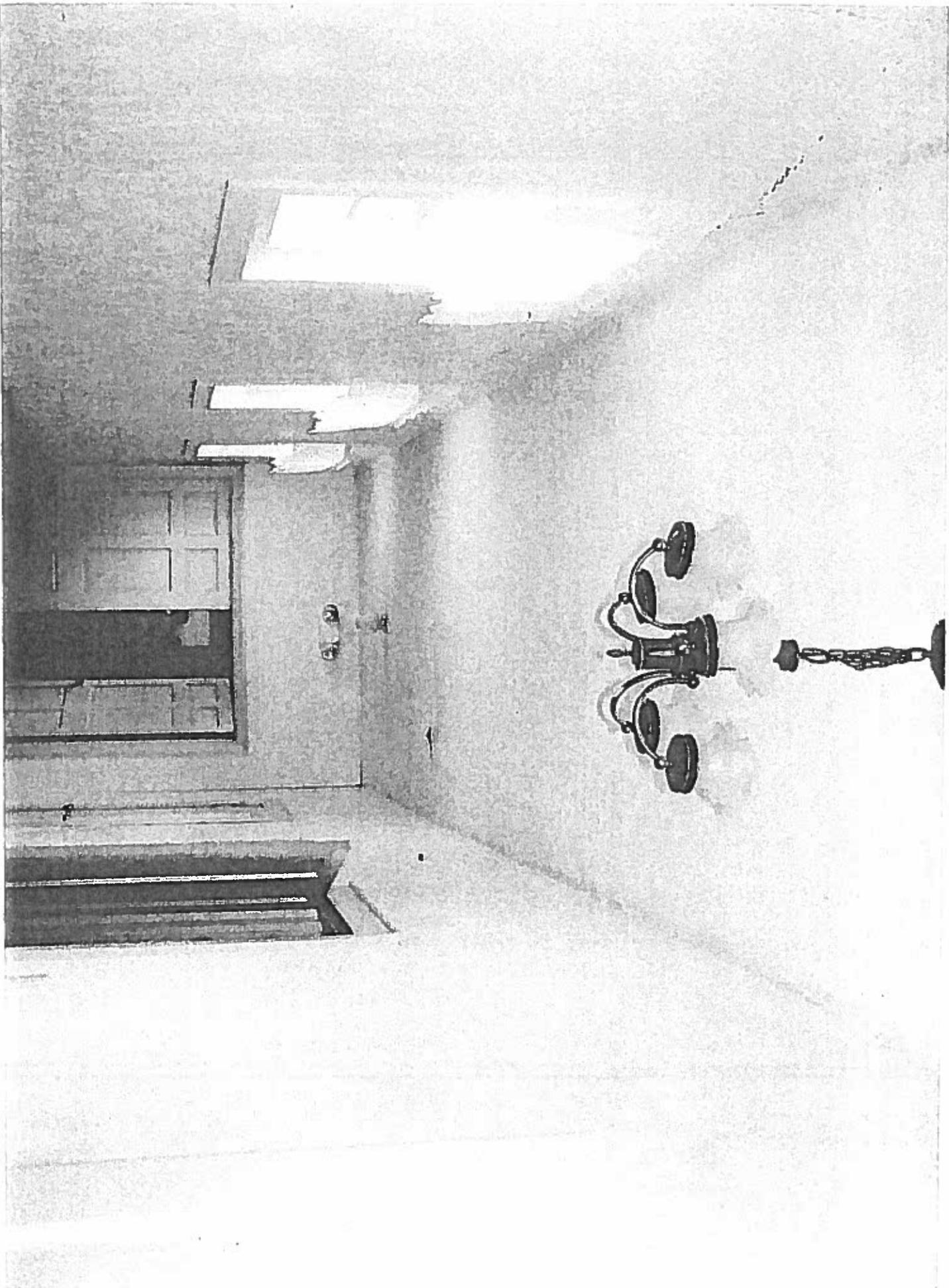


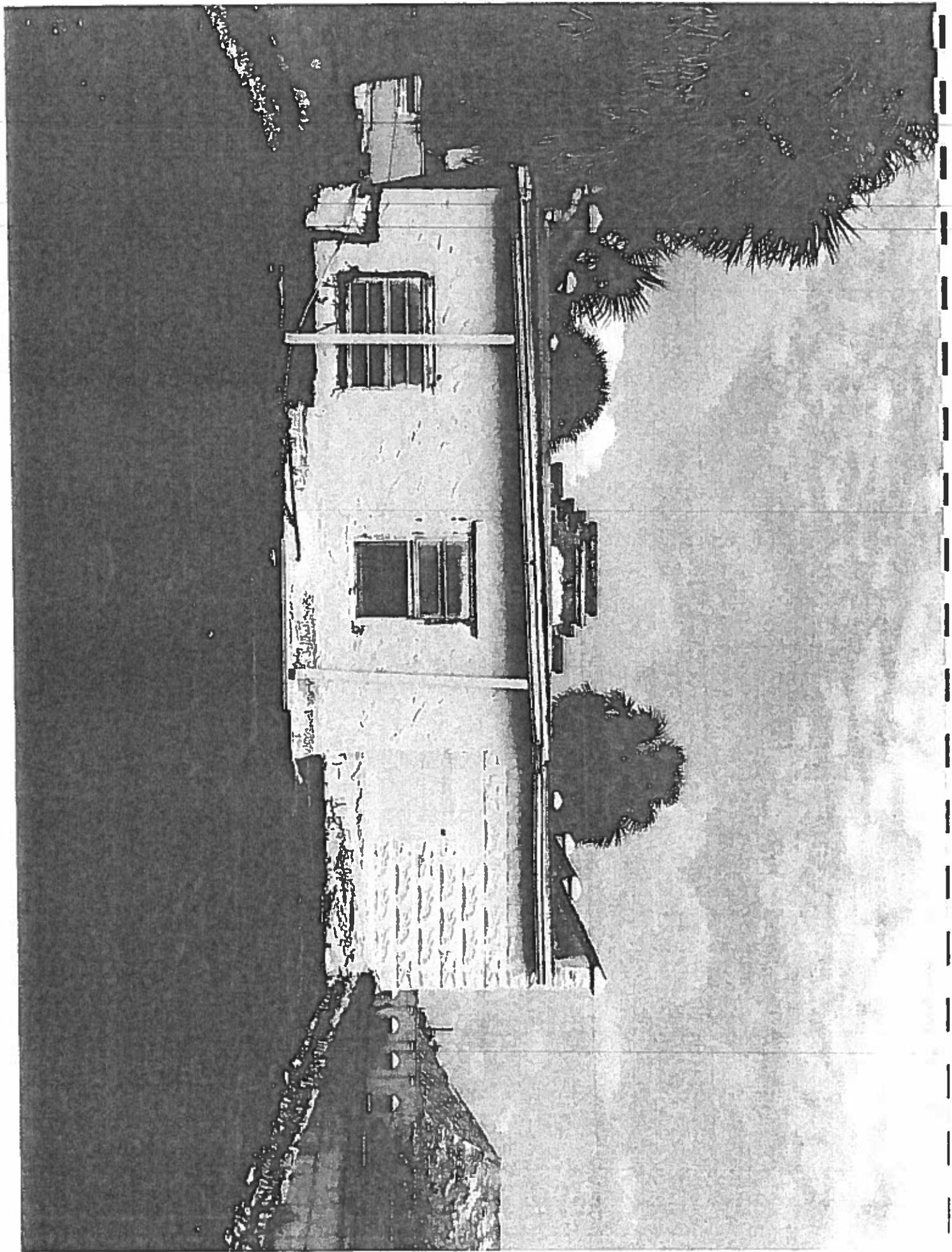












Linda Myers  
Putnam County Tax Collector

BROWN THEODORE ANTHONY SR + JOHNNY  
PO BOX 236  
PALATKA FL 32178

Payment Receipt

Receipt #C03112014P001262

2012 Real Estate  
Payment Date: 03/11/2014 Amount Paid: 2,455.73

Parcel: 42-10-27 6850-0620-0020

Ctrl#: 46226

Processed: Compliance

District: City of Palatka

Certificate Information

Certificate Owner: ZYGGY, LLC CITIBANK, N.A., AS COLLATERAL ASSIGNEE OF ZYGGY, L

Certificate 0046226

Sale Date: 2013-05-31

Tax Year: 2012

Interest Rate: 0.0025

Legal: DICKS MAP OF PALATKA MB2 P46 BLK 62 S1/2 LF N13  
OF LOT 2

Certificate Fee	Amount
Ad Valorem	2 140 40
Interest Penalty	64 21
Commission	110 23
Advertising Fee	3 00
Auction Fee	15 00
Certificate Interest	116 84
Collector Fee	6 25

Total Certificate Fees 2,455.73

Assessed To:  
BROWN THEODORE ANTHONY SR + JOHNNY

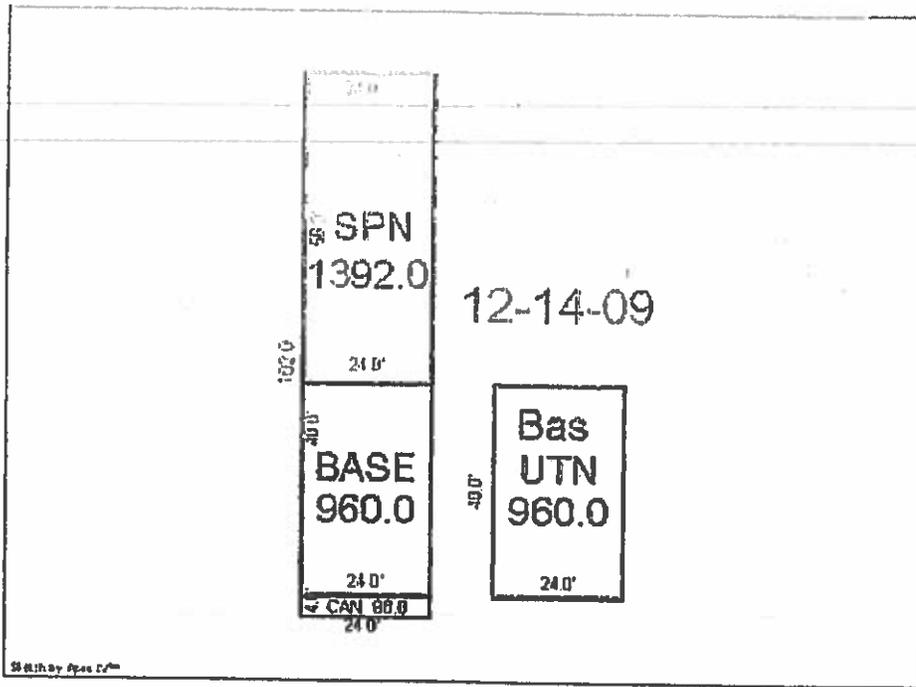
Payments

Real Estate

Method	Check #	Paid By	Payment Amount
Check	2694	EW LAWSON & SON FUNERAL HOME-MARY LAWSON BROWN 107 SOUTH 9TH STREET	2 455 73

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

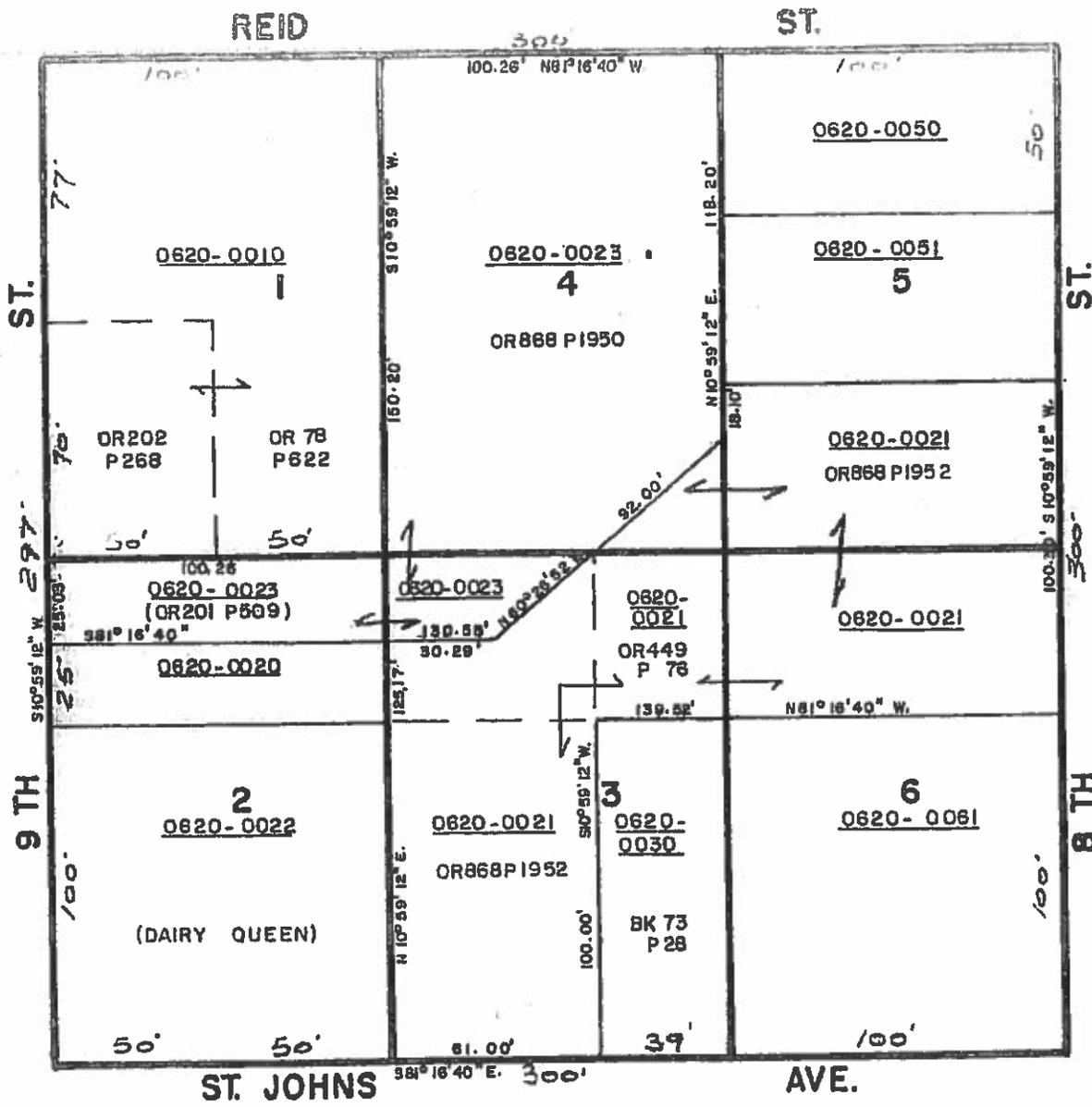
Improvement Sketch for Parcel: 12-10-27-6850 0620-0020



**NOTICE:**

This sketch is displayed for informational purposes only. The Putnam County Property Appraiser furthermore assumes no liability whatsoever associated with the use or misuse of the information generated. Your use of this sketch constitutes your agreement that you will hold harmless the office of the Property Appraiser and its employees from any and all mistakes, misuses, and misunderstandings.

Today's Date: August 8, 2011  
Putnam County, Florida



PALATKA

BLOCK 62

WARRANTY DEED  
 PROVIDED TO INDIVID.

RAMCO FORM 81

Return to (enclose self addressed stamped envelope)

Name: Mary Lawson Brown  
 Address: P. O. Box 236  
Palatka, Fl. 32178-0236

Inst 201254755577 Date 8/13/2012 Time 12:58 PM  
 Doc Stamp-Deed 0.00  
 DC Tim Smith Putnam County Page 1 of 1 B 1324 P 1753

This Instrument Prepared by: Mary L. Brown  
 Name: P. O. Box 236  
 Address: Palatka, Fl. 32178-0236

Property Appraiser's (Pace's) Identification:  
 Pace Number(s): 42-10-27-6850-0620-0020  
 Greater of 15 # (s)

SPACE ABOVE THIS LINE FOR PROCESSING DATA

SPACE ABOVE THIS LINE FOR RECORDING DATA

**This Warranty Deed, Made the 13 day of August, 2012, by Mary Lawson Brown, a single woman hereinafter called the Grantor, to Theodore Anthony Brown, Sr, a single man and Johnny Maurice Brown, a single man as Joint Tenants whose post office address is P. O. Box 236 Palatka, Fl. 32178-0236 hereinafter called the Grantee.**

(Whoever uses herein the terms "Grantor" and "Grantee" includes in its parties to this instrument and the heirs, legal representatives, and assigns of individuals, and the successors and assigns of corporations, wherever the context so admits or requires.)

**Witnesseth, That the Grantor, for and in consideration of the sum of Five & affection and other valuable considerations, receipt whereof is hereby acknowledged, hereby grants, bargains, sells, alien, remises, releases, conveys and confirms unto the Grantee all that certain land, situate in Putnam County, State of Florida , vic:**

**The south 1/2 of the north 1/3 of Lot 2, Block 62, Dick's Map of Palatka as recorded in Map Book 2 Page 46 of the public records of Putnam County, Florida.**

**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, 2012**

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

Signed, sealed and delivered in the presence of:

Allyson H. Kitchens  
 Witness Signature (to be first Grantee)

Allegra G. Kitchens  
 Printed Name

Lisabeth Weber  
 Witness Signature (to be first Grantee)

Lisabeth Weber  
 Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

Witness Signature (to be Co-Grantor, if any)

Printed Name

STATE OF FLORIDA )

COUNTY OF PUTNAM )

Mary Lawson Brown

Known to me to be the person described in and who executed the foregoing instrument, who acknowledged before me that she

executed the same, and an oath was not taken (Check one: )  Said person(s) is/are personally known to me.  Said person(s) provided the following type of identification:

\_\_\_\_\_



Mary Lawson Brown  
 Grantor Signature **E.S.**

Mary Lawson Brown  
 Printed Name

P. O. Box 236  
 Post Office Address

Palatka, Fl. 32178-0236  
 Post Office Address

n/a  
 Co-Grantor Signature (if any) **E.S.**

Printed Name

Post Office Address

Printed Name

Post Office Address

I hereby Certify that on this day, before me, an officer duly authorized to administer oaths and take acknowledgments, personally appeared

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Witness my hand and official seal in the County and State last aforesaid

this 13th day of August, A.D. 2012

Betsy Jordan Driggers  
 Notary Signature

Betsy Jordan Driggers  
 Printed Name

07  
13  
09

# Bass Underwriters, Inc.

## INSURANCE QUOTE

THE TERMS AND CONDITIONS OF THIS QUOTATION MAY NOT COMPLY WITH THE SPECIFICATIONS SUBMITTED FOR CONSIDERATION. PLEASE READ THIS QUOTE CAREFULLY AND COMPARE IT AGAINST YOUR SPECIFICATIONS.

IN ACCORDANCE WITH THE INSTRUCTIONS OF THE BELOW-MENTIONED INSURER, WHICH HAS ACTED IN RELIANCE UPON THE STATEMENTS MADE IN THE RETAIL BROKER'S SUBMISSION FOR THE INSURED, THE INSURER HAS OFFERED THE FOLLOWING QUOTATION.

**DATE ISSUED:** March 11, 2014

**PRODUCER:** Merwins Insurance Center Inc  
PO Drawer 2079  
Palatka, FL 32178

**INSURED MAILING ADDRESS:** E. W. Lawson Funeral Home  
PO Box 236  
Palatka, FL 32178

**INSURER:** United Specialty Insurance Company A AM Best Rating  
Non-Admitted

**COVERAGE:** COL-Property W-Wind

**POLICY PERIOD:** 3/17/2014 TO 3/17/2015

**RENEWAL OF:**

12:01 A.M. STANDARD TIME AT THE LOCATION ADDRESS OF THE NAMED INSURED. THIS INSURANCE QUOTATION WILL BE TERMINATED AND SUPERSEDED UPON DELIVERY OF THE FORMAL POLICY(IES) ISSUED TO REPLACE IT.

**LIMITS:** See Attached

**DEDUCTIBLE:** 2% W/H

<b><u>PREMIUM:</u></b>	\$1,157.00
<b><u>TRIA: INCLUDED</u></b>	
<b><u>FEES:</u></b>	Insp Fee \$150.00 Policy Fee \$35.00
<b><u>SURPLUS LINES TAX:</u></b>	\$67.10
<b><u>SERVICE OFFICE FEE:</u></b>	\$2.68
<b><u>MISC STATE TAX:</u></b>	\$4.00
<b><u>FHCF: (Florida)</u></b>	\$17.45
<b><u>CPIE: (Florida)</u></b>	\$13.42
<b><u>TOTAL:</u></b>	\$1,446.65

Reference # 1316367A



STATE OF FLORIDA  
 DEPARTMENT OF FINANCIAL SERVICES  
 BOARD OF FUNERAL, CEMETERY AND CONSUMER SERVICES  
 200 E GAINES STREET, TALLAHASSEE, FL 32399-0361 PHONE (850) 413-3039

**Funeral Establishment**

LICENSE PERIOD: December 1, 2012 - November 30, 2014  
 LICENSE NUMBER: F040462

The Funeral Establishment indicated below is licensed under the provisions of Chapter 497 Florida Statutes.

Business Location: 109 N 9TH ST, PALATKA FL 32178

E W LAWSON & SON FUNERAL HOME  
 POST OFFICE BOX 236  
 PALATKA FL 32178-0236

Jeff Atwater  
 CHIEF FINANCIAL OFFICER  
 STATE OF FLORIDA



STATE OF FLORIDA  
 DEPARTMENT OF FINANCIAL SERVICES

F040462

December 1, 2012

Funeral Establishment  
 E W LAWSON & SON FUNERAL HOME

IS LICENSED under the provisions of Ch. 497, F.S.

LICENSE PERIOD: December 1, 2012 - November 30, 2014

Jeff Atwater  
 Chief Financial Officer  
 State of Florida



CITY OF PALATKA  
201 N 2ND ST  
PALATKA FL 32177-3735

\* This receipt is only good for the location listed and may be subject to other conditions/ restrictions, and shall not be used to represent any level of qualification, certification or professional expertise.

IMPORTANT NOTE: 6" 911 Numbers MUST be posted on building.

License : 3585.1  
Business Name : E W LAWSON & SON  
Location Addr : 107 S 9th ST  
Issue Date : 09/30/13  
Expiration Dt : 09/30/14

Lic Nbr/Class :  
107 FUNERAL DIRECTOR, UNDERTAKER

\* PLEASE DISPLAY IN A CONSPICUOUS LOCATION \*

E W LAWSON & SON  
109 N 9TH ST  
PALATKA FL 32177

**Putnam County  
Business Tax Receipt  
Linda Myers**

**Business ID:** 16316  
**Tax Year:** 2014

**Receipt Number:** 84967  
**Receipt Date:** 9/30/2013

**Owners**  
THEODORE & JOHNNY BROWN

E W LAWSON & SON FUNERAL HOME LLC  
109 N 9TH ST  
PALATKA, Florida 32177

Description	Amount
Funeral Home, Burial Services (NON TRANSFERABLE)	\$30.00
<b>Total Amount</b>	<b>\$30.00</b>
Debit	\$30.00
<b>Total Paid</b>	<b>\$30.00</b>

**2013**

**Putnam County  
Business Tax Receipt**

**2014**

**Business ID** 16316

**Valid** 10/1/2013 thru 9/30/2014

**E W LAWSON & SON FUNERAL HOME LLC**  
PO BOX 236  
PALATKA, Florida 32177

**THEODORE & JOHNNY BROWN**  
County Fee \$30.00

Is hereby granted the privilege of engaging in or managing any business, profession or occupation of  
Funeral Home, Burial Services (NON TRANSFERABLE)

Putnam County Business Tax Receipt represents proof of payment for the tax and is not to be used to represent any level of qualification, certification, trade or professional expertise to the public. This receipt is furnished in pursuance of county ordinance 06-041.

# *State of Florida*

## *Department of State*

I certify from the records of this office that E.W. LAWSON & SON FUNERAL HOME, LLC, is a limited liability company organized under the laws of the State of Florida, filed on February 20, 2012.

The document number of this company is L12000024712.

I further certify that said company has paid all fees due this office through December 31, 2014, that its most recent annual report was filed on February 26, 2014, and its status is active.

*Given under my hand and the  
Great Seal of the State of Florida  
at Tallahassee, the Capital, this  
the Twenty-sixth day of February,  
2014*



*Ken Detjmer*  
*Secretary of State*

Authentication ID: CC5824592913

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certaauthver.html>

Linda Myers  
Putnam County Tax Collector

BROWN THEODORE ANTHONY SR + JOHNNY  
PO BOX 236  
PALATKA FL 32178

Payment Receipt

Receipt #C03112014P001262

2012 Real Estate

Payment Date: 03/11/2014

Amount Paid: 2,455.73

Parcel: 42-10-27-6850-0620-0020

Ctrl#: 46228

Processed: Compliance

District: City of Palatka

Certificate Information

Certificate Owner: ZYGGY, LLC CITIBANK, N.A., AS COLLATERAL ASSIGNEE OF ZYGGY, L

Certificate 0046226

Sale Date: 2013-05-31

Tax Year: 2012

Interest Rate: 0.0025

Legal: DICKS MAP OF PALATKA M82 P46 BLK 62 S1/2 OF N1/3  
OF LOT 2

Certificate Fee	Amount
Ad Valorem	2,140.40
Interest Penalty	64.21
Commission	110.23
Advertising Fee	3.00
Auction Fee	15.00
Certificate Interest	118.64
Collector Fee	6.25

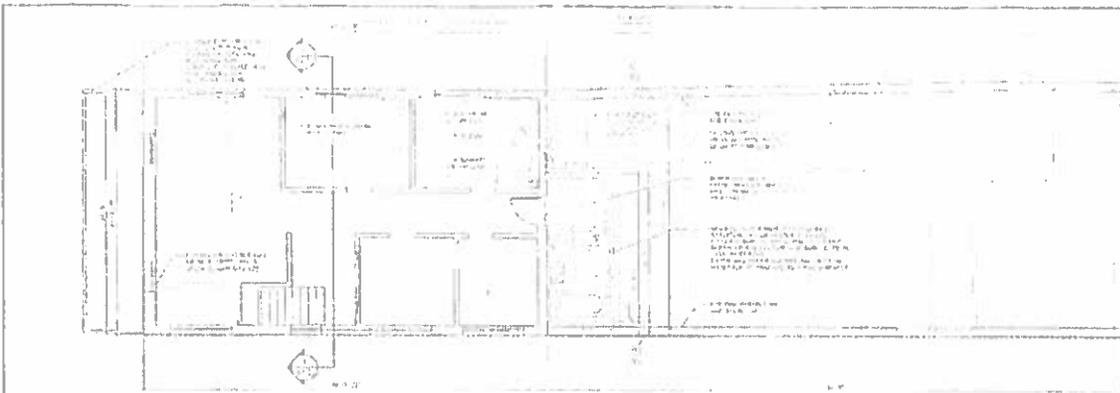
Total Certificate Fees 2,455.73

Assessed To:  
BROWN THEODORE ANTHONY SR + JOHNNY

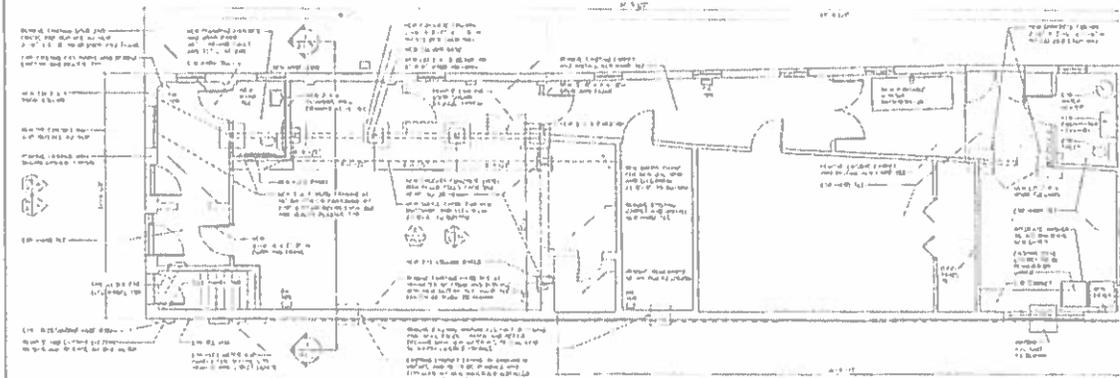
Payments

Real Estate

Method	Check #	Paid By	Payment Amount
Check	2594	EW LAWSON & SON FUNERAL HOME-MARY LAWSON BROWN 107 SOUTH 9TH STREET	2,455.73



SECOND FLOOR PLAN



FIRST FLOOR PLAN

PROJECT NO.	100-1000
DATE	10/1/78
SCALE	AS SHOWN
DESIGNED BY	J. W. LAWSON
CHECKED BY	J. W. LAWSON
DATE OF ISSUE	10/1/78

THIS SET OF PLANS IS TO BE USED ONLY FOR THE PROJECT AND SITE SPECIFICALLY IDENTIFIED HEREON. IT IS NOT TO BE REPRODUCED OR COPIED IN ANY MANNER WITHOUT THE WRITTEN CONSENT OF THE ARCHITECT.

**APPLICATION FOR BIG GRANT  
E. W. LAWSON & SON FUNERAL HOME  
PALATKA, FLORIDA**

DATE OF ISSUE: 10/1/78  
PROJECT NO.: 100-1000  
SCALE: AS SHOWN

AL.I



Building & Zoning Department  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177  
(386) 329-0103 phone  
(386) 329-0172 fax

April 8, 2014

Johnny Brown  
109 South Ninth Street  
Palatka, FL 32177

Dear Mr. Brown:

Your applications for the 2014 Building Improvement Grant and Façade Grant programs were received and reviewed for completeness and compliance with the program criteria. The results of your Building Improvement Grant application review are as follows:

- The architectural plans submitted with your applications are advance copies not for construction. Since the work requires a building permit, completed signed and sealed plans or documentation that they will be provided is necessary for consideration.
- Documentation from all lending institutions verifying all mortgage payments on the property are current was not submitted with the application.
- Permitting fees are listed on both quotes. Permitting fees are ineligible for the grant program.
- The grant request was for \$30,000. With a total project cost of \$29,860, the cost share would be \$5,972 Applicant/\$23,888 City. Your application does not include information on professional fees. Assuming that you would have to pay an architect to sign and seal plans for a building permit, professional fees are eligible, but may not exceed ten percent (10%) of the total project cost.
- Per the Building Improvement Grant Program document (Approved 11/14/13) the purpose of the grant is to encourage the opening of more retail and restaurant venues within the Central Business District. Upon submission applications are evaluated for eligibility under the criteria listed on page three (3) of the program document. The criteria "Appropriate Business (retail or restaurant only) improvements in accordance with applicable codes, ordinances, plans and guidelines" is listed. Per municipal code section 94-162 (b) (2) funeral homes are listed as General service establishments and are not listed under 94-162 (b) (1) General retail establishments. Therefore, your application does not comply with the grant program criteria and cannot be considered for funding, per the grant process as described on page five (5) of the program document.

I have attached a copy of the Building Improvement Grant program for your review. If you wish to appeal this decision, you may do so to the City of Palatka Community Redevelopment Agency Board.

The results of your Façade Grant application review are as follows:

- The architectural plans submitted with your applications are advance copies not for construction. Since the work requires a building permit, completed signed and sealed plans or documentation that they will be provided is necessary for consideration.
- Permitting fees are listed on both quotes. Permitting fees are ineligible for the grant program.
- The grant request was for \$20,000. With a total project cost of \$20,682.32 (less permit fees) the cost share would be \$5,170.58 Applicant/\$15,511.74 City.
- Your application notes that this is a restoration project, yet the proposed work does not restore the building façade to original period design. The proposed work eliminates an original doorway, improves a non-contributing door, does not expose the original cast block on the first floor and simulates a balcony. The review committee scored your project 58.9 out of a possible 100 points.

As a result of the above, your application was not recommended for funding. I have attached a copy of the Façade Grant program for your review. The program is to be advertised and reopened for applications in the next month. I encourage you to work with Palatka Main Street and City staff to develop a project that restores elements of the original building design. If you wish to appeal this decision, you may do so to the City of Palatka Community Redevelopment Agency Board.

Your continued interest in revitalizing Downtown Palatka is appreciated. Please feel free to contact me with any questions.

Sincerely,

A handwritten signature in black ink that reads "Jonathan Griffith". The signature is fluid and cursive, with the first name being larger and more prominent than the last name.

Jonathan Griffith  
Project Manager/Grants Administrator

Cc: Michael Czymbor, Charles Rudd



2013-14 City of Palatka  
**Building Improvement Grant (BIG) Program**  
Administered by Palatka Main Street

The City of Palatka Community Redevelopment Agency was created to address conditions of blight within the Palatka Main Street District that require enhanced management and redevelopment.

Tax Increment Financing is not derived from a new tax, but allows a portion of property taxes from within the district to be used to leverage public funds to promote private sector real estate, business, and other activities in order to spur revitalization.

The Central Business District (Main Street District) boundaries are represented in the map (attachment A).

**Purpose**

The purposes of this Building Improvement Grant program are to:

- To encourage the opening of more retail and restaurant venues within the Central Business District (CBD) by completing improvements, upgrades and renovations necessary to qualify vacant commercial space for a Certificate of Occupancy; ready to rent/lease.
- Improve the appearance and utilization of downtown buildings so that they will be used in accordance with applicable building and zoning regulations (bring them up to code) and Community Redevelopment Agency plans.
- To ensure the longevity of the existing building stock by addressing deterioration of the structure, roof, plumbing, HVAC, and electrical systems.
- Fill the financial gap of a property owner for his/her qualified building/property needs or of a tenant for the build-out needs of a qualified retail or restaurant business.
- To encourage a reduction or subsidy in rent for a three year period as part of an in-kind match. The base rent will be determined by establishing an average of the comparable commercial square foot rate within the Central Business District. The base rate will be multiplied by the total square footage of space minus 10%.

Applicants are encouraged to review current zoning ordinances and the Community Redevelopment Agency Plan with the Planning Department and with the Palatka Main Street Manager located at:

205 N 2<sup>nd</sup> Street  
Palatka, FL 32177  
(386) 329-0103

### **Grant Awards**

This is a competitive program that requires applicants to make formal application through Palatka Main Street.

Funding will be based on the grant application complying with program criteria and on the recommendations of an Evaluation Committee. For the 2013/2014 B.I.G. program a maximum of \$30,000 per owner will be allowed from the Community Redevelopment Agency Tax Increment Funds; of which Palatka Main Street, Inc. will administer. All grants will have an applicant matching requirement of 20%. For example, a project which costs \$37,500 the applicant's portion would be a minimum of \$7,500. Priority consideration will be given to those projects with an over twenty percent (20%) to fifty percent (50%) match or offer a below market rent option to perspective tenants for a minimum of three (3) years. Match can be in cash or in-kind as long as documentation of the contributions is provided.

Palatka Main Street will appoint an independent Evaluation Committee made up of a representative of its Board of Directors, Design Committee, and Economic Restructuring Committee. Evaluation Committee members are not eligible for grants or for contracts from grantees. The Evaluation Committee may take testimony or seek professional guidance on issues related to historic preservation, building and zoning codes, market analyses, business operations, and other subjects.

The right to refuse any grant application is reserved.

Grants will not be awarded for work previously completed or work in the process of being completed; however, at the discretion of the Community Redevelopment Agency, and Palatka Main Street, costs for eligible work that was completed within twelve months prior to the date of the grant application may be included for consideration as part of the total project costs, not exceeding \$10,000. Inclusion of this previously done work is no guarantee of recommendation for approval.

A portion of the grant may be used to pay for professional fees; the amount allowed for reimbursement shall not exceed ten percent (10%) of the Total Project Cost. The cost of professional fees shall initially be paid for by the Owner, but may be included as an allowance in the Total Project cost.

Palatka Main Street may set grant application deadlines, review periods and award limits, and application and award dates.

Ranking and funding decisions of the Evaluation Committee may be appealed to the City of Palatka Community Redevelopment Agency Board.

### **Program Guidelines**

This Building Improvement Grant program is funded with Tax Increment Financing money to assist with:

- Exterior renovations or improvements, (in concert with interior projects)
  - Restoration, improvement, or re-creation of historically correct or compatible architectural features to facades or elements of buildings which are visible from the public street, consistent with architectural guidelines that may be established, and consistent with established priorities - including compatibility in scale, proportions, and colors.
  - Roof repair/gutters
  - Repair or addition of awnings, canopies, balconies, and galleries
  - Doors and windows

- Painting and stucco
  - Repair or manufacture of signs consistent with architecture, sign ordinances, design standards and guidelines
  - Meeting Green Building Criteria
  - Permanent, general use, attached features or fixtures
- Interior renovations or improvements:
    - Interior demolition
    - Interior framing, windows, doors, lighting, drywall, and flooring
    - Mechanical, electrical, plumbing, HVAC repair, upgrades, or demolition
    - ADA access to building and/or restrooms
    - Improvements necessary to meet code
    - Permanent, general use, attached features or fixtures
- The following are ineligible for the grant program:
    - Property not in the district
    - Work which removes or alters historically significant features
    - Use of inappropriate materials
    - Non-appurtenant fixtures
    - Permitting fees and work without City of Palatka building permit
    - Work by other than a licensed contractor
    - Routine maintenance

#### **Grant Criteria**

Grant funds are limited and will be awarded subject to the degree to which they support Community Redevelopment Agency plans and goals, and subject to announced program procedures, grant cycles and deadlines.

The grant cycle shall span a three month period with specific dates added pending approval. Applications shall be due by 5:00 pm on the final day of the application cycle. Applications deemed to be incomplete at the end of the grant cycle shall be ineligible for funding. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than thirty (30) days or less than fifteen (15) days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

Upon submission, applications will be evaluated, within seven (7) days, for eligibility by Palatka Main Street staff, CRA and/or City of Palatka staff, under the following criteria:

- Location within Community Redevelopment Agency Central Business District
- Availability of funds
- Appropriate business (retail or restaurant only) and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.
- Complete applications will be forwarded to the Evaluation Committee which will notify applicant of review and award schedule.
- Applications found to be insufficient after the deadline for any given cycle, will not be considered for funding during that current cycle.
- Applications may be submitted by holder of valid lease with permission of property owner, or by owner of property. In either event, the owner of the property must possess marketable legal title to the property.

The Evaluation Committee will use a scoring chart (Attachment B) to determine the strength of the application and to determine whether to recommend full funding, partial funding, resubmission, or denial of funding.

**Duration of Grant**

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

<u>Time</u>	<u>Amount Due CRA</u>
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%

The specific terms of repayment shall be included within a written agreement executed between the City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant funds.

Should the lessee fail to occupy the property within ninety (90) days of receiving a certificate of completion or certificate of occupancy from the City of Palatka Building Department, and rental subsidy was used as matching funds, the Grantee shall return/repay grant funds equal to the percentage of the total rental subsidy pledged as match, not to exceed 20% of the total grant award.

**Pre-Application**

Palatka Main Street staff, CRA and/or City of Palatka staff will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move on to the application stage. Requests for a pre-application review must be made fifteen (15) days prior to the deadline for the current cycle. It is highly recommended and will be viewed positively if a business and/or marketing plan is developed with the assistance of the Small Business Development Center (SBDC).

The SBDC is located at:

Putnam County Chamber of Commerce  
1100 Reid Street  
Palatka, FL 32177  
(386) 328-3293 or c.lynnch@unf.edu

### **Application**

A property owner or tenant that is interested in participating in the program must submit a completed and signed application (Attachment C), along with supporting documentation, in accordance with published guidelines, to:

Palatka Main Street  
201 North Second Street  
Palatka, FL 32177

Application package shall include:

- Proof of ownership or lease interest
- Approval of property owner
- Business plan, if occupied property; marketing plan, if vacant
- Licenses, if applicable
- Work plan, cost estimates, and timeline estimates (including proposed start date and completion date)
- Documentation of the type and source of the project funds. Verification of the funding sources may be required before final approval of the grant application.
- Applicant may be an individual, partnership, or corporation
- A current "abstract of title" or "certificate of ownership and liens" , prepared by a licensed Title Abstract Company which reflects the current ownership of the property as well as all liens, judgments, and encumbrances which appear of record.

Tenants are encouraged to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any. If an owner is awarded based on the condition of having a tenant in place, no work shall commence until a lease agreement has been executed by both parties.

### **Grant Process**

The Palatka Main Street staff or designee will review applications for completeness and compliance with program criteria. Applications that are incomplete will be returned with guidance. Projects that do not comply with program criteria will not be considered for funding, but an explanation will be provided.

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected. All three members of the Evaluation Committee must be present and participate in any meeting at which funding is to be considered. All decision of the committee shall be by majority rule.

Rankings by Evaluation Committee may be appealed to the Community Redevelopment Agency Board (CRA).

All applicants will receive written notification regarding approval or denial of their application. Approval will include a funding agreement listing the amount of grant funds that are approved and the requirements for reimbursement.

Grant program description and credit signs must be displayed during project and for six (6) months following reimbursement, followed by a grant program description and credit decal or plaque to be displayed as mutually agreed for a period of not less than 2 years.

Modifications to the approved plans or construction documents, which produce visible differences in the approved design or which are not approved by City of Palatka Building

Department, will require a repeat of application review and approval procedures. Failure to receive such approval may invalidate the funding agreement, and the agreement will be deemed terminated. In the event the agreement is terminated, any grant funds that have been disbursed to the applicant by the Community Redevelopment Agency shall become immediately due and payable to the Community Redevelopment Agency.

#### **Reimbursement Procedures**

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent completion of project and at one hundred percent completion of project. Palatka Main Street and the City of Palatka Chief Building Official will make the final determination as to whether the project is complete.

Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to Palatka Main Street, including:
  - Contractor invoicing and evidence of payment of funds
  - Release of lien letters from contractors, suppliers.
  - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by the City of Palatka Chief Building Official and closed permit reports
- Verification that any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner
- Certification of completion of grant project by Palatka Main Street staff and submission to the Palatka City Finance Director.
- Project must be completed within six months of receipt of grant funds.
- Copy of lease if a rent reduction is to be considered as an in-kind contribution

#### **Reservations**

The City of Palatka Community Redevelopment Agency expressly reserve the right to:

- Reject any or all applications
- Request additional information from any or all applicants
- Amend the program guidelines and application procedures without notice
- Display and advertise properties that receive grant funding.

#### **Release and Hold Harmless Agreement**

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Release and Hold Harmless Agreement with Palatka Main Street, the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

# Attachment A

## Community Redevelopment Area Tax Increment and Historic Districts Central Business Tax Increment District (Main Street District) Boundary



## Attachment B

### Evaluation:

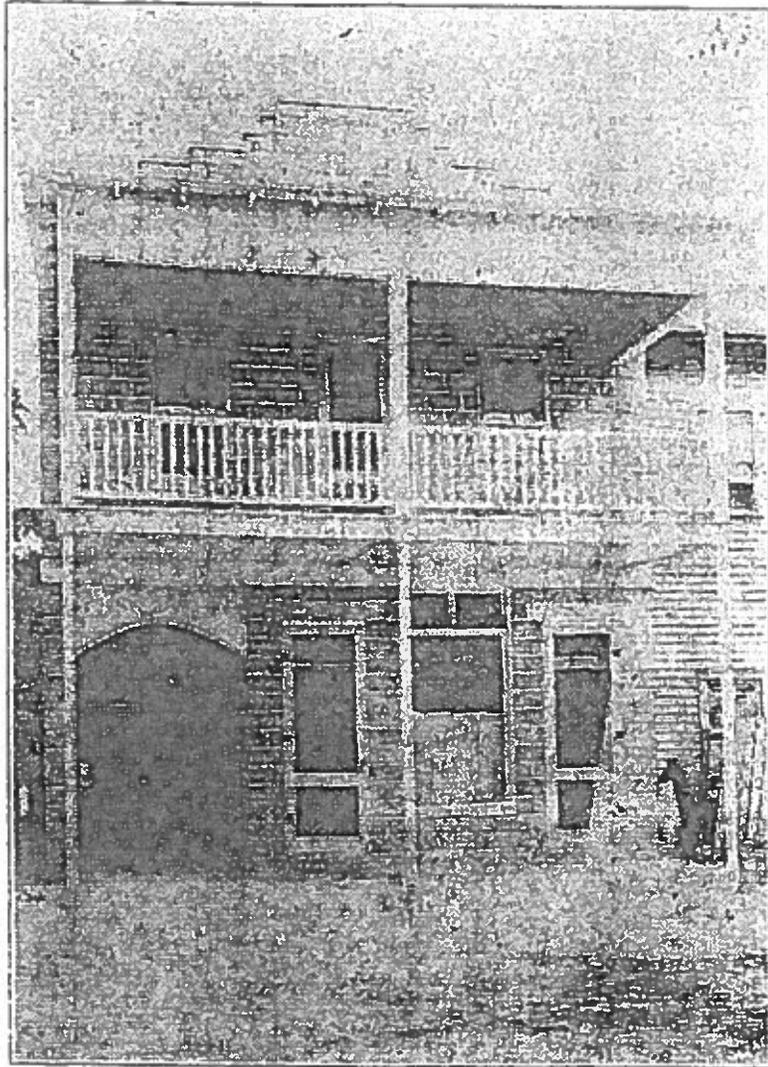
- The application is reviewed by Palatka Main Street and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- The financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.
- Each member of the Evaluation Committee shall score each application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes.
- Any application which receives an "average" total score of less than 50 points shall not be awarded funds.

### Scoring Criteria:

Criteria	Points	Rank	Score
Consistent with City of Palatka Comprehensive Plan and the CRA's Redevelopment Plan	5		
Lease assuring occupancy of premises upon completion of improvements already executed by occupying tenant and property owner	20		
Consistent with Main Street Approach and Secretary of the Interior Standards for Historic Preservation	5		
Degree of investment leveraging by applicant/investors, landlord or tenant in matching funds and/or in-kind contribution	15		
Strength of business capitalization, business plan (occupied space), marketing plan (vacant space).	15		
Previous history of applicant. First time applicants are encouraged	5		
Quality of proposed project and likelihood that it can be completed within the proposed schedule	5		
Degree to which the project contributes to the economic development of the Central Business District (i.e. job creation, occupancy commitments, and new tenants within the Central Business District)	10		
Development of business and/or marketing plan with SBDC assistance	10		
Owner equity in the property (taking into account all liens, judgments, and encumbrances attached to the property), equal to or greater than the amount of grant funds to be received.	10		
<b>TOTAL</b>	<b>100</b>		

While the Evaluation Committee scores and makes recommendations as they see fit, a score of 50 or below would generally be considered to be a weak score.

ORIGINAL



E. W. Lawson's Undertaking Establishment

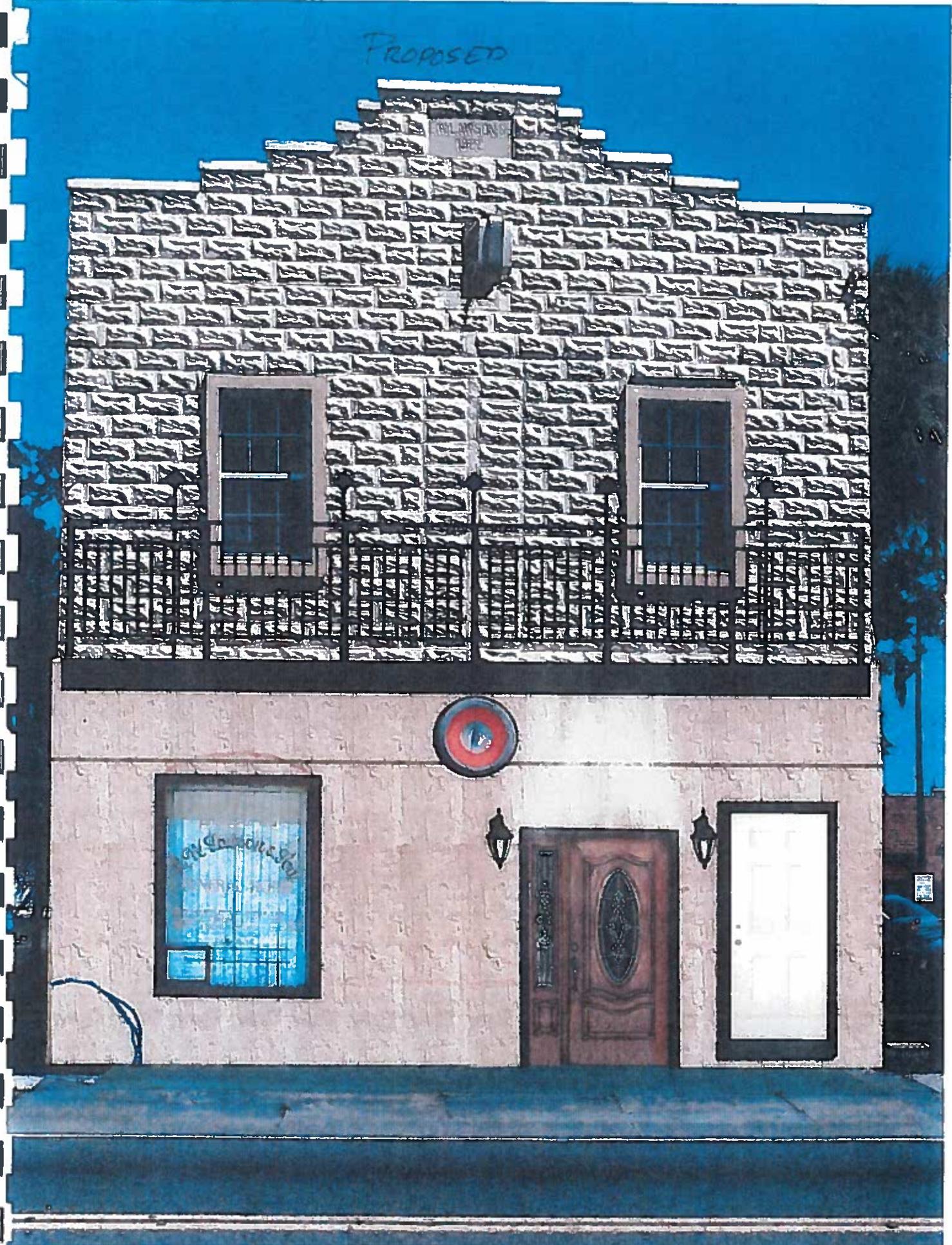


Mr. E. W. Lawson  
Progressive Business Man



PROPOSED

WILMINGTON  
1982





**2013-14 CBD TIFF**  
**Façade Grant Program**  
For Building Exterior, façade, accessibility and sign improvements

The purpose of the façade grant program is for the restoration and/or preservation of architectural features, the removal of slum and blight, and the beautification of the Central Business District. Grants are available for all non-governmental structures within the Central Business Tax Increment Fund District, shown on the attached boundary map.

Upon allocation of annual funding from the CRA Board, to receive funding from the City of Palatka Community Redevelopment Agency (CRA) Board, the time frame for this grant project is as follows:

1. Advertise and notify downtown building owners within the CBD TIFF District.
2. Applicants may apply any time before the advertised application deadline.
3. The Review Committee will review and score applications, after the application deadline, based on established criteria.
4. The Review Committee will make recommendations of qualified applicants to the Palatka Main Street Board of Directors. The Board of Directors shall then make recommendations to the CRA for final approval.
5. Six months will be allowed to complete the project after the grant is awarded.

**Project Guidelines**

- A. Where practical, all building façades shall be restored to the original period design. If it is deemed not practical by the Review Committee, then a similar architectural design shall be used.
  - B. If a building does not have a historically significant architectural design or features, then a proposed contributing design may be submitted to qualify for the grant program.
  - C. All facades shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, porches, signs, and awnings shall likewise harmonize with the overall character of the building.
  - D. A single owner may only have one active Façade Grant at any given time. An active grant is defined as one which has been awarded but not given final approval and reimbursement by staff. An owner may not make application for a façade grant until final approval and reimbursement have been issued on the previously awarded grant. An
-

owner may initially submit multiple applications for consideration, but only one can be awarded and all others withdrawn. Applications not selected will not be automatically considered for the next grant cycle but may be resubmitted.

- E. A maximum of \$20,000 per grant for a building will be allowed. Residential grants shall constitute a maximum of 25% of the annual grant funds awarded. Grant requests up to \$5,000 do not require a match. For grant requests exceeding \$5,000, a minimum match of 25% of the total project costs is required. Multiple draws of grant funds are allowed with written certification by the property owner, grant administrator, and building official (for projects requiring a local building permit) that the work and/or material has been provided in accordance with the approved scope of work. A copy of a cancelled check documenting the applicants match percentage must be submitted to the grant administrator prior to grant funds being disbursed.
  
- G. To qualify for grant funds, an application including appropriate drawings and data must be submitted to the Palatka Main Street office at 205 N. Second Street.

**Duration of Grant**

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

<u>Time</u>	<u>Amount Due CRA</u>
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%

The specific terms of repayment shall be included within a written agreement executed between Palatka Main Street/City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant funds.

- H. No grants will be made to government-owned properties or to tenants in government-owned properties.
  
  - I. No proposed work for which a grant is sought shall begin prior to making application. Recommendations by the Main Street Façade Grant Selection Committee and Palatka Main Street Board are not considered as an issuance of award. Any encumbrances of funds following making application and prior to receiving award by the CRA are the sole responsibility of the applicant.
-

### Scoring Criteria

Criteria	Possible Points	Points Awarded
Consistent with grant program purpose and guidelines (Preservation, Restoration, Renovation, Beautification, Removal of Slum and Blight)	20	
Completeness of application package according to checklist	5	
Investment of applicant (matching funds)	15	
Impact of project on the Central Business District	15	
Quality of the restoration or renovation (extensive vs. cursory, true restoration vs. more remodeling, improvement vs. just maintenance)	15	
Permanence of project improvements	15	
First time applicant?	5	
Property contributes to the TIFF	10	
<b>Total points possible</b>	<b>100</b>	





ESTABLISHED 1918

*E. W. Lawson & Son Funeral Home*

P.O. BOX 236, PALATKA, FL 32178

Date: May 23, 2014

To: CRA Board

From: Johnny M. Brown, E. W. Lawson & Son Funeral Home

Please place me on the agenda for the next CRA meeting as I wish to appeal the BIG Grant decision.

If you have any questions please call me at 386-972-9612.

Thank you,



Johnny M. Brown



2013-14 City of Palatka  
**Building Improvement Grant (BIG) Program**  
Administered by Palatka Main Street

The City of Palatka Community Redevelopment Agency was created to address conditions of blight within the Palatka Main Street District that require enhanced management and redevelopment.

Tax Increment Financing is not derived from a new tax, but allows a portion of property taxes from within the district to be used to leverage public funds to promote private sector real estate, business, and other activities in order to spur revitalization.

The Central Business District (Main Street District) boundaries are represented in the map (attachment A).

**Purpose**

The purposes of this Building Improvement Grant program are to:

- To encourage the opening of more retail and restaurant venues within the Central Business District (CBD) by completing improvements, upgrades and renovations necessary to qualify vacant commercial space for a Certificate of Occupancy; ready to rent/lease.
- Improve the appearance and utilization of downtown buildings so that they will be used in accordance with applicable building and zoning regulations (bring them up to code) and Community Redevelopment Agency plans.
- To ensure the longevity of the existing building stock by addressing deterioration of the structure, roof, plumbing, HVAC, and electrical systems.
- Fill the financial gap of a property owner for his/her qualified building/property needs or of a tenant for the build-out needs of a qualified retail or restaurant business.
- To encourage a reduction or subsidy in rent for a three year period as part of an in-kind match. The base rent will be determined by establishing an average of the comparable commercial square foot rate within the Central Business District. The base rate will be multiplied by the total square footage of space minus 10%.

Applicants are encouraged to review current zoning ordinances and the Community Redevelopment Agency Plan with the Planning Department and with the Palatka Main Street Manager located at:

205 N 2<sup>nd</sup> Street  
Palatka, FL 32177  
(386) 329-0103

## **Grant Awards**

This is a competitive program that requires applicants to make formal application through Palatka Main Street.

Funding will be based on the grant application complying with program criteria and on the recommendations of an Evaluation Committee. For the 2013/2014 B.I.G. program a maximum of \$30,000 per owner will be allowed from the Community Redevelopment Agency Tax Increment Funds; of which Palatka Main Street, Inc. will administer. All grants will have an applicant matching requirement of 20%. For example, a project which costs \$37,500 the applicant's portion would be a minimum of \$7,500. Priority consideration will be given to those projects with an over twenty percent (20%) to fifty percent (50%) match or offer a below market rent option to perspective tenants for a minimum of three (3) years. Match can be in cash or in-kind as long as documentation of the contributions is provided.

Palatka Main Street will appoint an independent Evaluation Committee made up of a representative of its Board of Directors, Design Committee, and Economic Restructuring Committee. Evaluation Committee members are not eligible for grants or for contracts from grantees. The Evaluation Committee may take testimony or seek professional guidance on issues related to historic preservation, building and zoning codes, market analyses, business operations, and other subjects.

The right to refuse any grant application is reserved.

Grants will not be awarded for work previously completed or work in the process of being completed; however, at the discretion of the Community Redevelopment Agency, and Palatka Main Street, costs for eligible work that was completed within twelve months prior to the date of the grant application may be included for consideration as part of the total project costs, not exceeding \$10,000. Inclusion of this previously done work is no guarantee of recommendation for approval.

A portion of the grant may be used to pay for professional fees; the amount allowed for reimbursement shall not exceed ten percent (10%) of the Total Project Cost. The cost of professional fees shall initially be paid for by the Owner, but may be included as an allowance in the Total Project cost.

Palatka Main Street may set grant application deadlines, review periods and award limits, and application and award dates.

Ranking and funding decisions of the Evaluation Committee may be appealed to the City of Palatka Community Redevelopment Agency Board.

## **Program Guidelines**

This Building Improvement Grant program is funded with Tax Increment Financing money to assist with:

- Exterior renovations or improvements, (in concert with interior projects)
  - Restoration, improvement, or re-creation of historically correct or compatible architectural features to facades or elements of buildings which are visible from the public street, consistent with architectural guidelines that may be established, and consistent with established priorities - including compatibility in scale, proportions, and colors.
  - Roof repair/gutters
  - Repair or addition of awnings, canopies, balconies, and galleries
  - Doors and windows

- Painting and stucco
  - Repair or manufacture of signs consistent with architecture, sign ordinances, design standards and guidelines
  - Meeting Green Building Criteria
  - Permanent, general use, attached features or fixtures
- Interior renovations or improvements:
    - Interior demolition
    - Interior framing, windows, doors, lighting, drywall, and flooring
    - Mechanical, electrical, plumbing, HVAC repair, upgrades, or demolition
    - ADA access to building and/or restrooms
    - Improvements necessary to meet code
    - Permanent, general use, attached features or fixtures
- **The following are ineligible for the grant program:**
    - Property not in the district
    - Work which removes or alters historically significant features
    - Use of inappropriate materials
    - Non-appurtenant fixtures
    - Permitting fees and work without City of Palatka building permit
    - Work by other than a licensed contractor
    - Routine maintenance

### **Grant Criteria**

Grant funds are limited and will be awarded subject to the degree to which they support Community Redevelopment Agency plans and goals, and subject to announced program procedures, grant cycles and deadlines.

The grant cycle shall span a three month period with specific dates added pending approval. Applications shall be due by 5:00 pm on the final day of the application cycle. Applications deemed to be incomplete at the end of the grant cycle shall be ineligible for funding. The application period for each grant cycle shall be advertised in a newspaper of City-wide circulation at least once not more than thirty (30) days or less than fifteen (15) days before the beginning of each application period. In the event funds allocated for distribution during a grant cycle as defined above are not awarded during the designated cycle, the undistributed funds shall be available for distribution during the succeeding cycle.

Upon submission, applications will be evaluated, within seven (7) days, for eligibility by Palatka Main Street staff, CRA and/or City of Palatka staff, under the following criteria:

- Location within Community Redevelopment Agency Central Business District
- Availability of funds
- Appropriate business (retail or restaurant only) and improvements in accordance with applicable codes, ordinances, plans, and guidelines
- Project ready to be implemented
- If project information is insufficient, the applicant will be notified of deficiencies.
- Complete applications will be forwarded to the Evaluation Committee which will notify applicant of review and award schedule.
- Applications found to be insufficient after the deadline for any given cycle, will not be considered for funding during that current cycle.
- Applications may be submitted by holder of valid lease with permission of property owner, or by owner of property. In either event, the owner of the property must possess marketable legal title to the property.

The Evaluation Committee will use a scoring chart (Attachment B) to determine the strength of the application and to determine whether to recommend full funding, partial funding, resubmission, or denial of funding.

**Duration of Grant**

Should the owner sell their interest in the subject property or business, or fail to maintain the renovations and improvements during the three-year period following receipt of the grant funds, the Grantee shall return/repay the grant funds as follows:

<u>Time</u>	<u>Amount Due CRA</u>
0 to one (1) year after grant funds received	90%
One (1) to two (2) years after grant funds received	80%
Two (2) to three (3) years after grant funds received	60%

The specific terms of repayment shall be included within a written agreement executed between the City of Palatka and the grant recipient, and recorded within the public records of Putnam County, Florida. The agreement shall include language sufficient to constitute a valid and enforceable lien upon the real property which is the subject of the grant. The agreement shall be signed by the grant recipient prior to the distribution of grant funds and shall be recorded immediately after distribution of grant funds.

Should the lessee fail to occupy the property within ninety (90) days of receiving a certificate of completion or certificate of occupancy from the City of Palatka Building Department, and rental subsidy was used as matching funds, the Grantee shall return/repay grant funds equal to the percentage of the total rental subsidy pledged as match, not to exceed 20% of the total grant award.

**Pre-Application**

Palatka Main Street staff, CRA and/or City of Palatka staff will review the applicant's plans or application, including the eligibility criteria, program requirements, proposed project scheduling, and consistency of the applicant's proposal with the intent of the program including offering assistance, limited technical assistance and an opinion as to whether the applicant is sufficiently prepared to move on to the application stage. Requests for a pre-application review must be made fifteen (15) days prior to the deadline for the current cycle. It is highly recommended and will be viewed positively if a business and/or marketing plan is developed with the assistance of the Small Business Development Center (SBDC).

The SBDC is located at:

Putnam County Chamber of Commerce  
1100 Reid Street  
Palatka, FL 32177  
(386) 328-3293 or c.lynch@unf.edu

### **Application**

A property owner or tenant that is interested in participating in the program must submit a completed and signed application (Attachment C), along with supporting documentation, in accordance with published guidelines, to:

Palatka Main Street  
201 North Second Street  
Palatka, FL 32177

Application package shall include:

- Proof of ownership or lease interest
- Approval of property owner
- Business plan, if occupied property; marketing plan, if vacant
- Licenses, if applicable
- Work plan, cost estimates, and timeline estimates (including proposed start date and completion date)
- Documentation of the type and source of the project funds. Verification of the funding sources may be required before final approval of the grant application.
- Applicant may be an individual, partnership, or corporation
- A current "abstract of title" or "certificate of ownership and liens" , prepared by a licensed Title Abstract Company which reflects the current ownership of the property as well as all liens, judgments, and encumbrances which appear of record.

Tenants are encouraged to have an agreement with landlord concerning leasehold value of improvements and the impact on rent, if any. If an owner is awarded based on the condition of having a tenant in place, no work shall commence until a lease agreement has been executed by both parties.

### **Grant Process**

The Palatka Main Street staff or designee will review applications for completeness and compliance with program criteria. Applications that are incomplete will be returned with guidance. Projects that do not comply with program criteria will not be considered for funding, but an explanation will be provided.

The Evaluation Committee will review applications to determine if funding is to be recommended in full, in part, subject to conditions; or be rejected. All three members of the Evaluation Committee must be present and participate in any meeting at which funding is to be considered. All decision of the committee shall be by majority rule.

Rankings by Evaluation Committee may be appealed to the Community Redevelopment Agency Board (CRA).

All applicants will receive written notification regarding approval or denial of their application. Approval will include a funding agreement listing the amount of grant funds that are approved and the requirements for reimbursement.

Grant program description and credit signs must be displayed during project and for six (6) months following reimbursement, followed by a grant program description and credit decal or plaque to be displayed as mutually agreed for a period of not less than 2 years.

Modifications to the approved plans or construction documents, which produce visible differences in the approved design or which are not approved by City of Palatka Building

Department, will require a repeat of application review and approval procedures. Failure to receive such approval may invalidate the funding agreement, and the agreement will be deemed terminated. In the event the agreement is terminated, any grant funds that have been disbursed to the applicant by the Community Redevelopment Agency shall become immediately due and payable to the Community Redevelopment Agency.

### **Reimbursement Procedures**

Generally, approved projects will receive reimbursement upon completion of the project and submission of all required receipts, invoices and documentation. Grantees with larger projects may request reimbursement at fifty percent completion of project and at one hundred percent completion of project. Palatka Main Street and the City of Palatka Chief Building Official will make the final determination as to whether the project is complete.

Funds will be disbursed by a check payable to the applicant or contractor after the following:

- Submission of all receipts and required documentation to Palatka Main Street, including:
  - Contractor invoicing and evidence of payment of funds
  - Release of lien letters from contractors, suppliers.
  - Applicant must honor contractual obligations to contractor; hold harmless agreements must be executed
- Certification of completion by the City of Palatka Chief Building Official and closed permit reports
- Verification that any additional criteria added by contract has been completed as proposed in a satisfactory and professional manner
- Certification of completion of grant project by Palatka Main Street staff and submission to the Palatka City Finance Director.
- Project must be completed within six months of receipt of grant funds.
- Copy of lease if a rent reduction is to be considered as an in-kind contribution

### **Reservations**

The City of Palatka Community Redevelopment Agency expressly reserve the right to:

- Reject any or all applications
- Request additional information from any or all applicants
- Amend the program guidelines and application procedures without notice
- Display and advertise properties that receive grant funding.

### **Release and Hold Harmless Agreement**

Upon approval of a grant, the applicant and any affected contractor will be required to sign a Release and Hold Harmless Agreement with Palatka Main Street, the City of Palatka Community Redevelopment Agency, as permitted by the laws of the State of Florida.

# Attachment A

## Community Redevelopment Area Tax Increment and Historic Districts Central Business Tax Increment District (Main Street District) Boundary



## Attachment B

### Evaluation:

- The application is reviewed by Palatka Main Street and reviewed and scored by the Evaluation Committee.
- They will consider the strength and need of the applicant and the appropriateness of the project.
- The financial commitment by the owner, landlord, and tenant, as applicable will be evaluated and may have an impact on recommendation and approval.
- The Evaluation Committee will also determine the level of program funding.
- Each member of the Evaluation Committee shall score each application utilizing the score sheet and criteria set forth below. The average of the total scores of the three committee members for each application shall be utilized for comparison and evaluation purposes.
- Any application which receives an "average" total score of less than 50 points shall not be awarded funds.

### Scoring Criteria:

Criteria	Points	Rank	Score
Consistent with City of Palatka Comprehensive Plan and the CRA's Redevelopment Plan	5		
Lease assuring occupancy of premises upon completion of improvements already executed by occupying tenant and property owner	20		
Consistent with Main Street Approach and Secretary of the Interior Standards for Historic Preservation	5		
Degree of investment leveraging by applicant/investors, landlord or tenant in matching funds and/or in-kind contribution	15		
Strength of business capitalization, business plan (occupied space), marketing plan (vacant space).	15		
Previous history of applicant. First time applicants are encouraged	5		
Quality of proposed project and likelihood that it can be completed within the proposed schedule	5		
Degree to which the project contributes to the economic development of the Central Business District (i.e. job creation, occupancy commitments, and new tenants within the Central Business District)	10		
Development of business and/or marketing plan with SBDC assistance	10		
Owner equity in the property (taking into account all liens, judgments, and encumbrances attached to the property), equal to or greater than the amount of grant funds to be received.	10		
<b>TOTAL</b>	<b>100</b>		

While the Evaluation Committee scores and makes recommendations as they see fit, a score of 50 or below would generally be considered to be a weak score.

# **APPLICATION**

CITY OF PALATKA COMMUNITY REDEVELOPMENT AGENCY  
PALATKA MAIN STREET COMMUNITY REDEVELOPMENT AREA  
BUILDING IMPROVEMENT GRANT PROGRAM

## **APPLICANT AND BUSINESS INFORMATION**

Date of Application: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Name of Business (if applicable): \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel ID#: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

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↓Please leave this section Blank, to be completed by City of Palatka Staff.↓

Type of Business, Service, or Art: \_\_\_\_\_

Zoning: \_\_\_\_\_

Use is in compliance: \_\_\_\_\_ Use is not in compliance: \_\_\_\_\_

Planner/Reviewer and Date: \_\_\_\_\_

Building Permits: \_\_\_\_\_

Building Permit(s) will be needed: Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, what permits will be required? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building Official/Reviewer and Date: \_\_\_\_\_

Are there any liens or existing Code violations on the property? \_\_\_\_ Yes \_\_\_\_ No

If yes, briefly explain (attach additional pages if needed): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

↑Please leave this section Blank, to be completed by City of Palatka Staff.↑

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**PROPERTY OWNER INFORMATION (if different from applicant)**

Name of Property Owner: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business Address: \_\_\_\_\_

**PROJECT FINANCING INFORMATION**

Total Project Cost: \$ \_\_\_\_\_

Attach at least two bids from licensed contractors.

Bid One:

Contractor Name: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Bid Two:

Contractor Name: \_\_\_\_\_ Bid Amount: \$ \_\_\_\_\_

Amount of Grant Funds Requested: \$ \_\_\_\_\_

**How will applicant's portion of the project be financed?**

(Verification of funding sources will be required before final approval of the grant application.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PROJECT SUMMARY**

Please provide a summary of the proposed project and how the requested funds will be used. Be specific in describing the nature of the project and address the improvements that will be made and the timetable for completing the proposed improvements. Attach additional pages if necessary. Note: A site visit with the applicant may be necessary to understand the scope and nature of the project.

1. Is the project for interior or exterior improvements? Please check the applicable box.

Interior

Exterior

Both

2. Explain the reason(s) for the proposed work ( i.e. water damage, termite damage, pest infestation, window upgrade, electrical upgrade, ADA accessibility, plumbing upgrade, HVAC upgrade, interior reconfiguration, landscape renovation, repair/install awnings, and or to meet occupancy requirements):

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3. Explain the anticipated or current use:

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4. Explain the scope of the work and the materials to be used:

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5. Project Start Date: \_\_\_\_\_ Project End Date: \_\_\_\_\_

Explain Reasons (if needed):

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### ADDITIONAL SUBMISSIONS (required)

1. At least four 4X6 color photographs of the existing building exterior and appropriate interior showing all sides of the structure, with emphasis on the area to be improved.
2. Renderings or conceptual drawings of the project at completion, including, as appropriate:
  - Detailed plans and/or elevations
  - Color renderings and specifications
  - Paint descriptions and samples including which to be used where
  - Fabric color, style, and samples
3. Two bids from licensed contractors detailing the following:
  - Description of the materials to be used
  - Description of the construction procedures
  - Itemized cost estimate of the project
4. A legal description of the property.
5. Proof of property ownership (deed) or, if a tenant, a copy of the lease.
6. Tenants must provide written documentation verifying the property owner approves the proposed enhancements and will sign the restrictive covenants and/or mortgage.
7. Occupancy permit and occupational license
8. Documentation from all lending institutions verifying all mortgage payments on the property are current and that the lending institutions will provide updated information upon request by the Community Redevelopment Agency.
9. Documentation indicating that all property tax payments are current.
10. Proof of property insurance.
11. If Applicant intends to include the costs of improvements complete on the subject property within the twelve months preceding this Application as part of the "Total Project Cost", documentation pertaining to the costs, construction and permitting of those improvements must be provided.

**CERTIFICATION**

Please read the following and sign below. **All owners, authorized corporate officers, or partners must sign this application.**

The information contained in this application is accurate to the best of my knowledge. Applicants understand that personal, business and/or property information may be requested pursuant to this application and hereby give their consent for such information to be provided.

The CRA retains the sole decision as to whether this grant application is approved, disapproved, or modified.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

Applicant agrees to accept future maintenance and other associated costs occurring after the completion of the project for not less than five years.

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Name (print)

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date: \_\_\_\_\_

Date: \_\_\_\_\_

# RELEASE AND HOLD HARMLESS AGREEMENT

Release executed on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by (Property Owner)  
\_\_\_\_\_  
\_\_\_\_\_ and/or (if Applicable, Tenant) \_\_\_\_\_  
\_\_\_\_\_, of (street address) \_\_\_\_\_  
\_\_\_\_\_, City of Palatka, County of  
Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, or other physical changes to the property located at the above address, the Releasor(s) understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program, The Community Redevelopment Agency, and/or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that, if any portion of the agreement is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor(s)'s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
*Property Owner Signature*

\_\_\_\_\_  
*Witness*

\_\_\_\_\_  
Print

\_\_\_\_\_  
Co-Owner Signature (if applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print

\_\_\_\_\_  
Tenant's Signature (If applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Print

\_\_\_\_\_  
Co-Tenant's Signature (If applicable)

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Please Print

## **Appendix of Definitions**

**Eligible Business:** Retail and restaurant

**In-Kind:** Materials, Rent Reduction and/or Subsidy, Implementation of Marketing Plan

**Community Redevelopment Area (CRA), Tax Increment Finance Fund (TIFF), Community Redevelopment Area Plan and CRA boundaries map:** Information can be found at the City of Palatka website: [www.palatka-fl.gov](http://www.palatka-fl.gov) by clicking on the CRA tab/drop down menu.

**Palatka Main Street:** visit the Palatka Main Street website at [www.palatkamainstreet.com](http://www.palatkamainstreet.com), the Florida Main Street website at [www.flheritage.com/preservation/mainstreet/florida\\_main.cfm](http://www.flheritage.com/preservation/mainstreet/florida_main.cfm), or the National Main Street website at [www.mainstreet.org](http://www.mainstreet.org) for specific information about the Main Street program and approach.

**Evaluation Committee:** A three member independent committee comprised of a representative of the Palatka Main Street Board of Directors, Design Committee, and Economic Restructuring Committee. Members of the Evaluation Committee are ineligible to apply for the BIG program.

**Professional Fees:** Some examples are architecture, structural engineer and contractor.

**Appeal Process:** Please view the Grant Process section of this program on page 5 for additional information.

*Agenda  
Item*

*4c*



COMMUNITY REDEVELOPMENT AGENCY AGENDA

SUBJECT: Budget Amendment - Transfer of CBD Tax Increment Funds for Southern Riverfront Improvements Project

DEPARTMENT: Grants & Projects

ATTACHMENTS: Ordinance Resolution Motion
x Support Documents Other

SUMMARY: The recent sale of the 100 Block generated \$150,000 in revenue for the Central Business District (CBD) Tax Increment Fund (TIF). Staff recommends this amount be transferred into Better Place Funds for Phase I of the Southern Riverfront Improvements.

This transfer is shown in the attached resolution as Sections 3 and 4. This resolution, which awards the bid for the Southern Riverfront Improvements to S.E. Cline Construction, is up for approval at the June 12, 2014 City Commission.

RECOMMENDED ACTION: Approve the budget amendment transferring \$150,000 from CBD Tax Increment Funds to Better Place Funds

DEPARTMENT HEAD Submitted: B. Driggers Date: 06-06-14
Requested Agenda CRA Date: 06-12-14

FINANCE DEPARTMENT Budgeted x Yes \_\_\_ No \_\_\_ N/A Date: 06-06-14

CITY ATTORNEY Approved as to Form and Correctness Date:

CITY MANAGER Approved Agenda Item For: Date:

COMMISSION ACTION: \_\_\_ Approved as Recommended \_\_\_ Disapproved
\_\_\_ Approved With Modification \_\_\_ Tabled To Time Certain
\_\_\_ Other

DISTRIBUTION: \_\_\_APT\_\_\_CA\_\_\_CC\_\_\_CM\_\_\_FIN\_\_\_FD\_\_\_P&C\_\_\_PD\_\_\_PLN\_\_\_S&S\_\_\_W&S\_\_\_WTP\_\_\_WWTP

**RESOLUTION No. 2014-10-86**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AWARDING A BID TO S.E. CLINE CONSTRUCTION, INC. IN  
THE AMOUNT OF \$1,272,341.51 FOR SOUTHERN RIVERFRONT  
IMPROVEMENTS PROJECT**

**WHEREAS**, on January 24, 2013 the City of Palatka (the City) entered into and agreement with the Florida Fish and Wildlife Conservation for Southern Riverfront Improvements (the Project); and

**WHEREAS**, on April 1, 2014 the City of Palatka (the City) advertised an Invitation to Bid for the Project, and

**WHEREAS**, on 5/14/2014 the City received and opened bids at 3:00 PM and the apparent lowest and best bid was from S.E. Cline Construction, Inc. in the amount of \$2,696,506.35; and

**WHEREAS**, the City has met with Cline Construction, Inc. and negotiated a limited scope and value engineered phase I of the Project to an amount not to exceed \$1,272,341.51.

**WHEREAS**, the City deems it reasonable and necessary to enter into a construction agreement with S.E. Cline Construction, Inc. for said Project.

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida:

1. That the Palatka City Commission awards the Southern Riverfront Improvement Project to S.E. Cline Construction, Inc.
2. That the City Manager and City Clerk are hereby authorized to execute and attest the S.E. Cline Construction, Inc. Construction Agreement in an amount not to exceed \$1,272,341.51 for Southern Riverfront improvements.
3. That the revenues of the City of Palatka Tax Increment Fund for the Fiscal Year 2013-2014 Budget is amended as follows:



**REVENUES:**

<u>Revenue Number</u>	<u>Description</u>	<b>Last Approved</b>	<b>Recommended Amendments</b>	<b>As Amended</b>
030-00-365-0-1000	SALE OF SURPLUS LAND-100 BLOCK	\$ -	\$ 150,000	\$ 150,000
<b>TOTAL REVENUES AMENDED:</b>		\$ -	\$ 150,000	\$ 150,000

4. That the expenditures of the City of Palatka Tax Increment Fund for the Fiscal Year 2013-2014 Budget is amended as follows:

**EXPENDITURES:**

<u>Expenditure Number</u>	<u>Description</u>	<b>Last Approved</b>	<b>Recommended Amendments</b>	<b>As Amended</b>
030-30-580-9-9105	TRANSFER TO BETTER PLACE	\$ -	\$ 150,000	\$ 150,000
<b>TOTAL EXPENDITURES AMENDED:</b>		\$ -	\$ 150,000	\$ 150,000

5. That the revenues of the City of Palatka Better Place Plan Fund for the Fiscal Year 2013-2014 Budget is amended as follows:



**REVENUES:**

<u>Revenue Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
101-00-381-0-1000	TRANSFER FROM TAX INCREMENT	\$ -	\$ 150,000	\$ 150,000
<b>TOTAL REVENUES AMENDED:</b>		\$ -	\$ 150,000	\$ 150,000

6. That the expenditures of the City of Palatka Better Place Plan for the Fiscal Year 2013-2014 Budget is amended as follows:

**EXPENDITURES:**

<u>Expenditure Number</u>	<u>Description</u>	Last Approved	Recommended Amendments	As Amended
101-18-519-3-3102	ST. JOHNS AVE STREETScape (ENG)	\$ 40,000	\$ (40,000)	\$ -
101-18-519-6-6310	SIDEWALKS	\$ 90,000	\$ (70,000)	\$ 20,000
101-18-519-8-6351	BOAT RAMP PARKING IMPROVEMENTS	\$ 1,019,631	\$ 351,666	\$ 1,371,297
101-83-581-9-9907	BETTER PLACE RESERVE	\$ 131,129	\$ (91,666)	\$ 39,463
<b>TOTAL EXPENDITURES AMENDED:</b>		\$ 1,280,760	\$ 150,000	\$ 1,430,760

7. That the City Manager is hereby authorized to sign all contract and other documents as may be required in support of the **Project**, after review and approval by the City Attorney.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 12th day of June, 2014.

**CITY OF PALATKA**

By: \_\_\_\_\_  
Its **MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM  
AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**