

**TERRILL L. HILL**  
MAYOR - COMMISSIONER

**MARY LAWSON BROWN**  
VICE MAYOR - COMMISSIONER

**RUFUS J. BOROM**  
COMMISSIONER

**JUSTIN R. CAMPBELL**  
COMMISSIONER

**JAMES NORWOOD, JR.**  
COMMISSIONER



# CITY of *Palatka* FLORIDA

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

**TERRY K. SUGGS**  
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

## AGENDA CITY OF PALATKA October 8, 2015

### CALL TO ORDER:

- a. **Invocation** – The Reverend Don Hanna, Pastor; St. James United Methodist Church
- b. **Pledge of Allegiance**
- c. **Roll Call**

### APPROVAL OF MINUTES – 9/24/15

### 1. PUBLIC RECOGNITION/PRESENTATIONS

- a. **PROCLAMATION** – Pilot International Day – October 18<sup>th</sup> - Palatka Pilot Club Representatives
- b. **SAR FIREFIGHTER OF THE YEAR** – John R. Brown, Sons of the American Revolution
- c. **CHECK PRESENTATION** – Florida Parks Service/FDEP Florida Recreation Development Grant (FRDAP) – Mark Giblin, Manager, Ravine Gardens State Park

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

### 3. CONSENT AGENDA

- \*a. **Authorize the closure of certain street to vehicular traffic for Special Events Permit No. 15-39** - Trot for Hope two-mile run, November 26, 2015 from 7:00 a.m. - 11:00 a.m. - Race Smith, Inc; Billy Hasselman, Applicant
- \*b. **Grant permission to exceed allowable noise levels for Special Events Permit No. 15-40** - outdoor showing of Billy Graham's "My Hope America" movie, November 7, 2015 from 4:00 p.m. until 7:00 p.m.- Bound for Glory Cafe, Applicant; Roberta Sprague, Agent
- \*c. **Authorize to exceed allowable noise levels and close certain streets to vehicular traffic for Special Events Permit No. 15-36** - Christmas Parade, November 27, 2015 from 6:15 p.m. until 9:00 p.m. - Downtown Palatka Inc; Sam Deputy, Applicant.
- \*d. **Approve request items for Special Events Permit # 15-41 - Palatka Main Street "4th Saturday Downtown Cruise In"** for regular occurrences: 10/24/15, 11/28/15, 12/26/15, 1/23/16, 2/27/16, 3/26/16, 4/23/16, 5/28/16, 6/25/16, 7/23/16, 8/27/16, and 9/24/16 from 5:00 p.m. until 8:00 p.m. - Palatka Main Street, Inc/ Harris Berns-Cadle, Applicant
  - a. Grant permission to waive the Class B special event application deadline.
  - b. Grant permission to exceed allowable noise levels throughout the duration of event.
  - c. Allow the closure of the 900 block of St. Johns Avenue for the event.
- \*e. **Adopt Resolution No. 2015-11-72** rejecting responses received to RFP 2015-04, Palatka Golf Club Restaurant Expansion and Improvements, and directing Staff to reissue a Request for Proposals

### PUBLIC HEARINGS

- \* 4. **PUBLIC HEARING:** 163 Comfort Road - Parcel # 37-09-26-0000-0060-0067 - Planning Board Recommendation to Annex and assign residential land use and zoning to parcel, from Putnam County IH (Industrial Heavy) to City R-1A (Single-Family Residential) - Pumpcrete America, Inc., Owner; Palatka Building & Zoning Dept., Applicant.
  - \*a. **ANNEXATION ORDINANCE** - 1st Reading
  - \*b. **REZONING ORDINANCE** - 1st Reading

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

[www.palatka-fl.gov](http://www.palatka-fl.gov)

FAX: (386) 329-0106

**AGENDA - CITY OF PALATKA**  
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- \* 5. **PUBLIC HEARING:** 276 N US 17 - Parcel # 37-09-26-0000-0060-0480 - Planning Board Recommendation to Annex and assign commercial land use and zoning to parcel, from Putnam County IH (Industrial Heavy) to City C-2 (Commercial Intensive) - Beck/Sloan Properties, Inc., Owner; Palatka Building & Zoning Dept., Applicant.
  - \*a. **ANNEXATION ORDINANCE** - 1st Reading
  - \*b. **REZONING ORDINANCE** - 1st Reading
  
- \* 6. **PUBLIC HEARING:** Property at northwest corner of Lane and Williams Streets - Parcel # 01-10-26-5200-0170-0010 - Planning Board Recommendation to Annex and assign residential land use and zoning to parcel, from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - The Latest Dirt, Lic., Owner; Palatka Building & Zoning Dept., Applicant
  - \*a. **ANNEXATION ORDINANCE** - 1st Reading
  - \*b. **REZONING ORDINANCE** - 1st Reading
  
- \* 7. **PUBLIC HEARING/ORDINANCE** – Planning Board Recommendation to assign Planned Unit Development zoning to 401 Pine Street and parcels to east, #01-10-26-8650-0010-0500 and #01-10-26-8650-0010-0100 from M-1 (Light Industrial) – Monica Sher, Owner; Palatka Building & Zoning, Applicant – 2<sup>nd</sup> Reading, Adopt
  
- \* 8. **ORDINANCE** amending Appendix "A," Fee Schedule of the Code of Ordinances to increase Water & Sewer Rates FY 2015-16 Budget Year – 2<sup>nd</sup> Reading, Adopt
  
- 9. **COMMISSION DISCUSSIONS**
  - a. Proposed amendment to Municipal Code, Ch 94, Art III, Div 3, Building Exterior Standards for new construction on major city thoroughfares, to provide for initial appeal or waiver request to City Manager
  
- 10. **CITY MANAGER & ADMINISTRATIVE REPORTS**
  
- 11. **COMMISSIONER COMMENTS**
  
- 12. **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 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.

**Upcoming Events:**

Oct. 31 – Halloween Trick-or-Treat 6 to 8 pm  
Nov. 11 – City Offices closed for Veteran's Day  
Nov. 19 – 20 – FLC Legislative Agenda Conference  
Nov. 26 – 27 – City offices closed to observe Thanksgiving  
Dec. 24 – 25 – City offices closed to observe Christmas  
Jan. 1, 2016 – City offices closed to observe New Year's Day

**Board Openings:**

General Empl. Pension Board – 1 Commission Appointee  
Putnam Co. Better Place Plan Oversight Committee Rep  
Planning Board – 1 Vacancy (at large)  
Board of Zoning Appeals – 3 vacancies (at-large)

# CITY OF PALATKA



## Proclamation

**WHEREAS**, Pilot International was formed as a volunteer service organization for business and professional women in Macon, Georgia in 1921 and has since expanded to include men and women from around the globe and in all walks of life; and

**WHEREAS**, from the beginning, in establishing Pilot International, an emphasis on community service, meeting the needs of others, and leadership gave focus to club projects; and

**WHEREAS**, this tradition has been carried forward to the current standard of dedication to service with the commitment of Pilot Club's International, District, and Club leadership; and

**WHEREAS**, Pilot Club members in five countries are continuing to follow their mission of transforming communities by developing youth, providing service and education, and uplifting families; and

**WHEREAS**, Pilot Club members internationally continue to make a difference in their communities as they work toward their vision of a world where all are valued; and

**WHEREAS**, Pilot Club members continue to volunteer and serve through their charge to "**Do More, Care More, and Be More.**"

**NOW, THEREFORE, I**, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the member of the Palatka City Commission, do hereby proclaim that October 18, 2015 is hereby designated as

### PILOT INTERNATIONAL DAY

in the City of Palatka, calling this observance to the attention of our citizens, and commending the Pilot Club of Palatka for its dedication to raising the community's awareness of brain-related disorders through education, funding and community service projects, and their efforts to help relieve the suffering of victims of brain-related illness and disease.

**IN WITNESS WHEREOF** I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 8<sup>th</sup> day of October, in the Year of Our Lord Two Thousand Fifteen

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

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR





**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Authorize the closure of certain street to vehicular traffic for Special Events Permit No. 15-39** - Trot for Hope two-mile run, November 26, 2015 from 7:00 a.m. - 11:00 a.m. - Race Smith, Inc; Billy Hasselman, Applicant

**SUMMARY:**

Race Smith Inc has made application for two-mile run, scheduled for November 26, 2015. The applicant has requested permission to close certain streets within the downtown, South Historic District, and adjacent areas to vehicular traffic as noted on the attached site plan. Streets will be closed only while the majority of runners proceed through the area. Cones will be set out and removed as the race proceeds.

**RECOMMENDED ACTION:**

**Grant permission to close certain streets to for the Trot for Hope 2 mile run between 7:00 a.m. and 11:00 a.m. within the downtown, South Historic District, and adjacent areas to vehicular traffic as noted on the attached site plan.**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Special Events Permit No 15-39	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Special Events	Crowe, Thad	Approved	9/24/2015 - 2:17 PM
City Clerk	Driggers, Betsy	Approved	9/25/2015 - 1:12 PM
City Manager	Suggs, Terry	Approved	9/29/2015 - 4:47 PM
Finance	Reynolds, Matt	Approved	9/30/2015 - 11:27 AM
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 12:55 PM

APPLICATION # 15-39

(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. RaceSmith, Inc. 114 Oak Ln East Palatka FL 32131

b. CONTACT PERSON Billy Hasselman TELEPHONE/CELL 904-826-6169

c. EMAIL Billy.Hasselman@gmail.com FAX # \_\_\_\_\_

2. ADDITIONAL CONTACT

a. CONTACT PERSON Jacob Smith TELEPHONE/CELL 386-747-3532

b. EMAIL Racesmith@hotmail.com FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Trot For Hope, 2 mile run

4. DATE & HOURS OF DESIRED USE: 11-26-15, 7:00 - 11:00 AM

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

6. ROAD CLOSURES: Main St from 2nd-8th, Oak 8th-4th, Laurel 4th-Grill, Morris, River

7. REQUEST FOR NOISE VARIANCE(Dates and Times): N/A

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

9. ESTIMATE OF ANTICIPATED ATTENDANCE 400

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT \_\_\_\_\_

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

a. CLASS A: \_\_\_\_\_ \$300.00- 40,000 - 80,000 in attendance per day

b. CLASS B: X \$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.**

8-26-15  
DATE

[Signature]  
SIGNATURE OF APPLICANT

APPROVED:  
[Signature]  
SPECIAL EVENTS COORDINATOR                      DATE

[Signature] 11-22-15  
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: 9/23/15 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 checked="" type="checkbox"/> |
|                                     |                              | Class C               | <input type="checkbox"/>            |

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

Name of Special Event/ Production: Trot for Hope

Type of Event: Running Race

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

2 mile run, Kids fun run

Location of Event: Riverfront Park, Amphitheater

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

	Date	Day	Begin	End
Event Day 1	<u>11-26-15</u>	<u>Thursday</u>	<u>9:00</u> <u>AM</u> /PM	<u>10:30</u> <u>AM</u> /PM
Event Day 2	_____	_____	_____AM/PM	_____AM/PM
Event Day 3	_____	_____	_____AM/PM	_____AM/PM
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

Set-up for event will begin on (Date) 11-26-15 at (time) 7:00 AM

Break down will be completed by (Date) 11-26-15 at (time) 11:00 AM

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      \$ 100 Per day X 1 Days      \$ 100

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

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)**

\$ TBD

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 1 400  
Day 2 \_\_\_\_\_ 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): \_\_\_\_\_  
Number of EMS personnel required: (\$23/hour) \_\_\_\_\_
- Number and location for portable toilets: (note location on site plan) 4 portable toilets located at Riverfront Park
- 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) barricades on St Johns Ave, Laurel St, River St

- Main emergency vehicle access to site (location-also note on site plan): \_\_\_\_\_
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): Small tent on Riverfront Park at amphitheater
- 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: Orange Vests for Volunteers on streets
- Sound system(s) location: Small Speaker at Start line on St Johns, Amphitheater
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): \_\_\_\_\_
- Number and location of temporary signs/banners: Small directional signs on Race course
- Number and location of promotional visual effects: N/A
- Watercraft: N/A
- Aircraft: N/A
- Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): Finish Line on Memorial Pkwy,

**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)



Portables  
Registration Tables  
Awards Ceremony



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**Grant permission to exceed allowable noise levels for Special Events Permit No. 15-40** - outdoor showing of Billy Graham's "My Hope America" movie, November 7, 2015 from 4:00 p.m. until 7:00 p.m.- Bound for Glory Cafe, Applicant; Roberta Sprague, Agent.

### **SUMMARY:**

Although Class B special events can be approved by the Special Events Coordinator, this application contains a request to exceed allowable noise levels, which must be approved by the City Commission. This event will take place at the Riverfront Park.

### **RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels during the showing of "My Hope America" movie on November 7, 2015 from 4:00 p.m. until 7:00 p.m..**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Special Events Permit No 15-40	Backup Material

### **REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Special Events	Crowe, Thad	Approved	9/24/2015 - 2:15 PM
City Clerk	Driggers, Betsy	Approved	9/25/2015 - 1:10 PM
City Manager	Suggs, Terry	Approved	9/29/2015 - 4:47 PM
Finance	Reynolds, Matt	Approved	9/30/2015 - 11:26 AM
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 12:55 PM

APPLICATION # 15-40

(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. Bound for Glory Sponsoring Billy Graham My Hope America Project  
b. CONTACT PERSON Roberta Sprague TELEPHONE/CELL 386-307-0825  
c. EMAIL boundforglorychristianbooks@gmail.com FAX # \_\_\_\_\_

2. ADDITIONAL CONTACT

a. CONTACT PERSON Nyko and Cordae Morgan TELEPHONE/CELL 386-983-9738  
b. EMAIL nykogerace@gmail.com FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Community Outreach and Evangelism

4. DATE & HOURS OF DESIRED USE: (SATURDAY) November 7, 2015 from 4pm - 7pm

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

6. ROAD CLOSURES: NO

7. REQUEST FOR NOISE VARIANCE(Dates and Times): yes 4pm - 7pm

8. REQUEST FOR ALCOHOL VARIANCE(Dates, Times, Location): NO

9. ESTIMATE OF ANTICIPATED ATTENDANCE Approx. 200-500 ppl.

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Projection System, Sound System, 8 foot by 10 foot screen, Hot Dog Cart giving away free hotdogs.

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**

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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.**

9/18/15  
DATE

  
SIGNATURE OF APPLICANT

  
**APPROVED:**  
SPECIAL EVENTS COORDINATOR 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: 9/23/15 Special Events Coordinator: Thad Crowe

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

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

Name of Special Event/ Production: Billy Graham My Hope Movie Showing

Type of Event: Outreach and Evangelism

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

Still motion picture production, Hot Dog distribution, bottled water distribution, prayer and discipling, fellowship.

Location of Event: Requesting Amphitheater on the Riverfront

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

	Date	Day	Begin	End
Event Day 1	<u>11/07/2015</u>	<u>Saturday</u>	<u>4 AM</u>	<u>7 AM</u>
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 11/07/2015 at (time) 2 pm

Break down will be completed by (Date) 11/07/2015 at (time) 9 pm

Event Sponsor/Organization Billy Graham My Hope America Project  
 Name of Promoter: Bound for Glory 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 \$ 100 Per day X 1 Days \$ 100

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)** \$ 100

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 1 200-520 ppl. Day 2 \_\_\_\_\_ 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) N/A
  
- 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): N/A
- Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): In case of Rain we would have a white tent to cover the projection screen and equipment for the movie showing.
- Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) Our volunteers would be passing out free hot dogs to movie goers and a bottle of water.
- Number and location of food vendors (note on site plan): One, Bound for Glory and St. Johns Cafe. Amphtheater
- Staff/ volunteer uniform identification: \_\_\_\_\_
- Sound system(s) location: Amphtheater
- 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: N/A
- Aircraft: N/A
- 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)



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Authorize to exceed allowable noise levels and close certain streets to vehicular traffic for Special Events Permit No. 15-36 - Christmas Parade, November 27, 2015 from 6:15 p.m. until 9:00 p.m. - Downtown Palatka Inc; Sam Deputy, Applicant.**

**SUMMARY:**

Downtown Palatka Inc has made application for a Christmas Parade, scheduled for November 28, 2015. The applicant has requested permission to close St Johns Avenue to vehicular traffic as noted on the attached site plan. The applicant also requests to exceed allowable noise levels, for amplified music.

**RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels and permission to close St. Johns Avenue to vehicular traffic between the riverfront and 11th Street for the Christmas Parade. The parade will take place between 6:15 p.m. until 9:00 p.m.**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Special Events Permit No 15-36	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Special Events	Crowe, Thad	Approved	9/24/2015 - 2:17 PM
City Clerk	Driggers, Betsy	Approved	9/25/2015 - 1:12 PM
City Manager	Suggs, Terry	Approved	9/29/2015 - 4:47 PM
Finance	Reynolds, Matt	Approved	9/30/2015 - 11:27 AM
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 12:55 PM

APPLICATION # 15-310

(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. DPT
  - b. CONTACT PERSON Sam Reilly TELEPHONE/CELL 386-328-4021
  - c. EMAIL graphicsiii@bellsouth.net FAX # 386-329-9842
2. ADDITIONAL CONTACT
  - a. CONTACT PERSON \_\_\_\_\_ TELEPHONE/CELL \_\_\_\_\_
  - b. EMAIL \_\_\_\_\_ FAX # \_\_\_\_\_
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY City of Palatka Christmas  
Parade 27
4. DATE & HOURS OF DESIRED USE: Friday, Nov. 28, 2015
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)  
See Map
6. ROAD CLOSURES: See Map 10:15
7. REQUEST FOR NOISE VARIANCE(Dates and Times): 7-P.M. - 9:00 P.M.
8. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): \_\_\_\_\_
9. ESTIMATE OF ANTICIPATED ATTENDANCE 15,000
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT \_\_\_\_\_

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. 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.





# CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 9/16/15 Special Events Coordinator: Thad CROWE

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

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

Name of Special Event/ Production: City of Palatka Christmas Parade

Type of Event: Parade

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

Parade – 7:00 p.m. Line up begins @ 5:00 p.m.

Street music begins @ 6:15 in the intersections of 3rd/4th/5th/6th/7th/8th

Location of Event: See Map

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

	Date	Day	Begin	End
Event Day 1	<u>November 27</u>	<u>Friday</u>	<del>5:00</del> <u>5:00</u> AM/PM	<u>9:00</u> AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 11-27 5:00 p.m. at (time) \_\_\_\_\_

Break down will be completed by (Date) 11-27 9:00 p.m. at (time) \_\_\_\_\_

Event Sponsor/Organization City of Palatka

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

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

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

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

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)** \$ Exempt

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 \_\_\_\_\_  
Day 2 \_\_\_\_\_ 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: NA

Number and location of fire protection services: NA

Inspection(s)- date and time requested: (\$23/hour) NA

Electrician services- date and time requested: (\$23/hour) NA

Emergency medical services: ambulance locations(s) (note on site plan): NA

Number of EMS personnel required: (\$23/hour) NA

Number and location for portable toilets: (note location on site plan) NA

Carnival location (if any) (note location on site map) NA

Number of sanitation roll-out containers required (\$15/ container) NA

Location of parking/transportation services, if any: NA

Temporary parking, directional signage needed: — 13<sup>th</sup> & Crill - Can City put a lit sign letting people know to turn left to Reid after 5:00pm.

Type transport vehicles (van, buses, etc.) \_\_\_\_\_

Location of security and emergency vehicle parking on site: NA

Public street barricades/street closures/detours: (note locations on site plan) On Map

- r Main emergency vehicle access to site (location-also note on site plan): NA
- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): 3rd & St Johns - Table.
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) NA
- r Number and location of food vendors (note on site plan): NA
- r Staff/ volunteer uniform identification: \_\_\_\_\_
- r Sound system(s) location: NA
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): NA
- r Number and location of temporary signs/banners: In Parade
- r Number and location of promotional visual effects: NA
- r Watercraft: \_\_\_\_\_
- r Aircraft: \_\_\_\_\_
- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): \_\_\_\_\_

**Items Outstanding:**

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

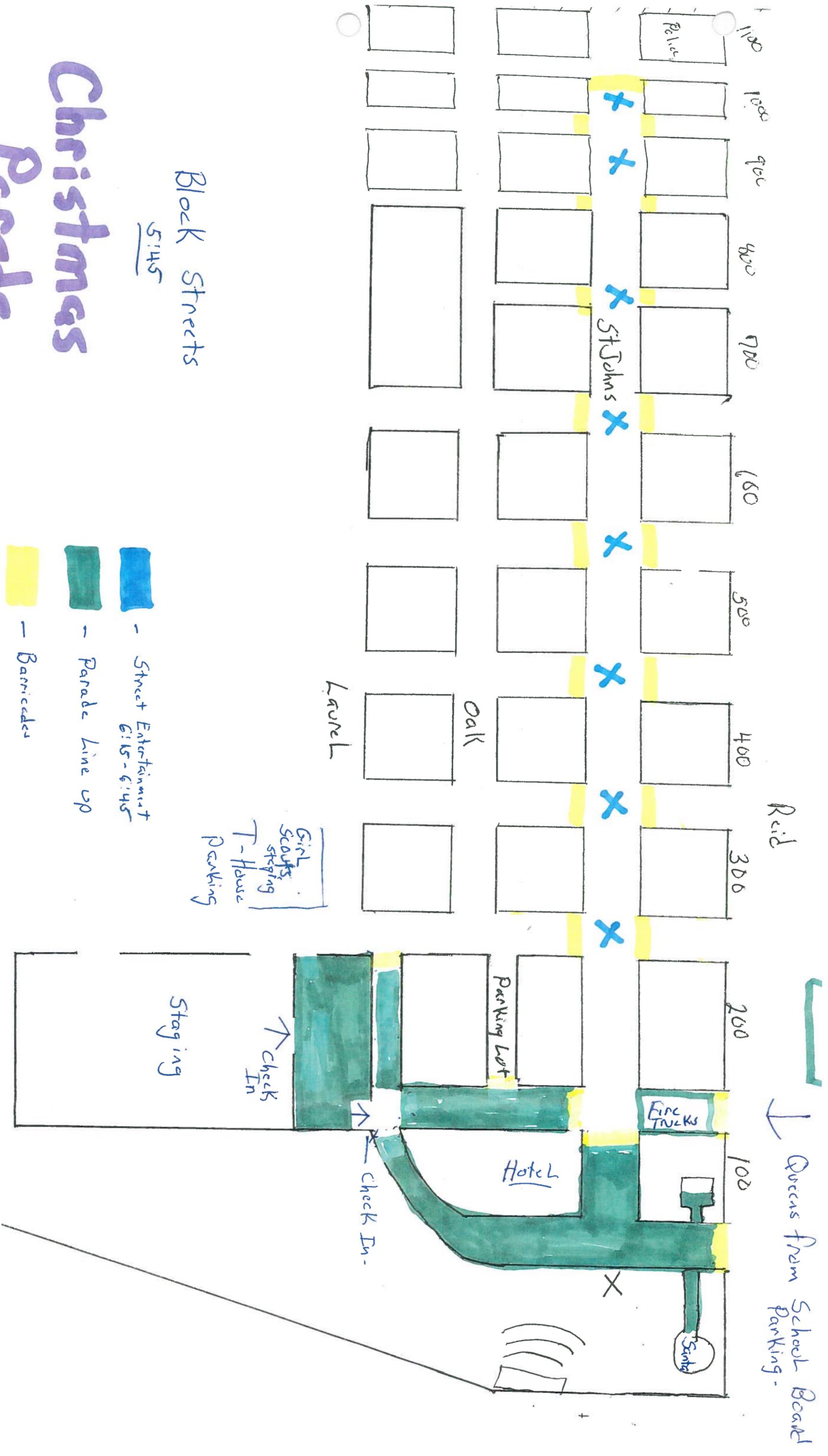
} File

# Christmas Parade 2015

Block Streets

5:45

- Street Entertainment 6:15-6:45
- Parade Line up
- Barricades



Reid  
↓ Queens from School Board Parking.

Girl Scouts stopping  
T-House  
Parking

Parking Lot

Hotel

Fire Trucks

Santa

Staging

Check In

Check In

Laurel

Oak

8:11 10:00 9:00 4:00 7:00 6:00 5:00 4:00 3:00 2:00 1:00



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**Approve request items for Special Events Permit # 15-41** - Palatka Main Street "4th Saturday Downtown Cruise In" for regular occurrences: 10/24/15, 11/28/15, 12/26/15, 1/23/16, 2/27/16, 3/26/16, 4/23/16, 5/28/16, 6/25/16, 7/23/16, 8/27/16, and 9/24/16 from 5:00 p.m. until 8:00 p.m. - Palatka Main Street, Inc/ Harris Berns-Cadle, Applicant

1. Grant permission to waive the Class B special event application deadline.
2. Grant permission to exceed allowable noise levels throughout the duration of event.
3. Allow the closure of the 900 block of St. Johns Avenue for the event.

**SUMMARY:**

Harris Berns-Cadle, with Palatka Main Street, has made application for this event, sponsored by Palatka Main Street, Inc. Although Class B special events can be approved by the Special Events Coordinator, this application contains requests to exceed allowable noise levels, the closure of the 900 block of St. Johns Avenue, and waiving of the Class B special event application deadline, all actions which must be approved by the City Commission.

**RECOMMENDED ACTION:**

**Grant permission to exceed allowable noise levels, the closure of the 900 block of St. Johns Avenue, and the waiving of the Class B special event application deadline during the Palatka Main Street "4th Saturday Downtown Cruise In" on October 24, 2015; November 28, 2015; December 26, 2015; January 23, 2016; February 27, 2016; March 26, 2016; April 23, 2016; May 28, 2016; June 25, 2016, July 23, 2016; August 27, 2016; and September 24, 2016 from 5:00 p.m. until 8:00 p.m..**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Special Events Permit No 15-41	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Special Events	Crowe, Thad	Approved	9/24/2015 - 2:16 PM
City Clerk	Driggers, Betsy	Approved	9/25/2015 - 1:11 PM
City Manager	Suggs, Terry	Approved	9/29/2015 - 4:47 PM
Finance	Reynolds, Matt	Approved	9/30/2015 - 11:27 AM
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 12:55 PM

APPLICATION # 15-41

(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. AZALEA CITY CRUISEURS / PALATKA MAIN STREET

b. CONTACT PERSON HARRIS BEANS-CADE TELEPHONE/CELL (386) 793-5818

c. EMAIL harrisbeanscadle@gmail.com FAX # \_\_\_\_\_

2. ADDITIONAL CONTACT

a. CONTACT PERSON JEARY HAFNER TELEPHONE/CELL (386) 983-2166

b. EMAIL PALATKAMAINSTREET@gmail.com FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 4TH SATURDAY DOWNTOWN  
CRUISE-IN

4. DATE & HOURS OF DESIRED USE: ATTACHED

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

6. ROAD CLOSURES: ST. JOHN'S AVE FROM 9TH ST. TO 10TH ST.

7. REQUEST FOR NOISE VARIANCE(Dates and Times): ATTACHED

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

9. ESTIMATE OF ANTICIPATED ATTENDANCE 100

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT N/A

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. 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.**

9/21/15  
DATE

*[Handwritten Signature]*  
SIGNATURE OF APPLICANT

APPROVED:  
*[Handwritten Signature]*  
SPECIAL EVENTS COORDINATOR DATE

*[Handwritten Signature]* 09-22-15  
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: 9/23/15 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 checked="" type="checkbox"/>
		Class C	<input type="checkbox"/>

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

Name of Special Event/ Production: 4<sup>th</sup> SATURDAY DOWNTOWN CRUISE-IN

Type of Event: CAR SHOW

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

DJ AND CAR DISPLAY

Location of Event: THE 900 BLOCK OF ST. JOHN'S AVE

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

	Date	Day	Begin	End
Event Day 1	<u>ATTACHED</u>	_____	_____ AM/PM	_____ AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) \_\_\_\_\_ at (time) \_\_\_\_\_

Break down will be completed by (Date) \_\_\_\_\_ at (time) \_\_\_\_\_

Event Sponsor/Organization ABALEA CITY CRUISERS / PALATKA MAIN STREET

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

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

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

Special Events Permit Fees \$ 100 Per day X 12 Days \$ 1200

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)** \$ 1200

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 1 100  
Day 2 \_\_\_\_\_ 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) N/A

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) SITE PLAN ATTACHED

- r Main emergency vehicle access to site (location-also note on site plan): N/A

---

- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): N/A

---

- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) SITE MAP ATTACHED

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- r Number and location of food vendors (note on site plan): SITE MAP ATTACHED

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- r Staff/ volunteer uniform identification: N/A

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- r Sound system(s) location: SITE MAP ATTACHED

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- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): N/A

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- r Number and location of temporary signs/banners: N/A

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- r Number and location of promotional visual effects: N/A

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- r Watercraft: N/A

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- r Aircraft: N/A

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- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): N/A

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**Items Outstanding:**

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

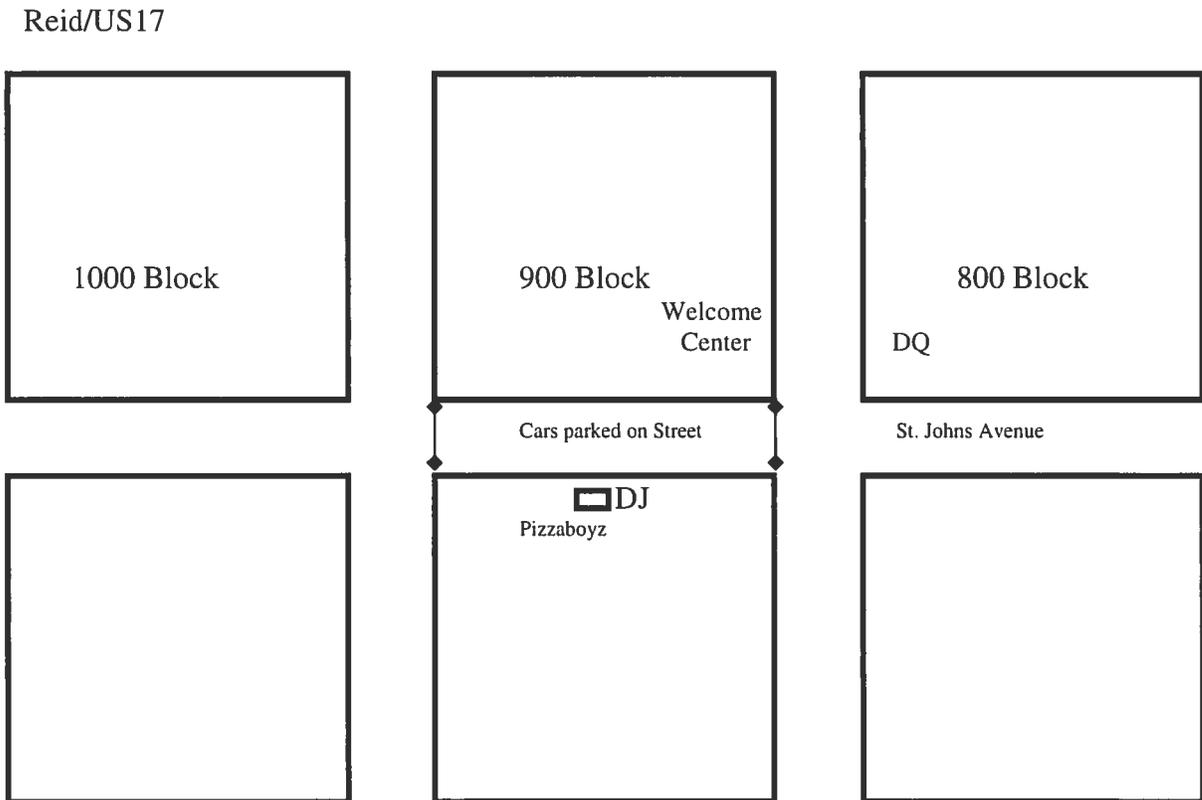
City of Palatka  
 Planning Meeting  
 Pre-event Assessment List

Addendum:

Requested dates and times of events (**not** including set-up and tear down):

	Date	Day	Begin	End
Event Day 1	10/24/15	Saturday	5pm	8pm
Event Day 2	11/28/15	Saturday	5pm	8pm
Event Day 3	12/26/15	Saturday	5pm	8pm
Event Day 4	01/23/16	Saturday	5pm	8pm
Event Day 5	02/27/16	Saturday	5pm	8pm
Event Day 6	03/26/16	Saturday	5pm	8pm
Event Day 7	04/23/16	Saturday	5pm	8pm
Event Day 8	05/28/16	Saturday	5pm	8pm
Event Day 9	06/25/16	Saturday	5pm	8pm
Event Day 10	07/23/16	Saturday	5pm	8pm
Event Day 11	08/27/16	Saturday	5pm	8pm
Event Day 12	09/24/16	Saturday	5pm	8pm

**Event Map**  
 Downtown Cruise-in





## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**Adopt Resolution No. 2015-11-72** rejecting all responses received to RFP#2015-04, Palatka Golf Club Restaurant Expansion and Improvement, and directing staff to reissue a Request for Proposals for Golf Club Restaurant Expansion and Improvement

### **SUMMARY:**

On July 27, 2015, RFP #2015-04, Palatka Golf Club Restaurant Expansion and Improvement was issued and advertised. Responses were due on August 28, 2015. One response was received.

Under Section 10 of the RFP (attached), Proposal Evaluation Process, Respondent Qualifications/Experience, it specifically states "Successful respondents to this RFP will be experienced restaurant owners with a proven track record." The sole respondent states they don't have specific experience operating a restaurant; therefore, Staff recommends rejection of responses received to RFP-2015-04, a right reserved by the City upon advertisement (attached). Staff further recommends re-issuance of a Request for Proposals for a restaurateur for Palatka Golf Club Restaurant Expansion and Improvement.

### **RECOMMENDED ACTION:**

**Adopt a resolution rejecting all proposals received in response to City of Palatka RFP #2015-04, Palatka Golf Club Restaurant Expansion and Improvement, and directing staff to reissue a Request for Proposals for Golf Club Restaurateur.**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Resolution	Resolution
▫ RFP Evaluation Process & Release Info	Backup Material

### **REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
City Clerk	Driggers, Betsy	Approved	10/2/2015 - 6:40 PM
City Clerk	Driggers, Betsy	Approved	10/2/2015 - 6:40 PM

**RESOLUTION No. 2015-11-72**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
REJECTING ALL RESPONSES TO RFP #2015-04, PALATKA GOLF  
CLUB RESTAURANT EXPANSION AND IMPROVEMENTS,  
WHICH WERE DUE AND RECEIVED ON AUGUST 28, 2015, AND  
AUTHORIZING RESUBMISSION OF A REQUEST FOR  
PROPOSALS FOR PALATKA GOLF CLUB RESTAURANT  
EXPANSION AND IMPROVEMENTS**

**WHEREAS**, the City of Palatka advertised RFP#2015-04, Palatka golf club restaurant expansion and improvements, on July 27, 2015, with responses due on August 28, 2015; and

**WHEREAS**, one proposal was received; and

**WHEREAS**, Section 10 of the Request for Proposals (RFP), entitled Proposal Evaluation Process, Respondent Qualifications/experience, specifically stated that “Successful respondents to the RFP will be experienced restaurant owners with a proven track record,” and

**WHEREAS**, the City of Palatka has determined that the proposal submitted by the respondent to the RFP does not meet the criteria for qualifications/experience specified under Section 10 of the RFP.

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

1. That all proposals received for RFP #2015-04, Palatka Golf Club Restaurant Expansion and Improvements, are hereby rejected.
2. That Staff is hereby authorized and directed to re-issue a Request for Proposals for Palatka Golf Club Restaurant Expansion and Improvements.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida this 8<sup>th</sup> day of October, 2015.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Its MAYOR**

**ATTEST:**

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

**APPROVED AS TO FORM  
AND CORRECTNESS:**

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

## 10. PROPOSAL EVALUATION PROCESS

Responses to this RFP will be evaluated competitively. If required, the top-ranked respondents will be invited to present an oral presentation of their proposal.

*Proposals will be ranked based on the following criteria:*

- Respondent's Qualifications/Experience (30 points)
- Business Concept/Character (20 points)
- Financial Analysis & Proposed Lease Terms & Fees (40 points)
- Understanding of Project Goals/Vision (10 points)

### Respondent Qualifications/Experience

Successful respondents to this RFP will be experienced restaurant owners with a proven track record. Interested parties should provide information indicating that they will be able to successfully operate their proposed business as a tenant in the Clubhouse. A resume of relevant professional experiences is required. Additionally, if the respondent is currently operating or has previously operated a similar commercial business, respondents must provide three-year historical financial statements for the business, including profit/loss information, a balance sheet, and statement of cash flow.

### Business Concept/Character

Respondents should provide a detailed description of the proposed restaurant's operation. At a minimum, this description should include the following information: types of proposed food offerings sold/services offered, hours of operation, proposed marketing plan and estimated price points, and how both will be catered to make the most of the improvements that were completed via the USDA RBEG grant.

Additionally, respondents should provide proposed hours of operation. The City is specifically looking to expand the hours of operation and to offer to three (3) meals per day. The City prefers applicants with business plans that accommodate these hours.

The proposed business should create an appealing concept that can serve as a catalyst for increased non-golfer activity at the golf course, including catering to outside groups and functions. Respondents should provide information that will allow the City to understand the character, style and ambiance of the proposed business.

Respondents should provide descriptions and visual aids of proposed décor.

The plan should also include a basic assessment of the target market and potential competition.

### Financial Analysis and Feasibility

[Sign up](#) to receive a text message or email when new bids are added!



<b>Bid Number:</b>	RFP-2015-04
<b>Bid Title:</b>	Palatka Golf Club Restaurant Expansion and Improvement
<b>Category:</b>	Capital Improvements
<b>Status:</b>	Closed

**Description:**

The City of Palatka hereby requests proposals from restaurateurs interested in providing services to expand and improve the food and beverage operation at Palatka Golf Club. The City reserves the right to waive any irregularities submitted, reject any and/or all submittals, readvertise, and accept any submittals deemed to be in the best interest of the City. All interested parties must register their name, email address, address and telephone number with the City to receive any future changes, additions, addendums or notices concerning this RFP.

**Publication Date/Time:**

7/27/2015 12:00 AM

**Closing Date/Time:**

8/28/2015 3:00 PM

**Submittal Information:**

Betsy Driggers, City Clerk

**Bid Opening Information:**

August 28, 2015

**Pre-bid Meeting:**

August 11, 2015 @ 3:00 PM

**Contact Person:**

Jonathan Griffith, Project Manager

201 North Second Street

Palatka, Florida 32177

jcgriffith@palatka-fl.gov

386-329-0103 ext. 325

**Business Hours:**

Monday-Friday 8:30 AM-5:00 PM

**Fax Number:**

386-329-0106

**Related Documents:**

[RFP 2015-04 Golf Course Restaurant](#)

[Appendix C Lease Area](#)

[Appendix A 2009-2014 Golf Course Utility Costs](#)

[Appendix B Golf Course Food and Beverage Historical Revenues](#)

[Addendum No 1 Golf Course Restaurateur 2015-004](#)

[RFP 2015-044 Pre Proposal sign in sheet 8-11-15](#)

[Bid Opening Golf Course Restaurant 2015-04](#)

[Golf Course Restaurant Response](#)

[Return To Main Bid Postings Page](#)



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**PUBLIC HEARING/ORDINANCE** - 163 Comfort Road - Parcel # 37-09-26-0000-0060-0067 - Planning Board Recommendation to Annex and assign residential land use and zoning to parcel, from Putnam County IH (Industrial Heavy) to City R-1A (Single-Family Residential) - Pumpcrete America, Inc., Owner; Palatka Building & Zoning Dept., Applicant.

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

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

**SUMMARY:**

This is a first reading of ordinance annexing 163 Comfort Road into the City limits and also an ordinance rezoning this parcel to a single-family zoning designation. This is a voluntary annexation - the property owner, who also owns the concrete contracting business immediately west of this parcel, has expressed interest in building a home on this property.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Commercial when they are introduced for a second reading on October 22, 2015.

**RECOMMENDED ACTION:**

**Pass on first reading ordinances annexing 163 Comfort Road into the City and an ordinance assigning R-1A (Single-Family Residential) zoning designation to the property.**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Annexation Ordinance	Ordinance
▣ Rezoning Ordinance	Ordinance
▣ Staff Report	Backup Material
▣ Planning Board Minutes	Backup Material
▣ Powerpoint Presentation	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Crowe, Thad	Approved	10/2/2015 - 2:10 PM
City Clerk	Driggers, Betsy	Approved	10/2/2015 - 4:43 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 163 COMFORT  
ROAD, LOCATED IN SECTION 37,  
TOWNSHIP 9 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: Pumpcrete America Inc., 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 said lands being described as follows:

**DESCRIPTION OF PROPERTY:**

STINWELL SUBURBAN FARMS MB2 P39 PT OF LOT 7 OR776 P1171 (Being 163 Comfort Road)/tax parcel # 37-09-26-0000-0060-0067), a 1.09-acre parcel.

**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:** That a copy of this ordinance shall be sent to Municipal Code Corporation for inclusion in the City Charter.

**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 October 22, 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 IH (INDUSTRIAL HEAVY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: 163 COMFORT ROAD (SECTION 37, TOWNSHIP 9 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: 163 Comfort Road (Pumpcrete American, Inc.) 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 August 4, and two public hearings before the City Commission of the City of Palatka on October 8, 2015 and October 22, 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:**

STINWELL SUBURBAN FARMS MB2 P39 PT OF LOT 7 OR776 P1171 (Being 163 Comfort Road)/ tax parcel # 37-09-26-0000-0060-0067)

**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 22<sup>nd</sup> day of October, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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



Case 15-30: 163 Comfort Rd.

Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

## STAFF REPORT

**DATE:** July 24, 2015  
**TO:** Planning Board members  
**FROM:** Thad Crowe, AICP  
Planning Director

### APPLICATION REQUEST

To annex, amend FLUM, and rezone the property below from County industrial to City (single-family) residential. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). (There is a companion amendment for this property for the developed site to the west to be rezoned from residential to industrial (the property already has industrial land use, which “trumps” zoning.) City departments had no objections to the proposed actions.



Figure 1: Site and Vicinity Map (property outlined in red, properties within City shown with purple overlay)



Figure 2: photo taken from Comfort Rd: from right to left: Crystal Cove subdivision (wooded area), 161 Comfort Rd (Pumpcrete Inc.), 163 Comfort Rd (wooded/vacant lot behind 161), and 171 Comfort Rd. (Keuka Energy)

**APPLICATION BACKGROUND**

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and heavy industrial zoning. The property is a wooded and undeveloped lot, located behind Pumpcrete, a concrete contracting business which specializes in floors, footings, foundations, retaining walls, and driveways associated with new construction. 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
IN (Industrial)	RL (Residential, Low)	IH (Industrial, Heavy)	R-1A (Single-Family Residential)

The owner is voluntarily annexing into the City and contemplates utilizing this rear lot as a residential dwelling. An access easement from Comfort Rd. through the Pumpcrete property would provide access for the dwelling.

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 to the south and north.

**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, as evidenced by the map to the right.



Figure 3: Vicinity (purple-shaded properties are in City)

### **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. Residential

*Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.*

Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

**Staff Comment:** the property is now in the County's Industrial 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 RL FLUM has much lower development intensity, represented by a maximum lot coverage (by buildings and paved/impervious area) of 35%. Finally Municipal Code Section 94-111(b) allows the R-1A zoning category within the RL land use category, which provides direct Comprehensive Plan category conformance.

<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.

*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 (within Comfort Rd. right-of-way). The north end of sewer service is the Crystal Cove subdivision, so this property cannot receive sewer service without an extension up Comfort Rd. The property has city water service – the water line continues around 650 feet north of this property and ends at a master meter that serves a County water system in the Bargeport area.

*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:** 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.

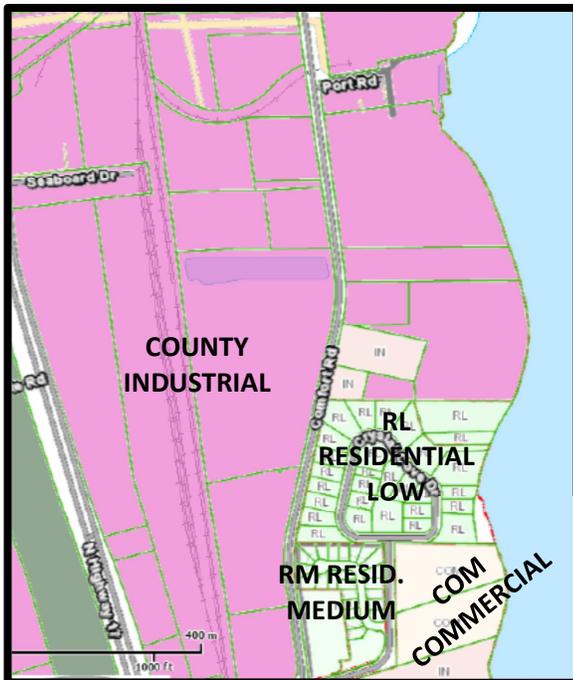


Figure 3: Vicinity (purple-shaded properties are in City)

*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.*
- *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. This action does 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:** in zoning terms the property is located in a transitional area between the very intensive industrial uses and low intensive residential uses, not to mention a riverfront resort. One of the problems with the historical lack of coordination between City and County is the clash of land uses like this without an element of transitional (less intense) zoning and even open space and buffers serving to reduce noise, traffic, dust, and odor impacts. As this lot is adjacent to residential uses it will help to buffer the three adjacent residential uses from industrial use impacts.

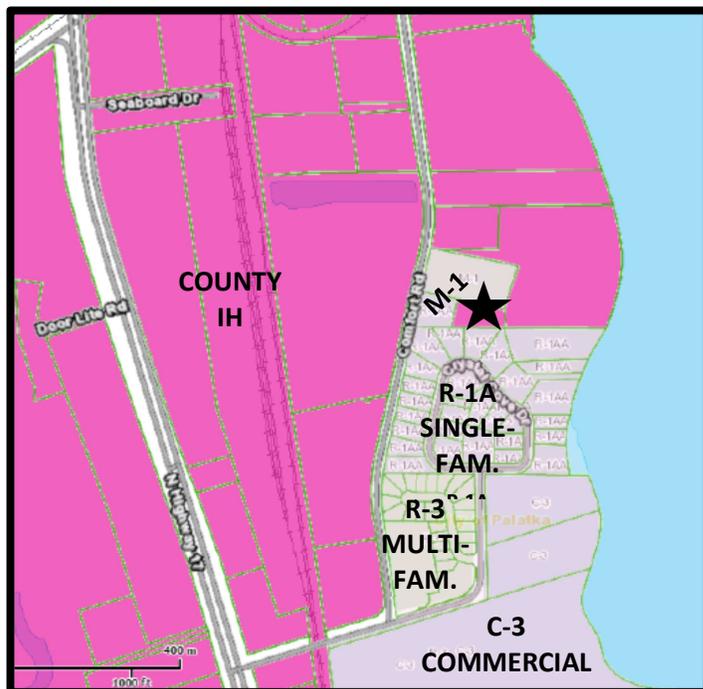


Figure 4: Vicinity Zoning

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

**Staff Comment:** while properties to the north, east, and west have industrial zoning, properties to the south have single-family residential zoning. Therefore no isolated zoning district would be created.

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

**Staff Comment:** a single-family home would have minimal impacts on public facilities.

*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:** Comfort Rd. is a 1.3 mile loop off US 17, in the far north of the City. This road is not on the County's list of arterial and collector roadways subject to annual traffic counts. Staff would characterize Comfort Rd. as a minor collector, carrying traffic from US 17 to the Crystal Cove resort, Crystal Cove Subdivision, 1<sup>st</sup> Coast Technical College and multiple industrial uses in the Bargeport area. Traffic is generally light. These amendments would reduce trips dramatically from a potential industrial use with higher traffic including trucks, to the light impacts of a single-family home.

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

**Staff Comment:** this project must meet St. Johns River Water Management District and City drainage requirements, containing much of its stormwater on site.

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

**Staff Comment:** single-family development, by its nature and due to the lot coverage control, will not reduce light and air to adjacent areas.

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

**Staff Comment:** Staff does not believe that changing the allowable use of this property from industrial to residential will not adversely affect property values, in fact it is likely that it will positively affect the values of the adjacent residential lots.

*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 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 residential 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 will not be 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 RL (Residential, Low), and rezoning to R-1A (Single-Family Residential) for 163 Comfort Rd.

Vice-Chairman Pickens said he has had longstanding ex-parte communication with and has legally represented the property owner, Mr. Beck, but he did not think he needed to recuse himself from this case as he anticipated no financial gain as a result of tonight's actions.

Mr. Holmes recused himself from discussion of the item, stating he currently represents the applicant, and left the meeting room.

Mr. Crowe then gave a brief PowerPoint presentation of the case, noting that the property was proposed for a boutique car wash for Beck vehicles and also for the public at large. The site had previously received approval from the Zoning Board of Appeals for a variance to reduce the front setback (along N. Highway 17) to zero – there was a very large grassed right-of-way that provided ample distance and buffering from the roadway in this case.

**Motion** made by Mr. DeLoach and seconded by Mr. Harwell to approve the request as requested. All present voted affirmative, motion carried unanimously.

**Case 15-28** A request to annex, amend the Future Land Use map from County US (Urban Service) to RL (Residential Low-Density) and rezone from County R-1A (Single-family Residential) to R-1A (Residential Single-Family), located at the northwest corner of Lane & Williams St. (Parcel #01-10-26-5200-0170-0010).

Chairman Sheffield opened the public hearing, with no individuals speaking, and then closed the public hearing.

**Motion** made by Mr. DeLoach and seconded by Mr. Harwell to approve the request as requested. All present voted affirmative.

**Case 15-29:** A request to rezone from County IH (Heavy Industrial) to M1 (Light Industrial), located at 161 Comfort Rd.

Mr. Crowe explained that this is a housekeeping effort since this property currently has residential zoning that is in conflict with its over-riding Commercial Future Land Use Map (FLUM) category. Staff recommended tabling the item due to an advertising error.

**Motion** to table by Mr. DeLoach and seconded by Vice-Chairman Pickens to table this request until next month to allow for corrective advertising. All present voted affirmative, motion carried.

**Case 15-30:** A request to annex, amend the Future Land Use map from County IN (Industrial) to RL (Residential Low-Density) and rezone from IH (Heavy Industrial) to R-1AA (Residential Single-Family), located 163 Comfort Rd.

Mr. Crowe gave a brief PowerPoint presentation, saying that this parcel is directly behind the industrial parcel referenced in the previous case, and the owner of both properties had expressed a desire to annex this rear parcel and assign it residential land use and zoning. Staff supported this as the residential zoning would provide a buffer from adjacent industrial uses for the Crystal Cove residences to the south.

Chairman Sheffield opened up the public hearing and adjacent property owner and resident Chevy Davis, 26 Crystal Cove Dr. expressed his concerns about incompatible development. He asked if there was any architectural or landscaping control over a builder on a residential lot such as this. Mr. Crowe responded that there were no such development standards except for dimensional standards such as setbacks, minimum lot

coverage, and building height. Vice-Chairman Pickens asked Mr. Crowe what were building height limits in industrial and residential zoning districts, and Mr. Crowe answered that the R-1AA zoning had a 35-foot height limit and the M-1 zoning had a 48-foot height limit. Mr. Crowe added that the irony was that there was more ability to protect trees and regulate architecture in the industrial zoning. Vice-Chairman Pickens said that an industrial use would be a much worse neighbor in terms of noise, building height, and other impacts. Board discussion continued about the reduction of impacts from this action. As there were no others wishing to speak, Chairman Sheffield closed the public hearing.

**Case 15-31** Request for conditional use for mural, located **100 Block of N. 3<sup>rd</sup> St.**  
**Applicant:** Conlee-Snyder Mural Committee

Mr. Crowe said that conditional use criteria were by and large not applicable to the review of murals. The only relevant criterion pertains to compatibility and the public interest. He said that the mural theme of natural history was appropriate for the area and maintained the ongoing mural theme of local history, culture, and environment. He recommended approval of the request.

Mr. Dean Quigly, 2845 1<sup>st</sup> Avenue - St. Augustine, FL noted that the mural's subject, William Bartram, was a globally-known botanist and adventurer of the 1700s. Bartram took great interest in the Palatka area, and the wildlife sketches of the mural come straight from his etchings in his book *Travels of William Bartram*.

**Motion** made by Vice-Chairman Pickens and seconded by Mr. Wallace to approve the request as proposed. All present voted affirmative.

**Case 15-27** A request for conditional use to locate an alcohol serving establishment within 300 ft. of another located at **114 N. 19th St.**

Mr. Crowe explained that the owner of the dollar store in the Middleton Shopping Center wanted to add beer & wine sales. In a PowerPoint presentation he reviewed the conditional use criteria and noted that one of the strong elements of the Comprehensive Plan is landscaping and tree planting, and this application could be the vehicle to bring the property more into compliance with the Landscape Code. The conditional use provides that point of entry for code upgrades while not making such conditions completely onerous on the property/business owner. He shared some slides showing some proposed landscape buffering along St. Johns Ave and N. 19<sup>th</sup> St. He explained that he has worked with City Project Manager Jonathan Griffith to come up with a proposal to partner with the owner to plant a minimal buffer through the City's Tree Mitigation program.

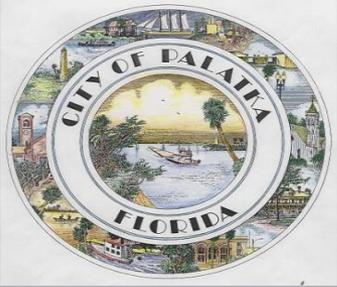
The Chairman opened up the public hearing, hearing from Allegra Kitchens, 1027 S. 12<sup>th</sup> St., who said there is uncertainty about the precise location of the right-of-way line along St. Johns Avenue at the center. Mr. Crowe said that any motion could be stated in a way that ensured tree planting in either public or private property around that line.

**(Regular meeting)**

**Motion** made by Vice-Chairman Pickens and seconded by Mr. DeLoach to approve the request subject to staff's recommendations. All present voted affirmative.

## **OTHER BUSINESS**

Jonathan Griffith, Project Manager, 205 N. 2<sup>nd</sup> St. in the absent of a recreation board he is requesting feedback and direction from the Planning Board on the proposed grant-funded improvements to Booker and Hank Bryan Parks. These grants would be through the Florida Recreation Development Assistance Program (FRDAP).

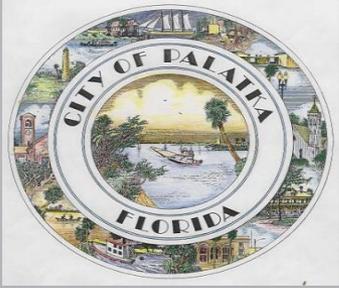


# Case 15-30

## 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

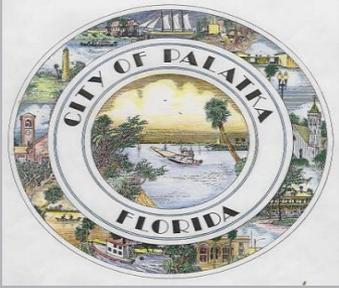




# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

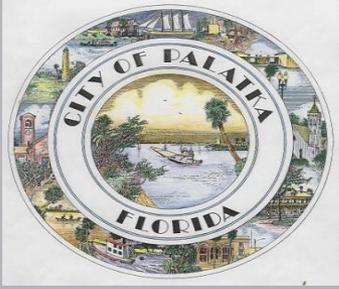




# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

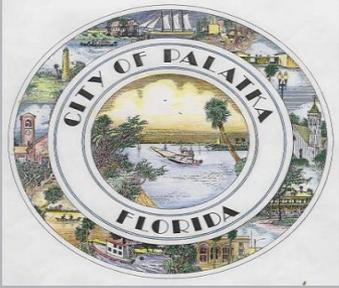
FLUM Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
IN (Industrial)	RL (Residential, Low)	R-1A (Residential Single-family)	R-1A (Single- family Residential)



# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

Proposed FLUM is compatible with neighborhood and similar to previous County designation

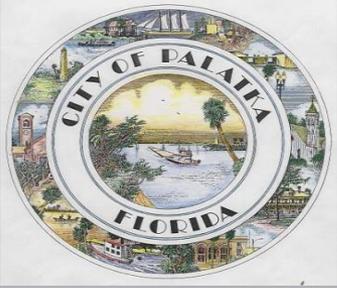


# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

## Annexation Criteria

- Contiguity
- Compactness



# Case 15-30 163 Comfort Rd

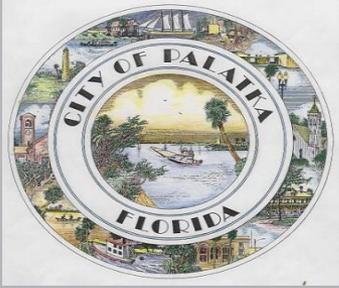
Annexation, FLUM Amendment, & Rezoning



Contiguous to  
city limits

Reduces County  
Enclave

Compact



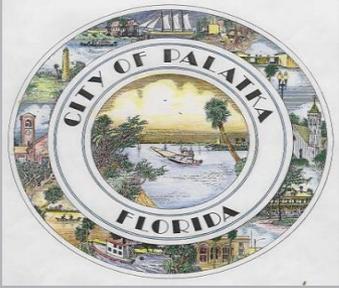
# Case 15-30

## 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

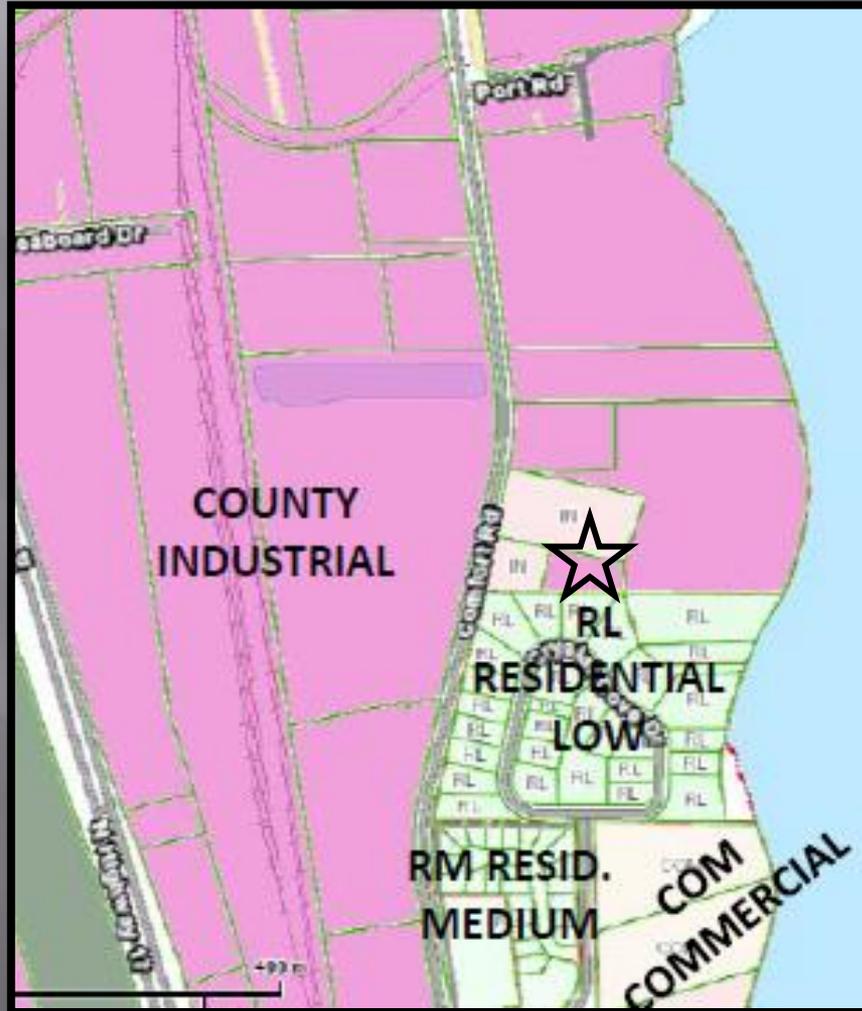
### FLUM Criteria

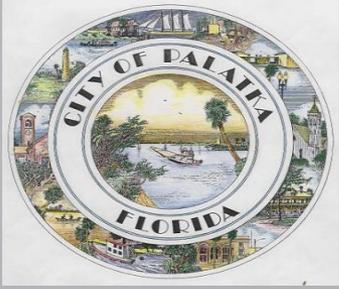
- Not in conflict with Comp Plan
- Nearby available urban services (water & sewer)
- Does not represent urban sprawl



# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning



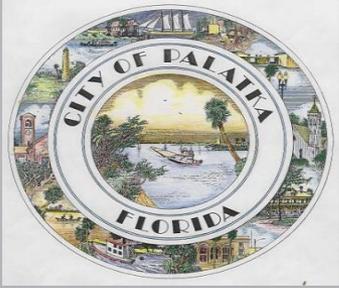


# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

## Rezoning Criteria

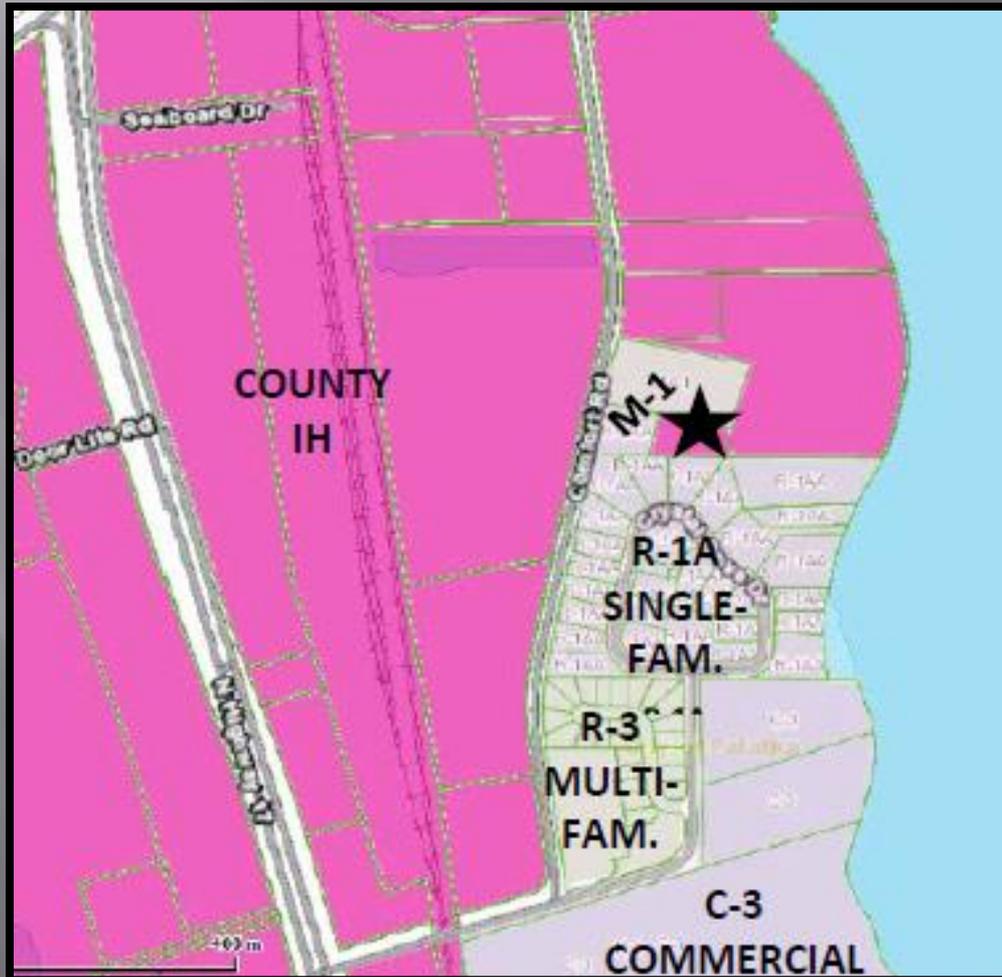
- Compatible with existing residential uses to south
- Not isolated district, residential zoning present
- No special privilege

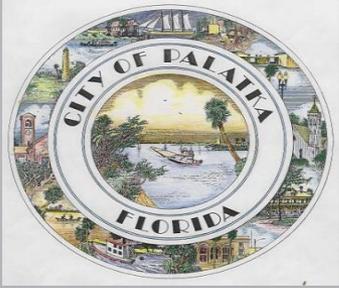


# Case 15-30

## 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning





# Case 15-30 163 Comfort Rd

Annexation, FLUM Amendment, & Rezoning

Recommend Approval of  
Annexation, FLUM Amendment, &  
Rezoning



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**PUBLIC HEARING:** 276 N US 17 - Parcel # 37-09-26-0000-0060-0480- Planning Board Recommendation to Annex and assign commercial land use and zoning to parcel, from Putnam County IH (Industrial Heavy) to City C-2 (Commercial Intensive) - Beck/Sloan Properties, Inc., Owner; Palatka Building & Zoning Dept., Applicant.

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

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

### **SUMMARY:**

This is a first reading of ordinance annexing 276 N. US 17 into the City limits and also an ordinance rezoning this parcel to a commercial zoning designation. This is a voluntary annexation that is motivated by the need for city utilities.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Commercial when they are introduced for a second reading on October 22, 2015.

### **RECOMMENDED ACTION:**

**Pass on first reading ordinances annexing 276 N. US 17 into the City and assigning C-2 (Commercial Intensive) zoning designation to the property.**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▢ Annexation Ordinance	Ordinance
▢ Rezoning Ordinance	Ordinance
▢ Staff Report	Backup Material
▢ Planning Board Minutes	Backup Material
▢ Powerpoint Presentation	Backup Material

### **REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Crowe, Thad	Approved	10/2/2015 - 10:28 AM
City Clerk	Driggers, Betsy	Approved	10/2/2015 - 4:46 PM

This instrument prepared by:  
Thad Crowe, AICP  
City of Palatka  
201 N. 2nd 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 276 NORTH US 17, LOCATED IN SECTION 37, TOWNSHIP 9 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: Beck/Sloan Properties inc., 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 said lands being described as follows:

**DESCRIPTION OF PROPERTY:**

STINWILL SUBURBAN FARMS MB2 P39 PT OF LOTS 48 + 49 OR467 P1656 (EX OR488 P1318 OR489 P875 OR713 P733) ALSO PT OF CLOSED OLD HWY 15 PER RES OR1241 P254 (EX OR1288 P675) (SUBJECT TO ESMT OR1330 PP1435 1441) (MAP SHEET 37E) (Being 276 North US 17)/tax parcel # 37-09-26-0000-0060-0480), a 0.6-acre parcel.

**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:** That a copy of this ordinance shall be sent to Municipal Code Corporation for inclusion in the City Charter.  
**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 October 22, 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  
City of Palatka  
201 N. 2nd St.  
Palatka, FL 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 IH (INDUSTRIAL HEAVY) TO CITY C-2 (COMMERCIAL INTENSIVE) FOR THE FOLLOWING PROPERTY: 276 NORTH US 17 (SECTION 37, TOWNSHIP 9 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: 276 North US 17 (Beck/Sloan Properties Inc.) 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 August 4, and two public hearings before the City Commission of the City of Palatka on October 8, 2015 and October 22, 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 PROPERTY:**

STINWILL SUBURBAN FARMS MB2 P39 PT OF LOTS 48 + 49 OR467 P1656 (EX OR488 P1318 OR489 P875 OR713 P733) ALSO PT OF CLOSED OLD HWY 15 PER RES OR1241 P254 (EX OR1288 P675) (SUBJECT TO ESMT OR1330 PP1435 1441) (MAP SHEET 37E) (Being 276 North US 17)/tax parcel # 37-09-26-0000-0060-0480), a 0.6-acre parcel.

**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 October 22, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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



Case 15-26: 276 N HWY 17

Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

## STAFF REPORT

**DATE:** July 20, 2015  
**TO:** Planning Board members  
**FROM:** Thad Crowe, AICP  
Planning Director

### APPLICATION REQUEST

To annex, amend FLUM, and rezone the property below from County industrial to City commercial. 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: photo taken from US 17, property in foreground, Palatka Sheet Metal (on Jax Lane) to rear.



Figure 3: photo taken from US 17 looking south. Property is in foreground, Palatka Sheet Metal in left of picture, former truss manufacturer in middle of picture, Palatka Bolt & Screw in middle right, and to far right is Beck auto sales.

**APPLICATION BACKGROUND**

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and heavy industrial zoning. The property is undeveloped. 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)	IH (Heavy Industrial)	C-2 (Intensive 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 US 17 corridor (see map below).



Figure 3: Enclave Area (green properties are in City)

**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 lower/stricter maximum impervious surface of 70%, with both being comparable to the County’s intensity limits. While there is a mix of industrial and commercial FLUM in the vicinity, the use is better suited to the COM FLUM due to the nature of its proposed operations and the presence of similar nearby COM properties. Finally Municipal Code Section 94-111(b) allows the C-2 zoning category within the COM land use category.

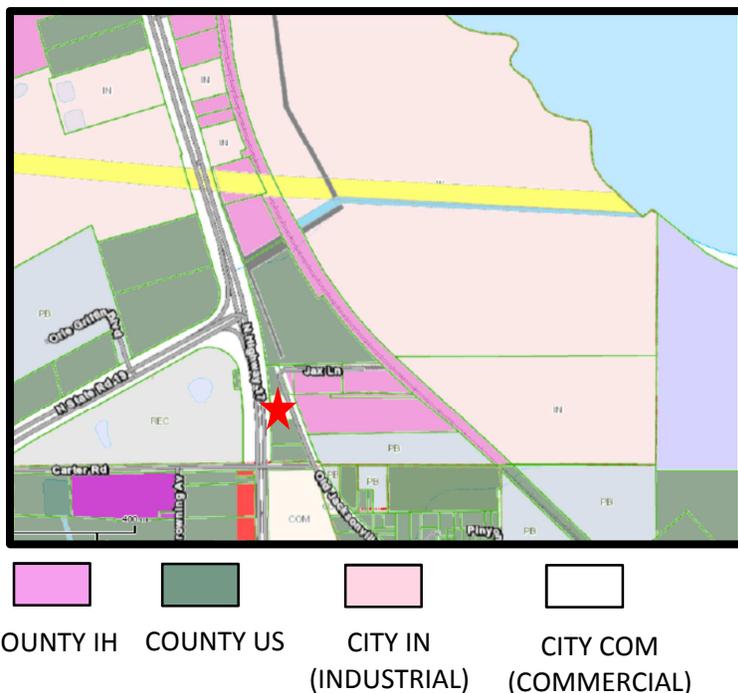


Figure 4: Future Land Use Map (FLUM) categories

<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.

*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 US 17 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.*
- *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.*

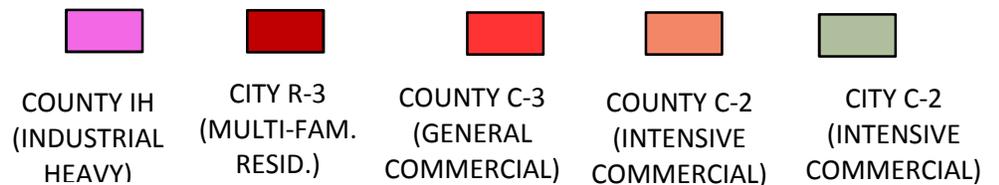
**Staff Comment:** The property is located in an established commercial corridor.

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

**Staff Comment:** Properties to the south are established commercial uses, and the commercial FLUM & zoning provides a step-down in intensity from the industrial FLUM and zoning to the north and east.



Figure 4: Vicinity zoning



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

**Staff Comment:** Roadway capacity is available on area roadways as well as water and sewer capacity in the area.

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 commercial designation 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:** as previously noted there is ample roadway capacity on Hwy 17 and this use will not produce an excessive number of vehicle trips that would create congestion.

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

**Staff Comment:** No drainage problems are anticipated for this any future use, as water management district and city stormwater standards must be met.

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

**Staff Comment:** Impervious surface limitations (70% maximum) and height limits (48 feet) prevent 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 C-2 for 276 N. Hwy 17.

11. Open space must exceed what is required by the Comprehensive Plan and Zoning Code by at least 15%.
12. Phase 1, which are improvements required for Parcels A & B, must be complete within one year of approval. Phase 2, development of Parcel C must commence within five years of approval.
13. Any future development of Parcel C must have underground utilities.
14. All properties must be subject to unified control in regard to approval conditions, to be accomplished by a binding maintenance and development agreement signed by all owners of the parcels and recorded with the County Clerk.
15. A screened refuse area must be provided to the rear of the buildings and roll-out carts shall not be left in view in front or in the sides of the building.

Mr. Harwell asked what side of the property is the fifteen foot buffer intended for. Mr. Crowe replied that it would be required along the entire east, part of the west and the northern property lines along Peters St.

Mr. Harwell asked if there was another avenue that could be used instead of a PUD. Mr. Crowe advised that their only options are a variance or go through the PUD process, and staff does not believe it meets the variance criteria, with a self-created hardship, as the parcels do not have to be sub-divided.

Discussion took place regarding the proposed parcel separation.

### **(Regular Meeting)**

Mr. Harwell stated that he did not believe it was the best vehicle for this. Mr. Holmes asked what the emphasis was for the application. Mr. Crowe stated that the property owner wants to subdivide to sell them to different family members. Mr. Holmes asked if any of the uses proposed for the PUD in conflict with the underlying zoning of the respective parcels of property. Mr. Crowe replied no, that the commercial zoning and land use category allows limited industrial activity in enclosed spaces with on byproducts by conditional use. Essentially we are replacing the conditional use with this PUD. If a use were to be expanded or desired that is not currently there it would require a PUD modification. Mr. Holmes stated that he does not see a PUD as being something the City or County would be doing to their disadvantage, from his prospective, he has viewed it as a tool by which the city or county may place more restrictions on a property than would otherwise be available through a straight rezoning. Mr. Crowe agreed that he sees not as strictly an opportunity to circumvent zoning, but as a trade-off. On one hand the city provides some flexibility for some prescribed set of uses that are not as broad as what could be allowed with straight zoning, as well as property improvement with landscaping and tree preservation that also could not be required with allowed uses. Mr. Pickens stated that he agreed with Mr. Holmes.

**Motion** made by Mr. Pickens and seconded by Mr. Wallace to approve the request as recommended by Staff with conditions 1 – 15. All present voted, resulting with six yeas and one nay (Mr. Harwell), motion carried.

### **NEW BUSINESS:**

Mr. Pickens stated that he has had long standing exparte' communications with Mr. Sloan and has an ownership interest in the neighboring property, but does not believe he stands to benefit financially directly or indirectly.

**Case 15-26:** a request to annex, amend the Future Land Use map from County US (Urban Service) to COM (Commercial), and rezone from County IH (Heavy Industrial) to C-2 (Intensive Commercial), for property located at 276 N Highway 17.

Vice-Chairman Pickens said he has had longstanding ex-parte communication with and has legally represented the property owner, Mr. Beck, but he did not think he needed to recuse himself from this case as he anticipated no financial gain as a result of tonight's actions.

Mr. Holmes recused himself from discussion of the item, stating he currently represents the applicant, and left the meeting room.

Mr. Crowe then gave a brief PowerPoint presentation of the case, noting that the property was proposed for a boutique car wash for Beck vehicles and also for the public at large. The site had previously received approval from the Zoning Board of Appeals for a variance to reduce the front setback (along N. Highway 17) to zero – there was a very large grassed right-of-way that provided ample distance and buffering from the roadway in this case.

**Motion** made by Mr. DeLoach and seconded by Mr. Harwell to approve the request as requested. All present voted affirmative, motion carried unanimously.

**Case 15-28** A request to annex, amend the Future Land Use map from County US (Urban Service) to RL (Residential Low-Density) and rezone from County R-1A (Single-family Residential) to R-1A (Residential Single-Family), located at the northwest corner of Lane & Williams St. (Parcel #01-10-26-5200-0170-0010).

Chairman Sheffield opened the public hearing, with no individuals speaking, and then closed the public hearing.

**Motion** made by Mr. DeLoach and seconded by Mr. Harwell to approve the request as requested. All present voted affirmative.

**Case 15-29:** A request to rezone from County IH (Heavy Industrial) to M1 (Light Industrial), located at 161 Comfort Rd.

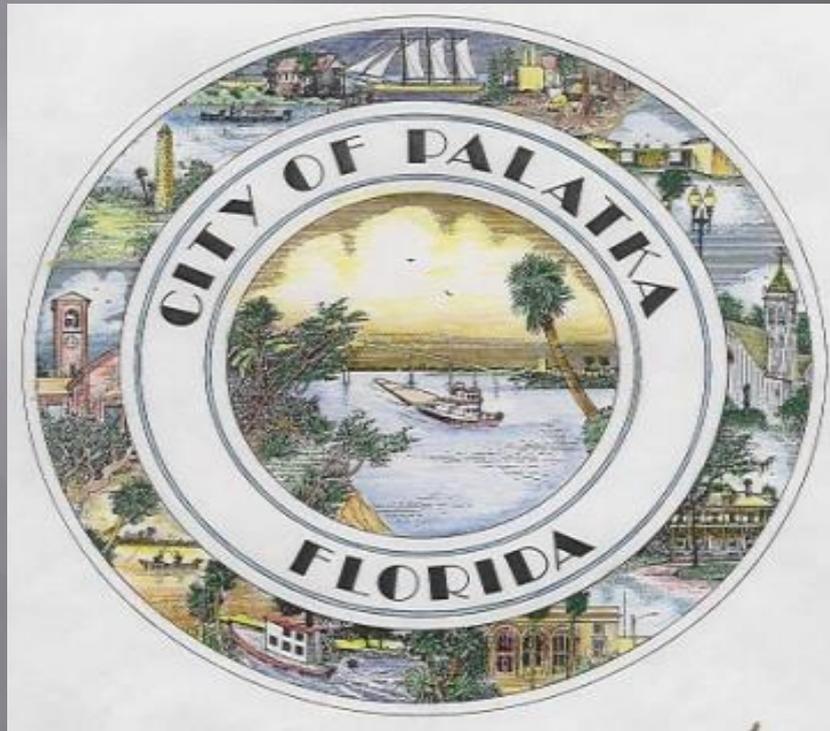
Mr. Crowe explained that this is a housekeeping effort since this property currently has residential zoning that is in conflict with its over-riding Commercial Future Land Use Map (FLUM) category. Staff recommended tabling the item due to an advertising error.

**Motion** to table by Mr. DeLoach and seconded by Vice-Chairman Pickens to table this request until next month to allow for corrective advertising. All present voted affirmative, motion carried.

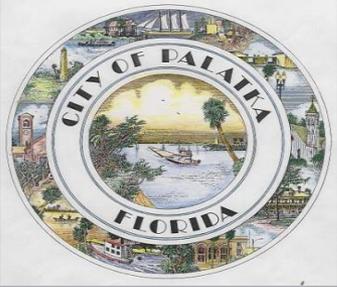
**Case 15-30:** A request to annex, amend the Future Land Use map from County IN (Industrial) to RL (Residential Low-Density) and rezone from IH (Heavy Industrial) to R-1AA (Residential Single-Family), located 163 Comfort Rd.

Mr. Crowe gave a brief PowerPoint presentation, saying that this parcel is directly behind the industrial parcel referenced in the previous case, and the owner of both properties had expressed a desire to annex this rear parcel and assign it residential land use and zoning. Staff supported this as the residential zoning would provide a buffer from adjacent industrial uses for the Crystal Cove residences to the south.

Chairman Sheffield opened up the public hearing and adjacent property owner and resident Chevy Davis, 26 Crystal Cove Dr. expressed his concerns about incompatible development. He asked if there was any architectural or landscaping control over a builder on a residential lot such as this. Mr. Crowe responded that there were no such development standards except for dimensional standards such as setbacks, minimum lot



# PLANNING BOARD MEETING AUGUST 2, 2015

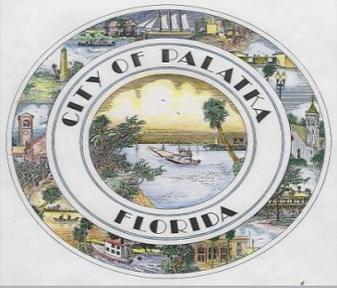


# Case 15-26

## 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning



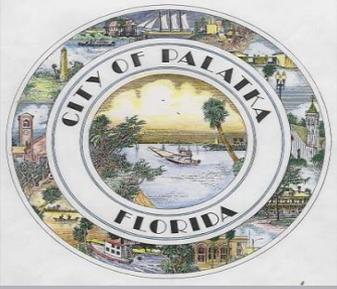


# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning



*Figure 2: photo taken from US 17, property in foreground, Palatka Sheet Metal (on Jax Lane) to rear.*

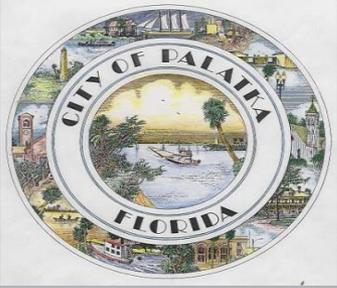


# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning



*Figure 3: photo taken from US 17 looking south. Property is in foreground, Palatka Sheet Metal in left of picture, former truss manufacturer in middle of picture, Palatka Bolt & Screw in middle right, and to far right is Beck auto sales.*

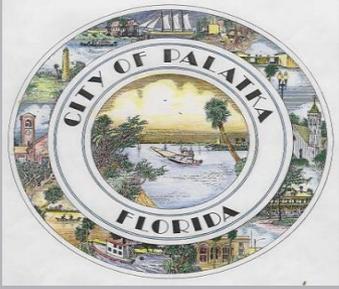


# Case 15-26

## 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning

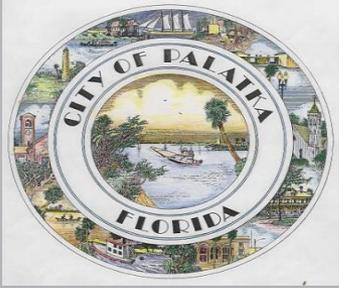
FLUM Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
US (Urban Services)	COM (Commercial)	IH (Heavy Industrial)	C-2 (Intensive Commercial)



# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning

Proposed FLUM is compatible with neighborhood and similar to previous County designation

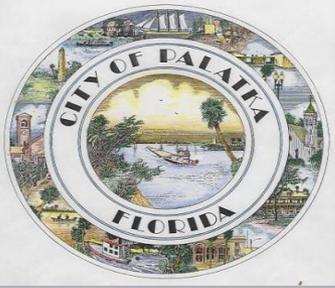


# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning

## Annexation Criteria

- Contiguity
- Compactness



# Case 15-26 276 N HWY 17

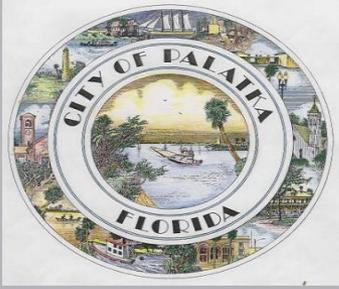
Annexation, FLUM Amendment, & Rezoning



Contiguous to  
city limits

Reduces County  
Enclave

Compact

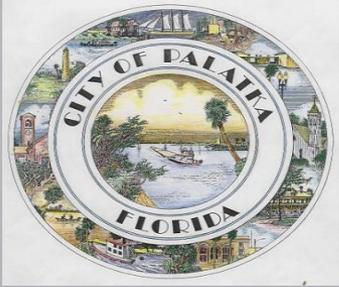


# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning

## FLUM Criteria

- Not in conflict with Comp Plan
- Available urban services (water & sewer)
- Does not represent urban sprawl



# Case 15-24 276 N HWY 17 PUD Rezoning



COUNTY IH



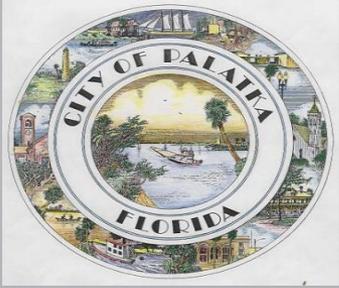
COUNTY US



CITY IN  
(INDUSTRIAL)



CITY COM  
(COMMERCIAL)

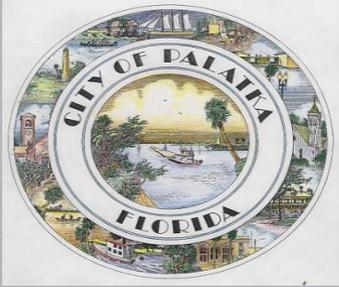


# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning

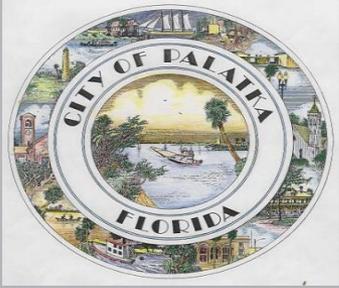
## Rezoning Criteria

- Compatible with existing commercial uses
- Not isolated district, commercial (and industrial) zoning present
- No special privilege



# Case 15-24 276 N HWY 17 PUD Rezoning





# Case 15-26 276 N HWY 17

Annexation, FLUM Amendment, & Rezoning

Recommend Approval of  
Annexation, FLUM Amendment, &  
Rezoning



**CITY COMMISSION AGENDA ITEM**

**SUBJECT:**

**PUBLIC HEARING:** Property at northwest corner of Lane and Williams Streets - Parcel # 01-10-26-5200-0170-0010 - Planning Board Recommendation to Annex and assign residential land use and zoning to parcel, from Putnam County R-1A (Residential Single-Family) to City R-1A (Single-Family Residential) - The Latest Dirt, Lic., Owner; Palatka Building & Zoning Dept., Applicant.

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

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

**SUMMARY:**

This is a first reading of ordinance annexing property at the northwest corner of Lane and Williams Streets into the City limits and also an ordinance rezoning this parcel to a single-family zoning designation. This is a voluntary annexation - the property owner owns and lives on the lot immediately to the west and wishes to combine the properties into one parcel.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Residential when they are introduced for a second reading on October 22, 2015.

**RECOMMENDED ACTION:**

**Pass on first reading an ordinance annexing the property at the northwest corner of Lane and Williams Streets into the City and an ordinance assigning R-1A (Single-Family Residential) zoning designation to the property.**

**ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▣ Annexation Ordinance	Ordinance
▣ Rezoning Ordinance	Ordinance
▣ Planning Board Minutes	Backup Material
▣ Staff Report	Backup Material
▣ Powerpoint Presentation	Backup Material

**REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
Planning	Crowe, Thad	Approved	10/2/2015 - 2:18 PM
City Clerk	Driggers, Betsy	Approved	10/2/2015 - 4:48 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 A PARCEL LOCATED AT THE NORTHWEST CORNER OF LANE AND WILLIAMS STREETS, LOCATED IN SECTION 1, 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: The Latest Dirt Lic., 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 said lands being described as follows:

**DESCRIPTION OF PROPERTY:**

LEMON ST HEIGHTS MB2 P33 BLK 17 LOTS 1 +E1/2 of Lot 2 (tax parcel # 01-10-26-5200-0170-0010), a 0.17-acre parcel.

**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:** That a copy of this ordinance shall be sent to Municipal Code Corporation for inclusion in the City Charter.

**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 October 22, 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 R-1A (RESIDENTIAL SINGLE FAMILY) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: PARCEL AT NORTHWEST CORNER OF LANE AND WILLIAMS STREETS (SECTION 1, 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: parcel located at the northwest corner of Lane and Williams Streets (The Latest Dirt Lic.) 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 August 4, and two public hearings before the City Commission of the City of Palatka on October 8, 2015 and October 22, 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:**

LEMON ST HEIGHTS MB2 P33 BLK 17 LOTS 1 +E1/2 of Lot 2 (being parcel at northwest corner of Lane and Williams Streets/ tax parcel # 01-10-26-5200-0170-0010

)

**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 22<sup>nd</sup> day of October, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

Vice-Chairman Pickens said he has had longstanding ex-parte communication with and has legally represented the property owner, Mr. Beck, but he did not think he needed to recuse himself from this case as he anticipated no financial gain as a result of tonight's actions.

Mr. Holmes recused himself from discussion of the item, stating he currently represents the applicant, and left the meeting room.

Mr. Crowe then gave a brief PowerPoint presentation of the case, noting that the property was proposed for a boutique car wash for Beck vehicles and also for the public at large. The site had previously received approval from the Zoning Board of Appeals for a variance to reduce the front setback (along N. Highway 17) to zero – there was a very large grassed right-of-way that provided ample distance and buffering from the roadway in this case.

**Motion** made by Mr. DeLoach and seconded by Mr. Harwell to approve the request as requested. All present voted affirmative, motion carried unanimously.

**Case 15-28** A request to annex, amend the Future Land Use map from County US (Urban Service) to RL (Residential Low-Density) and rezone from County R-1A (Single-family Residential) to R-1A (Residential Single-Family), located at the northwest corner of Lane & Williams St. (Parcel #01-10-26-5200-0170-0010).

Chairman Sheffield opened the public hearing, with no individuals speaking, and then closed the public hearing.

**Motion** made by Mr. DeLoach and seconded by Mr. Harwell to approve the request as requested. All present voted affirmative.

**Case 15-29:** A request to rezone from County IH (Heavy Industrial) to M1 (Light Industrial), located at 161 Comfort Rd.

Mr. Crowe explained that this is a housekeeping effort since this property currently has residential zoning that is in conflict with its over-riding Commercial Future Land Use Map (FLUM) category. Staff recommended tabling the item due to an advertising error.

**Motion** to table by Mr. DeLoach and seconded by Vice-Chairman Pickens to table this request until next month to allow for corrective advertising. All present voted affirmative, motion carried.

**Case 15-30:** A request to annex, amend the Future Land Use map from County IN (Industrial) to RL (Residential Low-Density) and rezone from IH (Heavy Industrial) to R-1AA (Residential Single-Family), located 163 Comfort Rd.

Mr. Crowe gave a brief PowerPoint presentation, saying that this parcel is directly behind the industrial parcel referenced in the previous case, and the owner of both properties had expressed a desire to annex this rear parcel and assign it residential land use and zoning. Staff supported this as the residential zoning would provide a buffer from adjacent industrial uses for the Crystal Cove residences to the south.

Chairman Sheffield opened up the public hearing and adjacent property owner and resident Chevy Davis, 26 Crystal Cove Dr. expressed his concerns about incompatible development. He asked if there was any architectural or landscaping control over a builder on a residential lot such as this. Mr. Crowe responded that there were no such development standards except for dimensional standards such as setbacks, minimum lot

# Case 15-28: parcel 01-10-26-5200-0170-0010

## Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

### STAFF REPORT

DATE: July 27, 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 (purple shaded area represents areas within city limits)

**APPLICATION BACKGROUND**

The property under consideration currently has County single-family land use and zoning, as shown below. It is undeveloped property and is being combined with the parcel to the immediate west (2806 Lane Street) which was previously annexed into the City for utilities. The property owner’s intent is to rebuild a single family home that was destroyed in a fire. The property has access from Lane St. There are several other single-family properties located in the immediate vicinity of this property (predominantly single-family in character).

**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)	RL (Residential Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

**Table 2: Future Land Use Map and Zoning Designations for Adjacent Properties**

	Future Land Use Map	Zoning	Actual Use
North of Site	RM (Residential Medium)	R-2 (Two-family residential)	Single-family homes
East of Site	RM (Residential Medium)	R-2 (Two-family residential)	Single-family homes
West of Site	RL (Residential Low)	R-1A (Single-family residential)	Vacant Residential
South of Site	RL (Residential Low-density)	R-1A (Single-family residential)	Single-family home

Staff is presenting this application as an administrative action, as opposed to an action by the property owner, due to the administrative policy rationale presented below.

1. 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.
2. 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.” See figure 2 below.

**Case 15-28: parcel #01-10-26-5200-0170-0010  
Request to Annex, Amend Future Land Use Map and Rezone  
Applicant: Building & Zoning Dept.**



Figure 2: Site and Vicinity Map showing contiguity and compactness.

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. The property is contiguous to the City limits as shown in Figure 1.

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 properties meets the standard of compactness as it does not create an enclave, pocket, or finger area but in fact reduces the greater County enclave that is present in the portion of Palatka between St. Johns, Palm, Reid & SR 19, as shown graphically in Figure 3 on the right.

**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. Residential

*Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.*

Low Density (1730acres) - provides for a range of densities up to 5 units per acre.

**Staff Comment:** the property is now in the County's Urban Service FLUM category (density range of one to four units per acre), which is approximately equivalent to the City's RL (Residential Low Density), which has a density range of one to five units per acre. This is the actual density range in the vicinity, with lots ranging from ¼ acre to ¾ acre in size.

*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.

*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 in a residential neighborhood that is suitable for the proposed residential 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 this developed site.

*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.*
- *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 residential neighborhood.

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

**Staff Comment:** Rezoning the property to R-1A provides uniformity to both existing City and County single-family zoning and does not create an isolated zoning district. While R-2 zoning is to the north, east, and west they are all developed with single family homes. South of this property along Lane St. has single-family (City and County) zoning as well.

*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 the use on road and utility capacity will be negligible, particularly since the use has already been 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:** One condition that has changed in regard to this property is the parcel has been combined with the parcel directly to the west, which is in the City limits and is zoned, R-1A (Single-family Residential) with an RL (Residential Low-density) land use designation.

*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 surrounding City and 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.

**Case 15-28: parcel #01-10-26-5200-0170-0010**  
**Request to Annex, Amend Future Land Use Map and Rezone**  
**Applicant: Building & Zoning Dept.**

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

**Staff Comment:** No drainage problems are anticipated for the previously-existing use.

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

**Staff Comment:** The previously-developed property should 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:** the intended re-development of a single family home will not adversely affect property values in the adjacent area.

*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 change 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 properties 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 proposed use is in accordance with existing zoning.

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

**Staff Comment:** The property is 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.

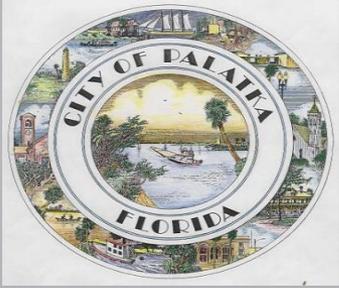
*q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*

**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 RL, and rezoning to R-1A for parcel # 01-10-26-5200-0710-0010 (the parcel immediately to the east of 2806 Lane St.).



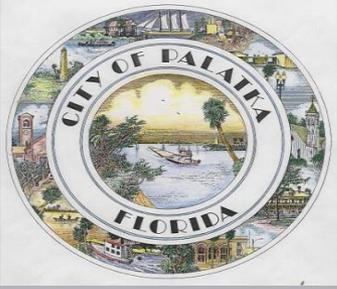


# Case 15-28

## NW X LANE & WILLIAMS

### Annexation, FLUM Amendment, & Rezoning



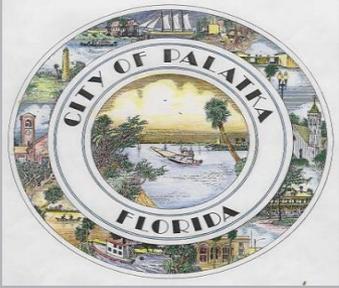


# Case 15-28

## NW X LANE & WILLIAMS

Annexation, FLUM Amendment, & Rezoning

FLUM Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
US (Urban Services)	RL (Residential, Low)	R-1A (Residential Single-family)	R-1A (Single-family Residential)

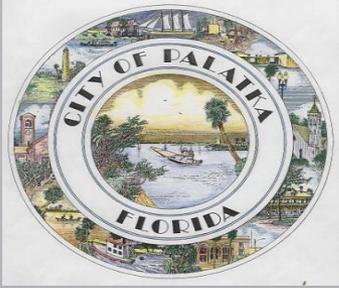


Case 15-28

# NW X LANE & WILLIAMS

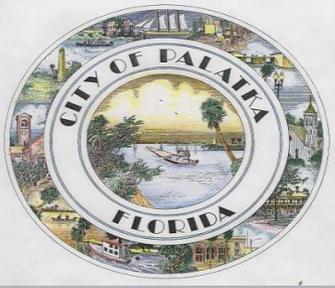
Annexation, FLUM Amendment, & Rezoning

Proposed FLUM is compatible with neighborhood and similar to previous County designation



# Annexation Criteria

- Contiguity
- Compactness



# Case 15-28

## NW X LANE & WILLIAMS

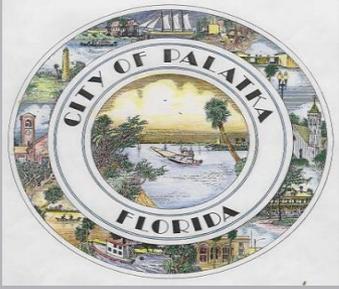
Annexation, FLUM Amendment, & Rezoning



Contiguous to  
city limits

Reduces County  
Enclave

Compact



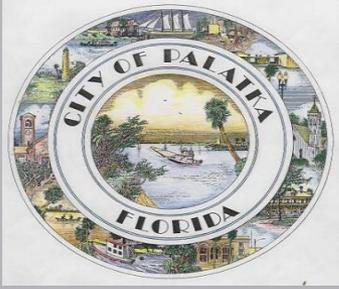
# Case 15-28

## NW X LANE & WILLIAMS

Annexation, FLUM Amendment, & Rezoning

### FLUM Criteria

- Not in conflict with Comp Plan
- Nearby available urban services (water & sewer)
- Does not represent urban sprawl



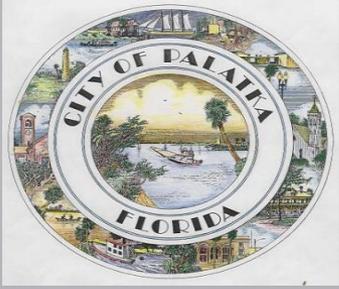
# Case 15-28

## NW X LANE & WILLIAMS

Annexation, FLUM Amendment, & Rezoning

### Rezoning Criteria

- Compatible with existing residential uses
- Not isolated district, residential zoning present
- No special privilege



Case 15-28

# NW X LANE & WILLIAMS

Annexation, FLUM Amendment, & Rezoning

Recommend Approval of  
Annexation, FLUM Amendment, &  
Rezoning



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**PUBLIC HEARING/ORDINANCE** rezoning 401 Pine Street and parcel to east, parcel # 01-10-26-8650-0010-0500 and parcel # 01-10-26-8650-0010-0100 - Planning Board Recommendation to assign planned unit development zoning to the properties, from M-1 (Light Industrial) - Monica Sher, Owner; Palatka Building & Zoning Dept., Applicant. - 2nd Reading, Adopt

### **SUMMARY:**

This is a second reading for adoption of an ordinance rezoning these parcels to a PUD (Planned Unit Development) zoning designation. This PUD provides flexibility from strict setback requirements by dividing the lot along a common wall between two buildings and also allows for clean manufacturing uses (allowed now by conditional use in commercial districts) - this City incentive is balanced by project public benefit, including upgraded decorative fencing, visual screening of auto storage for existing repair business, planting of trees and shrubs along Pine Street frontage, substantively more open space and buffering along the east, north, and part of the west property lines that adjoin residential uses.

### **RECOMMENDED ACTION:**

**Adopt on second reading an ordinance assigning PUD (Planned Unit Development) zoning designation to 401 Pine Street and parcel to east (parcel # 01-10-26-8650-0010-0500 and parcel # 01-10-26-8650-0010-0100).**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Rezoning Ordinance	Ordinance
▫ Planning Board Minutes	Backup Material
▫ Staff report	Backup Material
▫ Powerpoint Presentation	Backup Material

### **REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
City Clerk	Driggers, Betsy	Approved	9/24/2015 - 1:42 PM
City Clerk	Driggers, Betsy	Approved	9/24/2015 - 1:42 PM
City Manager	Suggs, Terry	Approved	9/29/2015 - 4:46 PM
Finance	Reynolds, Matt	Approved	9/30/2015 - 11:26 AM
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 12:54 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 PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 1, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 401 PINE STREET AND A SECOND LOT LOCATED TO THE IMMEDIATE EAST, FROM M-1 (LIGHT INDUSTRIAL) TO PUD (PLANNED UNIT DEVELOPMENT, OVER THE COMMERCIAL FUTURE LAND USE MAP DESIGNATION); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE**

**WHEREAS**, application has been made by Monica Sher, owner of said property, to the City 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 August 2, 2015 and two public hearings before the City Commission of the City of Palatka on September 24, 2015, and October 6, 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 property from its present zoning classification of M-1 (Light Industrial) to PUD (Planned Unit Development), as an overlay over the Commercial Future Land Use Map designation, for 401 Pine Street and the property to the east, more specifically described in Exhibit A. The PUD must comply with development standards set forth in Exhibits B and C.

**DESCRIPTION OF PROPERTIES:**

SIMPKINS MB1 P114 BLK 1 LOTS 5 (EX WLY 6FT) 6 7 (Being 401 Pine Street/tax parcel # 01-10-26-8650-0010-0500); and SIMPKINS MB1 P114 BLK 1 LOTS 1 2 8 (being property to the east of 401 Pine Street and fronting on Peters Street/tax parcel 01-10-26-8650-0010-0100)

**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 6<sup>th</sup> day of October, 2015.

**CITY OF PALATKA**

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

**ATTEST:**

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

EXHIBIT A: LEGAL DESCRIPTION



## EXHIBIT A – LEGAL DESCRIPTION

**Roger L. Mullins PSM**  
Professional Surveyor/Mapper  
#305 Sylvan Way  
Keystone Heights, FL 32656  
(352)473-9495 (Cell (352)478-1803  
Email: mullinspsm@hotmail.com

### DESCRIPTION: Parcel "A"

A parcel of land situated in Lots 5 and 6 of Block 1 of "Simpkins Subdivision" as per plat thereof recorded in Map Book 1, Page 114 of the public records of Putnam County, Florida; said parcel being more particularly described as follows:

Commence at an Iron Rod at the Northeast corner of said Block 1 of Simpkins Subdivision and run S 03 deg 24 min 25 sec E, along the East line of said Block 1 a distance of 393.00 feet to an Iron Rod at the Southeast corner of said Block 1; thence run S 87 deg 48 min 54 sec W, along the South line of Block 1 a distance of 188.00 feet to an Iron Rod at the Southeast corner of the West 61.00 feet of Lot 7 of said Block 1; thence run N 03 deg 33 min 39 sec W, along the East line of the West 61.00 feet of said Lot 7 a distance of 194.02 feet to an Iron Rod at the Northeast corner of the West 61.00 feet of said Lot 7; thence run S 86 deg 54 min 21 sec W, along the North line of said Lot 7 a distance of 61.00 feet to an Iron Rod at the Northeast corner of Lot 6 of said Block 1 and the POINT OF BEGINNING; thence run S 03 deg 33 min 39 sec E, along the East line of said Lot 6 a distance of 107.32 feet to an Iron Rod; thence run S 88 deg 42 min 06 sec W, a distance of 195.99 feet to an Iron Rod on the East line of the West 6.00 feet of Lot 5 of said Block 1; thence run N 03 deg 35 min 37 sec W, along last said line a distance of 101.18 feet to an Iron Rod on the North line of said Lot 5; thence run N 86 deg 54 min 21 sec E, along the North line of said Lots 5 and 6 of Block 1 a distance of 195.90 feet to the Point of Beginning.

### DESCRIPTION: Parcel "C"

A parcel of land situated in Lots 1, 2, 7 and 8 of Block 1 and a portion of Railroad Avenue of "Simpkins Subdivision" as per plat thereof recorded in Map Book 1, Page 114, of the public records of Putnam County, Florida; and in the Northeast 1/4 of the Southwest 1/4 of Section 1, Township 10 South, Range 26 East, Putnam County, Florida; said parcel being more particularly described as follows:

BEGIN at an Iron Rod at the Northeast corner of said Block 1 of Simpkins Subdivision and run S 03 deg 24 min 25 sec E, along the East line of said Block 1 a distance of 393.00 feet to an Iron Rod at the Southeast corner of said Block 1; thence continue S 03 deg 24 min 25 sec E, along a projection thereof a distance of 3.21 feet to an Iron Pipe on the Northerly right of way line of the CSX railroad; thence run Southwesterly along said Northerly right of way line with a curve concave southerly said curve having a central angle of 02 deg 10 min 56 sec, a radius of 5001.66 feet an arc length of 190.49 feet and a chord bearing and distance of S 77 deg 03 min 41 sec W, 190.48 feet to an Iron Rod; said point being on a southerly prolongation of the East line of the West 61.00 feet of Lot 7 of Block 1 of said Simpkins Subdivision; thence run N 03 deg 33 min 39 sec W, along said East line a distance of 232.78 feet to an Iron Rod at the Northeast corner of the West 61.00 feet of said Lot 7; thence run S 86 deg 54 min 21 sec W, along the North line of said Lot 7 a distance of 61.00 feet to an Iron Rod at the Southwest corner of Lot 2 of said Block 1; thence run N 03 deg 33 min 39 sec W, along the West line of said Lot 2 a distance of 192.05 feet to an Iron Rod on the North line of said Block 1; thence run N 86 deg 00 min 00 sec E, along last said line a distance of 250.00 feet to the Point of Beginning.

### DESCRIPTION: Parcel "B"

A parcel of land situated in Lots 5 and 6 of Block 1 and a portion of Railroad Avenue a 25' right of way of "Simpkins Subdivision" as per plat thereof recorded in Map Book 1, Page 114 of the public records of Putnam County, Florida and in the Northeast 1/4 of the Southwest 1/4 of Section 1, Township 10 South, Range 26 East, Putnam County, Florida; said parcel being more particularly described as follows:

Commence at an Iron Rod at the Northeast corner of said Block 1 of Simpkins Subdivision and run S 03 deg 24 min 25 sec E, along the East line of said Block 1 a distance of 393.00 feet to an Iron Rod at the Southeast corner of said Block 1; thence continue S 03 deg 24 min 25 sec E, along a projection thereof a distance of 3.21 feet to an Iron Pipe on the Northerly right of way line of the CSX railroad; thence run Southwesterly along said Northerly right of way line with a curve concave southerly said curve having a central angle of 02 deg 10 min 56 sec, a radius of 5001.66 feet an arc length of 190.49 feet and a chord bearing and distance of S 77 deg 03 min 41 sec W, 190.48 feet to an Iron Rod and the POINT OF BEGINNING; said point of beginning being on a southerly prolongation of the East line of the West 61.00 feet of Lot 7 of Block 1 of said Simpkins Subdivision; thence run N 03 deg 33 min 39 sec W, along said East line a distance of 232.78 feet to an Iron Rod at the Northeast corner of the West 61.00 feet of said Lot 7; thence run S 86 deg 54 min 21 sec W, along the North line of said Lot 7 a distance of 61.00 feet to an Iron Rod at the Northeast corner of Lot 6 of said Block 1; thence run S 03 deg 33 min 39 sec E, along the East line of said Lot 6 a distance of 107.32 feet to an Iron Rod; thence run S 88 deg 42 min 06 sec W, a distance of 195.99 feet to an Iron Rod on the East line of the West 6.00 feet of Lot 5 of said Block 1; thence run S 03 deg 35 min 37 sec E, along last said line a distance of 88.77 feet to a Nail and Disk in concrete on the South line of said Block 1; thence run S 87 deg 59 min 11 sec W, along the south line of said Block 1 a distance of 4.73 feet to a point of the Easterly right of way line of Pine Street as shown on map recorded in Deed Book 181, Page 138 of the public records of said county; thence run Southwesterly along said Easterly right of way line with a curve concave Northwesterly said curve having a central angle of 56 deg 59 min 34 sec, a radius of 150.00 feet, an arc length of 149.21 feet, and a chord bearing and distance of S 33 deg 45 min 15 sec W, 143.13 feet to an Iron Rod; thence run S 62 deg 15 min 02 sec W, along said right of way line a distance of 50.62 feet to an Iron Rod on the Northerly right of way line of the CSX Railroad a 100 foot right of way; thence run Northeasterly with a curve concave southeasterly said curve having a central angle of 04 deg 38 min 05 sec, a radius of 5001.66 feet, an arc length of 404.60 feet, and a chord bearing and distance of N 73 deg 39 min 10 sec E, 404.48 feet to the Point of Beginning.

## EXHIBIT B: CONDITIONS OF APPROVAL

1. The following uses are permitted by right: service establishments such as repair and service garages and motor vehicle body shops (Parcel A only), rental of automotive vehicles, auction houses, commercial laundries or dry cleaning establishments, book binding, pest control, carpenter or cabinet shops, job printing or newspaper establishments, sign shops, upholstery shops, air conditioning & heating sales & service; professional and business offices, and medical or dental clinics; child care centers; adult vocational schools; personal indoor storage (not warehousing or outdoor storage); light manufacturing in enclosed buildings; with any associated outdoor storage completely secured and screened-from-view from streets and adjacent properties with walls or fences; and no noticeable emission of dust, smoke, odors, fumes, radiation, noise, or vibration.
2. At least four striped spaces, one of these a handicap space, shall be located along the north buffer north of the auto shop, and that the area behind/east of this parking area be fenced in as a vehicle storage area. This will provide for visual screening of vehicles in various states of disrepair on the back of the lot.
3. Parking for the child care center on the South Parcel is provided by 14 paved spaces, one of them handicap, immediately adjacent to the Pine St. right-of-way, and these spaces will remain as legal nonconforming characteristics of use in this PUD. Minimum parking is set by the Florida Building Code Handbook, State Requirements for New Educational Facilities Construction, which requires one space for each member and one space for every 100 students. The facility is currently licensed for 157 children and now has 13 employees, so any facility expansions will require additional paved parking.
4. The north buffer adjacent to Parcel A shall be maintained and planted as needed to provide an effective visual screen from the residential property to the north.
5. Black decorative aluminum fence shall be maintained along the frontage of Parcel B adjacent to the building and a wood stockade privacy fence along the frontage of Parcel A.
6. Owner will maintain and repair visible facades of building to keep a clean and attractive appearance.
7. Landscape bed in front of North Parcel building to be planted with shrubs (Beautyberry, Florida Privet, Gallberry, or Wax Myrtle), to be maintained at height of three to four feet.
8. Shade trees shall be provided to the south of the Parcel B building at a spacing of every 50 feet to the southern boundary of Parcel B, and along that southern boundary for at least 100 feet. Shade tree(s) shall be planted along the south perimeter of the outdoor play area to provide for cooling play shade.
9. Parcel C buffer shall provide for a minimum fifteen feet wide landscape area from any residential property line. This landscape area shall contain an effective visual screen, achieved by a fence, wall, or hedge, or combination of these elements. Shade trees shall be planted or preserved at least every 30 linear feet within this buffer.

**EXHIBIT B: CONDITIONS OF APPROVAL**

10. Driveway serving Parcel C shall be from Parcel B, not from Peters St., although an emergency access point may be provided there. Parking shall be located away from the residential uses and shall be located in the southern part of the site.
11. Open space must exceed what is required by the Comprehensive Plan and Zoning Code by at least 15%, which may require re-configuration of Parcels A & B to include some green space "borrowed" from Parcel C.
12. Phase 1, which are improvements required for Parcels A & B, must be complete within one year of approval. Phase 2, development of Parcel C, must commence within five years of approval.
13. Any future development of Parcel C or redevelopment of Parcels A and B must provide all underground utilities.
14. All properties must be subject to unified control in regard to approval conditions, to be accomplished by a binding maintenance and development agreement signed by all owners of the parcels and recorded with the County Clerk, and binding to any future property owners.
15. A screened refuse area must be provided to the rear of the buildings and roll-out carts shall not be left in view in front or in the sides of the building.

APPROVAL DATE: SEPTEMBER 24, 2015

**EXHIBIT C: GENERAL APPEARANCE/MAINTENANCE STANDARDS**

The building and grounds shall be maintained in an orderly manner, with exteriors painted and cleaned. The Pine Street frontage shall be kept to the general appearance exhibited in the photos below.



**CITY OF PALATKA**  
**PLANNING BOARD MINUTES (DRAFT)**  
**August 4, 2015**



Chairman Sheffield opened the meeting at 4 PM. Board members present included Chairman Daniel Sheffield, Vice-Chairman Joe Pickens, George DeLoach, Charlie Douglas, Anthony Harwell, Earl Wallace, and Tammy Williams. Members absent included Joseph Petrucci and Charles Douglas Jr. Staff members present included City Attorney Don Holmes, Planning Director Thad Crowe, and Recording Secretary Pam Sprouse.

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

**OLD BUSINESS:**

**Case 15-25** A request for rezoning from M-1 (Light Industrial) to PUD (Planned Unit Development).  
**Location:** 405 – 409 Pine St.

**Public Hearing**

Mr. Crowe explained that this is a quasi-industrial area, much of it unincorporated. The property is located in an area with existing commercial and even industrial establishments and also the presence of undeveloped properties with the potential for such development. Properties to the south have commercial zoning and those to the west have industrial zoning. Part of the appeal of this PUD is to provide for suitable buffers through transitional zoning and property appearance upgrades for the residential properties to the north and east. He showed pictures of the proposed property and explained that the owner has made extensive fencing and landscaping improvements. The applicant is seeking relief from certain zoning code provisions regarding land subdivisions. There were some problems with setbacks, and essentially the applicant wants a zero setback between the north and south parcel, following the common wall between the two buildings. The applicant is seeking to subdivide these three large parcels. The Code allows this to be done through the vehicle of a PUD, which provides some relief from the code in exchange for public benefit. Mr. Crowe showed some before and after pictures to show some of the site improvements the applicant has already made. Some of those improvements include replacing an old chain link fence with a wooden stockade fence, so that the vehicles of various stages of disrepair from the existing automotive repair shop are no longer in view. The buildings have been pressure washed and painted, landscaped has been added with palms and shrubs in the front. He explained that the Future Land Use Map designation is Commercial but the Zoning is Industrial, which is a conflict. In cases of conflict, the Comprehensive Plan rules, therefore this is a Commercial site and essentially the Commercial PUD designation would correct that inconsistency. He added that the applicant is proposing for some limited industrial uses, which are allowed by conditional use. There is a mix of uses in the surrounding area including some county industrial uses such as Florida Power & Light yard (with some heavy truck use), a cabinet maker as well as a distribution warehouse building not currently in use. Staff believes that the Commercial PUD would be a good transition zoning, moving from the industrial areas to the west and residential areas to the northeast, and this PUD provides a fair amount of upgrades in the way of fencing landscaping including improved buffers for future development. He reviewed the following list of proposed PUD attributes:

**Parcel Arrangement;** This PUD will allow for three parcels, known as Parcel A (north parcel), Parcel B (south parcel), and Parcel C (east parcel). Parcel A contains the northern auto repair building, Parcel B contains the southern day care building, and Parcel C includes the undeveloped portion of the parcel to the east.

**Allowable uses;** Mr. Crowe explained that these are ones that the Applicant and Staff have agreed upon, and stated that these uses are generally low-parking, non-intensive uses, although auto repair is included as this is one of the existing uses. Additionally, the applicant is requesting clean light manufacturing, which is currently allowed by conditional use in the C-2 zoning district.

1. Service establishments such as repair and service garages and motor vehicle body shops (Parcel A only), rental of automotive vehicles, auction houses, commercial laundries or dry cleaning establishments, book binding, pest control, carpenter or cabinet shops, job printing or newspaper establishments, sign shops, upholstery shops, air conditioning & heating sales & service.
2. Professional and business offices, and medical or dental clinics.
3. Child care centers.
4. Adult vocational schools.
5. Personal indoor storage (not warehousing or outdoor storage).
6. Light manufacturing in enclosed buildings; with any associated outdoor storage completely secured and screened-from-view from streets and adjacent properties with walls or fences; and no noticeable emission of dust, smoke, odors, fumes, radiation, noise, or vibration.

**Parking;** Staff recommends that at least four striped spaces, one of these a handicap space, be located along the north buffer north of the auto shop, and that the area east of this be fenced in as a vehicle storage area. For the existing childcare center, which is currently accessed by Pine St. and is not allowed by the Zoning Code now, will remain as a nonconforming characteristic of us in the PUD, however, any facility expansions will require additional paved parking. Parking for the east parcel will have to meet applicable off-street parking and related landscaping provisions of the Zoning Code. For the e

**Vehicular and pedestrian access;** Access for the North Parcel shall utilize the existing driveway just north of the building. Access to the South Parcel shall be directly from Pine St. utilizing the existing pull-in parking spaces. Access for the East Parcel (future development) shall use the South Parcel driveway. There are no sidewalks on this street, and no opportunity on this site to provide for such sidewalks.

**Screening and Buffering;** A good vegetative buffer along its north side (where the auto repair shop is located) that includes a fence – this buffer needs to be maintained and planted as need be to provide an effective visual screen from the residential property to the north. The property frontage along Pine St. will require the following improvements that are intended to improve the appearance of the property and also to provide shade for this section of roadway – these improvements are complete.

1. Replacement of chain link fence along Pine St., between the two buildings and south of the South Parcel building, with a black decorative aluminum or wrought iron fence.
2. Pressure washing, repair, and painting of building facades which required to be maintained in a clean and neat appearance.
3. Create new landscape bed in front of North Parcel building to be planted with shrubs (Beautyberry, Florida Privet, Gallberry, or Wax Myrtle), to be maintained at height of three to four feet.

The East Parcel buffer shall provide for a minimum fifteen feet wide landscape area from any residential property line. This landscape area shall contain an effective visual screen, achieved by a fence, wall, or hedge,

or combination of these elements. Shade trees shall be planted or preserved at least every 20 feet. Driveways shall be from the South Parcel, not from Peters St., although an emergency access point may be provided there. Parking shall be located away from the residential uses in the southern part of the site.

Staff recommended rezoning to PUD for 405-409 Pine St., subject to the submitted site plan and narrative and with the following recommendation conditions of approval.

1. The following uses are permitted by right: service establishments such as repair and service garages and motor vehicle body shops (Parcel A only), rental of automotive vehicles, auction houses, commercial laundries or dry cleaning establishments, book binding, pest control, carpenter or cabinet shops, job printing or newspaper establishments, sign shops, upholstery shops, air conditioning & heating sales & service; professional and business offices, and medical or dental clinics; child care centers; adult vocational schools; personal indoor storage (not warehousing or outdoor storage); light manufacturing in enclosed buildings; with any associated outdoor storage completely secured and screened-from-view from streets and adjacent properties with walls or fences; and no noticeable emission of dust, smoke, odors, fumes, radiation, noise, or vibration.
2. Staff recommends that at least four striped spaces, one of these a handicap space, be located along the north buffer north of the auto shop, and that the area east of this be fenced in as a vehicle storage area. This would require relocation of the newly constructed fence to the east/rear to provide for visual screening of vehicles in various states of disrepair.
3. Parking for the child care center on the South Parcel is provided by 14 paved spaces, one of them handicap, immediately adjacent to the Pine St. right-of-way, and these spaces will remain as a nonconforming character of use in this PUD. Minimum parking is set by the Florida Building Code Handbook, State Requirements for New Educational Facilities Construction, which requires one space for each member and one space for every 100 students. The facility is currently licensed for 157 children and now has 13 employees, so any facility expansions will require additional paved parking.
4. The north buffer adjacent to Parcel A shall be maintained and planted as need be to provide an effective visual screen from the residential property to the north.
5. Black decorative aluminum fence shall be maintained along the frontage of Parcel B adjacent to the building and a wood stockade privacy fence along the frontage of Parcel A.
6. Owner will maintain and repair visible facades of building to keep a clean and attractive appearance.
7. Landscape bed in front of North Parcel building to be planted with shrubs (Beautyberry, Florida Privet, Gallberry, or Wax Myrtle), to be maintained at height of three to four feet.
8. Shade trees shall be provided to the south of the Parcel B building at a spacing of every 50 feet to the southern boundary of Parcel B, and along that southern boundary for at least 100 feet. Shade tree(s) shall be planted along the south perimeter of the outdoor play area to provide for cooling play shade.
9. Parcel C buffer shall provide for a minimum fifteen feet wide landscape area from any residential property line. This landscape area shall contain an effective visual screen, achieved by a fence, wall, or hedge, or combination of these elements. Shade trees shall be planted or preserved at least every 30 feet.
10. Driveway serving Parcel C shall be from Parcel B, not from Peters St., although an emergency access point may be provided there. Parking shall be located away from the residential uses and shall be located in the southern part of the site.

11. Open space must exceed what is required by the Comprehensive Plan and Zoning Code by at least 15%.
12. Phase 1, which are improvements required for Parcels A & B, must be complete within one year of approval. Phase 2, development of Parcel C must commence within five years of approval.
13. Any future development of Parcel C must have underground utilities.
14. All properties must be subject to unified control in regard to approval conditions, to be accomplished by a binding maintenance and development agreement signed by all owners of the parcels and recorded with the County Clerk.
15. A screened refuse area must be provided to the rear of the buildings and roll-out carts shall not be left in view in front or in the sides of the building.

Mr. Harwell asked what side of the property is the fifteen foot buffer intended for. Mr. Crowe replied that it would be required along the entire east, part of the west and the northern property lines along Peters St.

Mr. Harwell asked if there was another avenue that could be used instead of a PUD. Mr. Crowe advised that their only options are a variance or go through the PUD process, and staff does not believe it meets the variance criteria, with a self-created hardship, as the parcels do not have to be sub-divided.

Discussion took place regarding the proposed parcel separation.

### **Regular meeting**

Mr. Harwell stated that he did not believe it was the best vehicle for this. Mr. Holmes asked what the emphasis was for the application. Mr. Crowe stated that the property owner wants to subdivide to sell them to different family members. Mr. Holmes asked if any of the uses proposed for the PUD in conflict with the underlying zoning of the respective parcels of property. Mr. Crowe replied no, that the commercial zoning and land use category allows limited industrial activity in enclosed spaces with on byproducts by conditional use. Essentially we are replacing the conditional use with this PUD. If a use were to be expanded or desired that is not currently there it would require a PUD modification. Mr. Holmes stated that he does not see a PUD as being something the City or County would be doing to their disadvantage, from his prospective, he has viewed it as a tool by which the city or county may place more restrictions on a property than would otherwise be available through a straight rezoning. Mr. Crowe agreed that he sees not as strictly an opportunity to circumvent zoning, but as a trade-off. On one hand the city provides some flexibility for some prescribed set of uses that are not as broad as what could be allowed with straight zoning, as well as property improvement with landscaping and tree preservation that also could not be required with allowed uses. Mr. Pickens stated that he agreed with Mr. Holmes.

**Motion** made by Mr. Pickens and seconded by Mr. Wallace to approve the request as recommended by Staff with conditions 1 – 15. All present voted resulted with six yeas and one nay (Mr. Harwell), motion carried





Figure 2: proposed north parcel – existing auto body shop



Figure 3: auto body shop yard



Figure 4: proposed south parcel, now occupied by daycare center (north parcel is to far left in photo)



Figure 5: west parcel fronts on Peters St., shown behind the houses above. Despite residential character, this block has commercial future land use and zoning

**APPLICATION BACKGROUND**

This area of central northern Palatka has fairly distinct boundaries, with Reid St. on the north and east, an old CSX inactive spur line on the south, and N. Palm Ave. on the west. Land use character and designations are somewhat jumbled. The surrounding Reid St., N. Palm Ave. corridors have lived up to their intensive commercial zoning with several vehicle sales and repair facilities, warehouse, distribution, liquor stores, Internet café, and sign shop. In addition, the area is interrupted by dual jurisdiction with around one-quarter of the area being unincorporated County.



Figure 6: Site & Vicinity

The property under consideration currently has the Commercial Future Land Use Map (FLUM) designation and M-1 light industrial zoning. This presents a land use conflict, since the Commercial FLUM designation limits uses to “activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service,” including “offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities” and also “public/institutional uses and recreational uses.” Industrial uses are omitted, and since the Comprehensive Plan takes precedence over the Zoning Code, the industrial zoning is effectively not allowed. This prohibits manufacturing, warehousing, and other more intensive uses. FLUM and zoning for vicinity properties are shown in Tables 1 and 2 and Figures 2 and 3.

**Table 1: Property 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)

**Table 2: Vicinity Future Land Use Map and Zoning Designations**

Adjacent properties to:	Future Land Use Map	Zoning	Actual Use
North	Commercial	Putnam County R-2 (Resid., Mixed)	Single-family homes
East	Residential Medium	R-2 (Two-Family Residential)	Undeveloped
South	Commercial	C-2 (Intensive Commercial)	Undeveloped
West	Urban Service	Putnam County IL (Light Industrial)	Undeveloped

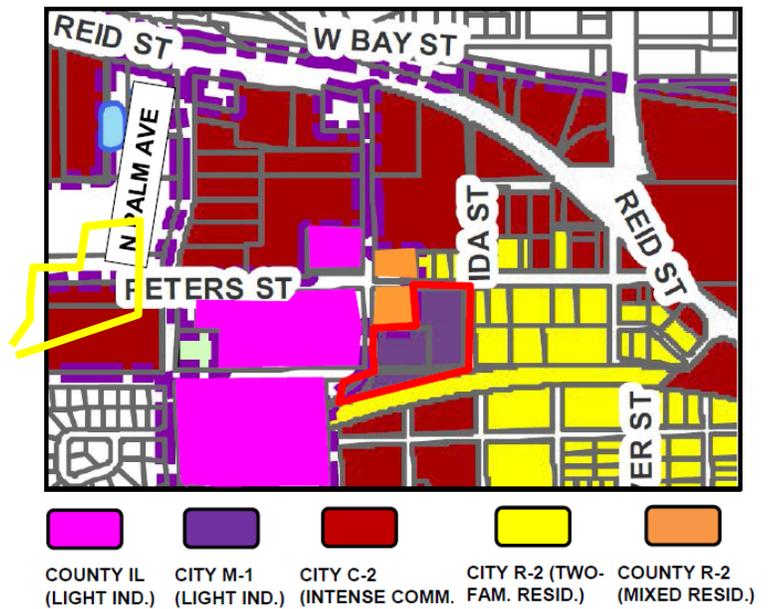
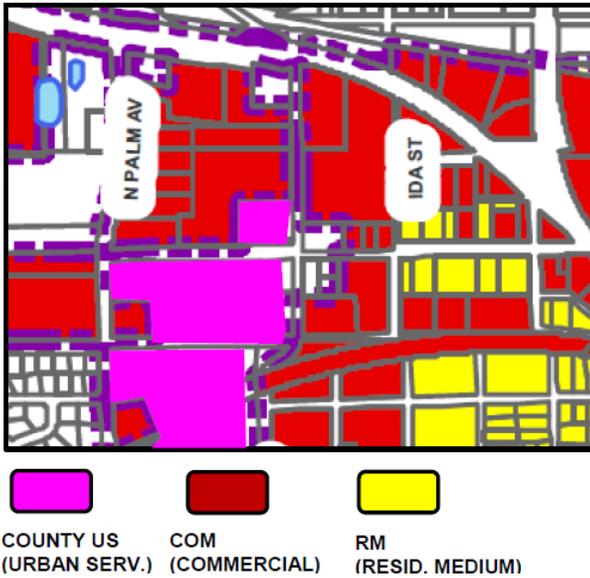


Figure 7: Future Land Use Map Designations

Figure 8: Zoning Designations

**PROJECT ANALYSIS**

Project Description

The proposed PUD has the following attributes.

*Parcel Arrangement*

This PUD will allow for three parcels, known as Parcel A (north parcel), Parcel B (south parcel), and Parcel C (east parcel). Parcel A contains the northern auto repair building, Parcel B contains the southern day care building, and Parcel C includes the undeveloped portion of the parcel to the east.

*Allowable Uses*

The Applicant and Staff have agreed upon the following allowable PUD uses. These uses are generally low-parking, non-intensive uses, although auto repair is included as this is one of the existing uses. Additionally, clean light manufacturing, which is currently allowed by conditional use in the C-2 zoning district.

1. Service establishments such as repair and service garages and motor vehicle body shops (Parcel A only), rental of automotive vehicles, auction houses, commercial laundries or dry cleaning establishments, book binding, pest control, carpenter or cabinet shops, job printing or newspaper establishments, sign shops, upholstery shops, air conditioning & heating sales & service.

2. Professional and business offices, and medical or dental clinics.
3. Child care centers.
4. Adult vocational schools.
5. Personal indoor storage (not warehousing or outdoor storage).
6. Light manufacturing in enclosed buildings; with any associated outdoor storage completely secured and screened-from-view from streets and adjacent properties with walls or fences; and no noticeable emission of dust, smoke, odors, fumes, radiation, noise, or vibration.

### *Parking*

Parking for the auto shop on the proposed North Parcel is based on non-storage area, and Staff believes that four spaces would be adequate for customer parking. This parking currently occurs in a disorganized manner. Stored vehicles or vehicles being repaired take up space and customers tend to avoid this area, parking along the Pine St. shoulder, which damages the pavement, creates erosion on the road shoulder, and creates a traffic safety problem. Staff recommends that at least four striped spaces, one of these a handicap space, be located along the north buffer north of the auto shop, and that the area east of this be fenced in as a vehicle storage area. The Applicant has proposed to put the parking inside the fence, which Staff does not support as this would leave the fence open throughout the day and leave the vehicle storage area to the rear unscreened and open to public view.

Parking for the child care center on the South Parcel is provided by 14 paved spaces, one of them handicap, immediately adjacent to the Pine St. right-of-way. These spaces are directly accessed by Pine St., which is not allowed by the Zoning Code now, but will remain as a nonconforming character of use in the PUD. The Zoning Code does not provide a minimum parking standard for child care, but Staff proposes to use the Florida Building Code Handbook, State Requirements for New Educational Facilities Construction, as a reasonable standard, which requires one space for each member and one space for every 100 students. The facility is licensed for 157 children and now has 13 employees, so any facility expansions will require additional paved parking.

Parking for the East Parcel will have to meet applicable off-street parking and related landscaping provisions of the Zoning Code.

### *Vehicular and Pedestrian Access*

Access for the North Parcel shall utilize the existing driveway just north of the building. Access to the South Parcel shall be directly from Pine St. utilizing the existing pull-in parking spaces. Access for the East Parcel (future development) shall use the South Parcel driveway. There are no sidewalks on this street, and no opportunity on this site to provide for such sidewalks.

### *Screening and Buffering*

Figure 3 shows that the auto shop is a strong blighting influence to the neighborhood, with junk and old vehicles randomly cluttering the lot in plain view of Pine St. Fortunately this parcel has a good vegetative buffer along its north side that includes a fence – this buffer needs to be maintained and planted as need be to provide an effective visual screen from the residential property to the north.

The property frontage along Pine St. is devoid of vegetation and does not meet Landscape Code buffer standards. Staff and the Applicant have agreed to the following improvements that are intended to improve the appearance of the property and also to provide shade for this section of roadway – these improvements are complete.

- Replacement of chain link fence along Pine St., between the two buildings and south of the South Parcel building, with a black decorative aluminum or wrought iron fence.
- Pressure washing, repair, and painting of building facades.
- Create new landscape bed in front of North Parcel building to be planted with shrubs (Beautyberry, Florida Privet, Gallberry, or Wax Myrtle), to be maintained at height of three to four feet.

The East Parcel buffer shall provide for a minimum fifteen feet wide landscape area from any residential property line. This landscape area shall contain an effective visual screen, achieved by a fence, wall, or hedge, or combination of these elements. Shade trees shall be planted or preserved at least every 20 feet. Driveways shall be from the South Parcel, not from Peters St., although an emergency access point may be provided there. Parking shall be located away from the residential uses in the southern part of the site.



*Figures 9 & 10: Before and After of Parcel A Fence*



*Figures 11 & 12: Before and After of Parcel A Building*



Figure 13 & 14: Before and After of Parcel B fence & building

**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:** the application is supported by the Comprehensive Plan, since it is changing the nonconforming light industrial zoning to a commercial PUD. The Commercial category is described below – all three parcels must conform to the 70% impervious surface maximum and floor area ratio of 1.5

2. 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. 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. 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.*

The following Comprehensive Plan Future Land Use Element objective and policies support this application .

**Policy A.1.6.1** 9J-5.006(3)(c)

*Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.*

**Policy A.1.6.2** 9J-5.006(3)(c)3

*Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.*

**Policy A.1.8.1** 9J-5.006(3)(c)5

*The Land Development Regulations shall include alternative available land use control techniques and programs such as Planned Unit Developments. Planned Unit Developments may be used to protect safety restricted or environmentally sensitive areas but also may be used to increase the potential for developing water/sewer systems and more effective drainage systems. PUDs also shall benefit from the potential of receiving "density bonuses" for incorporating benefits which serve a public good into the development (See Policy A.1.9.3.8 Overlays).*

**Objective A.1.8** 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

*Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:*

- Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and land use pattern.*

**Staff Comment:** The property is located in an area with existing commercial and even industrial establishments and also the presence of undeveloped properties with the potential for such development. This property represents a transition between the single-family neighborhood to its east and the nonresidential uses to the west.

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

**Staff Comment:** Properties to the south have commercial zoning and those to the west have industrial zoning. Part of the appeal of this PUD is to provide for suitable buffers through transitional zoning and property appearance upgrades for the residential properties to the north and 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:** The PUD will provide for a base level of improvements to the site that will in fact positively impact the neighborhood, such as new fencing, landscaping, and building improvements, as well as new buffers.

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, and development on Parcel C must comply with water management district and city stormwater retention requirements.

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 zoning designation to property that is similar to the designation of surrounding properties and are similar to the nearby 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 commercial PUD zoning is 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.

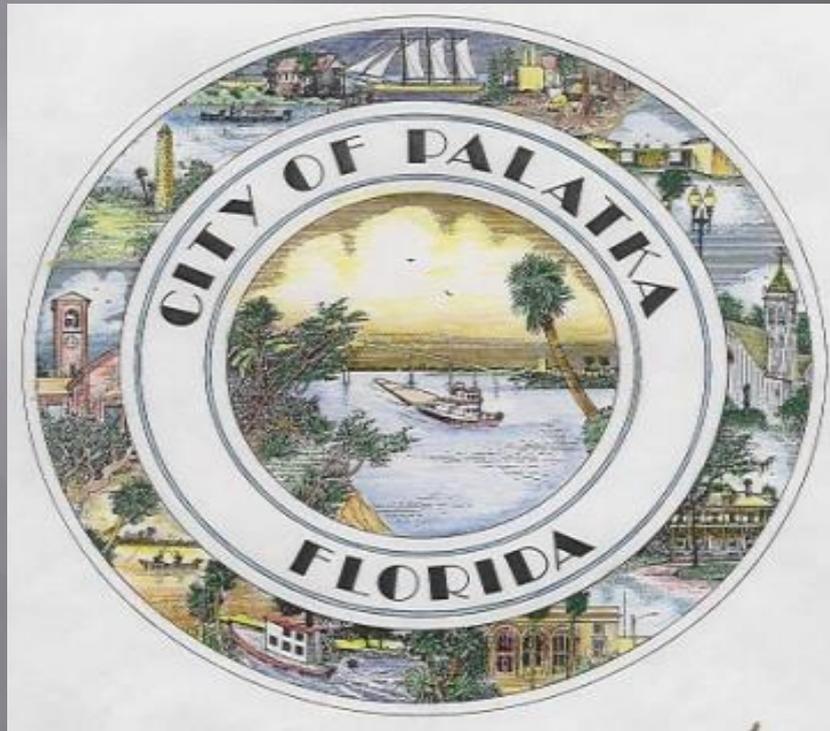
Per Zoning Code Article IV (Planned Unit Developments) PUDs must have increased open space than what is required by the Comprehensive Plan and Zoning Code, must have a specified time frame, any future development must have underground utilities, and all properties must be subject to unified control in regard to approval conditions. This section also requires projects be evaluated with conditional use criteria – many of these repeat rezoning analysis criteria with the exception of Criterion d (refuse).

### **STAFF RECOMMENDATION**

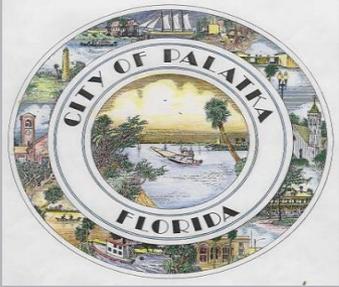
As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends rezoning to PUD for 405-409 Pine St., subject to the submitted site plan and narrative and with the following recommendation conditions of approval.

1. The following uses are permitted by right: service establishments such as repair and service garages and motor vehicle body shops (Parcel A only), rental of automotive vehicles, auction houses, commercial laundries or dry cleaning establishments, book binding, pest control, carpenter or cabinet shops, job printing or newspaper establishments, sign shops, upholstery shops, air conditioning & heating sales & service; professional and business offices, and medical or dental clinics; child care centers; adult vocational schools; personal indoor storage (not warehousing or outdoor storage); light manufacturing in enclosed buildings; with any associated outdoor storage completely secured and screened-from-view from streets and adjacent properties with walls or fences; and no noticeable emission of dust, smoke, odors, fumes, radiation, noise, or vibration.
2. Staff recommends that at least four striped spaces, one of these a handicap space, be located along the north buffer north of the auto shop, and that the area east of this be fenced in as a vehicle storage area. This would require relocation of the newly constructed fence to the east/rear to provide for visual screening of vehicles in various states of disrepair.
3. Parking for the child care center on the South Parcel is provided by 14 paved spaces, one of them handicap, immediately adjacent to the Pine St. right-of-way, and these spaces will remain as a nonconforming character of use in this PUD. Minimum parking is set by the Florida Building Code Handbook, State Requirements for New Educational Facilities Construction, which requires one space for each member and one space for every 100 students. The facility is currently licensed for 157 children and now has 13 employees, so any facility expansions will require additional paved parking.
4. The north buffer adjacent to Parcel A shall be maintained and planted as need be to provide an effective visual screen from the residential property to the north.
5. Black decorative aluminum fence shall be maintained along the frontage of Parcel B adjacent to the building and a wood stockade privacy fence along the frontage of Parcel A.
6. Owner will maintain and repair visible facades of building to keep a clean and attractive appearance.

7. Landscape bed in front of North Parcel building to be planted with shrubs (Beautyberry, Florida Privet, Gallberry, or Wax Myrtle), to be maintained at height of three to four feet.
8. Shade trees shall be provided to the south of the Parcel B building at a spacing of every 50 feet to the southern boundary of Parcel B, and along that southern boundary for at least 100 feet. Shade tree(s) shall be planted along the south perimeter of the outdoor play area to provide for cooling play shade.
9. Parcel C buffer shall provide for a minimum fifteen feet wide landscape area from any residential property line. This landscape area shall contain an effective visual screen, achieved by a fence, wall, or hedge, or combination of these elements. Shade trees shall be planted or preserved at least every 30 feet.
10. Driveway serving Parcel C shall be from Parcel B, not from Peters St., although an emergency access point may be provided there. Parking shall be located away from the residential uses and shall be located in the southern part of the site.
11. Open space must exceed what is required by the Comprehensive Plan and Zoning Code by at least 15%.
12. Phase 1, which are improvements required for Parcels A & B, must be complete within one year of approval. Phase 2, development of Parcel C must commence within five years of approval.
13. Any future development of Parcel C must have underground utilities.
14. All properties must be subject to unified control in regard to approval conditions, to be accomplished by a binding maintenance and development agreement signed by all owners of the parcels and recorded with the County Clerk.
15. A screened refuse area must be provided to the rear of the buildings and roll-out carts shall not be left in view in front or in the sides of the building.



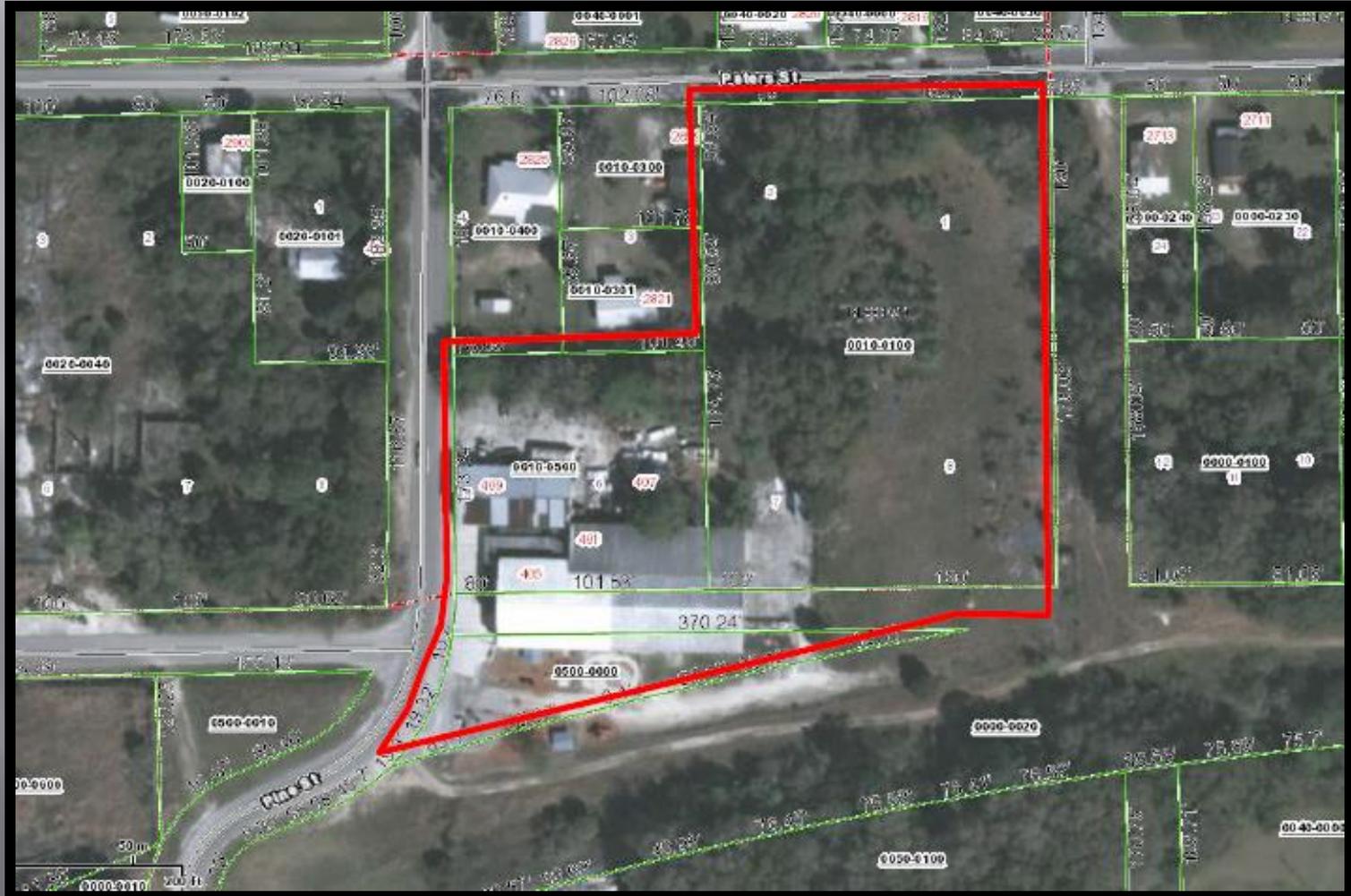
# PLANNING BOARD MEETING AUGUST 2, 2015

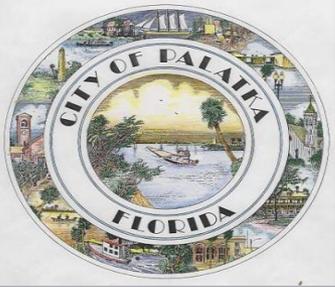


# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD



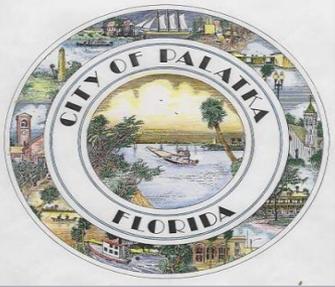


# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD





# Case 15-25

## 405 PINE ST

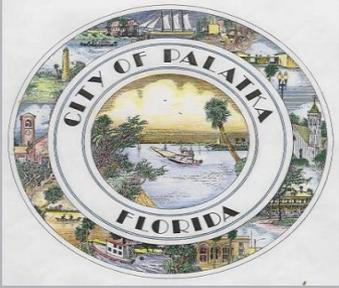
### Rezoning M-1 to PUD



*Figure 2: proposed north parcel – existing auto body shop*



*Figure 3: auto body shop yard*



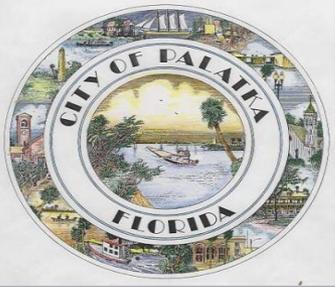
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD



*Figure 4: proposed south parcel, now occupied by daycare center (north parcel is to far left in photo)*



# Case 15-25

## 405 PINE ST

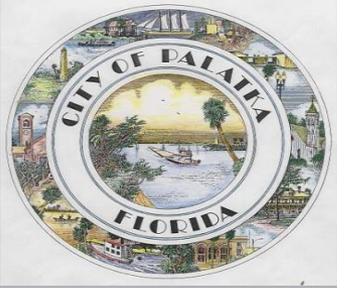
### Rezoning M-1 to PUD



*Figures 9 & 10: Before and After of Parcel A Fence*



*Figures 11 & 12: Before and After of Parcel A Building*

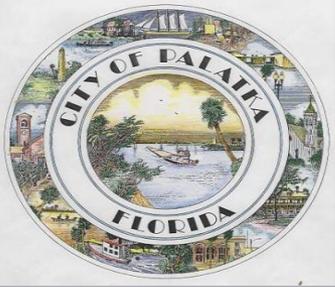


# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

	Future Land Use Map	Zoning	Actual Use
<b>Site</b>	Commercial	M-1 (Light Industrial)	Auto repair, child care
<b>Adjacent properties to:</b>			
<b>North</b>	Commercial	Putnam County R-2 (Resid., Mixed)	Single-family homes
<b>East</b>	Residential Medium	R-2 (Two-Family Residential)	Undeveloped
<b>South</b>	Commercial	C-2 (Intensive Commercial)	Undeveloped
<b>West</b>	Urban Service	Putnam County IL (Light Industrial)	Undeveloped



# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD



-   
 COUNTY US  
 (URBAN SERV.)
-   
 COM  
 (COMMERCIAL)
-   
 RM  
 (RFSID MFDILIM)

Figure 7: Future Land Use Map Designations



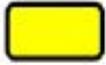
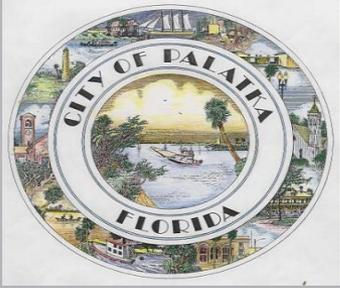
-   
 COUNTY IL  
 (LIGHT IND.)
-   
 CITY M-1  
 (LIGHT IND.)
-   
 CITY C-2  
 (INTENSE COMM.)
-   
 CITY R-2 (TWO-  
 FAM. RESID.)
-   
 COUNTY R-2  
 (MIXED RESID.)

Figure 8: Zoning Designations

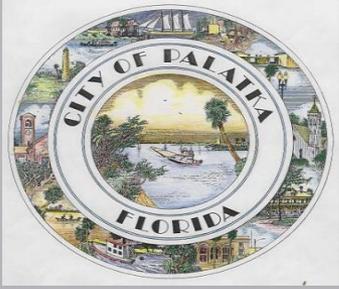


# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

Current zoning not legitimate  
(Industrial zoning in Commercial  
FLUM )



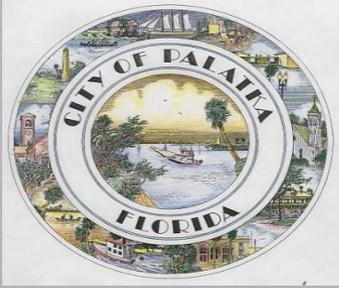
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

## REZONING CRITERIA

- Not in conflict with Comp Plan (current M-1 zoning conflicts)
- New lots will conform with Comp Plan & Zoning development standards (except side setbacks)
- Not urban sprawl – infill development with available urban services (water)



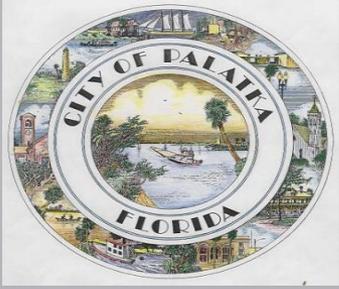
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

## REZONING CRITERIA

- Commercial PUD is good transition zoning between less intensive residential zoning to east & north, and more intensive industrial zoning to west & south.
- PUD provides upgraded fencing, landscaping, and stronger buffer & screening to residential properties to north & east



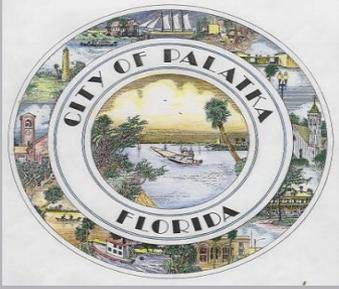
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

## Recommend PUD with following conditions:

1. Allowable Uses: service establishments such as repair and service garages & motor vehicle body shops (Parcel A only), rental of automotive vehicles, auction houses, commercial laundries or dry cleaning establishments, book binding, pest control, carpenter or cabinet shops, job printing or newspaper establishments, sign shops, upholstery shops, air conditioning & heating sales & service; professional and business offices, and medical or dental clinics; child care centers; adult vocational schools; personal indoor storage (not warehousing or outdoor storage); light manufacturing in enclosed buildings; with any associated outdoor storage completely secured and screened-from-view from streets and adjacent properties with walls or fences; and no noticeable emission of dust, smoke, odors, fumes, radiation, noise, or vibration.



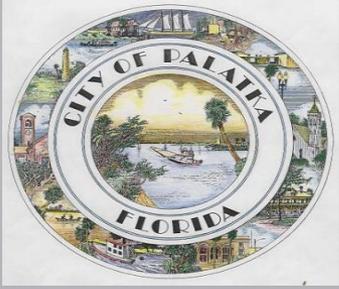
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

Approval conditions (cont'd):

2. at least four striped spaces, one of these a handicap space, be located along the north buffer north of the auto shop, with area to east fenced in as vehicle storage area (to visually screen vehicles in disrepair).
3. Retention of existing 14 Pine St. parking spaces with future parking set as one space for each employee & and one space for every 100 students (facility currently licensed for 157 children and now has 13 employees).



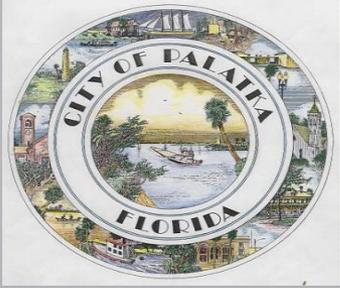
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

Approval conditions (cont'd):

4. North buffer adjacent to Parcel A planted & maintained to provide an effective visual screen from the residential property to the north.
5. Black decorative aluminum fence maintained along frontage of Parcel B adjacent to the building and wood stockade privacy fence along frontage of Parcel A.
6. Owner will maintain and repair visible facades of building to keep attractive appearance.



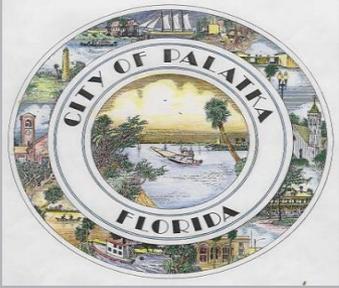
# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

Approval conditions (cont'd):

7. Landscape bed in front of North Parcel building planted with shrubs (Beautyberry, Florida Privet, Gallberry, or Wax Myrtle), to be maintained at height of three to four feet.
8. Shade trees to the south of the Parcel B building at every 50 feet to the southern boundary of Parcel B, and along that southern boundary for at least 100 feet. Shade tree(s) shall be planted along the south perimeter of the outdoor play area to provide for cooling play shade.



# Case 15-25

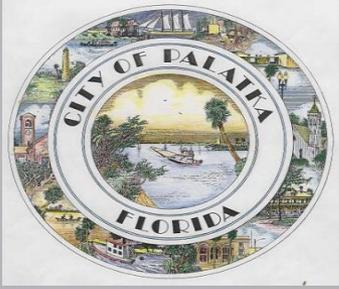
## 405 PINE ST

### Rezoning M-1 to PUD

#### Approval conditions (cont'd):

9. Parcel C buffer minimum fifteen feet wide landscape area from any residential property line and shall contain an effective visual screen, achieved by a fence, wall, or hedge, or combination of these elements. Shade trees shall be planted or preserved at least every 30 feet.

10. Driveway serving Parcel C shall be from Parcel B, not from Peters St., although an emergency access point may be provided there. Parking shall be located away from the residential uses and shall be located in the southern part of the site.



# Case 15-25

## 405 PINE ST

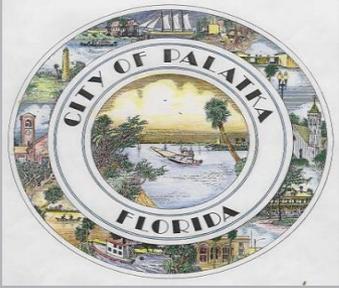
### Rezoning M-1 to PUD

#### Approval conditions (cont'd):

11. Open space must exceed what is required by the Comprehensive Plan and Zoning Code by at least 15%.

12. Phase 1, which are improvements required for Parcels A & B, must be complete within one year of approval. Phase 2, development of Parcel C must commence within five years of approval.

13. Any future development of Parcel C must have underground utilities.



# Case 15-25

## 405 PINE ST

### Rezoning M-1 to PUD

Approval conditions (cont'd):

14. All properties must be subject to unified control in regard to approval conditions, to be accomplished by a binding maintenance and development agreement signed by all owners of the parcels and recorded with the County Clerk.

15. A screened refuse area must be provided to the rear of the buildings and roll-out carts shall not be left in view in front or in the sides of the building.



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

**ORDINANCE** amending Appendix "A," Fee Schedule of the Code of Ordinances to increase Water & Sewer Rates FY 2015-16 Budget Year - 2nd Reading, Adopt

### **SUMMARY:**

This is adoption on second reading of an ordinance amending the Fee Schedule of the Code of Ordinances to provide for a 10% increase to water & sewer rates as provided for in the FY 2015-16 Budget, which is being adopted tonight.

The minimum monthly residential bill for water and sewer users inside the City Limits will increase by \$4.04, from \$40.35 per month to \$44.39 per month. As a point of reference, the minimum monthly residential bill for water and sewer users in Putnam County is \$54.00.

The monthly charge for sanitation will remain at \$13.20 per month. The total monthly minimum bill for water, sewer and sanitation will increase from \$53.55 to \$57.59. Additional fees will apply based upon usage.

Fees for deposits, after hours turn-ons and other services related to Water & Sewer Utilities operations are not being increased.

### **RECOMMENDED ACTION:**

**Adopt on 2nd reading an ordinance amending Appendix "A," Fee Schedule, of the Code of Ordinances of the City of Palatka providing for a 10% increase in water & sewer rates for the FY 2015-16 Budget Year.**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Ordinance amending Appendix A	Ordinance
▫ Comparison - Current vs Proposed	Exhibit

### **REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
City Clerk	Driggers, Betsy	Approved	9/24/2015 - 1:42 PM
City Clerk	Driggers, Betsy	Approved	9/24/2015 - 1:43 PM
City Manager	Suggs, Terry	Approved	9/29/2015 - 4:46 PM
Finance	Reynolds, Matt	Approved	9/30/2015 - 11:26 AM
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 12:54 PM



**ORDINANCE NO. 15 -**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING APPENDIX A (FEE SCHEDULE) OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO FEES AND OTHER CHARGES RELATING TO: WATER RATES GENERALLY, BOTH INSIDE AND OUTSIDE THE CITY LIMITS; SEWER RATES GENERALLY, BOTH INSIDE AND OUTSIDE THE CITY LIMITS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE OF NOVEMBER 1, 2015.**

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

**Section I.** That the following sections of Appendix “A” to Chapter 86 of the Code of Ordinances of the City of Palatka, Florida, are hereby amended as follows:

**Sec. 86-314. Water rates generally.**

(a) *Schedule:*

<b>Base Facility Charge</b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$17.69
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$15.93
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$28.30
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Regardless of Meter Size	\$28.30

<b>Usage Charges (in 1,000 gallons)</b>				
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<i>Individually &amp; Master-Metered Residential Accounts</i> Per Dwelling Unit	0 - 4,000	4,001 - 8,000	8,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$1.00	\$1.68	\$3.36	\$6.70
<i>Non-Residential Accounts</i> Per Meter	All Use			
Rate per 1,000 Gallons	\$2.07			
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter	0 - 12,000	12,000+		

Rate per 1,000 Gallons	\$3.36	\$6.70		
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All rates are figured per 1,000 gallons

**Sec. 86-315. Water rates outside city limits.**

(a) *Schedule:*

<b><u>Base Facility Charge</u></b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$22.11
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$19.91
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$35.37
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Regardless of Meter Size	\$35.37

<b>Usage Charges (in 1,000 gallons)</b>				
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<i>Individually &amp; Master-Metered Residential Accounts</i> Per Dwelling Unit Rate per 1,000 Gallons	0 - 4,000 \$1.24	4,001 - 8,000 \$2.09	8,001 - 12,000 \$4.19	12,000+ \$8.37
<i>Non-Residential Accounts</i> Per Meter Rate per 1,000 Gallons	All Use \$2.57			
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Rate per 1,000 Gallons	0 - 12,000 \$4.19	12,000+ \$8.37		

All rates are figured per 1,000 gallons

**Sec. 86-344. Sewer Rates Inside City Limits.**

(a) *Schedule:*

<b><u>Base Facility Charge</u></b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$24.93
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$22.43
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$39.88

<b>Usage Charges (in 1,000 gallons)</b>			
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<i>Individually &amp; Master-Metered Residential Accounts</i>			
Per Dwelling Unit	0 - 4,000	4,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$1.22	\$2.05	N/A
<i>Non-Residential Accounts</i>			
Per Meter	All Use		
Rate per 1,000 Gallons	\$2.05		

(b) *Individually & master-metered residential bill:* Usage of more than 12,000 gallons per month per dwelling unit shall not be billed.

**Sec. 86-345. Sewer Rates Outside City Limits.**

(a) *Schedule:*

<u>Base Facility Charge</u>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$31.16
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$28.04
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$49.83

<b>Usage Charges (in 1,000 gallons)</b>			
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<i>Individually &amp; Master-Metered Residential Accounts</i>			
Per Dwelling Unit	0 - 4,000	4,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$1.53	\$2.55	N/A
<i>Non-Residential Accounts</i>			
Per Meter	All Use		
Rate per 1,000 Gallons	\$2.55		

*Outside individually & master-metered residential bill:* Usage of more than 12,000 gallons per month per dwelling unit shall not be billed.

***All other parts and provisions of Appendix A to Chapter 86 shall remain.***

**Section II.** That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

**Section III.** That if any section or portion of a section or subsection of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

**Section IV.** 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.

**Section V.** This Ordinance shall become effective as of October 1, 2015.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, on second reading this 8<sup>th</sup> day of October, 2015.

**CITY OF PALATKA**

**By:** \_\_\_\_\_  
**Its Mayor**

**ATTEST:**

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

**APPROVED AS TO FORM AND LEGALITY:**

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

**CURRENT RATES VS PROPOSED RATES:**  
 (shown in strike-through for current rates; underline for new rates)

**Sec. 86-314. Water rates generally.**

(a) Schedule:

<b><u>Base Facility Charge</u></b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$ <del>16.08</del> <u>17.69</u>
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$ <del>14.48</del> <u>15.93</u>
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	\$ <del>25.73</del> <u>28.30</u>
<i>Separate Irrigation Only Meters/Accounts</i> Per Meter Regardless of Meter Size	\$ <del>25.73</del> <u>28.30</u>

<b>Usage Charges (in 1,000 gallons)</b>				
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<i>Individually &amp; Master-Metered Residential Accounts</i>				
Per Dwelling Unit	0 - 4,000	4,001 - 8,000	8,001 - 12,000	12,000+
Rate per 1,000 Gallons	\$ <del>0.91</del> <u>1.00</u>	\$ <del>1.53</del> <u>1.68</u>	\$ <del>3.05</del> <u>3.36</u>	\$ <del>6.09</del> <u>7.00</u>
<i>Non-Residential Accounts</i>				
Per Meter	All Use			
Rate per 1,000 Gallons	\$ <del>1.88</del> <u>2.07</u>			
<i>Separate Irrigation Only Meters/Accounts</i>				
Per Meter	0 - 12,000	12,000+		
Rate per 1,000 Gallons	\$ <del>3.05</del> <u>3.36</u>	\$ <del>6.09</del> <u>7.00</u>		

All rates are figured per 1,000 gallons

**Sec. 86-315. Water rates outside city limits.**

(a) Schedule:

<b><u>Base Facility Charge</u></b>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	\$ <del>20.10</del> <u>22.11</u>
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	\$ <del>18.10</del> <u>19.91</u>
<i>Non-Residential Accounts</i>	\$ <del>32.15</del> <u>35.37</u>

Per Meter Regardless of Meter Size	
<i>Separate Irrigation Only Meters/Accounts</i>	<del>\$32.15</del> <u>\$35.37</u>
Per Meter Regardless of Meter Size	

<b>Usage Charges (in 1,000 gallons)</b>				
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>	<b>Tier 4</b>
<i>Individually &amp; Master-Metered Residential Accounts</i>				
Per Dwelling Unit	0 - 4,000	4,001 - 8,000	8,001 - 12,000	12,000+
Rate per 1,000 Gallons	<del>\$1.13</del> <u>1.24</u>	<del>\$1.90</del> <u>2.09</u>	<del>\$3.81</del> <u>4.19</u>	<del>\$7.61</del> <u>8.37</u>
<i>Non-Residential Accounts</i>				
Per Meter	All Use			
Rate per 1,000 Gallons	<del>\$2.34</del> <u>2.57</u>			
<i>Separate Irrigation Only Meters/Accounts</i>				
Per Meter	0 - 12,000	12,000+		
Rate per 1,000 Gallons	<del>\$3.81</del> <u>4.19</u>	<del>\$7.61</del> <u>8.37</u>		

All rates are figured per 1,000 gallons

**Sec. 86-344. Sewer Rates Inside City Limits.**

(a) *Schedule:*

<u>Base Facility Charge</u>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	<del>\$22.66</del> <u>24.93</u>
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	<del>\$20.39</del> <u>22.43</u>
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	<del>\$36.25</del> <u>39.88</u>

<b>Usage Charges (in 1,000 gallons)</b>			
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<i>Individually &amp; Master-Metered Residential Accounts</i>			
Per Dwelling Unit	0 - 4,000	4,001 - 12,000	12,000+
Rate per 1,000 Gallons	<del>\$1.11</del> <u>1.22</u>	<del>\$1.86</del> <u>2.05</u>	N/A
<i>Non-Residential Accounts</i>			
Per Meter	All Use		
Rate per 1,000 Gallons	<del>\$1.86</del> <u>2.05</u>		

(b) *Individually & master-metered residential bill:* Usage of more than 12,000 gallons per month per dwelling unit shall not be billed.

**Sec. 86-345. Sewer Rates Outside City Limits.**

(a) *Schedule:*

<u>Base Facility Charge</u>	<b>Charge Amount</b>
<i>Individually Metered Residential Accounts</i> Per Meter Regardless of Meter Size	<del>\$28.33</del> <u>31.16</u>
<i>Master-Metered Residential Accounts</i> Per Dwelling Unit	<del>\$25.49</del> <u>28.04</u>
<i>Non-Residential Accounts</i> Per Meter Regardless of Meter Size	<del>\$45.30</del> <u>49.83</u>

<b>Usage Charges (in 1,000 gallons)</b>			
	<b>Tier 1</b>	<b>Tier 2</b>	<b>Tier 3</b>
<i>Individually &amp; Master-Metered Residential Accounts</i> Per Dwelling Unit	0 - 4,000	4,001 - 12,000	12,000+
Rate per 1,000 Gallons	<del>\$1.39</del> <u>1.53</u>	<del>\$2.32</del> <u>2.55</u>	N/A
<i>Non-Residential Accounts</i> Per Meter	All Use		
Rate per 1,000 Gallons	<del>\$2.32</del> <u>2.55</u>		

*Outside individually & master-metered residential bill:* Usage of more than 12,000 gallons per month per dwelling unit shall not be billed.



## CITY COMMISSION AGENDA ITEM

### **SUBJECT:**

### **COMMISSION DISCUSSION:**

a. Proposal to amend Municipal Code Chapter 94, Div III, Article 3, Supplemental District Regulations, to add a mechanism for appeal or waiver to City Manager re: exterior building standards for new construction on major city thoroughfares

### **SUMMARY:**

Planning Director email, Planning Board Minutes & Staff Report and City Commission minutes 4/10/14 follow this page.

### **RECOMMENDED ACTION:**

**Discussion re amending Chapter 94 to add a mechanism for appeal or waiver to City Manager re: exterior building standards for new construction on major city thoroughfares.**

### **ATTACHMENTS:**

<b>Description</b>	<b>Type</b>
▫ Discussion material	Discussion

### **REVIEWERS:**

<b>Department</b>	<b>Reviewer</b>	<b>Action</b>	<b>Date</b>
City Clerk	Driggers, Betsy	Approved	9/30/2015 - 1:11 PM

## **Betsy Driggers**

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**From:** Thad Crowe  
**Sent:** Monday, October 05, 2015 1:10 PM  
**To:** Commissioners  
**Cc:** Betsy Driggers  
**Subject:** Agenda Item # 9  
**Attachments:** Staff\_Report.pdf, 04-10-14 Commission minutes excerpt.pdf

Mr. Manager, Mayor & City Commissioners: this Discussion item has come to my attention, as stated on the revised agenda in this way: "Proposed amendment to Municipal Code, Ch 94, Art III, Div 3, Building Exterior Standards for new construction on major city thoroughfares, to provide for initial appeal or waiver request to City Manager." To provide some background for the discussion, I have attached the staff report & the Commission minutes & Planning Board minutes (also below). The intent of the ordinance was to ensure that new development did not prove to be a detriment to the community in regard to its visual impact. The Planning Board unanimously recommended approval of this item at their Feb. 4, 104 meeting and the City Commission approved the standards by ordinance at their April 24, 2014 meeting.

Also on a related matter, we have a possible appeal of these architectural standards as applied to the proposed auto spa at 276 N. US 17. Since there are no notice requirements associated with this appeal, we informed the potential applicant they could appeal at tomorrow's Planning Board meeting, and offered some alternatives for compliance with the standards.

Planning Board Feb. 4, 2014 Minutes Excerpt (supplemented from tape)  
Case 14-01: Administrative request to amend Municipal Code to add Sec. 94-203 Supplementary District Regulations; building exterior standards for new construction along major thoroughfares.

Mr. Crowe added that this amendment is in keeping with the goals of the City to improve the appearance of the City's commercial corridors, attracting new businesses and minimize future potential blight. He reviewed the proposed basic standards which would be for new construction only and not applicable to single-family or duplex residential. Highlights included having a minimum amount of windows, not allowing metal or concrete buildings but requiring an exterior finish like stucco, having multiple rooflines on long warehouse type buildings, screening dumpsters and loading docks, and providing weather protection for building entrances through the use of canopies or awnings. Landscaping can also be used as an alternative to screen commercial buildings. Major thoroughfares included 19th Street, Crill Avenue, Husson Avenue, Madison Street, Main Street, Moody Road, Moseley Avenue, Palm Avenue, Reid Street, St. Johns Avenue, State Road 19, US 17, and Zeagler Drive. He added that provision for appeals of these standards would be considered by the Planning Board. He recommended approval of the amendment. He believes that the community at large is going to suffer without these design standards.

Mr. Petrucci expressed concern about the impact on businesses in terms of increased construction costs. Mr. Crowe responded that there would be additional costs, but even dollar stores these days routinely accepted architectural upgrades. Mr. Harwell said he was concerned about regulations negatively affecting architectural expression. Mr. Crowe responded that the standard were not intended to hamstring designers, but to address the worst-case scenarios, such as windowless metal box-type buildings. He said that Staff did not want to design buildings, but to provide a list of elements that could be utilized to improve building appearance. Mr. Holmes said that this at least gives the planning staff direction to provide developers instead of just saying, hey we need the building to look nice.

Ms. Moody echoed Mr. Petrucci's concern about economic impacts. Chairman Sheffield stated that as a contractor he believes the cost is minimal, less than 5% additional cost, and can't imagine them stopping any development. Mr. DeLoach said that he was in the same situation when he built the Badcock store downtown. At first they considered an upgraded front with metal sides, but it was not the look they wanted to offer their customers and the public. It cost around 8% more for a concrete block finish and he believes that was a great decision.

Mr. Crowe said that there was more flexibility in that landscaping could be used to screen loading docks and as an alternative to upgraded architecture in certain cases. Mr. Holmes said that these standards only applied to new construction, and he said that as a small businessman he believed that you can design to accommodate these standards without too much difficulty.

Motion made by Mr. Harwell and seconded by Mr. DeLoach to approve the amendment as submitted. All present voted affirmative, motion carried unopposed.

Thad Crowe, AICP  
Planning Director, Building & Zoning Dept.  
City of Palatka  
201 N. 2<sup>nd</sup> St.  
Palatka, FL 32137  
386-329-0103  
<http://palatka-fl.gov>

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**Please consider the environment - print only if necessary.**

Case 14-01  
Request to Amend Zoning Code  
(Building Exterior Standards for Major City Thoroughfares)  
Applicant: Building & Zoning Dept.

## STAFF REPORT

DATE: January 23, 2014  
TO: Planning Board Members  
FROM: Thad Crowe, AICP  
Planning Director

### APPLICATION REQUEST

Addition of a section regarding building exterior standards to the Supplementary District Regulations of the Zoning Code (Division 3).

### APPLICATION BACKGROUND

The City's main road corridors exhibit symptoms and direct signs of blight including unattractive buildings, barren paved areas, decrepit chain link fences, and overly large and excessive signage. Staff has proposed a variety of tactics to address such blight including landscaping and fencing standards that would be gradually implemented in time. The Zoning Code has no design standards for new construction outside of historic districts. This means that new construction along the City's very visible roadway corridors can present unattractive features such as blank walls, unfinished metal exteriors.

### 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:** the following justifications are applicable.

- Improved appearance of commercial corridors
- Increase in property value of commercial corridors

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:** the following Comprehensive Plan or Community Redevelopment Area Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of both plans. In regard to the policies listed below, the amendment is in line with stated purposes of promoting infill and mixed-use development, renewing blighted properties, encouraging the use of existing commercial areas, and practicing innovative development planning.

## **FUTURE LAND USE ELEMENT**

### **Objective A.1.2** 9J-5.006(3)(b)2

*Upon Plan Adoption, the City shall implement the following policies in order to provide the means for redevelopment and renewal of blighted properties.*

### **Policy A.1.6.1** 9J-5.006(3)(c)

*Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.*

### **Policy A.1.6.2** 9J-5.006(3)(c)3

*Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.*

### **Objective A.1.8** 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

*Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:*

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

## **LANDSCAPING AND TREE PROTECTION (ZONING CODE ARTICLE VI)**

- (1) *Improve the aesthetic appearance of commercial, governmental, industrial and residential areas through the incorporation of landscaping into development in ways that harmonize and enhance the natural and manmade environment.*
- (3) *Provide direct and important physical and psychological benefits to human beings through the use of landscaping to reduce noise and glare, and to break up the monotony and soften the harsher aspects of urban development.*

## **STAFF RECOMMENDATION**

Staff recommends approval of Case 13-50 revising specific sections of Zoning Code Article VI and VII as paraphrased below:

1. conditional use eventual compliance with parking lot landscaping and vehicular use and roadway buffers; and
2. fencing standards as outlined on pages 1 and 2.

**Minutes, April 10, 2014:**

**PUBLIC HEARINGS:**

8. **ORDINANCE** amending Chapter 94, City of Palatka Zoning Code, Division 3, Article 3 to add building exterior standards on major city thoroughfares - First Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 94 OF THE CODE OF ORDINANCES, DIV. III, ARTICLE 3, SUPPLEMENTAL DISTRICT REGULATIONS, TO ADD PROVISIONS FOR EXTERIOR BUILDING STANDARDS FOR NEW CONSTRUCTION ALONG MAJOR CITY THOROUGHFARES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Leary moved to pass the ordinance on first reading as read. Commissioner Norwood seconded the motion.

Thad Crowe, Planning Director, said this is a housekeeping-type clean-up measure that provides very basic standards for new construction along major roadways. Currently there are none. This is something that is common in other cities. When communities have these standards in place, new construction will have to consist of something more than just a metal Butler type building. For instance, a new Dollar Store was recently constructed and had a stucco front and metal sides. New standards would require finished sides. Commissioner Kitchens said they want new development, but they keep putting new standards in place for business. She asked that he confirm this only applies to brand-new construction. Mr. Crowe said Walmart is a great example; they had a prototype building 10 -15 years ago, which is now quite different. Municipalities started asking for more and Walmart and other big box stores are cooperating. They know communities want more. This only applies to what is considered new construction. A rebuild that has a value that exceeds half the value of the building is considered new construction. Commissioner Kitchens said she is concerned about this for small businesses. If they had to make major repairs to their building, they may not be able to afford it. She noted the Ordinance contains a provision for waiver or appeal of that standard.

Commissioner Leary said this is State of the Art Planning that brings the City into the 21<sup>st</sup> Century. The cost of this is not that substantial. The results are phenomenal. The new Walmart off Southside Boulevard. in Jacksonville looks like no other Walmart you've seen due to new standards in place. Prior commissions have prohibited billboards in most areas of the City but have put no design standards in place. Commissioner Brown asked if people have to offload on the side of the building instead of the back, what happens. Mr. Crowe said they need to find a way to design the building so that garage or loading docks are on the side or rear. There is flexibility there. Commissioner Kitchens said many ordinances have been on the books for many years. They want to consider that whatever they put on the books today may be on the books for many years to come. Mr. Crowe said these improvements can be achieved at minimal costs.

There being no further discussion or comment, a roll-call vote was taken, with the following results: Commissioners Brown, Kitchens, Leary, Norwood and Mayor Myers, yes; Nays, none. The Ordinance was declared passed on first reading.