

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**MICHAEL J. CZYMBOR**  
CITY MANAGER

**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**JAMES A. GRIFFITH**  
INTERIM 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.*

**MINUTES**  
**CITY OF PALATKA**  
**COMMUNITY REDEVELOPMENT AGENCY**  
December 11, 2014 at 4:00 p.m.

Proceedings of a Rescheduled Regular Meeting of the Palatka Community Redevelopment Agency, Palatka, Florida, held on December 11, 2014

**PRESENT:**

Vernon Myers	Mayor
Mary Lawson Brown	Commissioner
Allegra Kitchens	Commissioner
Phil Leary	Commissioner
James Norwood, Jr.	Commissioner
Kathy Griffin	Representative of DPI
Karl N. Flagg	Commissioner, Putnam Co. BOCC

Also Present: City Manager Michael J. Czymbor; City Attorney Donald E. Holmes; City Clerk Betsy Jordan Driggers; Assistant City Clerk Vicki Young; Finance Director Matthew Reynolds; Police Chief Gary Getchell; Planning Director Thad Crowe; Main Street Manager Charles Rudd; Projects Manager Jonathan Griffith

**CALL TO ORDER:** Mayor Myers called the meeting to order at 4:00 p.m. and read the meeting call, which was issued on December 5, 2014:

**TO CRA MEMBERS:** MARY LAWSON BROWN, ALLEGRA KITCHENS, PHIL LEARY, JAMES NORWOOD, Jr., KATHY GRIFFIN AND KARL N. FLAGG:

You are hereby notified that the time of the regular December 11, 2014 meeting of the Palatka Community Redevelopment Agency has been changed to begin at 4:00 p.m. on that date. The regular meeting place at City Hall, City Commission Chambers, 201 N. 2<sup>nd</sup> Street, Palatka, has not changed.

Please govern yourselves accordingly.

*/s/ Vernon Myers*  
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Vernon Myers, MAYOR/Chairman

The following members acknowledged receipt of a copy of the foregoing notice of meeting time change on the 5<sup>TH</sup> day of December, 2104.

/s/ Mary Lawson Brown  
COMMISSIONER

/s/ Allegra Kitchens  
COMMISSIONER

/s/ James Norwood, Jr.  
COMMISSIONER

/s/ Phil Leary  
COMMISSIONER

/s/ Kathy Griffin  
REPRESENTATIVE  
DOWNTOWN PALATKA, Inc.

/s/ Karl N. Flagg  
PUTNAM COUNTY BOCC  
DISTRICT 3 COMMISSIONER

**INVOCATION:** Led by Commissioner Flagg

**PLEDGE OF ALLEGIANCE:** Led by Commissioner Kitchens

**APPROVAL OF MINUTES:** 10/23/2014 - Commissioner Norwood moved to approve the minutes as presented. Commissioner Flagg seconded the motion, which passed unopposed.

**PUBLIC COMMENTS:** There were none.

**PUBLIC PARKING LEASE AGREEMENT** with Ruth Burk at 210 South 3<sup>rd</sup> Street to provide for Overflow Truck and Trailer Parking – Jonathan Griffith, Projects Manager/Grants Administrator, 205 North 2<sup>nd</sup> Street, noted the Chamber of Commerce brought to his attention after the last bass tournament that there is insufficient parking available for overflow parking during tournaments. Mr. Griffith contacted Ruth Burk regarding leasing her property for parking, and she has agreed to the proposed Public Parking Lease. The CRA will pay the Ad Valorem Tax in lieu of rent and Staff has agreed to demolish an old shed on the property. The City will be responsible for maintenance and property insurance. Commissioner Leary moved to recommend to the City Commission approval of the Public Parking Lease Agreement with Ruth Burk. Commissioner Flagg seconded the motion, which passed unopposed.

**RESIDENTIAL REHAB GRANT PROGRAM** – Jonathan Griffith, PM/GA, presented a draft program designed to address blighted vacant residential properties in the South Tax Increment District. The program is intended to provide a financial incentive for the restoration/rehabilitation of vacant homes resulting in single-family owner occupied residences. Commissioner Kitchens recommended adding a clause stating, should the owner of the property rent or lease the property out within three years of the award, the owner must reimburse the program. Per discussion, Mr. Czymbor said it would be up to the SHNA to monitor whether the property was renter or owner occupied and should notify the City when it is no longer owner-occupied. Commissioner Brown said she believes it should be for a period of 5 years instead of 3 years and would like to see properties made available to City staff looking for housing as the houses become available for sale. Commissioner Flagg noted that there is no mandate for the owner to live in the house. After further discussion it was decided that staff should make suggested revisions to the program and bring it back to the next CRA meeting. No action was taken.

**DISCUSSION** regarding CRA Meeting Date and Time – Commissioner Flagg made a motion to table this item, seconded by Commissioner Brown, which passed unopposed.

**VACANT SPACE INCENTIVE PROGRAM UPDATE** – Mr. Griffith, PM/GA noted that this program was advertised on November 4, 2014 and to date there have been four (4) property owners that have submitted Letters of Interest for 17 properties. City staff will be working with the property owners to determine what improvements are necessary to bring the buildings to a tenant-ready state. Staff will then bring a list to the CRA board for prioritizing and shortlisting the properties for development negotiations. Once prioritized the staff will work with the property owners to develop a suitable funding package contingent upon funding availability, the CRA would then include those projects in the next fiscal year's budget. No action required.

**2015 BLUE CRAB FESTIVAL STATUS UPDATE** – Mr. Charles Rudd, 205 North 2<sup>nd</sup> Street, said he attended a meeting with the Blue Crab Festival Committee on Wednesday, December 10<sup>th</sup>. The Committee submitted an application for the Blue Crab Festival to stay on the riverfront. They discussed the need to formalize a partnership between the City and the Blue Crab Committee, and what the committee feels is needed downtown to make the festival a success. This festival is a critical piece of downtown revitalization. Mr. Rudd and the Blue Crab Committee are working on drafting an agreement; once they reach an agreement, Mr. Rudd will put this item back on the agenda for action. No action required.

Commissioner Brown stated she believes at least one member of the Commission should attend these meetings in addition to City staff.

Ms. Marlene Lagasse, 329 River Street, Boathouse Marina, said she is glad to see the festival stay on the riverfront. Commissioner Flagg agreed that the City should have the proper liaison attending all Blue Crab Festival meetings. Commissioner Norwood stated the Blue Crab Festival is good for economic growth and he is glad it is staying on the riverfront.

#### **REPORTS:**

**North Historic District Update (PHNNA)** – Elizabeth van Rensburg, 310 North 3<sup>rd</sup> Street, noted the stop sign poles have been installed and look nice. The Christmas Tour of Homes was very successful and she heard that two offers were made on homes that were for sale. There will be luminaries on Christmas Eve starting at 6:00 p.m. on the Northside. Ms. van Rensburg invited everyone to attend the Putnam County Historical Society Christmas Party on Friday at 6:00 p.m. at the Bronson-Mulholland House.

**South Historic District Update (SHNA)** – Michael Gagnon, President, 703 Emmett Street, said the HIP TIFF Programs have funded approximately \$700,000.00 in improvements over the course of the program. There will also be luminaries on the Southside on Christmas Eve starting at 6:30 p.m. He invited everyone to attend the Christmas Dinner at Hammock Hall on Monday. He also said plans are being made for a Porch Fest on April 25<sup>th</sup>.

**ADJOURN** – There being no further business to discuss, the meeting was adjourned at 5:05 p.m. upon a motion by Commissioner Brown.

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.