



## Historic Preservation Board Agenda January 5, 2017 - 4:00 PM

1. **Roll Call**
2. **Approval of the December 1<sup>st</sup>, 2016 Minutes**
3. **Appeals Procedures**
4. **Old Business**
5. **New Business**
  - A. **Case:** 17-02
  - Location:** 116 Kirkland St
  - Applicant:** Linda Crider
  - Request:** Conditional Use Request for a Bed & Breakfast (South Historic District).
6. **Other Business** Election of Chairperson and Vice Chairperson
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**  
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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, and Richard Stackpole Jr. Absent members included Gilbert Evans Jr. and Meri Rees. 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 October 25, 2016 minutes, seconded by Mr. Stackpole, motion approved unanimously.

**NEW BUSINESS**

<b>Case:</b>	16-59
<b>Location:</b>	603 Emmett St
<b>Applicant:</b>	Tate Miller
<b>Request:</b>	Conditional Use Request for a Bed & Breakfast (South Historic District).

Mr. Crowe summarized the request with a power point presentation. He said that the main concern was limited parking, since the only available parking were the driveways (two spaces on the Emmett St driveway and one space on the Dodge St driveway). Parking shortages would be alleviated by allowing on-street right-a-way parking, the first time the City has allowed this.

Mr. Crowe then addressed the conditional use criteria and reminded the Board that they make recommendations to the Planning Board on exterior changes and alterations. He added that while the Board can weigh in on other criteria, those criteria pertain more to the Planning Board's function. Criterion a (compliance with the Comprehensive Plan) which has some very supportive policies of historic preservation and adoptive reuse of historic buildings, with the understanding that historic structures have high maintenance and renovation costs.

Mr. Crowe said that in regard to Criteria b and c (parking and traffic), the proposed bed & breakfast is proposed to not have more than four guest bedrooms, which would require a minimum of six parking spaces (at one parking space per bedroom, plus the owner parking spaces). The applicant will provide the six parking spaces (one handicap space in the Dodge St driveway, two spaces in the Emmett St driveway, and three parallel spaces in the Emmett St right-of-way). Staff has received approval from the Public Works Department for the right-of-way parking and the use of brick pervious pavers; with the understanding the department will supervise the installation of the pavers.

Mr. Crowe then referenced Criterion d, which requires that refuse area be screened, and Criterion e, which requires that utilities serve the property. He said that Criterion f requires that the driveways and parking be screened from adjacent properties with fencing and/or vegetation. He referenced Criterion g (Signage) and noted that three signs are proposed (two signs at each door entrance and a 15 square foot ground sign).

Mr. Crowe said that Criterion I was concerned with compatibility, which would be enhanced due to the requirement that bed and breakfast owner/managers must live on site and operate the business and length of stay

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cannot exceed one week. The owner-occupancy in particular will ensure more responsiveness to neighbors and potential problems.

Mr. Crowe noted that in relation to the final criterion pertaining to impact on public interest, this landmark historic structure in South Historic District is described in its Florida Master Site File as the “finest Queen Anne style home in Palatka.” The size of the building, the ornamental woodwork, the multiple rooflines, and other factors increase maintenance and restoration cost, and the quasi-commercial bed and breakfast use will help to defray such expenses. Factored in with the recommended approval conditions, the bed and breakfast use would have a positive impact on the public interest.

Mr. Crowe concluded that Staff recommends approval of the conditional use request for a bed and breakfast establishment with the following recommendations:

- Site utilization and design shall conform to the intent of the submitted site plan and narrative.
- 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.
- Property owner must live on site and oversee and manage the business.
- A minimum of six parking spaces are required.
- 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 60% of parking area.
- 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 storm water drainage so that storm water 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.
- A handicap space is required that is 12 foot wide with a five-foot wide ramp on the passenger side.
- 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 street side of the front walls of the building and six feet elsewhere.
- 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.
- 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.
- All other applicable standards of the Municipal Code must be met including Fire Code and Life and Safety Code.

Chairperson Correa then opened the public hearing.

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Contract Property Owner Tate Miller, 169 Johns Rd, spoke in support of the request. He said that if the approval is granted the establishment will be opening sometime in the spring of 2017. The owners will build a website that promotes the use and will also register online hospitality websites. The owners intend to promote the bed and breakfast and the City of Palatka at the same time. There is no intent to compete with the Hampton Inn or Quality Inn. A guest that stays in a bed and breakfast is typically someone looking for an in-home experience, in some cases historical, an interaction with the family experience, and this is what this establishment will provide. Mr. Miller said that he, his wife, and their 15-year old daughter will live there. People will be able to walk in and make reservations as well as online reservations. The establishment will provide breakfast in a typical style of a bed and breakfast.

Christy Sanford, 312 Dodge St, spoke in support of the request. She commended Mr. Crowe and Mr. Miller on doing a great job in proposing and reviewing this use. This bed and breakfast will help with tourism, and she looked forward to an increased tax contribution to the South Historic District tax increment fund. This is an excellent reuse of this glamorous old home. She added that the architect of the home also designed homes in other Florida communities including the town of Newberry.

June Thompson, 617 Emmett St, spoke in support of the request. She worked really hard several years ago to try and save this house when it was scheduled to be moved to Jacksonville. She loves this house and said it was a treasure for Palatka. She said it would make a wonderful bed & breakfast. When Mrs. Pellicier brought the house that was one of her ideas to make it a bed and breakfast. She asked if the right-of-way parking would narrow Emmett St. Mr. Crowe responded that there is no plan to reconfigure that roadway which while pretty narrow right now, there is adequate room for two-way traffic. Chairperson Correa explained the pervious pavers will replace the grass on the right-of-way.

Mr. Crowe added that the handicap parking could be utilized as a regular parking space, unless needed for handicapped parking.

Lynda Crider, 116 Kirkland St, asked if there was a fire escape, fire accommodations or, a sprinkler system in the house. Chairperson Correa answered affirmative there is a second floor fire escape on the Dodge St side.

As there were no additional speakers, Chairperson Correa closed the public hearing.

Ms. Crabill recalled the Azalea House in the North Historic District, and said it didn't create parking or traffic problems despite having no parking. Ms. van Rensburg said the Azalea House in the North Historic District didn't have a driveway or off-street parking. Ms. Crabill asked Staff if the Azalea House was approved before the parking requirement was set in place. Mr. Crowe said he didn't know and this use was approved before his time with the City. Ms. Crabill asked whether the length of stay requirement was enforced with the Azalea House. Mr. Crowe said he didn't know.

Ms. van Rensburg said she believed this bed and breakfast proposal is a fabulous idea and the only questions she had dealt with the code. The maximum one week stay would be a problem for Seminole Electric and Georgia Pacific, who have visiting employees staying up to 18 days and these individuals would probably really enjoy staying at a bed and breakfast. She asked if an owner living on property be the same as an owner living on an adjacent property owner. Mr. Crowe answered that they stay of limitations is a code requirement however

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the planning board does have the ability to extend maximum stays. He said that the question of the bed and breakfast owner staying at the house next door was a more complex question. Chairperson Correa advised that this issue would be another agenda item for the future.

Mr. Beaton asked if the bed and breakfast was going to use the standard green roll outs containers used by normal residents. Mr. Crowe answered in the affirmative. Mr. Beaton advised the St Johns Water Management has previous pavers if anyone would like to take a look at there's and see how they look as an example.

**Motion** made by Mr. Beaton and seconded by Ms. Crabill to approve the requested conditional use request for a bed and breakfast establishment with the following recommendations:

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.

Upon vote, motion approved unanimously.

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**Case:** 16-66  
**Location:** 301 River St  
**Applicant:** Jonathan Griffith, Palatka Public Works Director  
**Request:** Certificate of Appropriateness to add a nature-based playground (South Historic District).

Chairperson Correa noted that she had ex-parte communications with Jonathan Griffith about this item.

Mr. Crowe summarized the request with a power point presentation. He said that this was a nature-based playground proposed for the Riverfront Park, and the City of Palatka is the applicant. The historic preservation ordinance requires a Certificate of Appropriateness for structures, and a playground is defined as a structure. The playground would include a number of features such as a labyrinth/maze, balance beams, interactive water feature, a “Wilson Cypress” play fort, and animal sculpture and boulders for climbing. The park would be surrounded by a 4-foot tall aluminum picket fence with gates. The colors of the playground would be muted earth tones. The criteria for consideration are simple - the 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. There is have one historic structure very close to the proposed playground: the First Presbyterian Church. Mr. Crowe said that the playground will blend in and not contrast sharply with the church, due to its muted colors and shady location.

Staff recommends approval with the following design revisions to improve appearance and compliance with COA criteria:

- Design to be in keeping with submitted schematics.
- 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.

Chairperson Correa opened the floor to public comments.

Palatka Resource Coordinator Mandy Tucker, 201 N 2<sup>nd</sup> St., said that there would be a switch for the water in the water feature to only be operational for a certain amount of time. So you would bring your kids to the park and push the switch and the water would only work for about 15 minutes or whatever time it is set to. The water would not be continuously running. You wouldn't have as much of a fear of a small child getting into an incident with the water as a child that young wouldn't get into the park without a supervisor.

Palatka Public Works Director Jonathan Griffith, 201 N St, said he would answer any questions the Board had. Ms. Scheonberger asked if gate would be closed at night, and how would you keep people from hanging out at night in the park. Mr. Griffith answered that the City would light the area and discourage vagrant behavior. The idea and logic behind these improvements are replacing bad behavior with good behavior. So as these amenities are installed there will be more members of the public present, which will help to push out the bad behavior. He added that there would be a gate but it would not be locked.

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Mr. Beaton asked if there was lighting associated with the playground or did the City not envision the playground being used after dark. Mr. Griffith answered there was existing lighting in in the park. He added that per the municipal code all the parks' hours of operation are from dawn to dusk. Mr. Beaton asked if there would be bathrooms in conjunction with this park. Mr. Griffith answered there were public restrooms within 100 yards of this location next to the boat ramp.

Ms. van Rensburg hopes the City has a wonderful plan in keeping with the park green, beautiful, and watered as so many parks weren't. Mr. Griffith answered that the City intended to provide a high level of maintenance for the park.

Mr. Stackpole asked if the water feature was like a stream. Mr. Griffith answered that the water feature is very shallow and maybe will not get to an inch in depth. The best way to describe the water feature was that it's an opportunity for the kids to play with sand and water, build embankments, streams and ponds of their own and to explore hydrology. Because the playground was nature-based the play offerings are limited to mostly climbing structures. The rest of the area besides the hill slide is a play area where the kids create their own play experience. It's not your typical swing set with the climbing structure and a bunch of mulch. Ms. Crabill asked if the nature based playground would be able to accommodate handicapped children. Mr. Griffith answered that there would be at least two features that are accessible.

**Public Comments**

Patti Vogt, 220 S 4<sup>th</sup> St, asked Mr. Griffith if the parking lot across the street will remain. Mr. Griffith answered that the parking will stay, but there are plans to improve it under another project.

J. Normand Juras, 412 Mulholland Park, asked Mr. Griffith if the City had a better location for the nature-based park instead of using the nice green space which could be utilized for concerts and etc, for example the lot next to the dentist office. Mr. Griffith answered that the City does not own the lot next to the dentist office, which would eliminate that as an option. In terms of the planning for spaces this place is among established live oaks and you cannot get tents in that area, which disqualifies it for special events activities. He added that the veterans did not want the playground to be close to the monument, which makes this the last available space in the riverfront park for the playground.

Lynda Crider, 116 Kirkland, spoke in support with the request. She referenced Depot Park in Gainesville and suggested that the City follow the model of this park with future improvements to the riverfront park. Ms. Crider asked if there were any chance a shaded gazebo area is being proposed for the parents to sit at. Mr. Griffith answered there was not.

June Thompson, 627 Emmett St, spoke in support of the request. Ms. Thompson asked if there were going to be a walkway around the playground for adults to exercise while the kids are playing (like the one at the Hank Bryan Park). Mr. Griffith answered no, there would not be such a walkway.

Seeing no further speakers, Chairperson Correa closed the public hearing.

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Mr. Beaton asked if the First Presbyterian Church was notified. Mr. Crowe answered affirmative, staff sent out a public notice within 150 feet of the surrounding property, and did not receive any comments. Chairperson Correa thinks the First Presbyterian Church could benefit from the nature-based playground.

**Motion** made by Ms. Crabill and seconded by Ms. van Rensburg to approve the requested Certificate of Appropriateness with Staff recommendations as follows:

1. Design to be in keeping with submitted schematics.
2. 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.
3. Fence color to be black.
4. Perimeter trees to be preserved and protected during playground construction with tree barricades/fencing.

Upon vote, motion passed unanimously.

**Other Business**

<b>Case:</b>	16-19
<b>Request:</b>	Clarification of approval language for 913 Laurel St to apply lighter base color requirements to roof.

Mr. Crowe said that the Board approved design back in April for the Palatka Housing Authority Laurel St. single-family homes, and project architect Robert Goodwin has requested clarification on the approval conditions. Specifically, a light color was called for the base color for 913 Laurel St., and Mr. Goodwin believed that the base area would include the roof. The original plans called for a weathered wood color for the roof, which does not comply with the lighter base color (if the base area includes the roof). Another issue was the Applicant's request to change the roof type for 923 Laurel St from the approved galvanized metal roof to a conventional shingle roof. Staff's interpretation was that to change the roof material would require a new Certificate of Appropriateness and the Board cannot now consider this change. As far as the first request, Staff doesn't have a problem including the roof as part of the base area, thereby allowing the lighter roof color.

Chairperson Correa asked staff what was the lighter color of the house. Staff advised the board that the approval was for a lighter color and no specific color was yet approved.

Chairperson Correa then opened up the public hearing.

Robert Goodwin, 216 St Johns Ave, introduced himself as the agent for the Palatka Housing Authority. He passed around a sample of the color for the weathered wood (filed), which he said was not a light color. He said the Applicant is requesting that the lighter colored house also have a lighter colored roof.

Mr. Stackpole asked if these are the two houses that the Palatka Housing Authority is building. Chairperson Correa answered in the affirmative. Mr. Goodwin said these houses are one-story bungalows houses and are

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roughly 1,200 square feet. Mr. Stackpole asked if the houses have a regular gable roof on the houses. Mr. Goodwin advised one house has a gable roof and one house has a hipped roof.

Ms. van Rensburg said that from her experience working with a general contracting restoration firm, weathered wood is not a dark color as represented in Mr. Goodwin's example. She said that weathered wood is a very pretty brown color, and she picked it for her own house because she wanted the shingles to tie in with the rest of the neighborhood. She said the other two alternative shingle colors scream new construction and the beach. Chairperson Correa responded that it is supposed to be in keeping with the standards but not mimic the historic elements. She agreed that to change the other structure from a metal roof to a shingle roof would require a re-hearing.

Mr. Crowe said that Ms. van Rensburg and Chairperson Correa made a good point in that these are new houses and we want to avoid mimicry when we can. Chairperson Correa said she thought the weathered wood would be easier for maintenance and not showing dirt.

Mr. Beaton said that the proposed oyster color for the roof is common in the historic district for some of the newer houses.

The consensus of the board was to for the lighter colored house to also have a lighter colored roof for 913 Laurel St.

With no further business, the meeting adjourned at 4:54 pm.

# **Attachment B**

# Case 17-02

Request for Conditional Use for Bed & Breakfast in R-1 & Historic Zoning Districts

116 Kirkland St.

Applicant: Linda Crider

## STAFF REPORT

**DATE:** December 30, 2016

**TO:** Historic Preservation Board members

**FROM:** Thad Crowe, AICP  
Planning Director

### **APPLICATION REQUEST**

Conditional Use allowing for Bed & Breakfast in R-1/HD zoning district. 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 116 Kirkland Street. The property was previously approved for the bed and breakfast use in 2012, but the applicant took no action and the approval expired. The property, located in a single-family residential zoning district and also within the South Historic District, includes a main house fronting on Kirkland St. and a carriage house in the rear. 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 the Zoning Code limits hotel stays to one week, the Board recently approved a B&B (also in the South Historic District) with an allowable one-month stay.

B&Bs are allowed through the conditional use process in residential zoning districts, but only within local historic districts.

### **PROJECT ANALYSIS**

The property is surrounded by single-family dwellings. Figure 1 on the next page shows its location. The only exterior changes proposed is a rear handicap ramp to the rear entrance and an exterior staircase and porch on the south side of the house, which provides the second means of egress as required by Fire Safety codes. Normally these changes would be reviewed by the COA process, but they have been “folded into” this conditional use application.



Figure 1: Location Map (note carriage house in rear)

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.



Figure 2 (above): Property from Kirkland St./west – note driveway to left of house and carriage house in rear  
Figure 3 (below) Property from Kirkland St./southwest



**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 a driveway leading to the grassy area behind the main house, which would be utilized for parking. The submitted site plan (following the staff report in the Applicant's exhibits) shows the use of the existing driveway on the north side of the building and parking in the rear yard. There is sufficient room in this rear yard area to allow for a 20-foot wide driveway and four parking spaces arrayed along the south or north side property lines, with a five-foot wide buffer along those property lines to allow for screening. The driveway and parking must be paved or pervious pavement, and parking space dimensions must be ten feet wide by 20 feet long. The 15-foot driveway is narrow, but given the infrequent use and residential setting, it is acceptable for the proposed use. There are also two garage parking spaces under the rear carriage house. At 1.1 spaces per bedroom as required by Code for lodging, five spaces would be required (the house has four bedrooms) for guests and the owner. It is also common for overflow parking to utilize parallel on-street parking on this and other nearby streets in the South Historic District.

Pedestrian Safety

There is currently a sidewalk along Kirkland Street with a front sidewalk 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, a fenced enclosure area must screen the garbage containers.

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

Staff Comment: The property is appropriately served by utilities.

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



*Impact on Public Interest*

**Staff Comment:** a review of the criteria above indicates that the proposed conditional use with staff-recommended conditions 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.

**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 other exhibits.
2. Uses on the property shall be limited to a single-family residence and Bed and Breakfast accommodations for guests with stays not to exceed one week.
3. Property owner must live on site and oversee and manage the business.
4. Length of stay is limited to 30 days.
5. There shall be at least five parking spaces, located behind the main house, and accessed by the driveway north of the house.
6. Driveway and 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.
7. A handicap space is required that is 12 foot wide with a five-foot wide ramp on the passenger side.
8. The refuse area shall be screened on three sides with a six-foot tall privacy or stockade fence.
9. 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.
10. Two signs shall be allowed: a wall sign on the front porch near the mailbox, not to exceed six square feet, and a ground sign in the front yard 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 lights illumination shall be turned off after 11 PM.
11. All other applicable standards of the Municipal Code must be met.

ATTACHMENTS:        APPLICANT EXHIBITS



*THE "BARTRAM INN" AT 116 KIRKLAND STREET, PALATKA, FL.*

This lovely turn of the century home has been completely refurbished with modern appliances and bay window breakfast nook in the kitchen. It is part of Palatka's South Historic District, and an easy two block walk to downtown and to Riverfront Park. Amtrak rail service is 10 blocks away and also supports a regional bus system with daily trips to St. Augustine and Gainesville, home to the University of Florida. Crescent Beach on the Atlantic Ocean is a 25 minute drive, and three airports are within an hour and ½ drive. Ravine Gardens State Park is a pleasant neighborhood ten minute walk from the house. Several multiuse trails coming together and over the bridge have made Palatka a "hub" for cycling in N.E. Florida, extending many miles in all directions.

The St. Johns River, literally a stones throw away, is the view from all three of the large verandas and east bedroom windows. Putnam Blueways and Trails is a growing and active citizens group offering guided hiking, bird watching, biking, and kayaking trips monthly. The "Bartram in Putnam" initiative provides a complete brochure map and website of this Newly designated National Recreation Trail, leading to the places the naturalist William Bartram visited in 1786 while exploring the area by boat on the St. Johns River and west on horseback to Paynes Prairie.

This lovely home has three (3) second story bedrooms; the master with private bath and balcony, and two (2) others with shared bath and access to back balcony. A fourth bedroom, on the first floor, is off the kitchen with a full bath (walk in shower). The owner resides in the carriage house in the back of the property in a quaint efficiency apartment above the large two car (or bikes, kayaks, & garden equipment) garage.

## JUSTIFICATION FOR CONDITIONAL USE PERMIT FOR 116 KIRKLAND STREET, PALATKA

Submitted Dec.20,2016 by owner Linda B. Crider

This is a single family zoned historic Victorian home on Kirkland Street, in the South Historic District of Palatka, Florida. The conditional use requested is for the rental of 4 rooms as "The Batram Inn" with owner occupying the premises in the apartment above the carriage house.

### Considerations:

Ample parking exists in the back yard for 4-6 vehicles plus a two car garage

Sufficient trash pick up and utility provisions,

Quiet uses, compatible with surrounding residential neighborhood

Easy walking distance to downtown and Riverfront park

Part of "Historic Homes and murals tour"

1909 vintage completely restored in 2006 with upgraded water, plumbing, wiring, bathrooms, kitchen & appliances, etc.

Three upstairs bedrooms open to hallway on 2<sup>nd</sup> floor with access to stairwell as well as back and front 2<sup>nd</sup> floor porches that will have access to fire escape.

One downstairs bedroom with full bathroom off kitchen, could be adapted as handicapped accessible with minor adaptations;

Preliminary discussion of requirements with Fire Marshall re exterior fire escape and fire safety system of lights & fire extinguishers for each room.

Business plan to link with Bartram Trails initiative and other biking, hiking and kayaking trails events/tours/activities (Bike Florida & Paddle Florida) and support from Putnam Blueways and Trails organization for promotion assistance.

The owner has started preliminary discussions with a local Architect, fire marshall and Building inspector re fire code requirements;

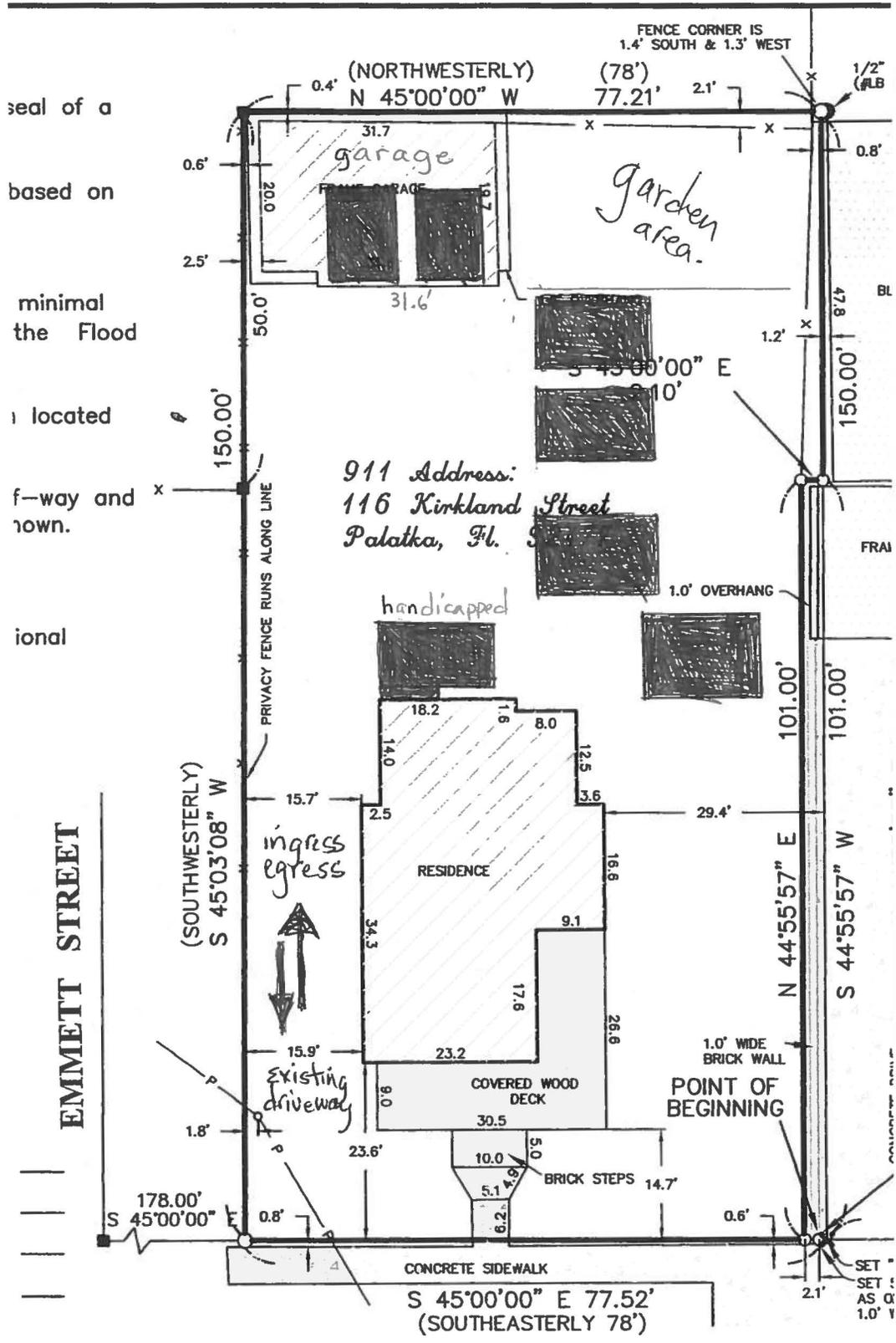
The owner is a member of the South Historic District Association and may apply for some financial assistance from the commercial TIF funds to assist with exterior stairwell.

The owner has sufficient funds for setting up the business and permit process as well as preliminary marketing and advertising funds. The house is already supplied with all the necessary furniture/beds/bathroom accessories, linens, etc. and would anticipate opening for business within 120 days of permit approval and required code additions.

The backdoor entrance will be adapted to access a handicapped ramp and parking pad. It will not be visible from the road.

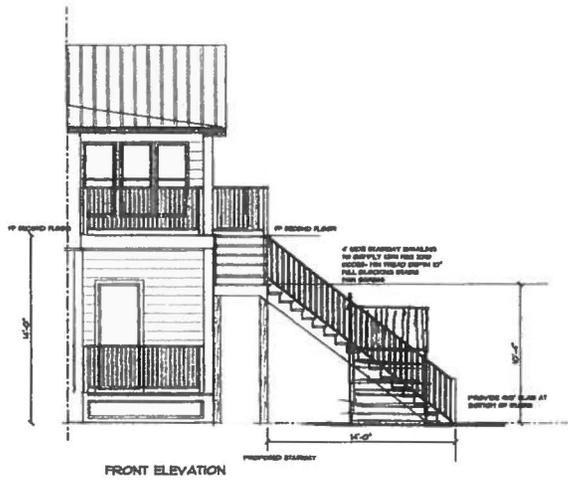
The East view of the home will be landscaped to highlight the wood exterior staircase with Landings and railings matching existing ones and tying into the upper back deck.

There are many local guides who are experts on the "Travels of William Bartram" and can be contacted, with advance notice, to provide guided tours, by kayak, by bike, walking and riding (vehicle), or evening programs for small groups. Information and photos of the home, various rooms and fees, and additional options are on the website at [www.williambartram.com](http://www.williambartram.com) (\_\_\_\_\_). The innkeeper can be reached by calling (352) 359-0623 and leaving a message with your name, phone # and best time to call, or email questions to \_\_\_\_\_.



**LEGEND:**

- Found 4" x 4" Concrete Monument (No I.D.)
- Found 5/8" Rebar & Cap (No I.D.)
- Set 5/8" Rebar & Cap (#4004)
- x— Fence



FRONT ELEVATION



SECC

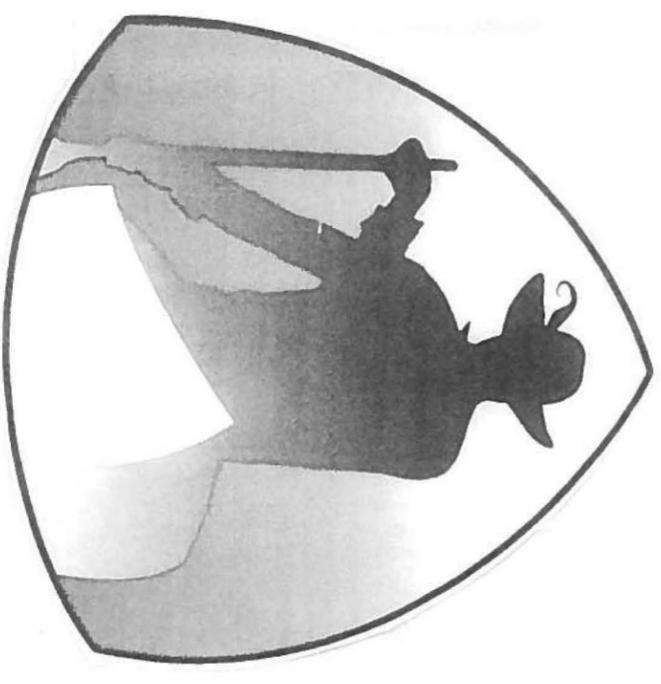








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