



Historic Preservation Board Agenda December 1, 2016 - 4:00 PM

1. Roll Call
2. Approval of the October 25, 2016 Minutes
3. Appeals Procedures
4. Old Business
5. New Business
 - A. Case: 16-59
Location: 603 Emmett St
Applicant: Tate Miller
Request: Conditional Use Request for a Bed & Breakfast (South Historic District).
 - B. Case: 16-66
Location: 301 River St
Applicant: Jonathan Griffith, Public Works Director
Request: Certificate of Appropriateness to add a nature base playground (South Historic District).
6. Other Business
 - Case: 16-19
Request: Clarification of approval language for 913 Laurel St to apply lighter base color requirements to roof.
7. Adjourn

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE HISTORIC PRESERVATION BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

FOR ADDITIONAL INFORMATION OR FOR PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING PLEASE CONTACT THE CITY BUILDING AND ZONING DEPARTMENT AT 329-0103, AT LEAST 24 HOURS IN ADVANCE WHEN REQUESTING DISABILITY ACCOMMODATIONS.

Attachment A

HISTORIC PRESERVATION BOARD
CITY OF PALATKA
Draft-Meeting Minutes October 25, 2016

The meeting was called to order by Chairperson Roberta Correa at 4:00 pm. Other members present included Laura Schoenberger, Elizabeth Van Rensburg, Larry Beaton, Meri Rees and Richard Stackpole Jr. Absent members included Gilbert Evans Jr. and Lynda Crabill. Staff present: Planning Director Thad Crowe and Recording Secretary Ke'Ondra Wright.

APPEALS PROCEDURE

Chairperson Roberta Correa read the appeals procedures into the record.

APPROVAL OF MINUTES

Motion made by Ms. Van Rensburg to approve the September 1, 2016 minutes, seconded by Ms. Rees, motion approved unanimously.

NEW BUSINESS

Case: HB 16-53
Locations: 810 Laurel St (Rotary Park)
Applicant: Putnam County
Request: Certificate of Appropriateness to replace existing manual scoreboard with a new 5-foot tall by 16-foot wide electronic scoreboard (changing sign).

Mr. Crowe summarized the request with a power point presentation. Mr. Crowe said that the Board has specific criteria that have to be considered. One Staff finding is that the sign will not impair architectural or historic values of adjacent structures - since the sign is approximately 700 feet away from the homes, it will not immediately contrast to the adjacent homes. The criteria outright prohibit whirling or flashing signs. The blue background color blends with the sky color, however the bright red digital copy is not compatible to the generally muted colors found within the historic district. Visual impacts of the scoreboard are limited to three homes on Laurel St., and there is an opportunity to minimize those impacts by planting several trees along Laurel St. between the homes and the scoreboard location. Since the City's sign ordinance does not define scoreboards, staff came up with a Sign Code change which would allow scoreboards in other active parks.

Mr. Crowe concluded that Staff recommends approval of the COA to install a new 5-foot tall by 16-foot wide electronic scoreboard (changing sign) with the following recommendations:

- applicant shall procure required sign permits from the City;
- scoreboard use limited to softball season, from January 1 to May 1;
- sign shall conform to submitted graphic representations, including blue color, maximum size for five feet in height by 16 feet in width, and light level of 2.8 foot-candles;
- sign height limited to 15 feet above grade;
- back of sign shall not be used for advertising purpose;
- only game-related scores and statistics, sports-related information, public service announcements, and team sponsors may be displayed on scoreboards;
- scoreboard shall only be utilized during games;
- no scrolling, flashing, or other movement shall be allowed other than change of image; and
- two additional trees shall be planed within the Laurel St. right-of-way across from 811 Laurel St. to assist in visually screening the scoreboard from the Laurel St. residences.
- illegal advertising signs shall be removed from outfield fence; and

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- deteriorated screening materials shall be removed from the outfield fence or replaced.

Chairperson Correa noted that she had ex-parte take communications about this item. She then opened up the floor to public comments.

Christy Sheffield Sanford, 312 Dodge St, Ms. Sheffield read a statement she prepared. The statement expressed concern with the electronic scoreboard. A neighborhood should be impacted by visual pollution. The existing advertising signs are eyesores and are not legal. She did note that she appreciated Rotary wanting to do something for the children and sports. The fencing along the park needs mending before any further projects are considered. The winged elms planted at Rotary Park by Keep Putnam Beautiful are not being maintained. If the Board decides to approve this variance all advertising signage on the outside fence should be screened from public view.

Carol Cartwright, 811 Laurel St, said she was a neighbor who would see the sign from her house, and expressed concern about the request. She said that in the past year there have been intensified activities at the park. Parking has been an issue. The fence on the east side is leaning badly. If the sign is approved there should be a strict maintenance of the field, because the neighbors are still tax payers indirectly supporting the field.

Tim Parker, 528 Kirby St (also owns rental property at 815 Laurel St.) said that he supported the request with the Staff conditions. He said that before the Rotary Club took over park maintenance there were people was sleeping in the dugout and the park and trash was abundant. Things have improved since then. However there are some issues with the park still. Activities for the youth are needed. He agreed that new trees would help to buffer the homes along Laurel St. and also said that the previously mentioned maintenance issues should be addressed.

Bob Taylor, 710 St Johns Ave, spoke as a Rotary Club member and an architect. He said he supported the request. He was concerned with Staff recommendations that limited the use of the scoreboard during the soft ball season from January 1 to May 1. He supported allowing scoreboard use year-round. He did not have a problem with a dusk to dawn restriction. Rotary Park is maintained by the Rotary Club of Palatka and its members. The Rotary Club of Palatka is a nonprofit serving the City of Palatka and Putnam County. (Prior to determining zoning conformance) the Club spent almost \$6,000 (\$5,000 for the new scoreboard, \$500 in engineering fees, and \$85 for an application to the Historic Board), and to purchase additional trees around the ball field would be a burdensome expense. Baseball and softball is what kids did after school, on the weekends, and during the summer. The existing scoreboard was dilapidated and need to be replaced. The existing scoreboard was electric and identified in an interlocal agreement between the City and County with the following language: "Rotary Park located at Laurel and 9th St. is a two acre park contains a lighted multipurpose field with clay end field with bleachers, with a storage building, and a concession stand." The park is classified in the Putnam County Comprehensive Plan as a community park because its active recreation use, despite its small size. Mr. Crowe advised the Board that staff did recommend amending the proposed restrictions to remove the two games per week restriction, while adding the condition to stop scoreboard use at 9 p.m. He added that the Applicants had agreed with the Staff conditions prior to tonight's meeting.

Terry Goodwin, 110 Peniel Rd, a representative of Peniel Church, which runs the programs in the park, spoke in support of the request. The church entered into a lease agreement with the Putnam County Recreation

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Department several years back and at that time the field was poorly kept. Since then many improvements have been made, included the fencing, He noted that Hurricane Matthew damaged the fencing, and it will be repaired. The scoreboard angle will face more of the Campbell building than the Laurel St. homes. He apologized about the advertising signage, saying he thought it was allowed, and said the signs would be removed. He requested a little flexibility on using the scoreboard after 9 p.m. when circumstances lead to late games. The games generally start at 6 p.m. but it is hard to judge the length of the games, and during tournaments there will be multiple games which might lead to later game times. Peniel is not the only group that uses the field, but is the group that maintains it. There are some other travel softball clubs who utilize the field and that is why the field is being used year round. Chairperson Correa asked if the games run late if there was a flexibility to set a stop time on using the field to later than a certain time. Mr. Goodwin replied that generally the games start at 6 p.m., but tournament times vary.

Chairperson Correa said it would be helpful for notice of events/games to be provided to the South Historic District Neighborhood Association. Chairperson Correa said there should be give some and take and some solutions. The Board's primary focus is the design of the sign and the impact the sign would have on the neighborhood.

Mr. Beaton asked Mr. Crowe if there was a diagram or something that reflect the position of the new sign. Mr. Crowe advised that what was submitted to staff is what is in the presentation, so it appears that the Applicant has shifted the sign location. Mr. Crowe stated that in making the motion you can advise when staff works with the applicant staff will make sure the orientation of the sign points in the right direction. Mr. Beaton asked for clarification on page two of staff report it talks about the existing sign ordinance the formula that is used to determine the brightness of the sign as it relates to the light conditions to the time of day. The brightness of the sign should be considered more now since we know the games will run later than 9 p.m. Do the sign have to ability to change as it gets darker? Mr. Crowe responded that the nighttime was the time of the greatest light intensity impacts, and the changing sign standards limited that intensity to a level that was not overly bright and intensive. Mr. Beaton asked what the distance is from the proposed sign to the homes on Laurel St. Mr. Crowe answered that the distance is about 200 feet. Mr. Taylor added that the intensity level that Mr. Crowe and he calculated at the ordinance 100-foot distance was 0.0003, a very low number, and the only thing that is lighted is the numbers on the sign.

Mr. Stackpole asked how bright the sign was, and also asked to confirm that the background would not be lighted, just the numbers. Mr. Taylor answered that the light is 2.8 footcandles, which is not that bright. Mr. Stackpole said he knows the sign height limit is 15 feet high, but what part of that sign does that refer to, the top? Mr. Taylor answered in the affirmative and noted that the sign top would be around 13 feet above the ground.

Ms. Rees asked if anyone could address the advertising signs on the fence. Mr. Crowe advised that the Sign Code only allows off-site advertising in the M-1 Industrial zoning district and essentially billboards are the only off-site advertising allowed in the sign code.

Mr. Crowe said that he has heard for the first time the Applicant's request to not limit the use of the sign to just the softball season, and added that Staff doesn't have a problem with allowing sign usage for the rest of the year, as long as everyone understands that there will be no real limit to scoreboard usage frequency once this is

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approved. Chairperson Correa asked is this something that could be worked out to to give notification of games to the neighborhood in advance.

Name (*Unintelligible*), 6106 1st Manor W, said that Rotary Park is the only girl's softball field in the community. So when Rotary was working with staff on this language the other girls softball team's schedules were considered (Spring only).

Chairperson Correa noted that the Board would like to see the ball field utilized.

Ms. Van Rensburg asked how long Rotary Park has been a ball field. Mr. Taylor answered since the mid 1970s. Ms. Van Rensburg asked how was this particular field different from Fred Green Park where anyone could rent? Chairperson Correa answered that Peniel Baptist Church would handle all of the scheduling to make sure there were no conflicts, however this was still a community park. Mr. Goodwin advised with the lease agreement Peniel Baptist Church also paid the power bill for the field. The different teams or organizations will contact Peniel Baptist Church directly. Mr. Crowe asked if the request was for the scoreboard to be used year-around. Mr. Goodwin answered in the affirmative.

Chairperson Correa closed the public comments.

Motion made by Mr. Beaton and seconded by Ms. Scheonberger to approve the requested Certificate of Appropriateness to install within Rotary Park a five-foot tall by 16-foot wide electronic scoreboard (changing sign) with the following recommendations:

1. applicant shall procure required sign permits from the City;
2. scoreboard use with games starting promptly at 6 p.m. shall not continue beyond 9:30 p.m. with flexibility provided for late-running softball games;
3. sign shall conform to submitted graphic representations, including blue color, maximum size for five feet in height by 16 feet in width, and light level of 2.8 footcandles;
4. a revised site plan shall show the sign pointed more toward the Campbell building;
5. sign height limited to 15 feet above grade;
6. back of sign shall not be used for advertising purpose;
7. only game-related scores and statistics, sports-related information, public service announcements, and team sponsors may be displayed on scoreboards;
8. scoreboard shall only be utilized during games;
9. no scrolling, flashing, or other movement shall be allowed other than change of image;
10. two additional trees shall be planted within the Laurel St. right-of-way across from 811 Laurel St. to assist in visually screening the scoreboard from the Laurel St. residences,
11. advertising signs shall be removed from inside and outside of outfield fence;
12. deteriorated fence screening mesh shall be removed or replaced; and
13. Peniel Church or its successor will communicate with the South Historic Neighborhood Association on a monthly basis with time, games, and date of park and scoreboard use.

Upon vote, motion approved unanimously.

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Case: HB 16-55
Locations: 516 River St
Applicant: Patsy Wilson
Request: Certificate of Appropriateness to construct an addition to rear carport of existing house (South Historic District).

Mr. Crowe summarized the request with a power point presentation. Regarding the criteria calling for similar materials, textures, and colors; the proposed addition utilized similar exterior materials to existing carport, including vertical siding in the carport gable, wood posts, and metal roofing. The addition will continue the benefit of differentiating the new construction from surrounding historic homes. The rear carport addition is almost completely hidden by vegetation from Emmett St and the adjacent properties. Staff recommends approval to construct the rear carport addition as submitted with similar post/supports, gable with vertical wood siding, and metal roof to the existing carport.

Chairperson Correa opened the floor to public comments.

Kenny Downs, 2020 Ashbrooke Lane and the contractor for this project, spoke in agreement with the Certificate of Appropriateness request. Mr. Downs advised the Board that this is just a small carport added onto the house just to cover a vehicle. Maybe one neighbor would look outside and see the carport.

Chairperson Correa closed the public comments.

Motion made by Ms. Van Rensburg and seconded by Ms. Rees to approve the requested Certificate of Appropriateness to construct an addition to rear carport of existing house as submitted with post/supports, gable with vertical wood siding, and metal roof that are similar to the existing carport. Upon vote, motion passed unanimously.

Case: HB 16-25
Locations: 42-10-27-6850-0001-0260
Applicant: Normand Jutras
Request: Rezone and remove a portion of property (southwest corner of River and Morris Streets) from local Designation (South Historic District).

Mr. Crowe summarized the request with a power point presentation. The South Historic District boundaries were established in 1982 along with the Historic Preservation Ordinance. The criteria for “un-designation” pertains to historic, architectural, and cultural significance. This property is in the historic district, but not in the Community Redevelopment Area. Staff has not found any documentation to indicate that this was an error, in fact there are several other properties in the same situation (in the historic district but not in the Community Redevelopment Area). If the Board approves this request for un-designation there would be a precedent to do the same for the other properties. Review criteria are associated with significant historic, architectural or cultural significance. The 1915 Sanborn map identifies a gas station on the property, which does not rise to a level of significance to trip the threshold for significance.

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Mr. Crowe said that the un-designation is considered a rezoning which is approved by the City Commission however the Board will provide a recommendation to the City Commission. The Planning Board has met on this item and recommended approval under the rezoning criteria; however the Historic Preservation Board is evaluating this purely under historic district criteria, namely the significance test. While they should not be considered by the Board, Mr. Crowe referenced Planning Board findings on rezoning criteria. Positive rezoning criteria findings included the truing up of Historic District and Community Redevelopment Area boundaries for consistency, removal of split zoning on property, and not granting any special privilege. Negative rezoning criteria findings include the fact that the property can be developed under the current zoning, some potential negative visual impacts of new development due to loss of design review, and the precedent set for the removal of the other two similar properties. However since the site does not possess any historic, architectural, or cultural significance, Staff recommends approval to rezone and remove a portion of property (southwest corner of River and Morris Streets) from local historic district designation (South Historic District).

The Chairperson opened up the floor for public comments.

Applicant Normand Jutras, 412 Mulholland Park, supported the rezoning and removal of a portion of property (southwest corner of River and Morris Streets) from local Designation. He said that the intent of the historic district nomination in 1979 to follow the river to Morris St., and this property was not intended to be included. The legal description of the historic district had a number of mistakes.

Lynda Crider, 116 Kirkland St, said she trusted Mr. Jutras to develop the property in an appropriate manner that would not negatively impact nearby historic district residents, but future owners might not choose to do so.

Ms. Rees asked why Mr. Jutras would he like this property removed from the Historic District now. Mr. Jutras advised that he has been working on removing this property from the Historic District for a long time and in concert with future development of the larger tract of land.

Mr. Stackpole asked if the Board would just be approving the removal of the property from the Historic District. Chairperson Correa answered in the affirmative.

Chairperson Correa advised there was nothing of historical significance or culture significance that we are aware of on this property. She closed the public comments.

Motion made by Mr. Stackpole and seconded by Mr. Beaton to approve the requested Certificate of Appropriateness to rezone and remove a portion of property (southwest corner of River and Morris Streets) from local historic designation (South Historic District). Upon vote, motion passed unanimously.

Other Business

With no further business, the meeting adjourned at 5:04 pm.

Attachment B

Case 16-59

Request for Conditional Use for Bed & Breakfast in R-1 & Historic Zoning Districts
603 Emmett St.

STAFF REPORT

DATE: November 21, 2016

TO: Historic Preservation Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

Conditional Use allowing for Bed & Breakfast in R-1 and historic zoning districts. Public notice included property posting and letters to nearby property owners (within 150 feet).

APPLICATION BACKGROUND

The Applicant has requested approval for a Bed and Breakfast facility at this location that provides five transient bedrooms. The property is located in a single-family residential zoning district (R-1) and also within the South Historic District. The Zoning Code defines a Bed and Breakfast (B&B) accommodation as *“a private residential-type facility where there are one or more bedrooms for the accommodation only of those who are accepted as guests by the owner for definite periods of time, and where meals, primarily breakfast, are served to the guests by the owner family style in a common dining room. It shall not be a public place where persons may go and demand lodging as a matter of right and is to be distinguished from a roominghouse (where no meals are served) and a boardinghouse (where people stay for indefinite periods of time).”* Staff interprets this definition to mean that the homeowner must reside on site and manage the facility. While there are no specifics as to length-of-stay restrictions, Staff would note that the definition of hotel defines transient occupancy as less than a week, which would apply to these uses.

B&Bs are allowed through the conditional use process in residential zoning districts, but are only allowed within local historic districts. The final decision is made by the Planning Board, which must take into account any recommendations of the Historic Preservation Board. This is somewhat unusual, as the Historic Preservation Board usually only reviews exterior design, but in this case both Boards must use the conditional use criteria, with an emphasis of the Historic Preservation Board on exterior alterations (there are none proposed), signage (there is signage), landscaping (shrubs and fencing are recommended), and paving (of driveways and right-of-way).

PROJECT ANALYSIS

The property is in the R-1 (Residential Single-Family) zoning district and Residential Low Future Land Use Map designation. Adjacent and vicinity properties are single-family detached homes. The South Historic District is assigned the HD (Historic District) overlay zoning, which triggers design review for exterior alterations.

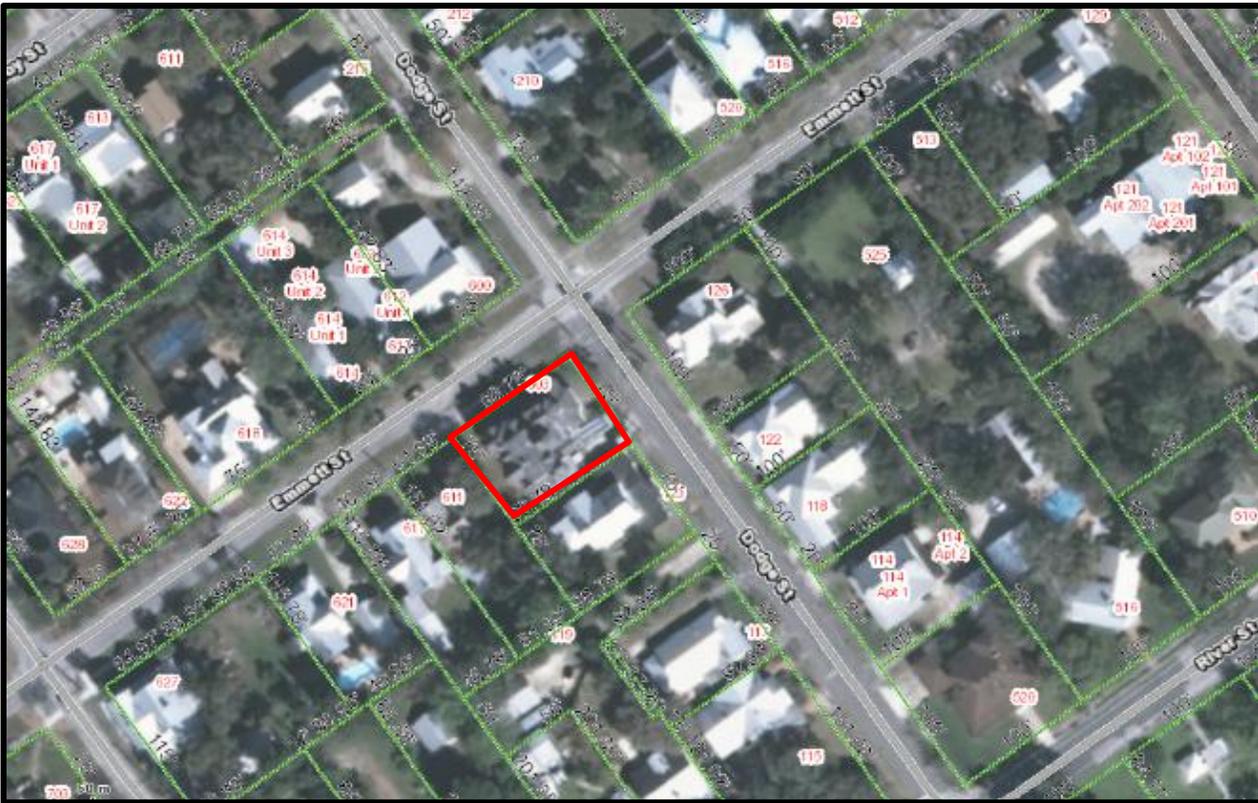


Figure 1 (above): Location Map

Figure 2 (below): Site Plan

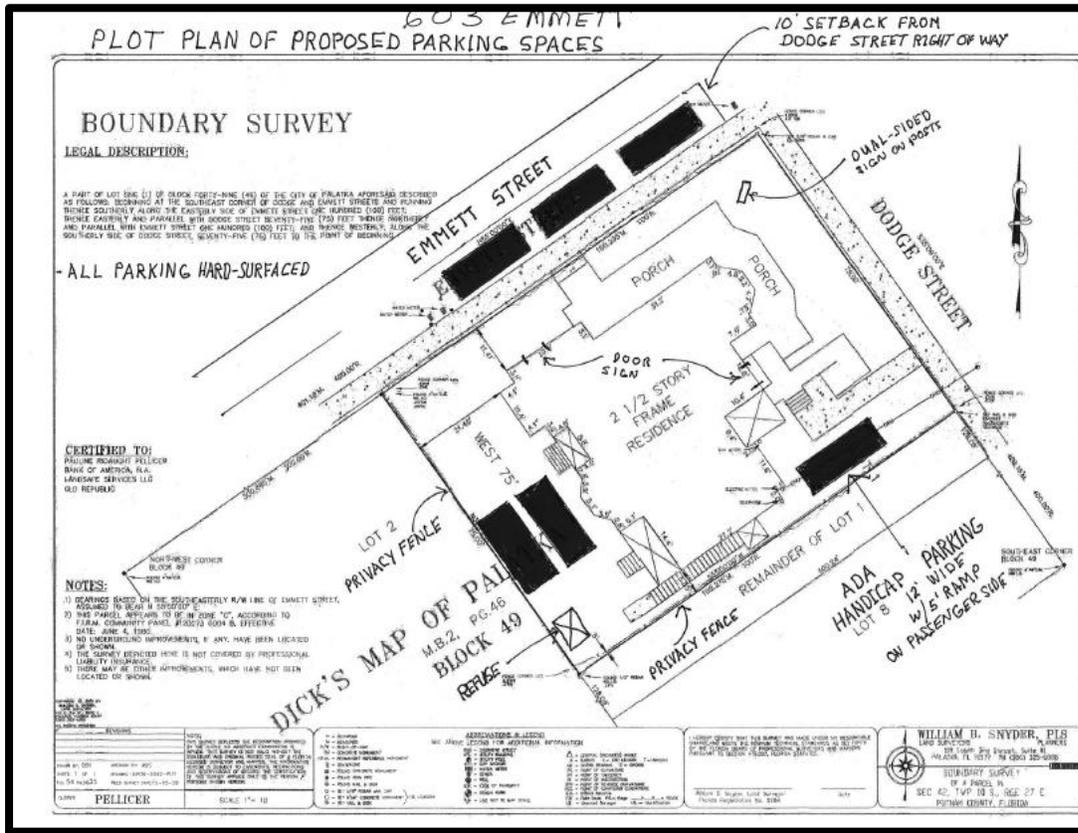




Figure 3 (above): site from Emmett St.
Figure 4 (below): site from Dodge St.



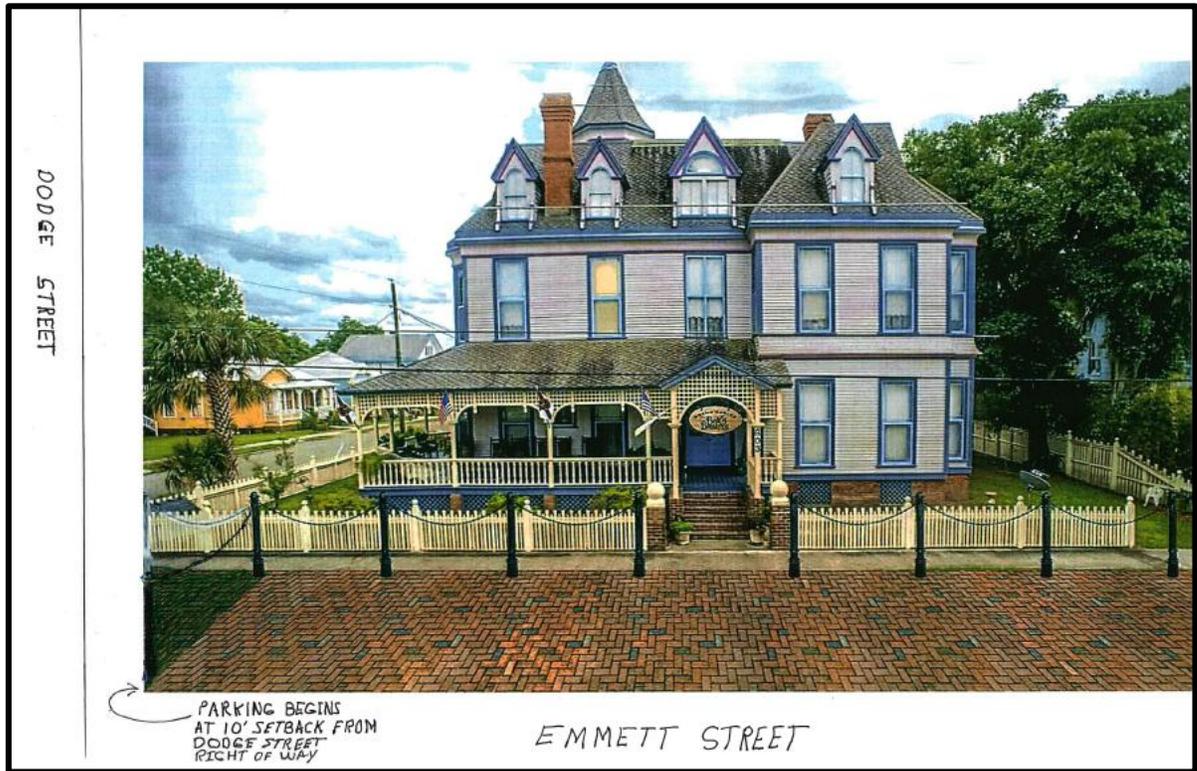


Figure 5: Applicant's schematic of signage, fencing, and right-of-way parking (from Emmett St.)

Criteria for consideration follow (italicized) and include a general finding that the conditional use will not adversely affect the public interest.

a. Compliance with all applicable elements of the comprehensive plan.

Staff Comment: The application is not in conflict with applicable elements of the Comprehensive Plan. The following Future Land Use Element objective and policy (in shaded text) support the application.

Objective A.1.5 9J-5.006(3)(b)4; F.S. 187.201(16)(a)(b)5

Upon Plan adoption, The City, through implementing the following policies, shall increase public awareness of the historical significance of the City and provide incentives to maintain and restore historically significant areas and structures within the City limits.

Policy A.1.5.2 9J-5.006(3)(c)8

Neither the owner of, nor the person in charge of, a structure within a historic district, or a structure that has been designated a national, State or local historical landmark shall permit such structure to fall into a state of disrepair which may result in the deterioration of exterior appurtenances or architectural features so as to produce or tend to produce, in the judgment of the board, a detrimental effect upon the character of the district as a whole or the life and character of the structure in question.

Adaptive reuse of historic structures shall be given priority over actions that would harm or destroy the historic value of such resources. Adaptive reuse shall include the permitting of historic structures to be remodeled or rehabilitated for a use that would be non-conforming to adjacent properties so long as the remodeling/rehabilitation does not affect the historical significance of the structure and the proposed use is or can be made compatible with adjacent land uses.

b. *Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.*

c. *Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.*

Staff Comment: Vehicular Access, Traffic Flow, and Parking.

The property has two driveways: one on Emmett St. and the other on Dodge St. The Emmett St. driveway allows for two spaces, the Dodge St. allows for two , and the Applicant would brick the Emmett St. right-of-way to allow for an additional three spaces. The six spaces meets Zoning Code parking requirements (1.1 space per guest room and two spaces for the residential unit). Potential peak/overflow parking will have to rely on off-site Emmett St. right-of-way parking, as the Dodge St. right-of-way is too narrow to allow for parking. Driveways and parking must be hard-surfaced, which can include asphalt, concrete, brick, paver blocks, etc. A turn-around stub will be require for driveway parking spaces, to preclude cars backing into the street.

Pedestrian Safety

There are sidewalks along Emmett and Dodge Streets with sidewalks connecting to the house.



d. *Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.*

Staff Comment: Refuse will be collected curbside as a residential use. As a requirement of the Zoning Code, the garbage containers msut be screened with fencing or vegetation.

e. *Utilities, with reference to location, availability and compatibility.*

Staff Comment: The property is appropriately served by utilities.

Figure 6: proposed right-of-way brick parking surface

f. *Screening and buffering, with reference to type, dimensions and character.*

Staff Comment: as the use operates as a quasi-commercial use, Staff recommends that the driveways and parking areas be screened with fencing or vegetation along the property lines and elsewhere.

g. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.

Staff Comment: The Applicant proposes two signs for both entrances. These will be wood signs that are approximately three feet wide by two feet tall.



Figure 7: proposed signs

h. Required yards and other open space.

Staff Comment: No new construction is planned for the site and existing buildings conform to their historic building pattern.

i. General compatibility with adjacent properties and other property in the district.

Staff Comment: Staff does not believe that the proposed limited lodging use will be incompatible with the surrounding residential neighborhood. The four guest bedrooms will not result in a large number of guests, and there is adequate parking on site for guests. The Code requirement that the owner live on site will provide for monitoring of activities on the site.

j. Any special requirements set out in the schedule of district regulations for the particular use involved.

Staff Comment: As noted, the definition of the B&B use sets forth the requirements that the owner must live on site and operate the business, and that length of stays may not exceed one week.

k. The recommendation and any special requirements of the historic preservation board for uses within the HD zoning district.

Staff Comment: approved conditions of the Historic Preservation Board will be forwarded as recommendations to the Planning Board, which will make the final decision after taking into account the Preservation Board's input.

This structure is significant as a landmark structure within the South Local and National Register Historic District. The Master Site File (attached) describe it as architecturally significant and "the finest Queen Anne style home in Palatka." Distinctive Queen Anne elements are noted in the varying size dormers, gable roofs, polygonal turret, and wraparound porch with ornamental woodwork. The home was built in 1886 for a Florida railroad magnate and was later occupied by the President of the Wilson Cypress Mill. Staff would note that the B&B use would help to generate revenues needed for expensive maintenance needs of this eight-bedroom, three-story Victorian structure.

Impact on Public Interest

Staff Comment: A review of the criteria above indicates that with limitations provided by proposed conditions, this conditional use would not present a substantially negative impact on the overall public interest of the surrounding area and the City as a whole. Staff believes that B&Bs often have a positive impact on historic neighborhoods and would allow for visitors to experience the exceptional architecture and other qualities of the South Historic District. Limiting this B&B to four bedrooms will diminish potential parking and traffic impacts considerably.

STAFF RECOMMENDATION

As demonstrated in this report, this application generally meets the conditional use criteria. Staff recommends approval with the following conditions.

1. Site utilization and design shall conform to the intent of the submitted site plan and narrative.
2. Uses on the property shall be limited to a single-family residence and no more than four Bed and Breakfast rooms for guests with stays not to exceed one week.
3. Property owner must live on site and oversee and manage the business.
4. A minimum of six parking spaces are required.
5. Parking areas must meet Zoning Code standards, including not counting as a required parking place one that is blocked by another space, back-up stub required that is at least ten feet deep by eight feet wide, parking place size is 10' by 20', and driveways & parking must be hard-surfaced – asphalt, concrete, brick, paver blocks, etc. – not gravel, shell, mulch, etc, except that new brick/paver block parking shall allow for grass strips between bricks not to exceed 1 ½ inches, and overall paved surface to constitute at least 75% of parking area.
6. Three brick right-of-way parking spaces along Emmett St. are allowed, dimensioned at ten feet in width by 20 feet in length, and any remaining width be utilized as vegetated strip for stormwater drainage so that stormwater does not flood the sidewalk. The grassy area must be retained ten feet back from the Dodge St right-of-way line, to provide for vision triangle safety by limiting obstruction to drivers at the intersection. The Owner shall maintain bollards connected with a chain to provide for sidewalk pedestrian safety as presented in Figure 5.
7. A handicap space is required that is 12 foot wide with a five-foot wide ramp on the passenger side.
8. A hedge or privacy picket fence (white wood or black decorative aluminum/iron is required along property lines adjacent to driveway and parking areas. Its height is limited to four feet streetside of the front walls of the building and six feet elsewhere.
9. Refuse area shall be screened on three sides with a six-foot tall privacy or stockade fence or hedge material, gated, or with the open side not visible from rights-of-way or adjoining properties.
10. Two signs shall be allowed: wall signs by each entrance beside entrance doors not to exceed six square feet, and a ground sign located five feet from intersection right-of-way lines, not to exceed 15 square feet. The signs will not be internally lit but may have external lighting that does not cause any glare to occur toward the street or neighboring properties, and such lights shall be turned off after 11 PM.
11. All other applicable standards of the Municipal Code must be met including Fire Code and Life and Safety Code.

ATTACHMENTS: APPLICANT JUSTIFICATION AND SITE PLAN
 MASTER SITE FILE

Applicant Justification Statement for Conditional Use at 603 Emmett St

Requested Use as a Bed and Breakfast: This application seeks conditional use to allow 603 Emmett St in the City of Palatka to be used as a Bed and Breakfast. Current zoning is R-1. The structure at 603 Emmett St is a 2-1/2 story, 6300 sq. ft., 8 BR, 6 bath residence. Only 4 of the 8 bedrooms will be used for the B&B.

Structure: The Pellicer family remodeled the structure to comply with Florida State Bed and Breakfast code requirements, including a sprinkler system, emergency exit signage, new electrical, plumbing and HVAC.

Parking: All spaces will be hard-surfaced with asphalt, concrete, brick or concrete pavers.

- 1 (one) handicap, ADA compliant off-street parking space on the north side. The ADA space will be 12-foot-wide with a five-foot wide ramp on the passenger side.
- The Plot also shows 2 (two) standard parking spaces on the south side which will be 10' X 20' with a 10'deep, 8' wide back-out stub.
- We request that 3 (three) spaces be allowed in the right-of-way area between Emmett St and the residence, as shown in the Plot Map and Photos. These spaces would begin ten feet back from the Dodge St right-of-way line to ensure a visual safety triangle limiting obstructions to driver's line-of-site at the intersection.
- We are requesting permission to install brick inlay for the Emmett St parking space along with bollards and chain to clearly distinguish the three requested parking spaces from the street and the sidewalk. The bollards and chain would serve as both a visual aid to drivers and a safety feature for pedestrians using the sidewalk.
- The two water meters would also be protected by 4 bollards for protection from autos and to allow unrestricted access to the meters.

Signage: As shown in the accompanying drawings, signage will be designed and installed in compliance with City of Palatka codes. Sizes to be between be approximately 30"-36" wide and 18"-24" high. It is requested that one sign be permitted beside the door of the West (Emmett ST) entrance and one on the North (Dodge ST) side. Signs would be wooden and unlit. We request one dual-sided sign as shown on the plot map to be placed inside the fence of the intersection of Emmett and Dodge.

Screening & Buffering: A hedge or privacy picket fence (white wood or black decorative aluminum/iron along property lines adjacent to driveway & parking areas, of no more than four feet height at streetside of the front walls of the building & six feet elsewhere

Fire Egress: Both the first and second floors have at least two doorway egress points in the event of fire or other catastrophes. Each room will have a code approved, hand-held fire extinguisher, with at least one fire extinguisher placed strategically in the hallways of each floor.

Refuse: Refuse would be placed in code compliant receptacles and placed on the street for the weekly pickup dates by the waste management authorities. All utilities are connected and currently in use.

Attachment C

Certificate of Appropriateness
HB 16-66 (Playground)
301 River St.

STAFF REPORT

DATE: November 21, 2016
TO: Historic Preservation Board members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

This application is a COA for a playground located within the south section of the Riverfront Park. Courtesy public notice included property posting, and letters to nearby property owners (within 150 feet).



Figure 1: Property Location – red polygon is proposed approximate footprint for playground

APPLICATION BACKGROUND

Per Sec. 54-78(a) of the Palatka Municipal Code, under Article III Historic Districts, a Certificate of Appropriateness (COA) is required to erect, construct or alter a structure or sign located in a historic district. A playground is considered to be a structure, which is defined as “a work made up of interdependent and interrelated parts in a definitive pattern or organization. Constructed by man, it is often an engineering project large in scale.” While specific elements of the playground are not the purview of the Board, it is useful to understand that this will be a “nature-based” playground. Highlights include the labyrinth, located in the upper left; balance beams, located on the right; an interactive water feature that winds through the central area, the “Wilson Cypress fort”, located in the center; and animal sculptures and boulders scattered throughout the park for climbing. The park is surrounded by a four-foot tall aluminum picket fence with gates. The Applicant has indicated that the colors of playground equipment will be muted earth tones, with no bright colors, with the possible exception that alligator and crab sculptures may be the actual animal color.

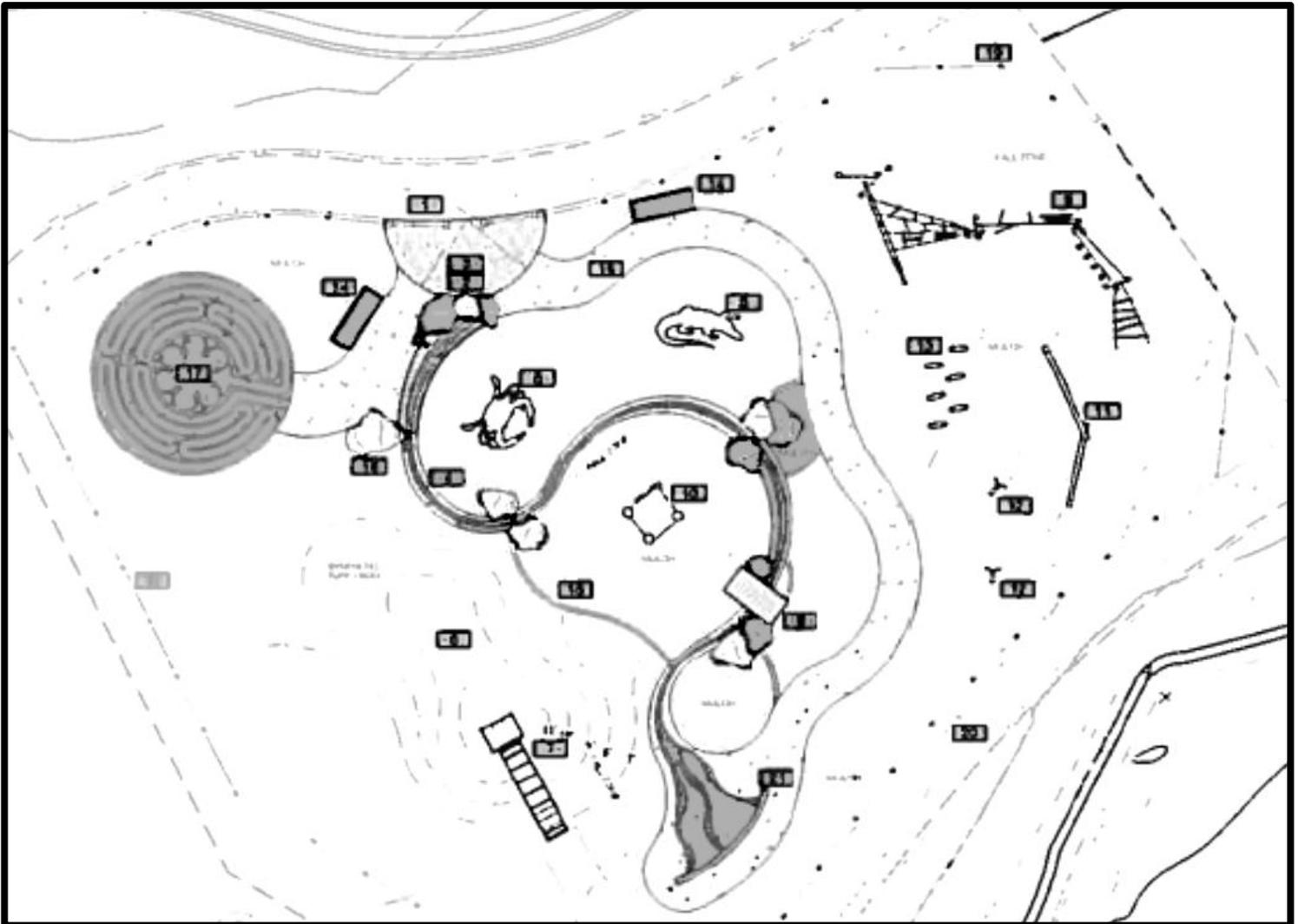


Figure 2: Playground Layout

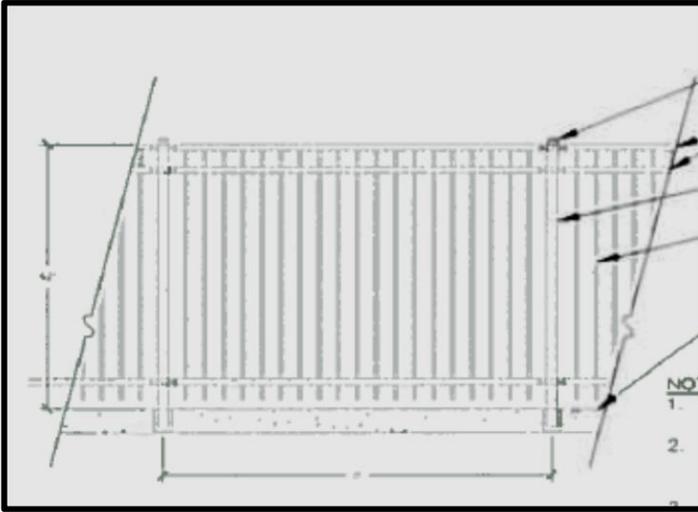


Figure 3: fence section

PROJECT ANALYSIS

The following section of the report evaluates the application in light of applicable COA review criteria from the City's Municipal Code. The following COA criterion is applicable to this application.

Such structure will not materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity, or be injurious to the general visual character of the district in which it is to be located [Planning Code Sec. 54-79(b)].

Staff comment: the only historic structure in the immediate vicinity is the First Presbyterian Church, located close across Memorial Pkwy. from the playground. This is an imposing red-brick building in the Romanesque Revival architectural style. The park itself has mostly a green, partially shady character, except for the portion to the south which is mostly paved parking lot and boat ramp. Since playground equipment colors will be muted and not bright, the playground will not visually detract from either the church or the park itself. Since much of the park will be shaded by the trees that surround it, this shade will further assist the playground to blend into its surroundings.

STAFF RECOMMENDATION

Staff recommends approval of COA HB 16-66 as presented with the following design revisions to improve building appearance and compliance with COA criteria:

- Playground equipment color to be muted earth tones (browns, tans, warm grays, and greens) that emulate natural colors found in dirt, moss, trees, and rocks. Non-earth tone colors shall be muted and lightened so as not to visually attract attention.
- Fence color to be black.
- Perimeter trees to be preserved and protected during playground construction with tree barricades/fencing.