

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

JASON L. SHAW, SR.
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

AGENDA CITY OF PALATKA

April 28, 2016

CALL TO ORDER:

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 4/14/16

1. PUBLIC RECOGNITION/PRESENTATIONS

- a. **PROCLAMATION** – Law Enforcement Memorial Day – May 5, 2016 - PCSO Maj. Richard Harrell
- b. **RECOGNITION** – Jonathan Garcia, World Power Lifting Champion, 132 pound weight class
- b. **STUDENT OF THE MONTH – April, 2016** – Mayor Hill & Commissioner Norwood

Kenneth Thornton	Browning Pearce Elementary School
Ashaunie Willis	C. L. Overturf, Jr. 6th Grade Center
Lainey Stallings	Children's Reading Center Charter School
Da'Mya Thomas	E. H. Miller School
Jason Purcell	James A. Long Elementary School (March)
Serinity Richards	James A. Long Elementary School (April)
Matthew Sharp	Jenkins Middle School
Jocelyn Bottorff	Kelley Smith Elementary School
Pacsey Bartlett	Mellon Elementary School
V'Nytria Douglas	Moseley Elementary School
Hayden Herrington	Palatka High School
Makinsey Black	Peniel Baptist Academy
Roslyn Brown	Putnam Academy of Arts and Sciences
Halee Grace	Putnam Edge High School

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

3. CONSENT AGENDA

- *a. **Adopt Resolution No. 2016-12-31** to renew Mutual Agreement with TAG Grinding Services, Inc. for Disaster Debris Removal and Disposal Services for 2016/17 storm season
- *b. **Adopt Resolution No. 2016-12-32** authorizing execution of a contract for Lobbyist Services with Becker & Poliakoff, per results of RFQ 2016-01
- *c. **Adopt Resolution No. 2016-12-33** renaming Stillwell Drive in Ridgedale S/D to Stilwell Avenue
- *d. **Authorize closure of streets to vehicular traffic for Special Events Permit No. 16-30** - Law Enforcement Torch Run for Special Olympics, 4/29/16 from 9 am to 11 am. - Darin Homer, Applicant.
- *e. **Grant permission to exceed allowable noise levels and close street for Special Events Permit No. 16-31** – Private Birthday Party - N 10th between Dunham & Eagle - 6/12/2016 from 8 am to 8 pm
- *f. **Adopt Resolution No. 2016-12-34** authorizing City Manager and City Clerk to execute and attest the FDOT State Highway System Lighting, Maintenance & Compensation Agreement AN582 FY 2016-17

- * 4. **APPOINTMENT** - Palatka Housing Authority Board - Three (3) year term to expire April 14, 2019 - three (3)
 1. Marshal Fulgham (incumbent member since 4/2005)
 2. Darryll W. Futch
 3. Will Jones

AGENDA - CITY OF PALATKA

April 28, 2016

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PUBLIC HEARINGS:

- * 5. **PUBLIC HEARING:** 202 Florida Ave. - Planning Board Recommendation to Annex and assign single-family residential land use and zoning to property, from Putnam County R-2 (Residential Mixed) - James Gary Wallace, Owner; Palatka Building & Zoning Dept., Applicant.
 - *a. **ANNEXATION ORDINANCE** - 1st Reading
 - *b. **REZONING ORDINANCE** - 1st Reading

- * 6. **PUBLIC HEARING:** 1620 Husson Ave. - Planning Board Recommendation to Annex and assign single-family residential land use and zoning to property, from Putnam County R-1A (Residential Single Family) - Terry White and Cherane Wilford, Owners; Palatka Building & Zoning Dept., Applicant.
 - *a. **ANNEXATION ORDINANCE** - 1st Reading
 - *b. **REZONING ORDINANCE** - 1st Reading

- * 7. **PUBLIC HEARING:** 203 Central Avenue - Planning Board Recommendation to Annex and assign single-family residential land use and zoning to property, from Putnam County R-2 (Residential Mixed) - Robert Michael Ratliff, Owner; Palatka Building & Zoning Dept., Applicant.
 - *a. **ANNEXATION ORDINANCE** - 1st Reading
 - *b. **REZONING ORDINANCE** - 1st Reading

- * 8. **PUBLIC HEARING:** 207 Skeet Club Rd. - Planning Board Recommendation to Annex and assign single-family residential land use and zoning to property, from Putnam County R-1HA (Residential Single Family) - Joseph and Angela Stillword, Owners; Palatka Building & Zoning Dept., Applicant.
 - *a. **ANNEXATION ORDINANCE** - 1st Reading
 - *b. **REZONING ORDINANCE** - 1st Reading

- * 9. **PUBLIC HEARING** - 908 N 20th St - Planning Board Recommendation to Annex and rezone from Putnam County R-2 (Residential Two-Family) to City R-1A (Single-Family Residential) - Gerald and Deborah Ragans, owners; Palatka Building & Zoning Dept, Applicant
 - *a. **ANNEXATION ORDINANCE** - 1st Reading
 - *b. **REZONING ORDINANCE** - 1st Reading

- * 10. **PUBLIC HEARING:** 161 & 163 Comfort Road - Planning Board Recommendation to Annex 163 Comfort Road and rezone 161 & 163 Comfort Road to assign Planned Industrial Zoning to property, from R-1A (Residential, Single-Family - 161) and Putnam County IH (Industrial, Heavy - 163) - Pumpcrete America Inc., Owner and Applicant
 - *a. **ANNEXATION ORDINANCE** – 163 Comfort Rd - 1st Reading
 - *b. **REZONING ORDINANCE** – 161 & 163 Comfort Road - 1st Reading

- * 11. **ORDINANCE** rezoning 7201 and 7220 PRC Way - Planning Board Recommendation to assign Planned Industrial Zoning to property, from Putnam County PUD (Planned Unit Development) - Sykes Realty (7201 PRC Way) and Premier Palatka LLC (7220 PRC Way), Owners; Palatka Building & Zoning Dept., Applicant - 1st Reading

- * 12. **PUBLIC HEARING/ORDINANCE** revising subdivision plat for 6109 3rd Manor Road West, Parcel # 10-10-26-9130-0030-0250 -- Planning Board Recommendation to vacate two City controlled easements in rear yard of property - 1st Reading

AGENDA - CITY OF PALATKA
April 28, 2016
Page 3

13. **CITY MANAGER & ADMINISTRATIVE REPORTS**
* STAFF REPORT –Benches and Traffic Control at Oak Hill Cemetery West
14. **COMMISSIONER COMMENTS**
15. **ADJOURN**

*Attachment **Separate Cover

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

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

Upcoming Events:

May 21 – KPB County-Wide Clean Up
May 27 – 30 – Blue Crab Festival
May 30 – City offices closed to observe Memorial Day
July 4 – City offices closed for 4th of July Holiday
Aug. 18 – 20 – FLC Annual Conference – Hollywood FL
Sept. 5 – City Offices closed to observe Labor Day

Board Openings:

Tree Committee – 1 Vacancy (at large)
Gas Authority Board – 1 Vacancy (at large)
Code Enforcement Board – 1 vacancy (alternate)
Board of Zoning Appeals – 1 vacancy (at-large)
Planning Board – 1 Vacancy (at large)



CITY COMMISSION AGENDA ITEM

SUBJECT:

- a. PROCLAMATION** - Law Enforcement Memorial Day - May 5, 2016 - PCSO Maj. Richard Harrell, Ten-24 Foundation
- b. RECOGNITION** - Jonathan Garcia, World Power Lifting Champion, 132 lb Weigh Class

SUMMARY:

RECOMMENDED ACTION:

ATTACHMENTS:

Description	Type
▫ Proclamation - Law Enforcement Memorial Day	Presentation

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 9:31 PM

CITY OF PALATKA



Proclamation

WHEREAS, the week of May 15, 2016 through May 21, 2016 has been designated as National Law Enforcement Week; and

WHEREAS, May 5, 2016 has been designated locally as Putnam County Law Enforcement Memorial Day; and

WHEREAS, Putnam County has dedicated law enforcement men and women serving our County under difficult, stressful and often dangerous circumstances; and

WHEREAS, law enforcement officers are our guardians of life and property, defenders of the individual's right to be free, warriors in the war against crime and dedicated to the preservation of life, liberty and the pursuit of happiness; and

WHEREAS, Florida and the municipalities within Putnam County desire to honor the valor, service and dedication of its own law enforcement officers, comprised of municipal, county and state law enforcement agencies.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, together with the members of the Palatka City Commission do hereby recognize the week of May 15, 2016 through May 21, 2016 as **NATIONAL LAW ENFORCEMENT WEEK**, and May 5th 2016, as

PUTNAM COUNTY LAW ENFORCEMENT MEMORIAL DAY

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

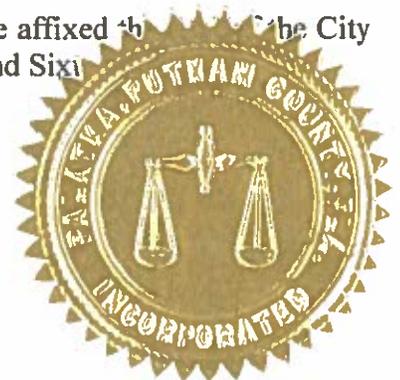
BE IT FURTHER PROCLAIMED that the citizens of the City of Palatka are urged to show their support and appreciation of our law enforcement officers who give their lives to protect and serve their communities by attending a County-Wide Law Enforcement Memorial Service to be held Thursday, May 5, 2016 at 10:00 a.m. at the Ravine Gardens State Park in Palatka.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Palatka, Florida on this 28th day of April in the Year of Our Lord Two Thousand Sixteen.

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

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR





CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No 2016-12-31 to renew Mutual Agreement with TAG Grinding Services, Inc. for Disaster Debris Removal and Disposal Services

SUMMARY:

FEMA requires certain procurements and contracts be in place prior to the beginning of Hurricane Season in order to participate in disaster recovery programs. Storm Debris Removal Services is one of those services. The City has historically used the same contractor that Putnam County uses through a Mutual Agreement with the provider, which has been TAG Grinding Services, Inc. since 2013. This contractor was chosen through competitive bid, as required by FEMA.

A Mutual Agreement renewing the acceptance of terms and conditions as outlined under the Putnam County Contract with Tag Grinding Services, Inc. follows this summary. Also following is the 2013 Putnam County Contract for Terms and Services, which was renewed by Putnam County BOCC in February, 2016.

RECOMMENDED ACTION:

Adopt the resolution to renew the Mutual Agreement with TAG Grinding Services, Inc. for Disaster Debris Removal Services eff. April 19, 2016

ATTACHMENTS:

Description	Type
▢ Resolution	Resolution
▢ Mutual Agreement	Exhibit
▢ Attachments & Exhibits incl. Putnam Co. Contract	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/20/2016 - 12:29 PM
City Clerk	Driggers, Betsy	Approved	4/20/2016 - 12:29 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:12 PM

RESOLUTION No. 2016-12-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE CITY MANAGER TO EXECUTE A
MUTUAL AGREEMENT WITH TAG GRINDING SERVICES,
INC. TO PERFORM DISASTER DEBRIS REMOVAL AND
DISPOSAL SERVICES**

WHEREAS, The Federal Emergency Management Administration (FEMA) Requires local government agencies to procure contractual services for disaster debris removal services prior to the beginning of hurricane season each year; and

WHEREAS, TAG Grinding Services, the successful respondent to Putnam County BOCC RFP #13-07, dated February 14, 2013, has entered into a contract to perform Disaster Debris Removal and Disposal Services for Putnam County, Florida; and

WHEREAS, on May 30, 2013, the Palatka City Commission adopted Resolution No. 2013-9-118 agreeing to enter into a Mutual Agreement with TAG Grinding Services, Inc. to accept the Putnam County BOCC Contract Terms and Conditions regarding Disaster Debris Removal and Disposal Services within the municipal boundaries of the City of Palatka, Florida, including current and future amendments; and

WHEREAS, the Palatka City Commission finds it reasonable and in the best interest of the City and Citizens of Palatka to renew said Mutual Agreement to provide Disaster Debris Removal and Disposal Services at the same terms and conditions as those entered into under Putnam County BOCC Contract No. 13-19, executed on March 26, 2013 and extended effective April 1, 2016.

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

1. That the Mayor and City Clerk are hereby authorized to execute and attest a Mutual Agreement with TAG Grinding Services, Inc. to renew and accept contract terms and conditions regarding disaster debris removal and disposal services for the City of Palatka; and
2. That the City Manager is authorized to carry out the terms and conditions of the Mutual Agreement on behalf of the City of Palatka.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, as the Maintaining Agency, this **28rd day of April, 2016.**

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

MUTUAL AGREEMENT
to Accept Contract Terms and Conditions Regarding
Disaster Debris Removal and Disposal Services
Effective Date April 19, 2016

Description: The City of Palatka, Florida ("Client") hereby agrees to retain TAG Grinding Services, Inc. ("Contractor") to perform Disaster Debris Removal and Disposal Services on behalf of Client based on the same contractual arrangements, terms and conditions that exist between Contractor and Putnam County, Florida for Disaster Debris Removal and Disposal Services, Contract No. RFP-13-07 dated April 19, 2016. Such contract shall also include all current and future amendments.

Client and Contractor Contacts:

(Add contact information here)

Jerry W. Brooks
TAG Grinding Services, Inc.
1750 Powder Springs Rd. Suite 190
Marietta, Ga 30064
(678) 540-5001 (Office)
(770)672-6775 (Fax)
(256) 786-9673 (Cell)
jerry@taggrinding.com

Please acknowledge Client's acceptance of Putnam County contract terms and conditions by having an authorized representative of Client sign below.

APPROVED BY THE CITY OF PALATKA

Signature: _____

Date: _____

ATTEST

Signature: _____

Date: _____

APPROVED BY TAG GRINDING SERVICES, INC.

Signature: Jerry W. Brooks

Date: 4/19/2016

Signature: [Signature]

Date: 04/19/2016

Exhibit A: Putnam County Contract RFP 13-07

Exhibit B: Putnam County Letter of No Objection

Betsy Driggers

From: Betsy Driggers
Sent: Thursday, April 14, 2016 3:03 PM
To: 'ARMONDII@aol.com'
Subject: RE: Mutual Agreement

Yes, I saw where they extended. As long as we are taking care of whatever business you need us to take care of to be sure this agreement is in place, we are good with that. I will put this on my 4/28 agenda and get it taken care of! Just be sure to change the date ☺

Thanks,

Betsy Jordan Driggers, CMC
City Clerk
City of Palatka
201 N. 2nd Street
Palatka FL 32177
Ph. 386-329-0100 ext 211
Fax 386-329-0199
bdriggers@palatka-fl.gov

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This e-mail and any files transmitted with it are intended solely for the recipient(s) to whom it is addressed.

From: ARMONDII@aol.com [<mailto:ARMONDII@aol.com>]
Sent: Thursday, April 14, 2016 3:04 PM
To: Betsy Driggers
Cc: jerry@taggrinding.com; jay@taggrinding.com; martha@taggrinding.com
Subject: Mutual Agreement

Good afternoon Betsy. As you probably already know, the County has already extended their contract with us. All you really need to do is renew the mutual agreement so that we both have it in writing. This is simply a formality so that there will be no problem with FEMA should the need arise. We will execute the Mutual Agreement attached to your email and send it to you for your signature. We would appreciate having a signed copy for our records. Let us know if you would like a meeting this year. We haven't heard back from the County yet on that issue. We appreciate your confidence in us and value you as a client. Thanks again.

Sonny

A. F. Sonny Armond
VP/Director of Field Operations and FEMA Compliance
TAG Grinding Services, Inc.
1750 Powder Springs Rd, Suite 190
Marietta, Georgia 30064
(678) 540-5001 (Office)
(770) 672-6775 (Fax)
(504) 722-4975 (Direct Line)
(504) 910-6103 (Direct Fax)

**BOARD OF COUNTY COMMISSIONERS
PUTNAM COUNTY, FLORIDA**

AGENDA ITEM

PAGE OF

ITEM: Tag Grinding Services, Inc. (Primary) Crowder Gulf (Secondary) RFP #13-07 - Disaster Debris Removal and Disposal Services	: DEPARTMENT: Sanitation : : : :
AGENDA SECTION: Consent	: AMOUNT: As Per Bid Proposal Forms : : :
ATTACHMENTS: () ORDINANCE () RESOLUTION (X) OTHER (See Summary Highlights) (X) SUPPORTING DOCUMENTS	: DATE: February 09, 2016 : : : :
SUMMARY HIGHLIGHTS: On April 1, 2013, we entered into an Agreement for the Disaster Debris Removal and Disposal Services for Putnam County with Tag Grinding Services, Inc. as our primary contractor and Crowder Gulf as our secondary contractor. These two contracts expire on March 31, 2016 with an option to renew for a final one-year period subject to mutual agreement of both parties. Per the attached requests, both contractors wish to renew the Agreement for the Disaster Debris Removal and Disposal Services for Putnam County with the current terms, conditions, and pricing. Staff recommends this contract renewal for Tag Grinding Services, Inc. as primary contractor and Crowder Gulf as secondary contractor for Disaster Debris Removal and Disposal Services from April 1, 2016 through March 31, 2017. These contracts will be funded from the Enterprise Fund, if needed, with partial FEMA reimbursement anticipated.	
RECOMMENDED ACTION: Approve the final one-year renewal for the Disaster Debris Removal and Disposal Services for Tag Grinding Services, Inc. (Primary) and Crowder Gulf (Secondary) contractors to provide Disaster Debris Removal and Disposal Services for Putnam County, if needed, for a contract renewal period of April 1, 2016 through March 31, 2017.	
DEPARTMENT HEAD APPROVAL: 	: COUNTY ADMINISTRATOR: : :
FINANCE DIRECTOR:	: COUNTY ATTORNEY: : :
REF:	: AGENDA PAGE NUMBER: : :

lynn wooten

From: ARMONDII@aol.com
Sent: Thursday, January 14, 2016 1:35 PM
To: lynn wooten
Cc: jerry@taggrinding.com
Subject: Re: Contract Renewal - Putnam County RFP #13-07 - Disaster Debris Removal and...

Happy New Year Lynn:

We would be honored to continue as your partner in recovery should an event occur. Please allow this e mail to serve as our confirmation of the extension. Thanks

You can forward any documents that need to be signed via e mail or direct mail as per your desires.

Sonny

In a message dated 1/14/2016 11:31:49 A.M. Central Standard Time, lynn.wooten@putnam-fl.com writes:

The current contract above is up for renewal on 3/31/16 for a final one year renewal if agreed upon by both parties. Please send your desire in writing by email to me if you wish to renew.

Thank you and have a nice day.

Lynn Wooten

Sanitation Administrator

Putnam County

Office: 386-329-1201

Cell: 386-937-5231

Fax: 386-329-0486

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PUTNAM COUNTY
BOARD OF COMMISSIONERS MEETING
TUESDAY, FEBRUARY 9, 2016
AGENDA

- 9:00 1. **CALL TO ORDER** – Chairman Laibl
Invocation –
Pledge of Allegiance (Harris)
2. Approval of Minutes; January 26, 2016 Regular Meeting 3-8
3. Employee Recognition; Bob Hatton, Sanitation, Employee of the Quarter for the quarter ending March 31, 2016
4. Proclamation; Recognizing Theo Smith-Dodge on the Occasion of Her 100th Birthday 9
5. **PUBLIC COMMENT** – This portion of the agenda is designed to allow citizens an opportunity to bring matters to the attention of the Board. It is not reasonable to expect that the Board will engage in debate or deliberation about matters on which the Board has received no prior information as part of the agenda. Please limit to three minutes. Public comment cards are conveniently placed at the meeting room entrance and should be submitted prior to the meeting to the Deputy Clerk who sits to the right of the podium.
6. **CONSENT AGENDA** (*Additional Remarks by Staff)
- A. List of Committee Minutes/Recommendations Distributed to Become Part of the Record 10
- B. List of Correspondence Distributed to Become Part of the Record 11
- C. Administration; Sale of Surplus Property at 118 Porpoise Road, Pomona Park 12
- D. Public Works; Resolution Amending Exhibit G (Water/Wastewater Schedule) of FY15-16 Fee Schedule 13
- E. Administration; SHIP Annual Close-out Reports for FY 2011/12 and 2012/13 14-41
- F. Public Works; Waiver of Purchasing Ordinance and Purchase of Vehicles, Beck Ford - \$95,234.00 42-45
Two (2) ½ ton Extended Cab Pickup Trucks and One (1) 1 Ton Cab and Chassis with Dump Bed
- * G. Sanitation; Contract Renewal for Disaster Debris Removal and Disposal Services – As Per Proposals 46-48
Tag Grinding Services, Inc. (Primary) and Crowder Gulf (Secondary)
- H. Administration; Appointment to Interlachen Boulevard MSBU Advisory Committee – Tom Volpato 49
- I. General Services; Bid 16-03 Award, Palatka Daily News - \$0.39 per line 50
Advertising of Delinquent Taxes
- J. Public Works; Submittal of Projects to FDOT for FY 2020/21 Grants (CIGP, SCOP, SCRAP) 51
St. Johns Ave, Old San Mateo Rd., Holloway and Tinsley Rds, Various Bridges, CR216, Coral Farms Rd.
- K. Emergency Services; FDOT Highway Traffic Safety Funds Award - \$68,251.00 52-54
For Upgrade of Electronic Patient Care Reporting System (County Match Required \$1,491.50)

RFP #13-07
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES

APPROVED BY:

DATE:

COMPANY NAME	#1 Futch's Landscaping	#2 Wood Resource Recovery	#3 DRC Emergency Services	#4 Byrd Brothers Emergency Services	#5 Phillips & Jordan	#6 Coxwell Contracting	#7 Ashbritt	#8 Crowder Gulf	#9 Kaiser Kane	#10 Asplundh	#11 Tag Grading Services	#12 Ceres Environmental	Company # Best In Each Category
BID BOND Y/N	N	Y	Y	N	N	N	Y	Y	Y	Y	Y	N	N/A
VEGETATIVE C&H 0-15 MILES	\$ 8.50	\$ 5.90	\$ 7.25	\$ 7.50	\$ 8.49	J.B. Conwell	\$ 7.25	\$ 7.00	\$ 9.33	\$ 6.29	\$ 6.55	\$ 6.70	#2
VEGETATIVE C&H 16-30 MILES	\$ 9.50	\$ 7.90	\$ 7.68	\$ 7.86	\$ 9.25	Did	\$ 8.00	\$ 7.60	\$ 10.33	\$ 7.48	\$ 6.90	\$ 6.90	#11
VEGETATIVE C&H SINGLE PRICE	\$ 14.00	\$ 6.90	\$ 7.98	\$ 7.64	\$ 12.00	Not	\$ 8.00	\$ 7.25	\$ 10.33	\$ 10.40	\$ 7.10	\$ 6.90	#2
M&R GRINDING	\$ 18.00	\$ 2.45	\$ 2.12	\$ 2.50	\$ 2.80	Include	\$ 1.95	\$ 2.70	\$ 2.80	\$ 1.32	\$ 1.50	\$ 3.49	#10
M&R AIR CURTAIN BURN	\$ 16.00	\$ 2.75	\$ 3.42	\$ 1.79	\$ 2.25	Addendum	\$ 1.50	\$ 1.70	\$ 1.80	\$ 1.32	\$ 1.35	\$ 3.29	#10
M&R OPEN BURN	\$ 16.00	\$ 1.50	\$ 1.24	\$ 1.79	\$ 1.50	#2 with	\$ 1.25	\$ 1.00	\$ 1.60	\$ 0.99	\$ 1.00	\$ 2.74	#10
M&R SITE MANAGEMENT	\$ 5.00	\$ 0.50	\$ 0.92	\$ 0.83	\$ 1.50	Submittal	\$ 2.00	\$ 1.00	\$ 1.00	\$ 0.72	\$ 1.00	\$ 3.98	#2
C&D C&H 0-15 MILES	\$ 22.00	\$ 5.90	\$ 8.46	\$ 7.50	\$ 8.49	\$ -	\$ 8.00	\$ 7.00	\$ 17.33	\$ 7.37	\$ 6.60	\$ 6.70	#2
C&D C&H 16-30 MILES	\$ 22.00	\$ 7.90	\$ 8.86	\$ 7.86	\$ 9.25	\$ -	\$ 9.00	\$ 7.60	\$ 19.33	\$ 8.53	\$ 6.90	\$ 6.90	#11
C&D C&H SINGLE PRICE	\$ 24.00	\$ 7.90	\$ 8.68	\$ 8.68	\$ 12.00	\$ -	\$ 9.00	\$ 7.25	\$ 19.33	\$ 13.62	\$ 7.25	\$ 6.90	#11*
FINAL DISPOSAL 0-15 MILES	\$ 5.00	\$ 3.90	\$ 3.88	\$ 5.33	\$ 4.00	\$ -	\$ 5.75	\$ 2.75	\$ 4.95	\$ 3.19	\$ 3.25	\$ 4.25	#8
FINAL DISPOSAL 16-30 MILES	\$ 6.00	\$ 3.90	\$ 4.42	\$ 6.67	\$ 5.00	\$ -	\$ 6.50	\$ 3.25	\$ 5.95	\$ 3.74	\$ 3.50	\$ 5.15	#8
FINAL DISPOSAL SINGLE PRICE	\$ 9.00	\$ 3.90	\$ 4.68	\$ 7.00	\$ 6.00	\$ -	\$ 7.25	\$ 4.00	\$ 6.95	\$ 7.26	\$ 3.75	\$ 5.15	#11
TOTAL PRICE	\$ 175.00	\$ 61.30	\$ 67.59	\$ 71.91	\$ 82.53	\$ -	\$ 75.45	\$ 60.10	\$ 111.03	\$ 72.23	\$ 96.65	\$ 69.05	#2(4), #11(4)
QUALIFICATION POINTS (0=WORST / 10=BEST)	24	21	21	15	27	12	18	30	28	28	28	28	#10(3), #8(2)
KNOWLEDGE 0-10	23	24	25	20	26	20	25	27	21	26	28	27	
EXPERTISE 0-10	22	25	28	21	28	23	27	28	20	25	27	28	
EXPERIENCE WITH SIMILAR PROJECTS 0-10	25	28	28	21	28	23	27	28	20	25	27	28	
LOCATION AND AVAILABILITY 0-10	28	25	25	26	24	24	26	24	24	28	25	25	
REFERENCES 0-10	26	25	25	22	24	22	22	24	22	27	26	26	
TOTAL POINTS	0	148	148	0	0	0	125	156	122	151	164	0	

Primary Contractor
Secondary Contractor

Betsy Driggers

From: ARMONDII@aoi.com
Sent: Tuesday, May 14, 2013 2:04 PM
To: Betsy Driggers
Cc: donna@taggrinding.com; jerry@taggrinding.com
Subject: Palatka
Attachments: Palatka MUTUAL AGREEMENT.docx

Dear Ms. Driggers:

Here is the mutual agreement for review and consideration. If acceptable, please complete the City's portion of the information. You'll have to obtain the approval of the County in writing as an attachment/exhibit as well as a copy of the actual contract.

Let me know if I can be of further assistance.

A. F. Sonny Armond
VP/Director of Field Operations and FEMA Compliance
TAG Grinding Services, Inc.

EXHIBIT "A"

**MUTUAL AGREEMENT
to Accept Contract Terms and Conditions Regarding
Disaster Debris Removal and Disposal Services
Effective Date: June 1, 2013**

Description: The City of Palatka, Florida ("Client") hereby agrees to retain TAG Grinding Services, Inc. ("Contractor") to perform Disaster Debris Removal and Disposal Services on behalf of Client based on the same contractual arrangements, terms and conditions that exist between Contractor and Putnam County, Florida for Disaster Debris Removal and Disposal Services, Contract No. 13-19 dated March 26, 2013, RFP-13-07 dated February 14, 2103. Such contract shall also include all current and future amendments.

Client and Contractor Contacts:

Michael J. Czymbor, City Manager
City of Palatka
201 N. 2nd Street
Palatka FL 32177
(386) 329-0100 (office)
(386) 329-0106 (fax)
(386) 937-0504 (cell)
mczymbor@palatka-fl.gov

Jerry W. Brooks
TAG Grinding Services, Inc.
1113 Horseshoe Bend Road
Dadeville, Alabama 36853
(256) 825-4400 (Office)
(256) 825-4100 (Fax)
(256) 786-9673 (Cell)
jerry@taggrinding.com

Please acknowledge Client's acceptance of Putnam County contract terms and conditions by having an authorized representative of Client sign below.

APPROVED BY THE CITY OF PALATKA

APPROVED BY TAG GRINDING SERVICES, INC.

Signature: _____

Signature: _____

Date: _____

Date: _____

ATTEST

Signature: _____

Signature: _____

Date: _____

Date: _____

Exhibit A: Putnam County Contract RFP 13-07

Exhibit B: Putnam County Letter of No Objection

EXHIBIT "B"



PUTNAM COUNTY

PO BOX 758
PALATKA, FLORIDA 32178
(386) 329-0212

BOARD OF COUNTY COMMISSIONERS

R. G. Leary
County Administrator

May 22, 2013

Mr. Michael Czymbor, City Manager
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Dear Mr. Czymbor:

This is to confirm to any/all interested parties that Putnam County has no objection to the City of Palatka availing itself of the pricing and services offered by TAG Grinding Services, Inc. under RFP #13-07 provided the company is willing to do so. This proposal was accepted and contract agreed to by the Putnam County Board of Commissioners on March 26, 2013. Initial contract period is from April 1, 2013, to March 31, 2015.

Please contact me if further evidence of Putnam County's position on this matter is required.

Sincerely,

Handwritten signature of R.G. Leary in black ink.

R.G. Leary
County Administrator

RGL/tl

MAR 28 2013

AGREEMENT FOR CONTRACTOR SERVICES

This Agreement made as of this 26th day of March, 2013, by and between Putnam County, Florida a political subdivision of the State of Florida (the "COUNTY"), and Tag Grinding Services, Inc. () an individual, (X) a corporation, () a partnership, authorized to do business in the State of Florida (the "CONTRACTOR"), whose address is 1113 Horseshoe Bend Road Dadeville, AL 36853.

In consideration of the mutual promises contained herein, the COUNTY and the CONTRACTOR agree as follows:

ARTICLE 1 – SERVICES

The CONTRACTOR'S responsibility under this Agreement is to provide Disaster Debris (debris) Removal and Disposal Services as directed by the COUNTY as set forth on Exhibit A hereto. The parties agree that the provisions of Exhibit B hereto (Form FHWA – 1273 – Revised May 1, 2012) shall apply to the performance of this Agreement.

ARTICLE 2 – CONTRACT TERM AND SCHEDULE

The initial term of this Agreement shall be in effect on April 1, 2013, and expire on March 31, 2015. It may be renewed for two (2) one-year periods on the same terms and conditions, except for the price, which shall be subject to mutual agreement of the parties.

The CONTRACTOR shall commence debris removal operations within twenty-four (24) hours of receipt of notice to proceed, and shall complete all services in a timely manner.

ARTICLE 3 - PAYMENTS TO CONTRACTOR

- A. The COUNTY shall pay to the CONTRACTOR for services satisfactorily performed \$(as per Bid Proposal Form), per cubic yard of eligible debris delivered to the debris management site(s) (DMS) designated by the COUNTY, which includes all direct charges, indirect charges and reimbursable expenses, if any. Note: this is a per cubic yard basis contract only.
- B. The invoices received from the CONTRACTOR pursuant to this Agreement will be reviewed and approved by the initiating County department, indicating that services have been rendered in conformity with the Agreement and then will be sent to the Finance Department for payment. The invoice must reference the RFP number, the current purchase order number (if any) and specify the work performed.
- C. In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the COUNTY. This indicates that all services have been performed and all charges and costs have been invoiced to the County. A final pay request must be accompanied by a consent of final payment from the surety and release of liens from all subcontractors and vendors. Since this account will thereupon be closed, any and all other further charges if not properly included on this final invoice shall be waived by the CONTRACTOR.

RECEIVED

APR 4 2013

- D. CONTRACTOR acknowledges that he/she has reviewed the scope of work and no change orders are anticipated.

ARTICLE 4 - TERMINATION

This Agreement may be terminated by the CONTRACTOR on 30 days prior written notice to the COUNTY in the event of substantial failure by the COUNTY to perform in accordance with the terms hereof through no fault of the CONTRACTOR. It may also be terminated by the COUNTY, with or without cause, immediately upon written notice to the CONTRACTOR. Unless the CONTRACTOR is in breach of this Agreement, the CONTRACTOR shall be paid for services rendered to the COUNTY's satisfaction through the date of termination. After receipt of a termination notice and except as otherwise directed by the COUNTY the CONTRACTOR shall:

- A. Stop work on the date and to the extent specified.
- B. Terminate and settle all orders and subcontracts relating to the performance of the terminated work.
- C. Transfer all work in process, completed work, and other material related to the terminated work to the COUNTY.
- D. Continue and complete all parts of the work that have not been terminated.

ARTICLE 5 - PERSONNEL

The CONTRACTOR represents that it has or will secure at its own expense all necessary personnel required to perform the services under this Agreement. Such personnel shall not be employees of or have any contractual relationship with the COUNTY.

All of the services required hereinunder shall be performed by the CONTRACTOR or under its supervision, and all personnel engaged in performing the services shall be fully qualified and, if required, authorized or permitted under state and local law to perform such services.

The CONTRACTOR warrants that all services shall be performed by skilled and competent personnel to the highest professional standards in the field.

ARTICLE 6 - SUBCONTRACTING

The COUNTY reserves the right to accept the use of a subcontractor or to reject the selection of a particular subcontractor and to inspect all facilities of any subcontractors in order to make a determination as to the capability of the subcontractor to perform properly under this Agreement. The CONTRACTOR is encouraged to seek minority and women business enterprises for participation in subcontracting opportunities.

If a subcontractor fails to perform or make progress, as required by this Agreement, and it is necessary to replace the subcontractor to complete the work in a timely fashion, the CONTRACTOR shall promptly do so, subject to acceptance of the new subcontractor by the COUNTY.

ARTICLE 7 - FEDERAL AND STATE TAX

The COUNTY is exempt from payment of Florida State Sales and Use Taxes. The COUNTY will sign an exemption certificate submitted by the CONTRACTOR. The CONTRACTOR shall not be exempted from paying sales tax to its suppliers for materials used to fulfill contractual obligations with the COUNTY, nor is the CONTRACTOR authorized to use the COUNTY'S tax exemption number in securing such materials.

The CONTRACTOR shall be responsible for payment of his/her own FICA and Social Security benefits with respect to this Agreement.

ARTICLE 8 - AVAILABILITY OF FUNDS

The obligations of the COUNTY under this Agreement are subject to the availability of funds lawfully appropriated for its purpose by the State of Florida and the Board of County Commissioners of Putnam County.

ARTICLE 9 - INSURANCE

- A. The CONTRACTOR shall not commence work under this Agreement until he/she has obtained all insurance required under this paragraph and such insurance has been approved by the COUNTY.
- B. All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida.

Contractor shall purchase and maintain a policy or policies of commercial general liability insurance satisfactory in all respects to County. All policies shall be occurrence form policies and shall name County as an additional insured, with a right to defense, with the premiums thereon fully paid by Contractor on or before their due date. The liability insurance policy shall afford minimum protection of \$1,000,000 combined single limit coverage for bodily injury, property damage or combination thereof.

Required insurance shall be documented in Certificates of Insurance which provide that County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. New Certificates of Insurance are to be provided to County at least 15 days prior to coverage renewals.

If requested by County, Contractor shall furnish complete copies of its insurance policies, forms and endorsements.

For commercial general liability coverage, Contractor shall, at the option of County, provide an indication of the amount of claims, payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of Contractor's obligation to fulfill the insurance requirements herein.

Contractor shall also purchase and maintain workers compensation insurance for all obligations imposed by law, with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease. Contractor shall also purchase any other coverages required by law.

The County may or may not require a performance/payment bond depending on the amount of work anticipated. The County will provide the bond amount and format to the Contractor along with the Notice to Proceed. The Contractor will cause the fully executed performance/payment bond, along with its accompanying power of attorney, to be file with the Putnam County Clerk's Office within seven calendar days of the Notice to Proceed. Verification of the performance/payment bond recordation shall be provided to the Putnam County Sanitation Department within the same seven calendars day period established herein. Said performance/payment bond filing will be at the sole expense of the successful respondent.

Contractor's maintenance of the insurance policies required hereunder shall not limit or otherwise affect its liability hereunder.

If checked below, the County requires the following additional types of insurance:

Builders Risk. The Contractor shall provide Builders Risk insurance to cover the property for all risks of loss. The policy shall be for the full value of the improvements and include the County as an additional insured as its interest may appear.

Business Auto Liability. Proof of Business Auto Liability shall be provided with minimum protection of \$1,000,000 combined single limit coverage for bodily injury, property damage or combination thereof. Coverage shall include hired and non-owned auto liability also.

ARTICLE 10 - INDEMNIFICATION

The CONTRACTOR shall indemnify and save harmless and defend the COUNTY, its agents, servants and employees from and against any and all claims, liability, losses, and/or causes of action which may arise from any act or omission of the CONTRACTOR, its agents, servants, or employees, or which otherwise arises in connection with, the performance of this Agreement.

The CONTRACTOR further agrees to indemnify, save harmless and defend the COUNTY, its agents, servants and employees from and against any claim, demand or cause of action included in the paragraph above for which the COUNTY, its agents, servants or employees are also alleged to be liable.

ARTICLE 11 - SUCCESSOR AND ASSIGNS

This Agreement shall be binding upon, and inure to the benefit of, the parties hereto and their respective successors, legal representatives and permitted assigns.

Neither the COUNTY nor the CONTRACTOR shall assign, sublet, convey or transfer its interest in this Agreement without the prior written consent of the other. Nothing herein shall be construed as creating any personal liability on the part of any officer or agent of the COUNTY which may be a party hereto, nor shall it be construed as giving any rights or benefits hereunder to anyone other than the COUNTY and the CONTRACTOR.

ARTICLE 12 - REMEDIES

This Agreement shall be governed by, and construed in accordance with, the laws of the State of Florida. Any and all legal action necessary to enforce the Agreement will be held in Putnam County. No remedy herein conferred upon any party is intended to be exclusive of any other remedy, and each and every such remedy shall be cumulative and shall be in addition to every other remedy given hereunder or now or hereafter existing at law or in equity or by statute or otherwise. No single or partial exercise by any party of any right, power, or remedy hereunder shall preclude any other or further exercise thereof.

ARTICLE 13 - UNIFORM COMMERCIAL CODE

The Uniform Commercial Code as may be in effect from time to time in Florida shall prevail as the basis for determining the rights and obligations of the CONTRACTOR and the COUNTY hereunder.

ARTICLE 14 - CONFLICT OF INTEREST

The CONTRACTOR represents that it presently has no interest and shall acquire no interest, either direct or indirect, which would conflict in any manner with the performance of services required hereunder, as provided for by applicable law. The CONTRACTOR further represents that no person having any such interest shall be employed for said performance.

The CONTRACTOR shall promptly notify the COUNTY in writing by certified mail of all potential conflicts of interest for any prospective business association, interest or other circumstance which may influence or appear to influence the CONTRACTOR'S judgment or quality of services being provided hereunder. Such written notification shall identify the prospective business association, interest or circumstance, the nature of work that the CONTRACTOR may undertake and request an opinion of the COUNTY as to whether the association, interest or circumstance would, in the opinion of the COUNTY, constitute a conflict of interest if entered into by the CONTRACTOR. The COUNTY agrees to notify the CONTRACTOR of its opinion by certified mail within 30 days of receipt of notification by the CONTRACTOR. If, in the opinion of the COUNTY, the prospective business association, interest or circumstance would not constitute a conflict of interest by the CONTRACTOR, the COUNTY shall so state in the notification and the CONTRACTOR may, at his/hier option, enter into said association, interest or circumstance and it shall be deemed not a conflict of interest with respect to services provided to the COUNTY by the CONTRACTOR under the terms of this Agreement.

ARTICLE 15 - EXCUSABLE DELAYS

The CONTRACTOR shall not be considered in default by reason of any failure in performance if such failure arises out of causes reasonably beyond the CONTRACTOR'S control and without its fault or negligence. Such causes may include, but are not limited to: Acts of God; the County's omissive and commissive failures; natural or public health emergencies; labor disputes; freight embargoes; and severe weather conditions. If failure to perform is caused by the failure of the CONTRACTOR'S subcontractor(s) and is without the fault or negligence of either of them, the CONTRACTOR shall not be deemed to be in default.

Upon the CONTRACTOR'S request, the COUNTY shall consider the facts and extent of any failure to perform the work and, if the CONTRACTOR'S failure to perform was without its fault or negligence, any affected provision of this Agreement shall be revised accordingly; subject to the COUNTY'S rights to change, terminate, or stop any or all of the work at any time.

ARTICLE 16 - ARREARS

The CONTRACTOR shall not pledge the COUNTY'S credit or make it a guarantor of payment or surety for any contract, debt, obligation, judgment, lien, or any form of indebtedness.

ARTICLE 17 - DISCLOSURE AND OWNERSHIP OF DOCUMENTS

The CONTRACTOR shall deliver to the COUNTY for approval and acceptance, and before being eligible for final payment of any amounts due, all documents and materials prepared by and for the COUNTY under this Agreement.

All written and oral information not in the public domain or not previously known, and all information and data obtained, developed, or supplied by the COUNTY or at its expense will be kept confidential by the CONTRACTOR and will not be disclosed to any other party, directly or indirectly, without the COUNTY'S prior written consent. Such information and data shall be and remain the COUNTY'S property and may be reproduced and reused at the discretion of the COUNTY.

The COUNTY and the CONTRACTOR shall comply with the provisions of the Florida Public Records Law.

ARTICLE 18 - INDEPENDENT CONTRACTOR RELATIONSHIP

The CONTRACTOR is, and shall be, in the performance of all work services and activities under this Agreement, an independent contractor, and not an employee, agent, or servant of the COUNTY. All persons engaged in any of the work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the CONTRACTOR'S sole direction, supervision, and control. The CONTRACTOR shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the CONTRACTOR'S relationship and the relationship of its employees to the COUNTY shall be that of an independent contractor and not as employees or agents of the COUNTY.

The CONTRACTOR does not have the power or authority to bind the COUNTY in any promise, agreement or representation.

ARTICLE 19 - CONTINGENT FEES

The CONTRACTOR warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the CONTRACTOR, to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm, other than a bona fide employee working solely for the CONTRACTOR, a commission, percentage, gift, or any other consideration contingent upon or resulting from the award or making of this Agreement.

ARTICLE 20 - NONDISCRIMINATION

The CONTRACTOR warrants and represents that all of its employees are treated equally during employment without regard to race, color, religion, physical handicap, sex, age, national origin or other status protected by law.

ARTICLE 21 - AMENDMENT

None of the provisions, terms and conditions contained in this Agreement may be added to, modified, superseded or otherwise altered, except by a written instrument executed by the parties hereto.

ARTICLE 22 - ENFORCEMENT COSTS

If any legal action or other proceeding is brought for the enforcement of this Agreement, or because of an alleged dispute, breach, default or misrepresentation in connection with any provision, the successful or prevailing party or parties shall be entitled to recover reasonable attorney's fees, court costs and all expenses even if not taxable as court costs (including, without limitation, all such fees, costs and expenses incident to appeals), incurred in that action or proceeding, in addition to any other relief to which such party or parties may be entitled.

ARTICLE 23 - AUTHORITY TO PRACTICE

The CONTRACTOR hereby represents and warrants that it has and will continue to maintain all licenses and approvals required to conduct its business, and that it will at all times conduct its business activities in a reputable manner.

ARTICLE 24 - SEVERABILITY

If any term or provision on this Agreement, or the application thereof to any person or circumstances shall, to any extent, be held invalid or unenforceable, the remainder of this Agreement, or the application of such terms or provisions to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected, and every other term and provision of this Agreement shall be deemed valid and enforceable to the extent permitted by law.

ARTICLE 25 - MODIFICATION

The COUNTY reserves the right to make changes in the work, including alterations, reductions therein or additions thereto. Upon receipt by the CONTRACTOR of the County's notification of a contemplated change, the Contractor shall (1) if requested by COUNTY, provide an estimate for the increase or decrease in cost due to the contemplated change, (2) notify the COUNTY of any estimated change in the completion date, and (3) advise the COUNTY in writing if the contemplated change shall affect the CONTRACTOR'S ability to meet the completion dates or schedules of this Agreement.

If the COUNTY so instructs in writing, the CONTRACTOR shall suspend work on that portion of the Work affected by a contemplated change, pending the COUNTY'S decision to proceed with the change.

If the COUNTY elects to make the change, the COUNTY shall issue a contract amendment or change order and the

CONTRACTOR shall not commence work on any such change until such written amendment or change order has been issued and signed by each of the parties.

ARTICLE 26 - CONTRACT DOCUMENTS

The other documents which comprise the entire agreement are attached hereto, made a part hereof and consist of the following:

- A. RFP 13-07, including Instructions to Bidders
- B. Agreement for Contractor Services
- C. Specifications; Scope of Work
- D. Bid Proposal Form
- E. Equipment and Operator Cost Proposal Form (First 70 Hours)
- F. Qualification Requirements
- G. Notice of Award
- H. Notice to Proceed
- I. General Conditions, if required
- J. Supplemental, and Special General Provisions, if required
- K. Payment Bond
- L. Performance Bond
- M. Bid Bond, if required
- N. Change Order, if required
- O. Engineering Drawings, if required
- P. Addenda

In the event of a conflict between the terms of the above documents and the terms of this Agreement, the terms of this Agreement shall prevail.

There are no contract documents other than those listed above and there are no promises or understandings other than those stated herein. All covenants, agreements, representations and warranties made herein, or otherwise made in writing by any party pursuant hereto shall survive the execution and delivery of this Agreement and the consummation of the transactions contemplated hereby.

ARTICLE 27 - NOTICE

All notices required in this Agreement shall be sent by certified mail, return receipt requested, and if sent to the COUNTY shall be mailed to:

Putnam County Board of County Commissioners
c/o Sanitation Department
P. O. Box 2499
Palatka, FL 32178-2499
Attention: Larry Gast, Solid Waste Director

and if sent to the CONTRACTOR shall be mailed to:

Tag Grinding Services, Inc.
1113 Horseshoe Bend Road
Dadeville, AL 36853
Attention: Jerry W. Brooks

IN WITNESS WHEREOF, the Board of County Commissioners of Putnam County, Florida has made and executed this Agreement on behalf of the COUNTY and CONTRACTOR has hereunto set his/her hand as of the day and year first above written.

ATTEST:
TIM SMITH, CLERK

PUTNAM COUNTY BOARD OF
COUNTY COMMISSIONERS:

BY: Tim Smith
Clerk or Deputy Clerk

BY: Nancy S. Hennis
Chairman

WITNESS:

CONTRACTOR:

Donna T. Hawkins
SIGNATURE

TAG GRINDING SERVICES, INC.
COMPANY NAME

DONNA T. HAWKINS
NAME (TYPE OR PRINT)

JERRY W. BROOKS
NAME (TYPE OR PRINT)

C. F. O.
TITLE

Jerry W. Brooks
SIGNATURE

APPROVED AS TO FORM
AND LEGAL SUFFICIENCY

BY: [Signature]
COUNTY ATTORNEY

RFP NO. 13-07

**SCOPE OF WORK
FOR
DISASTER DEBRIS REMOVAL AND DISPOSAL SERVICES**

1.0 GENERAL

- 1.1 The purpose of this contract is to remove, reduce, and dispose of all eligible hurricane and storm generated debris from the Putnam County Rights-of-Way (ROW) and public properties that FEMA determines eligible (see definition of eligible debris in Section 4.1). This contract is to cover handling, processing, and disposal of eligible disaster debris from curbside to final disposal. The first 70 hour emergency road clearance services may or may not be required. An hourly equipment and operator rate form is included in the event these services are requested.
- 1.2 Putnam County will consider a bidder's past performance in determining the best proposal. Putnam County in its sole judgment may exclude any bidder determined to have demonstrated unsatisfactory past performance. Such determination will be based on relevant factors including but not limited to bidder's performance on previous projects and whether a bidder has ever been suspended by a governmental body from bidding eligibility.
- 1.3 A bid guarantee from each bidder equivalent to five percent of the bid price, with the beginning minimum of \$100,000, shall be provide with this RFP response. Putnam County will also consider bidder's proven financial responsibility to determine bidder's ability to perform contract services. Contractor will be required to post payment and performance bonds, of at least an "A" rating from a bonding company authorized to write bonds in the State of Florida, which shall be for 100% of the total contract amount. The Contractor must be able to cover expenses associate with a major recovery operation prior to the initial payment and between subsequent payments as well as the aforementioned bonds.
- 1.4 All fees relating to debris removal, reduction, and disposal as well as permitting, testing, environmental fees, or any other fees relating to the services necessary per this contract, shall be the sole responsibility of the Contractor.
- 1.5 All debris will remain the property of Putnam County.

2.0 SERVICES

- 2.1 The Contractor shall provide for debris removal and disposal of all eligible debris from the county ROW and public properties. Services will only be performed when requested and as designated by the County. The quantities for this scope of work are unknown and may vary greatly.

- 2.2 The debris shall be taken to an approved Debris Management Site (DMS). All necessary permits shall be obtained by the contractor. Contractor shall be responsible for returning the DMS(s) to near original conditions, upon completion of reduction activities.
- 2.3 Contractor may provide alternative DMS(s) for vegetative debris at his/her own expense. If the Contractor has a DMS(s) for the County to consider using, the Contractor must abide by all relevant federal, state, and local requirements, including a DEP authorization letter.
- 2.4 Construction and Demolition Debris (C&D) shall be taken to a landfill appropriately permitted for the material.
- 2.5 Haul and Dispose. The work shall consist of clearing, separating, and removing any and all eligible debris from the ROW of streets and roads and eligible public property. Work will include 1) examining and sorting debris to determine whether or not debris is eligible and to determine whether eligible debris is burnable or non-burnable; 2) loading eligible debris; 3) hauling the eligible debris to an approved staging area. Contractors shall be aware of the FEMA requirements of eligible/reimbursable debris as ineligible debris will not be loaded, hauled, dumped, or paid for under this contract. The County shall be notified of any ineligible debris placed at the ROW for collection. The Contractor shall make a maximum of three (3) passes with a minimum of one weekend between each pass unless the County establishes a different schedule. The Contractor shall not move from one designated work area to another designated work area without prior approval from the County's representative (CR), who shall be an employee of the County Sanitation Department. This does not imply that the Contractor must complete all three passes prior to requesting approval to move from a location. Any eligible debris, such as fallen trees, which extend onto the ROW from private property, shall be cut at the point where it enters the ROW. **ONLY THAT PART OF THE DEBRIS THAT LIES WITHIN THE ROW AND PUBLIC PROPERTY SHALL BE REMOVED. THE CONTRACTOR SHALL NOT ENTER OR REMOVE DEBRIS FROM PRIVATE PROPERTY DURING THE PERFORMANCE OF THIS CONTRACT.**
- 2.6 A portion of the project will occur in residential areas. The Contractor shall exercise due care to minimize any damages to trees, shrubs, landscaping, and general property. The Contractor will repair any damages caused by the Contractor's equipment or personnel in a timely manner. The debris work area will be left as reasonably clean and clear of debris as practical under the conditions of this project.
- 2.7 The Contractor will use equipment and perform work in a manner to prevent damages to infrastructure facilities and adjacent ROWs, including all landscaped areas. All loading equipment will be required to operate from the street/road using buckets, booms, or grapple devices to remove and load the debris. Mechanical loading is required for compaction. Tracked equipment will not be used in residential areas without prior approval from the CR.
- 2.8 The Contractor shall conduct the work so as not to interfere with the disaster response and recovery activities of federal, state, and local governments or agencies, or of any public utilities.

- 2.9 The County reserves the right to inspect the sites, verify quantities, and review operations at any time.
- 2.10 All work shall be accomplished in a safe manner in accordance with applicable law(s).
- 2.11 Debris may be reduced by mechanical means using chippers, grinders, or shredders if approved by the CR. The storage area and processing area for the debris reduction operation shall be designated by the CR based upon the site opportunities and constraints. The size of the debris pile allowed at the designated location shall be specified prior to the start of debris reduction.
- 2.12 Debris may be reduced by incineration using air curtain incinerators as specified by the CR. The contractor shall be responsible for compliance with applicable regulations and all costs associated with the final disposal of non-burnable debris and ash residue. Disposal of non-burnable debris and ash residue shall be made in accordance with current State, Federal, and local regulations.
- 2.13 Hazardous Waste (HW) materials, toxic materials, or waste such as petroleum products, paint products, asbestos, electrical transformers, tires, and known or suspected hazardous materials shall be removed by others. Hazardous debris removal is not the responsibility of the Contractor.

3.0 LOAD TICKETS

- 3.1 Load Tickets will be used for recording the cubic yard volume of eligible debris removed for disposal and will be provided by the County.
- 3.2 Each ticket will contain the following information:
 - 1. Ticket Number
 - 2. Contract/Bid Number
 - 3. Date
 - 4. Contractor Name
 - 5. Truck Number
 - 6. Truck and/or Trailer Capacity
 - 7. Point of Debris Collection (Actual Street Name)
 - 8. Load Departure Time
 - 9. Dump Arrival Time
 - 10. Percent of Load Capacity
 - 11. Actual Debris Volume
 - 12. Debris Eligibility (Y/N)
- 3.3 A minimum four-part load ticket will be issued by a CR monitor prior to transport of the debris from the loading site. The entire four-part load ticket will be given to the vehicle operator. Upon arrival at the staging area, the vehicle operator will give the entire four-part load ticket to the CR monitor. The CR monitor will verify the hauler and equipment and establish a percent of truck/trailer capacity with eligible debris. After documenting

percentage, the CR monitor will calculate the actual volume of the load, to the nearest .10 yard. The CR monitor will document the data on the load ticket. The CR monitor will detach one copy of the load ticket and give that one copy to the vehicle operator. One copy will then be given to the Contractor, one copy will be given to FEMA, and the original will be kept by the CR. The load tickets will be submitted with the daily report.

4.0 DEBRIS CLASSIFICATION

4.1 Eligible Debris is debris that qualifies for emergency funding under the Federal Emergency Management Agency (FEMA). Eligible debris is that which after its clean up and removal:

- Eliminates immediate threats to life, public health, and safety.
- Eliminates threats of significant damage to improved public or private property; and,
- Essential by its absence of ensuring economic recovery.

4.2 This task may consist of several types of debris:

- Vegetative debris (within the scope of this contract includes, but is not limited to, damaged and disturbed trees, bushes and shrubs, and broken, partially broken, and severed tree limbs and brush.
- Leaners, Hangers, and Stumps
- Construction and Demolition debris (C&D)

5.0 PERFORMANCE SCHEDULE

5.1 The Contractor shall commence debris removal operations within twenty-four (24) hours of receipt of notice to proceed.

5.2 Prior to commencing debris removal operations, the Contractor shall, with the CR'S direction, provide a work plan showing where operations will begin and which streets/roads will be cleared on a 7 and 14 day projection. The plan will be updated every Monday. The Contractor shall also provide full details regarding any subcontractors to be used.

5.3 All activity associated with debris operations shall be performed during visible daylight hours only, unless directed otherwise by the CR. The Contractor may work daylight hours Monday through Saturday if debris is being delivered to the landfill; if debris is being delivered to a staging area, the Contractor may work seven (7) days a week. All Federal, State, and Local laws must be adhered to.

5.4 Putnam County desires the time for completion of all work to be 45 calendar days from the notice to proceed, to help limit costs and encourage swift recovery activities. The ability to meet this time frame will be considered in awarding this contract. Subsequent changes in completion time will be equitably negotiated by both parties pursuant to applicable county, state, and federal law, given unforeseen circumstances.

6.0 EQUIPMENT

6.1 All trucks and other equipment must be in compliance with all applicable federal, state, and local rules and regulations. Any truck used to haul debris must be mechanically loaded by

an appropriately sized front-end loader, backhoe, or other approved and appropriate equipment. Preferably, the truck or trailer should compact and dump hydraulically and be capable of rapidly dumping its load without the assistance of other equipment. If assistance of other equipment is needed, the Contractor will provide means to rapidly unload any trailer that does not have a means for dumping. Sideboards or other extensions to the bed are allowable provided they meet all applicable rules and regulations, cover the front and both sides, and are constructed in a manner to withstand severe operating conditions. The sideboards are to be constructed of 2" by 6" boards or greater and not to extend more than two feet above the metal bedsides. All extensions are subject to acceptance or rejection by the CR. All truck and trailers used to haul debris must have a metal-framed exterior and a minimum of 5/8" plywood (not wafer board) interior walls. All trucks and trailers must be equipped with a tailgate that will effectively contain the debris during transport and permit the truck to be filled to capacity. All hauling equipment must be measured and marked for its load capacity. Hauling equipment shall be marked using adhesive placards applied to the operator side of the hauling compartment. The placard must be marked in permanent ink indicating measured volume, truck number, prime contractor and date of last compartment measurement. All equipment will be inspected by the Contractor prior to use. The CR will provide a form for this purpose.

- 6.2 All equipment will be inspected by the Contractor prior to use to ensure it meets the standards set forth in this contract. The CR will provide a form for this purpose. The CR reserves the right to disallow the use of any equipment, trucks, or trailers he/she feels inappropriate for this contract.
- 6.3 Prior to commencing debris removal operations, the Contractor shall present to the CR all trucks, trailers, or containers that will be used for hauling debris. Each truck or trailer will be measured to determine the load capacity. Each truck or trailer shall be numbered and clearly display the load capacity for identification with a permanent marking. The CR may, at any time, request that the trucks be re-measured. The Contractor shall notify the CR before a new truck or trailer is to be used under this contract. No capacity can exceed 100% of the measured volume.
- 6.4 Trucks or equipment, which are designated for use under this contract, shall not be used for any other work while performing work under this contract. The Contractor shall not solicit work from private citizens or others to be performed in the designated work area during the period of this contract. Under no circumstances will the Contractor mix debris hauled for others with debris hauled under this contract.
- 6.5 Loading equipment used under this contract shall be rubber tired and sized properly to fit loading conditions. Excessive size loading equipment (6 CY and up) and non-rubber tired equipment must be approved by the CR.
- 6.6 The Contractor shall provide a roofed inspection tower at each staging area. This tower must be constructed such that the CR monitor can look down into the beds to fully view the debris loads, establishing volumes. The inspection tower must be constructed to meet all local, state, and federal requirements and comfortably accommodate 3 adults. The Contractor shall provide portable restroom facilities at all staging areas.

7.0 REPORTING

7.1 The Contractor shall submit a report to the CR during each day of the term of the contract. Each report shall contain at a minimum, the following information:

1. Contractor's Name
2. Contract Number
3. Crew
4. Location of work
5. Date of Report
6. Daily and cumulative totals of debris removed, and processed by category.

7.2 Discrepancies between the daily report and the corresponding load tickets shall be reconciled no later than the following day.

8.0 OTHER CONSIDERATIONS

8.1 Following the County's notice to proceed, the contractor shall identify organizational structure/organizational chart that is consistent with command and management guidelines (including span of control) prescribed by the National Incident Management System (NIMS). At the request of Putnam County a contractor's representative may be required to attend daily County meetings, prepare status briefings and/or progress reports pertaining to contractor activity and progress.

8.2 The Contractor shall supervise and direct the work using skillful labor and proper equipment for all tasks. The Contractor shall have a competent Operations Manager on site during the entire period of work under this contract. The Operations Manager shall have the authority to represent the Company and be available to the CR or other county personnel assigned operations responsibility. Safety of the Contractor's personnel and equipment is the responsibility of the Contractor. Additionally, the Contractor shall pay for all materials, personnel, taxes, and fees necessary to perform under the terms of this contract.

8.3 The Contractor must be duly licensed in accordance with the state's requirements to perform the work.

8.4 The Contractor shall be responsible for taking corrective action in response to any complaints and/or notices of violations issued as a result of the Contractors or any subcontractors' actions or operations during the performance of this contract. Corrections for any such complaint or violation shall be in a timely manner and at no additional cost to the County.

8.5 The Contractor shall be responsible for control of pedestrian and vehicular traffic in the work area. The Contractor shall provide all flag persons, signs, equipment, and other devices necessary to meet federal, state, and local requirements. The traffic control personnel and equipment shall be in addition to the personnel and equipment required in other parts of this contract. At a minimum, one flag person should be posted at each approach to the work area. Work shall be accomplished in a safe manner in accordance with OSHA Safety Standards.

- 8.6 In order to assist in the economic recovery of the effected region and to enhance the reliable provision of service, Putnam County strongly prefers that personnel, equipment, and resources from the effected region be utilized in the work for this contract. Every proposal shall include a detailed plan for utilizing said resources. A contractor's ability to effectively utilize said resources will be strongly considered in this selection. The Contractor is responsible for obtaining all applicable environmental and regulatory permits prior to the Contractor commencing operations.
- 8.7 The Contractor shall be solely responsible for complying with all applicable federal, state, and local laws, rules, and regulations for all work performed pursuant to the contract; including but not limited to collection and disposal of debris. The Contractor is responsible for obtaining all applicable environmental and regulatory permits prior to the Contractor commencing operations. The Contractor will submit in its proposal its plan for debris collection and disposal.
- 8.8 The County currently has the following possible DMS locations throughout the County with an average haul distance from 0-20 miles: Central Landfill Palatka, FL – Huntington Solid Waste and Recycling Center Crescent City, FL – Interlachen Solid Waste and Recycling Center Interlachen, FL – East Palatka Fairgrounds E. Palatka, FL – Putnam County Parks and Recreation Palatka, FL.
- 9.0 FINAL DISPOSITION**
- 9.1 NOTE: The method of final disposal will be determined by the CR. Debris may be chipped, burnt, or otherwise disposed, but the disposal method is required by the Contractor to be compliant with all federal, state, and local regulations
- 10.0 MEASUREMENT**
- 10.1 Measurement for all debris removed will be by the cubic yard as determined by the eligible debris delivered to the DMS, as supported by the load ticket (see clause 3.0 Load Tickets). Measurement shall be documented on load tickets. Payment for work under this contract shall be based solely on Volume from completely executed load tickets endorsed by the County as eligible debris and noting actual volume at the appropriate disposal site.
- 11.0 BONDING AND INSURANCE**
- 11.1 All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida.

The CONTRACTOR shall not commence work under this Agreement until he/she has obtained all insurance required under this paragraph and such insurance has been approved by the COUNTY.

All insurance policies shall be issued by companies authorized to do business under the laws of the State of Florida.

Contractor shall purchase and maintain a policy or policies of commercial general liability insurance satisfactory in all respects to County. All policies shall be occurrence form policies and shall name County as an additional insured, with a right to defense, with the

premiums thereon fully paid by Contractor on or before their due date. The liability insurance policy shall afford minimum protection of \$1,000,000 combined single limit coverage for bodily injury, property damage or combination thereof.

Required insurance shall be documented in Certificates of Insurance which provide that County shall be notified at least 30 days in advance of cancellation, nonrenewal or adverse change. New Certificates of Insurance are to be provided to County at least 15 days prior to coverage renewals.

If requested by County, Contractor shall furnish complete copies of its insurance policies, forms and endorsements.

For commercial general liability coverage, Contractor shall, at the option of County, provide an indication of the amount of claims, payments or reserves chargeable to the aggregate amount of liability coverage.

Receipt of certificates or other documentation of insurance or policies or copies of policies by County, or by any of its representatives, which indicate less coverage than required does not constitute a waiver of Contractor's obligation to fulfill the insurance requirements herein.

Contractor shall also purchase and maintain workers compensation insurance for all obligations imposed by law, with employers liability limits of at least \$100,000 each accident and \$100,000 each employee/\$500,000 policy limit for disease. Contractor shall also purchase any other coverages required by law.

The County may or may not require a performance/payment bond depending on the amount of work anticipated. The County will provide the bond amount and format to the Contractor along with the Notice to Proceed. The Contractor will cause the fully executed performance/payment bond, along with its accompanying power of attorney, to be file with the Putnam County Clerk's Office within seven calendar days of the Notice to Proceed. Verification of the performance/payment bond recordation shall be provided to the Putnam County Sanitation Department within the same seven calendars day period established herein. Said performance/payment bond filing will be at the sole expense of the successful respondent.

Contractor's maintenance of the insurance policies required hereunder shall not limit or otherwise affect its liability hereunder.

If checked below, the County requires the following additional types of insurance:

Builders Risk. The Contractor shall provide Builders Risk insurance to cover the property for all risks of loss. The policy shall be for the full value of the improvements and include the County as an additional insured as its interest may appear.

Business Auto Liability. Proof of Business Auto Liability shall be provided with minimum protection of \$1,000,000 combined single limit coverage for bodily injury, property damage or combination thereof. Coverage shall include hired and non-owned auto liability also.

12.0 PAYMENT

- 12.1 Payment for work completed may be invoiced on a bi-weekly basis and must include sufficient documentation (i.e. equipment number, cubic yards, ETC.) to support payment requested by the Contractor. Invoices will be based on verified quantities from the daily operational reports. The Contractor must comply with any invoicing or reporting requirements specified by FEMA.
- 12.2 The invoices received from the CONTRACTOR pursuant to this Agreement will be reviewed and approved by the initiating County department, indicating that services have been rendered in conformity with the Agreement and then will be sent to the Finance Department for payment. The invoice must reference the bid number, the current purchase order number (if any) and specify the work performed.
- 12.3 In order for both parties herein to close their books and records, the CONTRACTOR will clearly state "final invoice" on the CONTRACTOR'S final/last billing to the COUNTY. This indicates that all services have been performed and all charges and costs have been invoiced to the County. A final pay request must be accompanied by a consent of final payment from the surety and release of liens from all subcontractors and vendors. Since this account will thereupon be closed, any and all other further charges if not properly included on this final invoice shall be waived by the CONTRACTOR.
- 12.4 CONTRACTOR acknowledges that he/she has reviewed the scope of work and no change orders are anticipated.
- 12.5 Ten percent (10%) of all invoices will be retained until the contract is completed to the satisfaction of the CR.

13.0 OTHER CONTRACTS

- 13.1 The County reserves the right to issue other contracts or direct other contractors to work within the area included in this contract.
- 13.2 The County will choose a secondary Contractor as a backup in the event that the primary Contractor is unable to fulfill all contractual obligations to the County's satisfaction.

14.0 ENCLOSURES/ATTACHMENTS

- 14.1 Daily Haul Record – (By Cubic Yard)
- 14.2 Bid Proposal Form (1)(2)(3)
- 14.3 Equipment and Operator Cost Proposal Form – First 70 Hours (1)(2)
- 14.4 Qualification Requirements
- 14.5 Notice of Award
- 14.6 Notice to Proceed
- 14.7 Payment Bond (1)(2)
- 14.8 Performance Bond (1)(2)
- 14.9 EXHIBIT "B" (Form FHWA – 1273 – Revised May 1, 2012)

ADDENDUM #2
RFP NO. 13-07

PUTNAM COUNTY DISASTER DEBRIS
REMOVAL AND DISPOSAL AGREEMENT

BID PROPOSAL FORM

TO: Putnam County General Services Department
223 Putnam County Blvd.
East Palatka, Florida 32131

DATE: 2-12-2013 FROM: T&G GRINDING SERVICES, INC
(Bidder/Contractor)
PHONE: 256-825-4400 ADDRESS: 1113 HORSESHOE BEND ROAD
DADENILLE, AL 36853

UNIT PRICE: The undersigned, having carefully examined the Instructions to Bidders (RFP NO. 13-07), Putnam County Disaster Debris Removal and Disposal Agreement dated DECEMBER 6, 2012 including the following addenda:

ADDENDUM # 1 DATED: DECEMBER 31, 2012

ADDENDUM # 2 DATED: JANUARY 18, 2013

proposes to furnish all services, labor, materials, and equipment called for to complete the project in accordance with the contract documents for the following unit price amount.

ADDENDUM #2
RFP NO. 13-07
BID PROPOSAL FORM (CONTINUED)

BIDDERS ARE ALLOWED TO BID ON ALL OR PART OF THE LISTED BID ITEMS

All services will require that the Bidder follow all FEMA guidelines pertaining to the Category and Description of services performed.

All services will not be needed; however, any service performed must be approved by the County.

*ALL QUANTITIES ARE ESTIMATES ONLY AND MAY VARY GREATLY

CATEGORY	DESCRIPTION OF SERVICE	UNIT	COST/UNIT	*ESTIMATED TOTAL	TOTAL
** Vegetative Collect and Haul	Load and haul vegetative debris to DMS from ROW 0-15 miles haul distance	CY	6.55	100,000	655,000
	Load and haul vegetative debris to DMS from ROW 16-30 miles haul distance	CY	6.90	100,000	690,000
	Load and haul vegetative debris to DMS from ROW 31-60 miles haul distance	CY	7.50	1	7.50
	Load and haul vegetative debris to DMS from ROW over 60 miles haul distance	CY	8.00	1	8.00
	Single price load and haul vegetative debris to DMS from ROW for any haul distance	CY	7.10	200,000	1,420,000

** Management and Reduction	Reduction by grinding	CY	1.50	100,000	150,000
	Air curtain burning	CY	1.35	100,000	135,000
	Open burning	CY	1.00	1	1.00
	Compacting	CY	1.00	1	1.00
	Debris Management / Site Management	CY	1.00	200,000	200,000

** C & D Collect and Haul	Load and haul C & D debris to DMS/final from ROW 0-15 miles haul distance	CY	6.60	10,000	66,000
	Load and haul C & D debris to DMS/final from ROW 16-30 miles haul distance	CY	6.90	10,000	69,000
	Load and haul C & D debris to DMS/final from ROW 31-60 miles haul distance	CY	7.50	1	7.50
	Load and haul C & D debris to DMS/final from ROW over 60 miles haul distance	CY	8.00	1	8.00
	Single price load and haul C & D debris to DMS/final from ROW for any haul distance	CY	7.25	20,000	145,000

** Final Disposal	Load and haul processed debris from DMS to final disposal 0-15 miles haul distance	CY	3.25	10,000	32,500
	Load and haul processed debris from DMS to final disposal 16-30 miles haul distance	CY	3.50	10,000	35,000
	Load and haul processed debris from DMS to final disposal 31-60 miles haul distance	CY	4.25	1	4.25
	Load and haul processed debris from DMS to final disposal over 60 miles haul distance	CY	5.00	1	5.00
	Single price load and haul processed debris from DMS to final disposal for any haul distance	CY	3.75	20,000	75,000

RFP NO. 13-07
 BID PROPOSAL FORM (CONTINUED)

CATEGORY	DESCRIPTION OF SERVICE	UNIT	COST/UNIT	*ESTIMATED TOTAL	TOTAL	
Tree Operations	Hazardous tree removal 6" to 12"	Tree	65.00	1	65.00	
	Hazardous tree removal 13" to 24"	Tree	110.00	1	110.00	
	Hazardous tree removal 25" to 36"	Tree	200.00	1	200.00	
	Hazardous tree removal 37" to 48"	Tree	300.00	1	300.00	
	Hazardous tree removal over 48"	Tree	400.00	1	400.00	
	*** Hazardous stump removal 24" to 36"	Stump	250.00	1	250.00	
	*** Hazardous stump removal 37" to 48"	Stump	350.00	1	350.00	
	*** Hazardous stump removal over 48"	Stump	450.00	1	450.00	
	***Diameter of stumps are measured at 24" above ground					
	Hazardous hanging limbs over 2"	Tree	42.00	1	42.00	
Restoration	Beach/Lake restoration	CY	35.00	1	35.00	
	Canal bank/Shoreline restoration	LF	35.00	1	35.00	
Specialty Debris Removal	Waterway debris removal	CY	75.00	1	75.00	
	Sand collection and screening	CY	22.00	1	22.00	
	Vehicle removal	Each	175.00	1	175.00	
	Vessel removal (land)	LF	15.00	1	15.00	
	Vessel removal (marine)	LF	210.00	1	210.00	
	Dead animal/carcass removal	LB	.65	1	.65	
	ROW white metals removal	Each	19.00	1	19.00	
	Freon management	Each	35.00	1	35.00	
	Demolition	CY	32.00	1	32.00	
	Demolition RACM	CY	75.00	1	75.00	
	Electronic waste	Each	15.00	1	15.00	
	Silt removal	CY	19.00	1	19.00	
	Putrescent waste removal	LB	15.00	1	15.00	
	Biowaste removal	LB	25.00	1	25.00	
	Household hazardous waste	LB	15.00	1	15.00	

The first four categories of the Bid Proposal Form are anticipated to be the bulk of debris services necessary under contract. These prices will be weighted heavily, along with qualifications, in the decision process of awarding this bid.

THIS FORM MUST BE COMPLETED AND RETURNED WITH RFP NO. 13-07

HOURLY RATES ARE ONLY USED FOR THE FIRST "70 HOURS" MAXIMUM

First 70 hour services may or may not be needed; however, any service performed must be approved by the County.

COST PROPOSAL HOURLY COSTS TO INCLUDE OPERATOR, FUEL AND MAINTENANCE

EQUIPMENT	HOURLY RATE
JD 544 WHEEL LOADER WITH DEBRIS GRAPPLE	75.00
JD 644 WHEEL LOADER WITH DEBRIS GRAPPLE	85.00
EXTENDABOOM FORKLIFT WITH DEBRIS GRAPPLE	65.00
753 BOBCAT SKID STEER LOADER WITH DEBRIS GRAPPLE	55.00
753 BOBCAT SKID STEER LOADER WITH BUCKET	55.00
753 BOCAT SKID STEER LOADER WITH STREET SWEEPER	50.00
30-50 HP FARM TRACTOR WITH BOX BLADE OR RAKE	55.00
2- 2 1/2 CY ARTICULATED LOADER WITH BUCKET	75.00
3-4 CY ARTICULATED LOADER WITH BUCKET	85.00
JD 648E LOG SKIDDER OR EQUIVALENT	125.00
CAT D4 DOZER	100.00
CAT D5 DOZER	125.00
CAT D6 DOZER	170.00
CAT D7 DOZER	185.00
CAT D8 DOZER	210.00
CAT 125-140 MOTOR GRADER	160.00
JD 690 TRACK HOE WITH DEBRIS GRAPPLE	115.00
JD 690 TRACK HOE WITH BUCKET AND THUMB	115.00
RUBBER TIRED EXCAVATOR WITH DEBRIS GRAPPLE	85.00
JD 310 RUBBER TIRED EXCAVATOR WITH DEBRIS GRAPPLE	65.00
210 PRENTISS KNUCKLEBOOM WITH DEBRIS GRAPPLE	95.00
CAT 623 SELF LOADER SCRAPER	250.00
HAND FED DEBRIS CHIPPER	50.00
300-400 HP GRINDER	350.00
800-1000 HP GRINDER	500.00
30 TON CRANE	150.00
50 TON CRANE	250.00
100 TON CRANE (EIGHT HOURS MINIMUM)	1000.00
40'-60' BUCKET TRUCK WITH CURRENT DIELECTRIC TEST	125.00
60' OR GREATER BUCKET TRUCK	175.00
FUEL/SERVICE TRUCK	65.00
WATER TRUCK 2000 GALLON	65.00
PORTABLE LIGHT PLANT	45.00
LOWBOY TRAILER WITH TRACTOR	110.00
FLATBED TRUCK	65.00
PICK UP TRUCK (UNMANNED)	35.00
SELF LOADING DUMP TRUCK WITH DEBRIS GRAPPLE	125.00
SINGLE AXLE DUMP TRUCK 5-12 CY	65.00
TANDEM AXLE DUMP TRUCK 16-20 CY	75.00

**COST PROPOSAL HOURLY COSTS TO INCLUDE OPERATOR, FUEL AND MAINTENANCE
(Continued)**

TANDEM AXLE DUMP TRUCK 21-30 CY	80.00
TANDEM AXLE DUMP TRUCK 31-50 CY	85.00
TANDEM AXLE DUMP TRUCK 51-80 CY	90.00
TANDEM AXLE DUMP TRUCK/TRACTOR TRAILER OVER 80 CY	110.00
POWER SCREEN	125.00
STACKING CONVEYOR	35.00
CHAINSAW	12.00
AIR CURTAIN INCINERATOR SELF CONTAINED	125.00
TEMPORARY OFFICE TRAILER	100.00
RESPONSE TRAILER 20'	175.00
RESPONSE TRAILER 36'	250.00
MOBILE COMMAND CENTER	250.00
LABORER WITH HAND TOOLS	30.00
FLAGGER	30.00
SKILLED SAW MAN	35.00
CREW FOREMAN WITH TRUCK AND COMMUNICATIONS	65.00
OPERATIONS MANAGER WITH TRUCK AND COMMUNICATIONS	85.00
CLIMBER WITH GEAR	125.00

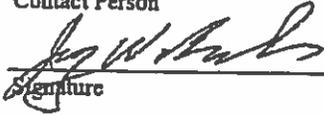
USE ADDITIONAL SHEETS AS NECESSARY
* ALL EQUIPMENT DESCRIPTIONS WILL BE IN ACCORDANCE WITH THE FEMA "TYPED RESOURCE DEFINITIONS".
** ALL EQUIPMENT RATES INCLUDE THE COST OF THE OPERATOR, FUEL, AND MAINTENANCE UNLESS OTHERWISE NOTED.
*** ALL LABOR RATES INCLUDE THE APPLICABLE PERSONAL, PROTECTIVE EQUIPMENT SUCH AS HARD HATS, SAFETY SHOES, GLOVES, SAFETY GLASSES/SHIELD, HEARING PROTECTION, AND TRAFFIC SAFETY VESTS.

In addition to costs above, the County will also consider the following Qualification information in choosing the lowest and best bidder for the County:

QUALIFICATIONS

- Knowledge:** The Contractor shall have the knowledge of and compliance with all federal, state, and local laws, rules, practices, and regulations, including FEMA disaster recovery regulations.
- Expertise:** The Contractor shall have a professional staff with the knowledge, skills, and training to manage the disaster recovery process efficiently and effectively. The professional expertise includes the contractor's demonstrated staff qualifications, the contractor's background (including the number of years in business), and the contractor's approach, capabilities, and methods in performing the project services.
- Experience With Similar Projects:** Experience includes projects outlined in the Scope of Work and Services Required. Projects completed for the County and other state or federal agencies will be considered. Please provide project completion date, owner, and contact name and number.
- Location and Availability:** A firm's close proximity to Putnam County is important to availability and shall be considered. A schedule should be submitted showing tentative response/start date, progress checkpoints and estimated completion date.
- References:** The Contractor shall provide references to include all information necessary for the County to contact them and verify pertinent information.

The Contractor is required to submit the completed Bid Proposal Form Costs, the 70 Hour Equipment and Operator Cost Forms, as well as any and all Qualification information necessary for the County to make their decision in choosing a Contractor for this Disaster Debris removal and Disposal Service Agreement.

<u>TAG GRINDING SERVICES, INC.</u> Business Name	<u>JERRY W. BROOKS</u> Contact Person
<u>1113 HORSESHOE B&D ROAD</u> Business Address <u>DADENVILLE, AL 36853</u>	<u></u> Signature
<u>256-825-4400</u> Telephone Number	<u>CFO</u> Title
<u>jerry@taggrinding.com</u> Email Address	<u>2/13/2013</u> Date

NOTICE OF AWARD

RFP NO.: 13-07

TO: Tag Grinding Services, Inc. DATE: March 28, 2013

PROJECT: Disaster Debris Removal and Disposal Services for Putnam County

Putnam County has considered the proposal submitted by you for the above-described work in response to its Request for Proposals dated December 6, 13, and 20 2013, and for compliance with the Instructions to Bidders.

You are hereby notified that your Proposal has been accepted by the County Commission in the amount of (as per Bid Proposal Form) (\$).

You are required by the Instructions to Bidders to execute the Agreement and furnish the required Certificates of Insurance within ten (10) working days from the date of this Notice to you.

If you fail to execute said Agreement and to furnish said Certificates within ten (10) working days from the date of this Notice, the County will be entitled to consider all your rights arising out of the County acceptance of your Proposal as abandoned.

You are required to return an acknowledged copy of this NOTICE OF AWARD to the Solid Waste Director.

Dated this 28th day of March, 2013

PUTNAM COUNTY
SANITATION DEPARTMENT

BY: Larry Gast
Larry Gast
Solid Waste Director

ACCEPTANCE OF NOTICE:
RECEIPT OF THE NOTICE OF AWARD IS HEREBY ACKNOWLEDGED.

BY: J. W. Proles

TITLE: CFO

THIS: 2nd DAY OF APRIL, 2013

RECEIVED

APR 4 2013



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-32 authorizing the execution of a contract with Becker & Poliakoff to provide lobbyist services for the City of Palatka

SUMMARY:

On January 8, 2016, Request for Qualifications #2016-01 was advertised and released soliciting proposals for professional services from qualified lobbyist firms. Four proposals were received and ranked by an evaluation committee and on February 25th the Commission directed the City Manager and City Attorney to begin negotiations with Becker & Poliakoff, the top-ranked firm.

The City Manager and City Attorney have negotiated a contract with Becker & Poliakoff to provide lobbyist services for the City of Palatka. At the time of this agenda publication, the email server was down and the final draft approved by both parties was not available, but will be distributed upon receipt. What follows this Summary is the final draft with the City Attorney's recommended changes.

RECOMMENDED ACTION:

Adopt the resolution authorizing execution of a contract with the firm of Becker & Poliakoff to provide lobbyist services for the City of Palatka.

ATTACHMENTS:

Description	Type
▢ Resolution	Resolution
▢ Contract Draft with City Attorney Mark-Up	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:23 PM
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:23 PM

RESOLUTION No. 2016-12-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING EXECUTION OF A CONTRACT FOR
LOBBYIST SERVICES WITH THE FIRM OF BECKER &
POLIAKOFF, PER THE RESULTS OF CITY OF PALATKA
RFQ #2016-01**

WHEREAS, on January 8, 2016 Request for Qualifications #2016-01 was advertised and released soliciting proposals for professional services from qualified lobbyist firms; and

WHEREAS, on January 29, 2016, four proposals were received prior to the advertised deadline; and

WHEREAS, an evaluation committee met on February 5th and ranked the proposals and on February 25th the Palatka City Commission confirmed the Committee's ranking and authorized negotiations for services to begin with the firm of Becker & Poliakoff, the top-ranked firm; and

WHEREAS, the City Manager and City Attorney have negotiated a contract with Becker & Poliakoff to provide lobbyist services for the City of Palatka, and the Palatka City Commission deems it reasonable and beneficial to enter into said contract agreement.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida that the Mayor and City Clerk are hereby authorized to execute and attest a contract with the firm of Becker & Poliakoff to provide lobbyist services for the City of Palatka.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of April, 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

LOBBYIST SERVICES AGREEMENT

THIS AGREEMENT, made as of the ____ day of _____, 2016, by and between the City of Palatka, Putnam County, Florida, a municipal corporation organized and existing under the laws of the State of Florida ("CITY"), and BECKER & POLIAKOFF, P. A. ("CONSULTANT").

WITNESSETH:

WHEREAS, since 2016, CONSULTANT has provided lobbying services to the City; and

WHEREAS, the City Commission has determined that it would like to enter into a one year agreement with CONSULTANT to provide lobbying services with an option to renew for an additional one-year term; and

WHEREAS, the City Commission would like to enhance lobbying services to include federal services, as well as state services currently provided.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the legal sufficiency of which is hereby acknowledged, the parties agree as follows:

SCOPE OF SERVICES:

CONSULTANT'S services during the term of this Agreement shall include but not be limited to:

STATE GOVERNMENT

- A. Work with the City Commission, City Administrator's Office in developing special or general legislation as directed by the Commission.
- B. Attend the State legislative Session on behalf of the CITY.
- C. Testify and Lobby on behalf of the City, to the Governor and Cabinet, and all state agencies, on behalf of the CITY.
- D. Appear and testify at State agency hearings, rulemaking proceeding and other administrative and legislative meetings, in order to promote and seek passage of legislation affecting the CITY as directed by the City Commission.
- E. Coordinate appointments/meetings between the Mayor, City Commission, and other City staff, upon request, with appropriate State officials /Legislators.
- F. Report regularly to the City Commission, City Administrator, and other applicable staff as designated by the CITY, through correspondence, informational bulletins, and personal briefings concerning legislation, rules, policy and program directions. This will include, but not be limited to, forwarding copies of appropriate bills to CITY; informing CITY of various meetings/hearings attended on CITY'S behalf; providing CITY with any applicable interim studies prepared by the House or Senate, clippings information from the Florida Administrative Weekly which may be pertinent to the CITY; and individually meeting with or contacting the

Mayor and City Commission on issues, as required by the City.

- G. The CONSULTANT shall provide the City Commission and the City Administrator's Office with periodic reports during the time that the Florida Legislature has been called into regular and special session. Additionally, the CONSULTANT shall be required to send immediate alerts to the City Administrator and Mayor's Offices when an immediate action may be required to be taken by the CITY or any action is being contemplated by the Florida Legislature, which will directly impact the CITY. Furthermore, the CONSULTANT shall assist in arranging trips to Tallahassee for staff or elected officials when required to address specific issues affecting the CITY. Additionally, the CONSULTANT shall enhance the legislative program process by initiating discussions, conferences and meetings with the CITY, by and through its elected representatives and Senior Management staff personnel prior to the commencement of the Regular Session of the Legislature. A report summarizing the status of the CITY'S legislative priorities shall be provided within one week of the closing of the session and a more detailed final written report on specific legislation and new requirements affecting the CITY shall be provided within a reasonable time period, not to exceed thirty days from the close of session.
- H. CONSULTANT shall upon request by the CITY, assist the CITY in coordinating applications and obtaining State grants. The CONSULTANT is not expected to prepare grant applications.

FEDERAL GOVERNMENT

CITY intends to engage CONSULTANT on a temporary basis to provide legislative consulting services relating to federal matters before the U.S. Congress, federal administrative agencies and the Executive branch. **It is expressly understood between the parties that the City intends to issue an RFP and/or otherwise retain a separate Lobbying Firm for federal lobbying purposes.** If the City engages a separate federal lobbyist, the parties agree to reevaluate the terms of this Agreement.

CONSULTANT shall provide the federal lobbying services as set forth below:

- A. CONSULTANT is expected to attend all scheduled, extended, or special legislative sessions and meetings; federal administrative and agency hearings, meetings, or rule making proceedings; and legal and legislative consulting services.
- B. CONSULTANT shall review on a continuing basis all existing and proposed Federal policies, programs and legislation; identify those issues that may affect the CITY or its citizens, and regularly inform the CITY as to these matters, both written and orally; and to provide legal and legislative expertise and consulting services.
- C. CONSULTANT shall assist the City Commission and staff in the coordination and development of the CITY'S federal legislative program. These issues may include: public safety, law enforcement, business attraction and retention, infrastructure improvements, telecommunications, transportation, environmental, affordable housing, economic development, revenue enhancement, mandates and other issues.

- D. CONSULTANT shall monitor federal legislative committee meetings, agencies hearings and meetings prior to and during the regular and special legislative session(s) at which specific issues within the CITY'S adopted legislative program are considered, as well as others that may arise that affect the CITY.
- E. CONSULTANT shall work with the City Commission and staff to develop special or general federal legislation in keeping with, or that are supportive of, the CITY'S adopted legislative program.
- F. CONSULTANT shall develop strategies to obtain and maximize funding for all areas of City services including but not limited to public works, law enforcement, transportation infrastructure, water resources, housing, appropriations and grant programs administered by the Federal government.
- G. CONSULTANT shall coordinate funding, legislation and policy related activities with the United States Congress and Federal agencies; securing appropriate authorizations and funding from the United States Congress and Federal agencies to implement the CITY'S projects.
- H. CONSULTANT shall maintain direct and frequent contact with key United States Senators and Representatives, and advocate for the CITY'S interests during the United States legislative and regulatory process.
- I. CONSULTANT shall, upon request, coordinate appointments/meetings between the City Commission or other CITY staff, and appropriate federal officials and legislators.

GENERAL

- A. CONSULTANT shall prepare and submit reports that may include but not limited to: personal briefings and information bulletins pertinent to any legislation, rules or regulations, and other federal policies or programs that affect the CITY and its citizens either directly or indirectly. A report summarizing the status of the CITY'S legislative priorities shall be provided within one week of the closing of the session and a more detailed final written report on specific legislation and new requirements affecting the CITY shall be provided within a reasonable time period, not to exceed thirty days from the close of session.
- B. CONSULTANT shall prepare and submit periodic written reports (at least monthly) during those months that the legislature is not in session, on issues of interest or concern to the CITY, such information may include, but not limited to action taken at interim committee meetings, rulemaking hearings, status of studies underway, and advance notice of legislation being proposed.
- C. CONSULTANT shall upon request by the CITY, assist the CITY in coordinating applications and obtaining Federal grants. The CONSULTANT is not expected to prepare grant applications.

RESPONSIBILITIES OF THE CITY

- A. CITY shall designate the City Administrator as the lead staff person to coordinate with CONSULTANT; however, other individuals may be designated by City Administrator.

- B. CITY shall have appropriate staff available as required to discuss issues with CONSULTANT. CITY acknowledges that especially during the legislative session, it is important to have the appropriate staff available.
- C. CITY shall use its best efforts in cooperating with CONSULTANT in providing the information and documentation necessary to CONSULTANT in the performance of the lobbying services under this Agreement.

CONSULTANT RESPONSIBILITIES

CONSULTANT shall perform the Scope of Services, as set out in Section 1 and throughout this Agreement. This list shall not be deemed all-inclusive and may be changed from time to time as authorized by the City Commission.

RETAINER: The CITY hereby retains the CONSULTANT, and the CONSULTANT hereby accepts a retainer from the CITY in the amount of \$25,000.00Dollars annually ("RETAINER") to perform the services as set forth in the Scope of Services.

The retainer shall be paid in monthly installments of \$2,083.33 per month upon presentation of an invoice outlining services rendered during the preceding month, payable in arrears.

TERM: The CONSULTANT is retained for a one year term. The parties shall have the option to renew for an additional one (1) year term.

EARLY TERMINATION: The CITY reserves the right to terminate this Lobbyist undertaking at the CITY'S convenience, provided that should the termination occur after the fifth (5th) day of the month, the retainer for the month in which the termination occurs shall be due in full.

OFFICE SPACE: CONSULTANT agrees to make office space available, to the CITY in Tallahassee and Washington, D.C. during the course of this Agreement, which will be accessible to the CITY and its staff while in Tallahassee and Washington, D.C., if needed. CONSULTANT shall also provide any staff necessary to assist the CITY and its staff while in the Tallahassee and Washington, D.C. area.

COMPLIANCE WITH RULES AND REGULATIONS: CONSULTANT agrees to abide by any and all CITY ordinances and resolutions that relate to the services provided pursuant to this Agreement.

CONFLICT OF INTEREST: CONSULTANT agrees that it shall not represent any entity in any form or support a position in opposition to a position of the CITY, unless the City Commission grants a specific waiver for a specific lobbying activity. The failure to comply with this provision shall result in either or both of the following:

This Agreement shall be voidable by the CITY or CONSULTANT shall be prohibited for a period of up to three (3) years as determined by the City Commission in its sole discretion from entering into a lobbying contract with the CITY.

NOTIFICATION: CONSULTANT shall have the obligation to declare in writing the existence of a conflict and request a waiver, if applicable, within five (5) business

days of the discovery of a conflict.

Separate and independent from the above-referenced obligation, CONSULTANT must advise the City Administrator, in writing, of any position in opposition that of the CITY, taken by the selected CONSULTANT and at the CITY'S discretion, this may require that a request of waiver of such conflict be taken before the City Commission. A position in opposition to a position of the CITY may take the form of an adverse policy position or something having adverse fiscal impact on the CITY, either directly or indirectly. A position in opposition to a position of the CITY is not limited to a position that conflicts with an expressed provision of the legislative package adopted by the City Commission. It may also arise in other areas. Not every CITY interest can be anticipated or enumerated in the CITY'S legislative package, and issues arise and change over the course of the legislative process. It is incumbent upon the CONSULTANT to remain mindful of the CITY'S policy and fiscal interests and positions. If an actual or perceived conflict arises, CONSULTANT shall advise the City Administrator in writing within five business days, and seek a waiver of the conflict before the City Commission, as necessary.

Once a conflict waiver has been received by the CITY, the City Administrator, in consultation with the City Attorney, reserves the right to determine whether CONSULTANT may continue representing the CITY and the other party's interest until the City Commission can consider the conflict issue. The City Commission may take, in its sole discretion, any action regarding a waiver request, including but not limited to the following:

Grant a waiver and allow the CONSULTANT to continue to represent the both the CITY and the other party;

Refuse to grant a waiver and require the CONSULTANT to choose between representing the CITY or the other party, or to discontinue representing the other party.

Refuse to grant a waiver and void this Agreement.

Grant a limited waiver and allow the CONSULTANT to continue to represent both the CITY and the other party under whatever limitations or restrictions the CITY, in its sole discretion, determines to be proposed appropriate.

AUDIT: CONSULTANT shall maintain all records produced as a result of this Agreement for at least three (3) years from the date of final payment. The CITY shall have access to such books, records, and documents for the purpose of inspection or audit during normal business hours at a place convenient and agreeable to the CONSULTANT and the CITY.

KEY PERSONNEL: CONSULTANT agrees that the key personnel who will be providing services to the CITY are Yolanda Cash Jackson and [REDACTED]. The CITY understands that it may be necessary for CONSULTANT to replace certain key personnel. However, the CITY shall be consulted and shall have input prior to the replacement of any key personnel.

INDEMNIFICATION: CONSULTANT shall indemnify and hold harmless the CITY, its

officers, employees, representatives and agents, from any and all liability arising out of claims and litigation related to the services to be provided, including any actions that may arise from allegations regarding determination of appropriateness or inappropriateness of care or any errors or omissions related to the service provided.

INSURANCE: CONSULTANT shall maintain during the term hereof, comprehensive automobile liability insurance in the minimum amount of one million (\$1,000,000.00) dollars, combined single-limit for bodily injury and property damage liability to protect CONSULTANT and CITY from claims of damages for bodily and personal injury, including death, as well as from claims for property damage, which may arise from the ownership, use or maintenance of owned and non-owned automobiles, including rented automobiles, whether such operations be by CONSULTANT or anyone directly or indirectly employed by CONSULTANT. As well, CONSULTANT shall maintain, during the term hereof, comprehensive general liability insurance in the amount of one million (\$1,000,000.00) dollars per occurrence, to protect CONSULTANT and CITY from claims for damages for bodily and personal injury including wrongful death, as well as from claims of property damages which may arise from any operations in connection herewith, whether such operations be by CONSULTANT or by anyone directly employed by or contracting with CONSULTANT. All insurance required hereunder be maintained by CONSULTANT shall be subject to the CITY's reasonable approval as to ratings of the insurer, and such policies, as evidenced by a certificate thereof, shall specifically include CITY an additional insured and provide thirty (30) days written notice to CITY prior to any adverse changes, cancellation or non-renewal coverage thereunder.

BAR ON CONTINGENCY FEES: No remuneration or reimbursement described herein shall be based upon a "contingency factor" connected with the success or failure of the CONSULTANT'S efforts.

ATTORNEY'S FEES: Should any dispute arise hereunder, CITY shall be entitled to recover against CONSULTANT all costs, expenses and attorney's fees incurred by CITY in such dispute, whether or not suit is brought, and such right shall include all of such costs, expenses and attorney's fees through all appeals or other actions.

WAIVER; No waiver by CITY of any provision of this Agreement shall be deemed to be a waiver of any other provisions hereof or of any subsequent breach by CONSULTANT of the same, or any other provision or the enforcement thereof. CITY'S consent to or approval of any act by CONSULTANT requiring CITY'S consent or approval shall not be deemed to render unnecessary the obtaining of CITY'S consent to or approval of any subsequent consent or approval of CONSULTANT, whether or not similar to the act so consented to or approved.

NON-ASSIGNABILITY: This Agreement or any portion hereof shall not be assigned or transferred by either party without the written consent of the other party.

NOTICE: The delivery of any items and the giving of notice in compliance with the terms of this Agreement shall be accomplished by making same, in writing, and by the delivery thereof to the party intended to receive it or by mailing the same to the address of such party as hereinafter set forth. In the event such notice is made by mail, the same shall be given via U.S. mail, Return Receipt Requested and, unless otherwise provided herein, notice or delivery by mail shall be effective when mailed

to:

As to CITY:

City of Palatka

201 North 2nd Street

Palatka, Florida 32177

Telephone: 386-329-0100 Facsimile: 386-329-0106

Copy to: Terry Suggs

Telephone: 386-329-0100

Facsimile:386-329-0106

CONTRACTOR: BECKER & POLIAKOFF, P, A.

1 East Broward Boulevard Suite 1800

Fort Lauderdale, Florida 33301

954-987-7550 Attention: Yolanda Cash Jackson

PUBLIC RECORDS: To the extent required by law, Consultant shall comply with the public records laws in accordance with Chapter 119, Florida Statutes. Specifically, Consultant agrees to comply with Section 119.0701, Florida Statutes. Public records shall mean all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by any agency, as defined in Section 119.011, Florida Statutes, as amended, The City shall make the sole determination of which records, if any, are exempt from inspection.

BINDING EFFECT: All of the terms and provisions of this Agreement shall be binding upon and inure to the benefit of the parties hereto, their respective assigns, successors, legal representatives, heirs and beneficiaries, as applicable.

CONSTRUCTION; This Agreement and the terms hereof shall be construed in accordance with the laws of the State of Florida and venue for all actions in a court of competent jurisdiction shall lie in Broward County, Florida.

SEVERABILITY: Should any word, phrase or provision hereof be declared illegal or invalid by a court of competent jurisdiction, such declaration of illegality and/or invalidity shall not affect the remainder hereof.

ENTIRE AGREEMENT: MODIFICATION: No statements, representations, warranties, either written or oral, from whatever source arising, except as expressly stated in this Agreement, shall have any legal validity between the parties or be binding upon any of them. The parties acknowledge that this Agreement contains the entire understanding and agreement of the parties. No modifications hereof shall be effective unless made in writing and executed by the parties hereto with the same formalities as this Agreement is executed.

CAPTIONS AND PARAGRAPH HEADINGS: Captions and paragraph headings contained in this Agreement are for convenience and reference only and in no way define, describe, extend or limit the scope and intent of this Agreement, nor the intent of any provisions hereof.

JOINT PREPARATION: The preparation of this Agreement has been a joint effort of the parties, and the resulting document shall not, solely as a matter of judicial construction, be construed more severely against one of the parties than the other. It is the parties' further intention that this Agreement be construed liberally to achieve its intent.

COUNTERPARTS: This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which shall constitute one and the same agreement.

EXHIBITS ARE INCLUSIONARY: All exhibits attached hereto or mentioned herein which contain additional terms shall be deemed incorporated herein by reference. Typewritten or handwritten provisions inserted in this form or attached hereto shall control all printed provisions in conflict therewith.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals the day and year set forth below their respective signatures.

IN WITNESS OF THE FOREGOING, the parties have set their hands and seals the day and year first written above.

ATTEST: _____ BY: _____

APPROVED AS TO FORM _____
CONTRACTOR
BECKER & POLIAKOFF, P.A.

WITNESSES:

_____ BY: _____
YOLANDA CASH JACKSON

DATE: _____

ATTEST:

SECRETARY

STATE OF FLORIDA
COUNTY OF _____

Date: _____

BEFORE ME, an officer duly authorized by law to administer oaths and take acknowledgements, personally appeared _____ as

_____, of a Florida corporation, and acknowledged executed the foregoing Agreement as the proper official of _____ for the use and purposes mentioned in it and affixed the official seal of the corporation, and that the instrument is the act and deed of that corporation.

IN WITNESS OF THE FOREGOING, I have set my hand and official seal at in the State and County aforesaid on this ___ day of _____ 2016.

NOTARY PUBLIC

My Commission Expires:

ACTIVE: 8318119_1



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-33 renaming the portion of Stillwell Drive in Ridgedale Subdivision, as previously named in 1965, to Stilwell Avenue.

SUMMARY:

In February we were contacted by Venessa Thompson, E911 Coordinator/GIS Analyst, Putnam County IT/GIS office, regarding correcting the spelling of Stillwell Avenue, which was named after General Joseph Stilwell. The County's resolution, which was recorded in 1965 and states the roadway was being renamed in the General's honor, erroneously misspelled the General's name. A copy of that 1965 resolution is attached.

Since that time a portion of the roadway has been annexed into the City of Palatka.

In March the Putnam County Board of County Commissioners adopted Resolution 2016-11 correcting the name of their portion of the roadway from Stillwell Drive to Stilwell Avenue, as it is commonly known. In order to complete the correction, the City of Palatka should now adopt a resolution, to be recorded in the Official Records of Putnam County, which corrects the name on the portion of the roadway located inside the city limits of Palatka.

RECOMMENDED ACTION:

Adopt a resolution renaming that portion of Stillwell Drive in Ridgedale Subdivision inside the Palatka City Limits to "Stilwell Avenue."

ATTACHMENTS:

Description	Type
▢ City of Palatka Resolution	Resolution
▢ BOCC Resolution 2016-11	Resolution
▢ Original 1965 Resolution renaming Florida Avenue to Stillwell Avenue	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 10:40 PM
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 10:41 PM

RESOLUTION No. 2016-12-33

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA FOR THE PURPOSE OF RENAMING STILLWELL DRIVE, AS PREVIOUSLY NAMED IN THE PUTNAM COUNTY, FLORIDA RESOLUTION RECORDED IN OFFICIAL RECORDS BOOK 141, PAGE 204, FOR THE PORTION OF RIDGEDALE SUBDIVISION, RECORDED IN MAP BOOK 3, PAGE 164, LOCATED WITHIN UNINCORPORATED PUTNAM COUNTY

WHEREAS, the United States Postal Department previously requested, and by Resolution Recorded April 15, 1965 the Board of County Commissioners of Putnam County, Florida, did rename Florida Avenue located in the Ridgedale Subdivision to Stillwell Drive, to recognize the services of General Joseph Stilwell; and

WHEREAS, it is in the best interests of the people of Putnam County to correct the spelling of such dedicated name from "Stillwell" to "Stilwell" in order to accurately reflect the spelling of General Joseph Stilwell's name; and

WHEREAS, insofar as such road is commonly known as an "Avenue," it is in the best interests of the citizens of Palatka to correct the suffix from "Drive" to "Avenue;" and

WHEREAS, on March 8, 2016 the Putnam County Board of County Commissioners adopted Resolution No. 2016-11, which was recorded in OR Book 1436, Page 632, renaming that portion of the roadway in the Ridgedale Subdivision located in the unincorporated area of Putnam County from Stillwell Drive to Stilwell Avenue,

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida that said road in the Ridgedale Subdivision located in the city limits of the City of Palatka, Florida, shall be renamed as follows:

From STILLWELL DRIVE to STILWELL AVENUE

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 28th day of April, 2016.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

RESOLUTION 2016- 11

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY, FLORIDA FOR THE PURPOSE OF RENAMING STILLWELL DRIVE, AS PREVIOUSLY NAMED IN THE RESOLUTION RECORDED IN OFFICIAL RECORDS BOOK 141, PAGE 204, FOR THE PORTION OF RIDGEDALE SUBDIVISION, RECORDED IN MAP BOOK 3, PAGE 164, LOCATED WITHIN UNINCORPORATED PUTNAM COUNTY

WHEREAS, the United States Postal Department previously requested, and by Resolution Recorded April 15, 1965 the Board of County Commissioners of Putnam County, Florida, did rename Florida Avenue located in the Ridgedale Subdivision to Stillwell Drive, to recognize the services of General Joseph Stilwell; and

WHEREAS, it is in the best interests of the people of Putnam County to correct the spelling of such dedicated name from "Stillwell" to "Stilwell" in order to accurately reflect the spelling of General Joseph Stilwell's name; and

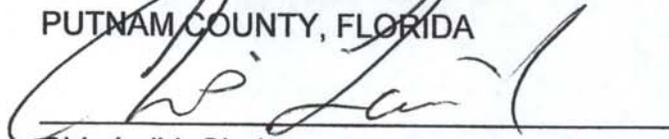
WHEREAS, insofar as such road is commonly known as an "Avenue," it is in the best interests of the people of Putnam County to correct the suffix from "Drive" to "Avenue."

NOW, THEREFORE, be it resolved that said road in the Ridgedale Subdivision in unincorporated Putnam County, Florida shall be renamed as follows:

from
STILLWELL DRIVE
to
STILWELL AVENUE

DONE, ORDERED and ADOPTED this 8th day of March, 2016.

BOARD OF COMMISSIONERS
PUTNAM COUNTY, FLORIDA


Chip Laibl, Chairperson

ATTEST:


Tim Smith, Clerk of Courts



RESOLUTION

WHEREAS, the United States Postal Department has requested the Board of County Commissioners of Putnam County, Florida, to change the name of Florida Avenue in Ridgedale Subdivision, a subdivision according to plat thereof recorded at Map Book 3, page 164, and,

WHEREAS, it would be to the best interest of the people of Putnam County to change such name, and,

WHEREAS, General Stillwell was born in Putnam County, Florida, and there is no street in Putnam County, Florida, bearing his name and the people of Putnam County, Florida desire to give recognition to his services.

NOW, THEREFORE, be it resolved that the said Florida Avenue in said Ridgedale Subdivision be changed to Stillwell Drive.

A 65537

11:54 A 15 APR '65

FILED AND RECORDED IN PUBLIC
RECORDS OF PUTNAM COUNTY, FLA.*Clara Stillwell*
CLERK OF CIRCUIT COURT

Betsy Driggers

From: Betsy Driggers
Sent: Thursday, April 21, 2016 10:22 PM
To: Betsy Driggers
Subject: FW: Stillwell Avenue

From: venessa thompson [<mailto:venessa.thompson@putnam-fl.com>]
Sent: Monday, February 15, 2016 9:35 AM
To: Betsy Driggers
Subject: RE: Stillwell Avenue

The entire length of Stillwell Avenue should be corrected. We will make the correction for the whole avenue if the City of Palatka is agreeable to the county changing the City portion.

Venessa Thompson
E911 Coordinator/GIS Analyst
(386) 326-2718

 Please don't print this e-mail unless you really need to.

From: Betsy Driggers [<mailto:bdriggers@palatka-fl.gov>]
Sent: Monday, February 15, 2016 9:29 AM
To: venessa thompson
Subject: RE: Stillwell Avenue

Is the County going to correct the spelling of its portion?

From: venessa thompson [<mailto:venessa.thompson@putnam-fl.com>]
Sent: Monday, February 15, 2016 9:28 AM
To: Betsy Driggers
Subject: RE: Stillwell Avenue

Yes, the resolution was to dedicate the street in the General's honor so we should correct the spelling.

Venessa Thompson
E911 Coordinator/GIS Analyst
(386) 326-2718

 Please don't print this e-mail unless you really need to.

From: Betsy Driggers [<mailto:bdriggers@palatka-fl.gov>]
Sent: Monday, February 15, 2016 9:27 AM
To: venessa thompson
Subject: RE: Stillwell Avenue

Is the County going to change the southwest portion of the street's name?

From: venessa thompson [<mailto:venessa.thompson@putnam-fl.com>]
Sent: Monday, February 15, 2016 9:25 AM
To: Betsy Driggers
Subject: RE: Stillwell Avenue

Betsy,

I've attached a copy of the resolution that established the naming of Stillwell Ave (should have been Dr.) by the Board of County Commissioners. However, the resolution used the incorrect spelling for the General's last name.

The northwest portion of the avenue is within the City of Palatka. If the City is agreeable, I will put together the resolution for correcting the spelling, keeping the suffix Ave. The established residents, though this is technically a change of address, will only need to start using the correct spelling and notify their correspondents of the correction.

Respectfully,

Venessa Thompson
E911 Coordinator/GIS Analyst
(386) 326-2718



Please don't print this e-mail unless you really need to.

From: Betsy Driggers [<mailto:bdriggers@palatka-fl.gov>]
Sent: Wednesday, February 10, 2016 2:24 PM
To: venessa thompson
Subject: RE: Stillwell Avenue

The Post Office would also have to change everyone's street address. Did the resident tell you how or when or who named the street after Gen. Joseph Stilwell? The original plat (recording the street) should have been recorded; in fact that's likely how the Property Appraiser got the name – from the original recorded plat. If the street name was wrong on the original recorded plat (which would have been submitted by whomever developed the subdivision), and someone wants to change or correct the name, that would probably change it everywhere else. The resident would likely have to bring the request to the Commission for a street name change.

Betsy Jordan Driggers, CMC
City Clerk
City of Palatka
201 N. 2nd Street
Palatka FL 32177
Ph. 386-329-0100 ext 211
Fax 386-329-0199
bdriggers@palatka-fl.gov

PUBLIC RECORDS NOTICE: Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this public entity. Instead, contact this office by phone or in person. Section 668.6076, Florida Statutes.

This e-mail and any files transmitted with it are intended solely for the recipient(s) to whom it is addressed.

From: venessa thompson [<mailto:venessa.thompson@putnam-fl.com>]
Sent: Tuesday, February 09, 2016 3:52 PM
To: Betsy Driggers
Subject: Stillwell Avenue

Good afternoon Betsy,

I wasn't sure who to direct my inquiry to, so I chose to start with you. If needed please forward my request to the appropriate individual.

We had a resident in today requesting we correct the spelling of Stillwell Ave in the City of Palatka. Ms. Davis explained that the road was named after General Joseph Stilwell so the road should be spelled with one 'L'. However the Property Appraiser's plat shows 'STILLWELL AVENUE'.

Will you please let me know if the City wants us to process this change request?

Respectfully,

Venessa Thompson
E911 Coordinator/GIS Analyst
Putnam County IT/GIS Office
P.O. Box 307
Palatka, FL 32178-0307
Phone: (386) 326-2718
Fax: (386) 329-0215
Email: venessa.thompson@putnam-fl.com
Web Page: <http://e911.putnam-fl.com>

 Please don't print this e-mail unless you really need to.

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DISCLAIMER NOTICE:

This email, along with any included attachment(s), is intended for use only by the person(s) or entity to which it is addressed. This message may contain confidential, proprietary, and/or legally privileged information. If you are not the intended recipient of this message, we apologize for any inconvenience this may have caused. You are hereby notified that you are prohibited from printing, copying, storing, disseminating or distributing this communication. If you received this communication in error, please notify the sender by email. All record of the communication you received in error (electronic or otherwise) should be destroyed in its entirety. Thank you for your cooperation and assistance in this matter.

Under Florida Law, e-mail addresses are public records. If you do not want your e-mail address released to a public-records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.



CITY COMMISSION AGENDA ITEM

SUBJECT:

Authorize closure of certain streets to vehicular traffic for Special Events Permit No. 16-30 - Law Enforcement Torch Run for Special Olympics, Fri. 4/29/16 from 9:00 am - 11:00 am - Special Olympics Putnam County; Darin Homer, Applicant.

SUMMARY:

Special Olympics Putnam County has made application for the Law Enforcement Torch Run for Special Olympics, scheduled for April 29, 2016. The applicant has requested permission to close specific streets to vehicular traffic as noted on the attached site plan. Streets will be closed briefly, when most runners are proceeding through an intersection (similar to a funeral procession).

RECOMMENDED ACTION:

Grant permission to close certain streets for the Law Enforcement Torch Run for Special Olympics held on April 29, 2016 between 9:00 am and 11:00 am, as noted on the attached site plan.

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-30 Special Olympics Putnam County	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	4/14/2016 - 3:54 PM
City Clerk	Driggers, Betsy	Approved	4/18/2016 - 11:03 AM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:12 PM

APPLICATION # 16-30

(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. Carolyn Brantley / Special Olympics Putnam County
866 N. County Rd. 315, Melrose, FL 32666
- b. CONTACT PERSON Darin Homer TELEPHONE/CELL 904 472 8320
- c. EMAIL chuckmyfly@gmail.com FAX # _____

2. ADDITIONAL CONTACT

- a. CONTACT PERSON Kristin Radloff TELEPHONE/CELL 904 252 0070
- b. EMAIL K.tradloff@gmail.com FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY

Law Enforcement
Torch Run for Special Olympics Putnam County

4. DATE & HOURS OF DESIRED USE: April 29, 2016 9:00 AM

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

St. Johns Ave.

6. ROAD CLOSURES: Rolling closure of St. Johns Avenue traveling west starting at Riverfront Park

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 100

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Palatka City Police Dept. is providing vehicle support

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES Please see attached letter.

- 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.

3/25/2016 Carolyn R Brantley
DATE SIGNATURE OF APPLICANT

APPROVED:
[Signature] _____
SPECIAL EVENTS COORDINATOR DATE

[Signature] 4/13/16
CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd 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: 4/12/16 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: Law Enforcement Torch Run

Type of Event: non-profit public Awareness

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
Walk/run from Riverfront Park, west on St. Johns Ave, finishing at Publix

Location of Event: St. John's Avenue traveling west

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

	Date	Day	Begin	End
Event Day 1	<u>4/29/16</u>	<u>Friday</u>	<u>9:00</u> AM/PM	<u>11:00</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) _____ at (time) _____

Break down will be completed by (Date) _____ at (time) _____

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

r Estimated peak number of participants (each day of event): Day 1 100
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

r Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: None

r Number and location of fire protection services: None

r Inspection(s)- date and time requested: (\$23/hour) None

r Electrician services- date and time requested: (\$23/hour) None

r Emergency medical services: ambulance locations(s) (note on site plan): none

r Number of EMS personnel required: (\$23/hour) none

r Number and location for portable toilets: (note location on site plan) none

r Carnival location (if any) (note location on site map) none

r Number of sanitation roll-out containers required (\$15/ container) none

r Location of parking/transportation services, if any: none

r Temporary parking, directional signage needed: none

r Type transport vehicles (van, buses, etc.) ∅

r Location of security and emergency vehicle parking on site: ∅

r Public street barricades/street closures/detours: (note locations on site plan) ∅

- r Main emergency vehicle access to site (location-also note on site plan): ∅
- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): none
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) none
- r Number and location of food vendors (note on site plan): none
- r Staff/ volunteer uniform identification: T-shirts
- r Sound system(s) location: ∅
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): none
- r Number and location of temporary signs/banners: _____
- r Number and location of promotional visual effects: ∅
- r Watercraft: none
- r Aircraft: none
- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.):
∅

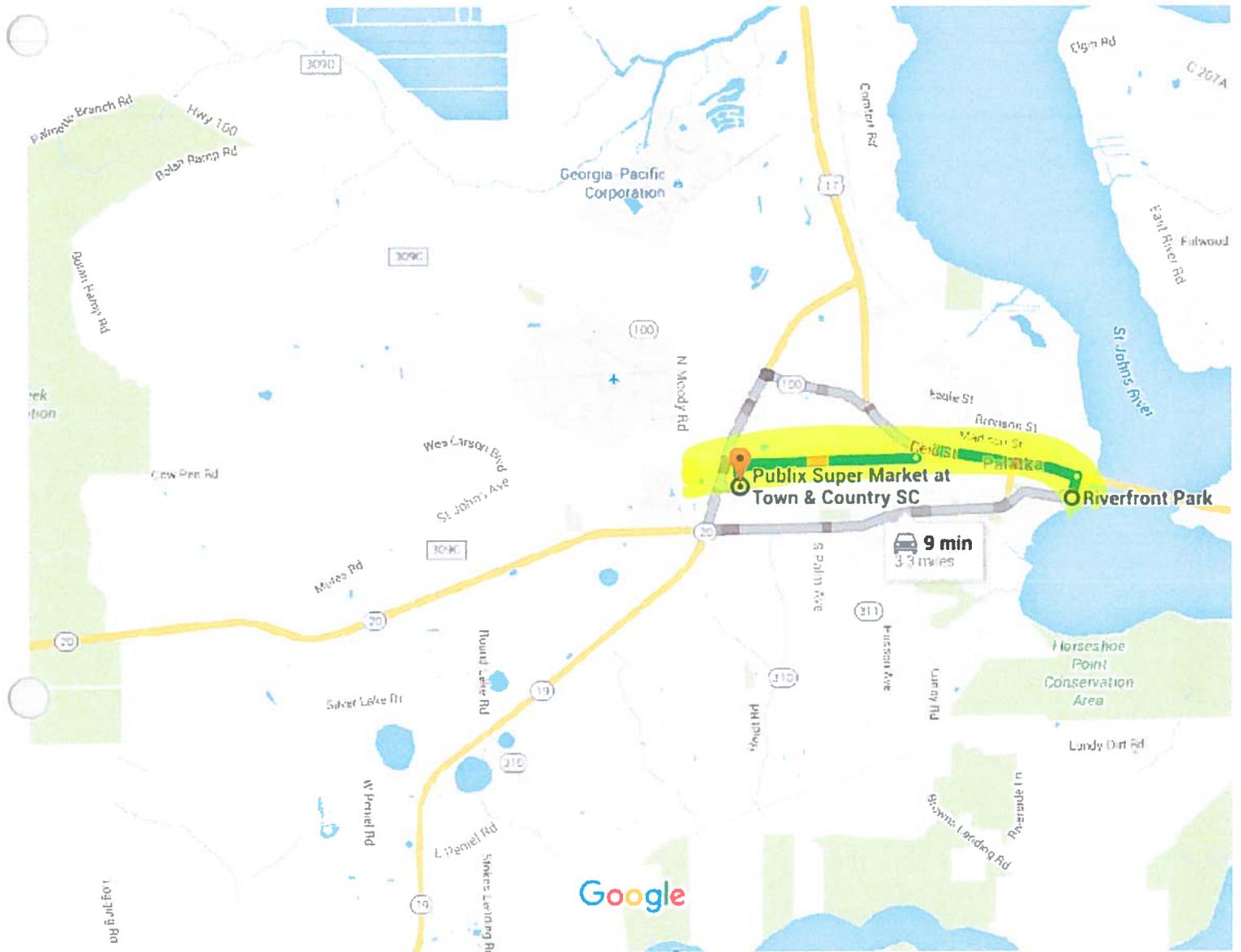
Items Outstanding:

- 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)

Site Map

Google Maps

Riverfront Park to Publix Super Market at Town & Country SC Drive 3.0 miles, 9 min



Map data ©2016 Google 1 mi



via Reid St and St Johns Ave

8 min without traffic

9 min

3.0 miles



via Crill Ave

8 min without traffic

9 min

3.3 miles



via Reid St

8 min without traffic

10 min

3.7 miles



Riverfront Park

Memorial Parkway, Palatka, FL 32177

- 1. Head north on S 2nd St toward St Johns Ave 0.2 mi
- 2. Turn left onto Reid St 1.2 mi
- 3. Turn left onto Mosely Ave 459 ft
- 4. Turn right at the 1st cross street onto St Johns Ave 1.3 mi
- 5. Turn left onto Town and Country Dr 0.2 mi
- 6. Turn right to stay on Town and Country Dr 121 ft
 - Destination will be on the left



Publix Super Market at Town & Country SC

171 Town and Country Drive, Palatka, FL 32177

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.





CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to exceed allowable noise levels and close certain streets for Special Events Permit No. 16-31 - N 10th between Dunhan & Eagle - 6/12/2016 from 8 am to 8 pm

SUMMARY:

Mr. Ward has filed a Class B special event permit application for Booker Park for a surprise birthday party for his wife, requesting to exceed allowable noise levels (live band and D.J.) and also to close N. 10th St. between Dunham & Eagle Streets. Even though Class B special events can be approved by the Special Events Coordinator, however higher noise levels and street closure requires City Commission approval.

Activities will include grilling, children's activities, and basketball or other activities. The Park will not be closed to the public during this time, however there will be some traffic and parking impacts. City staff will assist in traffic control.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels and close N. 10th St. between Dunham St. & Eagle St., for Special Event Permit No. 16-33 at Booker Park on June 12, 2016 from 8:00 am until 8:00 pm.

ATTACHMENTS:

Description	Type
▫ Special Events Permit No 16-31 Michael Ward	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	4/15/2016 - 2:34 PM
City Clerk	Driggers, Betsy	Approved	4/18/2016 - 11:11 AM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:12 PM

APPLICATION # 10-31

(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. Michael R. Ward
- b. CONTACT PERSON Michael Ward TELEPHONE/CELL 386-546-7114
- c. EMAIL Michael.Rennell@gmail.com FAX # _____

2. ADDITIONAL CONTACT

- a. CONTACT PERSON _____ TELEPHONE/CELL _____
- b. EMAIL _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY

Wife 40th Birthday Party

4. DATE & HOURS OF DESIRED USE:

Fri - 8pm June 12, 2016

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

Pavilion/Kitchen

6. ROAD CLOSURES:

~~AAA~~ N. 10th St. between Durham St. to Eagle St.

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

live band and DJ

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

not serving alcohol

9. ESTIMATE OF ANTICIPATED ATTENDANCE

100 people

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT

none

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 - #7
- 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.

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

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

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

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

4/6/2016
DATE

Michael Ward
SIGNATURE OF APPLICANT

APPROVED:
[Signature] 4/15/16
 SPECIAL EVENTS COORDINATOR DATE
[Signature] 4/14/16
 CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

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

Event Sponsor/Organization _____

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

“Class A” Event Daily Fees (see fee schedule) Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Refundable Deposit \$500.00	“Class B” Event 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)	“Class C” Event Daily Fees \$50/day Security Fees @ \$23/hr/Officer Green Container Fee@\$15/container
--	---	--

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 1 X 2 Hours @ \$23/hour \$ 46

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)

\$ 146

dust room

BASKETBALL COURTS

Trillion

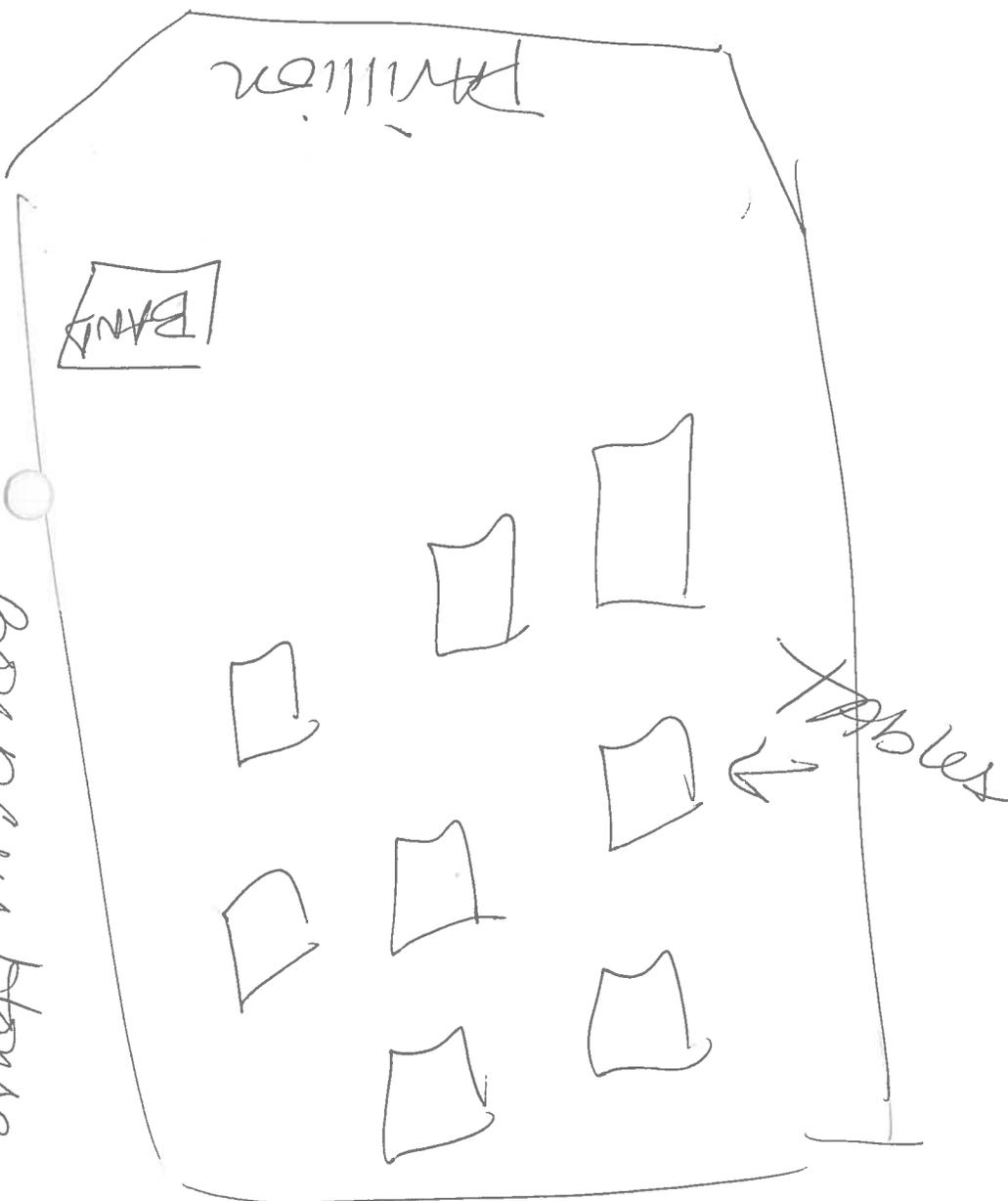
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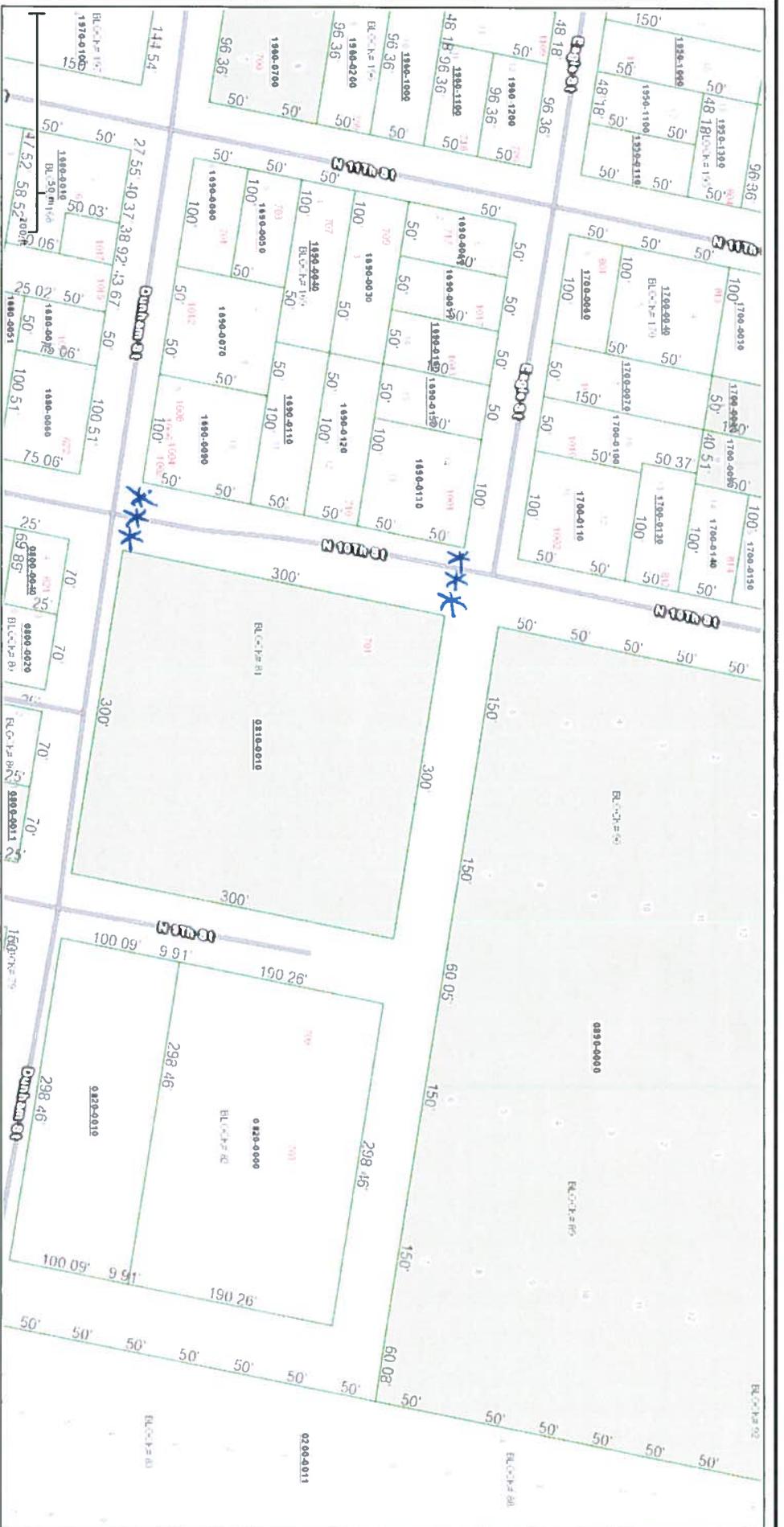
XS 1001

Tables

Rowen House

Ball Field





**** = Road Closures**

Booker Park

701 N 10th St

All provided Putnam County GIS data are to be considered a generalized spatial representation that is subject to revisions. This information is provided as a visual representation only and is not to be used as a legal or official representation of legal boundaries. The Putnam County Board of County Commissioners as well as the constitutional offices including the Clerk of the Court, Property Appraiser, Sheriff, Supervisor of Elections, and Tax Collector assume no responsibility associated with its misuse.



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2016-12-34 authorizing the City Manager & City Clerk to execute and attest the FDOT State Highway System Lighting, Maintenance, and Compensation Program Agreement AN 582, FY 2016/17

SUMMARY:

The City of Palatka has for many years, cooperatively worked with the State of Florida to maintain the street lights on State roads which traverse through the City limits (SR 15, 19, and 20). The City agrees to maintain 192 of these street lights, pay for monthly electrical costs, and assume the cost of general maintenance (bulb replacement) and have ninety percent (90%) of the lights in operation on a regular basis. The City is then compensated at an annual rate. This year's contract is for 192 street lights @ \$266.62 per light for a total of \$46,071.93, which is a 3% increase over last year's contract. This is an annual contract.

RECOMMENDED ACTION:

Adopt a resolution authorizing execution of FDOT Highway System Lighting, Maintenance, and Compensation Program Contract #AN 582, FY 2016/17.

ATTACHMENTS:

Description	Type
▢ Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/25/2016 - 11:51 AM

RESOLUTION No. 2015-12-34

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST THE “2016/17 STATE HIGHWAY SYSTEM LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT ‘EXHIBIT A’ FOR CONTRACT #AN582 WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of Palatka, hereinafter referred to as the “**Maintaining Agency**,” first entered into a **State Highway System Lighting, Maintenance and Compensation Agreement** with the **State of Florida Department of Transportation**, hereinafter referred to as “the **FDOT**,” on May 19, 2003; and

WHEREAS, the **FDOT** finds it is necessary for the “**Maintaining Agency**” to execute and deliver to the **FDOT** the Agreement identified as “**2016/17 State Highway System Lighting, Maintenance and Compensation Agreement Exhibit A for Contract No. AN582**,” hereinafter referred to as ‘**Exhibit A**,’ together with Exhibits “**B**” and “**C**” as attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida (the “**Maintaining Agency**”) as follows:

1. That **Terry Suggs**, City Manager of the City of Palatka, Florida, be hereby authorized and directed to execute and deliver **Exhibit A**, attached hereto and incorporated herein, to the **Florida Department of Transportation (FDOT)**;
2. That **Betsy J. Driggers**, City Clerk of the City of Palatka, Florida, be hereby authorized and directed to attest **Exhibit A**; and
3. That a certified copy of this Resolution be forwarded to **FDOT** along with the executed **Exhibit A**, together with Exhibits “**B**” and “**C**” as attached hereto and incorporated herein.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, as the Maintaining Agency, this **28th day of April, 2016**.

CITY OF PALATKA

By: _____

Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



CITY COMMISSION AGENDA ITEM

SUBJECT:

APPOINTMENT - Palatka Housing Authority Board - Three (3) year term to expire April 14, 2019 - three (3) Applicants

1. Marshal Fulgham (incumbent member since 4/2005)
2. Darryll W. Futch
3. Will Jones

SUMMARY:

Marshall Fulgham's term on the Palatka Housing Authority Board expires on April 14, 2016. He has submitted his application for reappointment indicating his desire to continue to serve on this Board. He has been a member of this board since April, 2005. His attendance record was submitted with his application for reappointment and is attached. He lives within 5 miles of the Palatka City Limits, as statutorily required.

Darryll W. Futch and Will Jones have also submitted an application for appointment to this Board position. All applicants meet the residency requirement (live within 5 miles of the City Limits of Palatka) and are otherwise qualified for appointment to this Board.

Statute states this appointment can be made by the Mayor with concurrence of the Commission.

RECOMMENDED ACTION:

Interview and/or make appointment to the Palatka Housing Authority Board for a 3-year term to expire 4/14/19

ATTACHMENTS:

Description	Type
▣ M. Fulgham Application	Attachment
▣ D. Futch Application	Attachment
▣ W. Jones Application	Attachment
▣ Advertisement	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:07 PM
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:07 PM

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

JASON L. SHAW, SR.
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the PALATKA HOUSING AUTHORITY Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: MARSHALL L. FULGHUM # of years' prior service: 2005
Residence 105 PEAVINE COURT Phone: 386-937-7904
(911 Address) PALATKA, FLORIDA 32177 Fax: 386-385-3740
Business Name FULGHUM & ASSOCIATES LLC / REMEDY STAFFING Phone: 386-312-9804
& Address 312 ST JOHNS AVENUE PALATKA, FLORIDA 32177 Fax: 386-385-3740
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance) PO BOX 1012 PALATKA, FLORIDA 32178

Preferred Mailing Address: _____
E-mail: MFULGHUM@LIVE1.COM Daytime Phone: 386-312-9804

AGREEMENT: By filing this document, I am indicating my desire to be reappointed to the advisory board upon which I currently serve. I also agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections each year covering my term of appointment.

[Signature] 03/10/2010
SIGNATURE OF APPLICANT DATE

Chairman/Director: Please return this form, together with a copy of this member's attendance record, to Betsy Driggers, City Clerk, 201 N. 2nd Street, Palatka, Florida.

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Mr Fulghum is a valued member of the Board. He participates in the process of providing policy guidance to the Authority and to the Director.

Chairman's/Director's Signature [Signature]

PHA BOARD OF COMMISSIONERS
ATTENDANCE RECORD
2013 - 2017

2013

	1/10/2013	3/14/2013	4/11/2013	7/11/2013	9/26/2013	11/14/2013
Annie Spell (EMERITUS)						
Gilbert Evans	X		X		X	
Marshall Fulghum	X	X	X	X	X	
Christine Bolden	X		X	X	X	
Emily Blevins	X	X	X	X	X	
Brenda Bivins	X	X	X	X	X	

2014

	1/15/2014	3/13/2014	4/10/2014	7/10/2014	8/6/2014	9/11/2014	11/13/2014
Annie Spell (EMERITUS)							
Gilbert Evans	X	X	X	X	X	X	X
Marshall Fulghum	X	X	X	X	X	X	X
Christine Bolden	X	X	X	X	X	X	X
Emily Blevins	X	X	X	X	X	X	X
Brenda Bivins	X	X	X	X	X	X	X

2015

	1/8/2015	1/15/2015	3/12/2015	4/16/2015	5/7/2015	6/17/2015	7/6/2015	9/1/2015	11/12/2015	12/21/2015
Annie Spell (EMERITUS)										
Gilbert Evans	X	X	X	X	X	X	X	X	X	X
Marshall Fulghum	X	X	X	X	X	X	X	X	X	X
Christine Bolden	X	X	X	X	X	X	X	X	X	X
Emily Blevins	X	X	X	X	X	X	X	X	X	X
Brenda Bivins	X	X	X	X	X	X	X	X	X	X

2016

	3/10/2016
Annie Spell (EMERITUS)	
Gilbert Evans	X
Marshall Fulghum	X
Christine Bolden	X
Emily Blevins	X
Brenda Bivins	X

2017

	1/10/2017
Annie Spell (EMERITUS)	
Gilbert Evans	X
Marshall Fulghum	X
Christine Bolden	X
Emily Blevins	X
Brenda Bivins	X

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

JASON L. SHAW, SR.
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Housing Authority Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Darryll W. Futch (Must be at least 18 yrs. old)
Residence 134-Timber Lane Palatka Phone: 904-669-0138
(911 Address) 134-Timber Lane Palatka Fax: 904-692-2842
Business Name Futch's Power Dept 625 S. SR19 Phone: 904-692-3673
& Address Futch's Power Dept 625 S. SR19 Fax: 904-692-2842

(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: 134 Timber Lane Palatka, Fl. 32177 -

E-mail: Dwfutch38@yahoo.com Daytime Phone: 904-692-3673

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

President of Futch's Tractor Depot and Futch
Enterprise. Employee OVER 50 EMPLOYEES. BEEN SELF-EMPLOYED
FOR OVER 25 YEARS IN PALATKA AREA. FORMER OWNER
OF FUTCH'S LANDSCAPE INC AND TOWNMAN FENCE COMPANY

OTHER COMMENTS OR INFORMATION:

IN 1995 TILL 2002 HAD OVER 50 RENTAL PROPERTIES
IN PALATKA AREA. HAD A GOOD RELATIONSHIP WITH HOUSING
AUTHORITY DURING THAT TIME.

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment and each year thereafter, covering my term of appointment.

SIGNATURE OF APPLICANT

3/9/2016
DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

JAMES NORWOOD, JR.
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CITY of Palatka FLORIDA

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MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Housing Authority Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Willie (Will) Jones (Must be at least 18 yrs. old)
Residence Pal. Fl. Phone: 386-326-4496
(911 Address) 1605 Tienna Woods Dr. 32177 Fax:
Business Name Palatka, Fl. 32177 Phone: 386-937-5181
& Address 211 N. 6th St. Fax:
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: P.O. Box 1511 Palatka, Fl. 32178

E-mail: wlj31@hotmail.com Daytime Phone: 386-937-5181

PROFESSIONAL QUALIFICATIONS (include occupation - attach additional sheet if necessary)

- Former P.H.A. Resident, Local Business
- owner/operator
- Previously Employed by P.H.A. as a Youth Programs
- Director in the Social Services Dept. Served as a liaison between P.H.A. & it's residence.

OTHER COMMENTS OR INFORMATION:

Have a pulse on P.H.A. purpose & mission as well a concern & desire to serve in an area or Board that provide services to those that I can closely relate.

AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

Willie Jones
SIGNATURE OF APPLICANT

4/14/16
DATE

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

Will Jones

P.O. Box 1511
Palatka, FL 32178
Home: (386) 326-4496
Cell: 386-937-5181
wlj31@hotmail.com

Summary

HR Generalist focused on developing efficient processes using knowledge of recruiting, employee relations, training and development and auditing.
HR Coordinator motivated to create collaborative team environment by using vast background in the organization of employee training and team building events.

Highlights

- Microsoft Office suites *Coordinating and Participating in Career Fairs *Instructor/ Training experience *Basic knowledge of EEO, FMLA and employee relations, New employee orientations,
 - Maintains confidentiality
-

Experience

January 2013 to Current	Will Jones Bail Bonds Palatka, Florida Self Employed Generated employee tracking reports each month. Offered consistent payroll disbursement with accurate record keeping of employee PTO and vacation accruals.
January 2012 to January 2013	St. Johns River State College Palatka, Fl. Student Activities Coordinator <ul style="list-style-type: none">• Conduct Student Orientations, Campus Tours.• Supervised student workers on campus.• Coordinated all club and student life activities on campus.
July 2005 to January 2012	Precision Response Corporation Palatka, FL Human Resources Recruiter/Interviewer <ul style="list-style-type: none">• Networking, Market and brand company in the region Job/Career Fairs at multiple sites as well being a member of the Chamber of Commerce.• Conduct all background screens: troubleshoot any & all critical issues pertaining to individual applicants.• Developed and implemented strategies to enhance and maintain a qualified applicant pool.• Make official job offers.• Organize and direct pre-hiring informational presentations Coordinate and facilitate new hire employment presentation.
November 2004 to July 2005	Palatka Housing Authority Palatka, FL Director of Youth Programs <ul style="list-style-type: none">• Direct and coordinate youth activities for low income families; plan youth programs designed to promote mentorship and guidance relative to young adults ages 8-18; establish community partnerships; supervise program staff.
September 2003 to	AIG American International Group

- November 2004
Palatka, FL
Insurance Claims Representative
- Negotiated and settled claims to determine that payments and settlements have been made in accordance with company practices and procedures; providing quality review of claims processing methods; report overpayments, underpayments, and other irregularities; confer with legal counsel on claims requiring litigation.
- August 2002 to September 2003
Putnam County School District
Teacher
- Responsible for providing educational learning activities to Exceptional.
 - Education students daily; developed and modified learning activities to accommodate 20+ mentally and physically disabled students.
 - Prepare lesson plans, record grades and conduct parent teacher conferences.
- February 2002 to August 2002
State of Florida Department of Children and Families
Family Services Counselor
- Identified and addressed family, adult and child factors related to risk;
 - Conducted child safety assessments and termination of parental rights studies, coordinated staffing with service providers and family members to ensure the appropriateness of services for families.
- August 1998 to February 2002
Palatka Police Department
Palatka, FL
Police Detective
- Maintain order; enforce laws and ordinances of the state of Florida.
 - Protect life and property in an assigned district.
 - Perform combination of following duties: Conduct criminal investigations, follow up on leads and bring cases to closure.
 - Apprehend and arrest suspects, appear and testify in criminal court proceedings.
- January 1989 to August 1998
Putnam County Sheriff's Office
Palatka, FL
Deputy Sheriff
- Maintain order, enforce laws and ordinances, and protect life and property in an assigned patrol district.
 - Perform combination of following duties: investigate crimes against persons and accidents; apprehend and arrest suspects and submit typed reports in a timely manner.

Education

Edward Waters College
Jacksonville, FL
Business Administration B.A. Degree
Business Administration

Vincennes University
Vincennes, Indiana
General Education A.A. Degree
General Education

Skills

Basic, conferences, employee relations, hiring, Instructor, legal, lesson plans, litigation, Market, Microsoft Office suites, Networking, presentations, quality, safety, settlements, staffing, teacher, troubleshoot

References

*REFERENCES Professional references available upon request.

PRESS RELEASE:

03/02/2016

City of Palatka

201 N. 2nd Street

Palatka FL 32177

www.palatka-fl.gov



For more information concerning this Press Release, contact Betsy Driggers, City Clerk; 386-329-0100 ext. 211 or bdriggers@palatka-fl.gov

RE: Palatka accepting applications for Palatka Housing Authority Board

The City of Palatka is accepting applications for appointment to the Palatka Housing Authority (PHA) Board of Directors. PHA Board members serve in a volunteer capacity and are appointed by the Mayor, with concurrence of the Palatka City Commission. To qualify for this appointment, you must reside in Palatka or within 5 miles of Palatka City limits. Applications will be accepted until 5:00 a.m. on Thursday, April 21, 2016.

PHA Commissioners serve as the governing officers of a public-corporate entity that functions as a developer and landlord of local low-income housing programs. Some of the principal responsibilities are:

- Providing leadership and advocacy for public housing
- Setting policies governing the operations of the PHA
- Ensuring that the PHA operates within the law and according to HUD regulations;
- Adopting operating budgets
- Assisting in establishing policies to prevent fraud, abuse, mismanagement and discrimination.

Commissioners help keep the community focused on the PHA's mission to provide decent, safe and sanitary housing for residents, and help set goals for assisted housing. The Board holds six regular bimonthly meetings per year at the PHA offices, and also meets periodically to address time-sensitive issues.

More information and applications can be obtained from Palatka's City Hall, 201 N. 2nd Street, Palatka in person or by email to Betsy Driggers at bdriggers@palatka-fl.gov .



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING: 202 Florida Ave. - Planning Board Recommendation to annex and assign single-family residential land use and zoning to property, from Putnam County R-2 (Residential Mixed)-James Gary Wallace, 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 this property into the City limits and also an ordinance rezoning this parcel. This is a voluntary annexation initiated by the property owner. The property meets state criteria for annexation as it is contiguous to the City limits and is a compact property.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Residential Low at the time of second reading on May 12, 2016.

RECOMMENDED ACTION:

Pass on first reading ordinances: 1) annexing 202 Florida Avenue into the City; and 2) assigning R-1A (Single Family Residential) zoning designation to the property (Parcel # 11-10-26-3770- 0050-0180).

ATTACHMENTS:

Description	Type
▣ Annexation Ordinance	Ordinance
▣ Rezoning Ordinance	Ordinance
▣ Staff Report	Backup Material
▣ Planning Board Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/20/2016 - 11:28 AM
City Clerk	Driggers, Betsy	Approved	4/20/2016 - 1:21 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:09 PM

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

ORDINANCE NO. 16 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 202 FLORIDA DRIVE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, signed by the freehold owner of the property sought to be annexed, to wit: James Gary Wallace, 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:

HIGHLAWN MB2 P49, BLK E LOTS 18 19 20 (tax parcel # 11-10-26-3770-0050-0180), a 0.47-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 May 12, 2016.

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 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 16 -

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-1HA (RESIDENTIAL SINGLE FAMILY) TO CITY R-1A (SINGLE FAMILY RESIDENTIAL) FOR A PARCEL IDENTIFIED AS 202 FLORIDA DRIVE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said property: Nolan Kelly III, 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 October 6, 2015 and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016, 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:

HIGHLAWN MB2 P49, BLK E LOTS 18 19 20 (tax parcel # 11-10-26-3770-0050-0180) - being 202 Florida Drive.

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

City Clerk

202 Florida Dr. Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 29, 2015
TO: Planning Board members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone the property below from County to City single-family residential. 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, properties within City shown with purple overlay)

APPLICATION BACKGROUND

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and single-family residential zoning. The property is an existing single-family home. 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 Services)	RL (Residential, Low)	R-2 (Residential Mixed)	R-1A (Single-Family Residential)

The owner is voluntarily annexing into the City for the purpose of hooking up to City utilities.

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. 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. 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



Figure 2: South-of-Crill Enclave (purple-shaded properties are City)

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, but in fact reduces the larger enclave shown in Figure 2.

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 Urban Services FLUM category, which allows a range of residential and nonresidential uses. The proposed City FLUM category is Residential, Low – intended for single-family neighborhoods. Municipal Code Section 94-111(b) allows the R-1A zoning category within the RL land use category, which provides Comprehensive Plan category conformance.

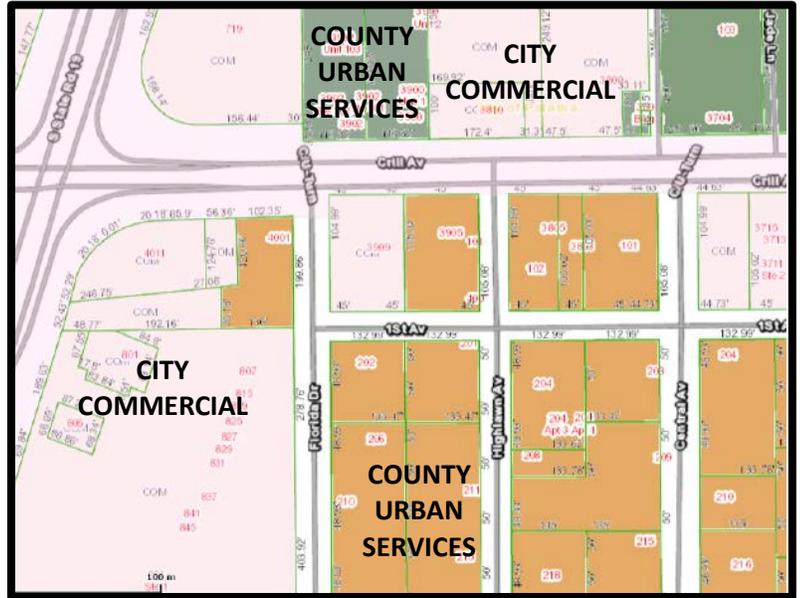


Figure 3: Vicinity Future Land Use Map (FLUM) Designations

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 that run down Florida Drive.

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.

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*

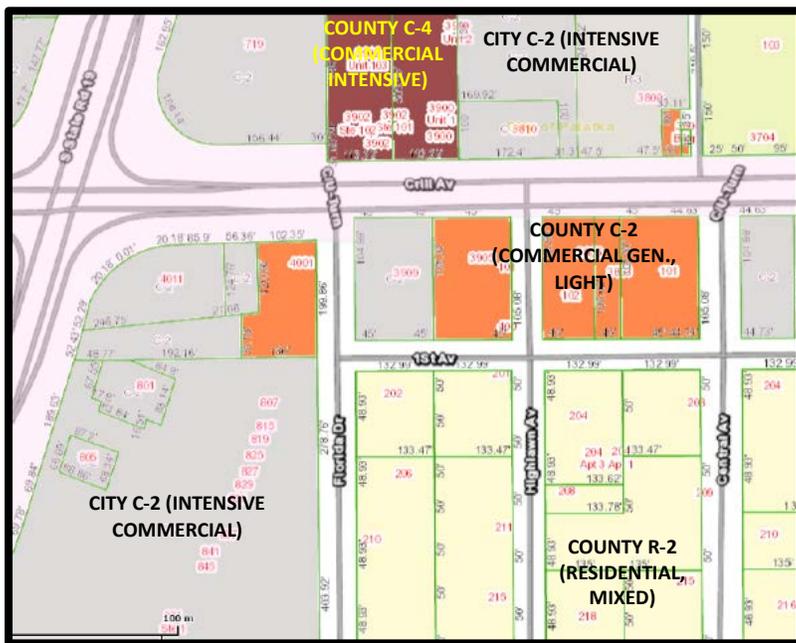


Figure 4: Vicinity Zoning

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 existing single-family residential use and proposed zoning conform to the existing land use pattern.

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

Staff Comment: No isolated zoning district would be created. City staff has selected the

most appropriate zoning district that fits the neighborhood, based on lot size and predominant

single-family use.

d. *The population density pattern and possible increase or overtaking 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: no traffic impacts will be created by this existing use.

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

Staff Comment: not applicable.

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

Staff Comment: existing 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: this action will not affect property values.

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 202 Florida Drive.

R-1A (Single-Family Residential) to PBG-1 (Public Buildings and Grounds) for 521 & 523 S. 13th St. The vote was 4 yeas and 1 nay (Mr. Harwell) and the motion carried.

- (e) Administrative request to amend the Palatka Municipal Code Sec. 70-31 revising restrictions applicable to mobile food vendors and push carts operating on public sidewalks in downtown zoning districts.

Mr. Crowe expressed that Staff has withdrawn this request, as it is not governed by the Board and will go forward to the City Commission. No action was taken.

- (f) Administrative request to Annex, amend the Future Land Use map from County UR (Urban Reserve) to City RL (Residential Low-density) and rezone from County R-2 (Residential, Mixed) to City R-1A (Single-family Residential)
Located at - **202 Florida Dr.**

Mr. Crowe explained that the property owner was desirous to connect to City utilities and is contiguous to the city limits. He reviewed the criteria for annexation, Future Land Use map amendments and rezoning and advised that such criteria were met. He recommended approval of the changes.

Motion made by Mr. DeLoach and seconded by Mr. Wallace to recommend approval for annexation. The motion carried unanimously.

Motion made by Mr. Wallace, seconded by Mr. DeLoach to recommend approval to amend the future land use map from RL to PB. The motion carried unanimously.

Motion made by Mr. DeLoach and Mr. Wallace to rezone from R-1 to PBG-1. The motion carried unanimously.

With no further business the meeting was adjourned at 6:40.



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING: 1620 Husson Ave. - Planning Board Recommendation to annex and assign single-family residential land use and zoning to property, from Putnam County R-1A (Residential Single Family) - Terry White and Cherane Wilford, Owners; Palatka Building & Zoning Dept., Applicant.

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

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

SUMMARY:

This is a first reading of an ordinance annexing this property into the City limits and also an ordinance rezoning this parcel. This is a voluntary annexation initiated by the property owner. The property meets state criteria for annexation as it is contiguous to the City limits and is a compact property.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Residential Low at the time of second reading on May 12, 2016.

RECOMMENDED ACTION:

Pass on first reading ordinances: 1) annexing 1620 Husson Ave. into the City; and 2) rezoning parcel to R-1A (Single Family Residential), Parcel # 13-10-26-2550-0010-0180).

ATTACHMENTS:

Description	Type
▣ Annexation Ordinance	Ordinance
▣ Rezoning Ordinance	Ordinance
▣ Planning Board Minutes	Backup Material
▣ Staff Report	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2016 - 10:43 AM
City Clerk	Driggers, Betsy	Approved	4/19/2016 - 5:19 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:12 PM

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

ORDINANCE NO. 16 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 1620 HUSSON AVENUE, LOCATED IN SECTION 13, 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: Terry White and Cherane Wilford, 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:

5 POINTS S/D MB4 P2 BLK 1, LOTS 18 + 20 BK196 PP245 + 247 (tax parcel # 13-10-26-2550-0010-0180), a 0.38-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 May 12, 2016.

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 2nd Street
Palatka, Florida 32177

ORDINANCE 16-

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: 1620 HUSSON AVENUE (SECTION 13, 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: 1620 Husson Avenue (Terry White and Cherane Wilford) 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 February 2, 2016, and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016, 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:

5 POINTS S/D MB4 P2 BLK 1, LOTS 18 + 20 BK196 PP245 + 247 (Being 1620 Husson Avenue / tax parcel # 13-10-26-2550-0010-0180)

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

develop a system of key developments to provide for a continuous flow of pedestrian bike traffic. Mr. Crowe asked the Board to share any comments or suggestions they may have.

Mr. Harwell asked if all the strikethroughs are the things that are being removed. Mr. Crowe explained that the Regional Council wrote this, it is bulky and the goal is to get rid of all of the extraneous stuff. Mr. Petrucci said that it would be good for the City to recommend to Ride Solutions about expanding their bus route, so that people can hop on the bus to get to work. This is done in larger cities as a way to reduce traffic,

Linda Crider, 116 Kirkland St. she stated that she was especially pleased that the city is taking this direction with the “mobility plan” and the concept of “complete streets.” She said that by having a plan in place it will give the city more leverage. Create a system plan for bicycle travel to connect to the spine off some of the larger streets and create additional space to east/west (such as Palm Av. and Moody Rd.) to connect to the trail systems. She stated that she worked for DOT for 18 years and as a Transportation planner at University of North Florida for 22 years.

Road Diet?? Mr. Crowe ended by saying that the street network itself is not what it could be, there are potential for using old RR row.

No action taken.

Case 15-56 Administrative request to amend Zoning Code Sec. 94-149 (Intensive Commercial Zoning District) and Sec. 94, Division 3 (Supplementary District Regulations), allowing produce stands associated with convenience stores and grocery stores, and providing standards governing such uses (tabled from the January 5, 2016 meeting).

Mr. Crowe reviewed the proposed definition explaining the changes smaller size, cart with two or more wheels or stand with shelves.

Linda Crider asked if the allowance is only for existing grocery stores. Mr. Crowe explained that it is currently allowed.

Motion made by Mr. Petrucci and seconded by Mr. Killebrew to approve the amendment as submitted but also to include no prefabricated sheds allowed. All present voted, motion carried unopposed.

6. NEW BUSINESS:

Case 16-01 Request to annex, amend Future Land Use Map from County UR (Urban Reserve) to RL (Residential Low-Density), and rezone from County R-1A (Residential Single-Family) to R-1A (Single-Family Residential).

Location: 1620 Husson Ave.

Owner: Terry White and Cherane Wilford

Mr. Crowe explained that this request is made by the property owner for the benefit of connecting to city utilities, that this property is contiguous to the City limits across the street and that the comprehensive plan requires annexation. This is located in a single family homes area and in not in conflict with the comp plan. He recommended approval of the request.

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

Mr. Sheffield asked if any variances have been granted by staff or the City Manager this past month. Mr. Crowe replied that there had not been any request.

Mr. Harwell asked how the architectural designs standards for downtown were enforced, referring to a project on 3rd and St. Johns Ave. Mr. Crowe replied that those standards are reviewed during the permit review period and further commented that the particular project he was inferring to was submitted and approved prior to the ordinance adoption.

With no further business, meeting adjourned at 5:05.

Case # 16-01 - 1620 Husson Ave.
 Request to Annex, Amend Future Land Use Map and Rezone
 Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: January 15, 2016
TO: Planning Board members
FROM: Thad Crowe, AICP
 Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone the property below from County to City single-family residential. 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, properties within City shown with purple overlay)

APPLICATION BACKGROUND

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and single-family residential zoning. The property is an existing single-family home. 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
UR (Urban Reserve)	RL (Residential, Low)	R-1A (Residential Single-Family)	R-1A (Single-Family Residential)

The owner is voluntarily annexing into the City for the purpose of hooking up to City utilities.

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. 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. 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 Figures 1 and 2, the property is contiguous to the City limits, which are to the northeast.

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, but in fact reduces the larger enclave shown in Figure 2.



Figure 2: Southwest Palatka Enclave (purple-shaded properties are 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 Urban Reserve FLUM category, which allows a mix of residential and nonresidential uses, with a base residential density of one unit per acre that goes up to four units per acre with the utilization of density bonus points pertaining to availability of urban services and environmental protection. The proposed City FLUM category is Residential, Low – intended for single-family neighborhoods. Furthermore, Municipal Code Section 94-111(b) allows the R-1A zoning category within the RL land use category, which provides Comprehensive Plan category conformance.

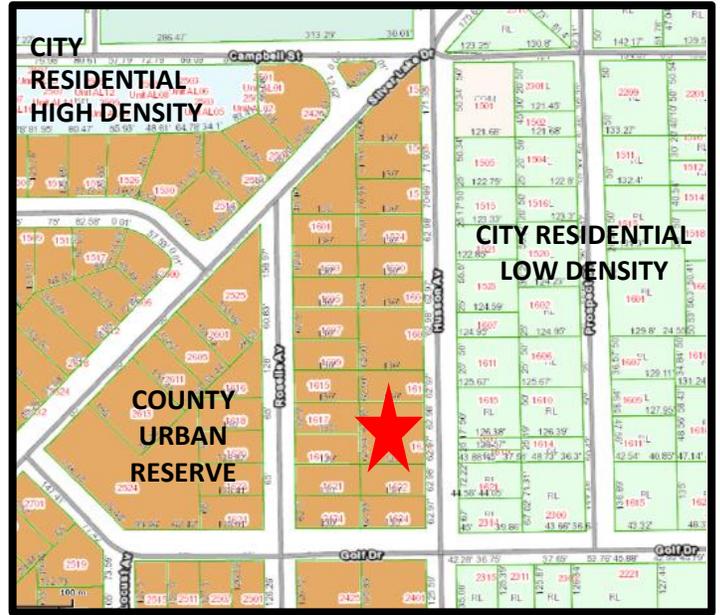


Figure 3: Vicinity Future Land Use Map (FLUM) Designations

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 that run down Husson Ave.

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.

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 in an existing area within the City’s urbanized area ensures that urban services are available and shopping and jobs are proximate. 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: the existing single-family residential use and proposed zoning conform to the existing land use pattern.

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

Staff Comment: No isolated zoning district would be created. City staff has selected the most appropriate zoning district that fits the neighborhood, based on lot size and predominant single-family use. Typical lot sizes vary but are under 10,000 SF although lots like is a larger 16,553 SF. The City R-1A zoning district has a minimum lot size of 7,200 SF, while the next least dense category is R-1AA, at a 10,000 SF minimum lot size. The R-1A is a better fit.

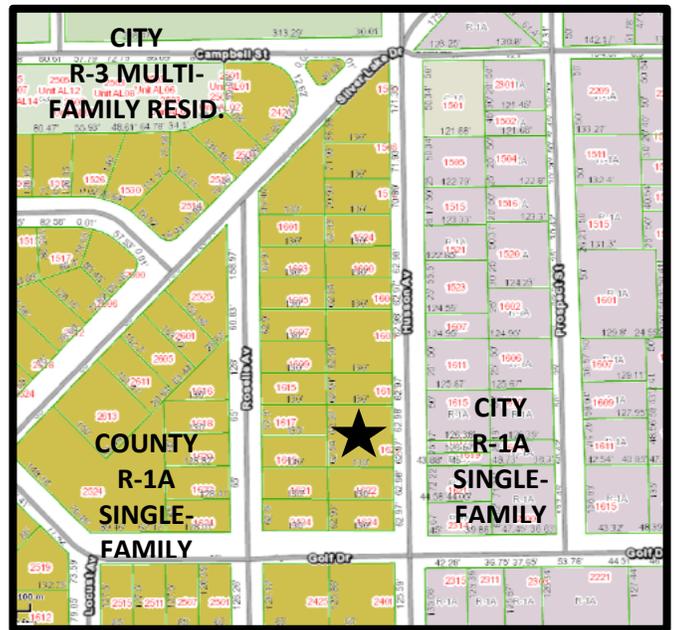


Figure 4: Vicinity Zoning

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

Staff Comment: not applicable.

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: not applicable.

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

Staff Comment: not applicable.

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

Staff Comment: not applicable.

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

Staff Comment: this action will not affect property values.

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: not applicable.

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 1620 Husson Ave.



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING: 203 Central Avenue - Planning Board Recommendation to Annex and assign single-family residential land use and zoning to property, from Putnam County R-2 (Residential Mixed) - Robert Michael Ratliff, 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 this property into the City limits and also an ordinance rezoning this parcel. This is a voluntary annexation.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Residential Low at the time of second reading on May 12, 2016.

RECOMMENDED ACTION:

Pass on first reading ordinances annexing 1620 Husson Ave. into the City and assigning R-1A (Single Family Residential) zoning designation to the property (Parcel # 11-10-26-3770-0060-0010).

ATTACHMENTS:

Description	Type
▣ Annexation Ordinance	Ordinance
▣ Rezoning Ordinance	Ordinance
▣ Planning Board Minutes	Backup Material
▣ Staff Report	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/14/2016 - 5:13 PM
City Clerk	Driggers, Betsy	Approved	4/19/2016 - 5:29 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:09 PM

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

ORDINANCE NO. 16 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 203 CENTRAL AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, signed by the freehold owner of the property sought to be annexed, to wit: Robert Michael Ratliff, 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:

HIGHLAWN S/D MB2 P49 BLK F, LOTS 1 2 3 (tax parcel # 11-10-26-3770-0060-0010), a 0.48-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 May 12, 2016.

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 2nd Street
Palatka, Florida 32177

ORDINANCE 16-

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-2 (RESIDENTIAL MIXED) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: 203 CENTRAL AVENUE (SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the City of Palatka Building and Zoning Department on behalf of the following owners of said property: 203 Central Avenue (Robert Michael Ratliff) 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 January 5, 2016, and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016, 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:

HIGHLAWN S/D MB2 P49 BLK F, LOTS 1 2 3 (Being 203 Central Avenue) / tax parcel # 11-10-26-3770-0060-0010)

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

CITY OF PALATKA
PLANNING BOARD MINUTES (draft)
January 5, 2016



Call to Order: Members present: Chairman Daniel Sheffield, George DeLoach, Vice-Chairman Joe Pickens, Tammy Williams and Ed Killebrew. Members absent: Earl Wallace, Anthony Harwell and Joseph Petrucci.

Motion made by Mr. DeLoach and seconded by Mr. Pickens to approve December 1, 2015 meeting minutes. All present voted, the motion carried unanimously.

The Chairman then explained appeal procedures and requested that Board members express any ex-parte communication prior to hearing the case.

Election of Chairperson and Vice-chairperson.

Motion made by Mr. Pickens and seconded by Mr. DeLoach to re-elect Daniel Sheffield as Chairperson. All present voted, motion carried unopposed.

Motion made by Mr. DeLoach and seconded by Ms. Williams to re-elect Joe Pickens to Vice-chair person. All present voted, motion carried unopposed.

OLD BUSINESS:

Case 15-33 Evaluation and Appraisal Report (EAR), Comprehensive Plan

Mr. Crowe requested that this item be tabled until the next meeting.

Motion made by Mr. Pickens and seconded by Mr. DeLoach to table this request until the February 2, 2016. Motion carried unopposed.

6. NEW BUSINESS:

Case 15-51 Request to annex, amend Future Land Use Map from County UR (Urban Reserve) to RL (Residential Low-Density), and rezone from County R-2 (Residential Two-Family) to R-1A (Single-Family Residential).

Location: 203 Central Avenue
Owner: Robert Michael Ratliff

Mr. Crowe explained that this area is a single family home that is contiguous to the City boundaries to the northeast. The applicant wants to connect to city utilities which are available to this single-family homes area and that the proposed land use and zoning closely matches the current County designation. The request meets the criteria for annexation and does not conflict with the Comprehensive Plan. He recommended approval to annex, amend Future Land Use Map from County UR (Urban Reserve) to RL (Residential Low-Density), and rezone from County R-2 (Residential Two-Family) to R-1A (Single-Family Residential) for 203 Central Ave.

Mr. Pickens asked if the applicant could request a more dense zoning. Mr. Crowe replied yes they may. He explained that the City is currently handling these types of requests administratively, waiving the application fee, therefore as a matter of policy city staff will recommend the least intensive use.

Motion made by Mr. DeLoach and seconded by Mr. Pickens to recommend approval of the request as presented by Staff. All present voted, motion carried unopposed.

Case 15-52 Administrative request to amend Zoning Code Sec. 94-2, adding definition of mobile vendors and push carts.

Mr. Crowe explained that zoning, Chapter 94 allows mobile vendors and push carts by right in downtown zoning districts, but these uses are undefined and are actually prohibited from functioning due to the outright prohibition of sales on the right-of-way such as sidewalks in chapter 70. This change would define mobile vendors and push carts as rubber-wheeled vehicles or portable carts, not registered by the state department of motor vehicles, from which prepared food, fruit, non-alcoholic drink, and flowers may be sold.

Discussion took place regarding the close proximity to the existing food serving establishments' downtown. Mr. Crowe explained that the allowance of mobile vending in the downtown area was put in place in 2009 to help add to the vitality of downtown street life, encourage more pedestrian activity, and allow for more retail sales and is intended as a complimentary function.

Additional discussion took place regarding removing the word "rubber" with regards to the wheels as there are many types of wheels that may be appropriate, such as iron or even wood. Mr. Crowe agreed that the key word was "wheel" which the definition is intended to describe these carts as being easily removed, they are transported and not just sit there competing with the store.

Motion made by Mr. Pickens and seconded by Mr. Kellebrew to approve the amendment as submitted by Staff except remove the word "rubber." All present voted, motion carried unopposed.

Discussion ensued regarding possible concerns for distance restrictions and limitation of hours or days of operation for mobile food vendors. Mr. Holmes suggested that it might be a good idea to place some restrictions as to where the cart can be placed.

Case 15-56 Administrative request to amend Zoning Code Sec. 94-149 (Intensive Commercial Zoning District) and Sec. 94, Division 3 (Supplementary District Regulations), allowing produce stands associated with convenience stores and grocery stores, and providing standards governing such uses.

Mr. Crowe explained that the City has been approached by struggling convenient store owners in an effort to increase their trade. The City has taken several steps to revise the Zoning Code to facilitate the availability and conveyance of fresh produce and meals, including ordinances allowing food trucks, produce trucks, and food pantries to help remedy some of the food desert areas, which by USDA urban standards is any area that is more than a mile from a grocery store, or a store that sells fresh produce - which means that most everything east of Palm Ave. is in what is referred to as a food desert. He added that currently the Zoning Code does not allow such outdoor sales activities except under the conditional use process and only include activities that are temporary or seasonal type outdoor sales. He reiterated that at the request of the Board, some changes have been made to the proposed amendment to clarify the permitting requirements of the structure; the maximum allowed size was

Case # 15-51: 203 Central Ave.
Request to Annex, Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: December 17, 2015
TO: Planning Board members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To annex, amend FLUM, and rezone 203 Central Ave. from County to City single-family residential designations. 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.

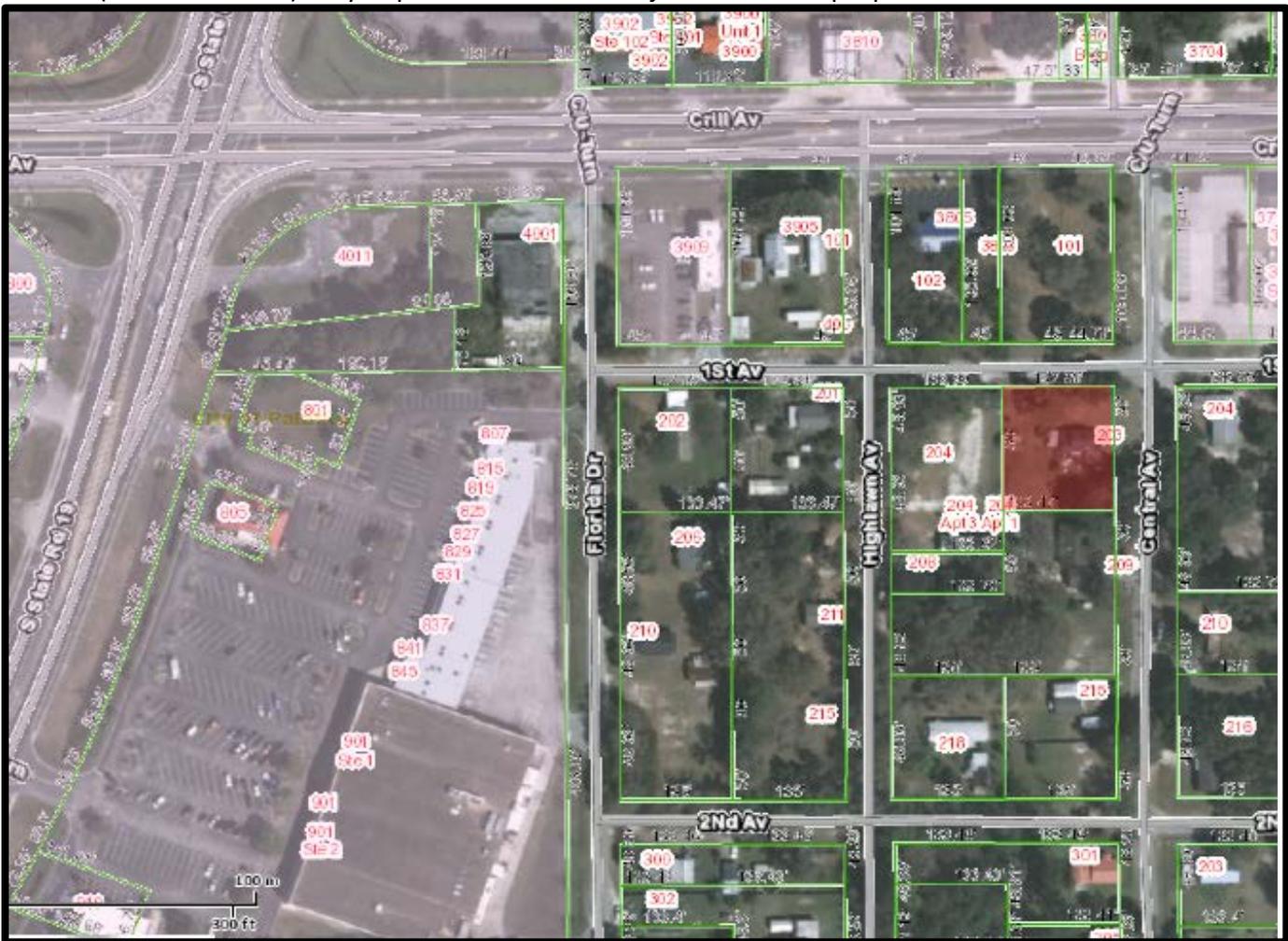


Figure 1: Site and Vicinity Map (property outlined in red, properties within City shown with purple overlay)

APPLICATION BACKGROUND

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and single-family residential zoning. The property is an existing single-family home. 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
UR (Urban Reserve)	RL (Residential, Low)	R-2 (Residential Mixed)	R-1A (Single-Family Residential)

The owner is voluntarily annexing into the City for the purpose of hooking up to City utilities.

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. 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. 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 Figures 1 and 2, the property is contiguous to the City limits, which are to the northeast.

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, but in fact reduces the larger enclave shown in Figure 2.



Figure 2: South-of-Crill Enclave (purple-shaded properties are 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 Urban Reserve FLUM category, which allows a mix of residential and nonresidential uses, with a base residential density of one unit per acre that goes up to four units per acre with the utilization of density bonus points pertaining to availability of urban services and environmental protection. The proposed City FLUM category is Residential, Low – intended for single-family neighborhoods. Municipal Code Section 94-111(b) allows the R-1A zoning category within the RL land use category, which provides Comprehensive Plan category conformance.

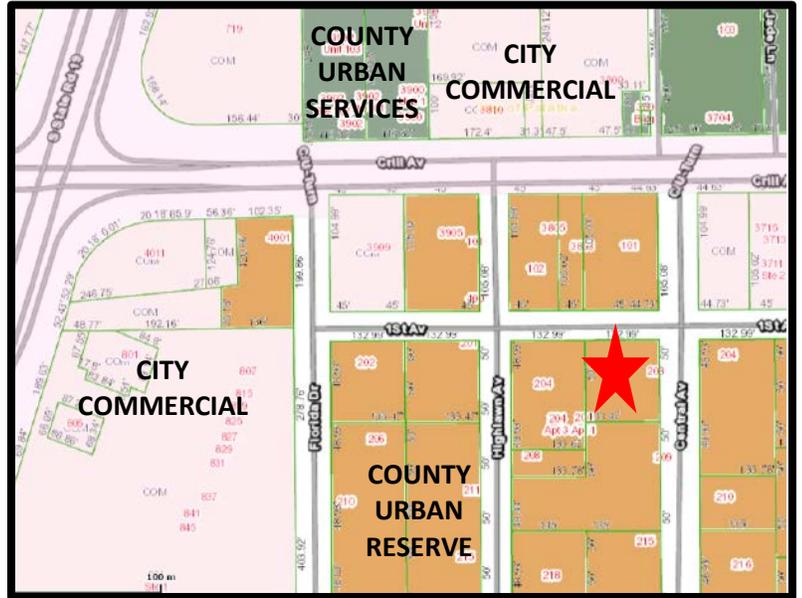


Figure 3: Vicinity Future Land Use Map (FLUM) Designations

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 that run down 1st Ave., just north of the property.

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.

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 in an existing area within the City’s urbanized area ensures that urban services are available and shopping and jobs are proximate. 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:*

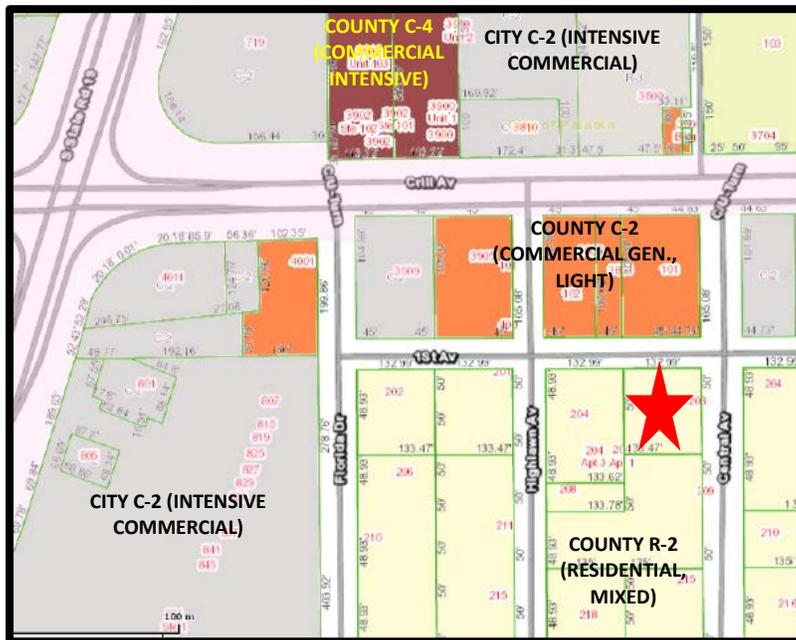


Figure 4: Vicinity Zoning

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 existing single-family residential use and proposed zoning conform to the existing land use pattern.

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

Staff Comment: No isolated zoning district would be created. City staff has selected the most appropriate zoning district that fits the neighborhood, based on lot size and predominant single-family use.

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: no traffic impacts will be created by this existing use.

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

Staff Comment: not applicable.

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

Staff Comment: existing 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: this action will not affect property values.

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 203 Central Ave.



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING: 207 Skeet Club Rd. - Planning Board Recommendation to annex and assign single-family residential land use and zoning to property, from Putnam County R-1HA (Residential Single Family) - Joseph and Angela Stillword, Owners; Palatka Building & Zoning Dept., Applicant.

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

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

SUMMARY:

This is a first reading of ordinance annexing this property into the City limits and also an ordinance rezoning this parcel. This is a voluntary annexation.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Residential Low at the time of second reading on May 12, 2016.

RECOMMENDED ACTION:

Pass on first reading ordinance: 1) annexing 1207 Skeet Club Rd. into the City; and 2) rezoning the property to R-1AA (Single Family Residential, Parcel # 03-10-26-0000-0150-0060).

ATTACHMENTS:

Description	Type
▣ Annexation Ordinance	Ordinance
▣ Rezoning Ordinance	Ordinance
▣ Staff Report	Backup Material
▣ Planning Board Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2016 - 2:33 PM
City Clerk	Driggers, Betsy	Approved	4/19/2016 - 5:18 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:10 PM

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

ORDINANCE NO. 16 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 207 SKEET CLUB ROAD, LOCATED IN SECTION 3, 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: Angela and Joseph Stillword, 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:

PT OF SE1/4 OF SW1/4 OF SE1/4 OR436 P1570 (LOT 6) (tax parcel # 03-10-26-0000-0150-0060), a 0.33-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 May 12, 2016.

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 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 16 -

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-1HA (RESIDENTIAL SINGLE FAMILY) TO CITY R-1AA (SINGLE FAMILY RESIDENTIAL) FOR A PARCEL IDENTIFIED AS 207 SKEET CLUB ROAD, LOCATED IN SECTION 3, 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: Angela and Joseph Stillword, 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 December 1, 2015 and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016, and

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

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

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

DESCRIPTION OF PROPERTIES:

PT OF SE1/4 OF SW1/4 OF SE1/4 OR436 P1570 (LOT 6) (tax parcel # 03-10-26-0000-0150-0060) - being 207 Skeet Club Road.

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

207 Skeet Club Rd. Request to Annex, Amend Future Land Use Map and Rezone

Applicant: Building & Zoning Dept.

STAFF REPORT

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

APPLICATION REQUEST

To annex, amend FLUM, and rezone the property below from County to City single-family residential. 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, properties within City shown with purple overlay)

APPLICATION BACKGROUND

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and single-family residential zoning. The property is an existing single-family home. 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 Services)	RL (Residential, Low)	R-1HA (Residential Single-Family)	R-1AA (Single-Family Residential)

The owner is voluntarily annexing into the City for the purpose of hooking up to City utilities.

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. 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. 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 east.

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, but in fact reduces the larger enclave shown in Figure 1.

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 Urban Services FLUM category, which allows a range of residential and nonresidential uses. The proposed City FLUM category is Residential Low (RL) – intended for single-family neighborhoods. Municipal Code Section 94-111(b) allows the R-1A zoning category within the RL land use category, which provides Comprehensive Plan category conformance. It should be noted that the City Residential Medium (RM) FLUM to the north recognizes existing duplexes, while this property and other properties to the south are single-family homes, and should be assigned the RL FLUM accordingly.



Figure 3: Vicinity Future Land Use Map (FLUM) Designations

Provide analysis of the availability of facilities and services.

Staff Comment: the property is in close proximity to urban services and infrastructure.

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.

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: the existing single-family residential use and proposed zoning conform to the existing land use pattern.

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

Staff Comment: No isolated zoning district would be created. City staff has selected the most appropriate zoning district that fits the neighborhood, based on lot size and predominant single-family use.

d. The population density pattern and possible increase or overtaking 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.

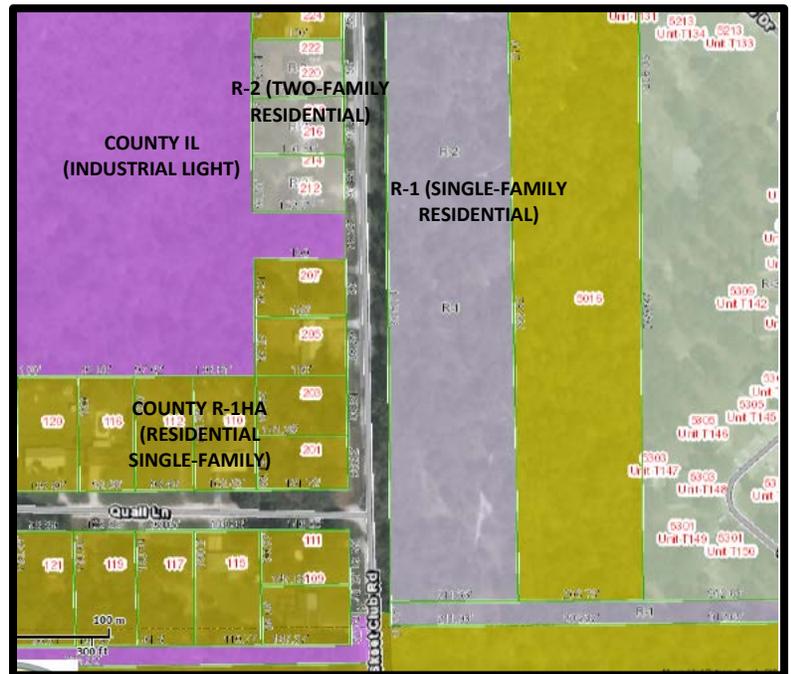


Figure 3: Vicinity Zoning

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: no traffic impacts will be created by this existing use.

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

Staff Comment: not applicable.

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

Staff Comment: existing 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: this action will not affect property values.

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-1AA (Single-Family Residential) for 207 Skeet Club Rd.

CITY OF PALATKA
PLANNING BOARD MINUTES
December 1, 2015



Call to Order: Members present: Chairman Daniel Sheffield, George DeLoach, Anthony Harwell, Ed Killebrew, Joseph Petrucci, Earl Wallace, and Tammy Williams. Members absent: Vice-Chairman Joe Pickens.

Motion made by Mr. DeLoach and seconded by Ms. Williams to approve November 3, 2015 meeting minutes. The motion carried unanimously.

The Chairman then explained appeal procedures and requested that Board members express any ex-parte communication prior to hearing the case.

OLD BUSINESS:

- (a) Evaluation and Appraisal Report (EAR), Comprehensive Plan (discussion item)

Staff requested that this item be tabled to next month. Little progress has been made due to limited resources.

Motion made by Mr. Debouch and seconded by Mr. Petrucci to table the request until the January 5th, 2016 meeting. All present voted affirmative, motion carried..

NEW BUSINESS:

- (a) Request to annex, amend the Future Land Use map from County US to RL, and rezone from County R-1HA to R-1AA (Single-Family Residential)
Location: 207 Skeet Club Rd.
Owner: Joseph & Angela Stillword

Mr. Crowe gave an overview of the request and explained that this is a voluntary annexation, the applicant is desirous of city utilities for this single family home. He stated that the request is in keeping with the surrounding existing uses and Comprehensive Plan, and recommended approval.

Motion made by Mr. DeLoach and seconded by Mr. Petrucci to recommend approval for annexation, amendment of the FLUM (Future Land Use Map) to RL (Residential Low-Density), and rezoning to R-1AA (Residential Single-family) for 207 Skeet Club Rd. All present voted affirmative, motion carried unanimously.

- (b) Request to amend Future Land Use Map from Putnam County IH (Heavy Industrial) to City IN (Industrial).
Location: 163 Comfort Rd.
Owner: Pumpcrete America, Inc.

Mr. Crowe explained that this action was for two adjacent parcels, owned by the same entity, with the rear parcel (163), a wooded and undeveloped lot, having a County mixed-use FLUM designation and heavy industrial zoning. The front parcel (161) is in the City, and has Industrial FLUM but single-family zoning (which is an error dating back to the City's early zoning days). He said that this request and the next request are related, but are separate actions. He said that currently 163 is awaiting City Commission action for the annexation until this rezoning recommendation catches up. He reminded the Board that they recommended to the City Commission at their September 1, 2015 meeting that the front parcel be rezoned from residential to industrial, and that the rear parcel be rezoned to residential for a future possible residence. However at the Commission meeting a representative of the owner appeared and requested that the rear residential zoning be stopped, as the company was not aware of and did not support this proposed action. It seems that the company representative who requested the residential rezoning was not authorized to make this request. This current request, made by the authorized representative of the property owner, was to combine both properties and assign one industrial FLUM and Planned Industrial Development (PID) to the property. Staff supports this proposal as it corrects the zoning error (residential zoning on the front parcel) and unifies the land use and zoning designations for both parcels while providing the best match for existing development as well as protection to nearby single-family homes. He explained that the PID will utilize the rear parcel as a transitional zoning area and provide some additional buffering and protection to the single-family homes that are to the south as this property. He said that this parcel should have been by all rights rezoned to city industrial when it was brought into the City. The PID proposes to retain a fifty foot natural vegetative buffer and the existing wall between the any future development on the rear parcel and the adjacent residential uses. He recommended approval of the request subject to the following recommendations:

1. Development shall be in conformance with the site plan.
2. Unity of title for both lots and required combination of two lots into one.
3. Development on front parcel to remain as is (parking & building), with any property improvements allowed in conformance with applicable zoning requirements.
4. The rear expansion parcel shall have a 50-foot wide undisturbed natural vegetative buffer on the south, a five-foot wide north building/parking setback, and a rear 25-foot setback from the wetland jurisdictional line
5. The masonry wall along the south property line will remain and be maintained as is.
6. At the time of future expansion, street frontage landscape buffer for the existing use/front parcel to be installed (requiring several shade trees and a low hedge to screen parking).
7. Any future expansion of utilities must be undergrounded.
8. Maximum lot coverage by principle and accessory structures of 70%.
9. Paved access to any rear expansion areas.
10. 45-foot maximum building height.
11. The only outside activities allowed shall be truck washing, which shall occur more than 200 feet from the south (residential) property line, therefore limited to the northwest corner of the rear lot.

Chevy Davis, 226 Crystal Cove Dr. stated that his only concern for him and his neighbors was what was going to be built there. He said that he had spoken with the property owner of the proposed and is glad to hear of the fifty foot buffer.

Mr. Harwell asked how the County Industrial designation compared to the City's Industrial designation. Mr. Crowe replied that the county development standards are minimal and the allowed uses are more intensive than the City's counterparts.

Mr. Petrucci asked how the PID rezoning would work with regard to any future change of ownership. Mr. Crowe advised that PID would go with the land and would therefore apply to future property owners as well. Mr. Harwell stated that he agrees with the zoning change, but that he has the same problem with a PID as he does with a PUD, he believes that it is used as a tool to skirt zoning requirements. Mr. Crowe responded that he understood Mr. Harwell's concerns, but believed that in a situation like this a planned development was the only way to provide additional safeguards for reduction of negative impacts, which cannot be assured through conventional code standards.

Motion made by Mr. Petrucci and seconded by Mr. DeLoach to recommend approval to amend Future Land Use Map from Putnam County IH (Heavy Industrial) to City IN (Industrial) for 163 Comfort Rd. All present voted affirmative, motion carried.

- (c) Request to rezone 161 Comfort Rd. from R-1AA (Single-family Residential) to PID (Planned Industrial Development) and 163 Comfort Rd. from Putnam County IH (Industrial, Heavy) to PID (Planned Industrial Development).
Location: 161 & 163 Comfort Rd.
Owner: Pumpcrete America, Inc.

Motion made by Mr. DeLoach and seconded by Ms. Williams to recommend approval to rezone to PID for 161 and 163 Comfort Rd as recommended by Staff. All present voted, resulting in 6 yeas and 1 nay (Mr. Harwell). Motion carried.

Chairman Sheffield asked Mr. Crowe, in light of the City Commission's recent approval of a code amendment that allowed administrative variances to architectural standards, to submit a report to him each month regarding any variance requests considered by staff. Mr. Crowe agreed to this.

With no further business, meeting adjourned at 4:51 pm.



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING - 908 N 20th St - Planning Board Recommendation to Annex and rezone from Putnam County R-2 (Residential Two-Family) to City R-1A (Single-Family Residential) - Gerald and Deborah Ragans, owners; Palatka Building & Zoning Dept, Applicant

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

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

SUMMARY:

This is the first reading of an ordinance annexing 908 N 20th St. into the city limits and also an ordinance rezoning the property to a city classification. This is a voluntary annexation in which the property owner is requesting City utilities. At the time of second reading a third ordinance will assign a Comprehensive Plan Future Land Use Map designation for the property. These actions were scheduled for late 2015, but were postponed so that Staff could discuss the ramifications of City zoning on the status of the rental mobile home on the property. Staff has had several conversations and communications with the property owner, but as the property is now connected to City utilities the City is legally obliged by its Comprehensive Plan to annex and rezone the property accordingly.

RECOMMENDED ACTION:

Pass on first reading an ordinance annexing 908 N 20th St. into the City and an ordinance assigning R-1A (Single-Family Residential) zoning to the property.

ATTACHMENTS:

Description	Type
▢ Annexation Ordinance	Backup Material
▢ Rezoning Ordinance	Ordinance
▢ Planning Board minutes	Backup Material
▢ Staff Report	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2016 - 3:37 PM
City Clerk	Driggers, Betsy	Approved	4/19/2016 - 5:39 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:10 PM

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

ORDINANCE NO. 16 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 908 NORTH 20TH STREET, 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: Gerald and Deborah Ragans, 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:

CLARKE + BROWNING S/D MB2 P27 BLK D LOT 2 (Being 908 North 20th Street / tax parcel # 01-10-26-1470-0040-0020)

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 May 12th, 2016.

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 2nd Street
Palatka, Florida 32177

ORDINANCE NO. - 16

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-2 (RESIDENTIAL TWO-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) FOR THE FOLLOWING PROPERTY: 908 NORTH 20th STREET (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: 908 North 20th Street (Gerald and Deborah Ragans) 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 October 7, 2014, and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016, 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 PUTNAM COUNTY R-2 (RESIDENTIAL TWO-FAMILY) TO CITY R-1A (SINGLE-FAMILY RESIDENTIAL) as noted above.

DESCRIPTION OF PROPERTIES:

CLARKE + BROWNING S/D MB2 P27 BLK D LOT 2 (Being 908 North 20th Street / tax parcel # 01-10-26-1470-0040-0020)

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

City Clerk



**CITY OF PALATKA
PLANNING BOARD MINUTES
October 7, 2014**

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:00 pm. **Other members present:** Joe Pickens, Earl Wallace, Anthony Harwell, Justin Campbell, George DeLoach and Charles Douglas, Jr. **Members absent:** Joseph Petrucci. **Also present:** Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Chairman Sheffield read the appeal procedures and requested that members divulge any ex-parte communications before each case.

OLD BUSINESS - None

NEW BUSINESS:

Case 14-25: Administrative request to annex, amend the Future Land Use Map from Putnam County US (Urban Service) to RL (Residential Low) and rezone from Putnam County R-2 (Residential Mixed) to R-1A (Single-family Residential)
Location: 908 N. 20th St.

Mr. Crowe explained that this is a single-family home and is currently zoned two-family in the County but is in a predominantly single-family area. The property is contiguous to the city limits and meets the statutory annexation criteria. He added that the property owners are seeking City water and Staff is recommending annexation with a low-density land use and a single-family zoning designation.

No members of the public appeared to address the Board.

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

Case 14-27 A request to revise Zoning Code [Sec. 94-149 (e)] to add mobile medical units to the list of conditional uses in the C-2 (Intensive Commercial) zoning district.

Mr. Crowe explained that the owner of property located at 111 S SR 19 has requested this code change to allow for the use of a mobile medical imaging vehicle on the property. The applicant is the property owner who wishes to rent the one of their units to a medical clinic specializing in cancer care. The clinic would utilize a 48 ft. long mobile unit similar to a "bloodmobile," that would be parked adjacent to the existing medical clinic for a couple of days per week. Of course the specifics of this case would be presented in a separate conditional use application, should this code change be approved. The vehicle would be considered an accessory structure in

Case 14-25: 908 N. 20th St.
Request to Annex, Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: September 30, 2014
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 city limits)



Figure 2: 908 N. 20th St.

APPLICATION BACKGROUND

The property under consideration currently has County single-family land use and zoning, as 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 1-9 units per acre)	RL (Residential Low)	R-2 (Residential Two-family)	R-1A (Single-family Residential)

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

	Future Land Use Map	Zoning
North of Site	County UR (Urban Reserve)	County R-1A (Residential Single-family)
East of Site	RL (Residential Low)	R-1A (Single-family Residential)
West of Site	COM (Commercial)	C-1A (Neighborhood Commercial)
South of Site	County UR (Urban Reserve)	County R-1A (Residential Single-family)

The property owner is requesting City water and per a pre-annexation agreement is now required to annex into the City in order to receive the service. In accordance with department policy Staff is presenting this application as an administrative action, as opposed to an action by the property owner, due to the policy rationale presented below.

1. Hardship. Most property owners annexing into the City do so because they are compelled to due to the failure of septic tanks or wells and the Health Dept. requirement that they hook up to city utilities when such lines are within 250 feet of the property. The cost of hooking up to City utilities approaches up to \$6,000 depending on whether both water and sewer are required. The additional fees for the FLUM amendment and rezoning is an additional burden. The taxes collected from such property will defray the administrative expense 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. 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 north Palatka area, as shown graphically in Figure 3 on the next page.

Future Land Use Map Analysis

The County designates this area under the Urban Reserve category, which allows a very wide range of residential densities (from one to nine units per acre). Staff proposes the RL (Residential Low Density, up to five units per acre) category since this property and others around it are single-family uses.

The following criteria apply to this amendment.

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.

**Case 14-25: 908 N. 20th St.
Request to Annex, Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.**



- *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

This County enclave has the R-2 (Two-Family) zoning despite its mostly single-family composition. Staff has recommended R-1A zoning, which has been applied to several other annexed properties in the area, due to its larger lot size (this lot is over 9,000 SF and the R1A district has a 7,200 SF minimum size).

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 adjacent City single-family zoning and does not create an isolated zoning district.

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 is 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: One condition that has changed in regard to this property is the failure or obsolescence of private wells and the present ability to tie into a city water line.

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

Staff Comment: Rezoning the property to a designation that matches existing uses will not adversely affect neighborhood living conditions.

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

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

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

Staff Comment: All development and redevelopment must meet City and water management district stormwater retention requirements. No drainage problems are anticipated for the already-existing use.

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

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

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

Staff Comment: see response to g. above.

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

Staff Comment: based on the previous responses, the 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 the property that is similar to the designation of surrounding City 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: not applicable as the City commercial land use and zoning will be similar as the current adjacent City classifications.

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 908 N. 20th St.



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING/ORDINANCE - 161 and 163 Comfort Road - Planning Board Recommendation to Annex & Rezone 163 Comfort Road from Putnam County IH (Industrial, Heavy) to PID (Planned Industrial Development), and rezone 161 Comfort Road from R-1AA (Residential, Single-Family) to PID Planned Industrial Development) - Pumpcrete America, Inc., Owner; Palatka Building & Zoning Dept., Applicant.

- a. **ANNEXATION ORDINANCE** - 163 Comfort Road - 1st Reading
- b. **REZONING ORDINANCE** - 161 & 163 Comfort Road - 1st Reading

SUMMARY:

This is a first reading of ordinance annexing 163 Comfort Road into the City limits. This is a voluntary annexation - the property owner, who also owns the concrete contracting business immediately west of this undeveloped property, is considering expanding into this parcel in the future. The property owner has also submitted a companion rezoning and future land use amendment for this property to industrial designations. These matters were before the Commission in 2015 but were withdrawn after it was found that an unauthorized agent of the owner filed an incorrect zoning application.

The rezoning ordinance will rezone 161 Comfort Road from R-1AA (Residential, Single-Family) to PID Planned Industrial Development) and will rezone 163 Comfort Road from Putnam County IH (Industrial, Heavy) to PID (Planned Industrial Development)

RECOMMENDED ACTION:

Pass on first reading ordinance annexing 163 Comfort Road into the City and rezoning 161 and 163 Comfort Road to assign City and PID zoning.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Annexation Ordinance	Ordinance
<input type="checkbox"/> Rezoning Ordinance	Ordinance
<input type="checkbox"/> Staff Report	Backup Material
<input type="checkbox"/> Planning Board Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2016 - 4:15 PM
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:20 PM

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

ORDINANCE NO. 16 -

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 May 12, 2016.

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 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 16 -

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 37, TOWNSHIP 9 SOUTH, RANGE 26 EAST, INCLUDING 161 COMFORT ROAD TO BE REZONED FROM R-1AA (RESIDENTIAL, SINGLE-FAMILY) TO PID (PLANNED INDUSTRIAL DEVELOPMENT, AND INCLUDING 163 TO BE REZONED FROM PUTNAM COUNTY IH (INDUSTRIAL, HEAVY) TO PID (PLANNED INDUSTRIAL DEVELOPMENT); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by Pumpcrete America, Inc., 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 December 2, 2015 and two public hearings before the City Commission of the City of Palatka on February 25, 2016 and March 10, 2016, 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 to PID (Planned Industrial Development), as an overlay over the Industrial Future Land Use Map designation, for 161 and 163 Comfort Road. The PUD must comply with development standards set forth in Exhibit A.

DESCRIPTION OF PROPERTIES:

161 Comfort Road, described as STINWELL SUBURBAN FARMS MB2, P39 PT OF LOT 7 OR584 P301, (MAP SHEET 37D)/tax parcel # 37-09-26-0000-0060-0062; and 163 Comfort Road, described as STINWELL SUBURBAN FARMS MB2, P39 PT OF LOT 7 OR776 P1171/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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

EXHIBIT A: SITE PLAN



EXHIBIT B: CONDITIONS OF APPROVAL

1. Development shall be in conformance with the site plan.
2. Unity of title is required for both lots and required combination of two lots into one.
3. Development on front parcel to remain as is (parking & building), with any property improvements allowed in conformance with applicable zoning requirements.
4. The rear expansion parcel shall have a 50-foot wide undisturbed natural vegetative buffer on the south, a five-foot wide north building/parking setback, and a rear 25-foot setback from the wetland jurisdictional line.
5. The masonry wall along the south property line will remain and be maintained as is.
6. At the time of future expansion, street frontage landscape buffer for the existing use/front parcel to be installed (requiring several shade trees and a low hedge to screen parking).
7. Any future expansion of utilities must be undergrounded.
8. Maximum lot coverage by principle and accessory structures of 70%.
9. Paved access to any rear expansion areas.
10. 45-foot maximum building height.
11. The only outside activities allowed shall be truck washing, which shall occur more than 200 feet from the south (residential) property line, therefore limited to the northwest corner of the rear lot.

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.



161 & 163 Comfort Rd.
Request to Amend Future Land Use Map and Rezone
Applicant: Building & Zoning Dept.

STAFF REPORT

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

APPLICATION REQUEST

To amend Future Land Use Map (FLUM) designation and rezone the property below from single-family zoning (front parcel/161) and County heavy industrial zoning (rear parcel/163) to Planned Industrial Development (PID). 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 (properties outlined in red, properties within City shown with purple overlay)



Figure 2: photo 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 occupant of the front parcel (161), Pumpcrete, Inc. provides for concrete pouring services and specializes in floors, footings, foundations, retaining walls, and driveways associated with new construction. The company keeps a fleet of concrete trucks that are equipped with pipes and hoses that allow for customized concrete pouring, like upper floor and other areas that are hard to access from a standard concrete truck. 161 Comfort Rd. is utilized as the home base for the vehicles and the employees, with the only other activity occurring on site being the washing of trucks and parts, which does not involve any hazardous or polluting materials. Around 90% of the water utilized in the concrete operations is obtained off-site on the job site, and the remaining 10% occurs at the facility when water is not available at the job site. Any future expansion into 163 (rear lot) would only involve more areas for truck storage and additional warehouse space.

The rear parcel (163) currently has a County mixed-use FLUM designation and heavy industrial zoning, and is a wooded and undeveloped lot. The front parcel (161) is in the City, and has Industrial FLUM but single-family zoning, which is an error dating back to the City’s early zoning days. Putting the two parcels into City Industrial FLUM and a PID zoning will correct the error and unify the FLUM and zoning on both parcels. The PID will provide some additional buffering and protection to the single-family homes that are to the south. The Planning Board considered at their September 1, 2015 meeting a rezoning to industrial for the front and a rezoning to residential for the rear (for a future possible residence), but a representative of the company present at the City Commission public hearing stated that the representative who filed for the amendments was not authorized to represent the company. The application was then withdrawn. Property and vicinity properties FLUM and zoning classifications are shown below.

Table 1: 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)
Property to the...	FLUM	Zoning	Actual Use
South	RL (Residential Low)	R-1A (Single-Family Residential)	Single-family homes
North	IN (Industrial)	M-1 (Light Industrial)	Wind energy systems manufacturer
East	IN (County Industrial)	IH (County Heavy Industrial)	Undeveloped land
West (across Comfort Rd.)	IN (County Industrial)	IH (County Heavy Industrial)	Vacant industrial complex

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 the annexation of this property (previously recommended approval by the Board and awaiting Commission consideration) will defray the administrative expense of applications 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. City staff believes this directive is sufficient to submit these actions as administrative applications that accompany the annexation of the rear parcel.
3. Economic Development. This applications will assist the City to increase utility and other service provision efficiency, enhance system revenues, and encourage growth.

PROJECT ANALYSIS

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

B. Industrial (258 acres)

Land designated for industrial use is intended for activities that are predominantly associated with the manufacturing, assembly, processing, or storage of products. Industrial land use provides for a variety of intensities of use including heavy industry, light industry, and industrial park operations. Land Development Regulations shall provide requirements for buffering industrial land uses (i.e., sight, access noise) from adjacent land uses of lesser density or intensity of use. The intensity of industrial land use, as measured by impervious surface shall not exceed 90 percent of the parcel. The maximum height of development shall not exceed 45 feet.

Staff Comment: this FLUM amendment will place both properties within the Industrial land use category, which is the best match for the existing and vicinity uses. The accompanying PID zoning will mitigate any potential conflicts between this more intense FLUM and the adjacent residential FLUM to the south.

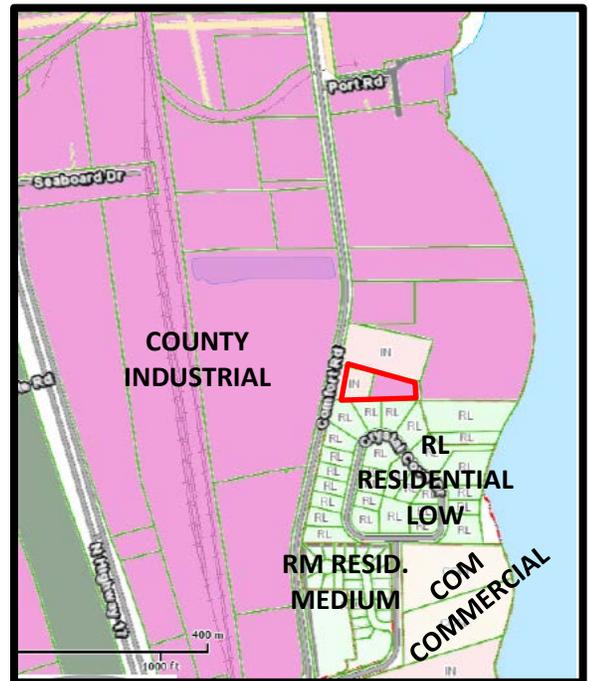


Figure 3: Vicinity (purple-shaded properties are in City)

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 for multiple property owners 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.

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.

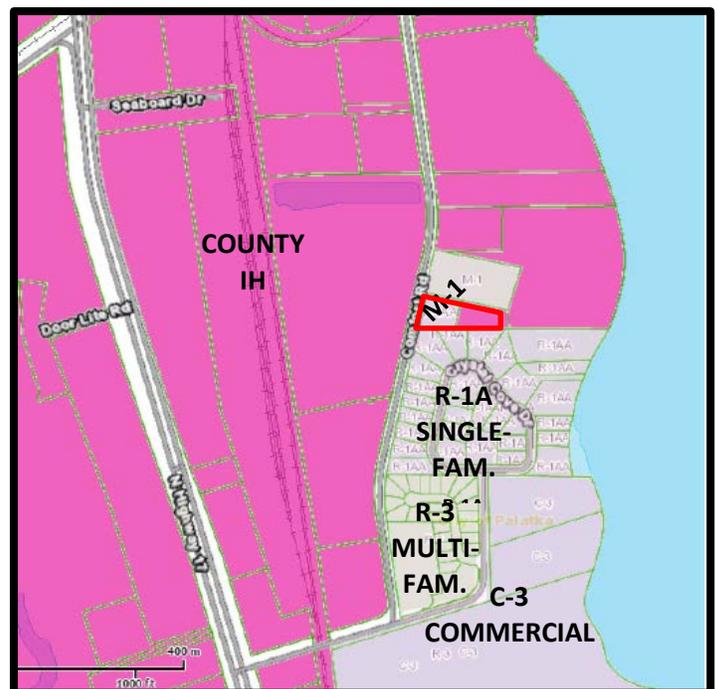


Figure 4: Vicinity Zoning

b. The existing land use pattern.

Staff Comment: in zoning terms the properties are located in a transitional area between the more intensive industrial uses and low intensive residential uses. 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. The buffering and setback requirements of the PID will greatly help to buffer the three adjacent residential uses from industrial use impacts.

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: an expansion of the existing industry 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 an industrial designation that is improved upon the current City and County industrial 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 local road or at most a minor collector, carrying traffic from US 17 to the Crystal Cove resort, Crystal Cove Subdivision, 1st Coast Technical College and multiple industrial uses in the Bargeport area. Traffic is generally light. Expansion of the existing industrial use would not markedly increase trips.

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

Staff Comment: any expansion allowed by these amendments would still be subject to St. Johns River Water Management District and City drainage requirements that require the containment of most stormwater on site.

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

Staff Comment: the 50-foot building setback created by the PID natural buffer along the south property line will prevent such light and air reduction.

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

Staff Comment: The PID with its large natural buffer not negatively affect the values of the adjacent residential and other 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 industrial 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.

PID Intent and Purpose. The application meets PID intent as shown in highlighted text below.

It is the purpose of this article to permit PID's which are intended to encourage the development of land as planned developments, encourage flexible and creative concepts of site planning; preserve the natural amenities of the land by encouraging scenic and functional open areas; accomplish a more desirable environment that would not be possible through the strict application of the minimum requirements of these regulations; provide for an efficient use of land resulting in smaller networks of streets and utilities where access to regional systems is impractical and thereby lowering development costs; and provide a stable environmental character compatible with surrounding areas. This district is designed to accommodate a wide range of industrial uses while providing certainty to the public regarding permitted uses and site design.

The following PID standards are required, per Zoning Code Sec. 94-163.

- Maximum lot coverage by principle and accessory structures of 70%.
- Paved access to any rear expansion areas.
- 45-foot maximum building height.
- Any outside activities (including truck washing) for the rear lot expansion area shall only occur more than 200 feet from the south (residential) property line (limited to the northwest corner of the rear lot).

In addition, PUD Standards of Zoning Code Article IV require the following:

- Unity of title for both lots and combination of two lots into one.
- Any future expansion of utilities must be undergrounded.

Finally, the property meets the PID minimum lot size of two acres (Property Appraiser records indicate both properties total 2.12 acres).

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 and amendment of Future Land Use Map category to IN (Industrial) for 163 Comfort Rd., and rezoning to PID (Planned Industrial Development) for 161 and 163 Comfort Rd.

- Development shall be in conformance with the site plan.
- Unity of title for both lots and required combination of two lots into one.
- Development on front parcel to remain as is (parking & building), with any property improvements allowed in conformance with applicable zoning requirements.
- The rear expansion parcel shall have a 50-foot wide undisturbed natural vegetative buffer on the south, a five-foot wide north building/parking setback, and a rear 25-foot setback from the wetland jurisdictional line
- The masonry wall along the south property line will remain and be maintained as is.
- At the time of future expansion, street frontage landscape buffer for the existing use/front parcel to be installed (requiring several shade trees and a low hedge to screen parking).
- Any future expansion of utilities must be undergrounded.
- Maximum lot coverage by principle and accessory structures of 70%.
- Paved access to any rear expansion areas.
- 45-foot maximum building height.
- The only outside activities allowed shall be truck washing, which shall occur more than 200 feet from the south (residential) property line, therefore limited to the northwest corner of the rear lot.

**CITY OF PALATKA
PLANNING BOARD MINUTES
December 1, 2015**



Call to Order: Members present: Chairman Daniel Sheffield, George DeLoach, Anthony Harwell, Ed Killebrew, Joseph Petrucci, Earl Wallace, and Tammy Williams. Members absent: Vice-Chairman Joe Pickens.

Motion made by Mr. DeLoach and seconded by Ms. Williams to approve November 3, 2015 meeting minutes. The motion carried unanimously.

The Chairman then explained appeal procedures and requested that Board members express any ex-parte communication prior to hearing the case.

OLD BUSINESS:

- (a) Evaluation and Appraisal Report (EAR), Comprehensive Plan (discussion item)

Staff requested that this item be tabled to next month. Little progress has been made due to limited resources.

Motion made by Mr. Debouch and seconded by Mr. Petrucci to table the request until the January 5th, 2016 meeting. All present voted affirmative, motion carried..

NEW BUSINESS:

- (a) Request to annex, amend the Future Land Use map from County US to RL, and rezone from County R-1HA to R-1AA (Single-Family Residential)
Location: 207 Skeet Club Rd.
Owner: Joseph & Angela Stillword

Mr. Crowe gave an overview of the request and explained that this is a voluntary annexation, the applicant is desirous of city utilities for this single family home. He stated that the request is in keeping with the surrounding existing uses and Comprehensive Plan, and recommended approval.

Motion made by Mr. DeLoach and seconded by Mr. Petrucci to recommend approval for annexation, amendment of the FLUM (Future Land Use Map) to RL (Residential Low-Density), and rezoning to R-1AA (Residential Single-family) for 207 Skeet Club Rd. All present voted affirmative, motion carried unanimously.

- (b) Request to amend Future Land Use Map from Putnam County IH (Heavy Industrial) to City IN (Industrial).
Location: 163 Comfort Rd.
Owner: Pumpcrete America, Inc.

Mr. Crowe explained that this action was for two adjacent parcels, owned by the same entity, with the rear parcel (163), a wooded and undeveloped lot, having a County mixed-use FLUM designation and heavy industrial zoning. The front parcel (161) is in the City, and has Industrial FLUM but single-family zoning (which is an error dating back to the City's early zoning days). He said that this request and the next request are related, but are separate actions. He said that currently 163 is awaiting City Commission action for the annexation until this rezoning recommendation catches up. He reminded the Board that they recommended to the City Commission at their September 1, 2015 meeting that the front parcel be rezoned from residential to industrial, and that the rear parcel be rezoned to residential for a future possible residence. However at the Commission meeting a representative of the owner appeared and requested that the rear residential zoning be stopped, as the company was not aware of and did not support this proposed action. It seems that the company representative who requested the residential rezoning was not authorized to make this request. This current request, made by the authorized representative of the property owner, was to combine both properties and assign one industrial FLUM and Planned Industrial Development (PID) to the property. Staff supports this proposal as it corrects the zoning error (residential zoning on the front parcel) and unifies the land use and zoning designations for both parcels while providing the best match for existing development as well as protection to nearby single-family homes. He explained that the PID will utilize the rear parcel as a transitional zoning area and provide some additional buffering and protection to the single-family homes that are to the south as this property. He said that this parcel should have been by all rights rezoned to city industrial when it was brought into the City. The PID proposes to retain a fifty foot natural vegetative buffer and the existing wall between the any future development on the rear parcel and the adjacent residential uses. He recommended approval of the request subject to the following recommendations:

1. Development shall be in conformance with the site plan.
2. Unity of title for both lots and required combination of two lots into one.
3. Development on front parcel to remain as is (parking & building), with any property improvements allowed in conformance with applicable zoning requirements.
4. The rear expansion parcel shall have a 50-foot wide undisturbed natural vegetative buffer on the south, a five-foot wide north building/parking setback, and a rear 25-foot setback from the wetland jurisdictional line
5. The masonry wall along the south property line will remain and be maintained as is.
6. At the time of future expansion, street frontage landscape buffer for the existing use/front parcel to be installed (requiring several shade trees and a low hedge to screen parking).
7. Any future expansion of utilities must be undergrounded.
8. Maximum lot coverage by principle and accessory structures of 70%.
9. Paved access to any rear expansion areas.
10. 45-foot maximum building height.
11. The only outside activities allowed shall be truck washing, which shall occur more than 200 feet from the south (residential) property line, therefore limited to the northwest corner of the rear lot.

Chevy Davis, 226 Crystal Cove Dr. stated that his only concern for him and his neighbors was what was going to be built there. He said that he had spoken with the property owner of the proposed and is glad to hear of the fifty foot buffer.

Mr. Harwell asked how the County Industrial designation compared to the City's Industrial designation. Mr. Crowe replied that the county development standards are minimal and the allowed uses are more intensive than the City's counterparts.

Mr. Petrucci asked how the PID rezoning would work with regard to any future change of ownership. Mr. Crowe advised that PID would go with the land and would therefore apply to future property owners as well. Mr. Harwell stated that he agrees with the zoning change, but that he has the same problem with a PID as he does with a PUD, he believes that it is used as a tool to skirt zoning requirements. Mr. Crowe responded that he understood Mr. Harwell's concerns, but believed that in a situation like this a planned development was the only way to provide additional safeguards for reduction of negative impacts, which cannot be assured through conventional code standards.

Motion made by Mr. Petrucci and seconded by Mr. DeLoach to recommend approval to amend Future Land Use Map from Putnam County IH (Heavy Industrial) to City IN (Industrial) for 163 Comfort Rd. All present voted affirmative, motion carried.

- (c) Request to rezone 161 Comfort Rd. from R-1AA (Single-family Residential) to PID (Planned Industrial Development) and 163 Comfort Rd. from Putnam County IH (Industrial, Heavy) to PID (Planned Industrial Development).
Location: 161 & 163 Comfort Rd.
Owner: Pumpcrete America, Inc.

Motion made by Mr. DeLoach and seconded by Ms. Williams to recommend approval to rezone to PID for 161 and 163 Comfort Rd as recommended by Staff. All present voted, resulting in 6 yeas and 1 nay (Mr. Harwell). Motion carried.

Chairman Sheffield asked Mr. Crowe, in light of the City Commission's recent approval of a code amendment that allowed administrative variances to architectural standards, to submit a report to him each month regarding any variance requests considered by staff. Mr. Crowe agreed to this.

With no further business, meeting adjourned at 4:51 pm.



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE rezoning 7201 and 7220 PRC Way - Planning Board Recommendation to assign Planned Industrial Zoning to property, from Putnam County PUD (Planned Unit Development) - Sykes Realty (7201 PRC Way) and Premier Palatka LLC (7220 PRC Way), Owners; Palatka Building & Zoning Dept., Applicant - 1st Reading

SUMMARY:

This is a first reading of ordinance rezoning these parcels, which have remained in County zoning since their annexation in 2000 as part of the surrounding Putnam County Business Park. The Planned Industrial Development (PID) zoning was applied to the Business Park in 2010, however the County requested that these two parcels be withdrawn from the rezoning since the owners did not provide written permission for the actions. Development and occupancy of the parcels (7220 is developed with a vacant call center building and 7201 is undeveloped) requires City zoning. Premier Palatka applied for the rezoning, handled administratively by Staff, and Sykes Realty did not object. This rezoning will fill this zoning "doughnut hole" and will bring the properties into conformance with the proper PID zoning, as applied to all surrounding properties.

RECOMMENDED ACTION:

Pass on first reading an ordinance rezoning properties to PID (Planned Industrial Development) zoning - 7201 and 7220 PRC Way.

ATTACHMENTS:

Description	Type
▢ Rezoning Ordinance	Ordinance
▢ Staff report	Backup Material
▢ Planning Board Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2016 - 2:22 PM
City Clerk	Driggers, Betsy	Approved	4/19/2016 - 5:24 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:10 PM

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

ORDINANCE NO. 16 -

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 PUD (PLANNED UNIT DEVELOPMENT) TO CITY PID (PLANNED INDUSTRIAL DEVELOPMENT, PUTNAM COUNTY BUSINESS PARK) FOR TWO PARCELS IDENTIFIED AS 7201 AND 7220 PRC WAY, LOCATED IN SECTION 4, 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: Sykes Realty (7201 PRC Way) and Premier Palatka LLC (7220 PRC Way) 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 April 5, 2016 and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016, and

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

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

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

DESCRIPTION OF PROPERTIES:

PT OF SW1/4 OF SE1/4 DESCRIBED, AS LOT 2 IN OR832 P1227 (tax parcel # 04-10-26-0000-0021-0020) - being 7201 PRC Way.

PT OF SW1/4 OF SE1/4 OF SEC 4, + PT OF NW1/4 OF NE1/4 OF, SEC 9 DESCRIBED AS LOT 1 IN, OR832 P1227 (tax parcel # 04-10-26-0000-0010-0010) - being 7220 PRC Way.

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case # 16-04

Request to Rezone

7201 & 7220 PRC Way

STAFF REPORT

DATE: March 29, 2016

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To amend Future Land Use Map (FLUM) designation and rezone the property below from Putnam County PUD (Planned Unit Development) zoning to City Planned Industrial Development (PID). 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.

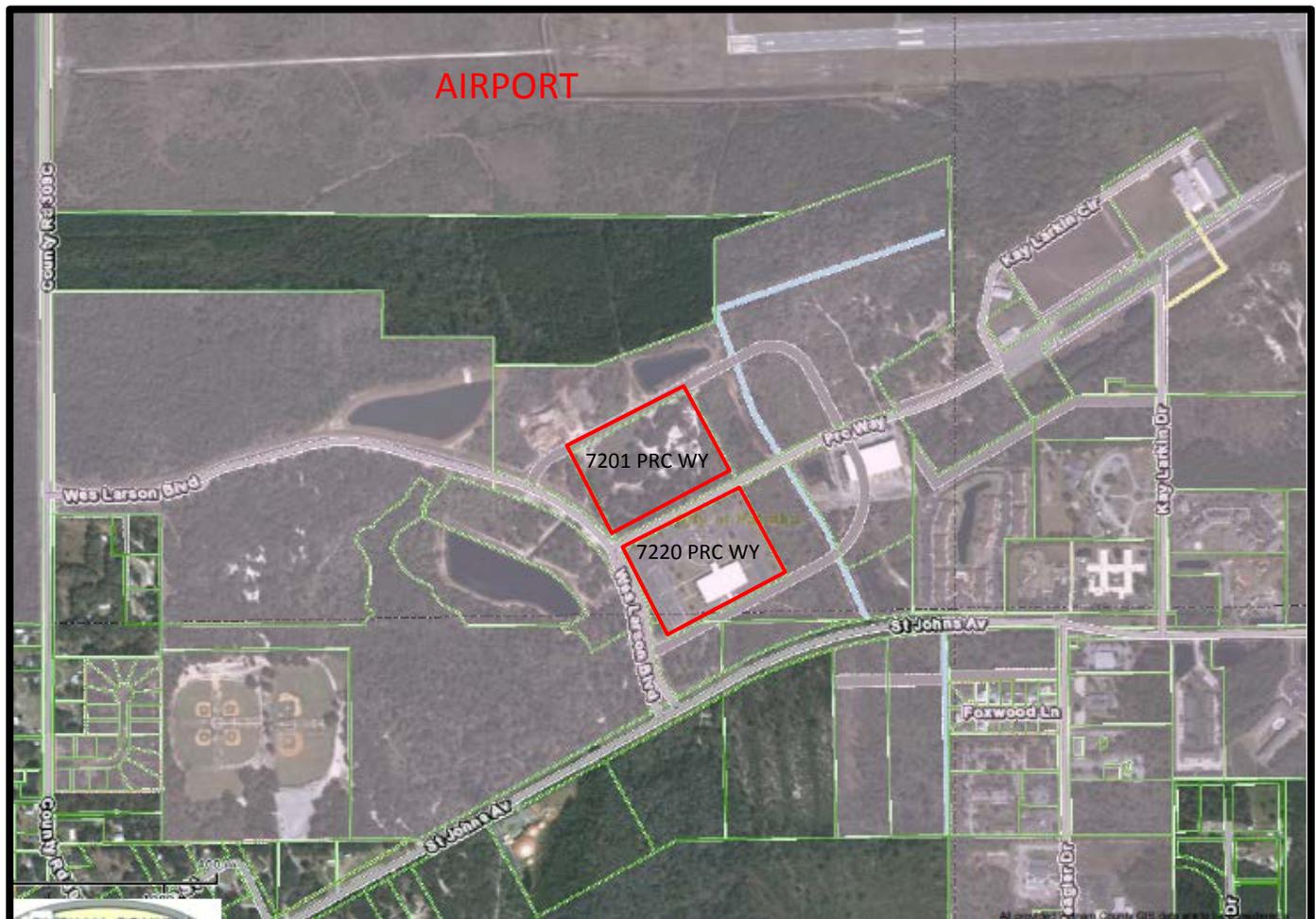


Figure 1: Property location (purple overlay indicates properties within City)



Figure 2: 7201 PRC Way, from Wes Larsen Blvd. 7220 PRC Way is on left side, across PRC Way.

APPLICATION BACKGROUND

The Putnam County Business Park PUD was originally adopted by the Putnam County Commission in 2000. The Business Park was annexed into the City as a “high tech information technology center.” Putnam County provided land and financial support valued at over \$3 million to attract the now-defunct call center in 2001 and to construct a shell warehouse building. In 2010 the City rezoned properties within the Business Park to a City designation: Planned Industrial Development (PID). Eight parcels including the subject properties were originally proposed for rezoning, with six of these owned by the County and two privately owned. After first reading of the rezoning ordinance, the County requested the removal of the privately owned properties as the property owner (Sykes Realty) did not concur with the rezoning. The warehouse shell building, located just east of 7200 PRC Way and owned by the County, is a partially finished 51,200 SF warehouse shell building which has never been occupied.

Both properties are in the IND (Industrial) category of the Comprehensive Plan’s future land use map. The properties are enclaves within the business park, with the City PID zoning surrounding them. 7220 PRC Way, the former call center location, sold at auction in 2015 to a Cleveland OH investment company. 7201 PRC Way is still undeveloped and owned by Sykes Realty. Staff contacted both property owners to inform them that the City would be providing the appropriate PID zoning for the properties unless a different zoning was desired (Staff would not support another zoning category for this enclave).

Staff is presenting this application as an administrative action, as opposed to an action by each property owner, as it is a corrective measure to assign City zoning to a property.

PROJECT ANALYSIS

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. The properties are within the City's Industrial Future Land Use Map (FLUM) category, as are other vicinity properties indicated in Figure 3.

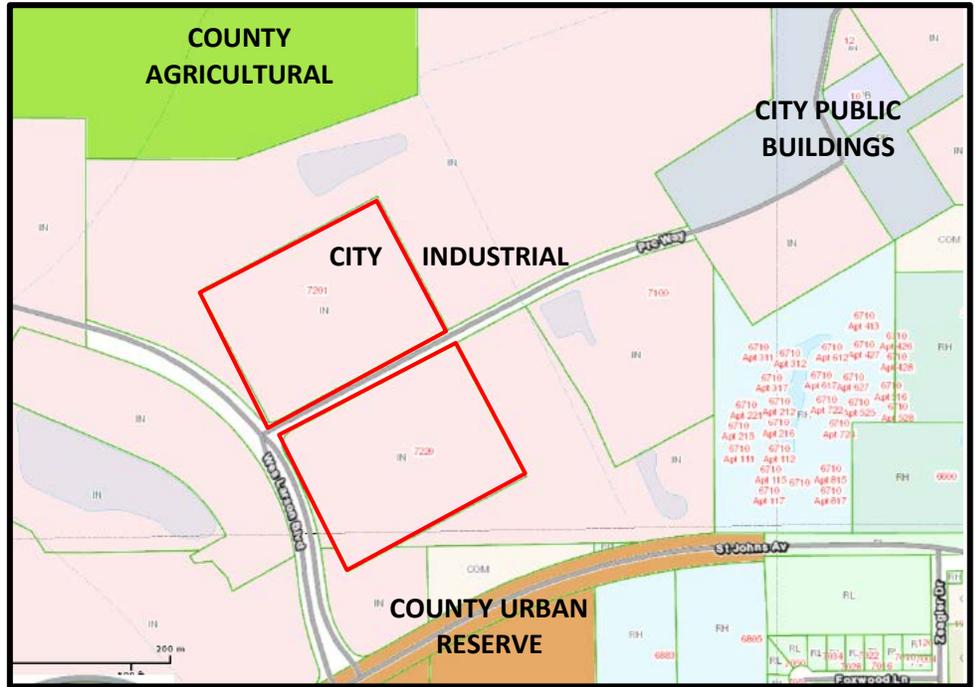


Figure 3: Future Land Use Map (FLUM)

b. The existing land use pattern.

Staff Comment: in zoning terms the properties are located within an established, although mostly undeveloped, planned industrial park. This action will assure a more organized development of the park, given the unified development and design standards will apply to both properties.

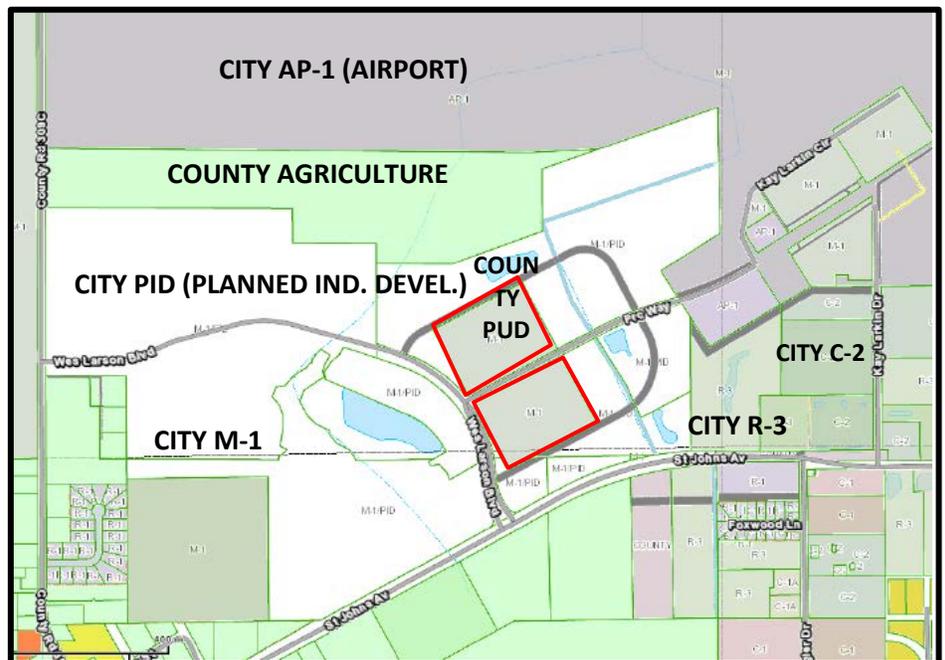
c. Possible creation of an isolated district unrelated to adjacent and nearby districts.

Staff Comment: surrounding properties have the same planned industrial 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: in years past and in the present time, there is available infrastructure capacity for properties in the Business Park.

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.

Figure 4: Zoning Map

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 an industrial designation that is improved upon the current City and County industrial 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 Business Park is served by St. Johns Ave., which according to the latest FDOT traffic counts is only using around 30% of its maximum vehicle capacity.

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

Staff Comment: any expansion allowed by these amendments would still be subject to St. Johns River Water Management District and City drainage requirements that require the containment of most stormwater on site. According to their Planning Director, the County has recently obtained a master stormwater permit for the Business Park.

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

Staff Comment: the PID requires at least 20% green space, which is appropriate for industrial development. The call center site (7220 PRC Way) has approximately 50% green space.

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

Staff Comment: This established PID provides certainty with defined development standards that will help to protect vicinity property values.

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 zoning designations to properties 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 planned industrial 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 properties and their 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.

PID Intent and Purpose. The application meets PID intent as shown below.

It is the purpose of this article to permit PID's which are intended to encourage the development of land as planned developments, encourage flexible and creative concepts of site planning; preserve the natural amenities of the land by encouraging scenic and functional open areas; accomplish a more desirable environment that would not be possible through the strict application of the minimum requirements of these regulations; provide for an efficient use of land resulting in smaller networks of streets and utilities where access to regional systems is impractical and thereby lowering development costs; and provide a stable environmental character compatible with surrounding areas. This district is designed to accommodate a wide range of industrial uses while providing certainty to the public regarding permitted uses and site design.

The following PID standards are required, per Zoning Code Sec. 94-163.

- Maximum lot coverage by principle and accessory structures of 70%.
- Paved access to any rear expansion areas.
- 45-foot maximum building height.
- Any outside activities (including truck washing) for the rear lot expansion area shall only occur more than 200 feet from the south (residential) property line (limited to the northwest corner of the rear lot).

In addition, PUD Standards of Zoning Code Article IV require the following:

- Unity of title for both lots and combination of two lots into one.
- Any future expansion of utilities must be undergrounded.

Finally, the property meets the PID minimum lot size of two acres.

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable rezoning criteria. Staff recommends approval of the rezoning of 7201 and 7220 PRC Way to be included in the Putnam County Business Park PID (Planned Industrial Development).

Attachments: PID Ordinance and Exhibits

This instrument prepared by:
Debbie Banks
205 N. 2nd St.
Palatka, FL 32177

Inst:201054712998 Date:9/13/2010 Time:2:41 PM
341 DC, Tim Smith, Putnam County Page 1 of 13 B:1270 P:1438

ORDINANCE NO. 10- 23

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THOSE CERTAIN PROPERTIES IN SECTIONS 04 AND 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY PLANNED UNIT DEVELOPMENT (PUD) TO CITY LIGHT INDUSTRIAL/PLANNED INDUSTRIAL DEVELOPMENT (M-1/PID); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Putnam County Port Authority/Putnam County to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on August 3, 2010, and two public hearings before the City Commission of the City of Palatka on August 26, 2010 and September 9, 2010, and

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

Section 2. 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 County PUD (Planned Unit Development) to City M-1/PID (Light Industrial/ Planned Industrial Development.)

DESCRIPTION OF PROPERTY:

See Exhibit A of the Putnam County Business Park Planned Industrial Development Overlay Standards recorded as part of this ordinance. Parcels (04-10-26-0000-0010-0000; 04-10-26-0000-0021-0000; 04-10-26-0000-0021-0030; 04-10-26-0000-0010-0030; 09-10-26-0000-0030-0000; and 09-10-26-0000-0010-0021)

All references are to the records of Putnam County, Florida.

Section 3. All ordinances in conflict with the terms and provisions of this ordinance are hereby specifically repealed.

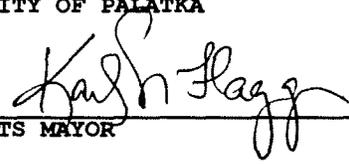
Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 9th day of September, 2010.

CITY OF PALATKA

BY:

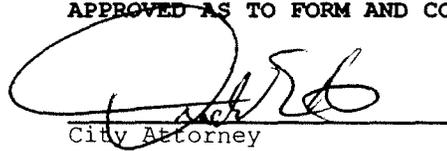
ITS MAYOR

A handwritten signature in black ink, appearing to read "Karl H. Hagg", written over a horizontal line.

ATTEST:

A handwritten signature in black ink, appearing to read "Betty J. Deugges", written over a horizontal line.
City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

A handwritten signature in black ink, appearing to read "Jack [unclear]", written over a horizontal line.
City Attorney

Putnam County Business Park Planned Industrial Development



Overlay Standards

1 BUSINESS PARK DESCRIPTION

1.1 Purpose:

The Putnam County Business Park is intended to create a center for business activity combining the resources of Putnam County, the City of Palatka, the Chamber of Commerce and private industry. This shall be achieved through the M-1 zoning district and Planned Industrial Development (PID) overlay.

Compliance with design standards shall result in development of the Putnam County Business Park with a park-like character that shall be an asset to the City of Palatka, Putnam County, the State of Florida and individual site owners. The standards incorporated into this PID are intended to meet or exceed the City of Palatka zoning and land development regulations.

This PID institutes minimum development standards and identifies permitted uses within the Business Park. Site design, permitting and development within the Park are subject to review and approval of a Final Site Plan that is consistent with the approved PID Master Plan. The uses, development standards and criteria applicable to the Putnam County Business Park are incorporated into this document.

1.2 Legal Description:

The legal description of the subject property is included as Exhibit A of this document.

1.3 Property Ownership:

The subject property is currently owned by:

Putnam County Board of County Commissioners, and
Putnam County Port Authority,
P.O. Box 758,
Palatka, FL 32178

1.4 General Description of Property Area:

The property is located north of St. Johns Avenue, west of the Palatka Municipal Airport (Kay Larkin Field) and east of CR 309C in Palatka. The property is Sections 4 and 9, Township 10 S, Range 26 E and within the City of Palatka in Putnam County, Florida. The site consists of six parcels containing a total of 257.39 +/- acres. The parcel identification numbers are 04-10-26-0000-0021-0030, 04-10-26-0000-0010-0030, 04-10-26-0000-0010-0000, 04-10-26-0000-0021-0000, 09-10-26-0000-0010-0021 and 09-10-26-0000-0030-0000.

Putnam County has constructed a portion of the road and drainage system and has developed one speculative building on the site.

2 Project General Structure

2.1 Purpose:

The purpose of this article is to establish the governing regulations, development standards, rules of interpretation and a PID Master Plan for the project.

2.2 General:

2.2.1 Regulations for Development

Regulations for development of the project shall be in accordance with the provisions of the approved PID and Master Plan and any other applicable Federal, State and local codes and regulations. Unless otherwise specifically provided for in the approved PID, the development of the property shall be subject to the applicable provisions of Chapter 94 of the City of Palatka Municipal Code. Where a conflict arises between the approved PID and Chapter 94 of the City of Palatka Municipal Code, the approved PID shall control.

2.2.2 Definitions of Terms:

Unless a term used herein is specifically defined within the approved PID, the definitions of all terms shall be the same as the definitions set forth in the official Zoning Regulations of the City of Palatka in effect at the time of PID Master Plan approval.

2.2.3 Progression of Development:

The project may be developed in multiple phases. Each phase shall be submitted to the City of Palatka Planning and Development Department for processing and review. No development shall commence on any phase until a Final Site Plan has been approved and proper permits have been secured from the City and appropriate jurisdictional departments and agencies.

2.3 Project Plan and Use:

The Master Plan, including layout of major streets and land uses is attached as Exhibit B.

3 Project Development:

3.1 Purpose:

The purpose of this section is to indicate the plan of development, permitted uses and regulations for the project.

3.2 Project Development in General:

The project shall consist of Commercial and Industrial uses, including accessory uses and structures, set forth in more detail below.

3.3 Uses and Structures Allowed:

No building, structure or part thereof, shall be erected, altered or used, in whole or in part, for other than the following:

- (1) Wholesaling, warehousing, storage or distribution establishments and similar uses.
- (2) Light manufacturing, processing (including food processing, but not slaughterhouse), packaging or fabricating in completely enclosed buildings.
- (3) Printing, lithographing, publishing or similar establishments.
- (4) Restaurants.
- (5) Outdoor storage yards and lots; provided that such outdoor storage yard shall not be located closer than 25 feet to any public street and that such yard shall be completely enclosed, except for necessary ingress and egress, by an opaque fence or wall not less than six feet high; and provided further that this provision shall not permit wrecking yards (including automobile wrecking yards), junkyards, or yards used in whole or in part for

scrap or salvage operations or for processing, storage, display or sales of any scrap, salvage or secondhand building materials, junk automotive vehicles, or secondhand automotive vehicle parts.

- (6) Business, medical and professional offices and similar uses.
- (7) Service establishments catering to commerce and industry, including linen supply, freight movers, building contractors, communication services, business machine services, canteen services, hiring and union halls, sign companies and similar uses.
- (8) Vocational, technical, trade or industrial schools and similar uses.
- (9) Post-secondary public or private educational institutions and facilities.
- (10) Building trades contractors with outside storage yards for equipment and machinery.
- (11) Other uses determined to be appropriate by the Director of Planning and Zoning and approved as part of a Final Site Plan.

Uses and structures which are customarily accessory and clearly incidental and subordinate to permitted principal uses and structures shall be permitted. No residential facilities shall be permitted except for one unit per principal structure to be used as a residence for proprietors/manager/security personnel. Any such residential unit shall not be a free-standing structure and must be incorporated into the principal structure and be approved as part of a Final Site Plan.

3.4 Nuisance Factors and Hazards:

No business, trade, activity, or operation shall be conducted on any site which shall be noxious, or generally incompatible with the character of the Business Park; or which shall be contrary to any regulations including, but not limited to, those of the Federal Environmental Protection Agency (EPA), the Federal Aviation Administration (FAA), the State of Florida Department of Environmental Protection (DEP); or which shall cause an emission of dust, smoke, odors, fumes, radiation, noise or vibrations which may be or become a nuisance or an unreasonable annoyance to the occupants of any adjacent or neighboring site. All on-site operations and activities shall be conducted with reasonable and appropriate precautions against radiation, radioactivity, fire, explosion and other hazards. No on-site operations or activities which require or involve the use, storage, generation or disposal of "toxic wastes" or "hazardous materials", as defined in or under any federal, state or local regulations, shall be allowed unless specifically approved within the PID.

4 Project Development Standards:

4.1 Setback Requirements:

- 1. No structures shall be located on any property nearer to any property line than the minimum setbacks set forth below:
 - a. Minimum front yard----- 25 feet
 - b. Minimum side yard ----- 25 feet
 - c. Minimum rear yard----- 25 feet
 - d. Minimum side or rear yard abutting interior roads----- 25 feet
 - e. Minimum yard abutting CR309C or St. Johns Ave.----- 50 feet

2. The front lot line shall be the shortest street frontage of the lot. The rear lot line shall be the lot line most nearly opposite from the front lot line.
3. The following improvements are specifically excluded from the setback restrictions:
 - a. Steps and walks;
 - b. Landscaping and landscape berms;
 - c. Planters not to exceed three (3) feet in height;
 - d. Parking and stormwater retention areas;
 - e. Other improvements as approved within the Final Site Plan.
4. Modification of the minimum setback requirements may be granted in specific instances as part of the Final Site Plan or subsequent approval of a minor deviation by the Director of Planning and Zoning.

4.2 Signage:

Signs shall mean all names, insignias, logos, trademarks, and descriptive words, back-lit awnings or material of any kind affixed, inscribed, erected or maintained upon an individual site or upon any improvement on individual sites. Sign and signage are interchangeable terms. All signage shall meet the minimum requirements of Chapter 62, Municipal Code of the City of Palatka except as modified below:

1. Project Identification Signage: No more than three (3) project identification signs shall be allowed within the Putnam County Business Park. Each sign may be internally or externally illuminated, double –faced and shall not exceed 120 square feet in area. The maximum height of a project identification sign shall be 20 feet.

2. Monument, Ground or Pole Signs: Monument, ground or pole signs shall be permitted for each place of business. Each place of business shall be permitted one (1) externally or internally illuminated monument with two sides. These signs may not exceed fifteen (15) feet in height and are permitted one square foot per linear foot of lot frontage up to a maximum of ninety-six (96) square feet in area regardless of the number of tenants.

3. Wall Signs: Wall signs shall be permitted and shall not exceed one (1) sign per street frontage. Each business shall be allowed one sign per street frontage and shall be allowed one square foot of sign area per linear foot of business frontage on the street faced by the business up to a maximum of fifty (50) square feet.

4. Prohibited Signs: Any type of sign prohibited by Chapter 62 of the City of Palatka Municipal Code.

4.3 Exterior Lighting:

Any exterior lighting shall be provided in accordance with Chapter 94 of the City of Palatka Municipal Code. Exterior lighting shall meet the setback requirements for buildings and structures.

4.4 Vehicle Use Areas and Off-Street Parking:

The number of parking spaces provided shall comply with the requirements set forth below:

Required Parking:

Offices	4/1000 Square Feet;
Warehouse	1/5000 Square Feet plus 1 per company vehicle or one per employee on the peak shift, whichever is greater;
Industrial	1/5000 Square Feet plus 1 per company vehicle;
Restaurant	1/200 square feet of gross floor area;
Retail	1/300 Square Feet of non-storage area and 1/1000 Square Feet of storage area.

Aisle width and angle of parking shall conform to the standards in Chapter 94, Article V of the City of Palatka Municipal Code. All driveways and parking surfaces shall be paved with asphalt concrete and/or concrete and shall have curbing. Extruded curbing and surface mounting curbing is prohibited. Parking shall not be permitted on rights-of-way or along driveways.

4.5 Storage and Loading Areas:

Storage and loading areas shall be designated on the site plans and submitted for review and approval as part of the Final Site Plan. Such areas shall conform to Chapter 94, Article V of the City of Palatka Municipal Code unless otherwise approved as part of a Final Site Plan.

4.6 Building Height:

Building, improvement and structure height is limited to 45 feet unless otherwise approved in a Final Site Plan. In any case, no building may exceed ten (10) stories, or one hundred (100) feet in height above grade. No building within one hundred (100) feet of residentially zoned property may be more than three (3) stories in height or thirty-six (36) feet.

4.7 Land Coverage:

No site shall have more than eighty (80) percent of its total land area covered by building, parking and other impervious surface.

Lot Development Standards

Impervious Surface Ratio	80%
Maximum Building Coverage	70%

4.8 Tree Protection, Landscape and Buffering Standards:

Except in cases of allowed outdoor storage, no buffering will be required between interior lots within the business park unless specifically required as part of a Final Site Plan. Buffering will be required where perimeter lots abut incompatible land uses. Lands within the business park shall otherwise be subject to landscaping, tree protection and buffering regulations identified in Chapter 94, Articles VI and VII of the Municipal Code of the City of Palatka unless otherwise specifically approved as part of a Final Site Plan.

4.9 Fencing and Screening:

Unless otherwise approved as part of a Final Site Plan, all fencing and screening shall be consistent with the Chapter 94 of the Municipal Code of the City of Palatka. Perimeter fencing shall not be permitted closer than fifteen (15) feet to the front property line. Fencing shall not exceed a height of six feet (6) feet unless otherwise approved in a Final Site Plan. Fencing shall not be required on any berm. Landscaping may be substituted for fencing provided that it is approved within the Final Site Plan.

4.10 Subdivision of Lands

Lands within the business park may be subdivided in accordance with local and state requirements governing such provided, however, that no subdivision of lands may occur unless approved as part of a Final Site Plan or a major modification of previously approved Final Site Plan. There shall be no minimum lot size within the business park, however no individually buildable lot may be created that is less than 100 feet in width.

4.11 Lighting:

Lighting within the facility shall be designed and installed so as to prevent glare or excessive light on adjacent property and right-of-way. Lighting shall be shielded and directed downward.

4.12 Wetlands and Open Space:

The PID Master Plan (Exhibit B) shows the general location and extent of proposed open spaces including jurisdictional wetlands, wet storm-water retention areas, and proposed conservation easements. Wetland impacts will be permitted according to local, State and Federal requirements. Wetlands shall have an upland buffer averaging 25 feet in width between development and any conserved wetlands.

4.13 Utilities:

1. Potable water and sanitary sewer service shall be provided by City of Palatka.
2. All utility lines and facilities shall be underground, or concealed under or within a building or other improvement in conformance with the Utilities Standards Handbook adopted by the Putnam County Business Park and the agency providing the utility.
3. Temporary electric power and telephone service poles may be permitted above ground during the construction phase but shall be removed immediately upon issuance of a Certificate of Occupancy or cessation of construction for more than thirty (30) days, whichever is earlier.
4. Above-ground electrical transformers, meters and similar apparatus, if required, shall be properly screened from adjacent rights-of-way and properties with a method approved within the Final Site Plan.
5. Backflow prevention devices shall be located a minimum of ten (10) feet from sidewalks or pavement.

6. Water-saving devices shall be used in faucets, showerheads, and toilets in all facilities to be constructed in the Putnam County Business Park.

4.14 Temporary Improvements:

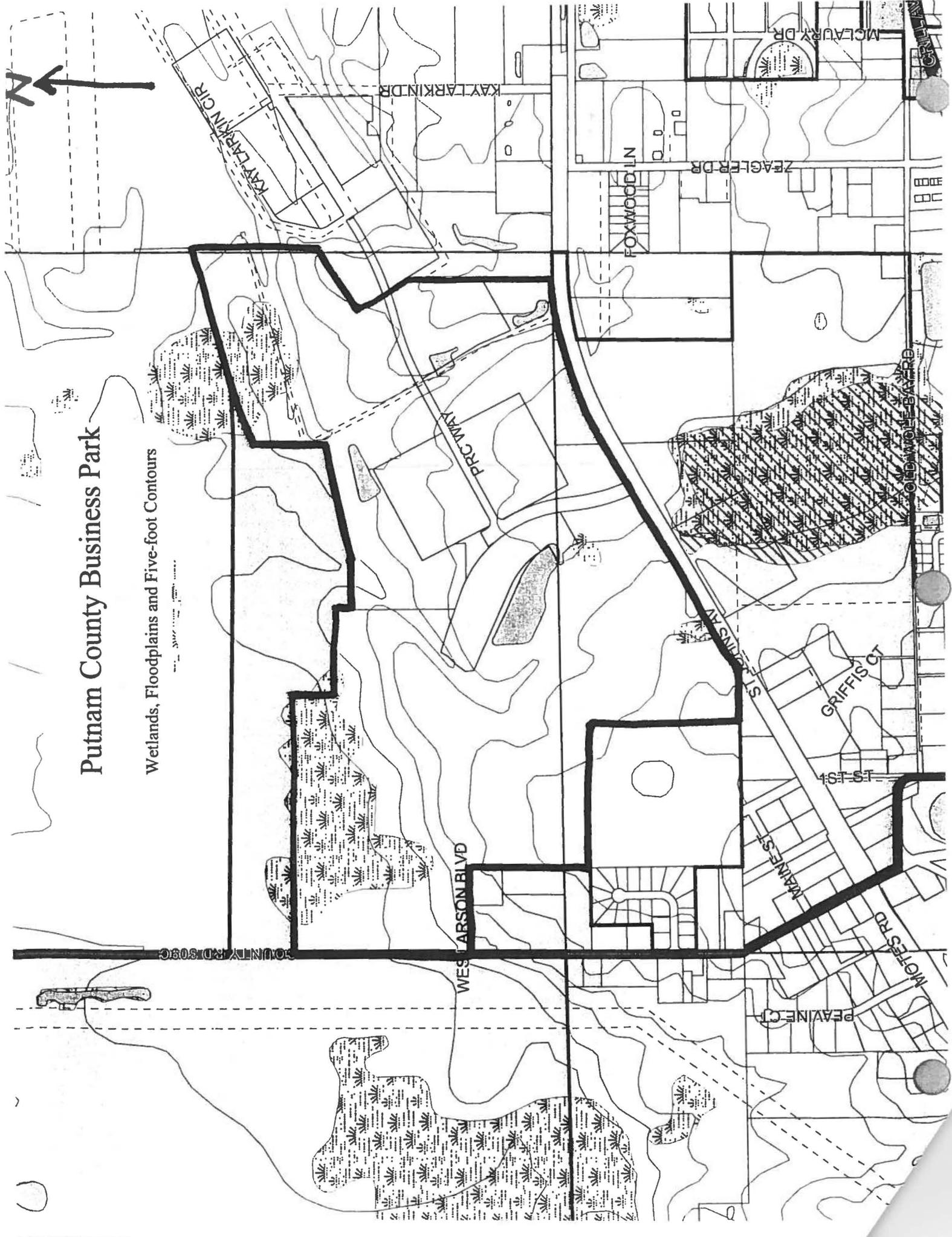
No buildings, structures, improvements or other facilities of a temporary nature, including trailers or tents, shall be permitted on a site except temporary improvements or facilities used solely in connection with and during construction of approved permanent improvements. Such temporary improvements must be located as inconspicuously as possible and must be removed immediately following completion of construction.

4.15 Architectural Standards:

All permanent buildings shall be site-built or site-assembled conventional structures. Prefabricated metal structures shall be allowed provided that facades and exterior treatments are masonry and are similar in style and appearance to others within the business park.

Putnam County Business Park

Wetlands, Floodplains and Five-foot Contours



CITY OF PALATKA
PLANNING BOARD AGENDA
April 4, 2016



Call to Order: Members present: Chairman Daniel Sheffield, Earl Wallace, Tammy Williams, Joseph Petrucci, George DeLoach and Ed Killebrew. Members absent: Vice-Chairman Joe Pickens and Anthony Harwell. Staff present: Planning Director, Thad Crowe; Recording Secretary, Pam Sprouse and City Attorney, Donald Holmes.

Motion made by Mr. DeLoach and seconded by Mr. Killebrew to approve March 1, 2016 meeting minutes. All present voted, the motion carried unopposed.

The Chairman then explained appeal procedures and requested that Board members express any ex-parte communication prior to hearing the case.

OLD BUSINESS:

Case 15-33 Evaluation and Appraisal Report (EAR), Comprehensive Plan

Mr. Crowe stated that staff would like to bring a final draft in April for the Board's consideration and that this item would be re-advertised. - *Item moved to end of agenda.*

No action taken.

Case 16-16 Request for a conditional use for multi-family development with more than three units in DR (Downtown Riverfront) zoning district.
Location: Parcel #42-10-27-6850-0020-0010 (a.k.a. "Century Block" or "100 Block")
Applicant: Riverside Development Group LLC

Chairman Daniel Sheffield stated that Staff has requested this item be tabled and asked for a motion.

Motion made by Mr. Killebrew and seconded by Ms. Williams to table the request until the April 5, 2016 meeting date. All present voted affirmative, motion carried unopposed.

Case 16-04 Administrative request to rezone two parcels (Putnam County Industrial Park) from County PUD (Planned Unit Development) to PID (Planned Industrial Development). – Tabled from the March Planning Board meeting.
Location (1): 7220 PRC Way - Owner: Premier Palatka, LLC
Location (2): 7201 PRC Way - Owner: Sykes Realty Inc.

Mr. Crowe advised that one of the property owners had requested that this item be tabled last month so they could look into their best possible options and have since agreed to support the administrative application as recommended by staff. This request was being brought to the Board as an administrative corrective request, as these two properties are an enclave within the Putnam County Industrial Park but were not included in the City PID (Planned Unit Development) rezoning when the Park was rezoned from County to City, so they still have County zoning designations. He added that if the property owner(s) had chosen to request a different zoning from what Staff is recommending then they will have to submit an application and it would be re-advertised. He recommended approval of the request to administratively amend the County PUD zoning to City PID for these two properties.

(Public Hearing) - No one present to speak on behalf of the request.

(Regular Meeting)

Mr. DeLoach said that he had no objection to making this this corrective action. Mr. Petrucci asked if the surrounding areas were subject to the same overlay standards. Mr. Crowe said that was correct.

Motion made by Mr. DeLoach and seconded by Mr. Killebrew to recommend approval of the requests as submitted by Staff. All present voted affirmative, motion carried unopposed.

NEW BUSINESS:

Case 16-09 Request to annex, amend Future Land Use Map from County US (Urban Service) to COM (Commercial), and rezone from County C-4 (Commercial Intensive) to C2 (Intensive Commercial).

Location: 3829 Reid St.

Applicant: Julio A Pena

Mr. Crowe explained that this is a voluntary request to annexation for city utilities. It is currently and has been for some time a facility that produces cooking sauces. The recommended land use and zoning is compatible with the current County designations and the surrounding commercial properties. He advised that this request meets all annexation, Comprehensive Plan and rezoning criteria and would help to reduce the existing enclave in this compact area. He recommended approval of the requests.

(Public Hearing) - No one present to speak on behalf of request.

(Regular Meeting)

Motion made by Mr. Killebrew and seconded by Ms. Williams to recommend approval of the requests as submitted by Staff. All present voted affirmative, motion carried unopposed.

Case 16-11 Request to annex, amend Future Land Use Map from County UR (Urban Reserve) to COM (Commercial), and rezone from County AG (Agriculture) to C-1A (Neighborhood Commercial).

Location: 7000 Old Wolf Bay Rd.

Applicant: Mocking Bird Properties LLC

Mr. Crowe advised that this request comes from the property owner and is being proposed for a medical office. This location is in a commercial (medical and professional service) area that is zoned mostly C-1 (Neighborhood Commercial) and C-1A (General Commercial). He stated that this request also chips away at the large enclave in this area. He advised that this request meets all annexation, Future Land Use and zoning criteria. He recommends approval of the requests.

(Public Hearing) - No one present to speak on behalf of request.

(Regular Meeting)

Motion made by Mr. Petrucci and seconded by Mr. DeLoach to recommend approval of the requests as submitted by Staff. All present voted affirmative, motion carried unopposed.

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

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



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE revising subdivision plat for 6109 3rd Manor Road West, Parcel # 10-10-26-9130-0030-0250 -- Planning Board Recommendation to vacate two City-controlled easements in rear yard of property - 1st Reading

SUMMARY:

This is the first reading of an ordinance that would vacate two easements located along the rear property line of this property. A 20-foot wide "beautification" easement runs along the rear property line, and then another 10-foot wide utility easement runs along its inner edge. It is likely that at the time of this subdivision's development (around 1974) that the plan was for utilities to run along the rear property line. However Clay Electric serves from the street front, and there is no regulations requiring beautification in the other buffer, so both buffers are not needed. The reason for the request is the installation of a swimming pool, which requires easement vacation due to the small size of the rear yard. The ordinance would also allow Staff to vacate similar easements in the subdivision at such time as the requests come forward (the extent of these easements cannot be known until a survey is performed).

RECOMMENDED ACTION:

Pass on first reading an ordinance revising the subdivision plat for Viking Manor Subdivision to vacate 20-foot wide beautification easement and 10-foot wide utility easement in the rear yard of 6109 3rd Manor West, and allow for similar future administrative closure of easements in this subdivision.

ATTACHMENTS:

Description	Type
▫ Subdivision Plat Revision Ordinance	Ordinance
▫ Staff report	Backup Material
▫ Powerpoint Presentation	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2016 - 3:16 PM
City Clerk	Driggers, Betsy	Approved	4/19/2016 - 5:44 PM
City Manager	Suggs, Terry	Approved	4/21/2016 - 4:11 PM

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

ORDINANCE NO. 16 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, APPROVING A FINAL PLAT FOR VACATION OF AN EASEMENT LOCATED ON PROPERTY IDENTIFIED AS 6109 3RD MANOR WEST; LOCATED IN SECTION 10, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by for a final plat to vacate a 20-foot wide beautification easement and 10-foot wide utility easement located in the rear yard of 6109 3RD Manor West within the City of Palatka, Florida; and

WHEREAS, the holder of such easements, the City of Palatka, does not object to the closure of these easements as they have not and will be utilized for their respective intention; and

WHEREAS, the Planning Board's recommendation was to allow City Building and Zoning Staff to administratively vacate similarly unutilized easements in the Viking Manor subdivision; and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 5, 2016, and two public hearings before the City Commission of the City of Palatka on April 28, 2016 and May 12, 2016; and

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

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

Section 1. The easements identified in Exhibit "1" shall be vacated and any future unutilized easements in the Viking Manor

subdivision shall also be vacated administratively by City staff.

DESCRIPTION OF PROPERTY:

WEBB'S VIKING MANOR MB5 P78, BLK C LOT 25, identified as 6109 3rd Manor West, and Putnam County Tax Parcel Number 10-10-26-9130-0030-0250.

Section 2. A copy of this plat shall be filed with the office of the clerk of circuit court of Putnam County.

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 12th day of May, 2016.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case 16-17
Application for Subdivision (Easement Vacation)
6109 3rd Manor West

STAFF REPORT

DATE: March 30, 2016

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

This is a request for subdivision pertaining to the vacation of easements. Public notice included letters to abutting property owners, newspaper advertisement, and property posting.

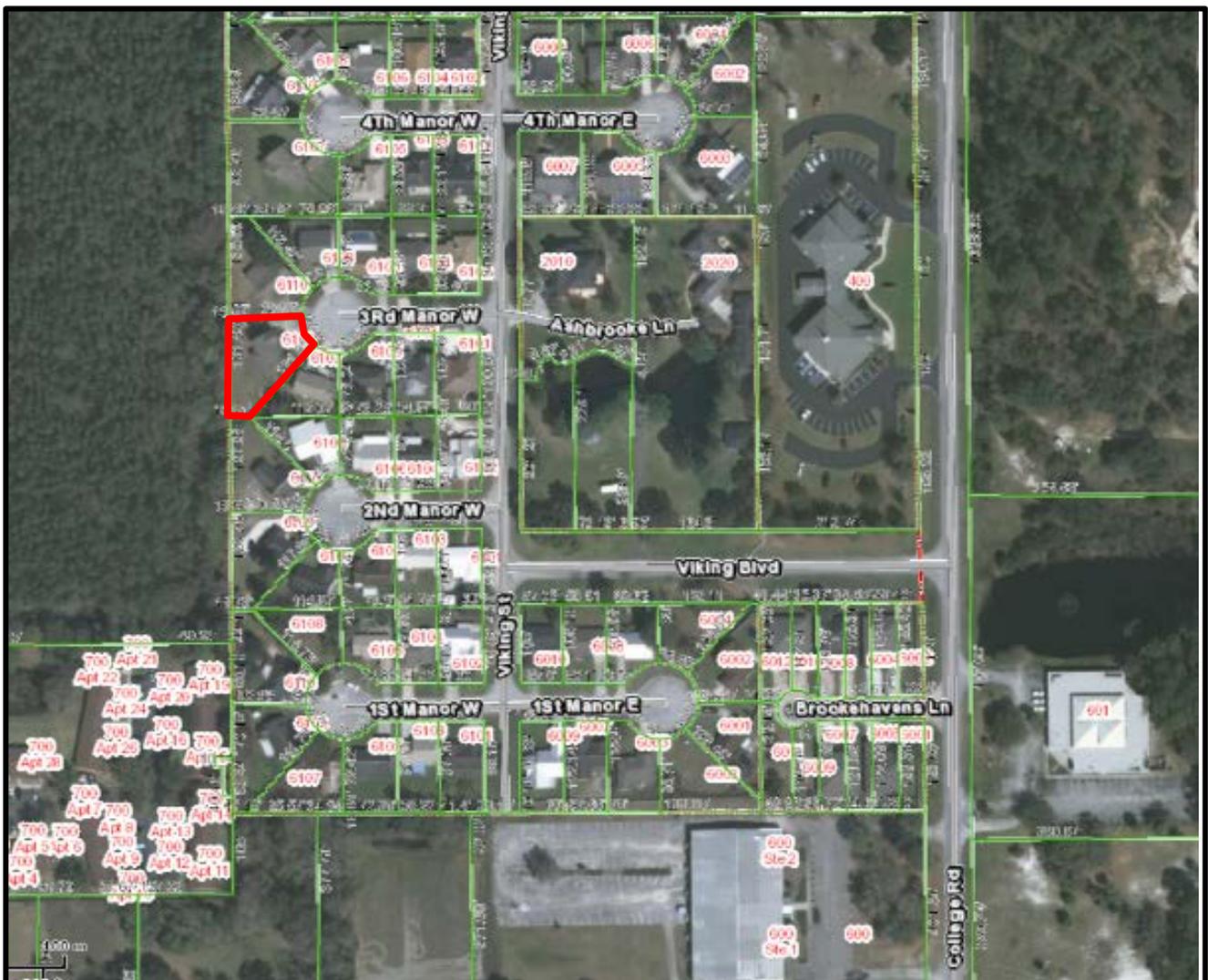


Figure 1: Property Location – note Public Library on the lower right, and proposed EDGE school to its lower left

APPLICATION BACKGROUND

The request is for the vacation of two recorded easements along the rear lot line of this property, which is occupied by a single-family home. The Subdivision Code defines any change to, establishment, or vacation of easements as a platting action.

PROJECT ANALYSIS

There are no criteria for platting in regard to easements. This defaults to any conflicts with the Municipal Code and Comprehensive Plan, as well as potential harm to the public interest including neighboring property owners. The survey (attached) shows two easements: a 20-foot wide “beautification” easement running along the rear/west property line, and another 10-foot wide utility easement running parallel with the first easement. The Property Appraiser and Clerk do not have a record of



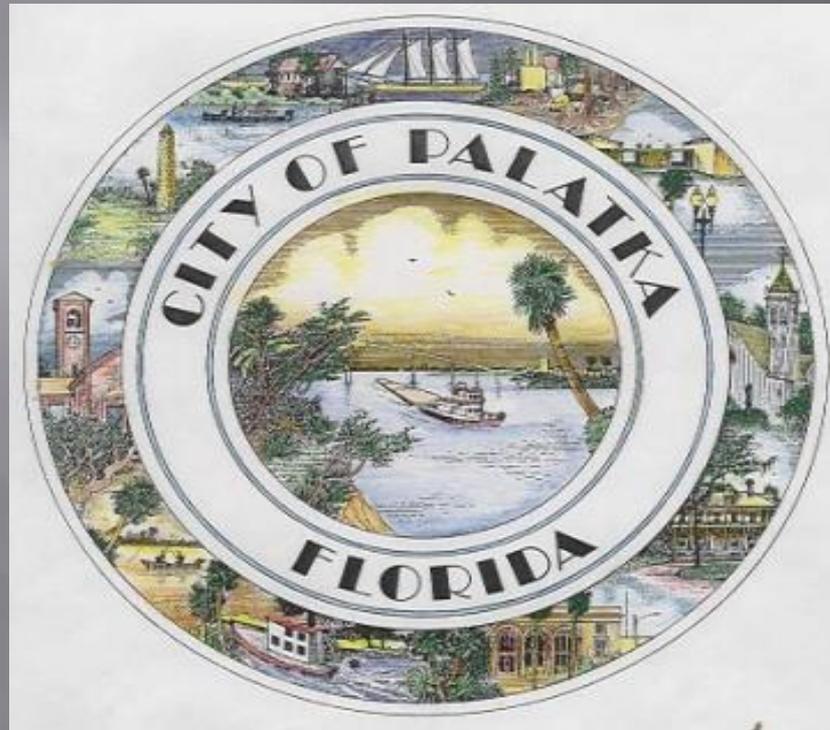
Figure 2: rear yard of property – easements run parallel to the fence (right side of picture)

these easements and it appears that they are City easements that were never utilized – there are no utilities present and no “beautified” areas. City Departments have raised no objections, except for the City’s Utilities Superintendent, who has not responded. Staff will provide his comments at the meeting, but don’t anticipate any objections. The easements do not show up on neighboring properties either. Figure 2 shows the rear yard and the easement, and there is no physical evidence of either buffer.

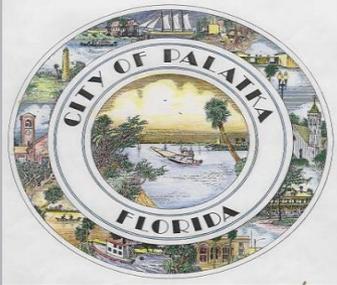
STAFF RECOMMENDATION

Pending contrary advice from the City’s Utilities Superintendent, Staff recommends that the Board recommend approval of the vacation of the 20-foot wide beautification easement and the 10-foot wide utility easement in the rear yard of this property. If the City Attorney does not object, Staff also requests the ability to administratively remove these easements from adjoining properties that may have them in similar circumstances, along the westerly property line of the Viking Manor subdivision, with ten-day property posting notice in each case (if objections are raised, the formal platting process must occur). Both recommendations must be approved by the City Commission.

ATTACHMENT: SURVEY

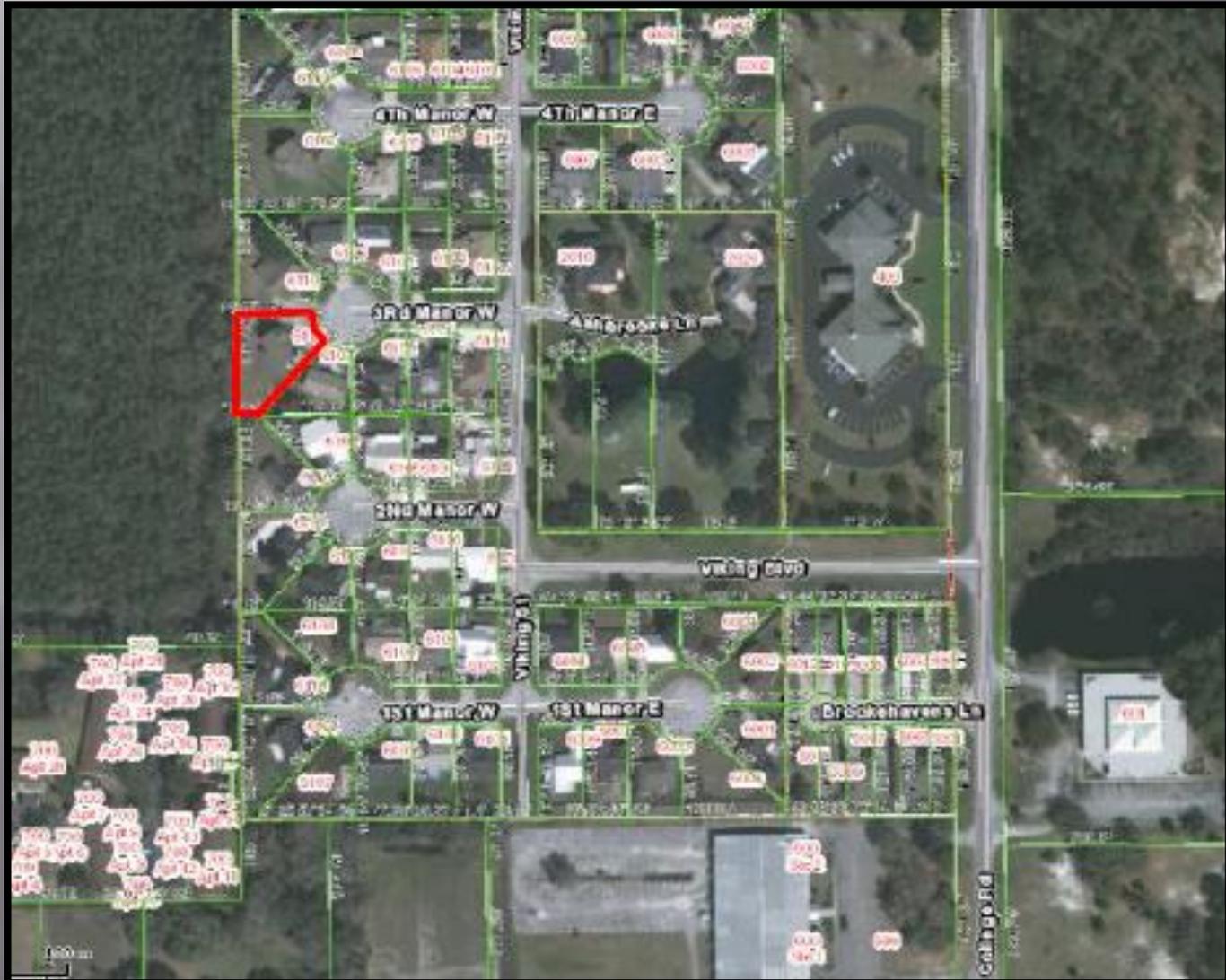


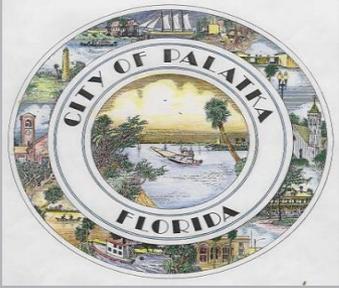
PLANNING BOARD MEETING APRIL 5, 2016



CASE 16-17

Plat (easement vacation) – 6109 3rd Manor W.

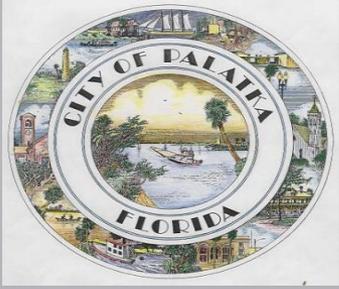




CASE 16-17

Plat (easement vacation) – 6109 3rd Manor W.





CASE 16-17

Plat (easement vacation) – 6109 3rd Manor W.

- AREA NOT UTILIZED FOR CITY-HELD EASEMENT PURPOSES
- CITY DEPARTMENTS EXPRESSED NO OPPOSITION
- RECOMMEND VACATION OF EASEMENTS
- ALSO RECOMMEND ADMIN. VACATING OF SIMILAR EASEMENTS



CITY COMMISSION AGENDA ITEM

SUBJECT:

STAFF REPORT - Cemetery Benches/Traffic Control at Oak Hill West

SUMMARY:

As directed by the Commission, Staff met with cemetery service providers in regards to the issue of non-conforming benches in Oak Hill West cemetery. It was the consensus of the providers that the City needs to enforce the rules that are currently in place.

Abbreviated language has been used to simplify the rules that are currently in place. No changes to the substance of the rules are contemplated unless otherwise directed.

As for the issue of preventing cars from driving across the gravesites in the front entryway portion of Oak Hill West, Public Works is erecting posts with connecting chains that will allow heavy vault trucks onto the property in order to dig graves and install vaults for burials, but will prevent the public from driving across the property during funerals.

RECOMMENDED ACTION:

This is a report.

ATTACHMENTS:

Description	Type
▫ Rules Pamphlet (abbreviated)	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:23 PM
City Clerk	Driggers, Betsy	Approved	4/21/2016 - 5:23 PM

CITY OF PALATKA CEMETERY RULES AND REGULATIONS

1. GRAVESITES SHALL BE MARKED; MONUMENTS, SLABS, COPING, ETC.

- a. With the exception of indigent burial sites, all gravesites shall be marked with a durable weather-resistant marker immediately following interment, to include the name of the deceased, date of birth, and date of death. Temporary markers are not intended to be permanent markers and the City is not responsible for their care or replacement.
- b. All corners, coping, monuments, and slabs for gravesites shall be marble or granite, and shall be installed at ground level. Due to ground settling, no slab or monument shall be installed less than 30 days after interment. Homemade monuments are not permitted. If monuments sink or become unlevelled for any reason, the monument supplier will be contacted for resetting. The City of Palatka is not responsible for setting Veteran monuments
- c. Marble or granite benches are permitted in all City of Palatka cemeteries, to be placed only on the plot, with the exception of benches in Oak Hill West Cemetery, which shall be set only in place of a headstone, and/or may be placed on a separately purchased plot.
- d. A permit shall be obtained by the monument supplier prior to the setting of any monument, slab, corner coping, or bench. Monument suppliers shall contact the City of Palatka Cemetery office at (386) 329-0175 to obtain a permit and approval of location. The cemetery personnel shall clearly mark the allowable area of installation prior to the delivery or markers, etc. MONUMENT DELIVERY PERSONS ARE TO REPORT TO THE OAKHILL WEST SCHEDULE AN APPOINTMENT WITH THE CEMETERY PUBLIC WORKS DEPARTMENT OFFICE BEFORE PLACING A HEADSTONE/SLAB/MONUMENT/BENCH.
- e. The ~~cemetery~~ City assumes NO responsibility or liability for maintenance, repair, upkeep, or damage to permanent memorials installed on a lot.
- f. ~~Light materials, including but not limited to, stones, gravel, pebbles, mulch, Cremains, or granite dust, are strictly prohibited for use as gravesite covering.~~

2. VEHICLES: ~~All vehicles, including vault and monument trucks, are limited to the roadway only. No vehicles or equipment of any type shall be driven over or across gravesites., with the exception of equipment operated by the City of Palatka personnel.~~

3. TREES, SHRUBS, PLANTS, LANDSCAPING, ETC.

- a. Planting of trees and shrubs on or around gravesite is prohibited.
- b. ~~Memorial trees may be planted along roadways and in a location approved by cemetery management with a permit.~~ Plants, shrubs, trees, gravel, mulch, other light materials including but not limited to stones, pebbles, cremains, or granite dust, or any landscaping items including but not limited to border grass, brick, landscaping tile, or fencing on or around trees, graves, or family plots is strictly prohibited.

4. FUNERAL FLORAL ARRANGEMENTS

- a. Floral arrangements and floral wreath stands are permitted must be removed within 7 days after interment. **for a seven day period after interment, and are not permitted at any other occasion.**
- b. All post-interment flowers, ornaments, or other decorations shall be placed in ~~the monument area only~~ in a permanent, affixed vase or harness which is permanently affixed to the monument.. ~~Nothing shall be hung or placed in any tree or shrub in any cemetery.~~ **Plastic flowers are not permitted.** Floral arrangements will be removed when they become unsightly or wilted.
- e. ~~Seasonal flowers are permitted for a period of fourteen days prior to and fourteen days after the holiday.~~
- d. **Items not expressly addressed in these rules and regulations are strictly prohibited. NO objects such as balloons, toys, personal effects, wind chimes, alcoholic beverage containers, bird feeders, solar lights, statuettes, stepping stones, or any other objects shall be placed on a grave. The cemetery staff will remove any of the above named items and place them at the cemetery office located at Oak Hill West for a period of 30 days prior to disposal.**
- e. ~~Prohibited objects will be removed by Cemetery staff.~~
- f. ~~The City is NOT responsible for any ornament or statute that is not permanently affixed to the monument slab.~~

5. ALCOHOLIC BEVERAGES are not permitted on the City of Palatka cemeteries property.

6. **FLAGS :** Memorial flags/holders intended to honor service to the citizens of the United States of America shall be permitted at either end of the headstone/monument. Such flag holders may commemorate the American Flag, service in the military, military organizations, and service to the public at large (police officers, firefighters, etc.). Such flags will be allowed to remain at the gravesite throughout the year, and shall be required to be maintained in good condition by the person or organization placing the flag/holder. Flags 12” by 18” or smaller are allowed.
7. **DOGS OR OTHER ANIMALS:** *Cemeteries are NOT dog parks.* Pets, except those under control of a leash by the owner and accompanying the owner on official cemetery business, are not permitted in our cemeteries. Any excreta is required to be picked up & disposed of by the pet owner. Owners will not permit pets to urinate on gravesites.
8. A violation of these sections is a Class V offense and punishable by up to a \$500 fine (Palatka Code Sec. 14-16/14-8) *Office hours: 8:30am 4:00pm Monday-Friday (unless otherwise posted). (386) 329-0175. The City of Palatka is not responsible for any items left near or on the cemetery lots and/or monuments. Cemeteries are closed at dusk. Anyone found in cemeteries at night will be considered trespassing. Lot owner/next of kin is solely responsible for notifying the City of any change of address for notice purposes.*