

This instrument prepared by:
 Thad Crowe, AICP
 201 N 2nd Street
 Palatka, Florida 32177

ORDINANCE NO. 12-31

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 54 OF THE MUNICIPAL CODE (PLANNING, HISTORIC PRESERVATION) OF THE CITY OF PALATKA, FLORIDA PERTAINING TO INVENTORY OF HISTORIC PROPERTIES, PUBLIC PARTICIPATION, RULES OF PROCEDURE, AND REPORTING ACTIVITIES TO THE STATE HISTORIC PRESERVATION BOARD, WITH THE INTENT OF MEETING MINIMUM STANDARDS FOR A CERTIFIED LOCAL GOVERNMENT AS DESIGNATED BY THE FEDERAL AND STATE GOVERNMENTS, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, the City Commission has determined it is in the best interests of the City of Palatka to partner with the State of Florida State Historic Preservation Office and the National Park Service as a Certified Local Government; and

WHEREAS, the Certified Local Government program requires the local historic preservation ordinance to meet certain minimum standards pertaining to the inventory of historic properties, public participation, and reporting activities to the State, and the City has determined that such changes are also in the best interests of the City of Palatka; and

WHEREAS, application has been made by the Building and Zoning Department, to the City for such amendments to the Planning Code of the City of Palatka, Florida; and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Historic Preservation Board of the City of Palatka on June 7, 2012, and two public hearings before the City Commission of the City of Palatka on June 28, 2012, and July 12, 2012; and

WHEREAS, the City Commission of the City of Palatka has determined that said amendment should be adopted.

NOW, THEREFORE, BE IT ENACTED BY THE CITIZENS OF THE CITY OF PALATKA, FLORIDA:

Section 1. That the portion of the City of Palatka Municipal Code designated as Chapter 54, Article III (Planning, Historic Districts) shall be amended as shown in the attached Exhibit 1.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of July, 2012.

CITY OF PALATKA

BY: 
Its MAYOR

ATTEST:


City Clerk

EXHIBIT 1
PART II - MUNICIPAL CODE
Chapter 54 - PLANNING
ARTICLE III. - HISTORIC DISTRICTS

- Sec. 54-71. - Intent and purpose of article.
Sec. 54-72. - Definitions.
Sec. 54-73. - Enforcement; penalties.
Sec. 54-74. - Appeals.
Sec. 54-75. - Relationship of article to comprehensive plan.
Sec. 54-76. - Historic preservation board.
Sec. 54-77. - Procedure for creation of districts and sites.
Sec. 54-78. - Certificate of appropriateness required; procedure for issuance.
Sec. 54-79. - Criteria for decisions on certificate of appropriateness.
Sec. 54-80. - Proper maintenance of structures required.
Sec. 54-81. - District boundaries.
Sec. 54-82. - Coordination with the State Historic Preservation Office.
Secs. 54-83 - 54-110. - Reserved.

Sec. 54-71. - Intent and purpose of article.

- (a) The structures within the city provide visual evidence of the city's significant role in the economic, political and architectural development of northeast Florida, wherein the city for a substantial period in the 19th and 20th centuries occupied a prominent place in a regional tourist and industrial economy. The city has provided the state with political, economic and social leadership, whose values and position is reflected in the structures its members sponsored. The historic districts and sites of the city represent in the homogeneity of their architectural forms the city's legacy of prominence and possess a distinctiveness of character in the visual interrelationship and congruity of their separate elements, the maintenance of each of which is vital to all.
- (b) In recognition of the importance of the city's heritage:
- (1) It is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of properties of historic, cultural and aesthetic merit are in the interest of the health, morals, prosperity and general welfare of the people of the city. Therefore, the purpose of this article is to:
- a. Effect and accomplish the protection, enhancement and perpetuation of districts, structures and sites which represent distinctive elements of the city's cultural, social, economic, political and architectural history;
 - b. Foster civic pride in the accomplishments of the past;
 - c. Enhance the city's appeal to visitors and thereby support and stimulate the economy;
 - d. Protect and enhance property values as a means of stabilizing historic districts and sites of the city; and
 - e. Promote the use of historic districts and sites for the education, pleasure and welfare of the people of the city.

- (2) It is further declared that the purposes of this article are to:
- a. Retain and enhance those properties which contribute to the character of the historic districts and to encourage their adaptation for current use and to ensure that alterations of existing structures are compatible with the character of the historic districts; and
 - b. Ensure that new construction and subdivision of lots in historic districts are compatible with the character of the historic districts.

(Code 1981, § 14-51)

Sec. 54-72. - Definitions.

The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

Alteration means all construction, demolition, relocation or change in appearance of the exterior of a structure. This includes but is not limited to major landscaping; using different roofing or siding material; replacing, eliminating or adding doors, door frames, windows, window frames, shutters, fences, railings, porches, balconies, dormers or other ornamentation; or internal alterations. This shall not include repainting with the same or a similar color, but may include extreme variation in color if such repainting is visible from a public right-of-way.

Area means a clear or open space of land, the enclosed space or location on which a structure stands or could stand.

Board means the historic preservation board of the city created by this article.

Certificate of appropriateness means a document evidencing approval of the architectural review board for work proposed by an applicant.

Commission means the city commission.

Demolition means the act or process of removing all or part of a structure.

Designation report means a document that establishes and defines the historic character and significance of the proposed district, setting forth the criteria upon which the designation and boundaries are based and describing improvements of significance to the district. The report identifies exterior features of each structure that contribute to the district. The report includes a map that identifies the boundaries of the district. The boundaries shall in general circumscribe all appropriate properties that contribute to the significance of the district.

District means a geographically definable area, urban or rural, possessing a significant concentration, linkage or continuity of sites, buildings, structures or objects united by past events or aesthetically by plan or physical development. A district may also comprise individual elements separated geographically but linked by association or history.

Ordinary maintenance or repair means work done to prevent deterioration of a structure or to correct any minor deterioration or decay of a structure or any part thereof by restoring the structure as nearly as practicable to its

condition prior to such deterioration or decay.

Relocation means the moving of a structure to a new location or position.

Resources means districts, sites, buildings and structures.

Site means the location of a significant event, a prehistoric or historic occupation or activity, or a building or structure, whether standing, ruined or vanished, where the location itself maintains a historical or archeological value regardless of the value of any existing structures.

Structure means 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.

(Code 1981, § 14-52)

Cross reference— Definitions generally, § 1-2.

Sec. 54-73. - Enforcement; penalties.

- (a) *Stop work orders.* A stop work order shall be issued by the building official in any case where work has commenced or preparation for work has commenced, if no certificate of appropriateness has been obtained where one is required by section 54-78. The stop work order shall be issued to the owner, the occupant, or any person commencing work or preparation for work in violation of this article. The stop work order shall remain in full force and effect until a certificate of appropriateness has been obtained or it has been determined by the board that no certificate of appropriateness has been obtained where one is required by section 54-78.
- (b) *Penalties.*
- (1) Any person who violates any provision of this article shall be punished as provided by section 1-10
 - (2) Any person who files with the board any application or request for a certificate of appropriateness and who refuses to furnish, upon demand by the board, any information relating to such application or request, or who willfully makes any false statement in such application or request, or who, upon such demand, willfully furnishes false information to the board, shall be punished as provided by section 1-10
- (c) *Administration.* The Planning Director shall implement and enforce this ordinance, and shall have knowledge in the areas of historic preservation and planning.

(Code 1981, § 14-58)

Sec. 54-74. - Appeals.

Any person aggrieved by a decision of the board may, within 15 days thereafter, apply to the city commission for a review of the board's decision. Such application must be filed with the city manager in writing. Objections by property owners to National Register nomination(s) must be notarized to be included in the record.

(Code 1981, § 14-59)

Sec. 54-75. - Relationship of article to comprehensive plan.

This article implements and furthers the following objectives and policies of the city comprehensive plan 2005:

(1) 2.1, Future land use element:

- a. Policy A.1.4.
- b. Policy A.1.5.
- c. Policy A.1.5.1.
- d. Policy A.1.5.2.
- e. Policy A.1.5.3.
- f. Policy A.1.5.4.
- g. Policy A.1.5.5.
- h. Policy A.1.9.3.

(2) 2.2, Housing element:

- a. Objective C.1.5.
- b. Policy C.1.5.1.
- c. Policy C.1.5.2.
- d. Policy C.1.5.3.

(Code 1981, § 14-60)

Sec. 54-76. - Historic preservation board.

- (a) *Established.* There is hereby created an historic preservation board of the city.
- (b) *Purpose.* The responsibility for carrying out the aims of the article and for preserving and enhancing the character of the districts and sites is hereby invested in the historic preservation board.
- (c) *Membership; compensation of members.* The board shall be composed of seven members and one alternate. Members shall be appointed by the city commission and the majority of members shall be residents of the City. Whenever possible, with preference given to property owners within the designated historic districts, the members shall include:
 - (1) An architect;
 - (2) A property owner within the North Historic District;
 - (3) A property owner within the South Historic District;
 - (4) A representative of the Putnam County Historical Society;
 - (5) A contractor;
 - (6) A real estate broker; and
 - (7) An attorney.

Members shall be selected on the basis of their interest in preserving historic districts and sites, and they shall serve without compensation.

- (d) *Term of members; removal of members; vacancies.*
 - (1) All members are appointed for three-year terms.
 - (2) Members may be reappointed for consecutive terms.
 - (3) The city commission may remove members for just cause.
 - (4) If a vacancy occurs, a new appointment shall be made

by the city commission for the unexpired term within 60 days.

- (5) Members shall have staggered terms of office. Four members shall begin their terms in the month of November and remaining members shall begin their terms in the month of March.

(e) *Officers; meetings.*

- (1) At their first meeting, the appointed board members shall elect officers, who shall serve for terms of one year.
- (2) A majority of the members of the board shall constitute a quorum.
- (3) The board shall adopt rules for the transaction of its business and consideration of petitions or applications. The rule-making power of the board shall not be final. All rules or regulations will be submitted to the city commission for review prior to final adoption.
- (4) All meetings of the board shall be publicly announced and open to the public, with a previously advertised agenda, and all decisions of the board shall be made at such meetings. A public record shall be kept of the board's resolutions, proceedings and actions and made available to the public.
- (5) The board shall meet at least four times per year at regular intervals at the call of the chairperson and at such times as a majority of the board may determine.
- (6) The board may call special meetings according to the rules and procedures adopted by the board.

(f) *Duties.* The board shall carry out a historic preservation program that is complementary to that of the State Historic Preservation Office. It shall be the duty of the board to:

- (1) Recommend to the city commission, by means of designation reports, the establishment of historic districts and sites.
- (2) Review petitions for certificates of appropriateness required under section 54-78
- (3) Develop programs to stimulate public interest in urban/neighborhood conservation and participate in the adaptation of existing codes, ordinances, procedures and programs to reflect policies and goals designed to conserve historic districts and sites.
- (4) Explore and advise property owners concerning funding and grant sources which might be available for the identification, protection, enhancement, perpetuation and use of historic, architectural, archaeological and cultural resources.
- (5) Cooperate with the agencies of city, county, regional, state and federal governments in planning proposed and future projects to reflect the concerns and policies expressed in this article; and assist, as a consultant, in the development of proposed and future land use plans.
- (6) Advise property owners and local governmental agencies concerning the proper protection, maintenance,

enhancement and preservation of resources designated under this article.

- (7) Advise the city commission concerning the effects of local governmental actions on resources designated or that appear to qualify for designation under this article.
- (8) Conduct regular public meetings and call special meetings.
- (9) Recommend to the building official the issuance of a stop work order when it appears that there has not been compliance with the requirements of section 54-78
- (10) Otherwise further the objectives and purposes defined in section 54-71
- (11) Develop rules and procedures necessary to implement its powers and duties consistent with the provisions of this article, and make these rules and procedures available for public inspection.
- (12) Report to the city commission concerning the board's activities at least once a year.
- (13) Attend pertinent informational or educational meetings, workshops and conferences when possible.
- (14) Review proposed National Register nominations within the jurisdiction of the board.
- (15) Seek expertise on proposals or matters requiring evaluation by a professional not represented on the board.
- (16) Continue identifying historic properties and maintain a detailed inventory of designated districts, sites and structures within the jurisdiction of the board and compatible with the Florida Master Site File. Update inventory materials periodically and allow inventory materials to be open to the public.
- (17) Participate in historic survey and planning activities.
- (18) Give all board decisions in a public forum. (Code 1981, § 14-53; Ord. No. 02-01, § 1, 1-10-2002; Ord. No. 09-25, § 1, 5-28-2009; Ord. No. 09-34, § 1, 8-27-2009)

Sec. 54-77. - Procedure for creation of districts and sites.

The city commission shall designate by ordinance historic districts and sites, utilizing the following procedure:

- (1) Such designation shall be considered upon recommendation from the historic preservation board acting upon its own discretion or upon petition from a property owners.
- (2) The recommendation of the board, in the form of a designation report, shall be based on an adequately documented comprehensive survey performed according to the general standards established by the state historic preservation office and shall adhere to the guideline criteria established for listing in the National Register of Historic Places. The historic district recommended by the board shall be one possessing particular historic, architectural or cultural significance, which:

- a. Is associated with events that have made a significant contribution to the broad patterns of our history;
 - b. Is associated with the lives of persons significant in our past;
 - c. Embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or
 - d. Have yielded, or may be likely to yield, information important in prehistory or history.
- (3) The recommendation prepared by the historic preservation board shall be preceded by a public hearing conducted by the board at which any property or agent or attorney may appear. Such public hearing shall provide for the following:
- a. Notice of the public hearing shall be given at least 15 days in advance of the hearing date.
 - b. The owner of the property for which the historic designation is sought, or his agent or attorney designated by him in his petition, shall be notified by mail. Notice of the public hearing shall be advertised in a newspaper of general circulation in the city at least one time at least 15 days prior to the public hearing. Notice shall be given by certified mail to all owners of property within 150 feet of the boundary lines of the property for which the historic designation is requested; provided, however, that where the applicant is the owner of land not included in the applicant's application and such land that is not included in the application is a part of or adjoins the parcel for which the request is made, the 150-foot requirement shall be measured from the boundaries of the applicant's ownership, including the land not covered by the applicant's application. For purposes of this provision, owners of adjacent or nearby properties within the distance set out shall be deemed those whose names appear on the latest available tax rolls of the city. Failure of a property owner to receive mail notice shall not invalidate the hearing or subsequent action related thereto.
- (4) The board shall submit its recommendation in the form of a designation report to the city commission within 60 days from the date of the public hearing. The recommendation shall be advisory only and shall not be binding upon the city commission.
- (5) Upon receipt of the recommendation and designation report from the board, the city commission shall hold a second public hearing with notice to be given pursuant to the provisions of general law.
- (6) The appropriate local officials, owners of record, and applicants shall be given a minimum of 30 calendar days and not more than 75 calendar days prior notice of board meetings in which to comment on or object to the listing of a property in the National Register. (Code 1981, § 14-54)

Sec. 54-78. - Certificate of appropriateness required; procedure for issuance.

- (a) *Submission of plans.* A certificate of appropriateness shall be required to erect, construct or alter a structure or sign located or to be located in a historic district. Every application for a certificate of appropriateness shall be accompanied by plans for the proposed work. As used in this section, the term "plans" shall mean drawings or sketches with sufficient detail to show interior and exterior architectural design of the structure or sign (both before and after the proposed work is done in the cases of altering, repairing or demolishing a structure), including proposed materials, textures and colors, and the plat plan or site layout, including all site improvements or features such as walls, walks, terraces, paintings, accessory structures, signs, lights, awnings, canopies and other appurtenances. Such plans shall be promptly forwarded by the building official to the board.
- (b) *Review of plans; action by board.* The board shall hold a public hearing at its regularly scheduled meeting or a special meeting to promptly review such plans and shall render its decision on issuing a certificate of appropriateness on or before 60 days from the date that plans are submitted by the building official to the board.
- (c) *Notification of decision; issuance of building permit.*
- (1) Upon receiving the order of the board, the secretary of the board shall thereupon notify the applicant and the building official of the decision of the board. If the board shall have approved the plans, and has issued a certificate of appropriateness, and if all other requirements of the city have been met, the building official may issue a permit for the proposed structure or sign. If the board shall have disapproved the plans, the building official shall not issue such permit.
- (2) In a case where the board has disapproved the plans, and denied a certificate of appropriateness, the secretary of the board shall furnish the applicant and the building official with a copy of the board's written order, together with a copy of any recommendations for changes necessary to be made before the board will reconsider the plans.
- (d) *Failure of board to review plans.* If no action upon the plans submitted to the board by the building official has been taken upon the expiration of 60 days from the time specified in subsection (b) of this section such plans shall be deemed to have been approved and such applicant shall receive a certificate of appropriateness. If all other applicable requirements of the city have been met, the building official may issue the permit.
- (e) *Notice of public hearing.* Notice of the public hearing shall be given at least 10 days in advance of the public hearing. The owner of the property for which the conditional use is sought, or his agent or attorney designated by him in his petition, shall be notified by mail. Notice of the public hearing shall be prominently posted on the property for which the conditional use is sought. Notice shall be given by mail to all owners of property within 150 feet of the boundary lines of the property for which the conditional use is requested; provided, however, that where the applicant is the owner of land not included in the applicant's application and such

land that is not included in the application is a part of or adjoins the parcel for which the request is made, the 150-foot requirement shall be measured from the boundaries of the applicant's ownership, including the land not covered by applicant's application. For purposes of this subsection, owners of adjacent or nearby properties within the distance set out shall be deemed those whose names appear on the latest available tax rolls of the city. Failure of a property owner to receive mail notice shall not invalidate the hearing or subsequent action related thereto.

(Code 1981, § 14-55)

Sec. 54-79. - Criteria for decisions on certificate of appropriateness.

- (a) *General considerations.* In reviewing an application for a certificate of appropriateness, the board shall consider the design and appearance of the structure, including the interior, front, sides, rear and roof; materials, textures and colors; and plot plan or site layout, including features such as walls, walks, terraces, plantings, accessory structures, signs, lights, awnings, canopies and other appurtenances. The decision to issue or not to issue the certificate shall be based on the conformance of the proposed work to the Secretary of the Interior's Standards for Rehabilitation. When reviewing a certificate of appropriateness for relocation of a structure, consideration will be given to the immediate surroundings and to the district in which it is located or to be located. The board shall not exercise any control over land use, such as is governed by the zoning ordinance, or over construction, such as is governed by the building code, unless such control is within the intent and scope of this article.
- (b) *Specific rules governing decisions.* Before approving the plans for any proposed structure or signs located or to be located in a district, the board shall find:
- (1) In the case of a proposed alteration or addition to an existing structure, that such alteration or addition will not materially impair the architectural or historic value of the structure.
 - (2) In the case of a proposed new structure, that such structure will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity.
 - (3) In the case of a proposed new structure, that such structure will not be injurious to the general visual character of the district in which it is to be located.
 - (4) In the case of the proposed demolition of an existing structure, that the removal of such structure will not be detrimental to the historic and architectural character of the district, or that, balancing the interest of the city in preserving the integrity of the district and the interest of the owner of the property, approval of the plans for demolition is required by considerations of reasonable justice and equity; in the latter event the board shall issue an order postponing demolition for a period of not to exceed three months. If the board concludes that the demolition should be postponed, it shall, before

issuing any final order with respect to such postponement, afford the applicant an opportunity to appear before the board to offer any evidence he may desire to present concerning the proposed order. Within the period of postponement, the board shall consult with the Putnam County Historical Society board of directors and others to ascertain what the city or other agency or organization may do to preserve such structure and shall make recommendations to that effect to the city commission or otherwise cause the structure to be preserved. This article shall not apply to any permit for demolition which had been applied for, in proper form, prior to the effective date of the ordinance from which this article is derived.

- (5) In the case of any proposed new or altered sign, that the sign will not materially impair the architectural or historic value of any structure to which it is attached, or any adjacent structure, and that such sign is consistent with the following provisions:
- a. Within the district, signs protruding into or overhanging the public right-of-way are permitted subject to removal on 30 days' notice if the city actually requires the space for any public purpose. Such signs must be of a character and size consistent with maintenance of the district. Existing overhanging signs are hereby approved and will not require further board approval.
 - b. Rooftop signs are prohibited. Provided the business for which the sign is erected continues to function, existing signs violating this provision may continue in use for a period of five years. Upon application to and approval by the board, such existing signs may be permitted to remain in place for a longer period if the board finds that the sign is consistent with the district.
 - c. Whirling or flashing signs are prohibited, but may be installed as special exceptions, after application to and approval of the board, if the board finds that such sign is consistent with the block where it is to be erected. Existing whirling or flashing signs shall be subject to the same rules as are set out in this section for rooftop signs.
 - d. On application to and approval of the board, rules relating to the number and size of signs may be waived for grand openings, special sales, seasonal promotions, going out of business sales and similar occasions.
- (c) *Form of decision.* Every decision of the board, in passing upon plans for structures or signs located or to be located in the district, shall be in the form of a written order stating the findings of the board, its decision and the reasons therefor.
- (d) *Recommendations for changes in plans.* The board shall not disapprove any plans without giving its recommendations for changes necessary to be made before the plans will be reconsidered. Such recommendations may be general in scope, and compliance with them shall qualify the plans for reconsideration by the board.

(Code 1981, § 14-56)

Sec. 54-80. - Proper maintenance of structures required.

Neither the owner of, nor the person in charge of, a structure within a historic district 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.

(Code 1981, § 14-57)

Sec. 54-81. - District boundaries.

- (a) *North historic district.* The boundaries of the north historic district shall be as follows:

Palatka North Historic District

(Note: For purposes of this description, the town plan is assumed to be oriented due north/south.)

A tract of land lying in the city more particularly described as follows: Beginning at an intersection of the southerly line of BK 66 P 462, and the westerly shore of the St. Johns River; thence run westerly along the southerly line of said BK 66 P 462 to the easterly Right-of-Way (R.O.W.) of North First Street; thence southerly along said R.O.W. to intersect with the easterly projection of the southerly line of BK 79 P 285; thence westerly along said projection to the southwest corner of BK 174 P 176; thence northerly along westerly line of said BK 174 P 176 to the southerly R.O.W. of Madison Street; thence westerly to the northwest corner of Block 5 as platted in Dick's map of Palatka in MB 2 P 46; thence southerly along the westerly line of Block 5 and extended to intersect with the southerly R.O.W. of Main Street; thence westerly along said R.O.W. to intersect the westerly R.O.W. of North Fourth Street; thence northerly along said R.O.W. to intersect the southerly R.O.W. of Madison Street; thence westerly along said R.O.W. to intersect the westerly R.O.W. of North Fifth Street; thence northerly along said R.O.W. to intersect a westerly projection of the northerly line of Block 20 (a.k.a. Merry Days resubdivision of part of Block 20 as platted in MB 1 P 100); thence southeasterly along said projection and along northerly line of said Block 20 to the westerly R.O.W. of North Fourth Street; thence southeasterly to the easterly R.O.W. of North Fourth Street at a point that is the westerly projection of the northerly line of OR 118 P 611; thence along said projection to the northeast corner of said OR 118 P 611; thence southeasterly to intersect the easterly R.O.W. of North 3rd Street and the north boundary of Sunny Point subdivision as platted in MB 3 P 180; thence northeasterly, southeasterly and southwesterly along said Sunny Point subdivision to the most northerly corner of BK 149 P 21; thence southerly along the easterly line of said BK 149 P 21 and extended to the northwest corner of BK 211 P 245; thence easterly along northerly line of said BK 211 P 245 and extended to the easterly R.O.W. of North Second Street (also being the westerly line of BK 228 P 250); thence southerly along said R.O.W. to the southwest corner of said BK 228 P 250; thence easterly along said R.O.W. to the southwest corner of said BK 228 P 250; thence easterly along the southerly lines of BK 228 P 250, BK 214 P 267 and BK 218 P 278 to the southeast corner thereof; thence southerly along the westerly line of BK 160 P 169, BK 174 P 589 and BK 159 P 35 to the southwest corner thereof; thence easterly along the southerly line of BK 159 P 35 and extended to the easterly R.O.W. of North First Street;

thence northerly along said R.O.W. to the northwest corner of BK 139 P 584; thence easterly along the northerly line of said BK 139 P 584 to intersect the westerly shore of the St. Johns river; thence southerly along the westerly shore of said river to intersect the southwest corner of BK 66 P 462, being the point of beginning, and to close.

- (b) *South historic district.* The boundaries of the south historic district shall be as follows:

Palatka South Historic District

A tract of land lying in the city more particularly described as follows: Beginning at the intersection of the westerly shore of the St. Johns river and the easterly projection of the southerly right-of-way (R.O.W.) of St. Johns Avenue; thence westerly along said projection to intersection with the westerly R.O.W. of Memorial Parkway (formerly known as South First Street); thence southerly and southwesterly along said R.O.W. to intersect with the northeast corner of BK 159 P 271; thence northwesterly along the northerly line of said BK 159 P 271 to intersect with the easterly R.O.W. of South Second Street; thence northerly along said R.O.W. to intersect with the easterly projection of the northerly line of Lot 8 Block 12 as platted in Dick's map of Palatka in MB 2 P 46; thence westerly along said projection to the southeast corner of Lot 4 Block 12; thence northerly along the easterly line of said Lot 4 and Lot 3 to the northeast corner of Lot 3; thence westerly along the northerly line of said Lot 3 to the easterly R.O.W. of South Third Street; thence southwesterly to intersect the westerly R.O.W. of South Third Street and the northeast corner of BK 137 P 358; thence westerly along the northerly line of said BK 137 P 358 and extended to intersect the easterly line of Lot 4 Block 14; thence southerly to the southeast corner of said Lot 4; thence westerly along the northerly lines of Lots 2 and 3 of Block 14 and extended westerly along the northerly lines of Lots 2, 3, 4, Block 25, Lots 2, 3, 6 Block 28, Lots 1, 4, 5, 8, 9, 12 Block 38, Lots 2, 3, 6 Block 54, Lots 2, 3, 6 Block 63 to intersect with the westerly R.O.W. of South Ninth Street; thence southerly along said R.O.W. to intersect the northerly R.O.W. of Laurel Street; thence westerly along said R.O.W. to intersect the westerly R.O.W. of South Tenth Street; thence southerly along said R.O.W. to intersect the southerly R.O.W. of Carr Street; thence easterly along said R.O.W. to intersect the westerly R.O.W. of South Ninth Street; thence southerly along said R.O.W. to intersect with the northwesterly R.O.W. of Crill Avenue; thence across Crill Avenue to intersect the northerly corner of Block 146, also being the southwesterly R.O.W. of Morris Street; thence southeasterly along said R.O.W. to intersect the northerly R.O.W. of Emmett Street; thence southwesterly along said R.O.W. to intersect with a northwesterly projection of the southwesterly line of BK 78 P 562; thence southeasterly along said projection and the southwesterly line of BK 78 P 562 and extended to the southerly corner of BK 133 P 252 and continue on same projection to intersect the westerly shore of St. Johns river; thence northeasterly along said river to the point of beginning, and to close.

(Code 1981, § 14-61)

Section 54-82. - Coordination with the State Historic Preservation Office.

- (1) The State Historic Preservation Officer shall be notified with 30 calendar days prior to all meetings.
- (2) Meeting minutes, a record of attendance of the board, and public attendance figures shall be submitted to the State Historic Preservation Officer within 30 calendar days after

each meeting.

- (3) The State Historic Preservation Officer shall be notified of changes in board membership within 30 calendar days of the action.
- (4) The State Historic Preservation Officer shall be immediately notified of all new historic designations or alterations to existing designations.
- (5) The State Historic Preservation Office shall be provided duplicates of all inventory materials.
- (6) An annual report shall be submitted to the State Historic Preservation Officer by November 1 covering activities of previous October 1 through September 30 containing the following information (at a minimum):
 - a. A copy of the Rules of Procedure.
 - b. A copy of the historic preservation ordinance.
 - c. Resume of board members.
 - d. Changes to the board.
 - e. New local designations.
 - f. New national register listings.
 - g. Review of survey and inventory activity with a description of the system used.
 - h. Program report on each grant-assisted activity.
 - i. Number of projects reviewed.
- (7) Amendments to this ordinance shall be submitted to the State Historic Preservation Officer for review and comment at least 30 days prior to adoption.

Secs. 54-83-54-110. - Reserved.