

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



**BETSY JORDAN DRIGGERS**  
CITY CLERK

**MATTHEW D. REYNOLDS**  
FINANCE DIRECTOR

**JAMES A. GRIFFITH**  
INTERIM CHIEF OF POLICE

**MICHAEL LAMBERT**  
CHIEF FIRE DEPT

**DONALD E. HOLMES**  
CITY ATTORNEY

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

## **AGENDA**

### **CITY OF PALATKA**

April 23, 2015

#### **CALL TO ORDER:**

- a. **Invocation** – The Reverend Vivian Johnson, Pastor; Holy Word Revival Center
- b. **Pledge of Allegiance**
- c. **Roll Call**

#### **APPROVAL OF MINUTES – 04/09/15 Regular Meeting**

#### **1. PUBLIC RECOGNITION/PRESENTATIONS**

- a. **PROCLAMATION** – Putnam Co. Law Enforcement Memorial Day – May 7, 2015 – PCSO & PPD
- b. **STUDENT OF THE MONTH – April, 2015** – Mayor Hill and Commissioner Norwood

Jonathan Germany	Browning-Pearce Elementary
Emily Lands	C. L. Overturf, Jr. 6 <sup>th</sup> Grade Center
Megan Gieselman	Children's Reading Center Charter School
Student TBD	E. H. Miller School
Vanessa Nguyen	James A. Long Elementary School
Anna Shiffler	Jenkins Middle School (December Honoree)
Christian Griffin	Kelley Smith Elementary School
Ethan Sharp	Mellon Elementary School
Hannah Gall	Moseley Elementary School
Deonte' Calhoun	Palatka High School
Reed Rion	Peniel Baptist Academy
Rhiannon Ero	Putnam Academy of Arts & Sciences
Judy Ogden-Booth	Putnam EDGE High School

#### **2. PUBLIC COMMENTS – (limited to 3 minutes – no action will be taken on topics of discussion)**

#### **3. CONSENT AGENDA**

- \*a. **Adopt Resolution No. 2015-11-25** to authorize revisions to the USDA RBEG application for renovations to the Golf Course Restaurant and restrooms; revising the grant amount from \$228,862 to \$239,658.07 and amending the FY 2014-15 Budget (\$200,000 grant plus \$39,658.07 match)
- \*b. **Reject all responses received to the Finance Dept. RFP** to finance the lease/purchase of Police Vehicles and one Sanitation truck, and direct staff to re-solicit proposal to finance the lease/purchase of said vehicles
- \*c. **Grant waiver of 30-day Class C Application Deadline for Special Events Permit No. 15-26;** Florida Bass Federation Nation Bass Tournament, May 2nd - 3rd, 2015 from 6 a.m. until 5 p.m. - Florida Bass Federation Nation / Joseph Nickol, Applicant

- \* 4. **CITIZEN REQUEST** Baoshan, Yunnan, China Delegation proposed Official Visit – Sharon Buck
  - a. Request to designate Sharon Buck as special liaison to Baoshan Chinese Delegation
  - b. Request to execute Official Letter of Invitation to Delegation from Baoshan, Yunnan, China
  - c. Request to name Baoshan, Yunnan, China as Sister City to Palatka

## AGENDA - CITY OF PALATKA

April 23, 2015

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- \* 5. **RESOLUTION** affirming support of the Palatka Housing Authority's application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program – Adopt – *tabled on 4/9/15 to a time certain of 4/23/15*
- \* 6. **PUBLIC HEARING – 3314 Crill Avenue** – Planning Board Recommendation to Annex and Rezone from Putnam County CPO (Commercial, Professional, Office) to City C-1A (Neighborhood Commercial) – Dr. Errol and Andrea Findlater, owner; Palatka Building & Zoning Dept, Applicant
  - \*a. **ANNEXATION ORDINANCE** – 1<sup>st</sup> Reading
  - \*b. **REZONING ORDINANCE** – 1<sup>st</sup> Reading
- \* 7. **ORDINANCE** Amending Zoning Code Section 94-147, 94-148 and 94-149 to allow schools by conditional use permit in certain commercial zoning districts – 1<sup>st</sup> Reading
- \* 8. **ORDINANCE** Amending Zoning Code Section 94-147, 94-148 and 94-149 to allow clubs, lodges and fraternal organizations in PBG-1 zoning – 1<sup>st</sup> Reading
- 9. **CITY MANAGER & ADMINISTRATIVE REPORTS**
  - a. **Recommendation to appoint Willie Jones to City Manager Search Committee** – Allen Bush
- 10. **COMMISSIONER COMMENTS**
- 11. **ADJOURN**

\*Attachment \*\*Separate Cover

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

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

### Upcoming Events:

April 20 – Recreation Workshop 5:30 p.m.  
April 23 – Fluoridation Workshop 4:00 p.m.  
May 22 – 25 – Blue Crab Festival  
May 25 – City offices closed to observe Memorial Day  
July 4 – City offices closed to observe Independence Day  
August 13 – 15 – Annual FLC Conference, Orlando, FL  
Sept. 7 – City offices closed to observe Labor Day holiday

### Board Openings:

General Pension Board – 1 vacancy (Financial Exp)  
Planning Board – 1 Vacancy (at large)  
Putnam Co. Better Place Plan Oversight Committee Rep  
Board of Zoning Appeals – 3 vacancies (at-large)  
Palatka Housing Authority Board – 1 Resident Rep

# CITY OF PALATKA



## Proclamation

**WHEREAS**, the Congress and President of the United States have designated May 10, 2015 through May 16, 2015 as National Law Enforcement Week; and

**WHEREAS**, May 7, 2015 has been designated locally as Putnam County Law Enforcement Day in honor of the dedicated local men and women serving our Country under difficult, stressful and often dangerous circumstances; and

**WHEREAS**, this is a time to recognize the dedication and selfless sacrifices of the men and women law enforcement officers who are part of a long and noble profession that reflects the highest degree of honor, strength, respect and distinction, and pay tribute to those officers who made the ultimate sacrifice and likewise offer support to their families and our respect to their fellow officers for their devotion, courage, pride and compassion; and

**WHEREAS**, Putnam County, Florida, and its municipalities desire to honor the valor, service and dedication of its own Law Enforcement Officers, comprised of municipal, county and state law enforcement agencies. Law enforcement officers are our guardians of life and property, defenders of the individual's right to be free, warriors in the war against crime and dedicated to the preservation of life, liberty and the pursuit of happiness; and

**WHEREAS**, the citizens of Palatka and our nation remember and honor those men and women of such tremendous valor who have decided to follow a difficult and often life-altering path, as they have taken the oath to serve and protect the greater public by safeguarding life, liberty and property; and

**BE IT FURTHER PROCLAIMED** that the citizens of the City of Palatka are urged to show their support and appreciation of our law enforcement officers who give their lives to protect and serve their communities by attending a County-wide Law Enforcement Memorial Service to be held Thursday, May 7, 2015 at 10:00 a.m. at the Ravine Gardens State Park in Palatka.

**NOW, THEREFORE, I**, Terrill L. Hill, Mayor of the City of Palatka, together with the members of the Palatka City Commission do hereby proclaim the week of May 10<sup>th</sup> through 16<sup>th</sup> as **NATIONAL LAW ENFORCEMENT WEEK**, and May 7<sup>th</sup>, as

### PUTNAM COUNTY LAW ENFORCEMENT MEMORIAL DAY

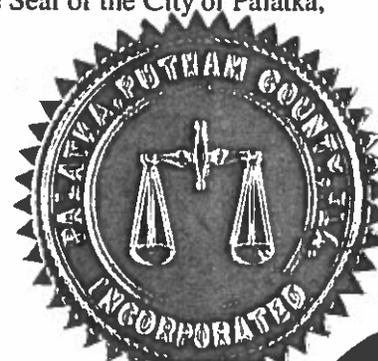
in the City of Palatka, and I call upon all citizens to honor those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or who have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 23rd day of April in the Year of Our Lord Two Thousand Fifteen.

Commissioners:  
Mary Lawson Brown  
Justin Campbell  
Rufus Borom  
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR



*Agenda  
Item*

*3a*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Adopt Resolution No. 2015-11-25** amending Resolution 2013-9-123 to authorize revisions to that certain USDA RBEG application for renovations to the Golf Course restaurant and restrooms; revising the grant amount from \$228,562 to \$239,658.07 and amending the FY 2014-15 City of Palatka Budget accordingly (\$200,000 grant plus \$39,658.07 match)

**SUMMARY:**

The State Division of Hotels and Restaurants requires the ice machine and syrup containers to be on the interior of the building. The original planned location for this equipment was on the exterior of the building; therefore, the existing ice machine can no longer be reused. The proposed office and liquor cabinet will now house the ice machine and syrup containers. These changes bring the total project cost to \$239,658.07.

The attached resolution amends City of Palatka Resolution No. 2013-9-12 and 2015-11-01 which will authorize the execution and submittal of an amended grant application to reflect these changes, which will revise the Grant amounts and percentages of funding as follows:

1.	Amount of Federal Funding Requested:	\$200,000.00
2.	Amount of Required City Matching Funds: (cash match)	<u>\$ 39,658.07</u>
3.	Total Project Amount (Federal Funding + City Match)	\$239,658.07

**RECOMMENDED ACTION:**

**Adopt a resolution to amend Resolution 2013-9-123 authorizing the submission of a USDA RBEG grant application to make upgrades to the Palatka Municipal Golf Course Kitchen, dining area and restroom to meet ADA accessibility requirements and to facilitate and to facilitate an expanded food service, and to authorize execution of and submittal of all related documents associated therewith, and to amend the FY 2014-15 Buidget to reflect revised grant and match funding.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Budget Resolution	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	4/17/2015 - 8:17 AM
City Clerk	Driggers, Betsy	Approved	4/17/2015 - 9:02 AM

**RESOLUTION NO. 2015-11-**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AMENDING THE USDA GOLF COURSE CLUBHOUSE IMPROVEMENTS BUDGET TO \$239,658.07 AND AUTHORIZING THE MAYOR TO EXECUTE ANY AND ALL DOCUMENTS REQUIRED BY USDA IN CONNECTION THEREWITH**

**WHEREAS**, on May 30, 2013 the City of Palatka City Commission adopted Resolution No. 2013-9-123 authorizing the submittal of an application for a United States Department of Agriculture Rural Development Grant with a total project cost of \$192,000.00 for the construction of necessary upgrades to the kitchen, dining area and restrooms to meet ADA accessibility requirements and to facilitate an expanded food service (the PROJECT); and

**WHEREAS**, on November 14<sup>th</sup> 2013 the City amended Resolution 2013-9-123 to increase the total project cost to \$221,465.00; and

**WHEREAS**, on January 8, 2015 the City adopted Resolution No. 2015-11-01 amending Resolution 2013-9-123 to increase the total project cost to \$228,562; and

**WHEREAS**, the division of Hotels and Restaurants requires the ice machine and syrup containers to be on the interior of the building and the original plan location was on the exterior of the building; and

**WHEREAS**, the existing ice machine can no longer be reused; and

**WHEREAS**, the proposed office and liquor cabinet shall now house the ice machine and syrup containers; and

**WHEREAS**, the total project cost is now \$239,658.07; and

**WHEREAS**, the City Commission now finds it necessary to amend Resolution No 2015-11-01 adopted on January 8, 2015, to revise the Grant amounts and percentages of funding as follows:

1.	Amount of Federal Funding Requested:	\$200,000.00
2.	Amount of Required City Matching Funds:	
	a. Cash match	<u>\$ 39,658.07</u>
3.	Total Project Amount (Federal Funding + City Match)	\$239,658.07

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

**Section 1.** The City of Palatka United States Department of Agriculture (USDA) Golf Course Improvements budget total project cost is \$239,658.07, with the USDA funding \$200,000 of the total project cost, and the City of Palatka providing a contribution of \$39,658.07, with the proceeds of said grant being utilized for the construction of necessary upgrades to the kitchen, dining area and restrooms to meet ADA accessibility requirements and to facilitate an expanded food service at the Palatka Golf Course;

**Section 2.** The Mayor is specifically authorized to execute any and all documents necessary and required by USDA to file the Grant Agreement referred to in Section 1 above, and to confirm the City's assurance that the City will comply, as appropriate, with those requirements under Title VI, Civil Rights Act of 1964, Drug-Free Workplace Regulations and Equal Opportunity Regulations, and any other Federal regulations as may be required by USDA;

**Section 3.** The Mayor is specifically authorized to execute any and all documents necessary to consummate the grant; and

**Section 4.** That the expenditures of the City of Palatka General Fund for the Fiscal Year 2013-2014 Budget are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure</u>		Approved	Amendments	Amended
<u>Number</u>	<u>Description</u>			
	042-24-572-6451	\$ 228,562	\$ 11096.07	\$ 239,658.07
<b>TOTAL EXPENDITURES AMENDED:</b>		<b>\$ 228,562</b>	<b>\$ 1,096.07</b>	<b>\$ 239,658.07</b>

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 23<sup>rd</sup> day of April, 2015.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**Its Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

*Agenda  
Item*

*3b*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Reject all responses to the RFP to finance the lease/purchase of police vehicles and one sanitation truck, and direct staff to re-solicit proposals to finance the lease/purchase of said vehicles**

**SUMMARY:**

On March 19, 2015, the City received proposals in response to a request for proposals (RFP) for the financing of the purchase of a sanitation truck and police vehicles. Award of the bid(s) for the purchase of the police vehicles was previously approved at a City Commission meeting held on November 20, 2014.

The Interim City Manager and Finance Director have reviewed these proposals and recommend rejection of all bids received in order to re-solicit proposals to finance the lease/purchase of these vehicles in the hopes of securing more competitive rates.

Payments on this obligation will not begin until the next fiscal year (2015-2016) and an appropriation for the repayment of this obligation will be included in the proposed budget for next fiscal year.

**RECOMMENDED ACTION:**

**Reject all responses received to the request for proposals to finance the lease/purchase of Police Department vehicles and one sanitation truck, and direct staff to re-solicit proposals to finance the lease/purchase of said vehicles.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Matrix of Responses	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Finance	Reynolds, Malt	Approved	4/16/2015 - 9 05 PM
City Clerk	Driggers, Betsy	Approved	4/17/2015 - 9 02 AM

City of Palatka, FL  
Series 2015 Sanitation Truck and Police Vehicle and Equipment Financing Summary

	US Bancorp	Regions	AmeriBank	BBVA	PNC	Financial Builders Finance
<b>Proposal Requirements</b>						
<b>Contact Information</b>	Dennis Beauchamp Vice President  East Region O: 904-284-3520 dennis.beauchamp@usb.com	Jan Conrad Market President 1461 Kingsley Ave Orange Park, FL 32073 O: 904-213-7868 jan.conrad@regions.com	Arthur B. Leary Assistant Vice President 601 Reid St. Palatka, FL 32177 O: 386-328-5154 ext. 62227 art.leary@ameribank.com	Andrew G. Smith Sr. Vice President 5130 Parkway Plaza Blvd. Charlotte, NC 28217 O: 803-251-1326 asmth@bbva.com	Edde Edwards Senior Vice President 11246 N. Main St. Archdale, NC 27263 O: 336-434-8508 william.edwards@pnc.com	Blair Swan Vice President 8377 B Hatfield Dr., Suite 115 Scottsdale, AZ 85258 O: 480-419-3634 blairswan@pbfinc.com
<b>Options Bidding on</b>	Option 1, Option 2	Option 1, Option 2	Option 1, Option 2	Option 1, Option 2	Option 1, Option 2	Option 1, Option 2
<b>Final Maturity</b>	4/1/2022	4/1/2022	4/1/2022	4/1/2022	4/1/2022	4/1/2022
<b>Tax Exempt Fixed Interest Rate</b>						
<b>Option 1</b>	1.904%	1.801%	2.090%	1.77%	2.163%	1.950%
<b>Option 2</b>	2.170%	2.118%	2.260%	2.04%	2.163%	2.000%
<b>Option 3</b>	N/A	N/A	N/A	N/A	N/A	N/A
<b>Calculation</b>	Not provided	Not provided	Not provided	Not provided	If funded after April 18, 2015, Rate shall be reset using the following formula: $[(\text{New 5 YR Swap Rate} - 1.75\%) + 65\%] + 2.163\%$	Not provided
<b>Rate Locked to Closing, or Date to be set</b>	16 May 15	27 May 15	Not provided	18 Apr 15	30 May 15	12 May 15
<b>Prepayment Penalty</b>	Prepayable any payment date at 103	None	Not provided	Not provided	Prepayable in whole at 103 after 2 years	Prepayable in whole at 101
<b>Legal/Other Fees</b>	None	None	Not provided	Not provided	Not provided	\$750
<b>Other Conditions</b>	Link to 3 most recent CAFR's Complete Essential Use Application	City Bond Counsel Opinion on Legality	Subject to further review of financial condition and approval by committee	Notify within 5 days of proposal	Subject to Due Diligence and Credit Approval	Executed Copy of all Transaction Documents by Noon the Day Prior to Funding IRMA Representation Letter

*Agenda  
Item*

*3c*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Grant waiver of 30-day Class C Application Deadline for Special Events Permit No. 15-26; Florida Bass Federation Nation Bass Tournament, May 2nd - 3rd, 2015 from 6 a.m. until 5 p.m. - Florida Bass Federation Nation / Joseph Nickol, Applicant**

**SUMMARY:**

Mr. Joseph Nickol has made application for the May 2nd - 3rd, 2015 Florida Bass Federation Nation Bass Tournament. Although Class C special events can be approved by the Special Events Coordinator, this application requires a waiver of the application deadline, which requires City Commission approval. The deadline to apply for a Class C Event Permit is 30 days prior to the event.

**RECOMMENDED ACTION:**

**Grant a waiver of the 30-day Class C Special Events Application Deadline for the Florida Bass Federation Nation Bass Tournament scheduled for Saturday, May 3 through Sunday May 4, 2015 on Saturday, May 2nd, 2015 and Sunday, May 3rd, 2015 from 6 a.m. until 5 p.m.**

**ATTACHMENTS:**

Description	Type
Special Events Permit No 15-26 - Florida Bass Federation Nation Bass Tournament	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	4/17/2015 - 11:08 AM
City Clerk	Driggers, Betsy	Approved	4/17/2015 - 12:37 PM

APPLICATION # 15-26

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 days prior to event

CITY OF PALATKA  
APPLICATION FOR SPECIAL EVENT

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. Joseph Nickol/FBF 102 BROWNS Fish Camp rd EDESENT CITY

b. CONTACT PERSON Joseph Nickol TELEPHONE/CELL 386-546-8726

c. EMAIL JosephNickol@BellSouth.NET FAX # \_\_\_\_\_

2. ADDITIONAL CONTACT

a. CONTACT PERSON #1 TELEPHONE/CELL \_\_\_\_\_

b. EMAIL \_\_\_\_\_ FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY BASS TOURNAMENT

4. DATE & HOURS OF DESIRED USE: 5-2/3-2015 6AM-5PM BOTH days

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)  
CITY DOCK

6. ROAD CLOSURES: N/A

7. REQUEST FOR NOISE VARIANCE(Dates and Times): 5-2/3-2015

8. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): N/A

9. ESTIMATE OF ANTICIPATED ATTENDANCE 40

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT ONE 6x12 TRAILER

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \_\_\_\_\_ \$300.00- 40,000 - 80,000 in attendance per day
- b. CLASS B: \_\_\_\_\_ \$100.00 per day Up to 1,000 persons per day
- c. CLASS C:  \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats and etc.
- d. Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Applications will not be processed and events dates cannot be secured without accompanying application fee.

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.

13. ATTACHED ITEMS:  Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)

Certificate of Insurance SEC 50-222 (See Attached Requirements)

14. Arrangements for police services are REQUIRED for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

**IMPORTANT INFORMATION**

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.

Acceptance of your application should in no way be construed as final approval or confirmation of your request.

Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

Sec. 50-146. The person or persons to whom permission for use of city property is issued shall be liable for any loss, damage or injury sustained by any person whatsoever by reason of the negligence of the person or persons to whom such permission shall have been issued. Event liability insurance, naming the City of Palatka as an additional insured, is required prior to public events. Event liability insurance naming the City of Palatka as an additional insured is also required if a private event is taking place that will impact the City and the use of City Services.

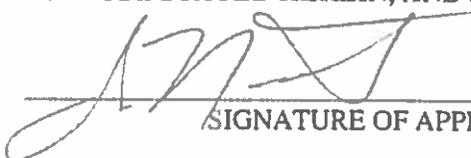
The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense ( including all costs and reasonable attorney's fees ) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

**ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109:** Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for this activity.

**10. CERTIFICATION: I HAVE READ AND UNDERSTAND THE ABOVE CONDITIONS UNDER WHICH THE CITY OF PALATKA HAS GRANTED PERMISSION FOR USE OF THE AREA DEFINED ON PAGE ONE OF THIS APPLICATION FOR THE PURPOSE STATED HEREIN, AND AGREE TO BE BOUND BY SAME.**

4-17-2015  
DATE

  
SIGNATURE OF APPLICANT

**APPROVED:**  
  
SPECIAL EVENTS COORDINATOR      4/17/15  
DATE

\_\_\_\_\_  
CHIEF OF POLICE      DATE

**RETURN TO:**  
THAD CROWE  
SPECIAL EVENTS COORDINATOR  
205 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



## CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: \_\_\_\_\_ Special Events Coordinator: Thad Crowe

- |                                     |                              |                       |                                     |
|-------------------------------------|------------------------------|-----------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | Site Sketch Provided         | Event Classification: |                                     |
| <input type="checkbox"/>            | Tentative Schedule of Events | Class A               | <input type="checkbox"/>            |
|                                     |                              | Class B               | <input type="checkbox"/>            |
|                                     |                              | Class C               | <input checked="" type="checkbox"/> |

To be completed by applicant with typewriter or print legibly in dark ink.

Name of Special Event/ Production: FLORIDA BASS FEDERATION

Type of Event: BASS TOURNAMENT

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)

BASS TOURNAMENT

Location of Event: PALATKA CITY DOCK

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>5-2-15</u>	_____	<u>6</u> <u>AM/PM</u>	<u>5</u> <u>AM/PM</u>
Event Day 2	<u>5-3-15</u>	_____	<u>6</u> <u>AM/PM</u>	<u>5</u> <u>AM/PM</u>
Event Day 3	_____	_____	_____ <u>AM/PM</u>	_____ <u>AM/PM</u>
Event Day 4	_____	_____	_____ <u>AM/PM</u>	_____ <u>AM/PM</u>

Set-up for event will begin on (Date) 5-1-15 at (time) 5 PM

Break down will be completed by (Date) 5-3-15 at (time) 6 PM

Event Sponsor/Organization \_\_\_\_\_

Name of Promoter: \_\_\_\_\_ Tax Exempt No.: \_\_\_\_\_

**Fee Worksheet (to be completed by Special Events Coordinator)**

<b>“Class A” Event</b>	<b>“Class B” Event</b>	<b>“Class C” Event</b>
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee@\$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ \_\_\_\_\_ Per day X \_\_\_\_\_ Days \$ \_\_\_\_\_

Law Enforcement (City)  
Police Officer(s) \$ 23.00 Per hour X \_\_\_\_\_ Officers X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Fire Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Building Inspector \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Public Works Services (only-no charge during regular working hours)

Public Works Personnel # Personnel \_\_\_\_\_ X \_\_\_\_\_ Hours @ \$23/hour \$ \_\_\_\_\_

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X \_\_\_\_\_ Hours \$ \_\_\_\_\_

Sanitation Equipment Fee

# Green Roll-Out Containers \_\_\_\_\_ X \$15.00 Per Container \$ \_\_\_\_\_

Additional Charges (List)

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)** \$ \_\_\_\_\_

To be completed and submitted by applicant prior to meeting with city staff.  
City staff will amend checklist as necessary.

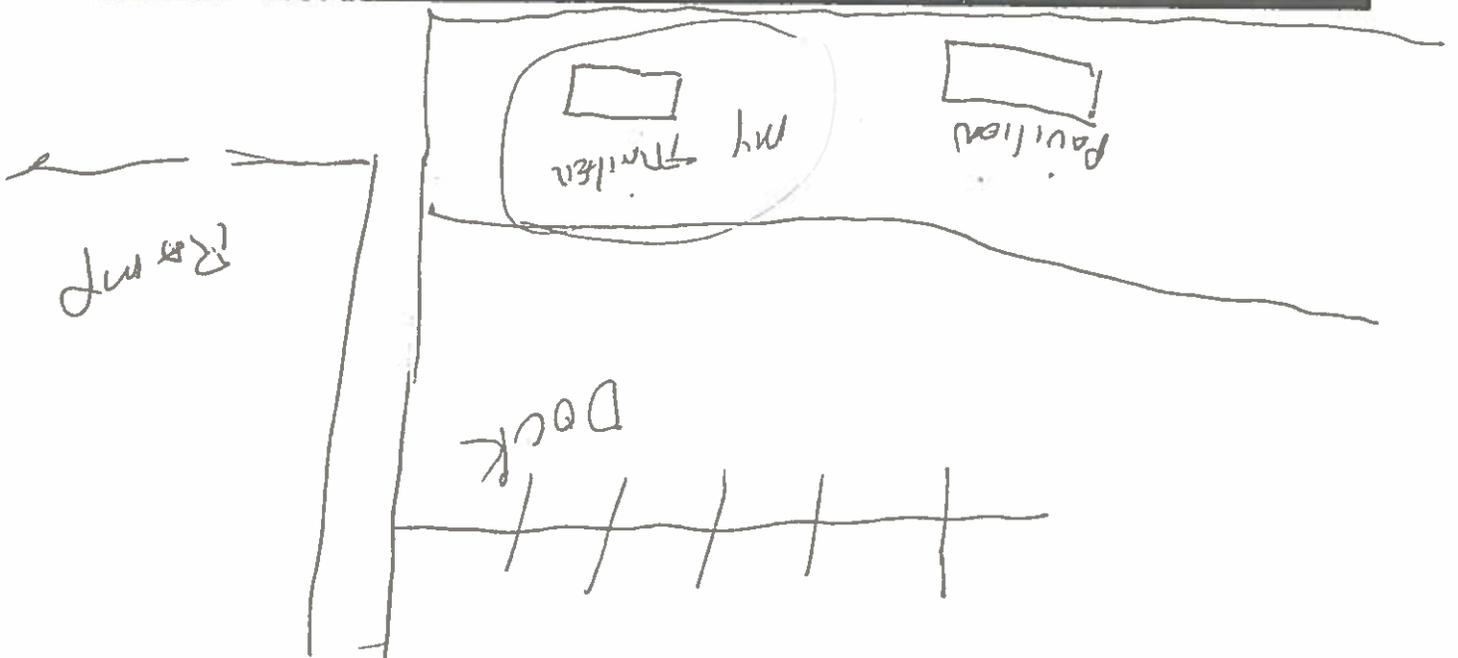
- Estimated peak number of participants (each day of event): Day 1 40  
Day 2 40 Day 3 \_\_\_\_\_ Day 4 \_\_\_\_\_ Day 5 \_\_\_\_\_
- Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: N/A
- Number and location of fire protection services: N/A
- Inspection(s)- date and time requested: (\$23/hour) N/A
- Electrician services- date and time requested: (\$23/hour) N/A
- Emergency medical services: ambulance locations(s) (note on site plan): N/A
- Number of EMS personnel required: (\$23/hour) N/A
- Number and location for portable toilets: (note location on site plan) 1  
supplied by APPLICANT
- Carnival location (if any) (note location on site map) N/A
- Number of sanitation roll-out containers required (\$15/ container) N/A
- Location of parking/transportation services, if any: N/A
- Temporary parking, directional signage needed: N/A
- Type transport vehicles (van, buses, etc.) N/A
- Location of security and emergency vehicle parking on site: N/A
- Public street barricades/street closures/detours: (note locations on site plan) N/A

- Main emergency vehicle access to site (location-also note on site plan): SEE SITE MAP
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): SEE SITE MAP
- Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) N/A
- Number and location of food vendors (note on site plan): N/A
- Staff/ volunteer uniform identification: N/A
- Sound system(s) location: NEXT TO TRAILER - SEE MAP
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): N/A
- Number and location of temporary signs/banners: N/A
- Number and location of promotional visual effects: N/A
- Watercraft: 30 BOATS
- Aircraft: \_\_\_\_\_
- Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): N/A

**Items Outstanding:**

- Site plan
- 501(C) (3) certificate of exemption
- Nonprofit articles of incorporation, charter and mission statement
- Consent letter (event property): property owners on which special event location is held (if not held on city property)

Map scale: 1in. = 0.01 miles  
Notes



# *Agenda Item*

**4**



**SUBJECT:**

**REQUESTS** regarding Baoshan, Yunnan, China Delegation's proposed official visit to Palatka - Sharon Buck

- a. Request to designate Sharon Buck as special liaison to Baoshan Chinese Delegation
- b. Request to execute Official Letter of Invitation to Delegation from Baoshan
- b. Request to name Baoshan, Yunnan, China as Sister City to Palatka

**SUMMARY:**

Citizens of Baoshan, Yunnan, China have notified the City of their intent to visit Palatka to learn more about General Stilwell. An article concerning General Stilwell, a veteran of WWII, is attached, along with an email written to the City of Palatka on behalf of the Baoshan, Yunnan, China representatives seeking an "official invitation letter" in order to get the travel approved. The request does not state who or what agency approves the travel.

Sharon Buck has approached the City of Palatka and requested to be named as Special Liaison to the Baoshan China delegation, and has requested, on the delegation's behalf, that the City of Palatka designate Baoshan China as a "sister city." She has also requested the City issue an official Letter of Invitation to Baoshan delegation members so that they may obtain permission to travel to the United States.

**RECOMMENDED ACTION:**

**Consider request to designate Sharon Buck as special liaison to Baoshan Chinese Delegation, request to execute a letter of invitation to Baoshan Delegation and request to name Baoshan, Yunnan, China as Sister City to Palatka.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Request with correspondence attached	Attachment
<input type="checkbox"/> Request to execute Official Letter of Invitation	Attachment
<input type="checkbox"/> Article - General Stilwell	Attachment

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/15/2015 - 12:10 PM
City Clerk	Driggers, Betsy	Approved	4/15/2015 - 12:10 PM

TERRILL L. HILL  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM  
COMMISSIONER

JUSTIN R. CAMPBELL  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



MICHAEL J. CZYMBOR  
CITY MANAGER

BETSY JORDAN DRIGGERS  
CITY CLERK

MATTHEW D. REYNOLDS  
FINANCE DIRECTOR

JAMES A. GRIFFITH  
INTERIM CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT

DONALD E. HOLMES  
CITY ATTORNEY

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

## REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

**NOTE:** Regular City Commission meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2<sup>nd</sup> Street, Palatka 32177), fax (386-329-0199) or e-mail (bdriggers@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance.

*Meeting agendas close at 10:00 a.m. on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.*

Name of Individual, Organization and/or Group making presentation or request:

SHARON BUCK

Address: 610 S. 14 ST, PALATKA e-mail SHARONBUCK10@COMCAST.NET

Daytime Phone (386) 328-3743 Other ph (386) 530-0380 Fax \_\_\_\_\_

Requested meeting date: April 23, 2015 Meeting date assigned: \_\_\_\_\_  
(For Clerk's Office Use Only)

Request for Commission Action; OR  Presentation Only; no action required

Subject Matter you wish to address: BAOSHAN CHINESE DELEGATION COMING TO PALATKA, NAMING SHARON BUCK AS SPECIAL LIAISON TO THE DELEGATION. PLS SEE ATTACHED INFORMATION (attach additional sheet if necessary)

Commission Action Requested, if any: NAME SHARON BUCK AS SPECIAL LIAISON FOR THE CITY OF PALATKA TO THE BAOSHAN CHINESE DELEGATION; NAME BAOSHAN AS AN INT'L SISTER CITY TO PALATKA

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE CITY COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, AND FOR SUCH PURPOSE MAY NEED TO INSURE THAT A VERBATIM RECORD OF THE PROCEEDINGS IS MADE, WHICH RECORD INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED. FS 288.105

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

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

Sharon Buck  
(386) 328-3743  
(386) 530-0380 cell/text

Mayor Hill, City Manager Allen Bush, and City Commissioners:

The Chinese delegation from Baoshan, China is requesting to visit Palatka and name Palatka as a sister city to them.

Per my conversation with Mr. Bush, I have volunteered to be the liaison between the delegation and the City of Palatka. As I promised Mr. Bush, there will be absolutely no cost incurred by the City of Palatka. I have already secured local businesspeople to help bring about this opportunity for our City.

They would like to visit Palatka in May and I am encouraging them to come during the Blue Crab Festival. They are very interested in learning more about General Stillwell and our area.

I will prepare an itinerary for their two day visit. This will include a tour of the City, the National Guard Amory (because of General Stillwell), and other positive aspects of Palatka.

I will also ensure publicity with the media outlets in Northeast Florida as well as social media.

This will definitely help to enhance the new change and the new vision for our City as well as developing international opportunities between our two countries. Again, there will no costs incurred by the City of Palatka.

Sincerely,

A handwritten signature in black ink, appearing to read "Sharon Buck", written in a cursive style.

Sharon Buck

## Betsy Driggers

---

**Subject:** FW: Proposed visit to City of Palatka.

---

**From:** Vicki Young  
**Sent:** Tuesday, March 31, 2015 8:40 AM  
**To:** Betsy Driggers  
**Subject:** FW: Proposed visit to City of Palatka.

---

**From:** Zou Ning [[mailto:zou\\_n@hotmail.com](mailto:zou_n@hotmail.com)]  
**Sent:** Friday, March 27, 2015 5:27 PM  
**To:** Vicki Young  
**Cc:** Michael J. Czymbor  
**Subject:** Proposed visit to City of Palatka.

Hello Vicki,

City of Baoshan, Yunnan, China would like to send a delegation to visit City of Palatka - General Joseph Stilwell's hometown sometime during this May and July. The primary goal of the proposed 5-day visit is to seek for possibility of building sister city relationship with City of Palatka.

General Stilwell served as commander of the China Burma India Theater during WW II during 1942-1945. His great contribution to Chinese people has never been forgotten. During the proposed visit they plan to meet with your city officials and introduce to each other, collect some information about General Stilwell. Discuss about the possibility of building sister city relationship with City of Palatka.

In order to get the proposed travel approved an official invitation letter is needed from City of Palatka. And I can help to prepare the draft of it for your revision.

Your kind help is highly appreciated.

Sincerely,

Ning Zou, Ph. D., P. E.  
Transportation Engineering Manager  
Public Services - Transportation  
630 East Hopkins  
San Marcos, Texas 78666  
Office : 512.393.8034  
Mobile: 512.739.8306

## Betsy Driggers

---

**From:** Allen Bush  
**Sent:** Wednesday, April 15, 2015 4:44 PM  
**To:** Betsy Driggers  
**Subject:** FW: Sharon - Chinese Delegation  
**Attachments:** Draft invitation letter.docx

**Importance:** High

---

**From:** Sharon Buck [<mailto:sharonbuck1@comcast.net>]  
**Sent:** Tuesday, April 14, 2015 6:19 AM  
**To:** Allen Bush  
**Cc:** Terill Hill; Mary Brown; Justin Campbell; Rufus Borom; James Norwood  
**Subject:** Sharon - Chinese Delegation  
**Importance:** High

Good morning:

Per my conversation with you last week, I am pleased to coordinate and be the special liaison between our City and the Baoshan delegation. As I mentioned to you, Al, I will ensure that they will be absolutely no costs incurred by the City for this visit. I have already secured private funding for meals and transportation.

Attached is a letter that Zou Ning needs to have signed and emailed back to me (or I can come by and pick it up today). This is an invitation letter from our City to the Baoshan officials. They need the letter so they can obtain visas to come to the United States.

After a brief discussion with Mr. Campbell prior to the last City Commission meeting, he suggested we try to get them here for the Blue Crab Festival. I have suggested that to Mr. Zou and he stated he will try to get them to come here for the festival.

While they have a suggested itinerary, we can change that and I think a tour of our City should be included, along with them seeing the golf course, the airport, the riverfront, and the water taxis. As I mentioned above, I have already spoken with several restaurant owners and meals can be provided for them.

I have already submitted a request to be on the agenda for the next City Commission meeting on April 23<sup>rd</sup> to be officially named as the Special Liaison for the City of Palatka to the Baoshan delegation.

This is a wonderful opportunity for our City to establish an international symbiotic sister city relationship with Baoshan. I will ensure we receive local and Northeast Florida media coverage for this event. While the City Manager, the Mayor, and City Commissioners may not be able to attend everything, I will make you aware of the best photo ops so we can present you, the leaders of our community, in the best light possible for the best media coverage possible.

If you have any questions, suggestions, or comments, feel free to let me know. Let's make this happen for our City!

Have an amazing day!

Sharon  
Sharon Buck  
(386) 328-3734

(386) 530-0380 cell/text

April 14, 2015  
Mr. Li Zhengning  
Vice Mayor  
Baoshan Municipal People' s Government

Dear Mr. Li Zhengning

I am pleased to invite you and your delegation of six members to visit the City of Palatka, Florida during May to July, 2015 as part of your five-day trip to America.

I am convinced that your delegation members will definitely receive a warm welcome in the City of Palatka, Florida. We believe the meeting between your delegation and our officials would be beneficial to the purpose of your visit to America, which as I understand, is to collect historical material about General Stilwell and the American Volunteer Group for your oncoming ceremony of the 70<sup>th</sup> Anniversary of the Dianxi Second Sino-Japanese War and also to build a sister city relationship between Baoshan and Palatka. We understand you would also like to meet with the US Army Veterans, visit family members and offspring of American Volunteer Group.

This invitation letter is specifically for the following delegation members:

No	Name	Gender	D. O. B	Unit	Position
1	Li Zhengning	M	1968. 12. 30	Baoshan Municipal People' s Government	Vice Mayor
2	Ai Huaisen	M	1968. 05. 16	Baoshan Municipal Bureau of Culture, Radio, Television, Press and Publication	Director General
3	Zhang Jie	F	1970. 03. 01	The Foreign Affairs Office of Baoshan Municipality	Deputy Director
4	Xin Kaichun	M	1965. 03. 08	Baoshan Radio and Television	Deputy Director & Senior Editor
5	Cun Wei	M	1968. 07. 21	Tengchong County People' s Government of Baoshan Municipality	Deputy County Magistrate
6	Yang Xinjin	F	1978. 11. 29	Longling County People' s Government of Baoshan Municipality	Deputy County Magistrate

The itinerary of delegation will be like this:

Day 1 Arrive USA

Afternoon, meeting with Palatka officials

1. Introduce City of Baoshan;
2. Introduce City of Palatka, Florida;
3. Introduce Baoshan history of Second Sino-Japanese War and current cultural development.

Day 2 Meeting with Palatka officials

1. Collect historical materials of General Stilwell;
2. Detailed discussion about build sister city relationship between Baoshan and Palatka;
3. Sign letter of intent for sister city relationship between City of Baoshan and Palatka.

Day 3 Visit Kennedy Space Center, introduce Tenchong Dianxi Second Sino-Japanese War Museum, exchange and collect historical material of American Volunteer Group and the Hump Airline.

Day 4 Meeting with the US Army Veterans, visit family members and offspring of American Volunteer Group.

Day 5 Depart from USA

It is our understanding that you and your delegation will be responsible for your own transportation and other expenses while in the USA. If you have any questions, please feel to contact Sharon Buck, Special Liaison for the City of Palatka for your visit. Her contact information has been provided to Zou Ning.

We look forward to meeting you.

Best Regards.

Sincerely yours,

Allen Bush  
Interim City Manager  
City Hall  
201 N. 2nd St.  
Palatka, FL 32177  
Phone: 386-329-0100, ext. 230  
Fax: 386-329-0106

# "We're Out To Win Battles, Not Dress Parades"

by Allegra Kitchens

So how's it feel to come from the county where one of the country's best-known World War II generals was born?

What general, you ask?

General Joseph (Joe) Warren Stilwell, commander of the United States Forces in the China-Burma-India Theater of War operations, and a soldier who didn't know the meaning of quit.

If you learn his nickname was "Vinegar Joe", it may give you some idea of his reputation. But, as anyone who served in the Far East could have told you, Stilwell had his work cut out for him there.

About that Putnam connection. His parents, Benjamin and Mary A. Penne Stilwell, moved to Palatka in 1880 and settled in the area between Rice Creek and Crystal Cove where they had a lumber business.

Three years later, their son, Joe, was born on March 19, 1883. In those days women had their babies at home and Dr. Joseph E. Warren of Palatka probably arrived by horse and buggy to deliver him.

Benjamin Stilwell and Warren were good friends, so good that when his son was born Stilwell named him for the doctor.

Shortly after Joe's birth the family moved to Yonkers, N.Y. where Joe attended school, graduating from Yonkers High School in 1899. In 1900, he was appointed to the United States Military Academy at West Point by President William McKinley.

While at West Point, Joe served as captain of the cross-country track team and scored the winning points in the track meet of 1904. He introduced basketball at the Academy and served as manager of the first basketball team from 1903 to 1904.

He graduated 32nd in a class of 124 from West Point in 1904 with a bachelor of science degree and the rank of second lieutenant in the army. Twenty one, he joined the infantry standing five foot nine and weighing 145 pounds.

His first assignment was the Philippine Islands where he served from 1904 until 1906 when he was sent back to West Point as "Instructor of Modern Languages" and he taught there through 1910. On Oct. 18, 1910 Stilwell married Winifred Alison Smith. They would have five children.

Promoted to first lieutenant, he served again in the Philippines from 1911 to 1912. In August of 1913 he was sent back to West Point as an instructor. Joe was promoted to captain in July of 1916 and to major in August of the same year.

On April 6, 1917, the United States entered World War I to "make the world safe for democracy," and in December of 1917 Stilwell was assigned to the American Expeditionary Force as a staff officer and promoted to the rank of colonel. He served his first four months in France with the 58th Division. He served as chief intelligence officer for the IVth corps and prepared the American offensive at St. Mihiel, for which he was awarded the Distinguished Service Medal. Joe also participated in the Battle of the Meuse-Areogonne offensive.

He also showed the stuff that would earn him his nickname. In charge of the United States Army of Occupation marching into the Rhineland, he found the road blocked by civilian automobiles whose drivers showed no disposition to move.

"Get baseball bats from the Chaplain," barked Stilwell. Before the clubs began to swing, the organized traffic jam dissolved.

From 1919 to 1923, he studied the Chinese language at the University of California, followed by three years studying Chinese in Peking. In 1924, Stilwell graduated from Fort Benning Infantry School and went to the Command and General Staff School at Fort Leavenworth.

After serving as U.S. military attache to China and Siam (now Thailand), he was promoted to brigadier general and commanded the 3rd Infantry Brigade at Fort Sam Houston, Texas. Then he activated and commanded the 7th Division at Fort Ord, Calif. He



General Joseph W. Stilwell  
A portion of the Burma Road was renamed in his honor

Continued on page 18

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Continued from page 16

took command of the III Army Corps in July of 1941, as a lieutenant general.

After Dec. 7 of that year, the U.S. enter World War II and Stilwell was once again headed to war.

In February of 1942, he became commander of U.S. forces in the China-Burma-India Theater of War operations. His ability, knowledge of many of the Chinese dialects and intimate understanding of the Chinese people and of the underlying psychology of China were given as reasons for the appointment.

He also served as Chief of Staff to Chinese General Chiang Kai-Shek and was placed in command of the Chinese 5th and 6th Army Corps, an assignment that proved a trial.

Frequently described as a soldier's soldier, he had a passion for training troops and leading them in the field. But he was also a scholar. He wrote Chinese and spoke 11 dialects of the language plus being an authority on Chinese art and literature. When he talked to Chinese soldiers, it was in their own tongue.

Sgt. Ed Cunningham, YANK staff writer, wrote of the 61-year-old soldier in 1944: "Gen. Joseph W. Stilwell, the U.S. Army's

newest four-star general, is as regular and down-to-earth as the scuffed GI shoes he wears when tramping through the Burma jungles.

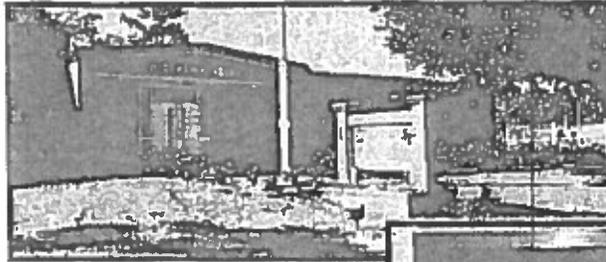
"Known among his men as Vinegar Joe or Uncle Joe, he is no glamour-boy general. He's a tough, frank old Army man who hates Japs with unwavering intensity.

"What goes for Gen. Stilwell goes for his men. They wear clothes best adapted for jungle fighting without fear of being eaten out by some very GI superior. Uncle Joe justified such departures from military custom with a typical Stilwell explanation: 'We're out to win battles, not dress parades.'

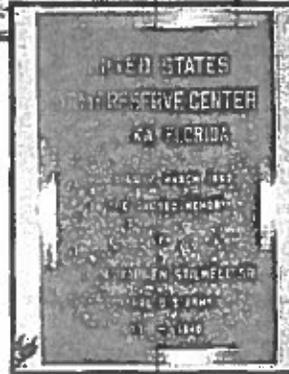
"Lean and wiry, without an ounce of excess weight, Gen. Stilwell has the energy of a man half his age. Uncle Joe can usually be found where the firing is heaviest. He scorns the comfortable rear echelon headquarters in New Delhi, preferring to stay up with his men. His combat headquarters is usually within artillery range of the enemy's lines.

"General Stilwell took a licking in Burma, but he candidly admitted it. Grimly confident, even in 1942's dark days, he said he would go back to

Continued on page 19



The Army Reserve Center in Palatka is named in honor of Gen. Stilwell. The building was dedicated in 1962 and is located on Stilwell Avenue off St. Johns Avenue. A brass plaque and picture of the general have a place of honor inside.



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Continued from page 18

retake ground he had lost. He's making good on that promise now, having recaptured Northern Burma in the only really successful Allied offensive yet staged in the Far East."

Richard Wilmar Rowan writing for the *Philadelphia Inquirer* had this to say: "In making his historic exit from stricken Burma, Stilwell showed his admiring Chinese allies, the enemy and the world his soldiership. At the head of 120 Americans, British, Chinese and Burmans, he took up the march after poor roads compelled the party to abandon motor transports and jeeps. He ruled that the few horses were for nurses and wounded; with the humblest trooper he shared privations of the 200-mile trek over mountains, wading rivers, through disease-stricken country."

"With the Japanese two days' march behind, he encouraged and cheered his straggling band as they slept in the flea-infested huts, subsisted on starvation rations on that twenty-five day march to the Indian border. The oldest member of the party, it was believed few would have reached the end of that journey without his aid."

Stilwell was sent back to the United States in June of 1945 to command the 10th Army. In December of 1945, he directed the final phases of the Okinawa Campaign, and was appointed Commanding General of the Western Defense Command and Commanding General of the 6th Army. He died Oct. 12, 1946 in San Francisco, Calif.

His awards and decorations include in World War I the Distinguished Service Medal and in World War II the Distinguished Service Cross, Oak Leaf Cluster to DSM, Legion of Merit and Combat Infantryman's Badge.

While his stay in Putnam was brief, his presence remains. The Army Reserve Center in Palatka is named in his honor. His son,

Continued on page 22



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email: cbbates@bellsouth.net

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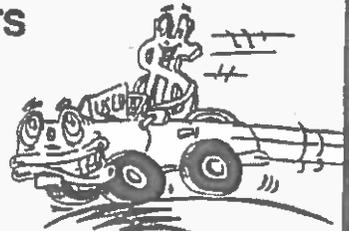
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## Stilwell

*Continued from page 19*

Brig. Gen. Joseph W. Stilwell, Jr., was guest speaker on March 7, 1962 when the 4,500 square foot center was dedicated.

Here is in part what the *Palatka Daily News* had to say about the occasion: "The handsome brick building, set amidst the tall southern pines, stood as a stately tribute to one of our nation's heroes."

"Named for the man who gave the United States the first taste of victory in the Pacific theater of World War II, the Center epitomizes the basic philosophies of his military genius, thorough combat training before engaging the enemy."

"As any Reservist will quickly admit, it is with this theory that the Military Reserves was established and is maintained."

Americans got a reminder of the exploits of Stilwell in 1971 when noted historian Barbara W. Tuchman brought out her best seller, *Stilwell and the American Experience in China - 1911-45*. It was saluted not only as a biography but as "the most informative book the American public has ever had on the difficulties and failures of the American relationship with China." ■

## DeLoach

*Continued from page 13*

of rejuvenating the district are high. He points to the tremendous amount of history here and would like to see that used as a means of attracting tourists and shoppers.

**Future projects:** George is an accomplished rodeo announcer who filled in one weekend in Lakeland when the scheduled announcer didn't show. He's turned his gift for gab into a second job that takes him all around the southeast on weekends. This year he's announced 38 rodeos. "I'm just about burned out. I'm cutting

back," he declares. That means only 28-30 shows next year "I don't travel as far as I used to. Atlanta, Talladega (Ala), that's far as I'm going." He met his wife, Anne, at a local roping competition while he was riding bucking horses and competing roping. She still barrel races as does their daughter, Heather

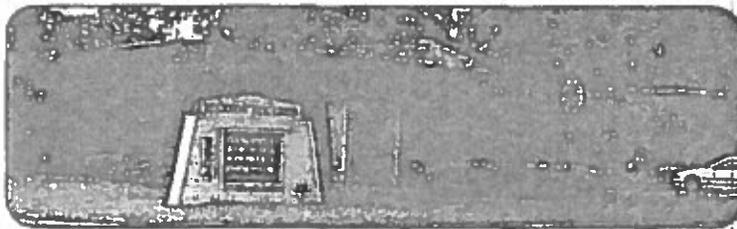
**Remarks about Palatka:** "There's a lot of pride here. Look what Walt and Pauline Pellicer are doing to turn the old Wils Conant house into a bed-and-breakfast. Those places bring in a of people. Blue Crab Festival's another example. People co and see what we've got here and maybe they'll stay or visit ags All these things make a difference." ■

## Caputo

*Continued from page 14*

up with so much they began renting booths to sell the exce They eventually decided to open their own store and rent space others. Currently they have 70 plus dealers renting floor and sh space. The building they revamped once housed Johns Overturf Funeral Home. Their store opened around Christmas 1997 and Gene says, "We should have done this 10 years ago. **Future projects:** While not every business welcomes competition, Gene sees nothing but advantages in the four other proje ed antique stores expected to open in Palatka within the next ye He's working on putting together an antique dealers associati as well as a brochure and guide for antique dealers. The m dealers there are, he says, the more apt people are to make a c of it in the area.

**Remarks about Palatka:** "There's Southern charm and hospit ity here. That's what we fell in love with. We saw the downto as a diamond in the rough ... and if what we're doing is any in cation, we've got a pretty good future." ■



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# St. Johns Eye Care

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**(904) 328-5141**

Dr. Gerald Deputy  
Dr. Robert Mitchem  
Dr. John Lennon



*Agenda  
Item*

5



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**RESOLUTION** affirming support of the Palatka Housing Authority's application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program - Adopt - *Tabled on 4/9/15 to a time certain of 4/23/15*

**SUMMARY:**

The adoption of this ordinance was tabled at the April 9, 2015 meeting. The City is faced with a lack of housing options for old and new residents, both subsidized and non-subsidized. Because of the lack of growth within the City, the tax base has diminished and we are looking at means to shore up the tax base by limiting the non-taxable properties and programs that exist. One such program is public housing. As a result of the lack of growth, public housing represents approximately 25 percent of the total housing stock of the City. It should be noted that the public housing stock has not increased in the past 35 years. In fact, it has decreased.

Recently, A meeting was held between Mayor Hill, John Nelson and Jonathan Griffith to discuss ways to increase the number of quality single-family owner occupied homes. While it is not the primary purpose of the public housing program to develop taxable housing, the Authority believes that it can assist the City in doing so. Mr. Nelson informed us of the availability of the Federal Home Loan Bank of Atlanta's Competitive Affordable Housing Program. The program funds can be used as equity financing towards new construction or the acquisition of vacant or improved property for rehabilitation. This program has been utilized by the Authority in the past to develop a sales program within the City and produced 11 taxable affordable properties.

Staff is proposing a resolution affirming the City's support of a Palatka Housing Authority application for funds and a joint Commission and PHA board planning session to discuss the project and the future role of public housing in Palatka.

**RECOMMENDED ACTION:**

**Adopt the resolution affirming support of the Palatka Housing Authority's application for the 2015 Federal Home Loan Bank of Atlanta Competitive Affordable Housing Program.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Resolution - FHA AHP Support	Resolution
<input type="checkbox"/> Resolution - FHA AHP Support	Resolution

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/14/2015 - 3:56 PM
City Clerk	Driggers, Betsy	Approved	4/14/2015 - 3:56 PM

**RESOLUTION No. 2015-11-25**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
AFFIRMING SUPPORT OF THE PALATKA HOUSING  
AUTHORITY'S APPLICATION FOR THE 2015-2017  
FEDERAL HOME LOAN BANK OF ATLANTA  
COMPETITIVE AFFORDABLE HOUSING PROGRAM**

**WHEREAS**, The Federal Home Loan Bank of Atlanta (FLB) Affordable Housing Program (AHP) provides up to \$500,000 in real estate equity that can be used to help finance rental and ownership housing;

**WHEREAS**, the City of Palatka (the City) and the Palatka Housing Authority (PHA) desire to create affordable single family owner occupied housing opportunities with the municipal boundaries of the City (the Project);

**WHEREAS**, the City and PHA have monetary, real property and in-kind resources they may use to complete the Project;

**WHEREAS**, it is in the best interest of the City of Palatka to move forward with the Project.

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

1. That the Palatka Housing Authority and City of Palatka shall seek Federal Home Loan Bank of Atlanta Affordable Housing Program funds for single family owner occupied housing; and
2. That the City of Palatka and Palatka Housing Authority shall hold a joint Planning Session to discuss the project and the future of Public Housing in Palatka.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 9<sup>th</sup> day of April, 2015.

**CITY OF PALATKA**

By: Its MAYOR

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

# Federal Home Loan Bank of Atlanta Affordable Housing Program (AHP) Competitive 2015-2017 Schedule

FHLBank Atlanta's Affordable Housing Program (AHP) Competitive provides each awarded project up to \$500,000 in real estate equity that can be used to help finance rental and ownership housing.

## Supporting Your Business Development Goals

As a lender, you can:

- Reach new customers and borrowers
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- Facilitate economic development, job creation, and tax base growth

## Flexible, Efficient Funding

As a developer, you can access a reliable, flexible source of real estate equity funding that can be deployed quickly and efficiently to support projects of all sizes. Funding can be used for new construction and the acquisition of vacant or improved property for rehabilitation. Eligible projects include:

- Apartments
- Subdivisions
- Supportive/social services housing
- Mixed-use developments
- Single-family homes

## A Reliable Source of Funding

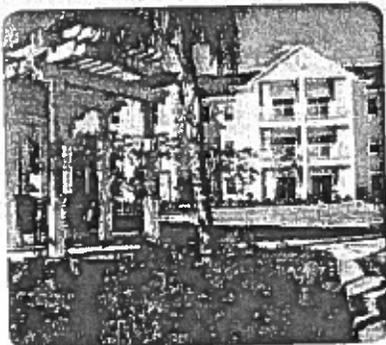
Since 1990, FHLBank Atlanta has awarded more than \$800 million in real estate equity through the AHP program to assist in the financing of over 125,000 affordable units of rental and ownership housing. These funds facilitated over \$11 billion of development in your communities – a more than 1:14 ratio of AHP equity to total development financing.



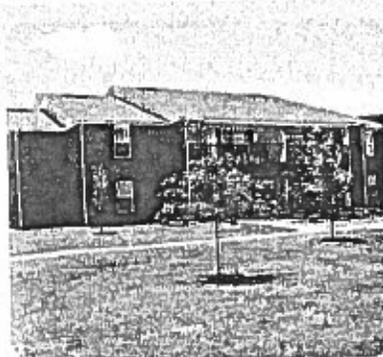
**The Greens at Rolling Road**  
Baltimore, MD  
Rental: 83 Units  
AHP: \$373,500  
Total Development: \$13,682,808



**Sweetbriar**  
Abingdon, VA  
Rental: 20 Units  
AHP: \$150,000  
Total Development: \$3,951,400



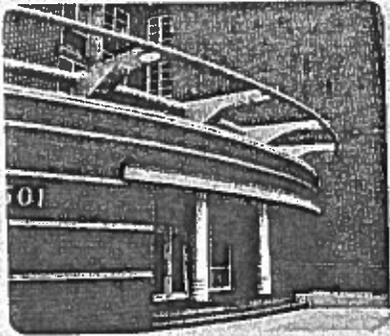
**Laurel Oaks**  
Okeechobee, FL  
Rental: 80 Units  
AHP: \$500,000  
Total Development: \$12,210,311



**McCay's Landing II**  
Oneonta, AL  
Rental: 32 Units  
AHP: \$96,000  
Total Development: \$3,834,336



**Deerfield Village**  
Hardoeville, SC  
Single-family rental: 28 Units  
AHP: \$250,000  
Total Development: \$4,620,118



**Edgewood Terrace**  
 Washington, DC  
 Rental with supportive services: 292 Units  
 AHP: \$1,200,000 (subsidy and loan)  
 Total Development: \$22,306,347



**Williams Square Apartments**  
 Durham, NC  
 Supportive Housing: 24 Units  
 AHP: \$476,000 (subsidy and loan)  
 Total Development: \$2,218,300



**The Villages at Carver**  
 Atlanta, GA  
 Rental: 224 Units  
 AHP: \$500,000  
 Total Development: \$19,911,395

## FHLBank Atlanta AHP Competitive 3-YEAR APPLICATION SCHEDULE



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 jbrockmann@fhlbatl.com

Don Billingsley  
 404.888.8341  
 dbillingsley@fhlbatl.com

James Monaghan  
 404.888.8429  
 jmonaghan@fhlbatl.com

Glenn Stewart  
 404.888.5348  
 gstewart@fhlbatl.com

Clarissa Weaver  
 404.888.5687  
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# *Agenda Item*

6



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**PUBLIC HEARING** - 3314 Crill Ave - Planning Board Recommendation to Annex and Rezone from Putnam County CPO (Commercial, Professional, Office) to City C-1A (Neighborhood Commercial) - Drs. Errol and Andrea Findlater, owners; Palatka Building & Zoning Dept, Applicant

\*a. **ANNEXATION ORDINANCE** - 1st Reading

\*b. **REZONING ORDINANCE** - 1st Reading

**SUMMARY:**

This is the first reading of an ordinance annexing 3314 Crill Ave. into the city limits and also an ordinance rezoning the property to a city classification. This is a voluntary annexation in which the property owner is requesting City utilities. At the time of second reading a third ordinance will assign a Comprehensive Plan Future Land Use Map designation for the property.

**RECOMMENDED ACTION:**

Pass on first reading an ordinance annexing 3314 Crill Ave. into the City and an ordinance assigning C-1A (Neighborhood Commercial) zoning to the property. 2nd reading scheduled for May 14th.

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Annexation Ordinance	Ordinance
<input type="checkbox"/> Rezoning Ordinance	Ordinance
<input type="checkbox"/> Staff Report	Backup Material
<input type="checkbox"/> Powerpoint Presentation	Backup Material
<input type="checkbox"/> Application	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/10/2015 - 1:44 PM
City Clerk	Driggers, Betsy	Approved	4/14/2015 - 2:13 PM

This instrument prepared by:  
Thad Crowe, AICP  
City of Palatka  
201 N. 2<sup>nd</sup> St.  
Palatka, FL 32177

ORDINANCE NO. 15 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3314 CRILL AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

**WHEREAS**, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, signed by the freehold owner of the property sought to be annexed, to wit: Errol N. & Andrea Findlater, and

**WHEREAS**, Chapter 171.044, Florida Statutes, permits the voluntary annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka; and

**WHEREAS**, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

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

**Section 1.** That the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida, containing approximately 1.0 acres, said lands being described as follows:

**DESCRIPTION OF PROPERTY:**

PT OF W1/2 OF NE1/4 BK65 P399 (EX OR490 P1436) P6 (Being 3314 Crill Avenue / tax parcel # 11-10-26-0000-0030-0000).

**Section 2.** The property hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

**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 14<sup>th</sup> day of May, 2015.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**Its Mayor**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**City Attorney**

This instrument prepared by:  
Thad Crowe, AICP  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. 15 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM PUTNAM COUNTY CPO (COMMERCIAL PROFESSIONAL OFFICE) TO CITY OF PALATKA C-1A (NEIGHBORHOOD COMMERCIAL) FOR 3314 CRILL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

**WHEREAS**, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said property: Errol N. and Andrea Findlater, for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

**WHEREAS**, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on March 3, 2015, and two public hearings before the City Commission of the City of Palatka April 23<sup>rd</sup>, 2015 and May 14, 2015; 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 PEOPLE OF THE CITY OF PALATKA, FLORIDA:**

**Section 1.** The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described properties from their present Putnam County zoning classification to City zoning classification as noted above.

**DESCRIPTION OF PROPERTIES:**

PT OF W1/2 OF NE1/4 BK65 P399 (EX OR490 P1436) (Being 3314 Crill Avenue / tax parcel # 11-10-26-0000-0030-0000).

**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.** 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 14<sup>th</sup> day of May, 2015.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

**Case 15-09: 3314 Crill Ave.**  
**Request to Annex, Amend Future Land Use Map and Rezone**  
Applicant: Building & Zoning Dept.

**STAFF REPORT**

**DATE:** February 25, 2015  
**TO:** Planning Board members  
**FROM:** Thad Crowe, AICP  
Planning Director

**APPLICATION REQUEST**

To annex, amend FLUM, and rezone the following property as noted below. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.



*Figure 1: Site and Vicinity Map (property outlined in red)*

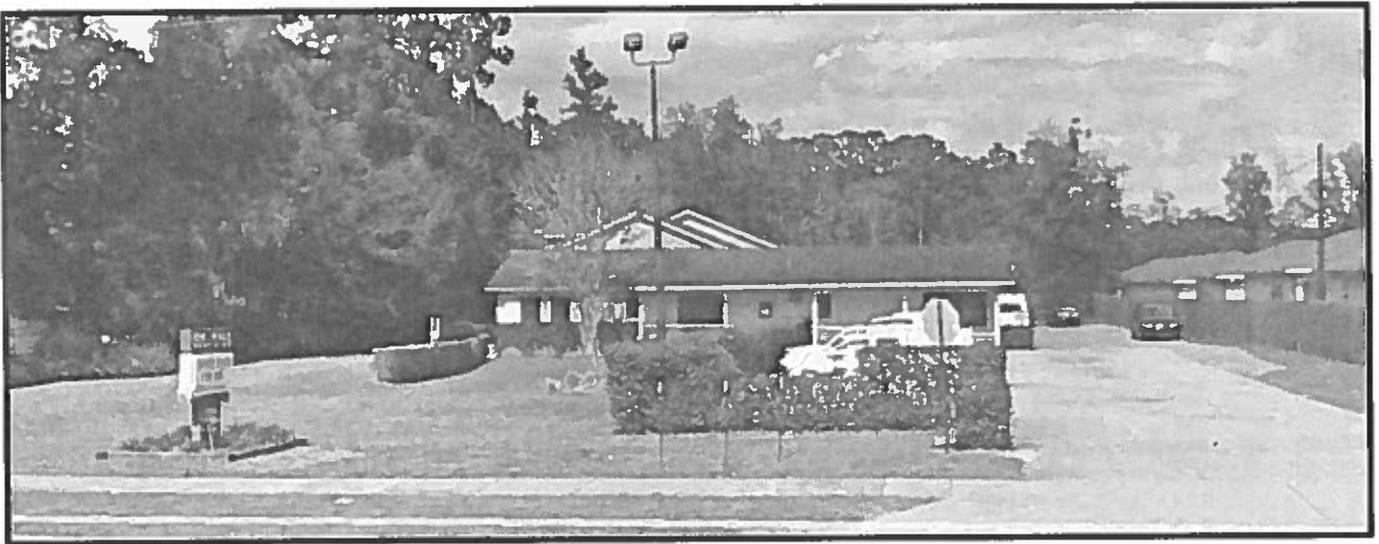


Figure 2: Property – Annie Spells public housing complex to right.

**APPLICATION BACKGROUND**

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and multi-family zoning. There is a four-unit office building on the property.

The property and its current and proposed FLUM and zoning classifications are shown below.

**Table 1: Current and Proposed Future Land Use Map and Zoning designations**

Future Land Use Map Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
US (Urban Service)	COM (Commercial)	CPO (Commercial Professional Office)	C-1A (Neighborhood Commercial)

The applicant is voluntarily annexing into the City to hook up to the City’s water and sewer systems. Staff is presenting these applications as administrative actions, as opposed to an action by each property owner, due to the rationale presented below.

1. Revenue Recovery. The taxes collected from this property will defray the administrative expense of the annexation fairly quickly.
2. Comprehensive Plan Support. Public Facilities Element Policy D.1.2.1 directs the City to proactively annex properties served by water and sewer into the City. Language in the adopted Evaluation and Appraisal Report of the Comprehensive Plan compels the City to again proactively work to diminish and eventually eliminate enclaves. City staff believes this directive is sufficient to submit these actions as administrative applications.
3. Economic Development. By encouraging voluntary annexation and requiring annexation of agreement properties, the City is working to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

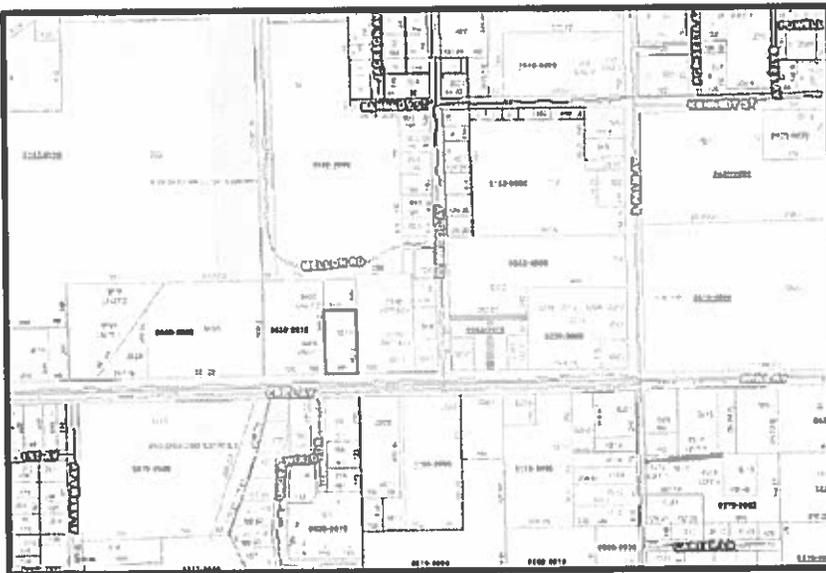
## **PROJECT ANALYSIS**

### **Annexation Analysis**

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, properties must be contiguous to the annexing municipality and second, properties must also be "reasonably compact."

**Contiguity.** F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality's boundary. As indicated in Figure 1, the property is contiguous to the City limits, which are across Kelley Smith Road (statutes do not consider rights-of-way and interrupting contiguity).

**Compactness.** The statute also provides a definition for compactness that requires an annexation to be for properties in a single area, and also precludes any action which would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing the property meets the standard of compactness as it does not create an enclave, pocket, or finger area but in fact reduces the greater County enclave along the section of Crill Ave. (see map below).



### **Future Land Use Map Amendment Analysis**

Criteria for consideration of comprehensive plan amendments under F.S. 163-3187 are shown in italics below (staff Comment follows each criterion, and comprehensive plan extracts are underlined).

*List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.*

The proposed amendment is in keeping with the following objective and policies of the Comprehensive Plan, and does not conflict with other plan elements.

#### **Policy A.1.9.3**

##### **A. Land Use Districts**

##### **1. Commercial**

*Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. Residential uses are allowed within Downtown zoning districts, at an overall density of 20 units per acre and are subject to additional project density, design and locational standards set forth in these zoning districts (Ordinance # 11-22). The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel and a floor area ratio of 1.5, except that a floor area ratio of up to 4.0 is allowed in downtown zoning districts. Intensity may be further limited by intensity standards of the Zoning Code. (Ordinance # 12-50). Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use. See Policy A.1.3.2.*

**Staff Comment:** the property is now in the County's Urban Service FLUM category, which allows nonresidential uses limited by a Floor Area Ratio of 1.0 <sup>1</sup> and a maximum impervious surface <sup>2</sup> ratio of 85%. The City's COM FLUM allows a higher FAR of 1.5 and a slightly lower impervious surface of 70%, with both being comparable to the County's intensity limits. Section 94-111(b) allows the C-2 zoning category within the COM land use category.

*Provide analysis of the availability of facilities and services.*

**Staff Comment:** the property is in close proximity to urban services and infrastructure including city water and sewer lines (both within the Crill Ave. right-of-way).

*Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.*

**Staff Comment:** The property is within a commercial corridor that is suitable for the proposed commercial FLUM designations. Staff is not aware of any soil or topography conditions that would present problems for development, or of any natural or historic resources on these developed sites.

*Provide analysis of the minimum amount of land needed as determined by the local government.*

**Staff Comment:** not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

*Demonstrate that amendment does not further urban sprawl, as determined through the following tests.*

- *Low-intensity, low-density, or single-use development or uses*
- *Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*
- *Radial, strip, isolated, or ribbon development patterns.*
- *Development that fails to adequately protect and conserve natural resources and agricultural activities.*
- *Development that fails to maximize use of existing and future public facilities and services.*

---

<sup>1</sup> Floor Area Ratio is a measurement of intensity defined as the size of the property divided by the square footage of a building. For example a FAR of 1.0 allows a building of 43,560 square foot on a lot of the same size.

<sup>2</sup> Impervious surface is the area that will not absorb rainwater, including paved areas, building areas, and pond/water areas.

- Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.
- Development that fails to provide a clear separation between rural and urban uses.
- Development that discourages or inhibits infill development and redevelopment.
- Development that fails to encourage a functional mix of uses.
- Development that results in poor accessibility among linked or related land uses.

**Staff Comment:** the location of this property within the City's urbanized area ensures that urban services are available. These uses do not represent urban sprawl.

### Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board shall study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff comment follows each criterion).

*1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:*

*a. Whether the proposed change is in conformity with the comprehensive plan.*

**Staff Comment:** as previously noted, the application is supported by the Comprehensive Plan.

*b. The existing land use pattern.*

**Staff Comment:** The property is located in an established commercial corridor.

*c. Possible creation of an isolated district unrelated to adjacent and nearby districts.*

**Staff Comment:** Properties in the vicinity to the east have the C-2 zoning designation (Sav A Lot shopping center, Family Dollar at Crill & Palm, etc). Rezoning the property to C-1A provides a similar commercial zoning category that employs a step-down in intensity, appropriate due to the adjacent residential uses.

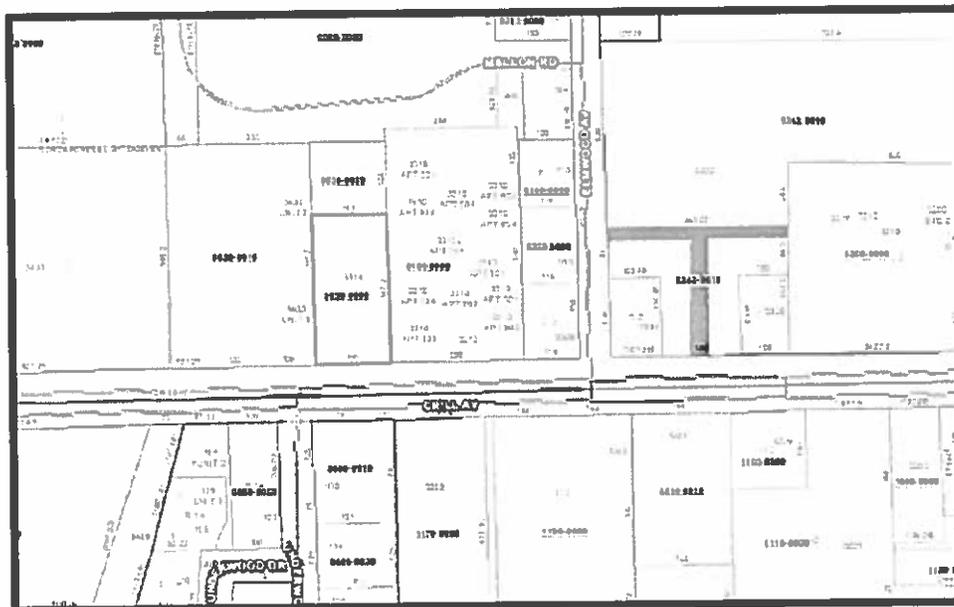


Figure 4: Vicinity zoning – R-3 (multi-family) immediately to east, C-2 further east

*d. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

**Staff Comment:** Roadway capacity is available on area roadways and the impacts of these uses on road and utility capacity will be negligible, particularly since the uses are already present.

*e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*

**Staff Comment:** See response to c. above.

*f. Whether changed or changing conditions make the passage of the proposed amendment necessary.*

**Staff Comment:** Not applicable.

*g. Whether the proposed change will adversely influence living conditions in the neighborhood.*

**Staff Comment:** Rezoning the property to a designation similar to the current County zoning will not adversely affect neighborhood living conditions.

*h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*

**Staff Comment:** the property proposed for rezoning is already developed and thus traffic congestion or public safety will not be affected.

*i. Whether the proposed change will create a drainage problem.*

**Staff Comment:** No drainage problems are anticipated for this already-existing use.

*j. Whether the proposed change will seriously reduce light and air to adjacent areas.*

**Staff Comment:** The already-developed property does not have excessive height, density, or intensity to reduce light and air to existing adjacent areas.

*k. Whether the proposed change will adversely affect property values in the adjacent area.*

**Staff Comment:** see response to g. above.

*l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.*

**Staff Comment:** based on the previous responses, the changes will not negatively affect the development of adjacent properties.

*m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.*

**Staff Comment:** providing a FLUM and zoning designations to property that are similar to the designation of surrounding properties and are similar to the existing County FLUM and zoning is not a grant of special privilege.

*n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.*

**Staff Comment:** The City commercial land use and zoning are in keeping with the existing use.

*o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.*

**Staff Comment:** the property and its use are not out of scale with the neighborhood and City.

*p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

**Staff Comment:** not applicable.

*q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*

**Staff Comment:** not applicable.

**STAFF RECOMMENDATION**

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of Future Land Use Map category to COM, and rezoning to CPO for 3314 Crill Ave.



**PLANNING BOARD MEETING  
MAR. 3, 2015**



# Case 15-09 3314 CRILL AVE.

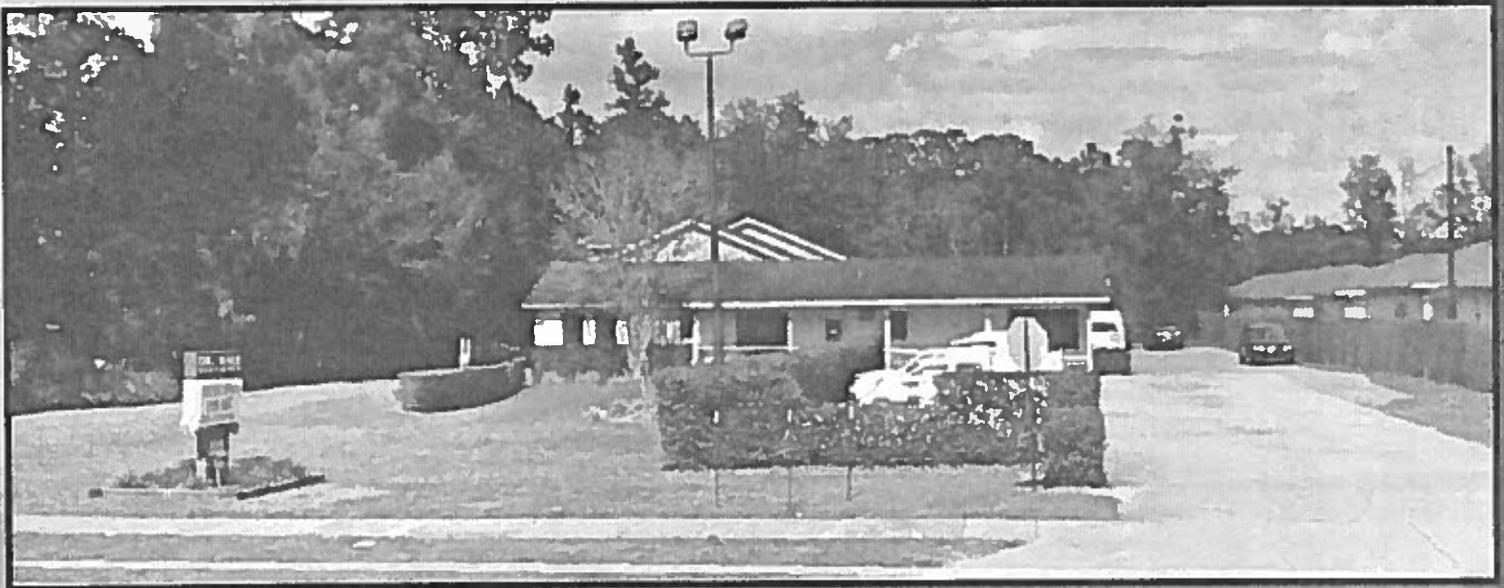
Annexation, FLUM Amendment & Rezoning





# Case 15-09 3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning





# Case 15-09 3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning

FLUM Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
US (Urban Services)	COM (Commercial)	CPO (Commercial Professional Office)	C-1A (Neighborhood Commercial)



Case 15-09  
3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning

Proposed FLUMs & zoning compatible  
with neighborhood and similar to  
previous County designations



# Case 15-09 3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning

## Annexation Criteria

- Contiguity
- Compactness



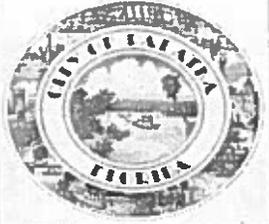


## Case 15-09 3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning

### FLUM Criteria

- Not in conflict with Comp Plan
- Available urban services
- Does not represent urban sprawl



## Case 15-09 3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning

### Rezoning Criteria

- Appropriate transitional zoning between more intensive commercial & residential
- Not isolated district, residential zoning present
- No special privilege



Case 15-09  
3314 CRILL AVE.

Annexation, FLUM Amendment & Rezoning

Recommend Approval of  
Annexation, FLUM Amendment,  
and Rezoning

# Application for annexation, amendment to the Future Land Use map and rezoning

Application Number: PB - 15-08

Date Received: 1-29-15

Hearing date: 3-3-15

*Administrative*

This application must be typed or printed in ink and submitted with any required attachments. Please submit this application with the required attachments and the applicable application fee. \$600.00 (With a waiver allowed by the City Manager with the written findings that the annexation will substantively and positively impact one or more of the following: Utility system efficiency, utility system revenue enhancement, environmental protection, or fiscal relief).

Small Scale Amendment: (up to 20 acres) \$1350.00, Rezoning with a concurrent small-scale Future Land Use Map Amendment: \$1250.00

Large Scale Amendment: (over 20 acres) \$2200.00, Rezoning with a concurrent large-scale Future Land Use Map Amendment: \$2300.00.

City of Palatka Planning & Zoning  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

FOR INFORMATION REGARDING THIS FORM, CALL (386) 329-0103

## TO BE COMPLETED BY APPLICANT

1. Property Address: <u>3314 Crill Ave</u>		2. Parcel Number: <u>11-10-26-0000-0030-0000 + 0020</u>		3. Current Property Use: <u>COM</u>	
4. Current Land Use Designation:		5. Requested Land Use Designation: <u>COM</u>		6. Required Attachments: <input type="checkbox"/> Legal Description <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey	
7. Current Zoning Designation:		8. Requested Zoning Designation: <u>C-1A</u>			
9. Acreage to be considered for request:		10. Number, types & square footage of structures on property: <u>1 (2 units)</u>			
Reason for annexation request: <u>connect to city water.</u>					
Property Owner Name <u>Errol &amp; Andrea Fundlater</u>			Agent Name		
Property Owner Address <u>P.O. BOX 1128 Palatka FL 32178</u>			Agent Address		
Phone Number <u>386-328-4888</u>			Phone Number <u>C. 336-1166</u>		
Email Address: <u>ERIF@AOL.COM</u>					

\* Letter of Authorization for Agent is required if any person other than the property owner makes

the application and acts on behalf of the owner.

- \*\* Project Narrative: Explain present and future use of the property in detail.
- \*\*\* Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.
- \*\*\*\* Site map for ad to be to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.
- \*\*\*\*\* Site Plan: Detailed project drawing

10. This application submitted by:

Signature of owner(s): *Errol* *Andrea*

Print owner(s) names(s): ERROL FINDLATER ANDREA FINDLATER

Signature of Agent(s): \_\_\_\_\_

Print Agent(s) names: \_\_\_\_\_

STATE OF Florida

County of Putnam

Before me this day personally appeared Errol + Andrea Findlater who executed the foregoing application and acknowledged to and before me that they executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 29 day of January A.D. 2015.



*Pamela F. Sprouse*  
Notary Public

My commission expires: 11/6/18

State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Confirm Zoning:	4. Confirm FLUM	5. Preliminary review by:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: By:	9. Legal Ad Ran: Date: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey	
City Commission Hearing Date:				

# *Agenda Item*

7



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**ORDINANCE** amending Zoning Code Section 94-147, 94-148, and 94-149 to allow schools by conditional use permit in certain commercial zoning districts - First Reading

**SUMMARY:**

This is first reading of an ordinance that will amend the Zoning Code to allow the consideration of schools in the C-1A (Neighborhood Commercial), C-1 (General Commercial) and C-2 (Intensive Commercial) zoning districts through the conditional use permit review process. While in the past it was preferred to limit the location of schools to residential areas, to allow for kids to walk to school and for better traffic safety, there are certain commercial locations that may be appropriate for schools. Additionally, as schools become more focused on helping to prepare kids for jobs, there are situations where commercial uses and schools may co-exist or even co-locate. This change would not allow schools by right, but require a rigorous review of each application in regard to traffic, parking, access, compatibility, etc.

**RECOMMENDED ACTION:**

Pass on first reading an ordinance allowing schools by conditional use permit in the C-1A, C-1, and C-2 zoning districts. Second reading is scheduled for May 14, 2015.

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Ordinance	Ordinance
<input type="checkbox"/> Draft Minutes Excerpt	Backup Material
<input type="checkbox"/> Staff Report	Backup Material
<input type="checkbox"/> Powerpoint presentation	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/10/2015 - 1:04 PM
City Clerk	Driggers, Betsy	Approved	4/14/2015 - 3:31 PM

This instrument prepared by:  
Thad Crowe, AICP  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. 15 -

AN ORDINANCE OF THE CITY OF  
PALATKA, FLORIDA, ALLOWING SCHOOLS  
BY CONDITIONAL USE PERMIT IN THE  
C-1A, C-1, AND C-2 ZONING  
DISTRICTS; PROVIDING FOR  
SEVERABILITY AND PROVIDING AN  
EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 7, 2015, and two public hearings before the City Commission of the City of Palatka on April 23, 2015, and May 14, 2015; 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. The following Zoning Code Sections shall be amended as follows.

ZONING CODE ARTICLE III. - DISTRICTS

DIVISION 1 - No changes

DIVISION 2. - SCHEDULE OF DISTRICT REGULATIONS

Section 94-147 - C-1A neighborhood commercial district

(a) Through (d) - no changes

(e) Conditional uses. (Conditional uses are permissible after public notice and hearing and subject to the provisions of section 94-2.) Conditional uses in the C-1A district are as follows:

- (1) Essential services (see section 94-2).
- (2) Multiple-family dwellings.
- (3) Child care facilities.
- (4) Hospitals.
- (5) Schools.

Section 94-148 - C-1 general commercial district

(b) Through (d) - no changes

(e) Conditional uses. (Conditional uses are permissible after public notice and hearing and subject to the provisions of section 94-3.) Conditional uses in the C-1A district are as follows:

- (1) Multiple-family dwellings, hotels, motels, and housing for the aged.
- (2) Residential dwellings and roominghouses located above the first floor of a commercial use.
- (3) Automotive service stations.

- (4) Carwash establishments.
- (5) Bars or taverns for on-premises consumption of alcoholic beverages, and package liquor stores.
- (6) Fast food restaurants.
- (7) Shopping centers.
- (8) Essential services. (See section 94-2, definitions.)
- (9) Child care facilities.
- (10) Indoor commercial recreational facilities, such as motion picture theaters, billiard parlors, swimming pools, bowling alleys and similar uses, provided such uses shall be in soundproof buildings.
- (11) Bait and tackle shops with the following limitations:
  - a. Sale, display, preparation and repair incidental to sales and storage shall be conducted within a completely enclosed building.
  - b. Products shall be sold only at retail.
  - c. All other requirements for a conditional use shall be met (see section 94-2, definition of "conditional use").

(i) Schools.

Section 94-149 - C-2 intensive commercial district

(c) Through (d) - no changes

(f) *Conditional uses.* (Conditional uses are permissible after public notice and hearing and subject to the provisions of section 94-3.) Conditional uses in the C-2 district are as follows:

- (1) Wholesale, warehouse or storage uses, but not bulk storage of flammable liquids.
- (2) Building trades contractors with storage yard for materials and equipment on the premises.
- (3) Crematories.
- (4) Television or radio transmitter towers.
- (5) Truckstops.
- (6) Carnivals or circuses, archery ranges, miniature golf courses, pony rides and skating rinks, and indoor pistol or rifle ranges.
- (7) Machine shops.
- (8) Manufacturing or processing which is clearly incidental to retail use, provided such manufacturing or processing is limited to that which employs not more than ten persons in the manufacturing and processing.
- (9) Boat yards and ways (see Section 94-3, definitions).
- (10) Essential services (see section 94-2, definitions).
- (11) A single caretaker or manager dwelling unit for a nonresidential principal use.
- (12) Child care facilities.
- (13) Assembling, packaging or fabricating in completely enclosed buildings.
- (14) Indoor commercial recreational facilities, such as motion picture theaters, billiard parlors, swimming pools, bowling alleys and similar uses, provided such uses shall be in soundproof buildings.
- (15) Bait and tackle shops with the following limitations:
  - a. Sale, display, preparation and repair incidental to sales and storage shall be conducted within a completely enclosed building.
  - b. Products shall be sold only at retail.
  - c. All other requirements for a conditional use shall be met (see section 94-2, definition of "conditional uses").
- (16) Shopping centers.

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(17) Mobile medical units, meeting supplementary district regulations.

(18) Schools.

**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 14<sup>th</sup> day of May, 2015.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
**Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**City Clerk**

## PLANNING BOARD DRAFT MINUTES

*April 7, 2015*



**Members Present** – Chairman Daniel Sheffield, Anthony Harwell, Joseph Petrucci, Earl Wallace, and Tammy Williams.

**Members Absent** – George DeLoach, Charlie Douglas, and Vice-Chairman Joe Pickens.

**Staff Present** – City Attorney Don Holmes, Planning Director Thad Crowe, Recording Secretary Pam Sprouse.

Chairman Sheffield called the meeting to order at 4:01 PM. He asked members if they had any corrections to the minutes. **Motion** made by Mr. Petrucci and seconded by Mr. Harwell to approve the minutes from the February 25, 2015 meeting. Motion carried unanimously.

Chairman Sheffield read the appeal procedure and requested that any ex-parte communications be expressed prior to each case.

**Case 15-14:** Administrative request to amend Zoning Code Sec. 94-147; 94-148 and 94-149 to allow schools by conditional use permit in the following commercial zoning districts; C-1A (neighborhood commercial district), C-1 (general commercial district) and C-2 (intensive commercial district).

### **(Public Hearing)**

Mr. Crowe explained that ten nonresidential zoning districts do not allow schools at all. Schools are only allowed by right in the PBG-1 zoning district, and by conditional use permit in all residential zoning districts (except for mobile home zoning). This is standard practice in many local zoning codes in Florida. While he was not familiar with the rationale behind this standard in Palatka, he said that in other jurisdictions the intent was expressed that schools should be in residential areas to allow for pedestrian access and more traffic safety. This change would only allow for the consideration of schools through the conditional use process. This review would be on a case-by-case basis, so approval would not be guaranteed. He said that currently vocational schools are allowed by right in commercial districts and day cares are allowed by conditional use in commercial zoning districts. These are similar uses. He said that the request does not conflict with the goals, objectives and policies of the comprehensive plan and Staff believes that the City should at least provide the opportunity for such a consideration, and with that he recommended approval.

Mr. Sheffield asked if Staff knew of any issues with this kind of allowance in other jurisdictions. Mr. Crowe advised that he is not aware of any, that this is a community standards issue and he has seen jurisdictions loosen up restrictive zoning and depart from the barriers and downright

prohibitions. He said that it seems the old paradigm was to keep schools in residential neighborhoods and now the new paradigm is to take a look at them and see where they fit the best, regardless of the existing land use.

Mr. Petrucci asked if Staff's intent was to allow for all commercial districts. Mr. Crowe replied yes, but only by conditional use review. He noted that approximately 85% of the commercial zoning districts within the City, discounting the Downtown districts, are zoned C-2 (intensive commercial). Discussion continued.

**(Regular meeting)**

Mr. Petrucci asked why the code amendment approach versus having an applicant apply for a rezoning to the Public Grounds designation, and cited concerns of new commercial uses being deterred by existing schools. Mr. Crowe responded that to rezone could be spot zoning and that zoning and land use categories should be kept in more broad strokes with a more coherent structure to our zoning map. Mr. Holmes agreed and added that in addition to the "allowed by right consideration," the conditional use vehicle the opportunity to be more restrictive. He added that a new commercial use might look at being next to a school as a readymade customer base. Mr. Petrucci expressed concerns that intensive commercial activities might harm schools in commercial districts. Mr. Crowe answered that whether a use is allowed or not, they must meet the code including parking, traffic patterns that will allow customers to safely enter and exit the establishment, and landscaping/buffering. Mr. Harwell expressed his concern for stifling commercial growth in the area by assigning prime retail land to non-retail uses.

**Motion made by Mr. Wallace and seconded by Ms. Williams to approve the request as recommended by Staff. All present voted, with 4 yeas and 1 nay (Mr. Petrucci). Motion carried.**

**Case: 15-15:** A request for a conditional use permit to locate a school in a C-1 (general commercial) zoning district – 310 S. Palm Ave.

Mr. Crowe showed powerpoint slides of the site, noting the tree preserve area on the rear half, the one-way pair driveway around the building, with parent drop off to the north and buses along the Palm Ave. side (east). He then reviewed the applicable criteria, starting with conformance with the Comprehensive Plan. He said that the request complies with the Comprehensive Plan language for the Commercial Future Land Use Map category that references public/intentional uses. He noted use compatibility with the Palm Avenue corridor, a mixed-use area with mostly institutional uses such as a church, funeral home, nursing home, and limited retail including credit union and sub shop. He stated that the Board has the ability to require full buffering or strike a balance by crediting existing and established trees. As there are so many trees preserved in the rear half of the site, Staff recommends only requiring three additional shade trees on the property, specifically in the front within the right-of-way buffer.

Case 15-14  
**Request to Amend Zoning Code**  
 (Allow Schools by Conditional Use Permit in Commercial Zoning Districts)  
 Applicant: Building and Zoning Dept.

# STAFF REPORT

DATE: March 31, 2015  
 TO: Planning Board Members  
 FROM: Thad Crowe, AICP  
 Planning Director

**APPLICATION REQUEST**

A request to amend the Zoning Code to allow schools by conditional use permit in commercial zoning districts. Public notice was provided through newspaper advertisement.

**APPLICATION BACKGROUND**

As the table below shows, schools are only allowed by right only in one zoning district (PBG-1), allowed by conditional use permit in five of the six residential zoning districts, and prohibited in commercial and other nonresidential zoning districts. The Code is silent on the rationale behind this preferred land use arrangement, but Staff believes that the intent behind these regulations was to steer schools to residential areas, where children can more easily walk to school, rather than busy commercial areas with traffic safety concerns. Staff would note that a related use - vocational schools - are now allowed by right in C-1 and C-2; and in M-1 (light industrial) and AP-2 (airport) zoning; and by conditional use in the downtown zoning districts. Additionally child care facilities are allowed by conditional use permit in commercial zoning districts. It should be noted that a related application from a charter school is under consideration on this agenda – this approval of course would be conditioned on the City Commission approving this code change.

Zoning District	Allowance of Schools
R-1AA (single-family residential)	Conditional Use
R-1A (single-family residential)	Conditional Use
R-1 (single-family residential)	Conditional Use
R-2 (two-family residential)	Conditional Use
R-3 (multi-family residential)	Conditional Use
R-4 (mobile home)	Prohibited
C-1A (neighborhood commercial)	Prohibited
C-1 (general commercial)	Prohibited
C-2 (intensive commercial)	Prohibited
M-1 (industrial)	Prohibited
DR (downtown riverfront)	Prohibited
DB (downtown business)	Prohibited
ROS (recreation & open space)	Prohibited
<b>PBG-1 (public buildings &amp; grounds)</b>	<b>Allowed by Right</b>
PBG-2 (other public facilities)	Prohibited
CON (conservation)	Prohibited

**PROJECT ANALYSIS**

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

**a. The need and justification for the change.**

**Staff comments:** Staff has over the last year had several requests for charter and church schools to locate in commercial zoning districts, and had to refuse such requests as the use is plainly prohibited and not even allowed to make application. This change would only allow only the consideration of requests for schools in commercial zoning districts, through the conditional use process. Such requests would be handled on a case-by-case basis, with decisions guided by criteria pertaining to traffic, parking, public safety, compatibility, etc. Staff does not see a problem with at least allowing consideration of such requests, which can still be denied if the criteria are not met. Staff would also note the justification that similar uses such as vocational schools are allowed by right in commercial zoning districts, and child care facilities are allowed by conditional use permit in commercial districts.

**b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.**

**Staff comments:** This action is not in conflict with the goals, objectives, and policies of the Comprehensive Plan or other city ordinances.

**STAFF RECOMMENDATION**

Staff recommends approval of Case 15-14 revising Zoning Code Section 94-147, 94-148, and 94-149 to allow schools by conditional use permit in the three commercial zoning districts (C-1A, C-1, and C-2).



**PLANNING BOARD MEETING  
APRIL 7, 2015**



# Case 15-14

## ZONING CODE TEXT AMENDMENT Schools by Cond. Use in Commercial Zoning

Zoning District	Allowance of Schools
R-1AA (single-family residential)	Conditional Use
R-1A (single-family residential)	Conditional Use
R-1 (single-family residential)	Conditional Use
R-2 (two-family residential)	Conditional Use
R-3 (multi-family residential)	Conditional Use
R-4 (mobile home)	Prohibited
C-1A (neighborhood commercial)	Prohibited
C-1 (general commercial)	Prohibited
C-2 (intensive commercial)	Prohibited
M-1 (industrial)	Prohibited
DR (downtown riverfront)	Prohibited
DB (downtown business)	Prohibited
ROS (recreation & open space)	Prohibited
PBG-1 (public buildings & grounds)	Allowed by Right
PBG-2 (other public facilities)	Prohibited
CON (conservation)	Prohibited



## Case 15-14

ZONING CODE TEXT AMENDMENT  
Schools by Cond. Use in Commercial Zoning

INTENT FOR DISALLOWING  
SCHOOLS IN COMMERCIAL  
DISTRICTS NOT KNOWN, BUT  
PROBABLY TIED TO CONCERNS  
WITH TRAFFIC & PEDESTRIAN  
SAFETY



## Case 15-14

### ZONING CODE TEXT AMENDMENT Schools by Cond. Use in Commercial Zoning

#### Need & Justification

- Increasing requests
- Does not provide approval, just right to apply – reviewed on case-by-case basis
- Similar use of vocational schools now allowed by right in commercial districts
- Similar use of day care now allowed by CU in commercial districts



## Case 15-14

### ZONING CODE TEXT AMENDMENT

Schools by Cond. Use in Commercial Zoning

Does not conflict with GOPs of  
Comprehensive Plan



## Case 15-14

### ZONING CODE TEXT AMENDMENT Schools by Cond. Use in Commercial Zoning

Recommend approval to allow schools by Conditional Use Permit in C-1A, C-1, and C-2 commercial zoning districts

# *Agenda Item*

8



**SUBJECT:**

**ORDINANCE** amending Zoning Code Section 94-147, 94-148, and 94-149 to allow clubs, lodges, and fraternal organizations in PBG-1 zoning - First Reading.

**SUMMARY:**

This is first reading of an ordinance that will amend the Zoning Code to allow the consideration of clubs, lodges, and fraternal organizations in the PBG-1 (Public Buildings and Grounds) zoning districts by right. This ordinance was requested by the Lions Club, which along with the American Legion owns clubhouse buildings on Osceola St on property donated by the City. This club is striving to sustain itself through renting of its public hall and wishes to enter into an agreement with a church, as is common these days with public school and other buildings. Interestingly enough, in the PBG-1 district, churches are allowed by right, but CLUBS are prohibited. So the Lions and American Legion clubhouses are legal nonconforming uses. Staff believes that clubs and lodges fill a quasi-public role, much as churches do, with their community outreach and membership focus, and the public benefits from the use of such community facilities. The Planning Board recommended approval of this amendment at their February meeting in a 4-2 vote.

**RECOMMENDED ACTION:**

**Pass on first reading an ordinance allowing clubs, lodges, and fraternal organizations by right in the PBG-1 zoning district. Second reading is scheduled for May 14, 2015. Second reading is scheduled for May 14.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Ordinance	Ordinance
<input type="checkbox"/> Staff Report	Backup Material
<input type="checkbox"/> Powerpoint Presentation	Backup Material
<input type="checkbox"/> Planning Board Minutes Excerpt	Backup Material

**REVIEWERS:**

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/13/2015 - 12:31 PM
City Clerk	Driggers, Betsy	Approved	4/14/2015 - 3:40 PM

This instrument prepared by:  
Thad Crowe, AICP  
201 North 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. 15 -

AN ORDINANCE OF THE CITY OF  
PALATKA, FLORIDA, ALLOWING CLUBS,  
LODGES, AND FRATERNAL  
ORGANIZATIONS BY RIGHT IN THE PBG-  
1 ZONING DISTRICT; PROVIDING FOR  
SEVERABILITY AND PROVIDING AN  
EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on March 3, 2015, and two public hearings before the City Commission of the City of Palatka on April 23, 2015, and May 14, 2015; 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. The following Zoning Code Sections shall be amended as follows.

ZONING CODE ARTICLE 1. -

Sec. 94-153. PBG-1 public buildings and grounds district.

- (a) no changes.
- (b) Permitted principal uses and structures. Permitted principal uses and structures in the PBG-1 district are as follows:
  - (1) Public buildings serving the city, county, state or federal government, museums, schools, hospitals, libraries and community centers.
  - (2) Churches, including rectories or similar uses.
  - (3) Nursing homes. Colleges and ancillary uses including student residences, administrative offices, and sports facilities.
  - (4) Clubs, lodges, and fraternal organizations.

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 14<sup>th</sup> day of May, 2015.

CITY OF PALATKA

BY: \_\_\_\_\_  
Its MAYOR

ATTEST:

\_\_\_\_\_  
City Clerk

## Request to Amend Zoning Code

(Allow Clubs, Lodges, and Fraternal Organizations in PBG-1 Public Buildings & Grounds Zoning)  
Applicant: American Legion

# STAFF REPORT

**DATE:** January 27, 2015

**TO:** Planning Board Members

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

### APPLICATION REQUEST

A request to amend the Zoning Code to allow the above referenced uses in the PBG-1 zoning district. Public notice was provided through newspaper advertisement.

### APPLICATION BACKGROUND

Staff considers the Lions Club and American Legion, included in this request, as quasi-public uses, as they are utilized for public assembly, and the halls are often rented out to the general public for events such as weddings, meetings, dances, etc. The Lions Club also wishes to rent out their hall to a local church. These uses do not fit so well in the current R-3 zoning, which logically requires conditional use approval due to the need to gauge impacts on nearby residences. The public FLUM and zoning are more appropriate for the (existing) club and (future) church uses, except that the former use is not allowed and the latter use is. This is why the Lions Club is applying for this Zoning Code text amendment to allow clubs, lodges, and fraternal organizations by right in the PBG-1 zoning district, along with the currently-allowed churches.

### PROJECT ANALYSIS

Per Section 94-38(f)(2) of the Zoning Code, the Planning Board must study and consider proposed zoning text amendments in relation to the following criteria (if applicable), shown in underlined text (staff response follows each criterion).

The planning board shall consider and study:

a. The need and justification for the change.

**Staff comments:** this change adds a logical allowable use to the PBG-1 zoning category. Clubs/lodges function as quasi-public uses and should be allowed by right in this public zoning category.

b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and actions designed to implement the comprehensive plan.

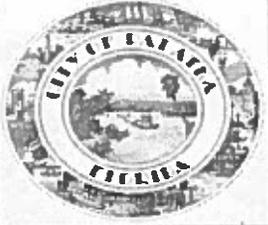
**Staff comments:** This action is not in conflict with the goals, objectives, and policies of the Comprehensive Plan or other city ordinances.

### STAFF RECOMMENDATION

Staff recommends approval of Case 15-04 revising Zoning Code Section 94-153(b) to allow clubs, lodges, and fraternal organizations by right in the PBG-1 zoning district.



**PLANNING BOARD MEETING  
FEB. 3, 2015**



# Case 15-04

CLUBS/LODGES IN PBG-1

## ZONING CODE TEXT REVISION

- CLUBS/LODGES ARE QUASI-PUBLIC USES
- UTILIZED FOR PUBLIC ASSEMBLY
- OFTEN RENTED TO THE GENERAL PUBLIC
- APPROPRIATE FOR INCLUSION IN PBG-1 ZONING AS PERMITTED USE



# Case 15-04

CLUBS/LODGES IN PBG-1

## ZONING CODE TEXT REVISION

RECOMMEND APPROVAL OF  
ALLOWING CLUBS/LODGES AS  
PERMITTED USE IN PBG-1  
ZONING DISTRICT

**Motion** made by Mr. DeLoach and Mr. Wallace seconded the motion to rezone those properties as presented by Staff to PBG-1(Public Buildings and Grounds). All present voted resulting in 6 yeas and 1 nay (Mr. Harwell), motion carried.

**Motion** made by Mr. DeLoach to amend the Comprehensive Plan designation to PB (Public Buildings) to those properties as presented by staff. All present voted resulting in 6 yeas and 1 nay (Mr. Harwell), motion carried.

**Case 15-03:** Administrative request to amend Zoning Code Sec. 94-149 (C-2, Intensive Commercial), Sec. 94-161 (DR, Downtown Riverfront district) and 94-162 (DB, Downtown Business district) revising downtown overlay design standards.

Mr. Crowe recommended tabling until next month's meeting to allow staff more time to prepare the report.

**Motion** made by Mr. DeLoach and seconded by Mr. Douglas to table this case until March 3, 2015. All present voted, motion carried unopposed.

**Case 15-04:** Administrative request to amend Zoning Code Sec. 94-153 (PBG-1, Public Buildings and Grounds district) to allow clubs, lodges and fraternal organizations.

The American Legion is applying for this Zoning Code text amendment to allow clubs, lodges, and fraternal organizations by right in the PBG-1 zoning district, along with the currently-allowed churches. Staff supports this request as the public FLUM and zoning designations are quite appropriate for these types of uses. These uses are generally utilized for public assembly and the halls are often rented out to the general public for events such as weddings, meetings, dances, etc. Staff believes it to be logical to include clubs, lodges and fraternal organizations in PBG-1 and recommended approval.

John Poitevent 269 River Dr., East Palatka, asked what specifically would change, if this item is approved, in terms of properties. He also asked if there were any properties zoned PBG-1 along the riverfront. Mr. Crowe advised that this request is considered to have a limited impact. He said there is a limited number of properties across the City zoned PBG-1 (for mostly public type uses, including the Health Dept. and public buildings) and that this change would allow for additional uses of those buildings and none of the property along the riverfront is zoned PBG-1.

Mr. Harwell asked if it was possible to build a building by a private organization for those uses allowed in the PBG-1 zoning district. Mr. Crowe answered yes, that the zoning does allow for quasi-public uses, such as hospitals, institutions like nursing homes. Discussion took place regarding whether land ownership played a role in the allowance of these uses. Mr. Crowe advised the Board that property ownership did not have any bearing on the zoning and allowable uses. He said that zoning concerns itself with character and function. Mr. Harwell stated that a big concern of his would be that some private organization could come in and build on public property. Mr. Crowe replied that this could only happen with City approval (which could happen now in any zoning district). Property ownership is not germane to zoning or public safety. What the Planning Board has to consider is the use and the characteristics of the use, public safety and the impacts of the use, not whether it is owned by one entity or another. Discussion continued regarding concerns for City owned property becoming developed for

private use. Mr. Crowe reiterated that if there is ever a building built on a piece of City owned property (for public or private use) it would go before the City Commission, that this Board does not deal with ownership issues but use issues. Mr. Holmes stated that this is just another zoning category and the read permitted principal uses and structures from the Zoning Code Section 94-153 for PBG-1 (Public Buildings and Grounds): public buildings serving the city, county, state or federal government, museums, schools, hospitals, libraries and community centers. churches - including rectories or similar uses, nursing homes, colleges and ancillary uses - including student residences, administrative offices, and sports facilities also the following conditional uses can be considered; homes for the aged or orphans, and similar uses as well as community residential homes. Mr. Crowe added the request is just to add clubs and lodges to that list. He read from the Zoning Code the intent of the district. He explained that a quasi-public use does not have to be open to all members of the public, it can have a specific congregation or a specific user group, but however they generally do have an element of public access. Mr. Douglas asked if it would help matters if it were to be allowed under the conditional use section. Mr. Crowe replied that there are a couple of reasons he is recommending an allowable use, mainly that he is interested in reducing red tape wherever he can and the problem in some of the older areas of the City is that when they come in under conditional use the code compels them to meet all parking landscaping and code requirements, which are a lot of hoops to jump through. New construction has its own set of code requirements. Mr. Holmes said that he believed there was some confusion with the word "public" in the title of the zoning category. He asked Mr. Crowe where clubs, lodges and fraternal organizations are currently allowed now, regardless of ownership because what is being talked about is not a zoning district but rather issues pertaining to what groups the city would agree to rent property to. Mr. Holmes stated that Staff is only proposing to add to the uses already allowed in the PBG-1. These are uses that are currently allowed in other districts, and unless the Board finds that there is an inherent conflict with the proposed uses and the uses that are already allowed in this zoning designation, then basically it is just a matter of opening up a segment of uses that can be placed in this category. Mr. Crowe said that these uses are currently allowed in R-3 (Residential multi-family) and commercial districts.

**Motion** made by Mr. DeLoach. Mr. Sheffield passed the gavel to Ms. Williams and made the second to approve the request as submitted by Staff. Discussion: Mr. Douglas asked Mr. Holmes if adding the uses for clubs, lodges fraternal organizations consistent with the council's interpretation of what is currently allowed in the PBG-1 category. Mr. Holmes replied that he did not see anything inherently inconsistent with any of the other use already allowed in that category. Question called: A Vote resulted in 4 yeas and 2 nays (Mr. Harwell and Mr. Wallace). Motion passed.

**Case 15-05:** Request for a conditional use to allow for an alcohol serving establishment within 300 feet of a church (in association with a restaurant and ship's store within the riverfront park).

**Location:** 301 River St.

**Applicant:** City of Palatka/Jonathan Griffith Special Projects Manager

Mr. Crowe explained that this request is for alcohol sales at the future Riverfront Park ship's store, with package sales and on-premises sales within an intended 150-seat maximum restaurant. The building's design was previously approved by the Historic Preservation Board. The land use and zoning categories allowed the proposed use as a customary accessory use to a marina. The building site is in the interior of

*Agenda  
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**CITY COMMISSION AGENDA ITEM**

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**SUBJECT:**

**a. CITY MANAGER SEARCH - Recommendation to appoint Willie Jones to City Manager Search Committee - Allen Bush**

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**SUMMARY:**

Minutes from 3/12/15 Appointment of City Manager Search Committee are attached.

Report on recommendation will be provided at meeting

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**RECOMMENDED ACTION:**

**Appoint Willie Jones to City Manger Search Committee.**

**ATTACHMENTS:**

Description	Type
<input type="checkbox"/> Minutes excerpt - 3/12/15 Meeting	Attachment

**REVIEWERS:**

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/15/2015 - 3:38 PM
City Clerk	Driggers, Betsy	Approved	4/15/2015 - 3:38 PM

5. **CITY MANAGER SEARCH PROCESS** – Interim Manager Allen R. Bush said he distributed a proposed process yesterday (filed). Some of this is similar to the process that was used in the selection of the two prior managers. If the members proposed for the search committee are satisfactory, he will notify them of the process. Members proposed are Judge (and former City Attorney) Ed Hedstrom, County Administrator Rick Leary, BOCC Commissioner Karl Flagg, and himself. He has contacted them and all have agreed to serve. The commission can appoint another member to make five. Commissioner Campbell moved to appoint Allegra Kitchens, saying she does her homework and would be a good fifth member. Commissioner Norwood seconded the motion. Ms. Kitchens was present and stated she would be willing to serve. There being no further discussion, the motion passed unopposed.

Mr. Bush said the Committee will narrow the field of candidates down to 12 candidates. He has given them a list of questions to pose to the 12 semi-finalists; if they want to add or delete questions, they can. Mayor Hill said he has been told that during the last search some candidates were graded low because the committee members had a preferred candidate in mind. The City needs to caution those on the search committee to treat all candidates equally while grading. Mr. Bush said the Commission has the ability to add names back to the list of candidates. A firm will be hired to perform the background search. The Committee will interview the 12 or so semi-final candidates and will participate in choosing the five finalists. The Commission will interview the final five candidates. From that they will make a final decision. Commissioner Campbell moved to approve the proposed City Manager Search Process. Commissioner Borom seconded the motion, which passed unopposed.

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*9b*



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**b. REQUEST FOR CLARIFICATION** of City Commission's position regarding preferred size of restaurant to be included in riverfront development - Don Holmes & Jonathan Griffith

**SUMMARY:**

Based upon the motion made at the last meeting and the conversation surrounding reducing the size of the restaurant operation; staff is requesting clarification from the Commission. Staff's questions is this: Does the Commission desire to move forward with a smaller restaurant operation or continue as previously approved?

The following is an excerpt from the draft minutes of the April 9th meeting covering Commission discussion and the motion on this item:

Mayor Hill said he has concerns on how this project has gone forward as a whole. Ultimately this project has already started. The boats are ordered and in construction. The docks are in place. There are 35 jobs pending. If they start over, no one can tell him where those jobs will come from. No decision that comes today will be good for everyone. They need jobs and money has already been spent. They need to do what's best for Palatka. There are concerns with the process. Some statements have not put people in the best light. They have to look at the overall picture. They have to bring life to Palatka. Competition is healthy and not his concern. He wants everyone to look at this from the perspective of what's best for the community. Re-advertising an RFP would have to be generated by action of the commission.

Commissioner Campbell moved to move forward with the negotiations with Boathouse Marina, stating they should not table this or issue any cease and desist order or hold up further negotiations. Commissioner Norwood seconded the motion. Further discussion resulted in a motion by Commissioner Campbell, seconded by Commissioner Norwood, to refine the motion to include an option to decrease the size of the restaurant as offered by Mr. Lagassee in his letter distributed today (filed) and to include the City Attorney in all negotiations on this project going forward.

Commissioner Campbell asked why Mr. Holmes was not included in original negotiations. Commissioner Norwood said it's the job of the City Manager to ask the City Attorney to participate in negotiations. Mr. Holmes said the City Manager tells him when he gets involved and when he doesn't. Once an RFP is advertised, it would be his advice for no one to speak to the specifications of the bid except the person who is in charge of the bid, who then puts the same answer out to everyone. Per Mr. Bush's questions, Mr. Holmes said there was nothing amiss with the RFP as questions were answered in writing to all who expressed interest in the responding to the RFP. The questions were answered in an addendum to the RFP.

Mr. Rawls said Mr. Griffith told the four people that attended the pre-bid conference that this was contemplated to be a concession stand serving finger foods. Mr. Lagassee said he never heard the word concession stand used during that meeting. Discussion ensued as to whether minutes of the meeting

were kept. Mr. Holmes said if misinformation was provided at a pre-bid meeting, this causes him concern.

There being no further discussion or comment, a roll-call vote was requested and taken, which yielded the following result: Commissioners Brown, Campbell, Norwood and Mayor Myers, Yes; Commissioner Borom, No. The motion was declared passed with four in favor, opposed by Commissioner Borom. Commissioner Brown asked Mr. Lagassee to consider working with current restaurant operators instead of bringing someone from out of town.

~~ End of Excerpt ~~

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**RECOMMENDED ACTION:**  
**Discussion and clarification of intent.**