

TERRILL L. HILL
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

RUFUS J. BOROM
COMMISSIONER

JUSTIN R. CAMPBELL
COMMISSIONER

TAMMIE M. WILLIAMS
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 January 12, 2017

CALL TO ORDER

- a. Invocation - The Reverend Tommy Rogers, Pastor; Bethlehem Missionary Baptist Church
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 12/12/16 Regular Meeting

1. PUBLIC RECOGNITION/PRESENTATIONS

- a. PROCLAMATION – City of Palatka 164th Birthday – January 8, 2017
- b. PROCLAMATION – Martin Luther King Day – January 16, 2017

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

3. CONSENT AGENDA

- *a. Adopt Resolution No. 2017-12-01 authorizing the execution of the Victims of Crime Act (VOCA) Grant for the Palatka Police Department in the amount of \$40,237 for FY 2016/2017 to fund a full-time Victim's Advocate position.
- *b. Adopt Resolution No. 2017-12-02 authorizing the release of Code Enforcement lien on 404 South 13th Street per City Attorney's recommendation.
- *c. Appoint Caroline Tingle to the Palatka Planning Board for a three-year term to expire December, 2019 (sole applicant)
- *d. Reappoint James Vickers to the Palatka Gas Authority Board for a three-year term to expire January, 2020 (incumbent)
- *e. Make the following Pension Board Appointments:
 - a. Melvin Register - General Employees Pension Board as City Commission Rep, 4-yr term exp 01/21
 - b. Mark Lynady - Firefighters' Pension Board as City Commission Rep, 4 yr. term exp. 01/21
 - c. Ratify appointment of Art Leary to the Firefighters' Pension Board as 5th member for a 4-yr term
- *f. Appoint Conrad Wysock to the Tree Committee to serve at the pleasure of the Commission (no set terms)
- *g. Adopt 2017 Palatka City Commission meeting/event schedule
- *h. Grant permission to exceed allowable noise levels Special Events Permit No. 17-09, Dr. Martin Luther King Jr. Day Festival & March, 1/16/17 to include Booker Park from 11 am until 3 pm, and the closure of specified streets from 6:30 am until 4:30 pm – Shirley Edwards, African American Cultural Arts Council, Applicant.
- *i. Grant permission to close MLK Blvd/19th Street from Eagle Street to Urban Trail and exceed allowable noise levels and waive application deadline for Special Events Permit #17-11 - The Mighty Ducks MLK Youth Expo on 01/14/17 from 10 am to 6 pm – Levi Denegal and Terrill L. Hill, Applicants
- *k. Adopt Resolution No. 2017-12-03 authorizing the purchase of wetland mitigation credits in the amount of \$315,000 from TGC Sundew/Nochaway, LLC for airport obstruction/tree removal Project

- * 4. RESOLUTION acknowledging responses to ITB 2016-13; declaring Armstrong Roofing to be the apparent low bidder, and authorizing value engineering negotiations to begin for the Water Taxi Terminal Building Project – Adopt

AGENDA - CITY OF PALATKA
January 12, 2017
Page 2

PUBLIC HEARINGS:

- * 5. **PUBLIC HEARING:** 2704 & 2706 Reid St. - Planning Board Recommendation to annex and assign commercial land use and zoning to property, from Putnam County C-1 (Commercial, General Light) to City C-1 (General Commercial)- Owner/Applicants: Meang Kalla, Thongyu Meang, and Ed Bun.
 - *a. **ANNEXATION ORDINANCE** – 2nd Reading, Adopt
 - *b. **FUTURE LAND USE MAP AMENDMENT ORDINANCE** - Adopt
 - *c. **REZONING ORDINANCE** – 2nd Reading, Adopt

- * 6. **ORDINANCE** rezoning property located at the southwest corner of River and Morris Streets from R-1AA/HD (Single-Family Residential and Historic District) to R-1AA (Single-Family Residential) (Removal from Historic District) - Normand Jutras, Owner/Applicant – 2nd Reading, Adopt

- * 7. **ORDINANCE** imposing a temporary moratorium on the operation of medical marijuana treatment centers, licensed dispensing and cultivation organizations within the City of Palatka – 2nd Reading, Adopt

- * 8. **PUBLIC HEARING:** 3803 Crill Ave. & 3805 Crill Ave. / 102 HighlawnAve. - Planning Board Recommendation to annex and assign C-1 (General Commercial) zoning to the property - James Militello, Owner; Palatka Building & Zoning Dept., Applicant.
 - *a. **ANNEXATION ORDINANCE** - 1st Reading
 - *b. **REZONING ORDINANCE** - 1st Reading

- * 9. **ORDINANCE** - 1001 Husson Avenue; substantial change to existing Planned Unit Development (PUD) Zoning - Staff and Planning Board Recommendation to modify planned unit development zoning to the property, from M-1 (Light Industrial) - Scott Gattshall, Facilities Director for Putnam County School District, Applicant - 1st Reading

- * 10. **ORDINANCE** amending Zoning Code Section 94-148 to allow changing signs (electronic and manual) in the C-1 general commercial zoning district - 1st Reading

- * 11. **ORDINANCE** amending Palatka Municipal Code Sec. 50-57 to add provisions allowing the issuance of a franchise license for selling or vending in city parks– 1st Reading

- * 12. **MUNICIPAL CODE GOVERNING INTERNET CAFES** – Hours of Operation and Fees

- * 13. **PALATKA HISTORIC PRESERVATION BOARD Case: HB 16-53** - Request: for Certificate of Appropriateness to replace existing manual scoreboard with a new 5-foot tall by 16-foot wide electronic scoreboard (changing sign) at 810 Laurel Street (Rotary Park) - Putnam County, Applicant

- * 14. **CITY COMMISSION APPOINTMENTS:**
 - 1. Putnam Co. Development Authority - Mayor Hill, Vice Mayor Brown, 1 other (1 yr. term)
 - 2. General Employees' Pension Board City Commission Representative (4 yr term)
 - 3. NEFRC Board of Directors Appointee – Mayor Hill (replaces former Mayor Myers)
 - 4. Save Central Academy Committee Liaison
 - 5. Ride Solution Board of Directors - City of Palatka Representative (new request)

AGENDA - CITY OF PALATKA
January 12, 2017
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15. **CITY MANAGER & ADMINISTRATIVE REPORTS**
16. **COMMISSIONER COMMENTS**
17. **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:

Jan. 16 – City offices closed for Martin Luther King Day
Jan 31 – Put. Co. Legislative Delegation 2:00 - BOCC
Feb. 7, 8, 9 – FLC FAST Fly-In, Washington DC
March 4 – 5 – Florida Azalea Festival
March 21 – 22 – FLC Legislative Action Days – Tallahassee

Board Openings:

Code Enforcement Board – 1 vacancy (alternate)
Planning Board – 1 vacancy (at large)
Put. Co. Library Board – City Appointee (2)
Board of Zoning Appeals – 1 vacancy (at-large)

CITY OF PALATKA



Proclamation

WHEREAS, Palatka has long been an integral part of the history of the State of Florida, from its early Native American inhabitants to the European settlement of East Florida, and later through the expansion of territorial days and statehood. When the US Army established a military outpost at a strategic location on the St. Johns River known as Ft. Shannon, or Fort Number 5, during the Seminole Wars, citizens began to move in and establish homes, businesses, roads and a post office to benefit incoming residents and assist in the improvement of the territory and State; and

WHEREAS, the Town of Palatka was first chartered and established as the County Seat of newly chartered Putnam County by the Florida Legislature on January 13, 1849. Many of its founding fathers were Supreme Court Justices, a Governor, lawyers, statesmen, civic leaders and entrepreneurs, and were instrumental in the political history of the State. The community prospered until the outbreak of Civil War, when progress of the settlement was halted. Following the War, Colonel Hubbard L. Hart made the area a tourist destination by promoting the steamboat industry for the next sixty years. Palatka became known as “the Gem City of the St. Johns” because of its charm and beauty and

WHEREAS, on January 8, 1853, the Town was officially re-chartered as the City of Palatka by the State Legislature for the purpose of providing a local government to its citizens. The charter provided for an elected Mayor and City Aldermen until January 27, 1924, when a new charter was adopted that provided for the establishment of a more modern form of government, with an elected five-member city commission consisting of one Mayor/Commissioner and four at large Commissioners, which exists to this day.; and

WHEREAS, Palatka suffered a devastating fire on November 7, 1884, with great loss, but the citizens rebuilt the Town from the ashes as a more modern masonry town of the 1880’s, and it became know as a “tourist mecca” of the south, being one of the few communities in Florida to have a “mass transit” system of mule drawn trolleys. Industries such as the Wilson Cypress Company, which shipped lumber all over the world, were established; and

WHEREAS, the City of Palatka annexed its “sister city,” Palatka Heights, in 1921. With the City’s ability to afford its’ citizens infrastructure, by 1930 the City of Palatka had entered the ranks of modern cities with subdivisions, 35 miles of paved city streets, parks, a golf course, a County Jail, two hospitals, a high school, and library. Today Palatka contains hundreds of miles of paved streets & sidewalks, numerous parks & schools, historic districts, museums & galleries, industries, commerce, modern medical facilities, and municipally-owned cemeteries, water & sewer utilities, and an airport.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, together with the members of the Palatka City Commission, do hereby proclaim the week of January 8 - 14, 2017 as

CITY OF PALATKA 164th BIRTHDAY CELEBRATION WEEK

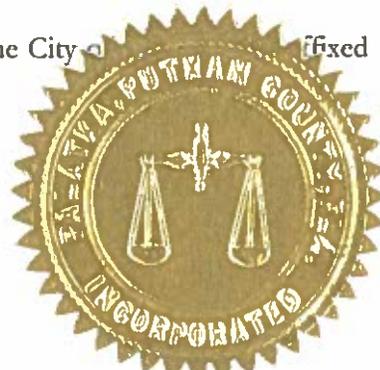
in the City of Palatka, Florida, and urge all citizens to join in recognizing and celebrating this historic occasion.

IN WITNESS WHEREOF I have hereunto set my hand and caused the seal of the City of Palatka to be affixed this 12th day of January, in the Year of Our Lord Two Thousand and Seventeen.

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
Tammie M. Williams

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, The Reverend Dr. Martin Luther King Jr. devoted his life to advancing equality, social justice, and opportunity for all, and challenged all Americans to participate in the never-ending work of building a more perfect union through his teachings, which continue to guide and inspire us; and

WHEREAS, Dr. King advanced the cause of civil rights throughout the South in spite of the dangers associated with his work. Locally, while taking part in The St. Augustine Civil Rights Movement, Dr. King was arrested on June 11, 1964, on the steps of the Monson Motel Restaurant. His famous "Letter from the St. Augustine Jail" to his friend, Rabbi Israel Dresner, urging him to recruit rabbis to come to St. Augustine, resulted in the largest mass arrest of rabbis in American history on June 18, 1964, at the Monson Motel; and

WHEREAS, on the eve of his death, Dr. King said, "We have an opportunity to make America a better Nation. I may not get there with you, but I want you to know tonight that we, as a people, will get to the promised land." Though we have made great strides since the turbulent era of Dr. King's movement, his work and our journey remain unfinished; and

WHEREAS, recognizing that our Nation has yet to reach Dr. King's promised land is not an admission of defeat, but a call to action during these challenging times as our capacity to support each other remains limitless to make our communities better with increased opportunity for all our citizens by carrying on Dr. King's work by breaking the cycle of poverty and reinvesting in our schools, because education unlocks a child's potential and remains our strongest weapon against injustice and inequality; and

WHEREAS, Dr. King, whose message transcends national borders, devoted his life to serving others, so as we observe the Martin Luther King Holiday and Day of Service on Monday, January 16th, let us ask ourselves what Dr. King believed to be life's most urgent and persistent question: "What are you doing for others?" By lifting up our brothers and sisters through dedication and service, we honor Dr. King's memory and reaffirm our common humanity.

NOW, THEREFORE, I, Terrill L. Hill, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission proclaim January 16, 2016 as

DR. MARTIN LUTHER KING JR. FEDERAL HOLIDAY DAY OF SERVICE

in Palatka, and call upon our citizens to pay tribute to the life and works of Dr. Martin Luther King Jr. through participation in community service projects and events on Martin Luther King Day and throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the seal of the City of Palatka to be affixed this 12th day of January, in the Year of Our Lord Two Thousand and Seventeen

Commissioners:
Mary Lawson Brown
Rufus Borom
Justin Campbell
Tammie M. Williams

PALATKA CITY COMMISSION

By: Terrill L. Hill, MAYOR





CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2017-12-01 authorizing the execution of the Victims of Crime Act (VOCA) Grant for the Palatka Police Department in the amount of \$40,237 for FY 2016/2017 to fund a full-time Victim's Advocate position.

SUMMARY:

In 2009, the Palatka Police Department was awarded the VOCA Grant for the fiscal year 2009/2010. This was the first time the City of Palatka had a full-time Victim Advocate to assist those in the community whose lives had been touched by crime. This position is fully funded by the State of Florida Office of the Attorney General.

The fundamental reason for the existence of this position is to provide direct victim services which include but are not limited to crisis intervention, provide support and counsel victims in the legal progression of their cases. The need for a Victim Advocate for the City of Palatka continues to be great. There is no requirement for match funding from the City of Palatka. The grant requires only in-kind contributions which this Department has satisfied in the past and therefore we feel we can continue to do so. The amount of the grant was increased by the State of Florida this year to \$40,237 to cover the cost of required training.

The attached resolution authorizes the execution of the Victims of Crime Act (VOCA) Grant in the amount of \$40,237 for FY 2016/2017. The grant requires an in-kind contribution of \$10,059.

RECOMMENDED ACTION:

Adopt the Resolution authorizing the execution of FY 2016/2017 Victims of Crime Act (VOCA) Grant Agreement in the amount of \$40,237 for FY 2016/2017.

ATTACHMENTS:

Description	Type
▢ Resolution	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Police	Shaw, Jason	Approved	12/20/2016 - 3:47 PM
City Clerk	Driggers, Betsy	Approved	12/27/2016 - 11:28 AM

RESOLUTION No. 2017-_____

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE EXECUTION OF THE VICTIMS OF CRIME
ACT (VOCA) GRANT AWARDED TO THE PALATKA POLICE
DEPARTMENT IN THE AMOUNT OF \$40,237 FOR THE BUDGET
YEAR 2016/2017.**

WHEREAS, the City of Palatka Police Department has been awarded the VOCA Grant annually since 2009 as a means to assist those in the community whose lives have been touched by crime; and

WHEREAS, the fundamental reason for the existence of this position is to provide direct victim support, crisis intervention, and counsel victims in the legal progression of their cases; and

WHEREAS, the need to provide these services to the community is great; and

WHEREAS, the grant requires only in-kind contributions which the Police Department has satisfied in the past; and

WHEREAS, the Palatka City Commission has determined it is in the best interest of the City of Palatka and its citizens to enter into said Grant Agreement for the continuation of the PPD Victims of Crime Programs.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA, that the City Mayor and City Clerk are hereby authorized to execute and attest the FY 2015/2016 Victims of Crime Act Grant Agreement between the State of Florida, Office of the Attorney General and the City of Palatka/Palatka Police Department, said Agreement to take effect after the contract has been activated by signing for the physical year 2016/2017.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 12th day of January 2017.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2017-12-02 authorizing the release of a Code Enforcement lien levied against 404 S. 13th Street, per City Attorney's recommendation.

SUMMARY:

The City of Palatka recorded a lien on the property located at 404 South 13th Street on September 27, 2013. Mr. Donald Johnson acquired a tax deed on the property on April 25, 2016 and is now requesting a release of lien be filed with Public Records for the property as the tax deed supersedes the lien imposed by the Code Enforcement Board. City Attorney Don Holmes confirmed that a lien release needed to be completed and recorded. Mr. Homes stated the City Commission has to approve the lien release request.

The request to release the lien for 404 South 13th Street has not been taken before the Code Enforcement board for approval. Mr. Johnson currently has a buyer for the property and needs to have the lien removed as soon as possible. Based on the fact the tax deed supersedes the lien placed on the property by the City of Palatka it is recommended the request be forwarded to the City Commission for approval.

RECOMMENDED ACTION:

Adopt a resolution authorizing the release of Code Enforcement lien levied against 404 South 13th Street.

ATTACHMENTS:

Description	Type
▫ Resolution	Cover Memo
▫ Finding of Fact	Cover Memo
▫ Tax Deed	Cover Memo

REVIEWERS:

Department	Reviewer	Action	Date
Police	Shaw, Jason	Approved	1/3/2017 - 4:44 PM
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 10:13 AM

RESOLUTION NO. 2017-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
GRANTING A RELEASE OF LIEN OF CODE ENFORCEMENT
FINES/FEES ASSESSED TO 404 SOUTH 13TH STREET.**

WHEREAS, after due notice to the property owner of 404 South 13th Street was provided, the Palatka Code Enforcement Board levied a daily fine of \$25/day upon said property as it was found that the property was in violation of Section 30-180 of the Palatka Municipal Code, and said fine was recorded in the Public Records of Putnam County, Florida, and

WHEREAS, Mr. Donald Johnson, property owner, has made a request to release the lien imposed by the Code Enforcement Board, as he acquired a tax deed on the property April 25, 2016 and the tax deed supersedes the lien; and

WHEREAS, Mr. Johnson currently has a buyer for the property and has requested the lien be removed as quickly as possible; and

WHEREAS, the Palatka City Commission finds that the request is reasonable and the reduction in fine described herein is in the best interest of the property owner, the City of Palatka and its citizens, and deems it appropriate to release the lien imposed upon 404 South 13th Street by the Palatka Code Enforcement Board.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF PALATKA, FLORIDA, that the Code Enforcement fine levied against 404 South 13th Street be released.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 12th day of January 2017.

CITY OF PALATKA, FLORIDA

By: _____
Its Mayor

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND LEGALITY:

CITY ATTORNEY

**CODE ENFORCEMENT BOARD OF THE
CITY OF PALATKA, FLORIDA**

CITY OF PALATKA, Petitioner,

COMPLAINT NO. 201300004

vs

Cheryl L. and Michael Bruce Limanti, Sr., Respondent(s)

Inst: 201354781532 Date: 9/27/2013 Time: 12:36 PM
DC, Tim Smith, Putnam County Page 1 of 1 B:1359 P:1864

FINDING OF FACT, CONCLUSIONS OF LAW AND ORDER

THIS CAUSE having come before the Board for public hearing on May 22, 2013, after due notice to the Respondent; and, the Board having received sworn testimony and evidence at said hearing; it is now,

DETERMINED THAT:

I. FINDINGS OF FACT AND CONCLUSIONS OF LAW:

- a) The Respondent(s) is the owner of property described as 404 South 13th Street, Putnam County Tax parcel number 42-10-27-6850-2560-1600, located within the City of Palatka, Putnam County, Florida.
- b) Conditions at the property at issue constituted violations of Section 18-202 Unsafe Building Violation and Section 30-180 Time Period of Compliance, of the Palatka Municipal Code.
- c) The Respondent(s) was previously notified of the above-described code violations but failed to correct the violations prior to the hearing at which this matter was considered.

IT IS ACCORDINGLY ORDERED THAT:

II. ORDER:

- a) The Respondent(s) shall correct the conditions which constitute the code violations described above on or before the 26th day of June, 2013, or if said conditions are not corrected, a fine in the amount of \$25.00 per day is hereby assessed and levied on the above-described property, effective on the 26th day of June, 2013, to continue until the conditions are corrected.
- b) Administrative costs will be assessed after the property is brought into compliance.
- c) The fine described in paragraph a), as well as the costs described in paragraph b), shall constitute a lien upon the property described herein when this document is recorded within the official records of Putnam County, Florida.

DONE AND ORDERED this 22nd day of May, 2013, at Palatka, Putnam County, Florida.

CODE ENFORCEMENT BOARD OF THE CITY OF PALATKA FLORIDA

BY

LaSandra Williams, Its Chairman

I HEREBY CERTIFY that a true and correct copy of the above and foregoing Findings of Fact, Conclusions of Law and Order has been furnished by Certified mail, Regular mail, to the Respondent and/or authorized representative at 8258 Bay Tree Lane, Jacksonville, FL, 32256 this ~~22nd~~ ^{21st} day of ~~August~~ ^{September}, 2013.

Prepared by:

Elizabeth A. Hearn, City of Palatka
110 N 11th Street, Palatka, FL 32177

Elizabeth A. Hearn, Code Enforcement Officer

I hereby certify that the foregoing is a true and correct copy of the same, as appears on record in the office of the Palatka Police Department of the City of Palatka, Florida.

By:
Betty J. Dugan, City Clerk.

Date: 8/13/13

Inst: 201654007036 Date: 04/25/2016 Time: 1:27PM Doc Stamp-
Deed: 36.40 By: MS, DC, Tim Smith, Putnam, County Page 1 of 3
B: 1438 P: 860

Tax Deed File No. 20130046906
Property Identification No. 42-10-27-6850-2560-1600

TAX DEED

State of Florida

County of Putnam

FOR OFFICIAL USE ONLY

The following Tax Sale Certificate Numbered 20130046906 issued on May 31, 2013 was filed in the office of the tax collector of this County and application made for the issuance of a tax deed, the applicant having paid or redeemed all other taxes or tax sale certificates on the land described as required by law to be paid or redeemed, and the costs and expenses of this sale, and due notice of sale having been published as required by law, and no person entitled to do so having appeared to redeem said land; such land was on the day of April 13, 2016, offered for sale as required by law for cash to the highest bidder and was sold to WOODS COVE IV LLC whose address is 11470 Euclid Ave, #613, CLEVELAND, OH 44106, being the highest bidder and having paid the sum of his bid as required by the Laws of Florida.

Now on this 25th day of April, 2016, in the County of Putnam, State of Florida, in consideration of the sum of (\$5108.04) Five Thousand One Hundred Eight & 04/100 Dollars, being the amount paid pursuant to the Laws of Florida does hereby sell the following lands, including any hereditaments, buildings, fixtures and improvements of any kind and description, situated in the County and State aforesaid and described as follows:

DICKS MAP OF PALATKA MB2 P46 BLK 256 LOT 16
PARCEL NUMBER 42-10-27-6850-2560-1600

Sarah Oliver

Witness: Sarah Oliver

Donna Wheeler

Witness: Donna Wheeler

Tami Thomas

Tami Thomas, Deputy Clerk
Putnam County, Florida



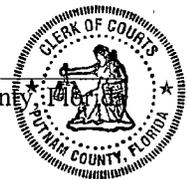
State of Florida
County of Putnam

On this 25th day of April, 2016, before me Donna Wheeler, Deputy Clerk personally appeared Tami Thomas, Deputy Clerk of the Circuit Court or County Comptroller in and for the State of this County known to me to be the person described in, and who executed the foregoing instrument, and acknowledged the execution of this instrument to be his own free act and deed for the use and purposes therein mentioned.

Witness my hand and office seal date aforesaid.

Donna Wheeler

Donna Wheeler, Deputy Clerk Putnam County



This instrument Prepared by:
Donna Wheeler, Deputy Clerk
Circuit Court of Putnam County, Florida
P.O. Box 758, Palatka, Florida 32178-0758

CERTIFICATE OF MAILING

(Certificate required pursuant to Florida Statutes 197.522 (1)(c))

STATE OF FLORIDA ss.
COUNTY OF PUTNAM

I, Tim Smith, Clerk of the Circuit Court of said COUNTY of PUTNAM, STATE of FLORIDA, did on February 26th, 2016 mail notice to:

CITY OF PALATKA, 110 N 11TH STREET, PALATKA FL 32177

FLORIDA DEPARTMENT OF REVENUE, ALACHUA SERVICE CENTER, 14107 NW US HIGHWAY 441, STE 100, ALACHUA FL 32615-6390

FLORIDA DEPARTMENT OF REVENUE, ALACHUA SERVICE CENTER, 14107 US HIGHWAY 441, STE 100, ALACHUA FL 32615-6390

LIMANTI MICHAEL BRUCE SR, 8258 BAY TREE LANE, JACKSONVILLE FL 32256

Michael Bruce Limanti Sr, 404 South 13th St, Palatka FL 32177

NC VENTURE I, L.P., 3300 UNIVERSITY DRIVE, SUITE 701, CORAL SPRINGS FL 33065

of application for Tax Deed on Certificate No. 20130046906, on the following described property in the COUNTY OF PUTNAM and STATE OF FLORIDA, TO WIT:

DICKS MAP OF PALATKA MB2 P46 BLK 256 LOT 16
PARCEL NUMBER 42-10-27-6850-2560-1600

TIM SMITH,
CLERK OF CIRCUIT COURT

By: Donna Wheeler
Deputy Clerk



CC



CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Caroline Tingle to the Palatka Planning Board for a three-year term to expire December, 2019 (sole applicant)

SUMMARY:

Caroline Tingle has submitted her application for appointment to the Palatka Planning Board. Mrs. Tingle is a resident of the City and is otherwise qualified to serve on this Board. She is the Vice President for Development and External Affairs at St Johns River State College. This is a three-year term. These are "At Large" positions. This appointment was formerly held by Joe Pickens.

RECOMMENDED ACTION:

Appoint Caroline Tingle to the Palatka Planning Board for a three-year term to expire December, 2019 (at large positions)

ATTACHMENTS:

Description	Type
▫ Application - C. Tingle	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 6:48 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 ADVISORY BOARD APPLICATION

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

APPLICANT: Caroline Tingle (Must be at least 18 yrs. old)

Residence 232 Crystal Cove Dr Palatka Phone: 325-7963
(911 Address) 232 Crystal Cove Dr Palatka Fax: _____

Business Name St. Johns River State College Phone: 312-4270
& Address 5001 St. Johns Ave. Palatka Fax: 312-4224

(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: 232 Crystal Cove Dr Palatka, FL 32177

E-mail: carolnetingle@sjrstate.edu Daytime Phone: 312-4270

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

See attached resume

OTHER COMMENTS OR INFORMATION:

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.

Caroline Tingle 1/2/17
SIGNATURE OF APPLICANT 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

Caroline D. Tingle

232 Crystal Cove Drive Palatka, Florida 32177

Phone: (386) 325-7963 Email: cdtingle@comcast.net

Education

University of North Florida
Master of Public Administration, 2000

Jacksonville, Florida

North Carolina State University
Bachelor of Arts in Business Administration, 1993

Raleigh, North Carolina

Peace College
Associate of Arts, 1991

Raleigh, North Carolina

Professional Experience

2003 to present St. Johns River State College
Vice President for Development and External Affairs

Palatka, Florida

- Leads the development of public affairs strategy for the College and directs relevant internal and external communications.
- Coordinates and implements fundraising activities for the College, including the solicitation of gifts and grants from individuals, corporations and foundations.
- Create, manage and track fundraising campaigns for special programs.
- Cultivates, maintains and enhances the college's relationship with its alumni through targeted communications, and various alumni events and activities.
- Enhances donor communication and plans donor acknowledgement events.
- Supervises the Director of Public Relations and Publications and develops an annual marketing plan for the College including the coordination of media relations and college publications.
- Supervises the Executive Director of Thrasher-Horne Center for the Arts and provides overall administration and direction to the development effective performing arts programs and visual arts exhibits responding to community and market interests.
- As directed by the College President, during 2003 to 2008 supervised the Director of Governmental Relations and Special Projects and served as contact with state and federal agencies.

2002 to 2003 St. Johns River State College Palatka, Florida
Director of Baccalaureate Degree Programs

- Researches and identifies baccalaureate degree programs that are in demand through consultation with local business and industry.
- Initiates contact with area colleges and universities for purposes of developing and implementing baccalaureate degree program partnerships.
- Maintains and keeps current articulation agreements with colleges and universities.

2001 to 2002 St. Johns River State College Palatka, Florida
Director of High School and University Relations

- Supervised programs in support of first-year student success, including orientation programs for students.
- Promoted and encouraged positive involvement by supervising the Student Ambassador Program.
- Maintained a collaborative relationship with area high schools, colleges, and universities within the state.
- Primary advocate for students and their interests.

1996 to 2000 St. Johns River State College Palatka, Florida
Academic Advisor/Florida School of the Arts

- Provided academic advising for students in the areas of program and degree requirements and transfer articulation with four-year colleges.
- Provided educational counseling services, including assistance with program selection and course placement, and help with academic skill deficiencies and problems with classes.
- Conducted regularly scheduled advising sessions to monitor student progress.
- Assisted with student orientation and recruitment on and off campus.

Professional and Community Memberships

Association of Florida Colleges Member

Children's Reading Center Charter School Board

Putnam First Cancer Fund

Sunrise Rotary Club

Lee Conlee House Board of Directors, 2000-2016

Putnam Community Medical Center Board of Directors, 2013-2016

Rodheaver's Boys Ranch Board of Directors, 2014-2015

Kiwanis Club of Palatka Member, 1996 to 2008

Board of Directors United Way of Palatka, 2003 to 2006

Putnam Community Hospital Women's Advisory Council, 2000 to 2003



CITY COMMISSION AGENDA ITEM

SUBJECT:

Reappoint James Vickers to the Palatka Gas Authority Board for a three-year term to expire January, 2020 (incumbent)

SUMMARY:

James Vickers' term on the Palatka Gas Authority expires on January 31, 2017. He has indicated his desire to be reappointed for an additional 3-year term by returning his application for reappointment, which follows this summary. He has met all attendance requirements. Staff recommends his reappointment for a three-year term to expire January, 2020.

RECOMMENDED ACTION:

Reappoint James Vickers to the Palatka Gas Authority Board for a three-year term to expire January, 2020

ATTACHMENTS:

Description	Type
▫ Application - James Vickers	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/19/2016 - 12:00 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 Gas Authority Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: James E. Vickers # of years' prior service: 21
Residence 124 Ashley Dr, Palatka, FL 32177 Phone: 386-328-6567
(911 Address) 124 Ashley Dr, Palatka, FL 32177 Fax: 386-328-6567
Business Name Vickers Rentals / Transport Phone: 386-596-4177
& Address 2605 Husson Ave Palatka, FL Fax: 386-328-6567
(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: _____

E-mail: je.vickers@bellsouth.net Daytime Phone: 386-596-4177

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.

James E. Vickers 2016 12 15
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) Brother James, Vice Chair is our Senior Board Member and a valuable asset to the management of the Gas Authority. His outstanding wisdom and understanding makes him #1 for our Board.

Chairman's/Director's Signature [Signature]



CITY COMMISSION AGENDA ITEM

SUBJECT:

Make the following Pension Board Appointments:

- a. Reappoint Melvin Register to the General Employees Pension Board** as City Commission Rep. for a four-year term to expire January, 2021
- b. Appoint Mark Lynady to the Firefighters' Pension Board** as City Commission Rep. for a four-year term to expire January, 2021
- c. Ratify appointment of Art Leary to the Firefighters' Pension Board** as 5th member for a four-year term to expire January, 2021

SUMMARY:

Melvin Register is up for reappointment as one of two Commission Representatives on the General Employees' Pension Board. He served as Employee Rep for six years (2009 to 2015) and was appointed as City Commission Rep in 2015 to serve a partial term. He has indicated his willingness to be reappointed to this position by returning his application, which follows this summary. He has met all attendance requirements. This is a four-year term.

Mark Lynady has applied for appointment as one of two (2) City Commission Representatives on the Fire Pension Board. He lives inside the City Limits, as required for this appointment, and is otherwise qualified to serve. He served as the elected employee representative on this Board since its inception. He is now retired. This is a four-year term.

Art Leary is up for reappointment to the Firefighter's Pension Board as the 5th Member. He has returned his reappointment application indicating his desire to be reappointed to this position. Mr. Leary has met his attendance requirements and is otherwise qualified for this appointment.

This applicant is selected by the members of the Firefighters' Pension Board; the appointment is ratified by the City Commission. This is a four-year term,

RECOMMENDED ACTION:

Reappoint Melvin Register as Commission Rep to the General Employees' Pension Board for a four year term; Appoint Mark Lynady as Commission Rep to the Firefighters' Pension Board for a four year term; ratify appointment of Art Leary as 5th Member of the Firefighters' Pension Board for a four-year term and

ATTACHMENTS:

Description	Type
▫ Application - M. Register	Backup Material

- Application - M. Lynady
- Applicaiton - A. Leary

Backup Material
Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/19/2016 - 11:53 AM

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 General Pension Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Melvin L. Register Jr. # of years' prior service: 7
Residence 2210 St. John's Ave Palatka, FL Phone: 386-227-0204
(911 Address) 2210 St. John's Ave Palatka, FL Fax: N/A
Business Name City of Palatka, 201 N. 2nd Street Phone: 386-329-0144
& Address City of Palatka, 201 N. 2nd Street 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: mregister 320 N. Moody Rd. Palatka FL
E-mail: mregister@palatka-fl.gov Daytime Phone: 386-329-0144

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.

Melvin L. Register Jr. 12/20/2016
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) _____

Chairman's/Director's Signature _____

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

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CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

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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 Palatka Fire Pension Board.
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Mark H. Lyandy (Must be at least 18 yrs. old)
Residence Phone: 386-937-8277
(911 Address) 913 Carr St. Palatka, FL 32177 Fax:
Business Name Phone:
& Address 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:

E-mail: palatkafm@yahoo.com Daytime Phone: 386-937-8277

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

past trustee - From the beginning of the Palatka Fire Pension Board
past employee of the Palatka Fire Dept - (34 years)
Past board member of S.H.I.P - Palatka New Vision Lion's Club - Lighthouse Project.

OTHER COMMENTS OR INFORMATION:

City resident for 34 years

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.

Mark H. Lyandy 12-13-16
SIGNATURE OF APPLICANT 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.
COMMISSIONER



CITY of Palatka FLORIDA

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CITY MANAGER

BETSY JORDAN DRIGGERS
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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 Fire Fighters Pension Fund Board.
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Arthur B. Leary # of years' prior service: 2
Residence 112 W. Camelot Dr. Palatka, FL. Phone: 386-916-3086
(911 Address) 112 W. Camelot Dr. Palatka, FL. Fax: —
Business Name Harbor Community Bank Phone: 386-385-0637
& Address 350 N. SR 19, Palatka, FL. 32177 Fax: 386-328-7553

(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: 112 W. Camelot Dr. Palatka FL. 32177

E-mail: artbl112@yahoo.com Daytime Phone: 386-385-0637

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 OF APPLICANT

12-09-2016
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) _____

Chairman's/Director's Signature _____



CITY COMMISSION AGENDA ITEM

SUBJECT:

Appoint Conrad Wysock to the Tree Committee to serve at the pleasure of the Commission (no set terms)

SUMMARY:

Conrad Wysock, the Putnam County Forester, has applied for appointment to the City of Palatka Tree Committee. Mr. Wysock is a good fit and brings a wealth of knowledge to this committee.

RECOMMENDED ACTION:

Appoint Conrad Wysock to the Palatka Tree Committee to serve at the pleasure of the Commission.

ATTACHMENTS:

Description	Type
▫ C. Wysock Application	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/20/2016 - 12:32 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 ADVISORY BOARD APPLICATION

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

APPLICANT: Conrad Wysocki (Must be at least 18 yrs. old)

Residence 54 Village Drive Phone: (352) 872-3333

(911 Address) Diamond Beach FL 32174 Fax:

Business Name 111 Yelvington Rd, Suite 5 Phone: (386) 329-3717

& Address East Palatka, FL 32131 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: Conrad.Wysocki@freshfromflorida.com

E-mail: [redacted] Daytime Phone: (386) 329-3717

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

Putnam County Forester (Florida Forest Service)

OTHER COMMENTS OR INFORMATION:

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] 12-19-16
SIGNATURE OF APPLICANT 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



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt 2017 Palatka City Commission meeting/event Calendar

SUMMARY:

Each year the Palatka City Commission adopts a commission meeting/event calendar for planning purposes. Attached is the proposed Calendar for 2017. Some of the dates listed are tentative.

This calendar is subject to adjustment and amendment as meetings are called and sometimes dates are changed, especially when adjustments are made to the Summer Meeting Schedule and Budget Workshops associated with the TRIM calendar.

This calendar is distributed for internal and planning purposes.

RECOMMENDED ACTION:

Adopt the 2017 Palatka City Commission meeting/event calendar.

ATTACHMENTS:

Description	Type
▫ 2017 City Commission Meeting/Event Calendar ()proposed)	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 6:51 PM
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 6:51 PM



CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to exceed allowable noise levels Special Events Permit No. 17-09, Dr. Martin Luther King Jr. Day Festival & March, 01/16/17 to include the event use of Booker Park from 11 am until 3 pm, a noise ordinance variance during the event, and the closure of specified streets from 7:00 am until 4:30 pm -- Shirley Edwards, African American Cultural Arts Council, Applicant.

SUMMARY:

This event is a Class B special event. Class B special events can be approved by the Special Events Coordinator, however this application contains a request to exceed allowable noise levels and close N.10th St. & N. 11th St. between Dunham St. & Ocean St.; and Dunham St., Eagle St., Washington St., & Ocean St. between N. 10th St. & N. 11th St.; on Monday, January 16, 2017 from 7:00 am until 4:30 pm. These requests require City Commission approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels (11 am to 3 pm) and the closure of certain streets (7:00 am to 4:30 pm) for Special Event Permit No. 17-09 for the Dr. Martin Luther King Day Festival & March at Booker Park on January 16, 2017.

ATTACHMENTS:

Description	Type
▫ Application	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	1/5/2017 - 2:17 PM
City Clerk	Driggers, Betsy	Approved	1/5/2017 - 4:58 PM

APPLICATION # 17-09

(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. Shirley Edwards - African Amer Cultural Arts
- b. CONTACT PERSON above TELEPHONE/CELL 904 235-2292 / Council
- c. EMAIL gracie19552003@yahoo FAX # _____

2. ADDITIONAL CONTACT

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

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY MLK DAY Festival 17'

4. DATE & HOURS OF DESIRED USE: Friday Jan 13, 2017 - SAT Jan 14, 2017

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.) River front Amphi Jan 13 / Booker Park Jan 14 & 16, 2017

6. ROAD CLOSURES: 19th & Wash. to 10th & Wash.

7. REQUEST FOR NOISE VARIANCE(Dates and Times): 01/16/17 10 Am - 4 PM

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

9. ESTIMATE OF ANTICIPATED ATTENDANCE 300-400

10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT Fire Engine

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

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

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

- 13. ATTACHED ITEMS: Site Plan (To Include: Parking, Vendor Location, Street Closures, Garbage Containers, Parade/ March Route, Sound System(s) Location, Event Headquarters, and etc.)
- Certificate of Insurance SEC 50-222 (See Attached Requirements)

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

IMPORTANT INFORMATION

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

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

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

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

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

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

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

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

12/28/16
DATE

Shirley Edwards
SIGNATURE OF APPLICANT

APPROVED:

[Signature] 1/6/17
SPECIAL EVENTS COORDINATOR DATE

[Signature] 1/6/17
CHIEF OF POLICE DATE

RETURN TO:
KE'ONDRA WRIGHT, SPECIAL EVENTS COORDINATOR
THAD CROWE, PLANNING DIRECTOR
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: January 4, 2017 Special Events Coordinator: Thad Crowe

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

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

Name of Special Event/ Production: MLK DAY Fest '2017

Type of Event: Community - Federal Holiday

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

FRI MLK DAY Kick OFF Celebration
SAT Ole School New School Softball Comp
MON MLK DAY Celebration

Location of Event: Riverfront Park - Booker Park

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

	Date	Day	Begin	End
Event Day 1	01/13/17	FRI	6:00 AM/PM	8:00 AM/PM <u>DE</u>
Event Day 2	<u>01/14/17</u>	<u>SAT</u>	_____ AM/PM	_____ AM/PM
Event Day 3	<u>01/16/17</u>	<u>MON</u>	<u>7Am</u> AM/PM	<u>4pm</u> AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 01/16/17 at (time) 07Am

Break down will be completed by (Date) 01/16/17 at (time) 4:00PM

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 1 300-400
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: N/A

r Number and location of fire protection services: Fire Engine (See attached site plan)

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

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

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

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

r Number and location for portable toilets: (note location on site plan) 2 Porta Toilets

r Carnival location (if any) (note location on site map) _____

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

r Location of parking/transportation services, if any: _____

r Temporary parking, directional signage needed: _____

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) 19th & Wash
10th & Wash 10th @ Booker Park Entrance
10th & Dunham St.

- 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): _____
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) _____
- r Number and location of food vendors (note on site plan): _____
- r Staff/ volunteer uniform identification: _____
- r Sound system(s) location: _____
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): _____
- r Number and location of temporary signs/banners: _____
- r Number and location of promotional visual effects: _____
- r Watercraft: _____
- r Aircraft: _____
- 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)

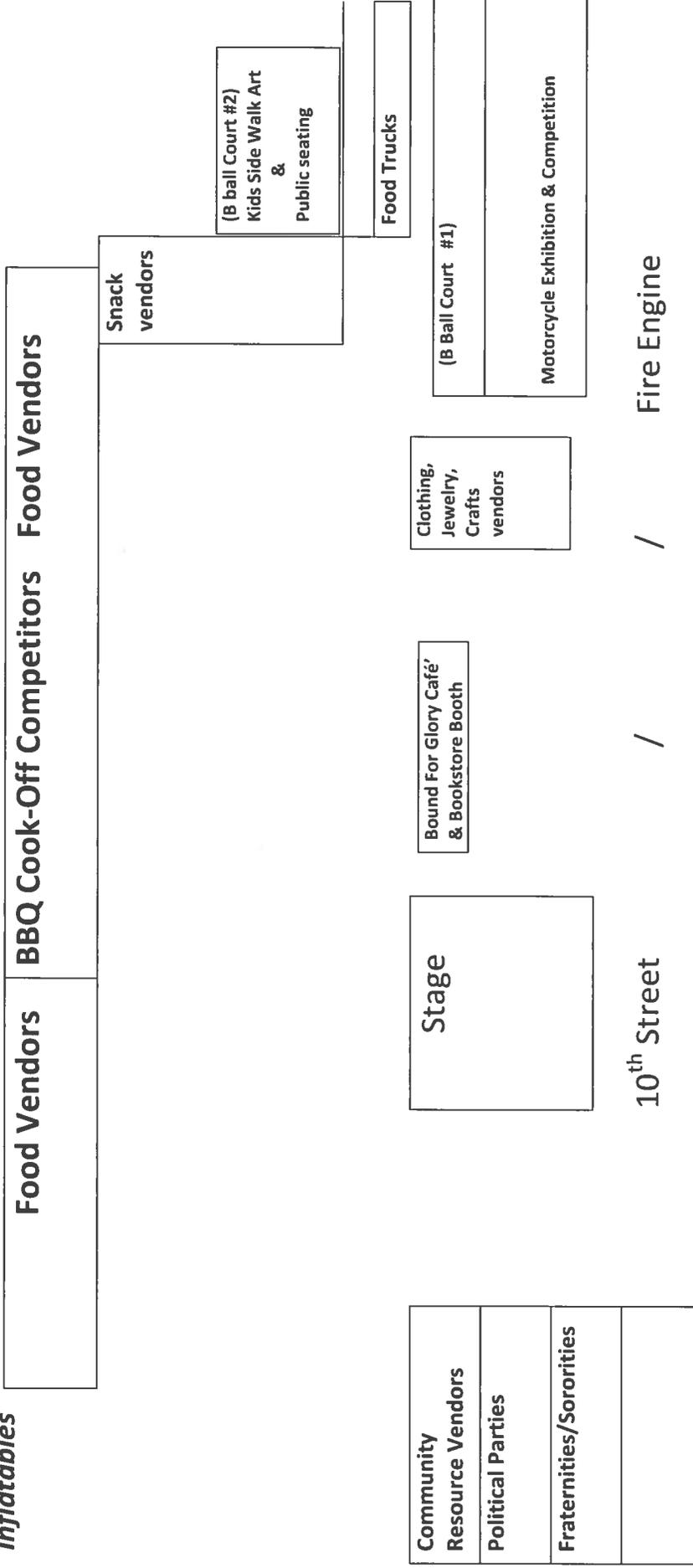
MLK DAY FESTIVAL 2017

Presented by – Putnam County African American Cultural Arts Council

Porta Potti (2)

Kids

Inflatables





CITY COMMISSION AGENDA ITEM

SUBJECT:

Grant permission to close MLK Blvd/19th St. from Eagle St. to Urban Bike Trail, exceed allowable noise levels, waive application deadline for Special Events Permit No. 17-11, for the Mighty Ducks MLK Youth Expo, on January 14, 2017 from 10 am until 6 pm -- Levi Denegal and Terrill Hill, Applicant.

SUMMARY:

This event is a Class B special event. Class B special events can be approved by the Special Events Coordinator, however this application contains a request to close a street, which requires City Commission approval. The event will include activities for children and will be held on the shopping center property located at 702 N. 19th St.

RECOMMENDED ACTION:

Grant permission to close MLK Blvd/N. 19th St. from Eagle St. to Urban Bike Trail, grant permission to exceed allowable noise levels and waive application deadline for Special Event Permit No. 17-11 for the Mighty Ducks MLK Youth Expo, to be held at 702 N. 19th St. on January 14, 2017.

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	1/6/2017 - 10:02 AM
City Clerk	Driggers, Betsy	Approved	1/6/2017 - 2:54 PM

LICATION # 17-11

(Select 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. Mighty Ducks / youth exploration of Palatka
 - b. CONTACT PERSON Terrill Hill TELEPHONE/CELL (386) 326-0307
 - c. EMAIL thill@outdoorjustice.com FAX # 386 326-0225
2. ADDITIONAL CONTACT
 - a. CONTACT PERSON Levi Demegol TELEPHONE/CELL _____
 - b. EMAIL _____ FAX # _____
3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 702 N. 19th St. Hope Plaza
4. DATE & HOURS OF DESIRED USE: 1/14/17 10-5 pm
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.) _____
6. ROAD CLOSURES: MLK + Eagle + MLK + Urban Trail
7. REQUEST FOR NOISE VARIANCE(Dates and Times): 10-6 pm
8. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): no
9. ESTIMATE OF ANTICIPATED ATTENDANCE 100-200
10. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT P&A

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: _____ \$300.00- 40,000 - 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day N/A open for public no fee
- 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.

1/6/19
DATE

[Signature]
SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE

RETURN TO:
KE'ONDRA WRIGHT, SPECIAL EVENTS COORDINATOR
THAD CROWE, PLANNING DIRECTOR
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: _____ Special Events Coordinator: _____

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

Type of Event: Grand opening / ~~Art Show~~

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

Location of Event: 702 N. 19th St + lot across street

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

	Date	Day	Begin	End
Event Day 1	<u>1/14/17</u>		<u>10</u> AM/PM	<u>5</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) 1/14/17 at (time) 8 am

Break down will be completed by (Date) " at (time) 6 pm

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 \$ _____ Per day X _____ Days \$ _____

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

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

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

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

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

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

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

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ _____

Additional Charges (List)

_____ \$ _____

_____ \$ _____

_____ \$ _____

_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ _____

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

- r Estimated peak number of participants (each day of event): Day 1 _____
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: N/A
- r Number and location of fire protection services: N/A
- r Inspection(s)- date and time requested: (\$23/hour) N/A
- r Electrician services- date and time requested: (\$23/hour) N/A
- r Emergency medical services: ambulance locations(s) (note on site plan): N/A
- Number of EMS personnel required: (\$23/hour) N/A
- r Number and location for portable toilets: (note location on site plan) N/A
- r Carnival location (if any) (note location on site map) _____
- r Number of sanitation roll-out containers required (\$15/ container) N/A
- r Location of parking/transportation services, if any: _____
- r Temporary parking, directional signage needed: N/A
- r Type transport vehicles (van, buses, etc.) _____
- r Location of security and emergency vehicle parking on site: Moog driveway
- r Public street barricades/street closures/detours: (note locations on site plan) 2

- r Main emergency vehicle access to site (location-also note on site plan): M/K
- r Location of temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site plan): N/A
- r Number and location of arts and craft vendors, concessions and/or sponsor/promoter(s) stands (note on site map) Across Areat
- r Number and location of food vendors (note on site plan): 702 N 19th St.
- r Staff/ volunteer uniform identification: _____
- r Sound system(s) location: 702 N. 19th St.
- r Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, and etc.): N/A
- r Number and location of temporary signs/banners: N/A
- r Number and location of promotional visual effects: N/A
- r Watercraft: N/A
- r Aircraft: N/A
- r Types & location of on-site advertising (banners, balloons, posters, flyers, inflatables, signs, etc.): clerk

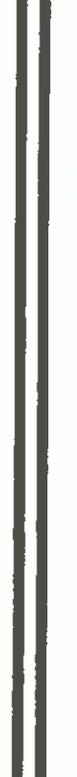
Items Outstanding:

- 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)



Google Earth

feet
meters



200

900



Google Earth



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2017-12-03 authorizing the purchase of wetland mitigation credits in the amount of \$315,000 from TGC Sundew/Nochaway, LLC related to airport obstruction/tree removal and mitigation (100% grant funded)

SUMMARY:

On August 21, 2014 the FAA provided a list of trees affecting navigation to Runway 9-27 at the Palatka Municipal Airport . Many of the trees are inaccessible to heavy equipment and located within wetlands. The scope of the project includes the removal of obstructions (trees) and mitigation of the affected wetland areas. The intent is to make these areas more accessible to routine mowing and maintenance to prevent future obstructions.

The Sundew Mitigation Bank (or SMB) is the only possible source to purchase and mitigate the impacts to wetlands in the tree removal project. The \$315,000 cost of wetland mitigation is included in both the FAA and FDOT grants for this project. The \$315,000 cost is 100% funded within these two grants. Therefore, the City’s share of cost for this item is \$0.00.

On December 12 the City passed a resolution authorizing the purchase of these credits from Sundew Mitigation Bank LLC, but Sundew has asked that the resolution be re-executed authorizing the purchase of the tax credits from TGC Sundew/Nochaway,LLC. so this item comes back before the Commission for re-execution.

RECOMMENDED ACTION:

Adopt the resolution authorizing the purchase of wetland mitigation credits in the amount of \$315,000 from TGC Sundew/Nochaway, LLC related to on airport obstruction/tree removal and mitigation

ATTACHMENTS:

Description	Type
▢ Resolution	Resolution
▢ Sole Source Email K Allerton	Backup Material
▢ SJRWMD email A. Bagget	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/9/2017 - 3:47 PM

RESOLUTION NO. 2017-12-03

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE PURCHASE OF WETLAND MITIGATION
CREDITS IN THE AMOUNT OF \$315,000 FROM TGC
SUNDEW/NOCHAWAY, LLC RELATED TO ON AIRPORT
OBSTRUCTION/TREE REMOVAL AND MITIGATION**

WHEREAS, on August 21, 2014, The FAA provided a list of trees affecting navigation to Runway 9-27 at the Palatka Municipal Airport.

WHEREAS, many of the trees are inaccessible to heavy equipment and are located within protected wetlands;

WHEREAS, the City of Palatka desires to remove the obstructions and to mitigate the affected areas to allow for future maintenance; and

WHEREAS, the St. Johns River Water Management District (SJRWMD) requires 5.25 ratio-based credits be purchased from a permitted mitigation bank within regulatory basin 8; and

WHEREAS, TGC Sundew/Nochaway, LLC is the only ratio-based mitigation bank within this basin; and

WHEREAS, the Florida Department of Transportation (FDOT) has awarded the City a grant in the amount of \$271,720; and

WHEREAS, the Federal Aviation Administration (FAA) has awarded the City a grant in the amount of \$371,817; and

WHEREAS, the mitigation credit purchase of \$315,000 from TGC Sundew/Nochaway LLC is 100% grant funded; and

WHEREAS, it is in the best interest of the City of Palatka to go forward with the mitigation credit purchase.

NOW THEREFORE, be it resolved as follows:

1. That the Palatka City Commission confirms and approves the \$315,000 payment to TGC Sundew/Nochaway, LLC for (the PROJECT); and

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 12th day of January, 2017.

CITY OF PALATKA

Jonathan Griffith

From: Jonathan Griffith
Sent: Monday, December 05, 2016 3:33 PM
To: Jonathan Griffith
Subject: Fwd: Palatka Municipal Airport (Obstruction /. Tree Removal Mitigation Credit and Costs)
Attachments: SMB Wetland-Credit Allocation 11-17-16.pdf; SMB Wetland-Credit invoice 11-17-16.pdf

Sent from my Sprint Samsung Galaxy S7.

----- Original message -----

From: Andrew Holesko <aholesko@passero.com>
Date: 11/30/16 2:57 PM (GMT-05:00)
To: Jonathan Griffith <jcgriffith@palatka-fl.gov>
Cc: "Terry K. Suggs" <tsuggs@palatka-fl.gov>, Betsy Driggers <bdriggers@palatka-fl.gov>, John Youell <jyouell@palatka-fl.gov>, "Kim M. Allerton (kallerton@ersenvironmental.com)" <kallerton@ersenvironmental.com>
Subject: FW: Palatka Municipal Airport (Obstruction /. Tree Removal Mitigation Credit and Costs)

Jonathan,

See comments below from Kim Allerton of ERS, the environmental specialist on this project. In summary, the Sundew Mitigation Bank (or SMB) is the only possible source to purchase and mitigate the impacts to wetlands in the tree removal project.

The \$315,000 cost of wetland mitigation is included in both the FAA and FDOT grants for this project. The \$315,000 cost is 100% funded within these two grants. Therefore, the City's share of cost for this item is \$0.00.

If you have any questions, please contact me.

Sincerely,

Andrew M. Holesko, CM, MBA

Vice President, Program Manager

PASSERO ASSOCIATES, LLC

13453 N. Main St., Suite 104

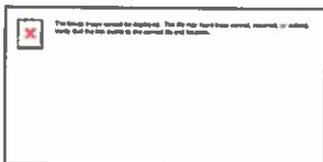
Jacksonville, FL 32218

Office: 904-757-6106

aholesko@passero.com

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www.passero.com



From: Kim Allerton [<mailto:kallerton@ersenvironmental.com>]
Sent: Wednesday, November 30, 2016 1:33 PM
To: Andrew Holesko <aholesko@passero.com>
Subject: Palatka Airport

Andrew,

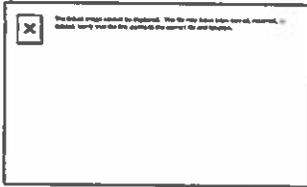
The St. Johns River Water Management District is completing the final approval of the Palatka Airport Environmental Resource Permit (28194-8) for obstruction / tree removal at Palatka Municipal Airport.

The SJRWMD requires that 5.25 ratio-based credits be purchased from a permitted mitigation bank within Regulatory Basin 8. There is only one permitted ratio-based mitigation bank within this basin, Sundew Mitigation Bank (or SMB).

While there is one other mitigation bank within Basin 8, Nochaway Mitigation Bank, it utilizes Uniform Mitigation Assessment Method (UMAM) for credit determination, not ratios. Therefore, Sundew Mitigation Bank is currently **the only option to offset the wetland impacts for the Palatka Airport project.**

Kim Allerton

President



8711 Perimeter Park Boulevard, Suite 1

Jacksonville, Florida 32216

(904) 285-1397 (office)

(904) 838-1097 (mobile)

www.ersenvironmental.com

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Betsy Driggers

From: Jonathan Griffith
Sent: Tuesday, December 06, 2016 11:08 AM
To: Matt Reynolds
Cc: Betsy Driggers; Terry K. Suggs
Subject: FW: Palatka Municipal Airport (Obstruction / Tree Removal Mitigation Credit and Costs)

See attached from Allen. Basically, we submitted an application using a specific method. That method limits the banks we could purchase the credits from. We could have submitted based upon another method, but it was explained to me that the cost would have been greater.

Jonathan C. Griffith

From: Allen Baggett [mailto:ABaggett@sjrwmd.com]
Sent: Tuesday, December 06, 2016 10:48 AM
To: Jonathan Griffith
Cc: Barbara Hatchitt
Subject: RE: Palatka Municipal Airport (Obstruction / Tree Removal Mitigation Credit and Costs)

Jonathan,

Based on the submittal of the mitigation plan, your consultant selected the Sundew Mitigation Bank since it was a bank located within Regulatory Basin 8 that is based on ratios. The only other bank located within Regulatory Basin 8 is based on UMAM scores for credits. Please know that the District evaluates the mitigation plans that are submitted to our office by a consultant for conformance with District rules. Once the requirements are met, the District moves forward with permit issuance and approval.

I trust that this information is helpful. If you have any additional questions, please let me know.

We appreciate the City of Palatka for working with the District in this matter.

Thanks,

Allen



Allen D. Baggett
Environmental Resource Program Coordinator
Division of Regulatory Services
St. Johns River Water Management District
P.O. Box 1429 • Palatka, FL 32178-1429
Office: (386) 329-4565
Email: Abaggett@sjrwmd.com
Website: WWW.sjrwmd.com
Connect with us: [Newsletter](#), [Facebook](#), [Twitter](#), [YouTube](#)



floridaswater.com/epermitting

From: Jonathan Griffith [<mailto:jcgriffith@palatka-fl.gov>]
Sent: Tuesday, December 06, 2016 7:01 AM
To: Allen Baggett <ABaggett@sjrwmd.com>
Subject: FW: Palatka Municipal Airport (Obstruction /. Tree Removal Mitigation Credit and Costs)

Allen:

Can you confirm that Sundew Mitigation Bank is the only bank that the City can use to satisfy its mitigation requirement for the above referenced project? See below from Kim Allerton for reference.

Jonathan C. Griffith

From: Jonathan Griffith
Sent: Monday, December 05, 2016 3:33 PM
To: Jonathan Griffith
Subject: Fwd: Palatka Municipal Airport (Obstruction /. Tree Removal Mitigation Credit and Costs)

Sent from my Sprint Samsung Galaxy S7.

----- Original message -----

From: Andrew Holesko <aholesko@passero.com>
Date: 11/30/16 2:57 PM (GMT-05:00)
To: Jonathan Griffith <jcgriffith@palatka-fl.gov>
Cc: "Terry K. Suggs" <tsuggs@palatka-fl.gov>, Betsy Driggers <bdriggers@palatka-fl.gov>, John Youell <jyouell@palatka-fl.gov>, "Kim M. Allerton (kallerton@ersenvironmental.com)" <kallerton@ersenvironmental.com>
Subject: FW: Palatka Municipal Airport (Obstruction /. Tree Removal Mitigation Credit and Costs)

Jonathan,

See comments below from Kim Allerton of ERS, the environmental specialist on this project. In summary, the Sundew Mitigation Bank (or SMB) is the only possible source to purchase and mitigate the impacts to wetlands in the tree removal project.

The \$315,000 cost of wetland mitigation is included in both the FAA and FDOT grants for this project. The \$315,000 cost is 100% funded within these two grants. Therefore, the City's share of cost for this item is \$0.00.

If you have any questions, please contact me.

Sincerely,

Andrew M. Holesko, CM, MBA

Vice President, Program Manager

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Jacksonville, FL 32218

Office: 904-757-6106

aholesko@passero.com

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From: Kim Allerton [<mailto:kallerton@ersenvironmental.com>]
Sent: Wednesday, November 30, 2016 1:33 PM
To: Andrew Holesko <aholesko@passero.com>
Subject: Palatka Airport

Andrew,

The St. Johns River Water Management District is completing the final approval of the Palatka Airport Environmental Resource Permit (28194-8) for obstruction / tree removal at Palatka Municipal Airport.

The SJRWMD requires that 5.25 ratio-based credits be purchased from a permitted mitigation bank within Regulatory Basin 8. There is only one permitted ratio-based mitigation bank within this basin, Sundew Mitigation Bank (or SMB).

While there is one other mitigation bank within Basin 8, Nochaway Mitigation Bank, it utilizes Uniform Mitigation Assessment Method (UMAM) for credit determination, not ratios. Therefore, Sundew Mitigation Bank is currently the only option to offset the wetland impacts for the Palatka Airport project.

Kim Allerton

President



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Jacksonville, Florida 32216

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We value your opinion. Please take a few minutes to share your comments on the service you received from the District by clicking this [link](#)

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- Emails to and from the St. Johns River Water Management District are archived and, unless exempt or confidential by law, are subject to being made available to the public upon request. Users should not have an expectation of confidentiality or privacy.
- Individuals lobbying the District must be registered as lobbyists (§112.3261, Florida Statutes). Details, applicability and the registration form are available at <http://www.sjrwmd.com/lobbyist/>



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2017-12-02 acknowledging responses to ITB 2016-13; declaring Armstrong Contracting to be the apparent low bidder, and authorizing value engineering negotiations to begin for the Water Taxi Terminal Building Project

SUMMARY:

The City advertised Invitation to Bid 2016-13 on 11/8/16. Three (3) sealed competitive bids were received on 12/20/16 at 3:00 pm with the lowest apparent bidder being Armstrong Contracting (San Mateo, FL) at \$563,750 for the base bid. This project is funded through a Federal Highway Administration (FHWA) Grant. Because all bids came in above budget, staff recommends acknowledgement of Armstrong Contracting as the apparent low bidder and authorizing Value Engineering negotiations to begin at this time with Armstrong as the low apparent bidder.

RECOMMENDED ACTION:

Adopt the resolution acknowledging Armstrong Contracting as the apparent low bidder on ITB #2016-13 and authorizing value engineering negotiations to begin for the Water Taxi Terminal Building Project

ATTACHMENTS:

Description	Type
▫ ITB 2016-13 Bid Results and Armstrong Contracting Bid	Backup Material
▫ Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/6/2017 - 12:18 PM
City Clerk	Driggers, Betsy	Approved	1/6/2017 - 12:19 PM

RESOLUTION No. 2017-12-04

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
ACKNOWLEDGING RESPONSES TO ITB 2016-13, WATER TAXI
TERMINAL; DECLARING ARMSTRONG CONTRACTING TO
BE THE APPARENT LOW BIDDER, AND AUTHORIZING
VALUE ENGINEERING NEGOTIATIONS TO BEGIN FOR THE
WATER TAXI TERMINAL BUILDING PROJECT**

WHEREAS, the City issued ITB 2016-13 on 11/8/16 for the construction phase of the Water Taxi Terminal Project (The Project), and on December 20, 2016 received three (3) responsive bids; and

WHEREAS, Armstrong Contracting, San Mateo FL is the apparent responsive low bidder on The Project with a \$563,750 base bid; and

WHEREAS, all bids received came in above budget for The Project, which is funded through a Federal Highway Administration Grant; and

WHEREAS, because all bids came in above budget for The Project, staff recommends and the Commission deems it reasonable and necessary to acknowledge Armstrong Contracting as the apparent lowest, most responsive bidder and authorize Staff to begin value engineering negotiations with Armstrong Contracting to determine whether modifications can be made to accommodate the Project budget.

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

- Section 1:** That the three responses to ITB 2016-13, Water Taxi Terminal, as listed in Exhibit A attached hereto and incorporated herein, are hereby acknowledged;
- Section 2.** That Armstrong Contracting is hereby declared the apparent lowest, most responsive bidder to ITB 2016-13;
- Section 3.** That Staff is hereby authorized to begin value engineering negotiations with Armstrong Contracting for construction of the Water Taxi Terminal Project.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 12th day of January, 2017.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

City of Palatka
Bid Opening

Date 12/20/16 3:00 pm.

Mandi Tucker

Job Title Water Taxi Terminal ITB 2016-13

Opened by: Betsy Driggers, Vicki Young

Dept./Engineer Arch: Smith McCrary

Read by: Jonathan Griffith

Bidder name	Acknowledge Addendums?	Base Bid Amount	ALT 1	ALT 2	BID BOND
1. <i>ABBA Construction JAX, FL</i>	<input checked="" type="checkbox"/>	\$650,050.- <i>\$650,050.-</i>	<i>\$1,020.-</i>	<i>\$3,244.-</i>	<i>Y</i>
2. <i>ARMSTRONG CONTRACTING SAN MATEO FL</i>	<input checked="" type="checkbox"/>	<i>\$563,750.-</i>	<i>\$1,880.-</i>	<i>\$3,050.-</i>	<i>Y</i>
3. <i>GRAY CONSTRUCTION TRENTON, FL</i>	<input checked="" type="checkbox"/>	<i>\$713,449</i>	<i>\$2,650.-</i>	<i>\$2,729.-</i>	<i>Y</i>
4.		\$			
5.		\$			
6.		\$			
7.		\$			

[Signature]

[Signature]
Sunny Young

Witnesses:

Armstrong Contracting Services, Inc.

455 East End Road • P.O. Box 232 • San Mateo, FL 32187 • Phone: 386-325-2023

CGC028834
CBC052198

BID FOR LUMP SUM CONTRACTS

Place Palatka Terminal Date 12/20/2016 Project No. 2016-13

Proposal of Armstrong Contracting Services, Inc. (hereinafter called "Bidder")

(a corporation partnership individual doing business as

Armstrong Contracting Services, Inc.)

to the The City of Palatka, FL hereafter called "Owner".

The bidder, in compliance with your invitation for bids for the construction of the Palatka Terminal

having examined the plans and specifications with related documents and the site of the proposed work, and being familiar with all of the conditions surrounding the construction of the proposed project including the availability of materials and labor, hereby proposes to furnish all labor, materials, and supplies; and to construct the project in accordance with the Contract Documents, within the time set forth therein, and at the prices stated below. These prices are to cover all expenses incurred in performing the work required under the Contract Documents, of which this proposal is a part.

Bidder hereby agrees to commence work under this contract on or before a date to be specified in a written "Notice to Proceed" of the Owner and to fully complete the Project within 270 consecutive calendar days thereafter as stipulated in the specifications. Bidder further agrees to pay as liquidated damages, the sum of \$ 1923.- for each consecutive calendar day thereafter as hereinafter provided in Paragraph 19 of the General Conditions.

Bidder acknowledges receipt of the following addendum:

BASE PROPOSAL: Bidder agrees to perform all of the work described in the specifications and shown on the plans for the sum of FIVE HUNDRED SIXTY THREE THOUSAND, SEVEN HUNDRED FIFTY (\$ 563,750.00) (Amount shall be shown in both words and figures. In case of discrepancy, the amount shown in words will govern. DOLLARS)

ALTERNATE PROPOSALS:

Alternate No. 1: PorCH Columns

ADD
Deduct the sum of ONE THOUSAND, EIGHT HUNDRED EIGHTY DOLLARS (\$1880.00) ADD

Alternate No. 2:
FLOOR FINISHES

Deduct the sum of THREE THOUSAND FIFTY DOLLARS (\$3050.00) DEDUCT

Alternate No. 3: N/A

Deduct the sum of N/A (\$N/A)

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

Upon receipt of written notice the acceptance of this bid, Bidder will execute the formal contract attached within 10 days and deliver a Surety Bond or Bonds as required by Paragraph 29 of the General conditions.

The bid security attached in the sum of TWENTY EIGHT THOUSAND, ONE HUNDRED NINETY DOLLARS (\$28,190.-) is to become the property of the Owner in the event contract and bond are not executed within the time above set forth, as liquidated damages for the delay and additional expense to the Owner caused thereby.

Respectfully submitted:
By: 
(Signature)

President
(Title)

PO Box 232, San Mateo, FL 32187
(Business Address and Zip Code)

(SEAL - if bid is by corporation)
BONDING AND INSURANCE

1. This Attachment sets forth bonding and insurance requirements for grants. No other bonding and insurance requirements shall be imposed other than those normally required by the recipient.
2. Except as otherwise required by law, a grant that requires the contracting (or subcontracting) for construction of facility improvements shall provide for the recipient to follow its own requirements relating to bid guarantees performance bond, and payment bonds unless the construction contract or subcontract exceeds \$100,000.00.. For those contracts or subcontracts exceeding \$100,000.00, the State may except the bonding policy and requirements of the recipient provided the State has made

a determination that the State's interest is adequately protected. If such a determination has not been made, the minimum requirements shall be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The "bid guarantee" shall consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid. (See Section 7 of "Information for Bidders")

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A "performance bond" is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A "payment bond" is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and materials in the execution of the work provided for in the contract.

3. Where the Federal Government guarantees or insures the repayment of money borrowed by the recipient, the State, at its discretion, may require adequate bonding and insurance if the bonding and insurance requirement of the recipient is not deemed adequate to protect the interest of the Federal Government.

4. Where bonds are required in the situations described above, the bonds shall be obtained from companies holding certificates of authority as acceptable sureties (31 CFR 223).

ADDENDA RECEIPT ACKNOWLEDGMENT

Addendum No.	Date	Initials
1	11/9/2016	JS
2	12/2/2016	JS
3	12/6/2016	JS
4	12/9/2016	JS
5	12/15/2016	JS

Bidder's Experience List

The following are contracts similar in scope to this project which the Contractor has performed within the past five (5) years:

Beck Auto Spa, Interlachen Community Center, Tadpole Prep Academy, Palatka
Golf Club Remodel, SJRSC- Athletic Field Improvement, SJRSC- Bldg F Repairs

Subcontractors List

The following are Subcontractors to be employed by the Contractor:

Name	Description of Work
<u>See Attached</u>	

Manufacturers List

The following are Manufacturers of materials and equipment to be utilized by the

Contractor:Name	Description of Materials and Equipment
-----------------	--

Executed in 1 Counterpart

BID BONDS

KNOW ALL MEN BY THESE PRESENTS, that we, the undersigned, _____
Armstrong Contracting Services, Inc. as Principal, and _____
Westfield Insurance Company as Surety, are hereby held and firmly bound
unto The City of Palatka, FL as owner in the penal sum
of Five Percent of Amount Bid ----- (—5%—) for the payment of
which, well and truly to be made, we hereby jointly and severally bind ourselves, our
heirs, executors, administrators, successors and assigns.

Signed, this 20th day of December, 2016.

The condition of the above obligation is such that whereas the Principal has submitted to
City of Palatka a certain Bid, attached hereto and hereby made apart
hereof to enter into a contract in writing for the:

2016-13, Palatka Terminal, 301 River St., Palatka, FL

NOW, THEREFORE,

(A) If said Bid shall be rejected, or in the alternate,

(B) If said Bid shall be accepted and the Principal shall execute and deliver a contract in the
Form of Contract attached hereto (properly completed in accordance with said Bid) and shall
furnish a bond for his faithful performance of said contract, and for the payment of all persons
performing labor or furnishing materials in connection therewith, and shall in all other respects
perform the agreement created by the acceptance of said bid then this obligation shall be void,
otherwise the same shall remain in force and effect; it being expressly understood and agreed that
the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal
amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any such extension.

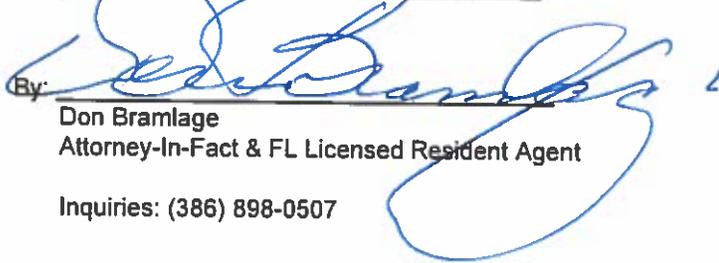
IN WITNESS WHEREOF, the Principal and the Surety have hereunto set their hands and seals, and such of them as are corporations have caused their corporate seals to be hereto affixed and these presents to be signed by their proper officers, the day and year first set forth above.

Armstrong Contracting Services, Inc. (L. S.)

By: 

SEAL

By: Westfield Insurance Company

By: 

Don Bramlage
Attorney-In-Fact & FL Licensed Resident Agent

Inquiries: (386) 898-0507

THIS POWER OF ATTORNEY SUPERCEDES ANY PREVIOUS POWER BEARING THIS SAME POWER # AND ISSUED PRIOR TO 08/24/16, FOR ANY PERSON OR PERSONS NAMED BELOW.

POWER NO. 0990992 00

General
Power
of Attorney

Westfield Insurance Co.
Westfield National Insurance Co.
Ohio Farmers Insurance Co.
Westfield Center, Ohio

CERTIFIED COPY

Know All Men by These Presents, That WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, corporations, hereinafter referred to individually as a "Company" and collectively as "Companies," duly organized and existing under the laws of the State of Ohio, and having its principal office in Westfield Center, Medina County, Ohio, do by these presents make, constitute and appoint
DON BRAMLAGE, JEFFREY W. REICH, SUSAN L. REICH, GLORIA A. RICHARDS, TERESA L. DURHAM, CHERYL FOLEY,
LISA ROSELAND, KIM E. NIV, SONJA HARRIS, JOINTLY OR SEVERALLY

of MAITLAND and State of FL its true and lawful Attorney(s)-in-Fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings, or other instruments or contracts of suretyship-

LIMITATION: THIS POWER OF ATTORNEY CANNOT BE USED TO EXECUTE NOTE GUARANTEE, MORTGAGE DEFICIENCY, MORTGAGE GUARANTEE, OR BANK DEPOSITORY BONDS.

and to bind any of the Companies thereby as fully and to the same extent as if such bonds were signed by the President, sealed with the corporate seal of the applicable Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney(s)-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolution adopted by the Board of Directors of each of the WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY:

"Be it Resolved, that the President, any Senior Executive, any Secretary or any Fidelity & Surety Operations Executive or other Executive shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

The Attorney-in-Fact may be given full power and authority for and in the name of and on behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements of indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be as binding upon the Company as if signed by the President and sealed and attested by the Corporate Secretary."

"Be it Further Resolved, that the signature of any such designated person and the seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signatures or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached." (Each adopted at a meeting held on February 8, 2000).

In Witness Whereof, WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY have caused these presents to be signed by their National Surety Leader and Senior Executive and their corporate seals to be hereto affixed this 24th day of AUGUST A.D., 2016 .

Corporate
Seals
Affixed



WESTFIELD INSURANCE COMPANY
WESTFIELD NATIONAL INSURANCE COMPANY
OHIO FARMERS INSURANCE COMPANY

By: *Dennis P. Baus*

Dennis P. Baus, National Surety Leader and Senior Executive

State of Ohio
County of Medina ss.:

On this 24th day of AUGUST A.D., 2016 , before me personally came Dennis P. Baus to me known, who, being by me duly sworn, did depose and say, that he resides in Wooster, Ohio; that he is National Surety Leader and Senior Executive of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, the companies described in and which executed the above instrument; that he knows the seals of said Companies; that the seals affixed to said instrument are such corporate seals; that they were so affixed by order of the Boards of Directors of said Companies; and that he signed his name thereto by like order.

Notarial
Seal
Affixed



David A. Kotnik

David A. Kotnik, Attorney at Law, Notary Public
My Commission Does Not Expire (Sec. 147.03 Ohio Revised Code)

State of Ohio
County of Medina ss.:

I, Frank A. Carrino, Secretary of WESTFIELD INSURANCE COMPANY, WESTFIELD NATIONAL INSURANCE COMPANY and OHIO FARMERS INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Companies, which is still in full force and effect; and furthermore, the resolutions of the Boards of Directors, set out in the Power of Attorney are in full force and effect.

In Witness Whereof, I have hereunto set my hand and affixed the seals of said Companies at Westfield Center, Ohio, this 20th day of December A.D., 2016 .



Frank A. Carrino Secretary
Frank A. Carrino, Secretary

**CERTIFICATION OF BIDDER
REGARDING EQUAL EMPLOYMENT OPPORTUNITY**

Sandy EEO Bid Form 1

INSTRUCTIONS

This certification is required pursuant to Executive Order 11246 (30 F.R. 12319-25). The implementing rules and regulations provide that any bidder or prospective contractor, or any of their proposed subcontractors, shall state as an initial part of the bid or negotiations of the contract whether it has participated in any previous contract or subcontract subject to the equal opportunity clause, and, if so, whether it has filed all compliance reports due under applicable instructions.

Where the certification indicates that the bidder has not filed a compliance report due under applicable instruction, such bidder shall be required to submit a compliance report within seven calendar days after bid opening. No contract shall be awarded unless such report is submitted.

CERTIFICATION BY BIDDER

NAME AND ADDRESS OF BIDDER (Include ZIP Code):

Armstrong Contracting Services, Inc.
PO Box 232
San Mateo, FL 32187

1. Bidder has participated in a previous contract or subcontract subject to the Equal Opportunity Clause.

YES NO

2. Compliance reports were required to be filled in connection with such contract or subcontract.

YES NO

3. Bidder has filed all compliance reports due under applicable instruction.

YES NO

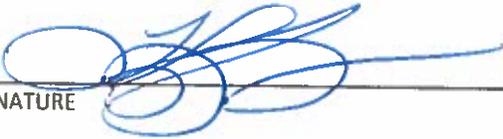
4. Have you ever been or are you being considered for sanction due to violation of Executive Order 11246, as amended?

YES NO

NAME AND TITLE OF SIGNER (Please print or type below:)

Terry L. Turner
President

SIGNATURE



12/20/2016

DATE

**CONTRACTOR'S CERTIFICATION CONCERNING LABOR STANDARDS
AND PREVAILING WAGE REQUIREMENTS**

To (Appropriate Recipient): City of Palatka Date: 12/20/2016

201 N 2nd St., Palatka, FL 32177 Project No. (if any) 2016-13

c/o Jonathan Griffith Project Name: Palatka Terminal

1. The undersigned, having executed a contract with City of Palatka for the construction of the above-identified project, acknowledges that:
- a. The Labor Standards provisions are included in the aforesaid contract.
 - b. Correction of any infractions of the aforesaid condition, including infractions by any of his subcontractors and any lower tier subcontractors. is his responsibility.

2. He certifies that:
- a. Neither he nor any firm, partnership, or association in which he has substantial interest is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR, Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended (40 U.S.C. 476a-2(a)).
 - b. No part of the aforementioned contract has been or will be subcontracted to any subcontractor if each subcontractor or any firm, corporation, partnership or association in which such subcontractor has a substantial interest is designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.

3. He agrees to obtain and forward to the aforementioned recipient within ten days after the execution of any subcontract, including those executed by his subcontractors and any lower tier subcontractors, a Subcontractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by the subcontractors.

4. He certifies that:
- a. The legal name and the business address of the undersigned are:

Armstrong Contracting Services, Inc.
PO Box 232
455 East End Rd.
 - b. The undersigned San Mateo, FL 32187

1. A SINGLE PROPRIETORSHIP 2. A CORPORATION ORGANIZED IN THE STATE OF Florida
3. A PARTNERSHIP 4. OTHER ORGANIZATION (Describe)

c. The name, title and address of the owner, partners or officers of the undersigned are:

NAME	TITLE	ADDRESS
Terry L. Turner	President	455 East End Rd., San Mateo, FL 32187
Dan Blumenstock	Vice President	112 Thicket Ln. Palatka, FL 32177

d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned, and the nature of the interest are (if none, so state):

NAME	ADDRESS	NATURE OF INTEREST
NONE		

e. The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are (if none, so state):

NAME	ADDRESS	TRADE CLASSIFICATION
Armstrong Roofing, Inc	PO Box 232, San Mateo, FL 32187	Roofer

(Contractor)

BY:


(Signature)

12/20/2016

Date

WARNING

U.S. Criminal Code, section 1010, Title 18, U.S.C., provides in part: "Whoever...makes, passes, writes or publishes any statement, knowing the same to be false...shall be fined not more than \$5,000 or imprisoned not more than two years, or more."

CERTIFICATION OF PROPOSED SUBCONTRACTOR REGARDING
SECTION 3 AND SEGREGATED FACILITIES

Armstrong Contracting Services, Inc. 2016-13 Palatka Terminal
NAME OF CONTRACTOR PROJECT NAME & NUMBER

The undersigned hereby certifies that

- (a) Section 3 provisions are included in the Contract.
- (b) A written Section 3 plan was prepared and submitted as part of the bid proceedings (if bid equals or exceeds \$10,000).
- (c) No segregated facilities will be maintained as required by Title VI of the Civil Rights Act of 1964.

NAME & TITLE OF Signer (Print or Type):

 _____ 12/20/2016
Signature Date



CONTACT SHEET

Name: Armstrong Contracting Services, Inc

Federal Taxpayer ID: 59-3186520

Mailing Address: PO Box 232

City, State, & Zip Code: San Mateo, FL 32187

Telephone: (386) 325-2023

Fax: (386) 328-3067

Cell Phone: _____

Email: armroof@comcast.net

Submitted By: Terry L. Turner

Title: President

Vendor Accepts Credit Cards*: Yes No (Please Circle)

Accounting Contact:

Name: Gina Sims Title: Office Manager

Email Address: armroof@comcast.net Phone: (386) 325-2023

***See preferred method of payment under "Prompt Payment Act" section of the Information to Bidders**



CITY OF PALATKA, FLORIDA SWORN STATEMENT UNDER F.S. SECTION 287.133(3)(A), ON PUBLIC ENTITY CRIMES

THIS FORM MUST BE SIGNED IN THE PRESENCE OF A NOTARY PUBLIC OR OTHER OFFICER AUTHORIZED TO ADMINISTER OATHS.

1. This sworn statement is submitted with Bid, Qualifications, Proposal or Contract for 2016-13 Palatka Terminal.
2. This sworn statement is submitted by (entity) Armstrong Contracting Services, Inc whose business address is PO Box 232, San Mateo FL 32187 and (if applicable) Federal Employer Identification Number (FEIN) is 59-3186520 (If a Sole Proprietor and you have no FEIN, include the last four (4) digits of your Social Security Number: _____.)
3. My name is Terry Turner and my relationship to the entity named above is President.
4. I understand that a "public entity crime" as defined in Paragraph 287.133(a)(g), Florida Statutes, means a violation of any state or federal law by a person with respect to and directly related to the transaction of business with any public entity or with an agency or political subdivision of any other state or with the United States, including, but not limited to, any proposal or contract for goods or services to be provided to any public entity or any agency or political subdivision of any other state or of the United States and involving antitrust, fraud, theft, bribery, collusion, racketeering, conspiracy, or material misrepresentation.
5. I understand that "convicted" or "conviction" as defined in paragraph 287.133(a)(b), Florida Statutes, means finding of guilt or a conviction of a public entity crime with or without an adjudication of guilt, in any federal or state trial court of records relating to charges brought by indictment or information after July 1, 1989, as a result of a jury verdict, non-jury trial, or entry of a plea of guilty or nolo contendere.
6. I understand that an "affiliate" as defined in Paragraph 287.133(1)(a), Florida Statutes, means:
 1. A predecessor or successor of a person convicted of a public entity crime; or
 2. An entity under the control of any natural person who is active in the management of the entity and who has been convicted of a public entity crime. The term "affiliate" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in the management of an affiliate. The City of Palatka, Florida ownership by one of shares constituting a controlling income among persons when not for fair interest in another person, or a pooling of equipment or income among persons when

not for fair market value under a length agreement, shall be a prima facie case that one person controls another person. A person who was knowingly convicted of a public entity crime, in Florida during the preceding thirty six (36) months shall be considered an affiliate.

7. I understand that a "person" as defined in Paragraph 287.133(1)(e), Florida Statutes, means any natural person or entity organized under the laws of the state or of the United States with the legal power to enter into a binding contract for provision of goods or services let by a public entity, or which otherwise transacts or applies to transact business with a public entity. The term "person" includes those officers, directors, executives, partners, shareholders, employees, members, and agents who are active in management of an entity.

8. Based on information and belief, the statement which I have marked below is true in relation to the entity submitting this sworn statement. (Please indicate which statement applies)

- Neither the entity submitting this sworn statement, nor any officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity, nor affiliate of the entity have been charged with and convicted of a public entity crime subsequent to July 1, 1989.
- The entity submitting this sworn statement, or one or more of the officers, directors, executives, partners, shareholders, employees, members, or agents who are active in management of the entity or an affiliate of the entity has been charged with and convicted of a public entity crime subsequent to July 1, 1989. (Please attach a copy of the final order.)
- The person or affiliate was placed on the convicted vendor list. There has been a subsequent proceeding before a hearing officer of the State of Florida, Division of Administrative Hearings. The final order entered by the hearing officer determined that it was in public interest to remove the person or affiliate from the convicted vendor list. (Please attach a copy of the final order.)
- The person or affiliate has not been placed on the convicted vendor list. (Please describe any action taken by, or pending with, the Department of General Services.)



Signature

Date: 12/20/2016

STATE OF FLORIDA
COUNTY OF Putnam

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 20th day of December, 2016, and is personally known to me, or has provided _____ as identification.





Notary Public
My Commission expires: 3/30/2019



DRUG-FREE WORKPLACE CERTIFICATION

The below-signed Proposer certifies that it has implemented a drug-free workplace program. In order to have a drug-free workplace, a business shall:

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violation of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or services a copy of the statement specified in paragraph 1.
4. In the statement in paragraph 1., notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee understands the terms of the statement and will notify the employer of any conviction of, or plea of nolo contendere to, any violation occurring in the workplace no later than five (5) working days after such conviction.
5. Impose a sanction on, or require fine satisfactory participation in drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign this statement, I Certify that this firm complies fully with the above drug-free workplace requirements.

COMPANY: Armstrong Contracting Services, Inc

CITY: San Mateo STATE: FL ZIP CODE: 32187

TELEPHONE NUMBER(S): (386) 325-2023

CELL PHONE: _____ EMAIL: armroof@comcast.net

SIGNATURE: 

NAME (TYPED OR PRINTED): Terry L. Turner

TITLE: President



E-VERIFY STATEMENT

Bid/Proposal/RFQ Number: 2016-13

Project Description: Palatka Terminal

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant shall utilize the U.S. Department of Homeland Security's E-Verify system, in accordance with the terms governing use of the system, to confirm the employment eligibility of:

1. All persons employed by the Vendor/Consultant during the term of the Contract to perform employment duties within Florida; and
2. All persons, including subcontractors, assigned by the Vendor/Consultant to perform work pursuant to the contract with the Department.

Company/Firm: Armstrong Contracting Services, Inc.

Contact Name (Print): Terry L. Turner

Authorized Signature: 

Title: President

Date: 12/20/2016



RESPONDENT'S CERTIFICATION

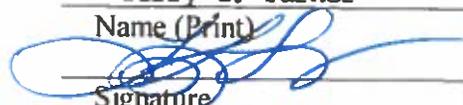
I have carefully examined the 2016-13 Response to Invitation to Bid for Palatka Terminal, the other related documents identified in the request.

1. I hereby propose to furnish the goods or services specified in the proposal and statement of qualifications. I agree that my proposal will remain firm for a period of 365 days in order to allow the City adequate time to evaluate the qualifications.
2. The undersigned certifies that all information contained in this proposal and statement of qualifications is truthful to the best of my knowledge and belief. I further certify that I am duly authorized to submit this qualification on behalf of the firm as its act and deed and that the firm is ready, willing and able to perform if awarded the contract.
3. The undersigned certifies to the best of his/her knowledge and belief, that his/her principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, Local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or falsification or destruction of records, making false statements, or receiving stolen property;
 - c. Are not presently indicted for or otherwise criminally or civilly charged by a government entity (Federal, State, Local) with commission of any of the offenses enumerated in paragraph 1.b of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, Local) terminated for cause or default.
4. The undersigned certifies that:
 - a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence either directly or indirectly an officer or employee of any state or federal agency, a Member of

Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal Contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal contract, grant loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-L "Disclosure Form to Report Lobbying", in accordance with its instructions.
 - c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, US Code. Any persons who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure."
5. The undersigned hereby certifies, to the best of his or her knowledge and belief, that on behalf of the person, firm, association, or corporation submitting the bid certifying that such person, firm, association, or corporation has not, either directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action, in restraint of free competitive bidding in connection with the submitted bid.
6. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall submit an explanation to the City of Palatka, City Manager.

I further certify, under oath, that this proposal and statement of qualifications is made without prior understanding, agreement, connection, discussion, or collusion with any other person, firm or corporation submitting a qualification for the same product or service; no officer, employee or agent of the City of Palatka or any other proposer is interested in said qualification; and that the undersigned executed this Proposer's Certification with full knowledge and understanding of the matters therein contained and was duly authorized to do so.

Armstrong Contracting Services, Inc
Name of Business
Terry L. Turner
Name (Print)

Signature
12/20/2016
Date:

STATE OF FLORIDA
COUNTY OF Putnam

PERSONALLY APPEARED BEFORE ME, the undersigned authority, who, after first being sworn by me, affixed his/her signature at the space provided above on this 20th day of December, 2016, and is personally known to me, or has provided _____ as identification.



Lisa Tennant

Notary Public

My Commission expires: 3/30/2019



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/15/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Bates Hewett & Floyd Insurance Agency 3400 Crill Avenue, Suite 2 Palatka FL 32177		CONTACT NAME: Dawn B Griffis PHONE (A/C No./Ext): (386) 328-1100 E-MAIL ADDRESS: dawn@bates-hewett.com FAX (A/C No.): (386) 329-1100	
INSURED Armstrong Contracting Services Inc PO Box 232 San Mateo FL 32187-0232		INSURER(S) AFFORDING COVERAGE INSURER A: Southern Owners Ins. NAIC # 10190 INSURER B: Auto-Owners Insurance 18988 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES CERTIFICATE NUMBER: 1617glwc REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GENL AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			78614369	4/15/2016	4/15/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			78614369	4/15/2016	4/15/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	78614185	4/19/2016	4/19/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER **CANCELLATION**

City of Palatka 201 North Second Street Palatka, FL 32177	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE Dawn Griffis/DAWN
---	--



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING: 2704 & 2706 Reid St. - Staff and Planning Board Recommendation to annex and assign commercial land use and zoning to property, from Putnam County C-1 (Commercial, General Light) to City C-1 (General Commercial)- Owner/Applicants: Meang Kalla, Thongyu Meang, and Ed Bun.

*a. **ANNEXATION ORDINANCE** - 2nd Reading, Adopt

*b. **FUTURE LAND USE AMENDMENT ORDINANCE** - Adopt

*c. **REZONING ORDINANCE** - 2nd Reading, Adopt

SUMMARY:

This is the adoption of ordinances annexing this property into the City limits and assigning City Future Land Use Map designation and zoning to 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.

RECOMMENDED ACTION:

Adopt ordinances: 1) annexing 2704 and 2706 Reid Street into the City; and 2) assigning COM (Commercial) Future Land Use Map designation to the property; and 3) assigning C-1 (General Commercial) zoning designation to the property (Parcel # 01-10-26-0000-0520-0000).

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	12/21/2016 - 5:13 PM
City Clerk	Driggers, Betsy	Approved	12/27/2016 - 5:03 PM

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

ORDINANCE NO. 17 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 2704 AND 2706 REID 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: Meang Kalla, Thongyu Meang, and Ed Bun, 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 W1/2 OF SEC BK217 P241, (EX W 30FT OR596 P1137). Tax parcel # 01-10-26-0000-0520-0000, a 1.37-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 January 12, 2017.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

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

ORDINANCE NO. 17 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THE FOLLOWING PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE): FROM PUTNAM COUNTY COM (COMMERCIAL) TO COM (COMMERCIAL), FOR 2704 & 2706 REID ST, PROPERTY LOCATED IN 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 owner of said property: Meang Kalla, Thongyu Meang, and Ed Bun, for certain amendment to the Comprehensive Plan Future Land Use Map of the City of Palatka, Florida, and

WHEREAS, Section 163.3187, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3187(1)(b), Florida Statutes, as amended, provides that a local government may amend its adopted comprehensive plan to change the land uses of up to 120 acres by small scale amendments annually, and

WHEREAS, Section 163.3187(2), Florida Statutes, as amended, provides that small scale development amendments require only one public hearing before the governing board, which shall be an adoption hearing, and

WHEREAS, the Planning Board conducted a public hearing on November 1, 2016 and recommended approval of this amendment to the City Commission, and

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

Section 1. Adopted Small Scale Amendment

That the Future Land Use Map of the adopted Comprehensive Plan of the City of Palatka is hereby amended to provide that the Future Land Use of the parcel of land listed in Table 1 below shall be changed as designated and that the Future Land Use Map shall be amended to show the changes.

**TABLE 1
ADOPTED SMALL SCALE AMENDMENT**

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Future Land Use</u>	<u>Amended Future Land Use</u>
01-10-26-0000-0520-0000	1.37	Putnam County COM (Commercial)	COM (Commercial)
DESCRIPTION OF PROPERTY:	PT OF W1/2 OF SEC BK217 P241, (EX W 30FT OR596 P1137)		

Section 2. Effect on the Comprehensive Plan

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

The remaining portions of said adopted comprehensive plan of the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 3. Severability

Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and shall not affect the validity of the remaining portion.

Section 4. Effective date

This Ordinance shall become effective thirty-one (31) days after its final passage by the City Commission of the City of Palatka, Florida.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of January, 2017.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

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

ORDINANCE NO. 17 -

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 C-1 (COMMERCIAL, GENERAL LIGHT) TO C-1 (COMMERCIAL GENERAL) FOR A PARCEL IDENTIFIED AS 2704 AND 2706 REID STREET, LOCATED IN 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: Meang Kalla, Thongyu Meang, and Ed Bun, 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 November 1, 2016 and two public hearings before the City Commission of the City of Palatka on December 12, 2016 and January 12, 2017, and

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

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

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

DESCRIPTION OF PROPERTIES:

PT OF W1/2 OF SEC BK217 P241, (EX W 30FT OR596 P1137). Tax parcel # 01-10-26-0000-0520-0000 - being 2704 and 2706 Reid Street.

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 January, 2017.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

Case # 16-52

2704 & 2706 Reid St.

Request to Annex, Amend Future Land Use Map and Rezone

STAFF REPORT

DATE: October 24, 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 commercial. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

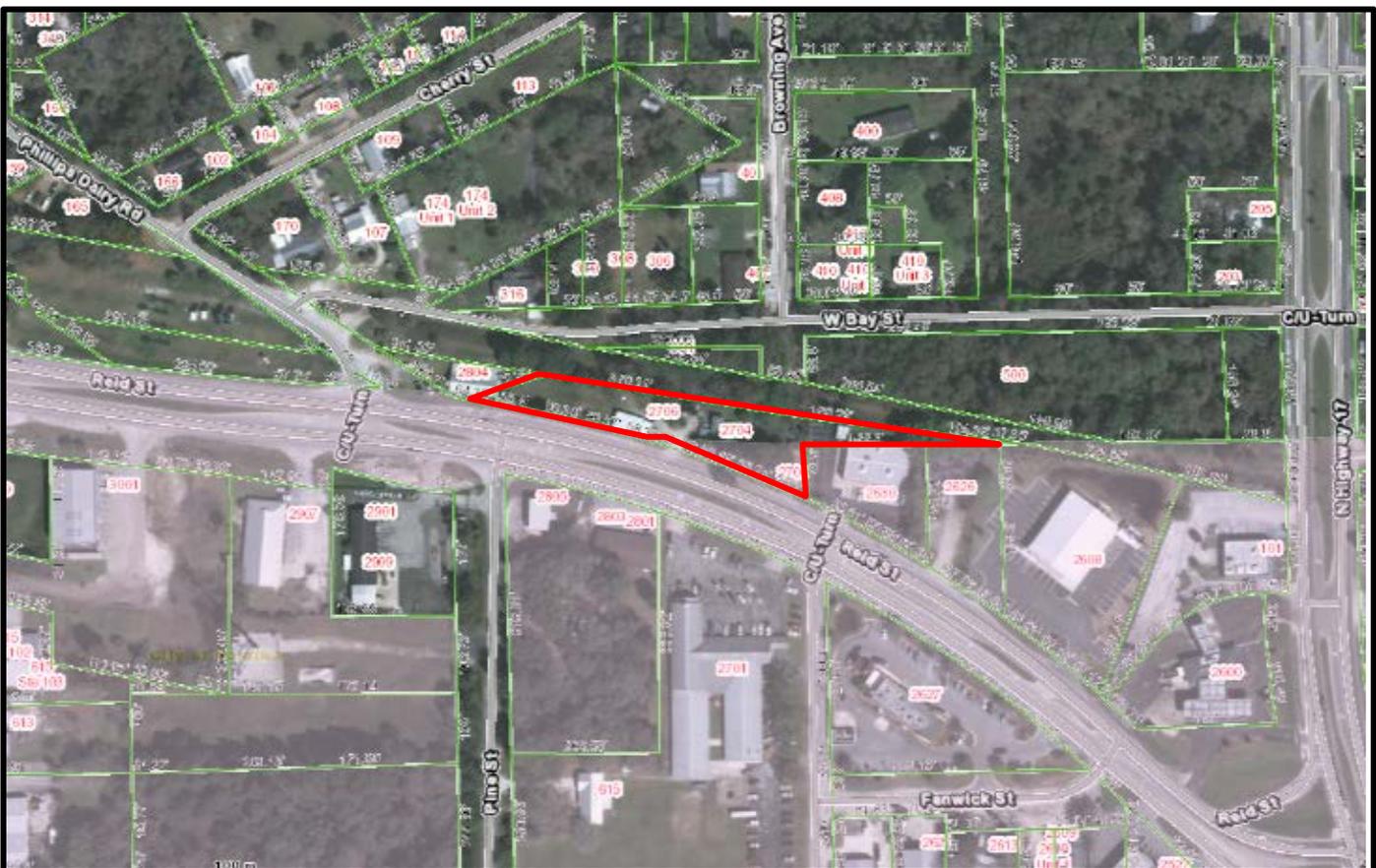


Figure 1: Site and Vicinity Map (property outlined in red, properties within City shown with purple overlay)

APPLICATION BACKGROUND

The property under consideration currently has a County Commercial Future Land Use Map (FLUM) designation and County commercial zoning. The property and its current and proposed FLUM and zoning classifications are shown below.

Table 1: Future Land Use Map & Zoning Designations

Future Land Use Map Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
COM (Commercial)	COM (Commercial)	C-1 (Commercial, General Light)	C-1 (General Commercial)

Table 2: Adjoining Properties Land Use Map & Zoning Designations

Adjacent Properties	Existing Land Use	Future Land Use Map	Zoning
West	Church	County US (Urban Service)	County C-2 (Commercial General Light)
East	Used appliance store	City COM (Commercial)	C-2 (Intensive Commercial)
South (across Reid St.)	Retail commercial (5 units)	COM (Commercial)	C-2 (Intensive Commercial)
North	Closed railroad spur, residential	RL (Residential Low)	C-2 (Intensive Commercial)

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

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.



Figure 2: property from Reid St, looking east

PROJECT ANALYSIS**Annexation Analysis**

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

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. As indicated in Figure 1, the property is contiguous to the City limits, which are to the south and north.

Compactness. The statute also provides a definition for compactness that requires an annexation to be for properties in a single area, and also precludes any action which would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing the property meets the standard of compactness as it does not create an enclave, pocket, or finger area, as evidenced by 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****2. Commercial (1,210 acres)**

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

Staff Comment: the property is now in the County’s Commercial FLUM category and the proposed City FLUM category is also the Commercial category, intended for a mix of retail, service, and office uses. Municipal Code Section 94-111(b) allows the proposed C-1 zoning category within the COM land use category, which provides Comprehensive Plan category conformance.

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 Reid St.

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 this developed site.

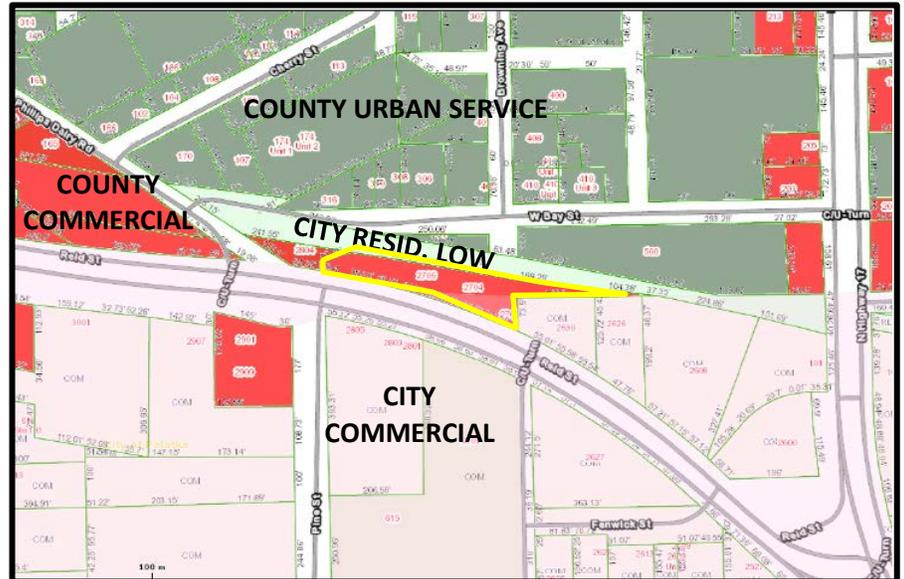


Figure 3: Vicinity Future Land Use Map Designations

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

Staff Comment: not applicable.

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.

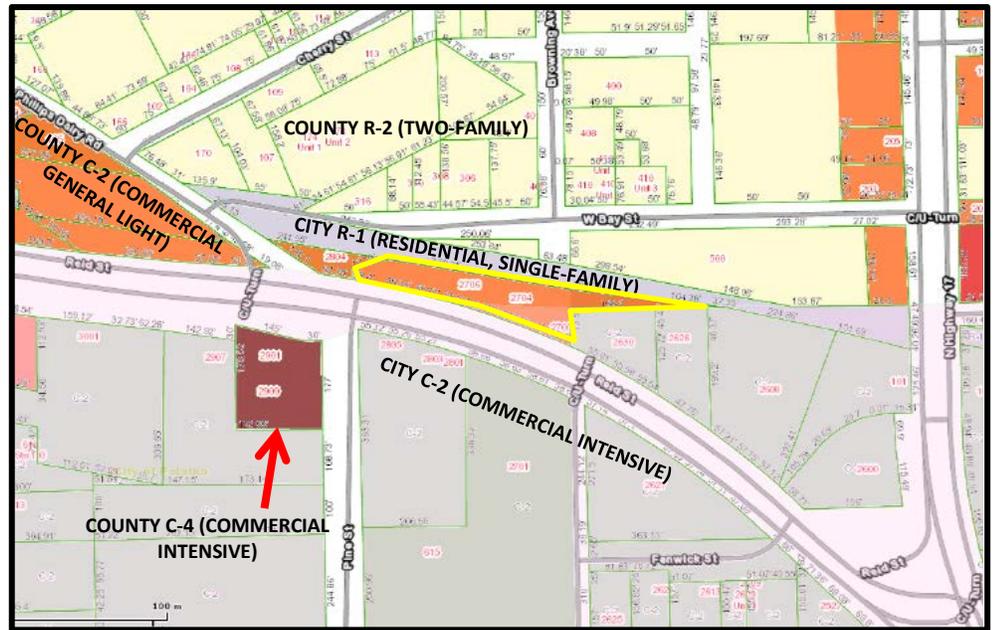


Figure 4: Vicinity Zoning

b. *The existing land use pattern.*

Staff Comment: Reid St. is a commercial corridor.

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

Staff Comment: no isolated zoning district would be created, and the zoning is very similar to the current County zoning. While the requested zoning is a less intensive commercial zoning category, it is similar enough to the more intensive C-2 commercial zoning found along this corridor.

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

Staff Comment: not applicable, as this is existing development.

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: retaining the same type of zoning will not adversely influence vicinity living conditions. .

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

Staff Comment: minimal traffic impacts will be created by this existing use.

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

Staff Comment: not applicable as this is a developed site.

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

Staff Comment: not applicable as this is existing development.

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

Staff Comment: Staff does not believe that this action will adversely 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 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 commercial land use and zoning are in keeping with the existing use.

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

Staff Comment: the property and its use 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 COM (Commercial), and rezoning to C-1 (General Commercial) for 2704 and 2706 Reid St.

CITY OF PALATKA
PLANNING BOARD MINUTES
November 1, 2016



Members present: Chairman Daniel Sheffield, Mr. Wallace, George DeLoach, Tammy Williams, and Ed Killebrew, who arrived at 4:08 p.m., Members absent: Vice-Chairman Joe Pickens, Anthony Harwell, Joseph Petrucci and Edie Wilson. Staff present: Planning Director Thad Crowe, Recording Secretary Karen Gilyard, and City Attorney Mr. Holmes.

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

Chairman Sheffield asked for an approval of minutes from August 2, 2016 meeting. Motion made by Ed Killbrew to approve the August 2, 2016 minutes, seconded by George DeLoach.

Chairman Sheffield notified the Board that Vice-Chairman Joe Pickens resigned from the Board. Chairman Sheffield proceeded to ask the Board to nominate a replacement as Vice-Chairman. Tammy Williams nominated George DeLoach, and the motion was seconded by Ed Killebrew. All present voted affirmative and motion was approved unanimously.

OLD BUSINESS:

- Case 16-40** Request for final plat for subdivision – tabled from the August 2nd 2016 meeting.
Location: 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 (a.k.a. a portion of Putnam Co. Business Park).
Applicant: Putnam County Port Authority/Brian Hammons, Putnam Co. Planning Director

Chairman Sheffield introduced the item and recognized Mr. Crowe. Mr. Crowe said the Applicant wanted to table the discussion once again. Mr. Crowe advised the Board that he explained that the Board has the right to table the discussion again or end it. If ended, the Applicant would have to start the process over again when ready.

Motion made by George DeLoach and seconded by Tammy Williams to table the request until the next regular meeting. All present voted affirmative and motion was approved unanimously.

NEW BUSINESS:

- Case 16-45** Request for conditional use for alcohol sales (convenience store & liquor store) within 300 feet of two churches and a convenience store selling alcohol
Location: 819 Reid St.
Applicant: David Nou

Chairman Sheffield introduced the item and recognized Mr. Crowe, who initiated a power point presentation.

Mr. Crowe said the property in question is within 300 feet of two churches and a convenience store selling alcohol, which triggered the conditional use permit requirement. The property is at the corner of 9th St. and Reid St. and was in past years a gas station/convenience store, but has been vacant for a number of years.

Addressing the conditional use criteria, Mr. Crowe noted that Criterion a (Comprehensive Plan compliance) was met, since the use was allowed in the commercial zoning and future land use.

Mr. Crowe said that Criteria b and c (parking and vehicular issues) must be met with a site plan that meets Zoning Code standards for parking and driveway configuration, since the site was an older developed that did not meet the current standards. The property was at the corner of two busy state roads and there was no curbing to separate the site paved area from the adjoining roads, which raised traffic concerns. These concerns centered on vehicles entering and exiting the site onto the adjoining roads in a disorganized fashion. Staff suggested that this concern could be addressed with the installation of landscape buffers along the rights-of-way that would define driveways and also improve the appearance of the site. The good news was that there was sufficient room on the site for needed parking, driveways, and buffers.

Mr. Crowe noted that Criterion d would require the screening of any refuse areas.

The intent of Criterion f (Screening and Buffering) would be partially met with the recommended right-of-way buffers.

In discussing Criterion h, Mr. Crowe noted that the open space standards were not applicable to this urbanized area.

As far as Criterion i, Mr. Crowe said that the use would be compatible with the commercial character of Reid St. Reduced hours of operation would lessen the potential of late-night crime and calls for service.

Mr. Crowe noted that other criteria are met, and that the proposed use would not negatively impact the public interest, unless the Board determined that there was an undue concentration of similar uses in this area.

Chairman Sheffield asked Mr. Crowe is this for a convenience store that sales beer and wine or is this liquor store. Mr. Crowe answered that it would be both. He added that the Zoning Code did not differentiate between beer/wine and liquor and that both were lumped into a general category of off-premises alcohol sales. His discussions with the Police Chief led him to believe that there may be some "quality of life" problems associated with liquor stores such as loitering, but there is no data that confirms higher calls for service for this use. Chairman Sheffield asked Mr. Nou if the gas pumps would be added, and Mr. Nou said no, not at this time.

Chairman Sheffield asked if there were any other questions from the Board.

Ms. Williams asked if the gas pumps are no longer there could the gas pump canopy be taken away. Mr. Crowe answered yes, but said that Mr. Nou's has not discussed this with Staff and unless an approval condition prohibited such canopies, they could be added along with gas pumps in the future (as long as minimum parking still remained). Tammy Williams asked about the parking in the back, was there an entrance to Tire Kingdom in that rear area, and does Tire Kingdom use that parking as well. Mr. Crowe answered that there was an alley in the rear that provided access for both businesses he was not sure if Tire Kingdom used the parking.

Chairman Sheffield opened up the public hearing.

Mr. David Nou, Applicant, stated that the side canopy was removed two years ago. Also the front gas pumps and tanks were removed five years ago. They will not be selling gas. Due to the nearby churches and the safety of nighttime drivers, the hours of operation would be reduced and the store will not be open till 11 p.m., maybe even by 9 p.m. or 10 p.m. Chairman Sheffield asked if Mr. Nou was requesting an earlier closing time. Mr. Nou answered that he preferred to keep it at 11 p.m. due to some Friday or holidays being busy and not being able to

close by 10 p.m. due to demand. Mr. Nours stated that the store will be open about 9 or 10 a.m. but will only sell alcohol during the City's permitted alcohol sale times.

Mr. Wallace asked where his previous business was. Mr. Nou answered that they owned the convenience store/gas station at Palm & Crill for about 10 years and had no problems there.

Chairman Sheffield asked Mr. Nou if he had seen the Staff-recommended conditions and agrees with them. Mr. Nou answered that he had not but added that he did not have a problem with the conditions presented. His only concern was with this being a corner lot, plants could not be placed at the intersection as they would block driver vision. Mr. Crowe said the Zoning Code vision triangle standards would keep plantings out of the intersection area.

Mr. Holmes asked Mr. Nou if this was going to be a convenience store that sold liquor opposed to just a convenience store that sales beer and wine.

Mr. Nou responded that he they are going to carry around 40% of what ABC Fine Wine & Spirits carries in their store. Mr. Holmes also asked did they already have a State of Florida liquor license. Mr. Nou answered no, it's pending approval and should be approved by December, 2016. Mr. Crowe stated that the Building and Zoning Dept. would have to sign off on the state liquor license.

Mr. Wallace asked if liquor was sold at the Palm & Crill location. Mr. Nou answered no because my parent didn't want to mix gas and liquor. Mr. Wallace asked did they have any problems there. Mr. Nou answered that there were some minor problems like two break-ins in 10 years of business.

Mr. Holmes asked if this business the one that had the check cashing services, and Ms. Williams asked if the EBT scandal happened during Mr. Nou's family's ownership or after. Mr. Nou answered that it happened a year after they sold the business.

Chairman Sheffield thanked Mr. Nou and asked him not to go too far away in case they needed to ask additional questions. He then opened up the public hearing, and closed it when no members of the public rose to address the Board.

Motion made by Tammy Williams and seconded by George DeLoach to approve the request as recommended by Staff. Motion carried unanimously.

Case 16-52 Request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial)
Location: 2704 and 2706 Reid St.
Applicant: Mom Meang

Chairman Sheffield introduced the item and recognized Mr. Crowe, who initiated a power point presentation.

Mr. Crowe explained that this request was for annexation of the property into the City, to zone the property to C-1 (General Commercial) zoning, and to assign the COM (Commercial) future land use map designation to the property.

Mr. Wallace said that he had given a proposal on the property for a survey, and asked he if needed to recuse himself. Mr. Holmes asked him had he been retained to do anything as of yet. Mr. Wallace answered not at this time. Mr. Holmes said no, he didn't see any problem with it if he had no monetary investment in the property.

Mr. Crowe said that as demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of the annexation, amendment of Future Land Use Map category to COM (Commercial), and rezoning to C-1 (General Commercial) for 2704 and 2706 Reid St.

Chairman Sheffield opened up the public hearing.

Project Agent Robert Benjamin, 3955 Riverside Ave., Jacksonville, FL, said he was there to answer any questions the Board may have. Chairman Sheffield thanked Mr. Benjamin, and as there were no questions closed the public hearing.

Motion made by George DeLoach and seconded by Ed Killebrew to approve the request as recommended by Staff. Motion carried unanimously.

Case 16-54 Request for conditional use for church within 300 ft. of a licensed alcohol serving facility
Location: 1001 N State Rd 19
Applicant: Ronnie Williams

Chairman Sheffield introduced the item and recognized Mr. Crowe, who initiated a power point presentation.

Mr. Crowe explained that this request for conditional use to allow a church within 300 ft. of an establishment serving alcoholic beverages. The proposed church was next to Bradley's Restaurant, which served alcohol. The church was part of a four-building complex on a 2.6-acre parcel. The proposed church building was a warehouse, built in 1971, and there were two buildings utilized in the past as dormitories, part of a residential treatment facility. A fourth building was formerly used as an office. The proposed sanctuary building was 4,950 SF which could potentially accommodate up to 300 worshipers, requiring 75 parking spaces. The request was just for a 30-member church, which would just require 8 parking spaces.

Addressing the conditional use criteria, Mr. Crowe noted that Criterion a (Comprehensive Plan compliance) was met, since the use was allowed in the commercial zoning and future land use.

Criteria b and c (parking and vehicular issues) was met as the driveway was narrow but useable, and the paved area could be striped to yield up to 20-25 parking spaces. There were no wheelstops or curbing present.

Criterion d would require the screening of any refuse areas.

The intent of Criterion f (Screening and Buffering) was met with the plentiful shrubs and trees along the property lines and SR 19 right-of-way.

In discussing Criterion h, Mr. Crowe noted that over half the site was green open space.

As far as Criterion i, Mr. Crowe said that the use would be compatible with the commercial/institutional character of SR 19 between Reid St. & US 17.

Mr. Crowe noted that other criteria are met, and that the proposed use would not negatively impact the public interest.

Mr. Crowe said that Staff recommended approval of the application, with attendance capped at 80 members (or the Fire Marshal's capacity figure if that is less), and with the following conditions.

1. Use is approved generally subject to and conforming with the site plan.

2. Parking layout shall conform to Code requirements (parking spaces to be 10 by 20 feet, handicap parking spaces to be 12 by 20 feet with a five-foot ramp on the passenger side, driveway to be at least 20 feet wide). Parking spaces to be striped.
3. The Board shall delegate to Staff the ability to approve an increase of up to 50 more members based on additional required parking spaces provided.
4. Per Code, refuse shall be screened from public view with a six-foot tall fence, wall, or hedge.
5. All other applicable standards of the Municipal Code must be met, including any Building or Fire Code life and safety requirements required for places of assembly such as a church.

Chairman Sheffield asked Mr. Crowe how he figured the parking space was it by the space already there. Mr. Crowe said no it was by the size of the parking lot. Chairman Sheffield asks the board if any question for Mr. Crowe. Chairman Sheffield moved it to public meeting and asked if anyone wanted to address the board. Chairman Sheffield moved it to public meeting and asked if anyone wanted to address the board. The deacon of the church step up to address the board stated he was David Donaldson 165 Blackberry St., Lake Como, Florida. Mr. Donaldson stated that Mr. Crowe exactly what the church wants and is doing. Mr. Donaldson also asked the board did they have any questions for him. Chairman Sheffield asked Mr. Donaldson did he have any issue with the recommendation that Mr. Crowe had. Mr. Donaldson said no. Chairman Sheffield asked was they ok with the membership cap Mr. Crowe gave. Mr. Donaldson said yes because they only have a membership of 35 and that allowed for growth. Chairman Sheffield thanked Mr. Donaldson. Chairman Sheffield asked did anyone from the audience want to address this case. Chairman Sheffield closed the public meeting went back to the regular meeting for a motion to approve or deny the business.

Motion made by George DeLoach and seconded by Tammy Williams to approve the request as recommended by Staff. Motion carried unanimously.

Case 16-56 Request for conditional use to locate alcohol sales (associated with a restaurant) within 300 ft. of a convenience store selling alcohol
Location: 1701 Reid St.
Applicant: Li Dong

Chairman Sheffield introduced the item and recognized Mr. Crowe, who initiated a power point presentation.

Mr. Crowe explained that this request for conditional use to locate alcohol sales (associated with a restaurant) within 300 ft. of a convenience store selling alcohol. The request was associated with Leo's Fine Sushi, located in the rear of the Palatka Buffet restaurant building. The property was within an established commercial corridor. Mr. Crowe reminded the Board that their policy for conditional uses was to work toward achieving incremental Zoning Code compliance.

Addressing the conditional use criteria, Mr. Crowe noted that Criterion a (Comprehensive Plan compliance) was met, since the use was allowed in the commercial zoning and future land use.

Criterion b and c (parking and vehicular issues) was met as the parking lot had ample parking and the driveways functioned adequately. There were sidewalks along Reid St. (but not along 17th St.). The parking lot did not have wheelstops or curbing, and there was vegetative encroachment on paved areas.

Criterion d was not met, as the dumpster was not screened.

Criterion f (Screening and Buffering) was partially met, as this was an older site which did not comply with the landscape and buffer codes. The parking lot and buffers contained no shade trees for shade and aesthetics and some grassy areas were weedy or dead. There were some palm trees planted along 17th St. and shade trees

adjoining the rear of the parking lot. Full compliance would require eight parking lot landscape islands and six to 12 trees throughout the parking lot. Staff recommended partial compliance with two understory trees on each side of the Reid St. driveway, shrubs along the restaurant side of the Reid St. sidewalk, and shrubs along 17th St. back to the driveway entrance.

In discussing Criterion g, Mr. Crowe said that the existing banners should be better maintained.

As far as Criterion I, Mr. Crowe said that the landscaping improvements and dumpster screening would improve the appearance and compatibility of the property.

He concluded by saying Staff believed no negative impacts would be produced by the granting of this request.

Mr. Crowe said that as demonstrated in this report, Staff believes that Application 16-07 meets applicable conditional use criteria if the following recommendations are met.

1. On-premises consumption of alcohol associated with a restaurant is allowed.
2. Alcohol service shall not occur past 10 PM.
3. Within three months of the approval date (February, 2017), the Applicant and Property Owner shall submit to Staff a landscape planting plan for the front and side buffer to include planting of two understory trees in the landscape island on each side of the Reid St. entrance; planting of shrubs along restaurant side of sidewalk (or relocation of existing hedge to this location; and planting of shrubs along N. 17th St. in right of way, going back to the driveway entrance. If funding is available from the City's Tree Fund, the City will provide the two understory trees, and the Applicant/Owner shall procure the remaining vegetation or fencing. Installation shall occur within six months of approval (March 6, 2017).
4. Applicant/Property Owner to screen refuse area on three sides with opaque fencing, walls, or plants with a height of at least six feet, as required by Code.
5. Applicant to install landscape area with a minimum size of the sign square footage around the base of the pole sign along Reid St. This area shall be planted and maintained with groundcover such as shrubs or flowering plants.
6. Landscape areas shall be maintained in good order on an ongoing basis - per Landscape Code requirements the open space and buffer areas shall be frequently maintained by mowing, irrigating, pruning, edging, etc. Dead groundcover shall be replaced.
7. The site shall have no more than two temporary banner signs which shall meet Sign Code requirements, being composed of durable and weather-resistant material such as canvas, cloth, heavy plastic, or similar materials, and shall be maintained in a neat and orderly appearance.
8. All applicable standards of the Municipal Code shall be met, including the Alcoholic Beverage Code.

Chairman Sheffield asked Board members if there were any questions for Mr. Crowe. Chairman Sheffield told Mr. Crowe that he appreciated the effort Staff has put into zoning-related landscaping improvements.

Chairman Sheffield opened the public hearing and with no members of the public present to speak, closed the public hearing.

Motion made by Tammy Williams and seconded by Ed Killebrew to approve the request as recommended by Staff. Motion carried unanimously.

Mr. Crowe stated that the Heart of Putnam Food Pantry wanted to address the board about the problems they are having with improving the parking lot. This was a conditional use approval condition, but there was no deadline for it. Jared Dollar, representative for the Food Pantry, said it has been hard to find a contractor. They did find one that gave them an estimate of \$13,000 for a concrete parking lot. They also tried to talk with the asphalt company that Clay Electric is using for their project with no reply. He said they were trying to get the City to

assist more since it was a City-owned property. Chairman Sheffield thanked him for updating the Board, and said the Pantry is a worthy cause, but like Mr. Crowe stated there are no time limits on this being done.

The meeting was adjourned at 4:57 pm.



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE rezoning property located at the southwest corner of River and Morris Streets from R-1AA/HD (Single-Family Residential and Historic District) to R-1AA (Single-Family Residential) - REMOVAL FROM HISTORIC DISTRICT - Normand Jutras, Owner/Applicant - 2nd Reading, Adopt

SUMMARY:

The Historic Preservation Board and the Planning Board both recommended approval of this request to remove this 1.8-acre portion of a larger 49-acre parcel from the South Historic District. This land is part of the larger parcel of the old Wilson Cypress Mill, the parcel that is on the river side of River Street. The action would remove a split zoning designation on this larger parcel and the property has no historical, cultural, or architectural significance that warrants its continued inclusion within the local historic district. Both boards determined that the request met the zoning and historic preservation criteria associated with this action.

RECOMMENDED ACTION:

Adopt on second reading an ordinance removing the HD (Historic District) overlay designation from property located at the southwest corner of River and Morris Streets.

ATTACHMENTS:

Description	Type
▢ Ordinance	Ordinance
▢ Staff Report Planning Board	Backup Material
▢ Staff Report Hlst Pres Board	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/19/2016 - 12:00 PM
City Clerk	Driggers, Betsy	Approved	12/19/2016 - 12:01 PM

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

ORDINANCE NO. 17 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED FROM R-1AA-HD (RESIDENTIAL, SINGLE-FAMILY-HISTORIC DISTRICT) TO R-1AA (RESIDENTIAL, SINGLE-FAMILY) FOR A PARCEL IDENTIFIED AS UNDEVELOPED LAND LOCATED AT THE SOUTHWEST CORNER OF RIVER STREET AND MORRIS STREET, LOCATED IN SECTION 42, TOWNSHIP 10 SOUTH, RANGE 27 EAST; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by Normand Jutras, 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 November 1, 2016 and two public hearings before the City Commission of the City of Palatka on December 12, 2016 and January 12, 2017, and

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

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from their present zoning classification to the zoning classification as noted above, removing the property from local historic designation.

DESCRIPTION OF PROPERTY:

A portion of a larger parcel of land described as DICK'S MAP OF PALATKA MB2 P46, WATER LOTS 26 & 27 BK201 P467, BK207 P150 OR354 P406 ALL OF, BLKS 139 140 (EX PT OF S/D), WILSON CYPRESS CO S/D MB3 P194, LOTS 19 20 21 22 23 24 25 & PT, OF GOVT LOT 1 18-10-27 BK 133, P139 OR1201 P615 + WHITES ADD OF GOVT LOTS 10 + 13 MB1 PP50 65 LOT C (EX W 147 FT OF S 90 FT N 60 FT OF W 208 FT) + LOT D (EX W 150 FT OF N 59 FT + LOT E (MAP SHEET, 7/42). Tax parcel # 42-10-27-6850-0001-0260 - more specifically, lands located between River Street and the St. Johns River shoreline, and between Morris Street and a line continuing southeasterly from the rear lot lines of properties located on the west side of Morris Street north of River Street.

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 January, 2017.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

City Clerk

South Historic District Boundary Adjustment (Removal)

Case # 16-25

Property Located at southwest corner of River and Morris Streets

STAFF REPORT

DATE: August 31, 2016
TO: Planning Board members
FROM: Thad Crowe, AICP
Planning Director
SUBJECT: South Historic District Boundary Adjustment

APPLICATION REQUEST

The Applicant and owner of these properties, Mr. Normand Jutras, has requested the removal of this property from the South Historic District based on his claim that the property shown below was incorrectly included in

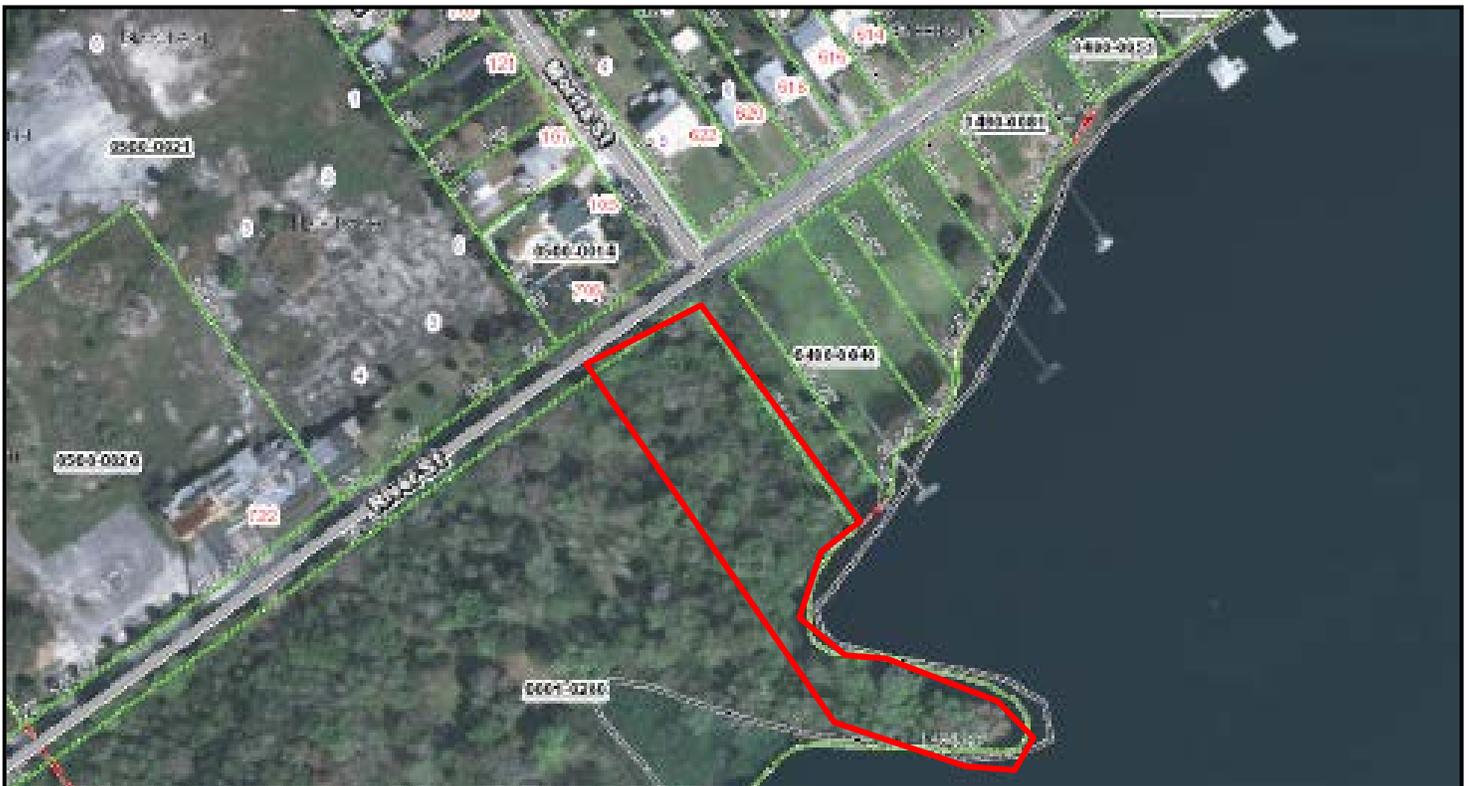


Figure 1: Property Location

the historic district. Staff previously presented the argument that this error pertained to the actual intent of the legal description to continue along the Morris Street right-of-way, not to continue the line straight down the rear lots of the properties fronting on the west side of Morris Street. However after meeting with Surveyor (and Board member) Earl Wallace, Staff has determined that the documents provided to Mr. Wallace were not the Municipal Code boundaries of the district, but an alternative boundary description error provided by the Applicant. This error was made by Staff, namely the Planning Director. The Municipal Code version of the

South Historic District boundaries are in fact accurate in what is described, which is a boundary that differs from the South Historic Community Redevelopment Area district. This is not the only such discrepancy, as the North and South Historic District boundaries are close, but do not match (see map on next page with CRA and historic district boundaries). There are actually three properties that are in a historic district but NOT in a CRA district: the Boathouse at 411 Mulholland Dr., the undeveloped property at the northeast corner of Bronson & N. 4th Streets, and the subject property at River or Morris. (There are also many downtown properties in the Downtown CRA district that are not in a historic district, but this is a different scenario as there is no downtown historic district.) All three of these properties are also on the fringe of the historic district. Therefore if one is taken out, then logically the others could too. This may not be a big impact on the historic districts, but it would result in the lack of design review on properties that are adjacent to and visually related to historic district properties.



Figure 2: Property from River St., looking west. Property is on left hand side of road – note drop-off into forested wetland area.

As stated in the previous Staff Report, Sec. 54-77 of the Municipal Code (Planning) addresses the creation of historic districts. There are no provisions in this or other sections of the Historic Preservation Ordinance that address the removal of properties from historic districts. However Sec. 94-156 of the Municipal Code (Zoning) defines the HD (Historic District) zoning as an overlay district on the underlying conventional zoning.

Rezoning is the purview of the Planning Board, but one of the rezoning criteria requires a recommendation to the City Commission from the Historic Preservation Board. This Board recommended approval of this application at their July meeting, but that approval was based on the inaccurate reasoning that the Municipal Code boundary description was flawed. Therefore this matter will have to go back before the Historic Preservation Board, and both Boards' recommendations will be forwarded to the City Commission which will take final action on this application.

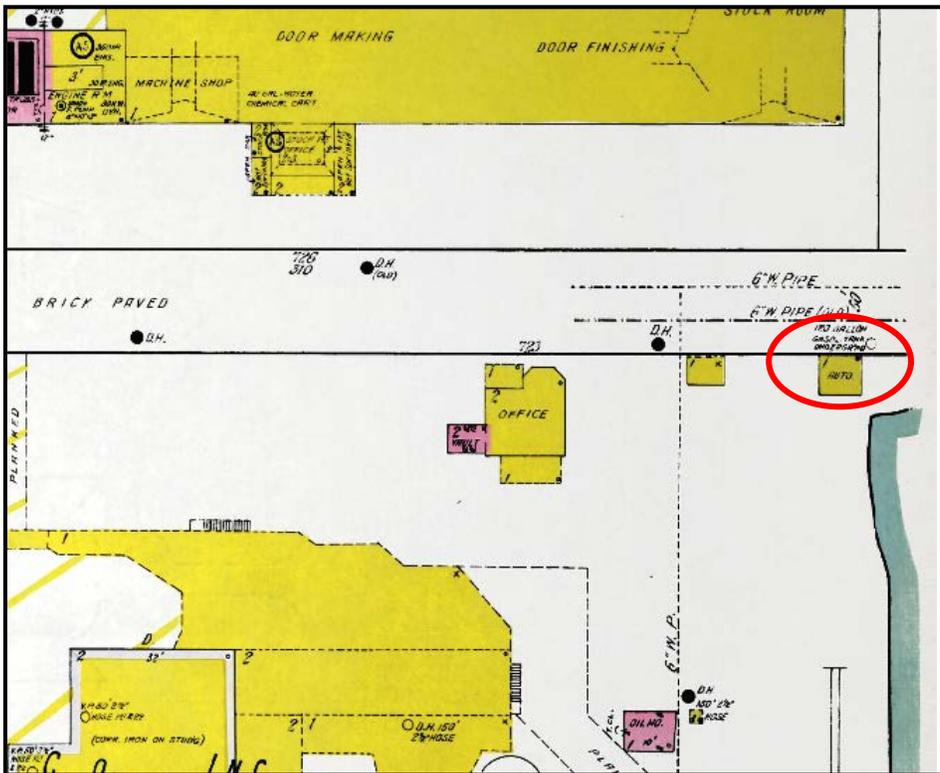
APPLICATION ANALYSIS

The criteria for National Register designation are repeated verbatim for local designation in Section 54-77(2) of the City’s Municipal Code. Staff has interpreted that at least one of the following criteria must be met for both local and national historic designation. While these criteria are the responsibility of the Historic Preservation Board, which determined that the application was not in conflict with them, they are included for informational purposes.

The historic district or site recommended by the board shall be one possessing particular historic, architectural or cultural significance, which:

- a. *Is associated with events that have made a significant contribution to the broad patterns of our history;*

Staff Response: Staff’s previous determination was that the property is part of the old Wilson Cypress Mill but did not include any remnant historic structures. Staff revisited this assessment with an evaluation of the Sanborn Maps, after hearing public input at the last Planning Board meeting that there was a service station on the subject property. Figure 3 below, the 1913 Sanborn Fire Insurance Maps, shows that there were a number of buildings on this property, further to the west, mostly associated with timber off-loading for the Mill (although there was also an office of the U.S. Army Corp of Engineers, in the building labelled “OFFICE” in Figure . Morris St. is not shown on this map, but it is at the very corner right and top of the map. There is a small building located on the south side of River St., which appears to be on the subject property. The building is labeled “Auto” and was most likely an auto repair shop/service station. Therefore Staff reverses the previous assessment that there were no structures on this property. However Staff does not have any documentation that asserts that this building had any historic, architectural, or cultural significance.



- b. *Is associated with the lives of persons significant in our past;*

Staff Response: Staff does not have any documentation that associates this specific property with the lives of

Figure 3: 1915 Sanborn Fire Insurance Map of Palatka

period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

Staff Response: not applicable.

d. *Have yielded, or may be likely to yield, information important in prehistory or history.*

Staff Response: Staff is not aware of any information associated with this property that is important in prehistory or history.

The following rezoning criteria must also be considered, in this case by the Planning Board.

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

Staff Response: The Comprehensive Plan's historic preservation-related GOPs pertain to the identification and protection of clearly identified historic resources. The policy below indicates that development projects within historic districts should receive a higher level of review in regard to impact on historic sites, which could include neighboring historic properties on River and Morris Streets.

Comprehensive Plan Future Land Use Element Policy A.1.5.3 9J-5.006(3)(c)8

Proposed development projects shall be reviewed at the time of issuing a building permit to determine potential impacts on known historic sites. Where such construction or other development activity may impact adversely on a historic/archaeological site, the proposed development must provide sufficient buffering (spatial separation, physical wall, or other method approved by the City Planning Board) before a permit is issued.

b. *The existing land use pattern.*

Staff Response: not applicable.

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

Staff Response: since this smaller piece of property is part of a larger tract of land, joining it with its parent tract of land that is not in the historic district will not be creating an isolated district.

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

Staff Response: not applicable.

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

Staff Response: the only justification for this existing district boundary is the higher level of required compatibility for future development, since development on this property could have visual impacts on the adjoining residential properties.

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

Staff Response: conditions have not changed that make this amendment necessary (or unnecessary).

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

Staff Response: it is possible (but not certain) that removing this property from the historic district would adversely influence living conditions in the neighborhood. This change will not affect the underlying zoning (low density single-family) and the Future Land Use Map designation of Residential Medium. However as noted, this change would provide less in the way of historic district design review to ensure compatibility with vicinity historic structures.

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

Staff Response: not applicable.

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

Staff Response: not applicable.

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

Staff Response: not applicable.

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

Staff Response: cannot be determined.

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

Staff Response: cannot be determined.

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

Staff Response: this change would not be a grant of special privilege since there is a public purpose of making the CRA and historic district more coterminous and also of removing the split zoning of the property.

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

Staff Response: there are not any reasons why the property cannot be developed under existing zoning. There is an added layer of design review, but this is not an unreasonable burden, since multiple vacant and potential redevelopment properties are also subject to the same review.

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

Staff Response: 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 Response: 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 Response: as stated, Staff will be revisiting this issue with the Historic Preservation Board based on the correction of the rationale of this request, as well as the new information regarding past development of the property, and the previously overlooked value of design review for protection of adjacent historic properties. Planning and Historic Preservation Board recommendations will be considered by the City Commission in their final decision on this request.

SUMMARY AND STAFF RECOMMENDATION

The removal of this portion of property from the South Historic District meets some rezoning criteria in that it “trues up” historic district and CRA boundaries, removing split zoning, and does not grant special privilege. However the request does not meet other criteria in that the property can be developed under the current zoning, removal from the historic district could present negative visual impacts to adjacent historic properties due to the loss of heightened design review, and removal would also justify the removal of the previously-mentioned two other properties that are in the historic district but not in the CRA district. While Staff recommends denial of the request due to future development compatibility concerns, the Board would have justification in approving the request for the reasons stated above.

South Historic District Boundary Adjustment (Removal)

Case # 16-25

Property Located at southwest corner of River and Morris Streets

STAFF REPORT

DATE: September 30, 2016

TO: Historic Preservation Board members

FROM: Thad Crowe, AICP
Planning Director

SUBJECT: South Historic District Boundary Adjustment

APPLICATION REQUEST

The Applicant and owner of these properties, Mr. Normand Jutras, has requested the removal of this property from the South Historic District based on his claim that the property shown below was incorrectly included in the historic district. Staff previously presented the argument to the Historic Preservation Board that this error pertained to the actual intent of the legal description to continue along the Morris Street right-of-way, not to continue the line straight down the rear lots of the properties fronting on the west side of Morris Street. However after meeting with Surveyor (and Board member) Earl Wallace, Staff has determined that the documents provided to Mr. Wallace were not the Municipal Code boundaries of the district, but an alternative boundary description error provided by the Applicant. This error was made by Staff, namely the Planning Director. The Municipal Code version of the South Historic District boundaries are in fact accurate in what is described, which is a boundary that differs from the South Historic Community Redevelopment Area district. This is not the only such discrepancy, as the North and South Historic District boundaries are close, but do not match (see map on next page with CRA and historic district boundaries). There are actually three properties that are in a historic district but NOT in a CRA district: the Boathouse at 411 Mulholland Dr., the undeveloped property at the northeast corner of Bronson & N. 4th Streets, and the subject property at River or Morris. (There are also many downtown properties in the Downtown CRA district that are not in a historic district, but this is a different scenario as there is no downtown historic district.) All three of these properties are also on the fringe of the historic district. Therefore if one is taken out, then logically the others could too. This may not be a big impact on the historic districts, but it would result in the lack of design review on properties that are adjacent to and visually related to historic district properties.



Figure 1: Property Location



Figure 2: Property from River St., looking west. Property is on left hand side of road – note drop-off into forested wetland area.

As stated in the previous Staff Report, Sec. 54-77 of the Municipal Code (Planning) addresses the creation of historic districts. There are no provisions in this or other sections of the Historic Preservation Ordinance that address the removal of properties from historic districts. However Sec. 94-156 of the Municipal Code (Zoning) defines the HD (Historic District) zoning as an overlay district on the underlying conventional zoning. Rezoning is the purview of the Planning Board, but one of the

rezoning criteria requires a recommendation to the City Commission from the Historic Preservation Board. The Board recommended approval of this application at their July meeting, but that approval was based on the inaccurate reasoning that the Municipal Code boundary description was flawed. Therefore this matter is being

Case # 16-25 - South Historic District Boundary Adjustment (Removal)
 Property Located at Southwest Corner of River and Morris Streets

brought back before the Historic Preservation Board, and both Boards' recommendations will be forwarded to the City Commission which will take final action on this application. At their September 6, 2016 meeting, the Planning Board recommended approval of this request, with a 6-1 vote.

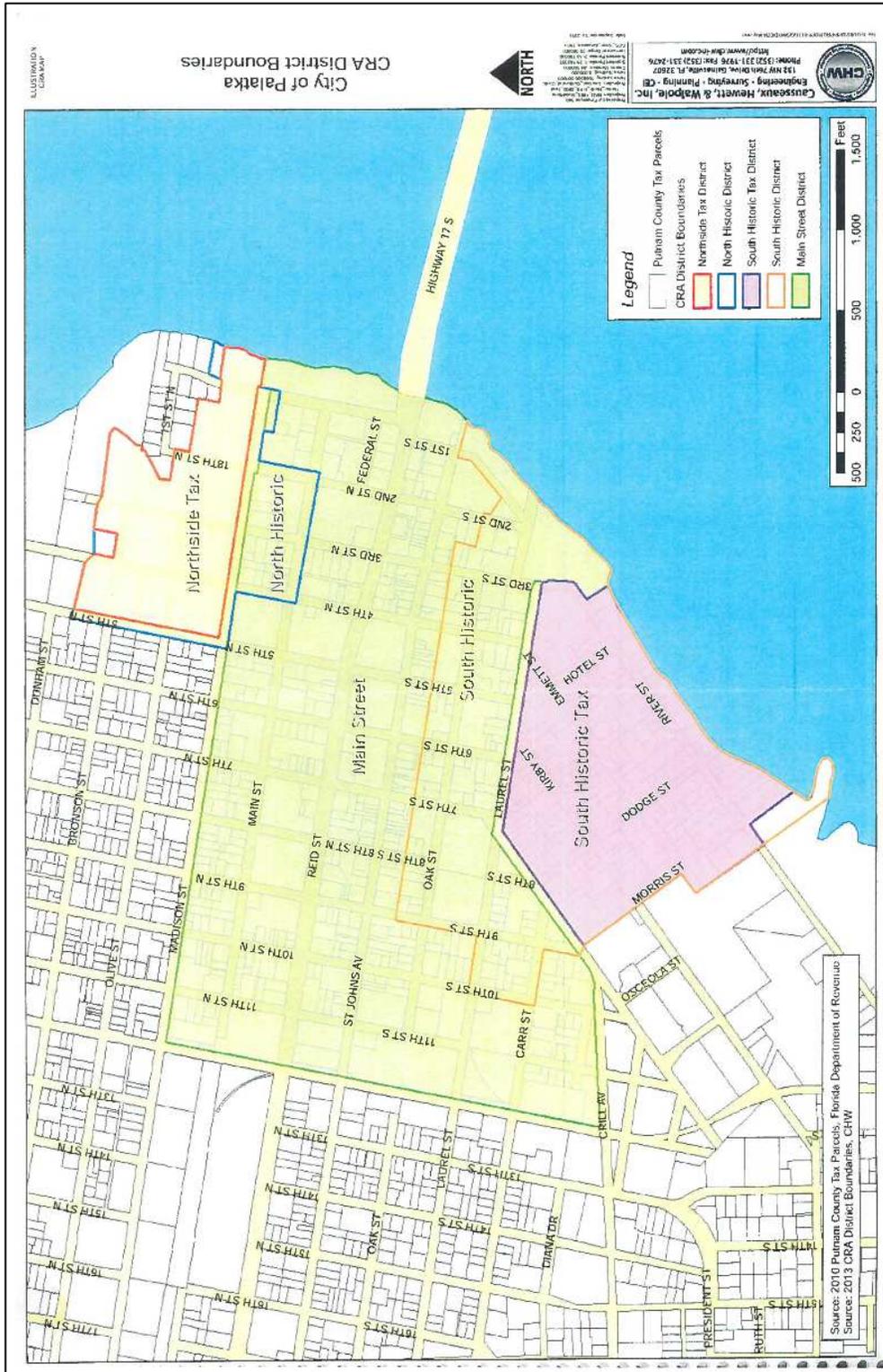


Figure 3: CRA and Historic District Boundaries

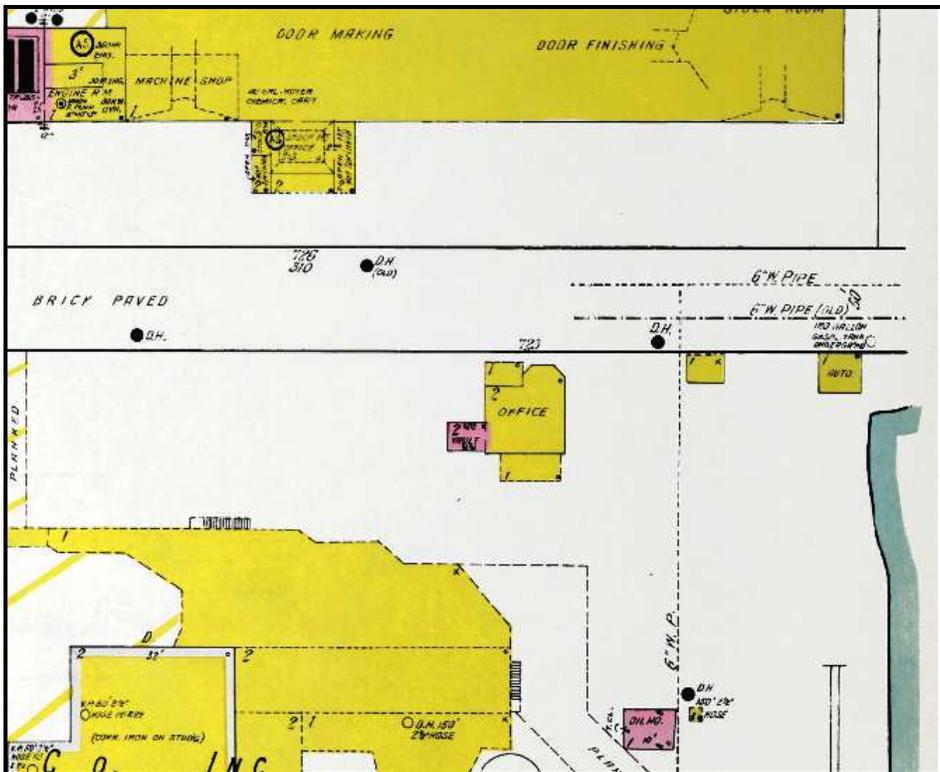
APPLICATION ANALYSIS

The criteria for National Register designation are repeated verbatim for local designation in Section 54-77(2) of the City’s Municipal Code. Staff has interpreted that at least one of the following criteria must be met for both local and national historic designation.

The historic district or site recommended by the board shall be one possessing particular historic, architectural or cultural significance, which:

a. Is associated with events that have made a significant contribution to the broad patterns of our history;

Staff Response: Staff’s previous determination was that the property is part of the old Wilson Cypress Mill but did not include any remnant historic structures. Staff revisited this assessment with an evaluation of the Sanborn Maps, after hearing public input at the last Planning Board meeting that there was a service station on the subject property. Figure 3 below, the 1913 Sanborn Fire Insurance Maps, shows that there were a number of buildings on this property, further to the west, mostly associated with timber off-loading for the Mill (although there was also an office of the U.S. Army Corp of Engineers, in the building labelled “OFFICE” in Figure . Morris St. is not shown on this map, but it is at the very corner right and top of the map. There is a small building located on the south side of River St., which appears to be on the subject property. The building is labeled “Auto” and was most likely an auto repair shop/service station. Therefore Staff reverses the previous assessment that there were no structures on this property. However Staff does not have any documentation that asserts that this building had any historic, architectural, or cultural significance.



b. Is associated with the lives of persons significant in our past;

Staff Response: Staff does not have any documentation that associates this specific property with the lives of significant persons.

c. Embody the distinctive characteristics of a type, period or method of construction, or that represent the work of a master, or that possess high artistic values, or that represent a significant and distinguishable entity whose components may lack individual distinction; or

Staff Response: not applicable.

Figure 3: 1915 Sanborn Fire Insurance Map of Palatka-River St. is the street running left and right, and the Morris St. right-of-way is shown in the top right of the map

d. *Have yielded, or may be likely to yield, information important in prehistory or history.*

Staff Response: Staff is not aware of any information associated with this property that is important in prehistory or history.

The following rezoning criteria were addressed by the Planning Board, which again approved the request.

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

Staff Response: The Comprehensive Plan's historic preservation-related GOPs pertain to the identification and protection of clearly identified historic resources. The policy below indicates that development projects within historic districts should receive a higher level of review in regard to impact on historic sites, which could include neighboring historic properties on River and Morris Streets.

Comprehensive Plan Future Land Use Element Policy A.1.5.3

Proposed development projects shall be reviewed at the time of issuing a building permit to determine potential impacts on known historic sites. Where such construction or other development activity may impact adversely on a historic/archaeological site, the proposed development must provide sufficient buffering (spatial separation, physical wall, or other method approved by the City Planning Board) before a permit is issued.

b. *The existing land use pattern.*

Staff Response: not applicable.

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

Staff Response: since this smaller piece of property is part of a larger tract of land, joining it with its parent tract of land that is not in the historic district will not be creating an isolated district.

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

Staff Response: not applicable.

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

Staff Response: the only justification for this existing district boundary is the higher level of required compatibility for future development, since development on this property could have visual impacts on the adjoining residential properties.

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

Staff Response: conditions have not changed that make this amendment necessary (or unnecessary).

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

Staff Response: it is possible (but not certain) that removing this property from the historic district would adversely influence living conditions in the neighborhood. This change will not affect the underlying zoning (low density single-family) and the Future Land Use Map designation of Residential Medium. However as noted, this change would provide less in the way of historic district design review to ensure compatibility with vicinity historic structures.

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

Staff Response: not applicable.

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

Staff Response: not applicable.

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

Staff Response: not applicable.

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

Staff Response: cannot be determined.

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

Staff Response: cannot be determined.

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

Staff Response: this change would not be a grant of special privilege since there is a public purpose of making the CRA and historic district more coterminous and also of removing the split zoning of the property.

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

Staff Response: there are not any reasons why the property cannot be developed under existing zoning. There is an added layer of design review, but this is not an unreasonable burden, since multiple vacant and potential redevelopment properties are also subject to the same review.

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

Staff Response: 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 Response: 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 Response: a recommendation is requested from the Board.

SUMMARY AND STAFF RECOMMENDATION

Even with the correction of the record to indicate that the boundaries were accurate and that there was a building on the property in historic times, Staff has not found any historic, architectural, or cultural significance associated with the property. While Staff recommended denial of the request to the Planning Board, this was based on rezoning criteria that showed that while the removal of this portion of property from the South Historic District “trues up” historic district and CRA boundaries, removes split zoning, and does not grant special privilege, it does not meet other criteria in that the property can be developed under the current zoning, removal from the historic district could present negative visual impacts to adjacent historic properties due to the loss of heightened design review, and removal would also justify the removal of the previously-mentioned two other properties that are in the historic district but not in the CRA district. Upon weighing the “pros and cons” the Planning Board voted 6-1 to recommend approval of this request. The Historic Preservation Board is limited to the historic preservation criteria, which supports this request. Therefore Staff recommends approval of the request.



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE imposing a temporary moratorium on the operation of medical marijuana treatment centers, licensed dispensing and cultivation organizations within the City of Palatka - 2nd Reading, adopt

SUMMARY:

On November 8th Florida voters passed Constitutional Amendment #2, entitled "Use of Marijuana for Debilitating Medical Conditions," which legalizes the medical use of marijuana and/or cannabis throughout the State for individuals with debilitating medical conditions as determined by a licensed Florida physician, and authorizes the registration and regulation of centers that acquire, produce and distribute marijuana for medical purposes. Already in place was FS Sec. 381.986, titled the "Compassionate use of low-THC and Medical Cannabis" which authorizes qualified physicians to order low-THC cannabis or medical cannabis for qualified patients diagnosed with certain conditions.

Because of the longstanding legal prohibition of marijuana prior to this, the City's Planning/Zoning Code and Land Development Regulations do not address the use of real property for uses of cultivating, processing, distributing or selling medical marijuana, low-THC cannabis or related activities. In order to promote effective and responsible land use planning, or if a Licensed Dispensing Organization should seek to operate within Palatka, the Commission is being asked to provide sufficient time to research, study and analyze the potential impact of such uses upon adjacent uses and the surrounding areas, as well as other aspects of the public safety and welfare.

The proposed ordinance, which was passed on first reading on 12/12/16, places a six (6) month moratorium on the operation of such treatment centers and licensed dispensing organizations unless extended by ordinance or by amendment to the City's Land Development Regulations to address use of real property for such purposes.

RECOMMENDED ACTION:

Adopt an ordinance placing a six-month moratorium on the operation of medical marijuana treatment centers, licensed dispensing and cultivation organizations within the City of Palatka.

ATTACHMENTS:

Description	Type
▫ Ordinance - 6 Mos Medical Marijuana Moratorium	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/20/2016 - 2:05 PM
City Clerk	Driggers, Betsy	Approved	12/20/2016 - 2:05 PM

ORDINANCE NO. 17 -

Entitled

AN ORDINANCE IMPOSING A TEMPORARY MORATORIUM ON THE OPERATION OF MEDICAL MARIJUANA TREATMENT CENTERS AND LICENSED DISPENSING ORGANIZATIONS WITHIN THE CITY OF PALATKA FOR A PERIOD OF SIX (6) MONTHS UNLESS RESCINDED OR EXTENDED BY A SUBSEQUENT ORDINANCE, OR BY A SUBSEQUENT AMENDMENT TO THE CITY'S LAND DEVELOPMENT REGULATIONS REGARDING THE REGULATION OF MARIJUANA TREATMENT CENTERS AND LICENSED DISPENSING ORGANIZATIONS; PROVIDING FOR CONFLICTS, SEVERABILITY AND AN EFFECTIVE DATE.

WHEREAS, on November 8, 2016, Florida voters passed an amendment to the Florida Constitution, titled "Use of Marijuana for Debilitating Medical Conditions" ("Amendment 2"); and

WHEREAS, Amendment 2 legalized the medical use of marijuana and/or cannabis ("marijuana") throughout the State of Florida for individuals with debilitating medical conditions as determined by a licensed Florida physician and authorize the registration and regulation of centers that acquire, produce and distribute marijuana for medical purposes; and

WHEREAS, Florida Statutes, Section 381.986, titled the "Compassionate use of low-THC and medical cannabis," authorizes qualified physicians to order low-THC cannabis or medical cannabis for qualified patients diagnosed with certain conditions; and

WHEREAS, the Florida Department of Health's Office of Compassionate Use has recently been established and charged with overseeing the regulatory infrastructure for medical cannabis in the state; and

WHEREAS, due to the historic and longstanding legal prohibition of marijuana prior to enactment of Florida Statutes, Section 381.986 and Florida's Constitutional Amendment 2, the land development regulations of the City of Palatka ("the City") do not address the use of real property for purposes of cultivating, processing, distributing or selling medical marijuana, low-THC cannabis or related activities, and such uses of real property have historically not existed within the City; and

WHEREAS, in order to promote effective and responsible land use planning within the City in light of the passage of Amendment 2, or if a Licensed Dispensing Organization should seek to operate within the City, the City Commission wishes to allow for sufficient time to research, study and analyze the potential impact of Medical Marijuana Treatment Centers or approved Dispensing Organizations upon adjacent uses and the surrounding areas, traffic, congestion, surrounding property values, demand for City services and other aspects of the public safety and welfare; and

WHEREAS, the Palatka City Commission finds that a temporary moratorium on the operation of Medical Marijuana Treatment Centers and approved Dispensing Organizations will allow the City a sufficient period of time to determine what uses are best suited to particular zoning categories and how best to formulate land development regulations that appropriately govern the use of real property for purposes of cultivation, processing, distributing or selling marijuana or related activities.

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

Section 1. Moratorium Imposed. A temporary moratorium is hereby imposed on the operation of Medical Marijuana Treatment Centers and Licensed Dispensing Organizations within the City of Palatka. While the temporary moratorium is in effect, the City shall not accept, process or approve any application relating to the operation of a Medical Marijuana Treatment Center or Licensed Dispensing Organization. Nothing in this temporary moratorium shall be construed to prohibit the medical use of marijuana or low-THC cannabis by a qualifying patient, as determined by a licensed Florida physician, pursuant to Amendment 2 as approved by Florida Voters on 11/8/2016, Florida Statutes, Section 381.986 or other Florida law.

Section 2. Definitions. For purposes of the temporary moratorium:

- a) ***“Medical Marijuana Treatment Center”*** means an entity that acquires, cultivates, possesses, processes (including development of related products such as food, tinctures, aerosols, oils or ointments), transfers, transports, sells, distributes, dispenses or administers marijuana, products containing marijuana, related supplies,

or educational materials to qualifying patients or their personal caregivers and is registered by the Florida Department of Health.

b) ***“Licensed Dispensing Organization”*** means an organization approved by the Florida Department of Health’s Office of Compassionate Use to cultivate, process and dispense low-THC cannabis and medical cannabis pursuant to Florida Statutes, Section 381.986.

Section 3. Conflicts. In the event that the provisions of this Ordinance are in conflict with any other ordinance, then the provisions of this Ordinance shall prevail.

Section 4. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Section 5. Effective Date. This Ordinance shall become effective immediately upon its adoption. The temporary moratorium enacted by this Ordinance shall terminate six (6) months from the effective date of this Ordinance, unless rescinded or extended by subsequent ordinance or by an amendment to the City’s Land Development Regulations addressing the use of real property for purposes of cultivating, processing, distributing or selling medical marijuana, low-THC cannabis or related activities.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida on second reading this 12TH day of January, 2017.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CONTENT:



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING: 3803 Crill Ave. & 3805 Crill Ave. / 102 Highlawn Ave. - Planning Board Recommendation to annex and assign C-1 (General Commercial) zoning to the property - James Militello, 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 these two parcels into the City limits and also an ordinance rezoning this parcel to a commercial zoning designation. This is a voluntary annexation attributed to the owner's wish to obtain City water and sewer.

These ordinances will be accompanied by an ordinance assigning a (Comprehensive Plan) Future Land Use Map designation of Commercial when they are introduced for a second reading and adoption on January 26, 2017.

RECOMMENDED ACTION:

Pass on first reading an ordinance annexing 3803 Crill Ave. & 3805 Crill Ave. / 102 Highlawn Ave. into the City and an ordinance assigning C-1(General Commercial) zoning designation to the property.

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	12/21/2016 - 5:02 PM
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 10:08 AM

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

ORDINANCE NO. 17 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3803 CRILL AVENUE, 3805 CRILL AVENUE, AND 102 HIGHLAWN 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 properties sought to be annexed, to wit: James Militello, 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 C LOTS 4 + 9 OR294 P704, AND BLK C S 93FT, OF LOTS 5 & 6, ALL LOTS 7 & 8,, PT OF LOTS 5 & 6 OR320 P1775. Tax parcels # 11-10-26-3770-0030-0040 and 11-10-26-3770-0030-0050, a 0.21-acre parcel and a 0.42-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 January 26, 2017.

CITY OF PALATKA

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

ORDINANCE NO. 17 -

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 C-2 (COMMERCIAL, GENERAL LIGHT) TO C-1 (COMMERCIAL GENERAL) FOR PARCELS IDENTIFIED AS 3803 CRILL AVENUE, 3705 CRILL AVENUE, AND 102 HIGHLAWN AVENUE, 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: James Militello, 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 6, 2016 and two public hearings before the City Commission of the City of Palatka on January 12, 2017 and January 26, 2017, 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 C LOTS 4 + 9 OR294 P704, AND BLK C S 93FT, OF LOTS 5 & 6, ALL LOTS 7 & 8,, PT OF LOTS 5 & 6 OR320 P1775. Tax parcels # 11-10-26-3770-0030-0040 and 11-10-26-3770-0030-0050 - being 3803 Crill Avenue and 3805 Crill Avenue / 102 Highlawn Avenue.

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 26th day of January, 2017.

CITY OF PALATKA

BY: _____
Its MAYOR

Case # 16-57
3803 & 3805 Crill Ave., 102 Highlawn Ave.
Request to Annex, Amend Future Land Use Map and Rezone

STAFF REPORT

DATE: November 28, 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 commercial. Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

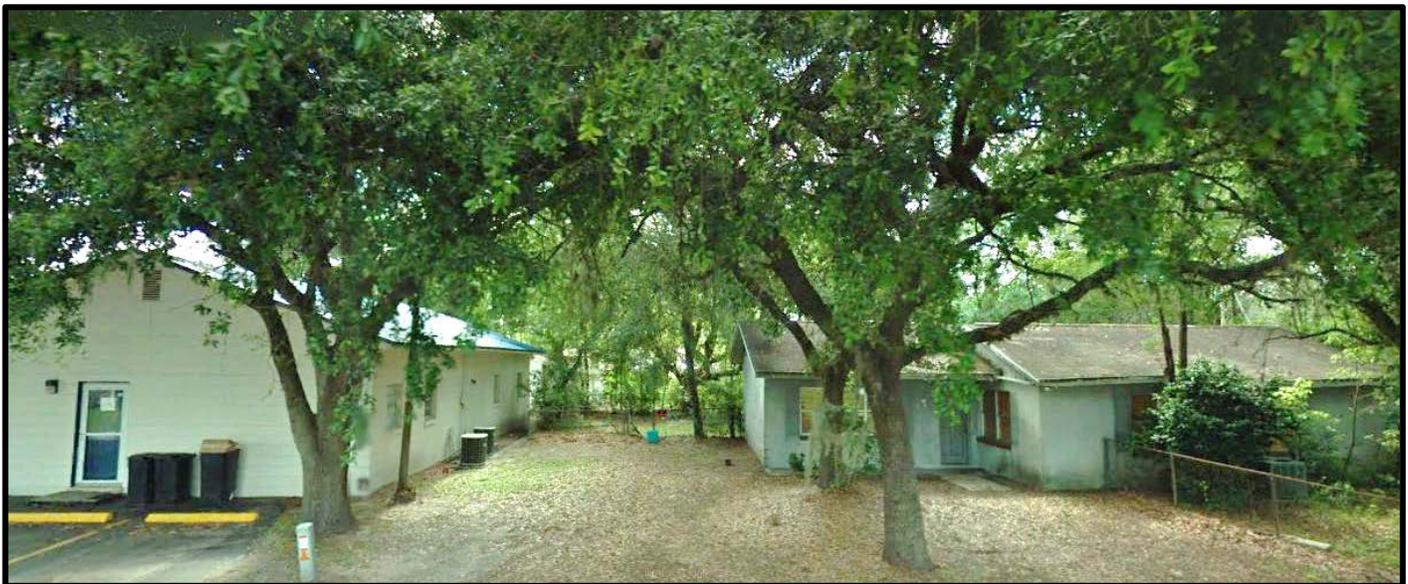


Figure 1: Site and Vicinity Map (property outlined in red, properties within City limits shown with purple overlay)



Figure 2 (above): property from Crill Ave.

Figure 3 (below): property from Highlawn Ave., showing office along Crill and single family home behind it fronting Highlawn Ave.



APPLICATION BACKGROUND

The property under consideration currently has a County mixed-use Future Land Use Map (FLUM) designation and commercial zoning. The site is mostly wooded, with a small office building on the Crill Ave. frontage (3805 Crill Ave.), a narrow undeveloped lot (3803 Crill Ave.), and a dwelling unit in the rear portion of the lot (102 Highlawn Ave). The property and its current and proposed FLUM and zoning classifications are shown below.

Table 1: Future Land Use Map & Zoning Designations

Future Land Use Map Category		Zoning	
Current Putnam Co.	Proposed City	Current Putnam Co.	Proposed City
UR (Urban Reserve)	COM (Commercial)	C-2 (Commercial, General Light)	C-1 (General Commercial)

Table 2: Adjoining Properties Land Use Map & Zoning Designations

Adjacent Properties	Existing Land Use	Future Land Use Map	Zoning
West (across Highlawn Ave.)	Multiple single-family detached homes & mobile homes	County UR (Urban Reserve)	County C-2 (Commercial, General Light)
East	Undeveloped	County UR (Urban Reserve)	County C-2 (Commercial, General Light)
North (across Crill Ave.)	Convenience store with gas pumps, child care facility	COM (Commercial)	C-2 (Intensive Commercial)
South	Apt. building (under 10 units)	County UR (Urban Reserve)	County R-2 (Residential, Two Family)

The owner is voluntarily annexing into the City for the purpose of hooking up to City utilities (City water and sewer). Staff is presenting these applications as administrative actions, as opposed to an action by the 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 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 4 on the next page. Several other properties in the Highlawn subdivision have annexed into the City within the last several years to hook up to City water and sewer.



Figure 4 (above): Crill Ave. enclave (purple-shaded properties are in City)
 Figure 5 (below): Future Land Use Map Designations

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).

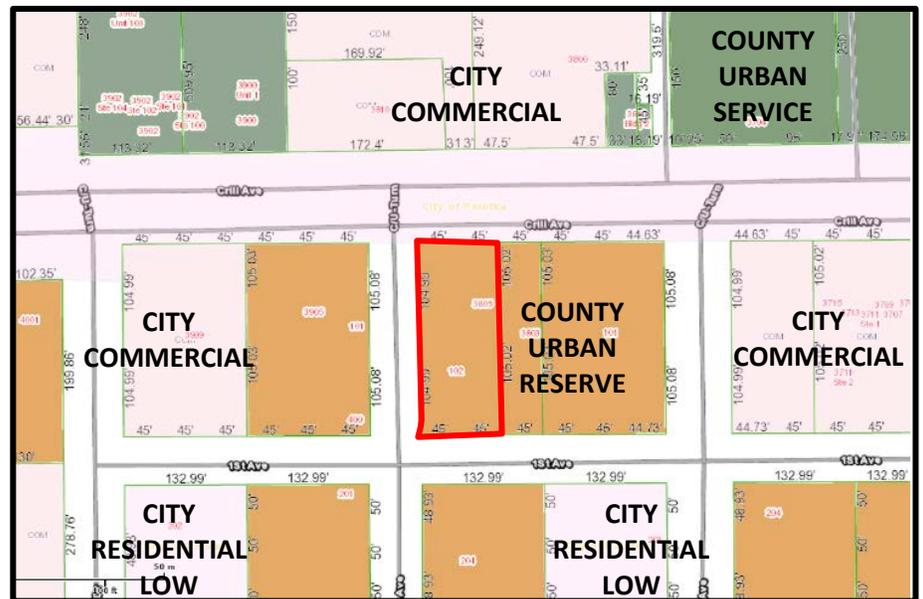
List Goals, Objectives, and Policies of the Comprehensive Plan that support the proposed amendment.

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

2. Commercial (1,210 acres)



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

Staff Comment: the property is now in the County's Urban Reserve FLUM category, which allows a range of residential and nonresidential uses. The proposed City FLUM category is Commercial – intended for a mix of retail, service, and office uses. Municipal Code Section 94-111(b) allows the C-1 zoning category within the COM land use category, which provides Comprehensive Plan category conformance.

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.

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 this developed site.

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

Staff Comment: not applicable.

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 land use pattern is varied. This section of Crill Ave. is a commercial corridor with retail and office uses, but also with homes and institutional uses.

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

Staff Comment: no isolated zoning district would be created. Adjacent properties along the south side of Crill Ave. have the same general commercial zoning classification.

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

Staff Comment: infrastructure capacity is available. Water and wastewater lines are present on 1st Ave. and both utilities have sufficient capacity to serve future development on this site. Recent traffic counts indicate that around 15,000 vehicles travel daily along this four-lane segment of Crill Ave., which is around half of the maximum capacity of this roadway.

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.*

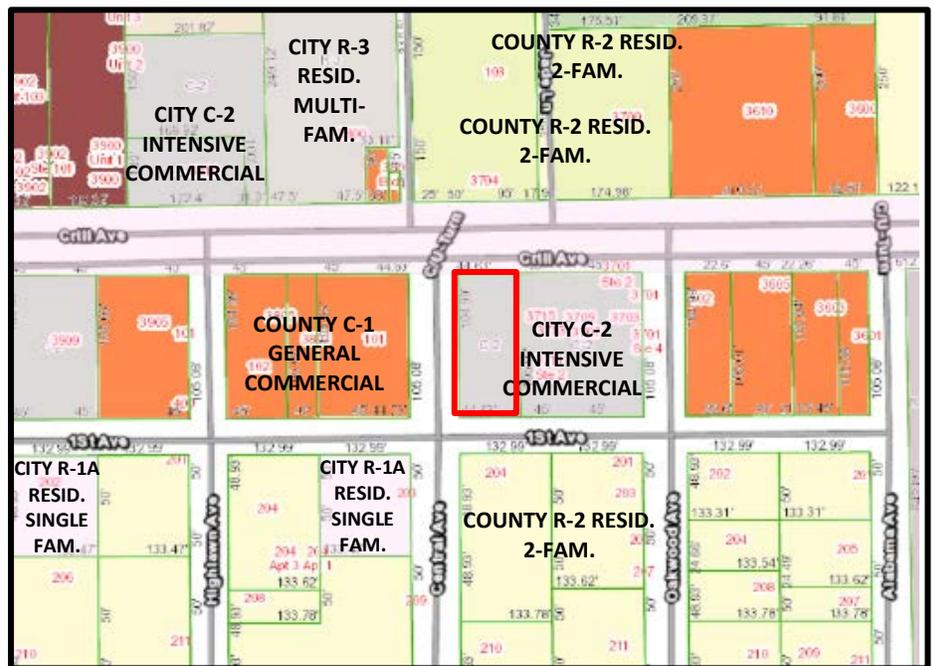


Figure 6: Zoning Map

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: as indicated in d. above, ample traffic capacity is available in the form of around 15,000 available daily vehicle trips.

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

Staff Comment: any future redevelopment of this site will require compliance with water management district and City stormwater standards that retain most rainfall on the site.

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

Staff Comment: development under City Codes will not seriously reduce light and air to adjacent areas since buffers are required for commercial projects.

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

Staff Comment: Staff does not believe that this action will adversely 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 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: City commercial land use and zoning classifications 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 due to the zoning and FLUM classifications proposed for the property, similar to what is around it.

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 Case # 16-57, including the annexation, amendment of Future Land Use Map category to COM (Commercial), and rezoning to C-1 (General Commercial) for 3803 and 3805 Crill Ave. and 102 Highlawn Ave.

CITY OF PALATKA
PLANNING BOARD MINUTES
December 6, 2016



Members present: Chairman Daniel Sheffield, Vice-Chairman George DeLoach, Earl Wallace, Edie Wilson, Joseph Petrucci, Anthony Harwell, and Ed Killebrew. Staff present: Planning Director Thad Crowe, Recording Secretary Karen Gilyard, and City Attorney Donald Holmes.

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

Chairman Sheffield asked for an approval of minutes from September 6, 2016 and November 1, 2016 meeting. Motion made by George DeLoach to approve the minutes, seconded by Edie Wilson. All present voted affirmative and motion was approved unanimously.

OLD BUSINESS:

- Case 16-40** Request for final plat for subdivision – tabled from the August 2nd 2016 meeting.
Location: 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 (a.k.a. a portion of Putnam Co. Business Park).
Applicant: Putnam County Port Authority/Brian Hammons, Putnam Co. Planning Director

Chairman Sheffield introduced the item and recognized Mr. Crowe. Mr. Crowe said the Applicant wanted to table the discussion once again. Mr. Crowe advised the Board that he explained that the Board has the right to table the discussion again or end it. Mr. Crowe advised the Board to only table it for one more month. The Applicant would have to start the process over again when ready.

Chairman Sheffield asked the Board if they wanted to table the discussion for another month.

Motion made by George DeLoach and seconded by Joseph Petrucci to table the request until the next regular meeting for the last time. All present voted affirmative and motion was approved unanimously.

NEW BUSINESS:

- Case 16-57** Request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial)
Location: 3803 and 3805 Crill Ave. and 102 Highlawn Ave.
Applicant: Richard Johnson

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial). Mr. Crowe identified the location as a 2/3-acre property which includes two parcels. The property has frontage on three streets (Crill, Highlawn, & 1st Ave). 3803 Crill Ave, the interior lot, is undeveloped. 3805 Crill/102 Highlawn is one parcel with an office building on Crill and a residence behind it fronting on Highlawn. Mr. Crowe then narrated a power point presentation:

- Property is in county commercial FLUM (UR) & Zoning (C-1, General Comm.)
 - Segment of Crill from Westover to SR 19 – transitioning to County & mixed Residential Commercial to City & Commercial
 - Voluntary annexation intended to connect to city water & sewer (runs down 1st Ave)
- Annexation criteria are met
- Contiguous and compact
- FLUM criteria are met
- In established commercial corridor with both city and county commercial designations

- Close proximity to urban services – Water & Sewer along 1st St
 - Does not represent urban sprawl
 - No grant of special privilege
- Rezoning criteria are met
- In established commercial corridor with City And County Commercial Zoning
 - No isolated zoning district created
 - Infrastructure capacity available (Roads & Utilities)
- Recommend approval of annexation and change to COM FLUM & C-1 zoning

Mr. Crowe summarized that as demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of Case # 16-57, including the annexation, amendment of Future Land Use Map category to COM (Commercial), and rezoning to C-1 (General Commercial) for 3803 and 3805 Crill Ave. and 102 Highlawn Ave.

Chairman Sheffield asked Mr. Crowe if the zoning would not allow automotive should as gas stations. Mr. Crowe responded it would not allow automotive repair or sales, but would allow gas stations and convenience stores. Chairman Sheffield asked Board members if they had any questions for Mr. Crowe. Hearing none, Chairman Sheffield opened the meeting to the public and asked if anyone wanted to address the board. No one commented. Chairman Sheffield closed the public meeting. Chairman Sheffield asked the Board members if they were ready for a motion.

Motion made by Joseph Petrucci and seconded by Ed Killebrew to approve the request as recommended by Staff. Motion carried unanimously.

Case 16-58 Request for substantive change to approved PUD (Planned Unit Development/Neighborhood Commercial) for Adult Education (Putnam County School District)
Location: 1001 Husson Ave.
Applicant: Scott Gattshall

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for annexation all of the property in to city's limits and to zone to C-1 (General Commercial), and future land use map amendment to COM (Commercial) Mr. Crowe then narrated a power point presentation.

CURRENT PUD

- Allows school, admin. Offices, & training (warehouse & groundskeeping operations now gone)
- Operations limited to 7 am to 6 pm
- School District has authorized 1st Coast Technical Institute to hold evening classes at this location

PUD MODIFICATION REQUEST

- Allow night school use- up to 10 pm & 8 am to 5 pm every other weekend
- Open up rear gate to Cleveland Ave. to allow for easier access to rear parking lot

ISSUES

- Potential parking shortage
- Traffic impact of opening rear Cleveland Ave. Gate
- Unscreened dumpster

- 56 parking places (21 in Husson/Prosper lot with ability to add 9 more parallel spaces to old bus dropoff lane, 20 in rear lot, and six in Husson loop)
- Proposed expansion – up to 80 students & teachers on site
- Parking not sufficient
- 2 parking lots not connected, reducing parking efficiency and requiring navigation of bumpy dirt driveway or leaving campus to drive around block
- Possible overflow parking across Husson at Moseley Elementary
- Lots of room on property for additional parking; but...
- Zoning code does not allow non-hard surfaced parking (due to erosion & dust impacts)
- Compromise – PUD can provide flexibility to allow for pervious parking

Staff recommends approval of the substantive change to this approved Planned Unit Development, Case# 16-58, with the following conditions as the Applicant's responsibility, unless otherwise indicated:

1. Along with current allowable uses, allow night classes ending by 10 PM and weekend classes between 8 AM and 5 PM
2. Screen dumpster with wood privacy or stockade fencing on three sides, with swing gate on fourth side that does not face residences or public rights-of-way.
3. Open Cleveland Ave. gates for vehicle entry and exit between 7 AM and 10:30 PM; **OR**
4. Continue blocking of Cleveland Ave. gate and require internal driveway access to rear parking lot (from Husson/Prosper parking lot).
5. Restriped faded parking lot spaces;
6. Provide for at least 15 new parking spaces adjacent to or in the vicinity of the rear parking;
7. Allow for future paved areas to be pervious paver material, with at least 40% of pervious pavement being hard-surfaced, and such areas regularly maintained/vacuumed to ensure proper drainage;
8. Prohibit parking on non-paved areas such as gravel, mulch, etc., as set forth in Zoning Code to reduce erosion and fugitive dust;
9. Planting of hedge and understory trees spaced minimum of 20 feet apart along Cleveland Ave. right-of-way, between Kate and Prosper Streets, to buffer the rear parking lot from Cleveland Ave. residences;
10. Erect picket fence or other similar/simpler fence type not to exceed four feet in height) along the driveway, and around the parking area to prevent grass parking and limit Cleveland vehicular impact;
11. Erect signs (and enforce) parking only in striped spaces in rear parking lot; and
12. Erect sign directing overflow cars to Husson/Prosper parking lot.
13. City to put no parking signs along Cleveland – the grass strip is too narrow for parking and such parking would impact nearby residences, and this area needs to be utilized for landscaping.
14. Required parking may be reduced by the commitment of overflow parking spaces at Moseley Elementary School, if Staff confirms that excess parking is available and accessible, and there is signage directing visitors to such overflow parking.
15. Improvements shall be completed within six months of the approval date.
16. To ensure adequate parking for activities, the School District will coordinate with the First Coast Technical Institute to develop an ongoing schedule of activities, provided to the City Building & Zoning Dept. at the outset and as revised on an ongoing basis. This schedule must demonstrate that available parking shall serve programmed activities, and such activities shall only occur if adequate parking is available.

Chairman Sheffield asked Mr. Crowe is there a time limit on his talks with the School Board on this issue. Mr. Crowe explained to the Board that if School District Facilities Director Scott Gattshall and he could have about a week or two to talk they could come to an agreement on the parking. Chairman Sheffield also asked for Mr. Crowe to summarize the number of parking spaces do they have or how many they need. Mr. Crowe answered that there was 51 paved spaces, and the Applicant was asking for 15 addition spaces in the rear.

Chairman Sheffield asked the PB if they had any questions for Mr. Crowe. Mr. Wallace asked Mr. Crowe the night class consisted of nursing and what else? Mr. Crowe answered G.E.D classes. Mr. Harwell asked Mr. Crowe what consisted with joining the two parking lots together. Mr. Crowe answered that this could be done by paving the dirt driveway that currently connects them. Mr. Petrucci asked if the gate off of Husson Ave. would be assessable instead of opening back up the Cleveland St. gate. Mr. Crowe said that would be a question for Mr. Gattshall, but from his understanding the School Board didn't want to use that gate for 1st Coast Technical College activities, just for the School Board employees. Mr. Petrucci asked if putting the parallel parking spaces on Husson Ave. would impact the bus coming from Moseley Elementary School. Mr. Crowe answered that it was not a problem the spaces aren't new they just need to be repainted. Mr. Killebrew added that the buses would not be impacted because the bus loop is in the back of Moseley and they don't use Husson

Ave. Mr. Killebrew asked if the back gate was closed because the neighborhood complaining about the big trucks being present in the early morning and most of the day when it was being used as a warehouse. Mr. Crowe explained that it was not the back gate on Cleveland Ave. but was the front gate off of Prosper St. & Husson Ave where the truck activity was. Mr. Wallace added that the last time it came before the Board the issue was the noise the big semi-trucks were making. Mr. Killebrew asked if it was the south end where current School District employees are now parking. Mr. Crowe replied that this was correct. Mr. Killebrew asked if the School District was going to put pervious or paved parking in that area. Mr. Crowe answered that he thinks that the School District wanted to continue parking on the grass but that would be a question for Mr. Gattshall.

Chairman Sheffield said that he thought it was time to open the meeting to the public so that the Board could speak to Mr. Gattshall. Mr. Scott Gattshall, 4400 14th Place, Gainesville, Florida, introduced Frank McElroy, Administrator of Operations for 1st Coast Technical College (FCTC). Mr. Gattshall said that the School District is working in conjunction with the St. Johns County School District, which now administers FCTC. FCTC has moved from their Comfort Rd. location to the Husson Ave. site. Mr. Gattshall said their primary purpose was not to address parking issue but to extend the hours of operation so that FCTC could resume night class, and to also utilize the back gate on Cleveland. They are trying to limit the cost and if they have to use tens of thousands of taxpayer dollars on parking this funding would not be available for other programs for FCTC students. Currently FCTC uses most of the campus for their daytime classes and the School District is using one wing and the media center as a training facility. The School District is not looking to change or improve the current grass parking for their employees, but just to accommodate parking needs of FCTC. The School District has already put in \$1.5 million dollars in renovation into that campus for the Adult Ed. Program for FCTC. Mr. Gattshall said that to be frank, the School District doesn't have \$200,000 to put in a new parking lot around the PCSD training center for School District Employees. Mr. Gattshall also stated that he didn't understand the problem with reopening the Cleveland St. gate because back years ago when it was used as an elementary school there were 20 buses using that entrance twice a day, and also 30-40 teachers driving in and out of that same area a day through that gate and parking on the grass. So that this point all the School District is asking for is to extend the hours and opening of the gate on Cleveland St.

Chairman Sheffield thanked Mr. Gattshall for his comments. He noted that closing the gate on Cleveland St. was for the neighborhood to keep the traffic down in the residential neighborhood, for the quality of life of the neighborhood. He said that if you join the two parking lots together there would not be a need to open that gate on Cleveland St., but he senses that the School District is resistant to that due to the cost. Mr. Gattshall stated more of a safety precaution due to the narrowness of the driveway. Mr. McElroy added that if they join the front and back parking lot that it would be tight fit between two buildings. They have talked to Architect Bob Taylor who said he could come up with a functional design that will work, but it's really tight. Mr. Gattshall added that there enough State funds complete the driveway improvement.

Chairman Sheffield asked Mr. McElroy if he said Bob Taylor was the School District's architect in this matter. Mr. McElroy answered yes. Chairman Sheffield told Mr. Holmes that he may have a conflict of interest because he was working for Mr. Taylor. Mr. Holmes said it would be wise for Chairman Sheffield to recuse himself to avoid the appearance of conflict. Chairman Sheffield stated with that being said he would recuse myself from this case and turn things over to Vice-Chairman George DeLoach.

Vice-Chairman DeLoach asked Board members if there were any questions. Mr. Petucci asked if there were any lights in that back parking lot for the nighttime students. Mr. McElroy answered yes and added only if more parking was provided in that back lot would more lighting be needed.

Mr. Harwell asked if the School District offices would be open 8:00 am to 11:00 pm or just normal business hours. Mr. Gattshall answered just normal eight hour day, usually 7:30 am to 3:30 pm. Mr. Harwell asked if the FCTC classes would be just in the day or just in the evening. Mr. McElroy said that it will be both. FCTC

classes have been operating since mid-spring with just day classes and shut down at 5pm because of the existing PUD prohibition of evening activities. Mr. Harwell asked if the students park on the south end of the campus or is it just the School District that uses this parking. Mr. McElroy answered that the students are currently parking on the north end parking lot (Prosper & Husson). Mr. Harwell asked so is the north parking area adequate for FCTC parking needs. Mr. McElroy answered that with the current number of students there is not a problem. He said he understood Mr. Crowe's concern for future growth and being able to meet increased parking needs. Mr. Harwell asked if there was enough parking on the south end of the campus where School District employees park in the grass for FCTC growth with students if need be. Mr. McElroy answered that there is a huge grass area on the south end of the campus with lots of room for parking. Mr. Harwell said he understood the difficulty of connecting the two north end parking lots together and noted that there could be just as much room on the south end for all parking. Mr. McElroy answered that all entire student parking could be accommodated on the south end in the grass, but he understood that Mr. Crowe's desire is for there to be paved or pervious pavement parking for the students. Mr. Crowe interjected and explained that it was not his desire but that what the Zoning Code requires. Mr. Harwell said he did not understand why add to parking on the north end of campus when there is all that room for parking on the south end of the campus. Mr. McElroy answered that if it would be a problem to reopen the back gate on Cleveland Ave. they could find a way around that, using the front north and south gate access. Mr. Gattshall said that if the students were to use the south gate to access the back parking lot that would be a long journey. Mr. Harwell stated that was not what he was getting at. Mr. DeLoach stated at he remember a time when it was Moseley Elementary and he had to drop off and pick his kids up from school there. It would be 80-100 cars going in and out of that back gate daily twice a day. So with that being said he didn't see a problem with that gate being open. Mr. Crowe responded that the gate was closed due to neighborhood opposition to the warehouse function. The neighbors were fine with the facility being a school, but not something else like warehouse and offices, and now that the gate has been closed for five years it would be a big change for the neighborhood to open it. Mr. Killebrew stated that it will be going back to a school, and asked where are most of the School District offices are located within the facility. Mr. Gattshall answered that the offices were in the south end of the campus along with the old media center, which is now the School District training center.

Mr. Petrucci asked how close the gate is to Kirby St. Mr. Crowe said there is a slight jog between the driveway and Kirby St., and that no headlights would shine into any homes leaving from that back parking lot at night. He stated that he would be reluctant to open the back gate for the evening or night classes.

Vice-Chairman DeLoach asked was there any more questions or comments from the public, and hearing none, closed the public hearing. Vice-Chairman DeLoach asked Board members if they had any questions before a motion was made. Mr. Killebrew asked was this advertised to the public. Mr. Crowe stated yes: letters was sent out to property owners within 150 feet of the property, a notice was run in the newspaper, and four signs were put on each frontage of the property.

Mr. Harwell asked Mr. Crowe what was his thought on utilizing the south end grass parking area. Mr. Crowe stated that as the Zoning Administrator, all he could do is interpret the code, which requires that all parking lots have paved or pervious pavement surfaces. Mr. Harwell asked Mr. Crowe if the current PUD excluded schools. Mr. Crowe stated no, schools were left as an allowed use in hopes that a school would come back.

Mr. Petrucci asked with FCTC wanting to start classes in January will there be any grace period for the parking lot to be ready. Mr. Crowe answered that the Board usually gives Applicants a six-month grace period to make required improvements.

Motion made by Joseph Petrucci and seconded by Ed Killebrew to approve the request as recommended by Staff, with the exception of the requirement that fencing be erected around the rear parking area and driveway. Motion carried unanimously.

Case 16-65 Request for Zoning Code change to allow changing signs in C-2 (General Commercial) zoning districts

Applicant: Chuck Knight Heritage Signs

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for Zoning Code change to allow changing signs in C-2 (General Commercial) zoning district. Mr. Crowe narrated a power point presentation.

CRITERION A: NEED & JUSTIFICATION FOR CHANGE

- Changing signs now only allowed in C-2 & PBG-1 zoning
- Standards are in place to limit visual impacts

- General Commercial zoning appropriate for such signs (Neighborhood Comm. would not be)

CRITERION B: COMPLIANCE WITH COMP PLAN & CODES

- Does not conflict with Plan & codes-

Mr. Crowe said that Staff recommends approval of Case 16-65 revising Zoning Code Section 94-148 (C-1 general commercial zoning district) as follows.

(a) through (f) – no change

(g) *Permitted signs*. Wall signs, awning signs, bracket signs, banner signs, pole signs, temporary signs, directional signs, ground signs, marquee signs, changing signs, and projecting signs.

Chairman Sheffield asked Board members if they had any questions for Mr. Crowe. Mr. Wallace asked what kind of signs are they? Mr. Crowe stated that they are changing signs, which includes manual and electronic signs. Mr. Wallace recalled that years ago the City didn't want signs that changed or flashed because it was a safety hazard. The School Board and other places around town installed electronic signs that contradicted this. Mr. Crowe answered that previous Planning Directors interpreted the Sign and Zoning Codes in a manner that if a specific sign type was not called out, then it was allowed. This is how the 12 or so electronic signs in the City were approved. At the direction of the Planning Board and City Commission, and over his objections due to safety and aesthetic problems, Mr. Crowe put into place a Code change that clarified electronic signs and allowed them in C-2 zoning, and later in PBG-1 zoning as well. The clarifications included standards that controlled sign brightness and intensity, for example prohibiting flashing and scrolling and establishing a minimum static display time of eight seconds. The business should give their sign programmer are of the specs for the city's code because essentially all this can be handle by the programmer. With the School Board I don't think they were aware of the Sign Code standards for electronic signs, but when contacted they got with their programmer and complied. Chairman Sheffield asked does the code specifically say eight seconds. Mr. Crowe answered yes.

Mr. Harwell asked was there really complaints about the signs? Mr. Crowe answered yes. Mr. Harwell asked what drove the complaint. Mr. Crowe stated someone bought it up in a public meeting.

Chairman Sheffield opened the meeting to the public. Chuck Knight, representing Heritage Signs, PO Box 2366 Green Cove Springs, Florida and Dr. John Milanick, 136 Richwood Dr. Palatka, Florida both introduced themselves. Mr. Knight said that they are here today asking to change the C-1 list of allowable signs to include changing signs. This will increase options for your business owners. Another justification is that manual changing signs are being discontinued due to the advancing technology and affordability of electronic signs.

Chairman Sheffield thanked Mr. Knight and asked Board members if they had any questions for Mr. Knight and Dr. Milanick. Mr. Harwell asked are these sign LED and is it text or graphic? Mr. Knight answered that they were LED electronic and are capable of a number of things including graphics and preprogram displays. He said that the City's ordinances have specific time changes and brightness standards. With such standards the sign software can be programed to dim down the brightness at night. The sign can be controlled at the site and by

broadband by Dr. Milanick at home if need be. Mr. Harwell asked would they all be standard text allowed in the C-1 zone without any graphics. Mr. Crowe answered that only text was allowed. Mr. Wallace asked if this was approved this will it just allow the text. Mr. Crowe answered yes. He added that the only area in town with much C-1 zoning is around the hospital so essentially it will allow the doctors' offices in that area to have electronic signs. Mr. Wallace commented that maybe the City should rename that street Blanding Blvd.

As there were no more questions or statements from the public, Chairman Sheffield closed the public hearing. **Motion** made by Mr. DeLoach and seconded by Mr. Killebrew and Mr. Petrucci to approve the request as recommended by staff, and the motion carried 6 to 1, with Mr. Wallace voting against it. Chairman Sheffield told Mr. Knight that this will have to go before the City Commission and tonight's decision is only a recommendation.



CITY COMMISSION AGENDA ITEM

SUBJECT:

PUBLIC HEARING/REZONING ORDINANCE 1001 Husson Avenue - adopting substantial change to existing PUD - Staff and Planning Board Recommendation to modify Planned Unit Development Zoning to the property, from M-1 (Light Industrial) - Scott Gattshall, Facilities Director for Putnam County School District, Applicant - 1st Reading

SUMMARY:

This is a first reading of ordinance modifying the existing PUD of the old Moseley Elementary School, which is now used as administrative offices and a training center for the Putnam County School District, and also as the location for adult education classes by the First Coast Technical Institute (FCTI). FCTI is requesting the ability to initiate night classes, starting with nursing and GED programs, and the current PUD prohibits night-time activities. The modification would allow night and weekend classes, while requiring all vehicle access from Husson Ave. and providing vegetative screening for Cleveland Ave. residences. It would also require expanding the rear parking area to allow for greater numbers of students, and paving an interior driveway between the rear parking lot and the Husson/Prosper parking lot.

RECOMMENDED ACTION:

Pass on first reading an ordinance modifying PUD (Planned Unit Development) zoning designation for 1001 Husson Ave. (School District Administrative Annex).

ATTACHMENTS:

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

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	12/21/2016 - 4:54 PM
City Clerk	Driggers, Betsy	Approved	12/27/2016 - 3:06 PM

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

ORDINANCE NO. 17 -

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 PROPERTY LOCATED IN SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 1001 HUSSON AVENUE, SUBSTANTIALLY MODIFYING THE EXISTING PUD/PBF-1 PLANNED UNIT DEVELOPMENT/PUBLIC BUILDINGS AND GROUNDS ZONING; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by Facilities Director Scott Gattshall on behalf of the Putnam County School District, 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 a public hearing before the Planning Board of the City of Palatka on December 6, 2016, and two public hearings before the City Commission of the City of Palatka on January 12, 2017 and January 24, 2017, 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 adopting a substantial change to the zoning classification of PUD/PBF-1 (Planned Unit Development/Public Buildings and Grounds) for 1001 Husson Avenue. The PUD must comply with development standards set forth in Exhibit 1 and the site plan shown in Exhibit 2.

DESCRIPTION OF PROPERTY:

CENTER ST S/D MB3 P129 LOTS 1 TO 24 INCL BLK A, ALL OF BLKS D + E (EX E 1/2 OF LOT 5 BLK E) (PURCHASING DEPT OF PUTNAM COUNTY SCHOOL DISTRICT) & PT OF ADJ CLOSED STREETS OR225 P351 (Being 1001 Husson Avenue / tax parcel # 12-10-26-1370-0010-0010)

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 24th day of January, 2017.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

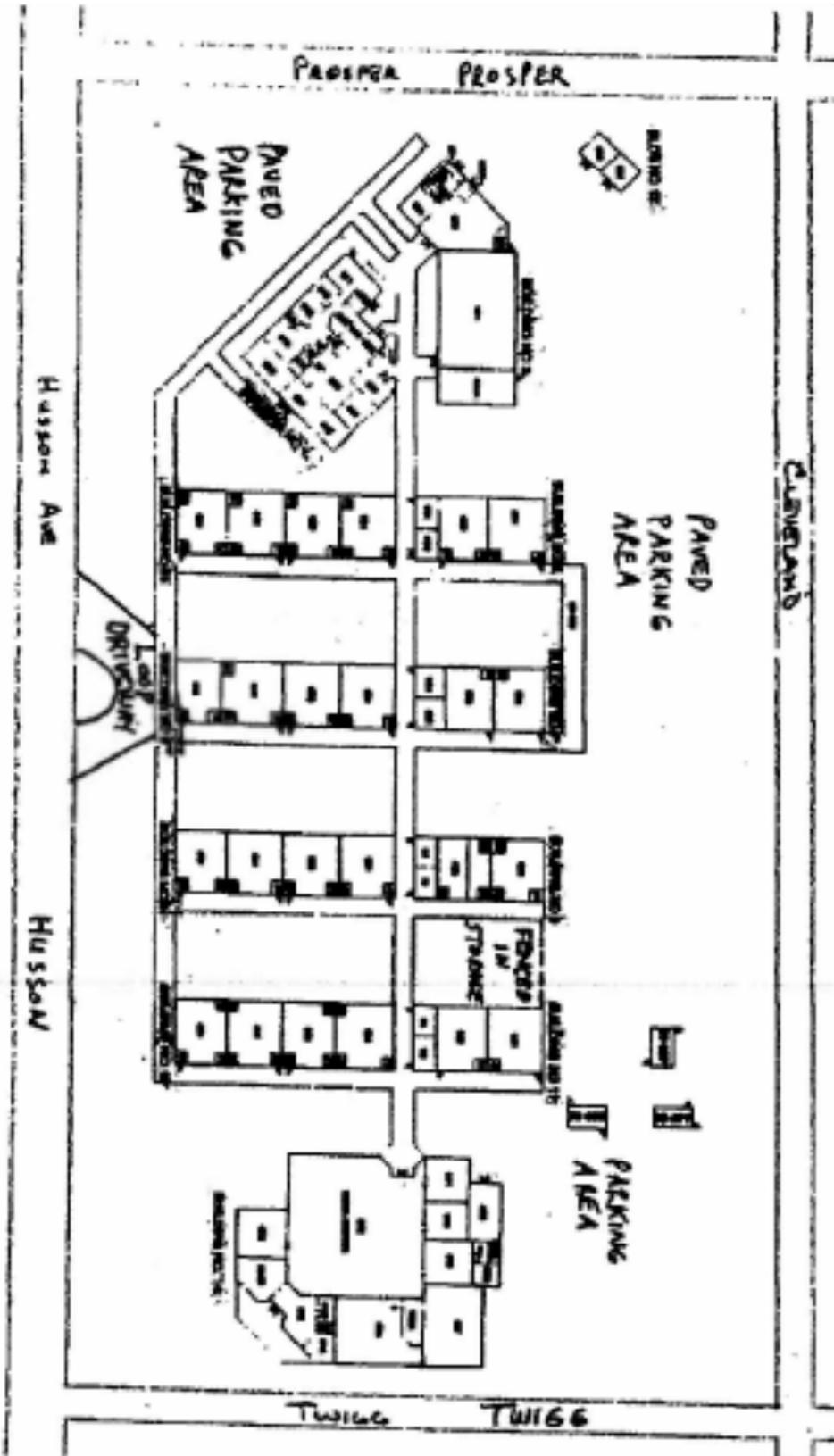
City Clerk

EXHIBIT 1:

1. Surplus vehicles shall not be stored on the property.
2. Surplus sales shall not be held on property.
3. Forklift alarm shall be maintained at the OSHA minimum sound level.
4. Lawn crew's equipment and trailers shall be stored in areas with surrounding high privacy fence.
5. Outdoor hallways will limit items stored in halls (only in case of emergency).
6. All vehicles shall enter and exit the facility from Husson Avenue, and no vehicle access is allowed from Cleveland Avenue, Prosper Street, and Twigg Street.
7. All deliveries shall be made in the Husson Avenue "loop" driveway.
8. The School District Annex is to be utilized for school district offices and training, with accessory and ancillary uses of storage of equipment and materials for the District's custodial and landscaping maintenance functions. The use of a school is also allowable.
9. Building uses and all other activities are limited to what is shown on site plan.
10. Operations limited to Monday-Friday, 7 AM to 6 PM, with night classes allowed up to 10 PM weekdays and on weekends between 8 AM and 5 PM, and school district training activities allowed on weekends as well.
11. All outdoor storage shall be fenced or screened from view from adjacent public rights-of-way.
12. The PUD will allow for a pocket park that would include playground equipment, picnic tables, and an informal ball field. Additional uses and location of such a pocket park would be determined at a future date following meetings with neighbors in the vicinity of the site.
13. Existing trees on the site shall be preserved.
14. By June 6, 2017 all dumpsters shall be screened with wood privacy or stockade fencing on three sides, with swing gate on fourth side that does not face residences or public rights-of-way.
15. By June 6, 2017 pave internal driveway access to rear parking lot from Husson/Prosper parking lot.
16. By June 6, 2017 restripe faded parking lot spaces;
17. By June 6, 2017 provide for at least 15 new parking spaces adjacent to or in the vicinity of the rear parking area, allowing for future paved areas to be impervious pavement or pervious paver material, with at least 40% of pervious pavement being hard-surfaced, and such areas regularly maintained/vacuumed to ensure proper drainage;

18. Prohibit new parking on non-paved areas such as gravel, mulch, etc., as set forth in Zoning Code to reduce erosion and fugitive dust, allowing the current parking activity now utilized by School District employees in the south grassy parking area;
19. Parking to be allowed on Husson Ave. right-of-way with the City and School District coordinating on the striping of such spaces;
20. By June 6, 2017 plant hedge, and understory trees spaced minimum of 20 feet apart along Cleveland Ave. right-of-way, between Kate and Prosper Streets;
21. Erect signs noting that parking is only in striped/paved spaces in rear parking lot; and
22. To ensure adequate parking for activities, the School District will coordinate with the First Coast Technical Institute to develop an ongoing schedule of activities, provided to the City Building & Zoning Dept. at the outset and as revised on an ongoing basis. This schedule must demonstrate that available parking shall serve programmed activities, and such activities shall only occur if adequate parking is available.

EXHIBIT 2



Case 16-58 - 1001 Husson Ave. Substantive Change to Planned Unit Development

Applicant: Scott Gattshall, Putnam County School District

STAFF REPORT

DATE: November 29, 2016

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To substantively modify an approved Planned Unit Development (PUD). Required public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet).



Figure 1: Property Location

APPLICATION BACKGROUND

This former elementary school is a PUD allowing for Putnam County School District administrative offices. This PUD, which lists schools as an ongoing allowable use, was approved by the City Commission in 2012, after a long process including several neighborhood meetings and Planning Board and City Commission meetings and workshops. The PUD was initially prompted by the School District establishing a warehouse use at this location, an industrial activity that was not allowed in the then-residential zoning district. Many nearby residents attended meetings and voiced strong concerns about higher traffic levels from employees. In particular, Prosper St. residents objected to the Husson/Prosper parking lot, where multiple cars exited and shone headlights into residences. Residents also objected to the unloading of semi-tractor trailer trucks in this parking lot – the truck noise and back-up beeping noises were disruptive to nearby residents. The final PUD incorporated elements that were negotiated between the neighborhood and School District, shown below. Under the PUD the warehouse use relocated off the property, and the approved site plan (Figure 5) only allows for vehicle access to Husson Ave., which is accomplished by a gate that blocks off the Prosper St. driveway to the Husson/Prosper parking lot. The original staff report is attached, and applicable criteria and associated analysis still apply. This report focuses on the PUD changes, namely the new activities and parking issues.

Current PUD Conditions:

1. *Surplus vehicles shall not be stored on the property.*
2. *Surplus sales shall not be held on property.*
3. *Forklift alarm shall be maintained at the OSHA minimum sound level.*
4. *Lawn crew's equipment and trailers shall be stored in areas with high privacy fence.*
5. *Outdoor hallways will limit items stored in halls (only in case of emergency).*
6. *All deliveries shall be made in the Husson Ave. loop driveway.*
7. *All vehicles shall enter and exit the facility from Husson Ave., and no vehicle access is allowed from Cleveland Ave., Prosper St., and Twigg St.*
8. *The School District Annex is to be utilized primarily for school district offices and training, with accessory and ancillary uses of a warehouse and storage of equipment and materials for the District's custodial and landscaping maintenance functions. The use of a school is also allowable.*
9. *The warehouse use shall cease by July 1, 2013.*
10. *Building uses and all other activities are limited to what is shown on site plan.*
11. *Operations limited to Monday-Friday, 7 AM to 6 PM, except that training activities may occasionally occur on the weekend.*
12. *All outdoor storage shall be fenced or screened from view from adjacent public rights-of-way.*
13. *The PUD will allow for a pocket park that would include playground equipment, picnic tables, and an informal ball field. Additional uses and location of such a pocket park would be determined at a future date following meetings with neighbors in the vicinity of the site.*
14. *Existing trees on the site shall be preserved.*

This application was prompted by the First Coast Technical Institute (FCTI), which is now run by the St. Johns County school system, plans to offer adult vocational classes at this location. FCTI plans to have around five daytime classes and two night classes, with an estimated new 75-80 new student and teachers on site. The school use is an allowable use in the current PUD, but the proposed nursing classes and GED classes (aimed at working adults) would be in the evening, which is not allowed by the PUD ordinance as activities cannot occur after 6 PM (classes would also be held from 8 AM to 5 PM every other weekend). The justification letter from the School District, included with this report, notes that the evening classes would end by 10 PM. The School

District is also requesting to re-open up the back gate onto Cleveland Ave, to allow for use of the 20-space back parking lot. This gate has been closed since the PUD approval of 2012. This parking lot provides direct access to buildings where the classes will be conducted (there are no other paved vehicular connections to this parking lot from the approved Husson Ave. vehicle entrances). The rear driveway is slightly off-set with Kirby St., and therefore vehicle headlights would not be shining directly into homes during the later evening hours when students are leaving. However opening up this rear parking area could result in a noticeable traffic impact to Cleveland St., first of all since the gate's been closed for five years, and secondly since there are large grassy areas around the rear paved parking lot that could be utilized for additional parking if the night school function grows.



Figure 2 (above): Cleveland Ave. – school property is to right, with back gate in upper right of picture

Figure 3 (below): back gate at Cleveland Ave., with 20-space parking lot behind tree. In the right of the picture, a dirt driveway connects the rear parking area with the parking lot at Husson Ave. & Prosper St.



Staff has concerns about impacts to Cleveland Ave. residents from entering and particularly exiting cars in later hours. The two classes will have two instructors and up to 40 students when occurring simultaneously and while it is not allowable under the Zoning Code, there is nothing to prevent additional cars from parking in the grassy areas around this rear paved lot. This could double traffic impacts to 40+ cars. A preferred solution would be to connect the Husson/Prosper parking lot with the rear lot along the existing dirt driveway and keep the Cleveland gate closed. The School District made the case in 2012 that the elevation change and

narrow driveway width would make such a connection problematic and expensive for a paved driveway connection. It will be useful for the Board to seriously consider the input of any Cleveland Ave. residents, since they were noticed of this PUD change. A lack of concern or participation by residents in itself may help to support the reopening of the Cleveland Ave. gate, either during daytime hours or for both day and night classes. In any case, it is important to point out that opening up the Cleveland gate is not the only way to utilize the rear parking since the dirt driveway could be improved to connect to that rear parking area.



Figure 4 (above): dirt driveway that connects the Husson/Prosper St. parking lot, from Husson/Prosper lot
Figure 5: (below): dirt driveway from rear parking lot



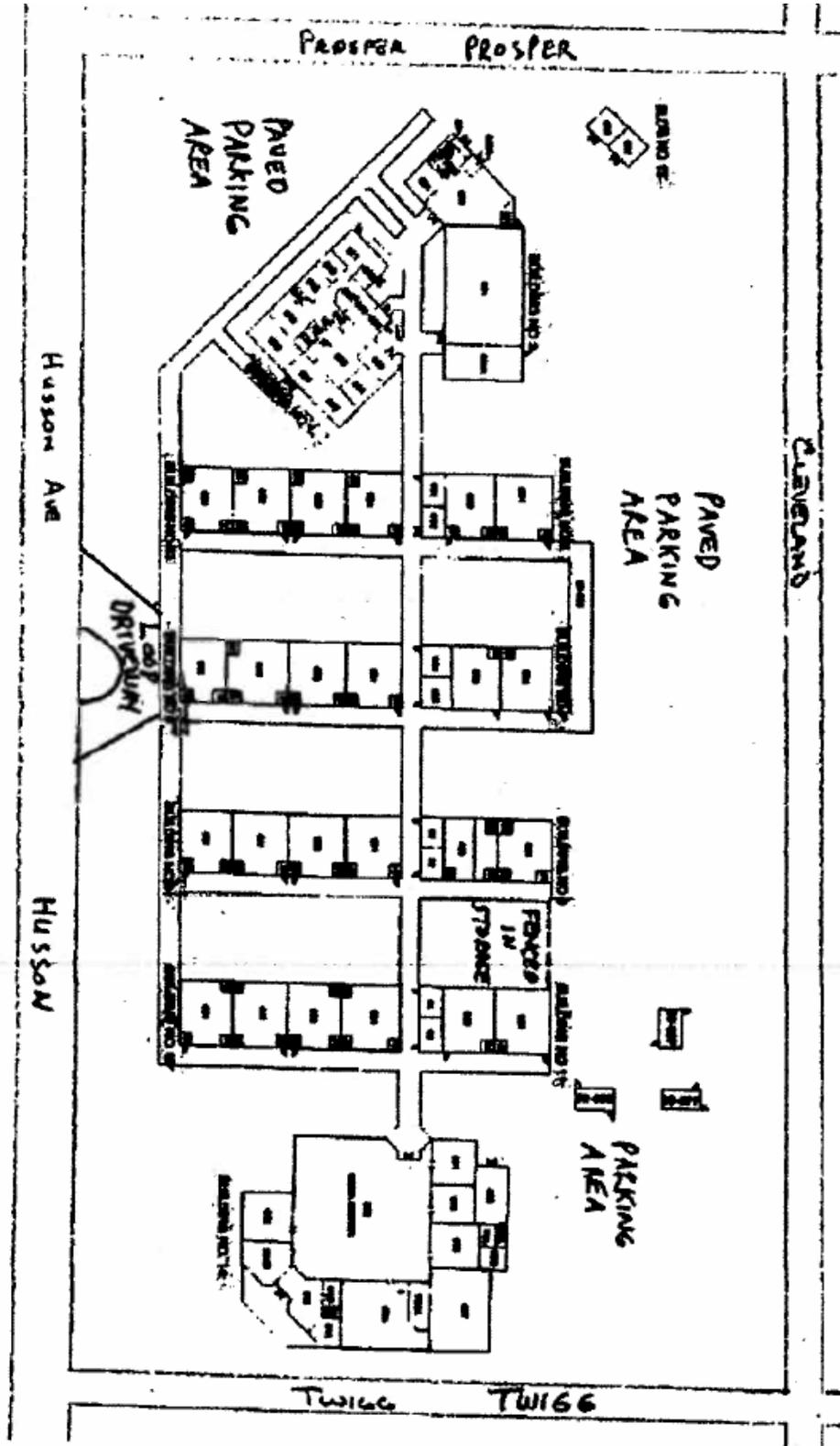


Figure 6:

SITE PLAN

Another issue of concern is the overall provision of parking that will be sufficient to meet the growing needs of the facility. The rear lot now includes 20 spaces, the Husson/Prosper lot has 21 spaces with the ability to add nine more parallel spaces, and the front Husson loop driveway provides six spaces. This totals to 56 parking spaces to accommodate the peak number of employees and students. This would inhibit peak time activity to two to three classes, but the Applicant has indicated that there will be up to 80 students and teachers on site, along with the existing School District employees and a cosmetology class. Without specifics on existing and proposed activities, the simplest mechanism for ensuring adequate parking is to link activities to parking capacity.

The final issue is the unscreened dumpster in the Husson/Prosper parking lot, located next to the previously referenced driveway, as shown in Figure 7. This dumpster is viewed by visitors and residents across Prosper St. The Zoning Code requires screening of dumpsters with fencing, and the side with the gate should not face the residences on Prosper St.



Figure 7: unscreened dumpster

RECOMMENDATION

Staff recommends approval of the substantive change to this approved Planned Unit Development, Case # 16-58, with the following conditions as the Applicant's responsibility, unless otherwise indicated:

1. along with current allowable uses, allow night classes ending by 10 PM and weekend classes between 8 AM and 5 PM; and
2. screen dumpster with wood privacy or stockade fencing on three sides, with swing gate on fourth side that does not face residences or public rights-of-way.
3. Open Cleveland Ave. gates for vehicle entry and exit between 7 AM and 10:30 PM; **OR**
4. continue blocking of Cleveland Ave. gate and require internal driveway access to rear parking lot (from Husson/Prosper parking lot).
5. Restriped faded parking lot spaces;
6. provide for at least 15 new parking spaces adjacent to or in the vicinity of the rear parking;
7. allow for future paved areas to be pervious paver material, with at least 40% of pervious pavement being hard-surfaced, and such areas regularly maintained/vacuumed to ensure proper drainage;
8. prohibit parking on non-paved areas such as gravel, mulch, etc., as set forth in Zoning Code to reduce erosion and fugitive dust;
9. planting of hedge and understory trees spaced minimum of 20 feet apart along Cleveland Ave. right-of-way, between Kate and Prosper Streets, to buffer the rear parking lot from Cleveland Ave. residences;
10. erect picket fence or other similar/simpler fence type not to exceed four feet in height) along the driveway, and around the parking area to prevent grass parking and limit Cleveland vehicular impact;
11. erect signs (and enforce) parking only in striped spaces in rear parking lot; and
12. erect sign directing overflow cars to Husson/Prosper parking lot.
13. City to put no parking signs along Cleveland – the grass strip is too narrow for parking and such parking would impact nearby residences, and this area needs to be utilized for landscaping.
14. Required parking may be reduced by the commitment of overflow parking spaces at Moseley Elementary School, if Staff confirms that excess parking is available and accessible, and there is signage directing visitors to such overflow parking.

15. To ensure adequate parking for activities, the School District will coordinate with the First Coast Technical Institute to develop an ongoing schedule of activities, provided to the City Building & Zoning Dept. at the outset and as revised on an ongoing basis. This schedule must demonstrate that available parking shall serve programmed activities, and such activities shall only occur if adequate parking is available.

ATTACHMENT: APPLICATION JUSTIFICATION
 2012 STAFF REPORT



October 5th, 2016

Mr. Thad Crowe
City of Palatka – Planning and Zoning
201 N. 2nd Street
Palatka FL 32177

RE: PUD Rezoning Request for First Coast Technical Collage - 1001 Husson Ave., Palatka FL

Mr. Crowe:

The Putnam County School District, in conjunction with the St. Johns County School District and First Coast Technical Collage, are respectfully requesting a rezoning of the existing PUD for the property located at 1001 Husson Ave., Palatka FL. The modification to the existing PUD is to accommodate an evening Nursing class and an Adult Education class.

The request is to assist local adults that have day jobs further their education and carriers in the field of nursing. The Adult Education class is to assist local adults that work during the day obtain their GED's. The nursing program consists of one (1) staff person and up to 20 students. Classes are in the evenings during the week until no later than 10:00pm and every other weekend from 8:00am to 5:00pm. The adult education program consists of one (1) staff person and up to 20 students. Classes are in the evenings during the week until no later than 7:00pm.

With this, we are respectfully requesting that the back gate to the old bus loop from Cleveland Avenue be allowed to be reopened to allow for student parking during hours that students are on campus. Now that the campus is again a school and occupied, there are safety concerns as far as traffic flowing around the campus between buildings and on the grass due to the current PUD and access to the campus.

Your assistance with this is greatly appreciated. Please feel free to contact me if you have any questions or need any additional information.

Sincerely,

Scott Gattshall
Facilities Supervisor
Putnam County School District
Cell 386-937-6070

c: file

Case 11-43 1001 Husson Ave.
Request to Amend Comprehensive Plan Map from RL to PB, and
Rezone to from R-1A to PUD

Applicant: James Padgett on behalf of Putnam County School District

STAFF REPORT

DATE: March 27, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To amend Comprehensive Plan Future Land Use Map (FLUM) from RL (Residential Low Density) to PB (Public Buildings and Grounds and rezone from R-1A (Residential, Single Family) to PUD (Planned Unit Development). Required public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet).



Figure 1:
Property
Location

APPLICATION BACKGROUND

The Putnam County School Board made the decision to close the elementary school at this location due to declining enrollment in April, 2009, and in August of that year decided to use the facility for district offices and other functions. The complex was re-utilized for offices, training and for the District's warehousing function, which had formerly taken place at the Matthews Storage warehouse on Reid St. The property is referred to as the Annex in this report.

Schools are allowed by Conditional Use in residential land use and zoning districts (current schools predate this requirement and are considered legal nonconforming uses). The cessation of the school use and commencement of the office/warehouse activity constituted a violation of the Comprehensive Plan and Zoning Code. The principal office use of the property, with accessory uses of training and warehousing, requires nonresidential land use and zoning. School District staff have stated that at the time this change occurred they were not aware of the violation. The description of the RL FLUM category in the Comprehensive Plan's Future Land Use Element notes that lands within this land use category are "intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density." While schools are considered to be compatible with residential uses, office and warehouse uses are not.

Prior to this Planning Director's tenure, this property was included in a list of "housekeeping" comprehensive plan amendments developed last year by the former Director. At their June, 2011 meeting the Planning Board considered this and other amendments for School District properties that were designed to create Comprehensive Plan Map conformance, with school and other public properties to receive the PB (Public Buildings and Facilities) land use designation. At this meeting residents living near the Annex voiced objections to the land use change for the subject property and the Board voted to remove this property from the recommended list of FLUM changes that went on to the City Commission for consideration. Therefore the FLUM amendment that would have been the first step to legitimize the warehouse use went no further.

Shortly before the Planning Board action a formal Code Enforcement complaint was received on June 1, 2011 regarding the School District warehouse at 1001 Husson Ave. Staff visited the site on June 20th and observed that the site was being used for warehouse purposes. On that day an 18-wheeler and a smaller delivery truck were both parked in the driveway in front the building that faces Husson Ave. and Prosper St. and workers were unloading trucks using forklifts. This activity was occurring within around 130 feet of adjacent single-family homes along Prosper St. and the noise of the truck's idling engines and the beeping of a forklift was easily heard from those properties. There was also a sign in front of the building noting "School District Warehouse."

After reviewing applicable codes, Staff sent two code violation notice letters to the School District (see attached Aug. 5 & Aug 8, 2011 letters) and set a 60-day time period in which the School District either had to cease the warehouse use or file land use amendment and rezoning applications to allow the Annex activities. The School District's attorney filed an application for FLUM amendment to PB and a rezoning application to Planned Unit Development. The PUD zoning was chosen in order to provide the opportunity to reach agreement with the neighborhood on how the Annex might continue to operate with specific conditions of approval. At the time of application Staff was in the process of amending the Zoning Code to allow PUDs in a wider range of land use categories including PB and also to revise the PUD standards to provide for higher

quality development and neighborhood protection. The applications remained in a pending status and the code violations were stayed until the PUD changes were adopted by the City Commission on March 8, 2012. At that time the applications were scheduled for public hearings.

Public participation has been an important part of this process. Residents have attended Planning Board and City Commission meetings regarding the original Annex FLUM change and changes to the PUD standards. Twelve residents provided input at a meeting with the Mayor and Staff on July 28th, 2011 and following that meeting residents met with the Mayor and School Superintendent twice, once on the property. The Mayor, Planning Director, School District Facilities Director, and School District Attorney met with residents on February 27, 2012 – a letter noticing this meeting was sent to all property owners within 400 feet of the Annex. A final follow-up meeting was held on March 26, 2012 to present draft PUD conditions to residents. Meeting notes are attached with this report.

PROJECT ANALYSIS

This property is located in the Husson Ave. corridor in the southwestern part of the City, and comprises a full block bounded by Husson Ave. to the west, Prosper St. to the north, Cleveland Ave. to the east, and Twigg St. to the south.



*Figure 2 (above): Complex from north/Prosper St. – warehouse is to left, offices to right
Figure 3 (below): Complex from south, looking up Husson Ave. – training center in foreground*



Table 1: Use Classifications

Property	FLUM	Zoning	Existing Use
Site	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	School District Annex
Property to North	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	Single-family residences
Property to South	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	Single-family residences
Property to West	RH (Residential, High Density) PB (Public Buildings & Grounds)	R-3 (Residential, Multiple-Family)	Grand Pines Apts. Barry Manor Retirement Villas Moseley Elementary School
Property to East	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	



Figure 4 (above): Adjacent Prosper St. Residences from front of Warehouse

Figure 5 (below): 18-wheeler Parked in Front of Warehouse as Seen from Prosper St. residences



The Moseley Warehouse is in the RL (Residential, Low Density) comprehensive plan map (land use) category and the R-1A (Single-Family Residential) zoning district. As a standalone use the warehouse use would require the more intensive OPF (Other Public Facilities) or IN (Industrial) FLUM category. (Lands within the OPF category are intended for use as “potable water, sanitary sewer treatment facilities, transportation, stormwater/drainage control structures, etc.”) However as an accessory use to the main office use, the warehouse use is allowed in the COM or PB category, the latter being preferable as it is intended for public uses like a School District-owned facility.

Once within the PB FLUM category, the facility would require either the PBG-1 zoning accompanied by a conditional use for outdoor (warehouse activities), PBG-2 zoning which allows as permitted uses “public use and/or public service activities which are of a more intense level than the PBG-1 district,” or a PUD zoning classification. A PUD is a “negotiated”/customized zoning district that could provide for special provisions that addressed neighborhood concerns.

The issue of compatibility between the Annex and surrounding residential uses is important and should be defined and compared with other nonresidential uses. The compatibility of schools and residences is attributable to the connection of such facilities with surrounding neighborhoods. Neighborhood children often walk to school and residents view schools as familiar neighborhood institutions and as a public good, benefiting from the green space that school facilities provide. While hundreds of people travel to and spend time at schools, most of these aren’t driving and therefore traffic does not impact residential neighborhoods the way that commercial or industrial uses of a comparable size and scale would. The traffic that does occur is limited to peak hour times in the morning and mid-afternoon, and by 3:00 PM and over the weekend schools are empty and quiet, while many other commercial uses continue to function.

More specifically, the following additional elements are accepted elements of compatibility, some of which are more measurable than others.

- Development and building scale
- Vehicle and pedestrian impact
- Visual, noise, and other sensory impacts (noise, glare, odor)
- Aesthetic considerations
- Psychological factors
- Property values

The table below compares the school use and the annex use in regard to compatibility factors.

Table 2: Compatibility Table

Compatibility Indicator	School Use	Annex Use
Scale	Same	
Vehicle trips - daily	388 ¹ – concentrated at AM & PM peak hours	125 ¹ occurring throughout the day
Pedestrian trips - daily	36 ¹	0 ¹
Employees/Students	60/400	25/0
Visual impacts	Bldgs/Grounds, School Buses, vehicles, employees, students	Bldgs/Gounds, vehicles, employees, 18-wheelers & delivery trucks
Aesthetic considerations	Neighbors do not seem to have concerns	Trucks and unloading present an industrial appearance that is out of context with neighborhood
Psychological factors	Neighbors view as positive neighborhood institution	Neighbors view warehouse use negatively, while not objecting to office & training use
Property values	Unknown	

1. based on March 7, 2012 traffic counts and estimates by Staff – each trip is a round trip

Based on the comparison above the inference can be made that while a school use might present higher traffic impacts and have the appearance and impacts that are out of scale with a residential area, these factors are outweighed by positive perceptions of residents. However the warehouse use presents aesthetic and psychological impacts that negatively affect the neighborhood. Industrial activities such as the unloading of 18-wheelers and forklift loading, however sporadic these might be, are objectionable to residents. Another factor of neighborhood concern is the cut-through traffic on Prospect St. and Twigg St. by employees and visitors of the Annex, some of whom are traveling from Beasley Middle School two blocks to the west or are just avoiding Crill Ave. traffic when traveling from the downtown administration building or other areas. The point was made at one of the neighborhood meetings that while employees and students travel to a school in the morning and leave in the mid-afternoon and the time period between arrival and departure is relatively quiet with most in the schools staying on site, a use like the Annex generates traffic throughout the day that winds through the neighborhood. Now that the Annex functions as a use disconnected from the neighborhood, the traffic issues are amplified.

Future Land Use Analysis

F.S. 163-3187 provides amended criteria for consideration of small scale comprehensive plan amendments under, shown in italics below (staff response follows each criterion, and comprehensive plan extracts are underlined). Please note that while this property exceeds the small-scale amendment threshold of 10 acres, F.S. 163.3187(c)4 provides a Rural Economic Development Incentive for amendments that are up to 20 acres (the property is 12.4 acres in size).

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

The application is in keeping with the following objective and policies (underlined) of the comprehensive plan, and does not conflict with other plan elements.

Goal 1 9J-5.006(3)a; F.S.187.201(16)3

Preserve and protect the City's natural resources and quality of life by establishing a pattern of development that is harmonious with the City's natural environment and provides a desired lifestyle for City residents.

Staff Response: the residents living near the Annex have framed their objections to the Annex as quality of life issues and have made the case that this use is not harmonious with the surrounding neighborhood. School District staff have made the case that the use is less intense than the former school use due to the relatively small number of people working on this site and lower traffic levels, particularly school bus traffic and loading/unloading. The compatibility table presented in this report indicates that aesthetic and psychological impacts are the basis of the lack of harmony between the Annex use and surrounding residential uses.

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

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

Staff Response: while parts of this policy are unclear ("protect safety restricted"), one can glean from this that PUDs provide an alternative development agreement intended to benefit the public. The proposed PUD

presents a dual public good of allowing a public function that saves taxpayer dollars while providing mitigation annexation impacts to the surrounding neighborhood.

Policy A.1.9.3

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

A. Land Use Districts

5. Public Buildings and Grounds (11 acres)

Lands designated in this category of use include a broad variety of public and quasi-public activities such as schools, churches, government buildings, hospitals, etc. The intensity of development in this land use category, as measured by impervious surface, shall not exceed 65 percent. The maximum height shall not exceed 40 feet.

Staff Response: this land use category is suitable for the Annex uses. Development on the property does not exceed the impervious surface and height limitations above.

Provide analysis of the availability of facilities and services.

Staff Response: The property is in close proximity to a range of 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 Response: not applicable as the site is developed.

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

Staff Response: 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 Response: the Annex's location within the City's urbanized area ensures that urban services are available and provides a centralized location for the County school system. This use does not represent urban sprawl.

Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff response 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 Response: as noted in the FLUM amendment analysis, rezoning to allow the Annex uses perpetuates a certain level of disharmony between this use and surrounding uses, the mitigation of which can be achieved through PUD conditions.

b. The existing land use pattern.

Staff Response: the school was more compatible with the adjacent residential neighborhood than the Annex uses due to neighborhood connections and the positive perception of the institution by nearby residents. Husson Ave. is an appropriate location for a more intense use like the Annex as it is a collector road with moderate traffic levels and higher density development, but the other adjacent streets are residential in nature and are not appropriate for nonresidential development.

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

Staff Response: this criterion is not necessarily problematic when applied to a PUD and a public use. A PUD is often by its nature an isolated district due to the need to fashion a customized development plan that allows unrelated uses to co-exist in a harmonious manner. Public uses are also often isolated uses as they occur relatively infrequently and are not always grouped together.

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

Staff Response: the site is currently underutilized, with relatively low traffic and other impacts.

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

Staff Response: The proposed boundaries, which comprise a city block, are appropriate.

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

Staff Response: School District staff have stated that the warehouse use at this location is necessitated by the lack of state funding, which is a product of changed conditions attributable to the economic slowdown.

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

Staff Response: Staff recognizes the adverse impacts of the existing facility and believes that there are PUD development controls that can at least partially mitigate such impacts. Such controls can include restricting delivery access to the facility to Husson Ave. and moving warehouse activities away from adjacent residences.

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

Staff Response: as noted in the compatibility table, traffic for the Annex is less than that of a school or a nonresidential development on property of this size. However employee parking in particular noticeably impacts surrounding residential streets throughout the workday due to the main parking area entrance to the rear of the property on Cleveland St. This is a difficult problem to solve as replacing the Cleveland St. access with Husson Ave. access with a new driveway from the latter street is hampered by the presence of buildings along this street and the permitted stormwater retention area in the southwest part of the site. Putting a driveway from Husson Ave. through this part of the complex would require expensive site and building retrofitting and would present a hazard to pedestrians within the complex. The School District has proposed a future access point, unfunded at this point, from Twigg St. to the south, but this would present similar impacts to adjacent residences. The most feasible driveway route from Husson Ave. would be to use the northwest parking lot to access the unpaved driveway that runs behind and east of Building # 2 (warehouse). While preferable to the last two options this is a circuitous route with grade changes.

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

Staff Response: no drainage problem exists on the site and with no new development planned; no future drainage problems are anticipated.

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

Staff Response: as no new development is planned no impacts in this area will occur.

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

Staff Response: some nearby residents have expressed concerns that the Annex could affect their property values. There are instances where intensive uses have negative effects on residential property values, but Staff has no documentation indicating impacts to property values from this use.

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

Staff Response: one can only speculate if the Annex will inhibit property improvement in the area due to the negative perception of the warehouse use.

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

Staff Response: the intent of the PUD is to meet the needs of the School District while mitigating impacts on the surrounding neighborhood, the result of which would not be a grant of special privilege.

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

Staff Response: only single-family homes would be allowed under the existing zoning. A substantial public investment has been made to the property in the form of a facility that can only be used as a school or as the Annex use of offices, training, and warehouse activities.

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

Staff Response: as a school the facility met the needs of the neighborhood and the City, but as an office, training, and warehouse complex the property has no ties with the neighborhood.

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

Staff Response: School District staff have stated that no other school-owned facilities can allow for the warehouse function without considerable expense of public funds. Prior to the warehouse use at this location the School District storage occurred at a private facility at a cost exceeding \$60,000 per year.

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 Response: not applicable.

CONCLUSIONS AND STAFF RECOMMENDATIONS

The plan amendment and rezoning applications are at odds with several key criteria in the preceding analysis. Residents have identified the warehouse use specifically as an activity that is not harmonious or compatible with the quality of life of their residential neighborhood. However the large size of the property and location along a collector road provides some potential to re-locate problematic warehouse activities and accompanying traffic. It is also evident that changed conditions in the form of funding shortages attributable to the worsening economy have made it difficult for the School District to change the location of the warehouse function without substantial expenditures of public funds.

Based on the analysis of this report Staff has concluded that without development standards that mitigate impacts of this use, the request should not be approved due to the incompatibility of the use with the surrounding neighborhood. However Staff believes that such impacts are reduced with conditions that work to divert traffic and the warehouse function away from adjacent residences. Staff recommends approval with the following conditions as proposed by School District staff as shown in italics below.

The School District previously took the following steps to address neighbor concerns, and these activities shall continue to occur as a requirement of the PUD:

- 1. Discontinued locating surplus vehicles on property.*
- 2. Discontinued locating surplus sales on property.*
- 3. Reworded all signs, including front sign, from "Putnam County School District Warehouse" to "Putnam County School District Annex".*
- 4. Limited use of front paved area (along Prospect St).*
- 5. Muted forklift alarm to the OSHA minimum sound level.*
- 6. Upgraded alarm system to avoid false alarms.*
- 7. Removed unused surplus play area along Prospect St.*
- 8. Purchased storage shed, placed behind warehouse.*
- 9. Modified schedules for deliveries.*
- 10. Fenced in lawn crew's equipment and trailers with high privacy fence.*
- 11. Limited items stored in halls (only in case of emergency).*

The following are additional conditions of the PUD.

12. *All delivery trucks shall enter and exit the facility from Husson Ave.*
13. *The School District Annex is to be utilized primarily for school district offices and training, with accessory and ancillary uses of a warehouse and storage of equipment and materials for the District's custodial and landscaping maintenance functions. The use of a school is also allowable.*
14. *It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within 60 months of adoption of this ordinance.*
15. *Building uses and all other activities are limited to what is shown on site plan.*
16. *Operations limited to Monday-Friday, 7 AM to 6 PM, except that training activities may occasionally occur on the weekend.*
17. *All outdoor storage shall be fenced or screened from view from adjacent public rights-of-way.*
18. *The PUD should allow for a pocket park that would include playground equipment, picnic tables, and an informal ball field. Additional uses and location of such a pocket park would be determined at a future date following meetings with neighbors in the vicinity of the site.*
19. *Existing trees on the site shall be preserved.*

Staff is supportive of these conditions with the exception of # 12 and 14 above. Condition 12 merely requires delivery from Husson Ave. which would continue the practice of truck unloading in close proximity to Prosper St. residences. Furthermore with the understanding that the trucks cannot use Prosper St. they would then have to back out onto Husson Ave., which is a safety problem. Staff believes that the goal of moving the warehouse function away from residential areas would be accomplished by conducting unloading in the loop driveway that is adjacent to Building # 6 (see Figure 4 below). Staff can then move materials with the forklift internally through the building complex along the sidewalks located on the south side of each building, a practice that Staff has observed on several site visits. Condition # 14 provides what seems like an overly long (5-year) time period for cessation of the warehouse use. Staff recommends a shorter time period with the requirement that the School District then justify an extension based on ongoing budget problems.

Finally Staff recognizes the impact of employee traffic on the surrounding neighborhood and the potential solution of limiting access to a driveway from the northwest parking lot to the rear parking area, as discussed in Rezoning Criterion h. and shown in Figure 6 on the next page. However at this time site and budget constraints make this option impractical, but it should be re-examined at the time the School District applies for extension of the warehouse use, should the City require such an extension application as described in revised condition # 14 below.

Staff recommends approval of the land use amendment and also of the PUD rezoning with the previously stated conditions and with the revision of Conditions # 12 and 14 as follows, along with a new Condition # 20.

- 12. All delivery trucks shall enter and exit the facility from Husson Ave. using the loop driveway adjacent to Building # 6. No parking of non-delivery vehicles shall be allowed within this loop driveway. A sign shall be placed at the loop driveway entrance directing such delivery.
- 14. It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within ~~60-24~~ months of adoption of this ordinance, with the ability to apply to the Planning Board for not more than two 16 month extensions with conclusive findings by the Board that specific circumstances prevents relocation of the warehouse use and that the interim use as approved is not negatively impacting the neighborhood.
- 20. At the time of the first extension request the Board shall also evaluate the replacement of the Cleveland St. vehicle entrance with a Husson Ave. entrance and driveway.

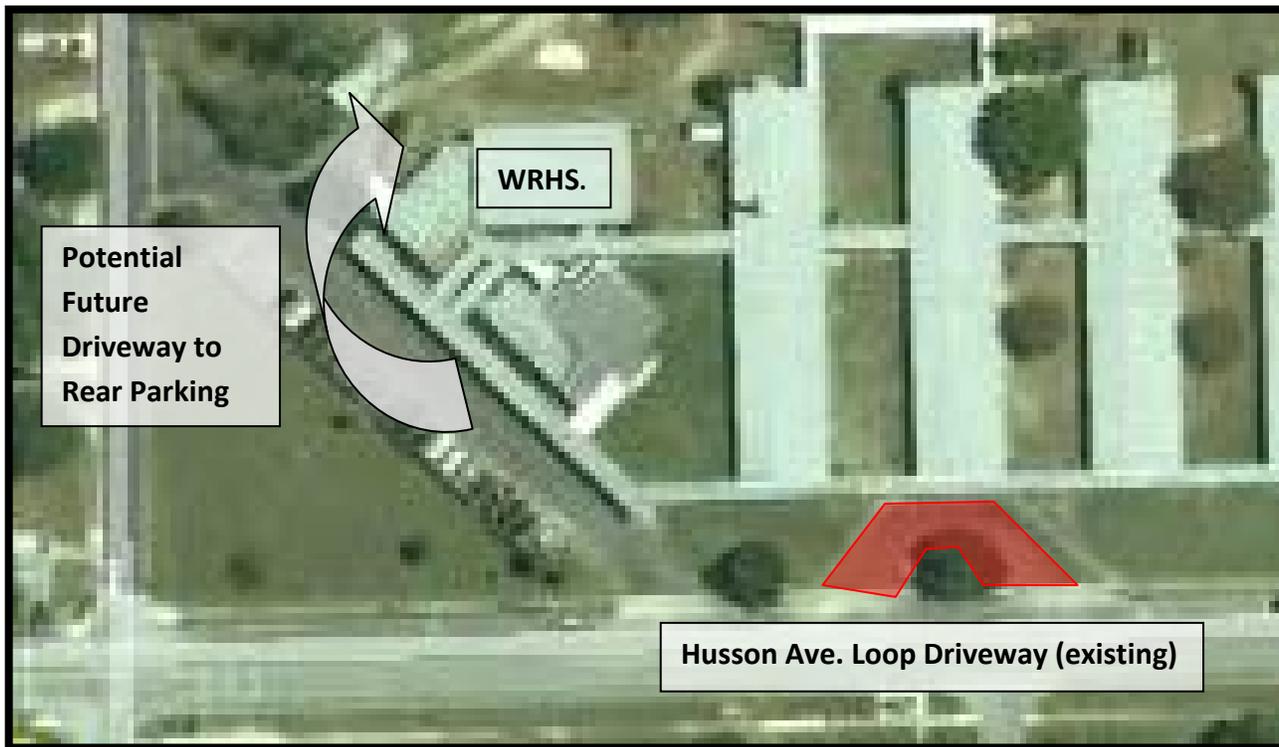


Figure 6: Recommended Current Delivery Location and Potential Future Employee Access

- ATTACHMENTS:
- FUTURE LAND USE AND ZONING MAP
 - BUILDING LAYOUT MAP
 - APPLICATION PROJECT NARRATIVE
 - AUG. 5 & 8 LETTERS TO SUPERINTENDANT
 - NEIGHBORHOOD MEETING NOTES

CITY OF PALATKA
PLANNING BOARD MINUTES
December 6, 2016



Members present: Chairman Daniel Sheffield, Vice-Chairman George DeLoach, Earl Wallace, Edie Wilson, Joseph Petrucci, Anthony Harwell, and Ed Killebrew. Staff present: Planning Director Thad Crowe, Recording Secretary Karen Gilyard, and City Attorney Donald Holmes.

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

Chairman Sheffield asked for an approval of minutes from September 6, 2016 and November 1, 2016 meeting. Motion made by George DeLoach to approve the minutes, seconded by Edie Wilson. All present voted affirmative and motion was approved unanimously.

OLD BUSINESS:

- Case 16-40** Request for final plat for subdivision – tabled from the August 2nd 2016 meeting.
Location: 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 (a.k.a. a portion of Putnam Co. Business Park).
Applicant: Putnam County Port Authority/Brian Hammons, Putnam Co. Planning Director

Chairman Sheffield introduced the item and recognized Mr. Crowe. Mr. Crowe said the Applicant wanted to table the discussion once again. Mr. Crowe advised the Board that he explained that the Board has the right to table the discussion again or end it. Mr. Crowe advised the Board to only table it for one more month. The Applicant would have to start the process over again when ready.

Chairman Sheffield asked the Board if they wanted to table the discussion for another month.

Motion made by George DeLoach and seconded by Joseph Petrucci to table the request until the next regular meeting for the last time. All present voted affirmative and motion was approved unanimously.

NEW BUSINESS:

- Case 16-57** Request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial)
Location: 3803 and 3805 Crill Ave. and 102 Highlawn Ave.
Applicant: Richard Johnson

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial). Mr. Crowe identified the location as a 2/3-acre property which includes two parcels. The property has frontage on three streets (Crill, Highlawn, & 1st Ave). 3803 Crill Ave, the interior lot, is undeveloped. 3805 Crill/102 Highlawn is one parcel with an office building on Crill and a residence behind it fronting on Highlawn. Mr. Crowe then narrated a power point presentation:

- Property is in county commercial FLUM (UR) & Zoning (C-1, General Comm.)
 - Segment of Crill from Westover to SR 19 – transitioning to County & mixed Residential Commercial to City & Commercial
 - Voluntary annexation intended to connect to city water & sewer (runs down 1st Ave)
- Annexation criteria are met
- Contiguous and compact
- FLUM criteria are met
- In established commercial corridor with both city and county commercial designations

- Close proximity to urban services – Water & Sewer along 1st St
 - Does not represent urban sprawl
 - No grant of special privilege
- Rezoning criteria are met
- In established commercial corridor with City And County Commercial Zoning
 - No isolated zoning district created
 - Infrastructure capacity available (Roads & Utilities)
- Recommend approval of annexation and change to COM FLUM & C-1 zoning

Mr. Crowe summarized that as demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of Case # 16-57, including the annexation, amendment of Future Land Use Map category to COM (Commercial), and rezoning to C-1 (General Commercial) for 3803 and 3805 Crill Ave. and 102 Highlawn Ave.

Chairman Sheffield asked Mr. Crowe if the zoning would not allow automotive should as gas stations. Mr. Crowe responded it would not allow automotive repair or sales, but would allow gas stations and convenience stores. Chairman Sheffield asked Board members if they had any questions for Mr. Crowe. Hearing none, Chairman Sheffield opened the meeting to the public and asked if anyone wanted to address the board. No one commented. Chairman Sheffield closed the public meeting. Chairman Sheffield asked the Board members if they were ready for a motion.

Motion made by Joseph Petrucci and seconded by Ed Killebrew to approve the request as recommended by Staff. Motion carried unanimously.

Case 16-58 Request for substantive change to approved PUD (Planned Unit Development/Neighborhood Commercial) for Adult Education (Putnam County School District)
Location: 1001 Husson Ave.
Applicant: Scott Gattshall

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for annexation all of the property in to city's limits and to zone to C-1 (General Commercial), and future land use map amendment to COM (Commercial) Mr. Crowe then narrated a power point presentation.

CURRENT PUD

- Allows school, admin. Offices, & training (warehouse & groundskeeping operations now gone)
- Operations limited to 7 am to 6 pm
- School District has authorized 1st Coast Technical Institute to hold evening classes at this location

PUD MODIFICATION REQUEST

- Allow night school use- up to 10 pm & 8 am to 5 pm every other weekend
- Open up rear gate to Cleveland Ave. to allow for easier access to rear parking lot

ISSUES

- Potential parking shortage
- Traffic impact of opening rear Cleveland Ave. Gate
- Unscreened dumpster

- 56 parking places (21 in Husson/Prosper lot with ability to add 9 more parallel spaces to old bus dropoff lane, 20 in rear lot, and six in Husson loop)
- Proposed expansion – up to 80 students & teachers on site
- Parking not sufficient
- 2 parking lots not connected, reducing parking efficiency and requiring navigation of bumpy dirt driveway or leaving campus to drive around block
- Possible overflow parking across Husson at Moseley Elementary
- Lots of room on property for additional parking; but...
- Zoning code does not allow non-hard surfaced parking (due to erosion & dust impacts)
- Compromise – PUD can provide flexibility to allow for pervious parking

Staff recommends approval of the substantive change to this approved Planned Unit Development, Case# 16-58, with the following conditions as the Applicant's responsibility, unless otherwise indicated:

1. Along with current allowable uses, allow night classes ending by 10 PM and weekend classes between 8 AM and 5 PM
2. Screen dumpster with wood privacy or stockade fencing on three sides, with swing gate on fourth side that does not face residences or public rights-of-way.
3. Open Cleveland Ave. gates for vehicle entry and exit between 7 AM and 10:30 PM; **OR**
4. Continue blocking of Cleveland Ave. gate and require internal driveway access to rear parking lot (from Husson/Prosper parking lot).
5. Restriped faded parking lot spaces;
6. Provide for at least 15 new parking spaces adjacent to or in the vicinity of the rear parking;
7. Allow for future paved areas to be pervious paver material, with at least 40% of pervious pavement being hard-surfaced, and such areas regularly maintained/vacuumed to ensure proper drainage;
8. Prohibit parking on non-paved areas such as gravel, mulch, etc., as set forth in Zoning Code to reduce erosion and fugitive dust;
9. Planting of hedge and understory trees spaced minimum of 20 feet apart along Cleveland Ave. right-of-way, between Kate and Prosper Streets, to buffer the rear parking lot from Cleveland Ave. residences;
10. Erect picket fence or other similar/simpler fence type not to exceed four feet in height) along the driveway, and around the parking area to prevent grass parking and limit Cleveland vehicular impact;
11. Erect signs (and enforce) parking only in striped spaces in rear parking lot; and
12. Erect sign directing overflow cars to Husson/Prosper parking lot.
13. City to put no parking signs along Cleveland – the grass strip is too narrow for parking and such parking would impact nearby residences, and this area needs to be utilized for landscaping.
14. Required parking may be reduced by the commitment of overflow parking spaces at Moseley Elementary School, if Staff confirms that excess parking is available and accessible, and there is signage directing visitors to such overflow parking.
15. Improvements shall be completed within six months of the approval date.
16. To ensure adequate parking for activities, the School District will coordinate with the First Coast Technical Institute to develop an ongoing schedule of activities, provided to the City Building & Zoning Dept. at the outset and as revised on an ongoing basis. This schedule must demonstrate that available parking shall serve programmed activities, and such activities shall only occur if adequate parking is available.

Chairman Sheffield asked Mr. Crowe is there a time limit on his talks with the School Board on this issue. Mr. Crowe explained to the Board that if School District Facilities Director Scott Gattshall and he could have about a week or two to talk they could come to an agreement on the parking. Chairman Sheffield also asked for Mr. Crowe to summarize the number of parking spaces do they have or how many they need. Mr. Crowe answered that there was 51 paved spaces, and the Applicant was asking for 15 addition spaces in the rear.

Chairman Sheffield asked the PB if they had any questions for Mr. Crowe. Mr. Wallace asked Mr. Crowe the night class consisted of nursing and what else? Mr. Crowe answered G.E.D classes. Mr. Harwell asked Mr. Crowe what consisted with joining the two parking lots together. Mr. Crowe answered that this could be done by paving the dirt driveway that currently connects them. Mr. Petrucci asked if the gate off of Husson Ave. would be assessable instead of opening back up the Cleveland St. gate. Mr. Crowe said that would be a question for Mr. Gattshall, but from his understanding the School Board didn't want to use that gate for 1st Coast Technical College activities, just for the School Board employees. Mr. Petrucci asked if putting the parallel parking spaces on Husson Ave. would impact the bus coming from Moseley Elementary School. Mr. Crowe answered that it was not a problem the spaces aren't new they just need to be repainted. Mr. Killebrew added that the buses would not be impacted because the bus loop is in the back of Moseley and they don't use Husson

Ave. Mr. Killebrew asked if the back gate was closed because the neighborhood complaining about the big trucks being present in the early morning and most of the day when it was being used as a warehouse. Mr. Crowe explained that it was not the back gate on Cleveland Ave. but was the front gate off of Prosper St. & Husson Ave where the truck activity was. Mr. Wallace added that the last time it came before the Board the issue was the noise the big semi-trucks were making. Mr. Killebrew asked if it was the south end where current School District employees are now parking. Mr. Crowe replied that this was correct. Mr. Killebrew asked if the School District was going to put pervious or paved parking in that area. Mr. Crowe answered that he thinks that the School District wanted to continue parking on the grass but that would be a question for Mr. Gattshall.

Chairman Sheffield said that he thought it was time to open the meeting to the public so that the Board could speak to Mr. Gattshall. Mr. Scott Gattshall, 4400 14th Place, Gainesville, Florida, introduced Frank McElroy, Administrator of Operations for 1st Coast Technical College (FCTC). Mr. Gattshall said that the School District is working in conjunction with the St. Johns County School District, which now administers FCTC. FCTC has moved from their Comfort Rd. location to the Husson Ave. site. Mr. Gattshall said their primary purpose was not to address parking issue but to extend the hours of operation so that FCTC could resume night class, and to also utilize the back gate on Cleveland. They are trying to limit the cost and if they have to use tens of thousands of taxpayer dollars on parking this funding would not be available for other programs for FCTC students. Currently FCTC uses most of the campus for their daytime classes and the School District is using one wing and the media center as a training facility. The School District is not looking to change or improve the current grass parking for their employees, but just to accommodate parking needs of FCTC. The School District has already put in \$1.5 million dollars in renovation into that campus for the Adult Ed. Program for FCTC. Mr. Gattshall said that to be frank, the School District doesn't have \$200,000 to put in a new parking lot around the PCSD training center for School District Employees. Mr. Gattshall also stated that he didn't understand the problem with reopening the Cleveland St. gate because back years ago when it was used as an elementary school there were 20 buses using that entrance twice a day, and also 30-40 teachers driving in and out of that same area a day through that gate and parking on the grass. So that this point all the School District is asking for is to extend the hours and opening of the gate on Cleveland St.

Chairman Sheffield thanked Mr. Gattshall for his comments. He noted that closing the gate on Cleveland St. was for the neighborhood to keep the traffic down in the residential neighborhood, for the quality of life of the neighborhood. He said that if you join the two parking lots together there would not be a need to open that gate on Cleveland St., but he senses that the School District is resistant to that due to the cost. Mr. Gattshall stated more of a safety precaution due to the narrowness of the driveway. Mr. McElroy added that if they join the front and back parking lot that it would be tight fit between two buildings. They have talked to Architect Bob Taylor who said he could come up with a functional design that will work, but it's really tight. Mr. Gattshall added that there enough State funds complete the driveway improvement.

Chairman Sheffield asked Mr. McElroy if he said Bob Taylor was the School District's architect in this matter. Mr. McElroy answered yes. Chairman Sheffield told Mr. Holmes that he may have a conflict of interest because he was working for Mr. Taylor. Mr. Holmes said it would be wise for Chairman Sheffield to recuse himself to avoid the appearance of conflict. Chairman Sheffield stated with that being said he would recuse myself from this case and turn things over to Vice-Chairman George DeLoach.

Vice-Chairman DeLoach asked Board members if there were any questions. Mr. Petucci asked if there were any lights in that back parking lot for the nighttime students. Mr. McElroy answered yes and added only if more parking was provided in that back lot would more lighting be needed.

Mr. Harwell asked if the School District offices would be open 8:00 am to 11:00 pm or just normal business hours. Mr. Gattshall answered just normal eight hour day, usually 7:30 am to 3:30 pm. Mr. Harwell asked if the FCTC classes would be just in the day or just in the evening. Mr. McElroy said that it will be both. FCTC

classes have been operating since mid-spring with just day classes and shut down at 5pm because of the existing PUD prohibition of evening activities. Mr. Harwell asked if the students park on the south end of the campus or is it just the School District that uses this parking. Mr. McElroy answered that the students are currently parking on the north end parking lot (Prosper & Husson). Mr. Harwell asked so is the north parking area adequate for FCTC parking needs. Mr. McElroy answered that with the current number of students there is not a problem. He said he understood Mr. Crowe's concern for future growth and being able to meet increased parking needs. Mr. Harwell asked if there was enough parking on the south end of the campus where School District employees park in the grass for FCTC growth with students if need be. Mr. McElroy answered that there is a huge grass area on the south end of the campus with lots of room for parking. Mr. Harwell said he understood the difficulty of connecting the two north end parking lots together and noted that there could be just as much room on the south end for all parking. Mr. McElroy answered that all entire student parking could be accommodated on the south end in the grass, but he understood that Mr. Crowe's desire is for there to be paved or pervious pavement parking for the students. Mr. Crowe interjected and explained that it was not his desire but that what the Zoning Code requires. Mr. Harwell said he did not understand why add to parking on the north end of campus when there is all that room for parking on the south end of the campus. Mr. McElroy answered that if it would be a problem to reopen the back gate on Cleveland Ave. they could find a way around that, using the front north and south gate access. Mr. Gattshall said that if the students were to use the south gate to access the back parking lot that would be a long journey. Mr. Harwell stated that was not what he was getting at. Mr. DeLoach stated at he remember a time when it was Moseley Elementary and he had to drop off and pick his kids up from school there. It would be 80-100 cars going in and out of that back gate daily twice a day. So with that being said he didn't see a problem with that gate being open. Mr. Crowe responded that the gate was closed due to neighborhood opposition to the warehouse function. The neighbors were fine with the facility being a school, but not something else like warehouse and offices, and now that the gate has been closed for five years it would be a big change for the neighborhood to open it. Mr. Killebrew stated that it will be going back to a school, and asked where are most of the School District offices are located within the facility. Mr. Gattshall answered that the offices were in the south end of the campus along with the old media center, which is now the School District training center.

Mr. Petrucci asked how close the gate is to Kirby St. Mr. Crowe said there is a slight jog between the driveway and Kirby St., and that no headlights would shine into any homes leaving from that back parking lot at night. He stated that he would be reluctant to open the back gate for the evening or night classes.

Vice-Chairman DeLoach asked was there any more questions or comments from the public, and hearing none, closed the public hearing. Vice-Chairman DeLoach asked Board members if they had any questions before a motion was made. Mr. Killebrew asked was this advertised to the public. Mr. Crowe stated yes: letters was sent out to property owners within 150 feet of the property, a notice was run in the newspaper, and four signs were put on each frontage of the property.

Mr. Harwell asked Mr. Crowe what was his thought on utilizing the south end grass parking area. Mr. Crowe stated that as the Zoning Administrator, all he could do is interpret the code, which requires that all parking lots have paved or pervious pavement surfaces. Mr. Harwell asked Mr. Crowe if the current PUD excluded schools. Mr. Crowe stated no, schools were left as an allowed use in hopes that a school would come back.

Mr. Petrucci asked with FCTC wanting to start classes in January will there be any grace period for the parking lot to be ready. Mr. Crowe answered that the Board usually gives Applicants a six-month grace period to make required improvements.

Motion made by Joseph Petrucci and seconded by Ed Killebrew to approve the request as recommended by Staff, with the exception of the requirement that fencing be erected around the rear parking area and driveway. Motion carried unanimously.

Case 16-65 Request for Zoning Code change to allow changing signs in C-2 (General Commercial) zoning districts

Applicant: Chuck Knight Heritage Signs

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for Zoning Code change to allow changing signs in C-2 (General Commercial) zoning district. Mr. Crowe narrated a power point presentation.

CRITERION A: NEED & JUSTIFICATION FOR CHANGE

- Changing signs now only allowed in C-2 & PBG-1 zoning
- Standards are in place to limit visual impacts

- General Commercial zoning appropriate for such signs (Neighborhood Comm. would not be)

CRITERION B: COMPLIANCE WITH COMP PLAN & CODES

- Does not conflict with Plan & codes-

Mr. Crowe said that Staff recommends approval of Case 16-65 revising Zoning Code Section 94-148 (C-1 general commercial zoning district) as follows.

(a) through (f) – no change

(g) *Permitted signs*. Wall signs, awning signs, bracket signs, banner signs, pole signs, temporary signs, directional signs, ground signs, marquee signs, changing signs, and projecting signs.

Chairman Sheffield asked Board members if they had any questions for Mr. Crowe. Mr. Wallace asked what kind of signs are they? Mr. Crowe stated that they are changing signs, which includes manual and electronic signs. Mr. Wallace recalled that years ago the City didn't want signs that changed or flashed because it was a safety hazard. The School Board and other places around town installed electronic signs that contradicted this. Mr. Crowe answered that previous Planning Directors interpreted the Sign and Zoning Codes in a manner that if a specific sign type was not called out, then it was allowed. This is how the 12 or so electronic signs in the City were approved. At the direction of the Planning Board and City Commission, and over his objections due to safety and aesthetic problems, Mr. Crowe put into place a Code change that clarified electronic signs and allowed them in C-2 zoning, and later in PBG-1 zoning as well. The clarifications included standards that controlled sign brightness and intensity, for example prohibiting flashing and scrolling and establishing a minimum static display time of eight seconds. The business should give their sign programmer are of the specs for the city's code because essentially all this can be handle by the programmer. With the School Board I don't think they were aware of the Sign Code standards for electronic signs, but when contacted they got with their programmer and complied. Chairman Sheffield asked does the code specifically say eight seconds. Mr. Crowe answered yes.

Mr. Harwell asked was there really complaints about the signs? Mr. Crowe answered yes. Mr. Harwell asked what drove the complaint. Mr. Crowe stated someone bought it up in a public meeting.

Chairman Sheffield opened the meeting to the public. Chuck Knight, representing Heritage Signs, PO Box 2366 Green Cove Springs, Florida and Dr. John Milanick, 136 Richwood Dr. Palatka, Florida both introduced themselves. Mr. Knight said that they are here today asking to change the C-1 list of allowable signs to include changing signs. This will increase options for your business owners. Another justification is that manual changing signs are being discontinued due to the advancing technology and affordability of electronic signs.

Chairman Sheffield thanked Mr. Knight and asked Board members if they had any questions for Mr. Knight and Dr. Milanick. Mr. Harwell asked are these sign LED and is it text or graphic? Mr. Knight answered that they were LED electronic and are capable of a number of things including graphics and preprogram displays. He said that the City's ordinances have specific time changes and brightness standards. With such standards the sign software can be programed to dim down the brightness at night. The sign can be controlled at the site and by

broadband by Dr. Milanick at home if need be. Mr. Harwell asked would they all be standard text allowed in the C-1 zone without any graphics. Mr. Crowe answered that only text was allowed. Mr. Wallace asked if this was approved this will it just allow the text. Mr. Crowe answered yes. He added that the only area in town with much C-1 zoning is around the hospital so essentially it will allow the doctors' offices in that area to have electronic signs. Mr. Wallace commented that maybe the City should rename that street Blanding Blvd.

As there were no more questions or statements from the public, Chairman Sheffield closed the public hearing. **Motion** made by Mr. DeLoach and seconded by Mr. Killebrew and Mr. Petrucci to approve the request as recommended by staff, and the motion carried 6 to 1, with Mr. Wallace voting against it. Chairman Sheffield told Mr. Knight that this will have to go before the City Commission and tonight's decision is only a recommendation.



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Zoning Code Section 94-148 to allow changing signs (electronic and manual) in the C-1 general commercial zoning district - 1st Reading

SUMMARY:

Changing signs are currently allowed in C-2 (Intensive Commercial) and PBG-1 (Public Buildings and Grounds) zoning districts. Staff and the Planning Board recommend allowing such signs in the C-1 zoning district, which will allow the medical offices in the Zeagler Dr/Crill Ave. area (where most of the City's C-1 zoning is found) to utilize such signs.

RECOMMENDED ACTION:

Pass on first reading an ordinance allowing changing signs in the C-1 (General Commercial) zoning district.

ATTACHMENTS:

Description	Type
▫ Ordinance	Ordinance
▫ Staff Report	Backup Material
▫ Planning Board Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	12/21/2016 - 4:42 PM
City Clerk	Driggers, Betsy	Approved	12/27/2016 - 2:22 PM

ORDINANCE NO. 17 -

**AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTION 94-148 TO ALLOW
CHANGING SIGNS IN C-1 DISTRICTS;
PROVIDING FOR SEVERABILITY AND
PROVIDING AN EFFECTIVE DATE.**

WHEREAS, application has been made by the Building and Zoning Department, to the City for certain amendments to the Zoning Code 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 6, 2016, and two public hearings before the City Commission of the City of Palatka on January 12, 2017 and January 26, 2017; and

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

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

Section 1. Section 94-148 shall be amended as follows with the following revision:

Section 94-148 - C-1 general commercial district:

(a) through (f): no changes

(g) *Permitted signs.* Wall signs, awning signs, bracket signs, banner signs, pole signs, temporary signs, directional signs, ground signs, marquee signs, changing signs, and projecting signs.

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

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of January, 2017.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

STAFF REPORT

DATE: November 17, 2016

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to amend the Zoning Code to allow changing signs in the C-1 (General Commercial) zoning district.

APPLICATION BACKGROUND

Zoning Code Sec. 94-149(g) allows the following types of signs in the C-2 zoning district: wall signs, awning signs, bracket signs, banner signs, pole signs, temporary signs, directional signs, ground signs, marquee signs, and projecting signs. Changing signs, which include signs with both manual and electronic changing copy, are not allowed. Changing signs are only allowed in the C-2 (Intensive Commercial) and PBG-1 (Public Buildings and Grounds) zoning districts.

PROJECT ANALYSIS

Changing signs are defined in the Sign Code as noted below.

Changing sign means a sign such with changing messages that are manually or electronically controlled to display public service time, temperature and date, game statistics and information on a scoreboard, and public and emergency services messages on a message center or reader board. Changing signs are allowed as permitted in chapter 62 and chapter 94.

The Sign Code provides for the following standards for changing signs.

(a) Changing sign size shall not exceed 36 square feet in size, except that scoreboards may be up to 200 square feet in size. Scoreboards in excess of 200 square feet may be approved by grant of variance.

(b) Electronic Changing signs shall display a message for at least eight seconds.

(c) Electronic Changing sign light emanation shall not exceed 0.3 footcandles measured from a preset distance that shall be determined by the following formula: Measurement distance the square root of the following: the area of sign square feet multiplied by 100.

(d) Electronic Changing signs shall automatically adjust the sign's brightness in direct correlation with ambient light conditions and no scrolling, flashing, or other movement shall be allowed other than change of image.

(e) Scoreboards are allowed in association with private or public ballfields, including school and park facilities.

These standards were derived with the intention of limiting brightness and driver distraction in general, and to limit potential negative impacts that could be associated with large electronic signs.

The Applicant has requested a Zoning Code change to allow changing signs also in C-1 (General Commercial) zoning.

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

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: changing signs are already allowed in C-2 and PBG-1 zoning districts. The above-referenced standards referenced provide reasonable limitations on such signs to reduce driver distraction and aesthetic impacts. While Staff would not recommend changing signs in the C-1A (Neighborhood Commercial) zoning district due to the typical close proximity of residences, the General Commercial zoning district is appropriate for such signs.

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

Staff comments: The change is not in conflict with the goals, objective, and policies of the Comprehensive Plan and other city ordinances and regulations.

STAFF RECOMMENDATION

Staff recommends approval of Case 16-65 revising Zoning Code Section 94-148 (C-1 general commercial zoning district) as follows.

(a) through (f) – no change

(g) *Permitted signs.* Wall signs, awning signs, bracket signs, banner signs, pole signs, temporary signs, directional signs, ground signs, marquee signs, changing signs, and projecting signs.

CITY OF PALATKA
PLANNING BOARD MINUTES
December 6, 2016



Members present: Chairman Daniel Sheffield, Vice-Chairman George DeLoach, Earl Wallace, Edie Wilson, Joseph Petrucci, Anthony Harwell, and Ed Killebrew. Staff present: Planning Director Thad Crowe, Recording Secretary Karen Gilyard, and City Attorney Donald Holmes.

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

Chairman Sheffield asked for an approval of minutes from September 6, 2016 and November 1, 2016 meeting. Motion made by George DeLoach to approve the minutes, seconded by Edie Wilson. All present voted affirmative and motion was approved unanimously.

OLD BUSINESS:

- Case 16-40** Request for final plat for subdivision – tabled from the August 2nd 2016 meeting.
Location: 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 (a.k.a. a portion of Putnam Co. Business Park).
Applicant: Putnam County Port Authority/Brian Hammons, Putnam Co. Planning Director

Chairman Sheffield introduced the item and recognized Mr. Crowe. Mr. Crowe said the Applicant wanted to table the discussion once again. Mr. Crowe advised the Board that he explained that the Board has the right to table the discussion again or end it. Mr. Crowe advised the Board to only table it for one more month. The Applicant would have to start the process over again when ready.

Chairman Sheffield asked the Board if they wanted to table the discussion for another month.

Motion made by George DeLoach and seconded by Joseph Petrucci to table the request until the next regular meeting for the last time. All present voted affirmative and motion was approved unanimously.

NEW BUSINESS:

- Case 16-57** Request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial)
Location: 3803 and 3805 Crill Ave. and 102 Highlawn Ave.
Applicant: Richard Johnson

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for annexation, rezoning to C-1 (General Commercial), and future land use map amendment to COM (Commercial). Mr. Crowe identified the location as a 2/3-acre property which includes two parcels. The property has frontage on three streets (Crill, Highlawn, & 1st Ave). 3803 Crill Ave, the interior lot, is undeveloped. 3805 Crill/102 Highlawn is one parcel with an office building on Crill and a residence behind it fronting on Highlawn. Mr. Crowe then narrated a power point presentation:

- Property is in county commercial FLUM (UR) & Zoning (C-1, General Comm.)
 - Segment of Crill from Westover to SR 19 – transitioning to County & mixed Residential Commercial to City & Commercial
 - Voluntary annexation intended to connect to city water & sewer (runs down 1st Ave)
- Annexation criteria are met
- Contiguous and compact
- FLUM criteria are met
- In established commercial corridor with both city and county commercial designations

- Close proximity to urban services – Water & Sewer along 1st St
 - Does not represent urban sprawl
 - No grant of special privilege
- Rezoning criteria are met
- In established commercial corridor with City And County Commercial Zoning
 - No isolated zoning district created
 - Infrastructure capacity available (Roads & Utilities)
- Recommend approval of annexation and change to COM FLUM & C-1 zoning

Mr. Crowe summarized that as demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of Case # 16-57, including the annexation, amendment of Future Land Use Map category to COM (Commercial), and rezoning to C-1 (General Commercial) for 3803 and 3805 Crill Ave. and 102 Highlawn Ave.

Chairman Sheffield asked Mr. Crowe if the zoning would not allow automotive should as gas stations. Mr. Crowe responded it would not allow automotive repair or sales, but would allow gas stations and convenience stores. Chairman Sheffield asked Board members if they had any questions for Mr. Crowe. Hearing none, Chairman Sheffield opened the meeting to the public and asked if anyone wanted to address the board. No one commented. Chairman Sheffield closed the public meeting. Chairman Sheffield asked the Board members if they were ready for a motion.

Motion made by Joseph Petrucci and seconded by Ed Killebrew to approve the request as recommended by Staff. Motion carried unanimously.

Case 16-58 Request for substantive change to approved PUD (Planned Unit Development/Neighborhood Commercial) for Adult Education (Putnam County School District)
Location: 1001 Husson Ave.
Applicant: Scott Gattshall

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for annexation all of the property in to city's limits and to zone to C-1 (General Commercial), and future land use map amendment to COM (Commercial) Mr. Crowe then narrated a power point presentation.

CURRENT PUD

- Allows school, admin. Offices, & training (warehouse & groundskeeping operations now gone)
- Operations limited to 7 am to 6 pm
- School District has authorized 1st Coast Technical Institute to hold evening classes at this location

PUD MODIFICATION REQUEST

- Allow night school use- up to 10 pm & 8 am to 5 pm every other weekend
- Open up rear gate to Cleveland Ave. to allow for easier access to rear parking lot

ISSUES

- Potential parking shortage
- Traffic impact of opening rear Cleveland Ave. Gate
- Unscreened dumpster

- 56 parking places (21 in Husson/Prosper lot with ability to add 9 more parallel spaces to old bus dropoff lane, 20 in rear lot, and six in Husson loop)
- Proposed expansion – up to 80 students & teachers on site
- Parking not sufficient
- 2 parking lots not connected, reducing parking efficiency and requiring navigation of bumpy dirt driveway or leaving campus to drive around block
- Possible overflow parking across Husson at Moseley Elementary
- Lots of room on property for additional parking; but...
- Zoning code does not allow non-hard surfaced parking (due to erosion & dust impacts)
- Compromise – PUD can provide flexibility to allow for pervious parking

Staff recommends approval of the substantive change to this approved Planned Unit Development, Case# 16-58, with the following conditions as the Applicant's responsibility, unless otherwise indicated:

1. Along with current allowable uses, allow night classes ending by 10 PM and weekend classes between 8 AM and 5 PM
2. Screen dumpster with wood privacy or stockade fencing on three sides, with swing gate on fourth side that does not face residences or public rights-of-way.
3. Open Cleveland Ave. gates for vehicle entry and exit between 7 AM and 10:30 PM; **OR**
4. Continue blocking of Cleveland Ave. gate and require internal driveway access to rear parking lot (from Husson/Prosper parking lot).
5. Restriped faded parking lot spaces;
6. Provide for at least 15 new parking spaces adjacent to or in the vicinity of the rear parking;
7. Allow for future paved areas to be pervious paver material, with at least 40% of pervious pavement being hard-surfaced, and such areas regularly maintained/vacuumed to ensure proper drainage;
8. Prohibit parking on non-paved areas such as gravel, mulch, etc., as set forth in Zoning Code to reduce erosion and fugitive dust;
9. Planting of hedge and understory trees spaced minimum of 20 feet apart along Cleveland Ave. right-of-way, between Kate and Prosper Streets, to buffer the rear parking lot from Cleveland Ave. residences;
10. Erect picket fence or other similar/simpler fence type not to exceed four feet in height) along the driveway, and around the parking area to prevent grass parking and limit Cleveland vehicular impact;
11. Erect signs (and enforce) parking only in striped spaces in rear parking lot; and
12. Erect sign directing overflow cars to Husson/Prosper parking lot.
13. City to put no parking signs along Cleveland – the grass strip is too narrow for parking and such parking would impact nearby residences, and this area needs to be utilized for landscaping.
14. Required parking may be reduced by the commitment of overflow parking spaces at Moseley Elementary School, if Staff confirms that excess parking is available and accessible, and there is signage directing visitors to such overflow parking.
15. Improvements shall be completed within six months of the approval date.
16. To ensure adequate parking for activities, the School District will coordinate with the First Coast Technical Institute to develop an ongoing schedule of activities, provided to the City Building & Zoning Dept. at the outset and as revised on an ongoing basis. This schedule must demonstrate that available parking shall serve programmed activities, and such activities shall only occur if adequate parking is available.

Chairman Sheffield asked Mr. Crowe is there a time limit on his talks with the School Board on this issue. Mr. Crowe explained to the Board that if School District Facilities Director Scott Gattshall and he could have about a week or two to talk they could come to an agreement on the parking. Chairman Sheffield also asked for Mr. Crowe to summarize the number of parking spaces do they have or how many they need. Mr. Crowe answered that there was 51 paved spaces, and the Applicant was asking for 15 addition spaces in the rear.

Chairman Sheffield asked the PB if they had any questions for Mr. Crowe. Mr. Wallace asked Mr. Crowe the night class consisted of nursing and what else? Mr. Crowe answered G.E.D classes. Mr. Harwell asked Mr. Crowe what consisted with joining the two parking lots together. Mr. Crowe answered that this could be done by paving the dirt driveway that currently connects them. Mr. Petrucci asked if the gate off of Husson Ave. would be assessable instead of opening back up the Cleveland St. gate. Mr. Crowe said that would be a question for Mr. Gattshall, but from his understanding the School Board didn't want to use that gate for 1st Coast Technical College activities, just for the School Board employees. Mr. Petrucci asked if putting the parallel parking spaces on Husson Ave. would impact the bus coming from Moseley Elementary School. Mr. Crowe answered that it was not a problem the spaces aren't new they just need to be repainted. Mr. Killebrew added that the buses would not be impacted because the bus loop is in the back of Moseley and they don't use Husson

Ave. Mr. Killebrew asked if the back gate was closed because the neighborhood complaining about the big trucks being present in the early morning and most of the day when it was being used as a warehouse. Mr. Crowe explained that it was not the back gate on Cleveland Ave. but was the front gate off of Prosper St. & Husson Ave where the truck activity was. Mr. Wallace added that the last time it came before the Board the issue was the noise the big semi-trucks were making. Mr. Killebrew asked if it was the south end where current School District employees are now parking. Mr. Crowe replied that this was correct. Mr. Killebrew asked if the School District was going to put pervious or paved parking in that area. Mr. Crowe answered that he thinks that the School District wanted to continue parking on the grass but that would be a question for Mr. Gattshall.

Chairman Sheffield said that he thought it was time to open the meeting to the public so that the Board could speak to Mr. Gattshall. Mr. Scott Gattshall, 4400 14th Place, Gainesville, Florida, introduced Frank McElroy, Administrator of Operations for 1st Coast Technical College (FCTC). Mr. Gattshall said that the School District is working in conjunction with the St. Johns County School District, which now administers FCTC. FCTC has moved from their Comfort Rd. location to the Husson Ave. site. Mr. Gattshall said their primary purpose was not to address parking issue but to extend the hours of operation so that FCTC could resume night class, and to also utilize the back gate on Cleveland. They are trying to limit the cost and if they have to use tens of thousands of taxpayer dollars on parking this funding would not be available for other programs for FCTC students. Currently FCTC uses most of the campus for their daytime classes and the School District is using one wing and the media center as a training facility. The School District is not looking to change or improve the current grass parking for their employees, but just to accommodate parking needs of FCTC. The School District has already put in \$1.5 million dollars in renovation into that campus for the Adult Ed. Program for FCTC. Mr. Gattshall said that to be frank, the School District doesn't have \$200,000 to put in a new parking lot around the PCSD training center for School District Employees. Mr. Gattshall also stated that he didn't understand the problem with reopening the Cleveland St. gate because back years ago when it was used as an elementary school there were 20 buses using that entrance twice a day, and also 30-40 teachers driving in and out of that same area a day through that gate and parking on the grass. So that this point all the School District is asking for is to extend the hours and opening of the gate on Cleveland St.

Chairman Sheffield thanked Mr. Gattshall for his comments. He noted that closing the gate on Cleveland St. was for the neighborhood to keep the traffic down in the residential neighborhood, for the quality of life of the neighborhood. He said that if you join the two parking lots together there would not be a need to open that gate on Cleveland St., but he senses that the School District is resistant to that due to the cost. Mr. Gattshall stated more of a safety precaution due to the narrowness of the driveway. Mr. McElroy added that if they join the front and back parking lot that it would be tight fit between two buildings. They have talked to Architect Bob Taylor who said he could come up with a functional design that will work, but it's really tight. Mr. Gattshall added that there enough State funds complete the driveway improvement.

Chairman Sheffield asked Mr. McElroy if he said Bob Taylor was the School District's architect in this matter. Mr. McElroy answered yes. Chairman Sheffield told Mr. Holmes that he may have a conflict of interest because he was working for Mr. Taylor. Mr. Holmes said it would be wise for Chairman Sheffield to recuse himself to avoid the appearance of conflict. Chairman Sheffield stated with that being said he would recuse myself from this case and turn things over to Vice-Chairman George DeLoach.

Vice-Chairman DeLoach asked Board members if there were any questions. Mr. Petucci asked if there were any lights in that back parking lot for the nighttime students. Mr. McElroy answered yes and added only if more parking was provided in that back lot would more lighting be needed.

Mr. Harwell asked if the School District offices would be open 8:00 am to 11:00 pm or just normal business hours. Mr. Gattshall answered just normal eight hour day, usually 7:30 am to 3:30 pm. Mr. Harwell asked if the FCTC classes would be just in the day or just in the evening. Mr. McElroy said that it will be both. FCTC

classes have been operating since mid-spring with just day classes and shut down at 5pm because of the existing PUD prohibition of evening activities. Mr. Harwell asked if the students park on the south end of the campus or is it just the School District that uses this parking. Mr. McElroy answered that the students are currently parking on the north end parking lot (Prosper & Husson). Mr. Harwell asked so is the north parking area adequate for FCTC parking needs. Mr. McElroy answered that with the current number of students there is not a problem. He said he understood Mr. Crowe's concern for future growth and being able to meet increased parking needs. Mr. Harwell asked if there was enough parking on the south end of the campus where School District employees park in the grass for FCTC growth with students if need be. Mr. McElroy answered that there is a huge grass area on the south end of the campus with lots of room for parking. Mr. Harwell said he understood the difficulty of connecting the two north end parking lots together and noted that there could be just as much room on the south end for all parking. Mr. McElroy answered that all entire student parking could be accommodated on the south end in the grass, but he understood that Mr. Crowe's desire is for there to be paved or pervious pavement parking for the students. Mr. Crowe interjected and explained that it was not his desire but that what the Zoning Code requires. Mr. Harwell said he did not understand why add to parking on the north end of campus when there is all that room for parking on the south end of the campus. Mr. McElroy answered that if it would be a problem to reopen the back gate on Cleveland Ave. they could find a way around that, using the front north and south gate access. Mr. Gattshall said that if the students were to use the south gate to access the back parking lot that would be a long journey. Mr. Harwell stated that was not what he was getting at. Mr. DeLoach stated at he remember a time when it was Moseley Elementary and he had to drop off and pick his kids up from school there. It would be 80-100 cars going in and out of that back gate daily twice a day. So with that being said he didn't see a problem with that gate being open. Mr. Crowe responded that the gate was closed due to neighborhood opposition to the warehouse function. The neighbors were fine with the facility being a school, but not something else like warehouse and offices, and now that the gate has been closed for five years it would be a big change for the neighborhood to open it. Mr. Killebrew stated that it will be going back to a school, and asked where are most of the School District offices are located within the facility. Mr. Gattshall answered that the offices were in the south end of the campus along with the old media center, which is now the School District training center.

Mr. Petrucci asked how close the gate is to Kirby St. Mr. Crowe said there is a slight jog between the driveway and Kirby St., and that no headlights would shine into any homes leaving from that back parking lot at night. He stated that he would be reluctant to open the back gate for the evening or night classes.

Vice-Chairman DeLoach asked was there any more questions or comments from the public, and hearing none, closed the public hearing. Vice-Chairman DeLoach asked Board members if they had any questions before a motion was made. Mr. Killebrew asked was this advertised to the public. Mr. Crowe stated yes: letters was sent out to property owners within 150 feet of the property, a notice was run in the newspaper, and four signs were put on each frontage of the property.

Mr. Harwell asked Mr. Crowe what was his thought on utilizing the south end grass parking area. Mr. Crowe stated that as the Zoning Administrator, all he could do is interpret the code, which requires that all parking lots have paved or pervious pavement surfaces. Mr. Harwell asked Mr. Crowe if the current PUD excluded schools. Mr. Crowe stated no, schools were left as an allowed use in hopes that a school would come back.

Mr. Petrucci asked with FCTC wanting to start classes in January will there be any grace period for the parking lot to be ready. Mr. Crowe answered that the Board usually gives Applicants a six-month grace period to make required improvements.

Motion made by Joseph Petrucci and seconded by Ed Killebrew to approve the request as recommended by Staff, with the exception of the requirement that fencing be erected around the rear parking area and driveway. Motion carried unanimously.

Case 16-65 Request for Zoning Code change to allow changing signs in C-2 (General Commercial) zoning districts

Applicant: Chuck Knight Heritage Signs

Chairman Sheffield introduced the item and recognized Mr. Crowe.

Mr. Crowe explained that this request for Zoning Code change to allow changing signs in C-2 (General Commercial) zoning district. Mr. Crowe narrated a power point presentation.

CRITERION A: NEED & JUSTIFICATION FOR CHANGE

- Changing signs now only allowed in C-2 & PBG-1 zoning
- Standards are in place to limit visual impacts

- General Commercial zoning appropriate for such signs (Neighborhood Comm. would not be)

CRITERION B: COMPLIANCE WITH COMP PLAN & CODES

- Does not conflict with Plan & codes-

Mr. Crowe said that Staff recommends approval of Case 16-65 revising Zoning Code Section 94-148 (C-1 general commercial zoning district) as follows.

(a) through (f) – no change

(g) *Permitted signs*. Wall signs, awning signs, bracket signs, banner signs, pole signs, temporary signs, directional signs, ground signs, marquee signs, changing signs, and projecting signs.

Chairman Sheffield asked Board members if they had any questions for Mr. Crowe. Mr. Wallace asked what kind of signs are they? Mr. Crowe stated that they are changing signs, which includes manual and electronic signs. Mr. Wallace recalled that years ago the City didn't want signs that changed or flashed because it was a safety hazard. The School Board and other places around town installed electronic signs that contradicted this. Mr. Crowe answered that previous Planning Directors interpreted the Sign and Zoning Codes in a manner that if a specific sign type was not called out, then it was allowed. This is how the 12 or so electronic signs in the City were approved. At the direction of the Planning Board and City Commission, and over his objections due to safety and aesthetic problems, Mr. Crowe put into place a Code change that clarified electronic signs and allowed them in C-2 zoning, and later in PBG-1 zoning as well. The clarifications included standards that controlled sign brightness and intensity, for example prohibiting flashing and scrolling and establishing a minimum static display time of eight seconds. The business should give their sign programmer are of the specs for the city's code because essentially all this can be handle by the programmer. With the School Board I don't think they were aware of the Sign Code standards for electronic signs, but when contacted they got with their programmer and complied. Chairman Sheffield asked does the code specifically say eight seconds. Mr. Crowe answered yes.

Mr. Harwell asked was there really complaints about the signs? Mr. Crowe answered yes. Mr. Harwell asked what drove the complaint. Mr. Crowe stated someone bought it up in a public meeting.

Chairman Sheffield opened the meeting to the public. Chuck Knight, representing Heritage Signs, PO Box 2366 Green Cove Springs, Florida and Dr. John Milanick, 136 Richwood Dr. Palatka, Florida both introduced themselves. Mr. Knight said that they are here today asking to change the C-1 list of allowable signs to include changing signs. This will increase options for your business owners. Another justification is that manual changing signs are being discontinued due to the advancing technology and affordability of electronic signs.

Chairman Sheffield thanked Mr. Knight and asked Board members if they had any questions for Mr. Knight and Dr. Milanick. Mr. Harwell asked are these sign LED and is it text or graphic? Mr. Knight answered that they were LED electronic and are capable of a number of things including graphics and preprogram displays. He said that the City's ordinances have specific time changes and brightness standards. With such standards the sign software can be programed to dim down the brightness at night. The sign can be controlled at the site and by

broadband by Dr. Milanick at home if need be. Mr. Harwell asked would they all be standard text allowed in the C-1 zone without any graphics. Mr. Crowe answered that only text was allowed. Mr. Wallace asked if this was approved this will it just allow the text. Mr. Crowe answered yes. He added that the only area in town with much C-1 zoning is around the hospital so essentially it will allow the doctors' offices in that area to have electronic signs. Mr. Wallace commented that maybe the City should rename that street Blanding Blvd.

As there were no more questions or statements from the public, Chairman Sheffield closed the public hearing. **Motion** made by Mr. DeLoach and seconded by Mr. Killebrew and Mr. Petrucci to approve the request as recommended by staff, and the motion carried 6 to 1, with Mr. Wallace voting against it. Chairman Sheffield told Mr. Knight that this will have to go before the City Commission and tonight's decision is only a recommendation.



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Palatka Municipal Code Sec. 50-57 to add provisions allowing the issuance of a franchise license for selling or vending in city parks– 1st Reading

SUMMARY:

This is first reading of an ordinance amending Palatka Municipal Code, Chapter 50, Parks, Article II, Use and Conduct regulating selling and vending in City Parks. This inserts provisions to enable the City Commission to grant franchise licenses to individuals or businesses to allow selling or vending in City of Palatka parks.

RECOMMENDED ACTION:

Pass on first reading an ordinance amending Municipal Code Sec. 50-57 adding provisions allowing the issuance of a franchise license for selling or vending in city parks

ATTACHMENTS:

Description	Type
▢ Ordinance	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/5/2017 - 8:37 PM
City Clerk	Driggers, Betsy	Approved	1/5/2017 - 8:38 PM

ORDINANCE NO. 17 -

Entitled

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 50, ARTICLE II OF THE PALATKA MUNICIPAL CODE AT SECTION 50-57 BY ALLOWING FOR THE SALE OF ARTICLES OR THINGS BY VENDORS WITHIN A PARK IF A FRANCHISE LICENSE FROM THE CITY IS FIRST OBTAINED; PROVIDING CONDITIONS, TERMS, AND LIMITATIONS OF SUCH FRANCHISES; PROVIDING FOR THE USE OF REVENUES GENERATED BY THE ISSUANCE OF FRANCHISE FEES; PROVIDING FOR CONFLICT OF LAWS; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Ordinances and Codes of the City of Palatka, Florida, prior to the passage of this Ordinance, prohibited all sale, offering for sale, or display, of services, articles, or things by any person within any City Park; and,

WHEREAS, it has been determined that it is in the best interest of the citizens of the City of Palatka to allow for the sale, or offering for sale, of articles, things, or services by vendors within City Parks, provided the activities and conduct of the vendors are controlled in a manner which is consistent with the purposes intended to be served by the Park and thereby enhances the quality of life and/or convenience of the Public; and,

WHEREAS, it has been determined that the granting of franchises to vendors seeking to sell or offer for sale articles, things, or services within a Park is one method of controlling the activities and conduct of vendors within or concerning City Parks which serves the best interests of the Public.

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

Sec. 1.1 Section 50-57 Amended: **Section 50-57** of the Code of Ordinances of the City of Palatka is hereby amended to read as follows:

Sec. 50-57- Selling or vending within City Parks

Sec. 1. No person in a park shall expose or offer for sale any article or thing, nor shall he station or place any stand, cart, or vehicle for the transportation, sale, or display of any such article or thing, without having first obtained a franchise license from the City.

Sec. 2. License required. Private vendors providing concession services in City parks may only do so by obtaining a franchise license agreement and paying a franchise license fee in accordance with the requirements of this section.

Sec. 3. Determination of City Commission. Upon a determination by the City Commission that the provision of any goods or services, including but not limited to instructional services, food, beverages, souvenirs, will be of use to park patrons or enhance and promote the City of Palatka as a unique community, or provide for the comfort in and enjoyment of the use of a particular park in question, the board may, at its discretion, provide for such services through its own employees or by entering into a franchise license agreement with a concessionaire selected in accordance with any applicable requirements of the Palatka Code of Ordinances and state law.

Sec. 4. Terms and conditions to be included in any concessionaire license. The terms and conditions of franchise license agreements may be negotiated between the applicants and the City, but shall at a minimum include the following:

- (a) The days and hours of operation as determined by the City to meet the needs of the park patrons.
- (b) A clear and specific description of the products that may be sold and controls and regulations with respect to the prices that may be charged as deemed necessary by the City.
- (c) Requirements with respect to the image, ambience, the condition of facilities and equipment made available by the City or furnished by the concessionaire, or quality of service required to reflect a favorable image of the City and provide for the health, safety and welfare of park patrons.
- (d) The fee required by the City to help defray the costs of operating and maintaining the City's parks. (Sec. 50-281, Special Events Fee Schedule)
- (e) Restrictions that strictly prohibit the transfer or assignment of any franchise license agreement except as may be approved within the sole discretion of the City Commission.
- (f) The rights of the parties to terminate the agreement with adequate notice so the City can provide for the continuation of services.

- (g) The right of the city to terminate the agreement as may be required for public convenience and necessity.
- (h) Requirements for submission of proof of insurance in suitable amounts and naming the City of Palatka as additional insured to cover any claims related to the concession.
- (i) Such other terms and conditions as the City Commission determines to be necessary, prudent and in the best interest of the City.

Sec. 5. Franchise licenses not disposition of surplus property. It is the policy and intent of the City Commission that any such franchise license agreement shall not be considered the sale, conveyance, leasing or other disposition of property not needed for City purposes as defined by applicable Florida Statutes.

Sec. 6. Revenues. All revenues derived from any franchise license fees where license fees or other charges are assessed against the concessionaire as a part of any agreement shall be deposited into the City's general fund and shall be in the manner determined by the City Commission for any legal and lawful purpose.

Sec. 7. Additional vending. In addition to regularly licensed concessionaires, vending of food, beverages or any other article shall be limited to special events and activities in accordance with established procedures and according to the terms and limitations of the special event permit. Special events or activities as used herein refers to fairs, festivals, league play or tournaments, and other activities or events of a unique, short-term or nonregular nature.

Sec. 8. Access to concession facilities. No concessionaire may install or operate any concession-related facility without the City's express prior approval, and installation or operation of such facility shall be conditioned on the concessionaire's providing the City with full access to such facility at any time.

Sec. 9. Existing agreements and permits. Any otherwise valid agreement, concession or permit existing on the date of adoption of this section shall not be impaired or altered and is hereby ratified and confirmed through its expiration.

Sec. 10. Conflicting Ordinances – To the extent of any conflict between the provisions of this Ordinance and the provisions of any existing Ordinances, this Ordinance shall prevail. Otherwise, all existing Ordinances shall remain in full force and effect.

Sec. 11. Severability. If any section, sentence, clause or phrase of this Ordinance is held to be invalid or unconstitutional by any court of competent jurisdiction, then said holding shall in no way affect the validity of the remaining portions of this Ordinance.

Sec. 12. Codification. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Sec. 5. Effective Date. This Ordinance shall become effective immediately upon its adoption.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida on second reading this 26th day of January, 2017.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CONTENT:

CITY ATTORNEY



CITY COMMISSION AGENDA ITEM

SUBJECT:

MUNICIPAL CODE GOVERNING INTERNET CAFES - Hours of Operation & Fees

SUMMARY:

This is an item concerning the Palatka Municipal Code governing Internet Cafe Hours of Operation and Fees.

It has been proposed to amend the allowable hours of operation to allow internet cafes to open one hour earlier and stay open two hours later.

RECOMMENDED ACTION:

Direction on Municipal Code governing internet cafe hours of operation and fees.

ATTACHMENTS:

Description	Type
▫ Internet Cafe - Hours of Operation & Fees Discussion	

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 7:49 PM
City Clerk	Driggers, Betsy	Approved	1/4/2017 - 7:49 PM

Sec. 94-209. - Electronic gaming establishments.

- (a) Allowable hours of operation shall be between 10:00 a.m. to 10:00 p.m. Monday through Thursday and 10:00 a.m. to 12:00 midnight Friday through Sunday.
- (b) No food or drink shall be served.
- (c) Use shall be located 1,000 feet from a day care, school, college, church, park, and alcoholic beverage establishment.
- (d) Minors shall be prohibited.
- (e) Legible and noticeable signs shall be posted by each computer or *game* station that states that the games are only simulations of gambling that have a predetermined outcome, and they are not games of chance.
- (f) No signage, exterior or interior, is allowed that represents symbols associated with gambling, including but not limited to dice, cards, poker chips, cherries, and jokers.
- (g) Windows shall not be obstructed by tinting or signage and shall allow for an overall 80 percent transparency.
- (h) No outside operations, loitering, or seating shall be allowed.
- (i) Annual registration and inspection of machines and software shall be required, and the city shall reserve the right to retain an independent inspection of machines and software.
- (j) The city shall have the right to inspect the premises at any time during business hours to ensure conformance with applicable regulations.
- (k) The operator of the facility must keep an inventory of all machines and games available for inspection
- (l) Registration and licensing fees, as set out in appendix A to this Code, shall cover the costs of annual inspections and independent certifications.
- (m) Existing establishments shall be considered legal nonconforming uses and shall not be required to meet locational standards, but shall be required to comply with operational standards after a 90-day period following the adoption of the ordinance from which this section is derived.

([Ord. No. 16-43](#) , § 3, 9-22-2016)

APPENDIX A, FEE SCHEDULE – Chapter 78, Taxation - Business Tax

Electronic **gaming** establishments, initial application fee 1,500.00

Electronic **gaming** establishments, annual registration fee per machine 50.00

Electronic **gaming** establishments, transfer fee 750.00



CITY COMMISSION AGENDA ITEM

SUBJECT:

PALATKA HISTORIC PRESERVATION BOARD Case: HB 16-53 - Request: for Certificate of Appropriateness to replace existing manual scoreboard with a new 5-foot tall by 16-foot wide electronic scoreboard (changing sign) at 810 Laurel Street (Rotary Park) - Putnam County, Applicant

SUMMARY:

On October 25, 2016 the Palatka Historic Board approved issuance of a Certificate of Appropriateness to Putnam County "to install within Rotary Park a five-foot tall by 16-foot wide electronic scoreboard (changing sign) with the following recommendations" (conditions):

1. applicant shall procure required sign permits from the City;
2. scoreboard use with games starting promptly at 6 p.m. shall not continue beyond 9:30 p.m. with flexibility provided for late-running softball games;
3. sign shall conform to submitted graphic representations, including blue color, maximum size for five feet in height by 16 feet in width, and light level of 2.8 footcandles;
4. a revised site plan shall show the sign pointed more toward the Campbell building;
5. sign height limited to 15 feet above grade;
6. back of sign shall not be used for advertising purpose;
7. only game-related scores and statistics, sports-related information, public service announcements, and team sponsors may be displayed on scoreboards;
8. scoreboard shall only be utilized during games;
9. no scrolling, flashing, or other movement shall be allowed other than change of image;
10. two additional trees shall be planted within the Laurel St. right-of-way across from 811 Laurel St. to assist in visually screening the scoreboard from the Laurel St. residences,
11. advertising signs shall be removed from inside and outside of outfield fence;
12. deteriorated fence screening mesh shall be removed or replaced; and
13. Peniel Church or its successor will communicate with the South Historic Neighborhood Association on a monthly basis with time, games, and date of park and scoreboard use.

On October 13, 2016 an ordinance amending City of Palatka Sign Code, Chapter 62, was amended and passed on first reading. This ordinance provided definitions for "changing signs" and addressed electronic scoreboards. The ordinance was further amended and adopted on October 27, 2016. The final version of the adopted ordinance and minutes from those two City Commission meetings, as well as the minutes of the October 25, 2016 Palatka Historic Preservation Board, follow this summary.

Also attached is Chapter 62 (Sign Code - Changing Signs) and Chapter 54, Historic Preservation Board Certificates of Appropriateness Criteria.

RECOMMENDED ACTION:

Action on Direction to Staff

ATTACHMENTS:

Description	Type
▫ Minutes, 1025/16 Historic Preservation Board	Attachment
▫ Municipal Code, Ch. 62 (signs) & Ch 54 (Historic Pres)	Attachment
▫ Minutes, City Comm. 10/13/16 & 10/27/16	Attachment
▫ Ordinance 16-48 amending Sign Code re Changing Signs/Scoreboards as adopted	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	1/5/2017 - 5:19 PM
City Clerk	Driggers, Betsy	Approved	1/5/2017 - 5:19 PM

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The meeting was called to order by Chairperson Roberta Correa at 4:00 pm. Other members present included Laura Schoenberger, Elizabeth Van Rensburg, Larry Beaton, Meri Rees and Richard Stackpole Jr. Absent members included Gilbert Evans Jr. and Lynda Crabill. Staff present: Planning Director Thad Crowe and Recording Secretary Ke'Ondra Wright.

APPEALS PROCEDURE

Chairperson Roberta Correa read the appeals procedures into the record.

APPROVAL OF MINUTES

Motion made by Ms. Van Rensburg to approve the September 1, 2016 minutes, seconded by Ms. Rees, motion approved unanimously.

NEW BUSINESS

Case: HB 16-53
Locations: 810 Laurel St (Rotary Park)
Applicant: Putnam County
Request: Certificate of Appropriateness to replace existing manual scoreboard with a new 5-foot tall by 16-foot wide electronic scoreboard (changing sign).

Mr. Crowe summarized the request with a power point presentation. Mr. Crowe said that the Board has specific criteria that have to be considered. One Staff finding is that the sign will not impair architectural or historic values of adjacent structures - since the sign is approximately 700 feet away from the homes, it will not immediately contrast to the adjacent homes. The criteria outright prohibit whirling or flashing signs. The blue background color blends with the sky color, however the bright red digital copy is not compatible to the generally muted colors found within the historic district. Visual impacts of the scoreboard are limited to three homes on Laurel St., and there is an opportunity to minimize those impacts by planting several trees along Laurel St. between the homes and the scoreboard location. Since the City's sign ordinance does not define scoreboards, staff came up with a Sign Code change which would allow scoreboards in other active parks.

Mr. Crowe concluded that Staff recommends approval of the COA to install a new 5-foot tall by 16-foot wide electronic scoreboard (changing sign) with the following recommendations:

- applicant shall procure required sign permits from the City;
- scoreboard use limited to softball season, from January 1 to May 1;
- sign shall conform to submitted graphic representations, including blue color, maximum size for five feet in height by 16 feet in width, and light level of 2.8 foot-candles;
- sign height limited to 15 feet above grade;
- back of sign shall not be used for advertising purpose;
- only game-related scores and statistics, sports-related information, public service announcements, and team sponsors may be displayed on scoreboards;
- scoreboard shall only be utilized during games;
- no scrolling, flashing, or other movement shall be allowed other than change of image; and
- two additional trees shall be planed within the Laurel St. right-of-way across from 811 Laurel St. to assist in visually screening the scoreboard from the Laurel St. residences.
- illegal advertising signs shall be removed from outfield fence; and

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- deteriorated screening materials shall be removed from the outfield fence or replaced.

Chairperson Correa noted that she had ex-parte take communications about this item. She then opened up the floor to public comments.

Christy Sheffield Sanford, 312 Dodge St, Ms. Sheffield read a statement she prepared. The statement expressed concern with the electronic scoreboard. A neighborhood should be impacted by visual pollution. The existing advertising signs are eyesores and are not legal. She did note that she appreciated Rotary wanting to do something for the children and sports. The fencing along the park needs mending before any further projects are considered. The winged elms planted at Rotary Park by Keep Putnam Beautiful are not being maintained. If the Board decides to approve this variance all advertising signage on the outside fence should be screened from public view.

Carol Cartwright, 811 Laurel St, said she was a neighbor who would see the sign from her house, and expressed concern about the request. She said that in the past year there have been intensified activities at the park. Parking has been an issue. The fence on the east side is leaning badly. If the sign is approved there should be a strict maintenance of the field, because the neighbors are still tax payers indirectly supporting the field.

Tim Parker, 528 Kirby St (also owns rental property at 815 Laurel St.) said that he supported the request with the Staff conditions. He said that before the Rotary Club took over park maintenance there were people was sleeping in the dugout and the park and trash was abundant. Things have improved since then. However there are some issues with the park still. Activities for the youth are needed. He agreed that new trees would help to buffer the homes along Laurel St. and also said that the previously mentioned maintenance issues should be addressed.

Bob Taylor, 710 St Johns Ave, spoke as a Rotary Club member and an architect. He said he supported the request. He was concerned with Staff recommendations that limited the use of the scoreboard during the soft ball season from January 1 to May 1. He supported allowing scoreboard use year-round. He did not have a problem with a dusk to dawn restriction. Rotary Park is maintained by the Rotary Club of Palatka and its members. The Rotary Club of Palatka is a nonprofit serving the City of Palatka and Putnam County. (Prior to determining zoning conformance) the Club spent almost \$6,000 (\$5,000 for the new scoreboard, \$500 in engineering fees, and \$85 for an application to the Historic Board), and to purchase additional trees around the ball field would be a burdensome expense. Baseball and softball is what kids did after school, on the weekends, and during the summer. The existing scoreboard was dilapidated and need to be replaced. The existing scoreboard was electric and identified in an interlocal agreement between the City and County with the following language: "Rotary Park located at Laurel and 9th St. is a two acre park contains a lighted multipurpose field with clay end field with bleachers, with a storage building, and a concession stand." The park is classified in the Putnam County Comprehensive Plan as a community park because its active recreation use, despite its small size. Mr. Crowe advised the Board that staff did recommend amending the proposed restrictions to remove the two games per week restriction, while adding the condition to stop scoreboard use at 9 p.m. He added that the Applicants had agreed with the Staff conditions prior to tonight's meeting.

Terry Goodwin, 110 Peniel Rd, a representative of Peniel Church, which runs the programs in the park, spoke in support of the request. The church entered into a lease agreement with the Putnam County Recreation

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Department several years back and at that time the field was poorly kept. Since then many improvements have been made, included the fencing, He noted that Hurricane Matthew damaged the fencing, and it will be repaired. The scoreboard angle will face more of the Campbell building than the Laurel St. homes. He apologized about the advertising signage, saying he thought it was allowed, and said the signs would be removed. He requested a little flexibility on using the scoreboard after 9 p.m. when circumstances lead to late games. The games generally start at 6 p.m. but it is hard to judge the length of the games, and during tournaments there will be multiple games which might lead to later game times. Peniel is not the only group that uses the field, but is the group that maintains it. There are some other travel softball clubs who utilize the field and that is why the field is being used year round. Chairperson Correa asked if the games run late if there was a flexibility to set a stop time on using the field to later than a certain time. Mr. Goodwin replied that generally the games start at 6 p.m., but tournament times vary.

Chairperson Correa said it would be helpful for notice of events/games to be provided to the South Historic District Neighborhood Association. Chairperson Correa said there should be give some and take and some solutions. The Board's primary focus is the design of the sign and the impact the sign would have on the neighborhood.

Mr. Beaton asked Mr. Crowe if there was a diagram or something that reflect the position of the new sign. Mr. Crowe advised that what was submitted to staff is what is in the presentation, so it appears that the Applicant has shifted the sign location. Mr. Crowe stated that in making the motion you can advise when staff works with the applicant staff will make sure the orientation of the sign points in the right direction. Mr. Beaton asked for clarification on page two of staff report it talks about the existing sign ordinance the formula that is used to determine the brightness of the sign as it relates to the light conditions to the time of day. The brightness of the sign should be considered more now since we know the games will run later than 9 p.m. Do the sign have to ability to change as it gets darker? Mr. Crowe responded that the nighttime was the time of the greatest light intensity impacts, and the changing sign standards limited that intensity to a level that was not overly bright and intensive. Mr. Beaton asked what the distance is from the proposed sign to the homes on Laurel St. Mr. Crowe answered that the distance is about 200 feet. Mr. Taylor added that the intensity level that Mr. Crowe and he calculated at the ordinance 100-foot distance was 0.0003, a very low number, and the only thing that is lighted is the numbers on the sign.

Mr. Stackpole asked how bright the sign was, and also asked to confirm that the background would not be lighted, just the numbers. Mr. Taylor answered that the light is 2.8 footcandles, which is not that bright. Mr. Stackpole said he knows the sign height limit is 15 feet high, but what part of that sign does that refer to, the top? Mr. Taylor answered in the affirmative and noted that the sign top would be around 13 feet above the ground.

Ms. Rees asked if anyone could address the advertising signs on the fence. Mr. Crowe advised that the Sign Code only allows off-site advertising in the M-1 Industrial zoning district and essentially billboards are the only off-site advertising allowed in the sign code.

Mr. Crowe said that he has heard for the first time the Applicant's request to not limit the use of the sign to just the softball season, and added that Staff doesn't have a problem with allowing sign usage for the rest of the year, as long as everyone understands that there will be no real limit to scoreboard usage frequency once this is

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approved. Chairperson Correa asked is this something that could be worked out to to give notification of games to the neighborhood in advance.

Name (*Unintelligible*), 6106 1st Manor W, said that Rotary Park is the only girl's softball field in the community. So when Rotary was working with staff on this language the other girls softball team's schedules were considered (Spring only).

Chairperson Correa noted that the Board would like to see the ball field utilized.

Ms. Van Rensburg asked how long Rotary Park has been a ball field. Mr. Taylor answered since the mid 1970s. Ms. Van Rensburg asked how was this particular field different from Fred Green Park where anyone could rent? Chairperson Correa answered that Peniel Baptist Church would handle all of the scheduling to make sure there were no conflicts, however this was still a community park. Mr. Goodwin advised with the lease agreement Peniel Baptist Church also paid the power bill for the field. The different teams or organizations will contact Peniel Baptist Church directly. Mr. Crowe asked if the request was for the scoreboard to be used year-around. Mr. Goodwin answered in the affirmative.

Chairperson Correa closed the public comments.

Motion made by Mr. Beaton and seconded by Ms. Scheonberger to approve the requested Certificate of Appropriateness to install within Rotary Park a five-foot tall by 16-foot wide electronic scoreboard (changing sign) with the following recommendations:

1. applicant shall procure required sign permits from the City;
2. scoreboard use with games starting promptly at 6 p.m. shall not continue beyond 9:30 p.m. with flexibility provided for late-running softball games;
3. sign shall conform to submitted graphic representations, including blue color, maximum size for five feet in height by 16 feet in width, and light level of 2.8 footcandles;
4. a revised site plan shall show the sign pointed more toward the Campbell building;
5. sign height limited to 15 feet above grade;
6. back of sign shall not be used for advertising purpose;
7. only game-related scores and statistics, sports-related information, public service announcements, and team sponsors may be displayed on scoreboards;
8. scoreboard shall only be utilized during games;
9. no scrolling, flashing, or other movement shall be allowed other than change of image;
10. two additional trees shall be planted within the Laurel St. right-of-way across from 811 Laurel St. to assist in visually screening the scoreboard from the Laurel St. residences,
11. advertising signs shall be removed from inside and outside of outfield fence;
12. deteriorated fence screening mesh shall be removed or replaced; and
13. Peniel Church or its successor will communicate with the South Historic Neighborhood Association on a monthly basis with time, games, and date of park and scoreboard use.

Upon vote, motion approved unanimously.

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Case: HB 16-55
Locations: 516 River St
Applicant: Putnam County
Request: Certificate of Appropriateness to construct an addition to rear carport of existing house (South Historic District).

Mr. Crowe summarized the request with a power point presentation. Regarding the criteria calling for similar materials, textures, and colors; the proposed addition utilized similar exterior materials to existing carport, including vertical siding in the carport gable, wood posts, and metal roofing. The addition will continue the benefit of differentiating the new construction from surrounding historic homes. The rear carport addition is almost completely hidden by vegetation from Emmett St and the adjacent properties. Staff recommends approval to construct the rear carport addition as submitted with similar post/supports, gable with vertical wood siding, and metal roof to the existing carport.

Chairperson Correa opened the floor to public comments.

Kenny Downs, 2020 Ashbrooke Lane and the contractor for this project, spoke in agreement with the Certificate of Appropriateness request. Mr. Downs advised the Board that this is just a small carport added onto the house just to cover a vehicle. Maybe one neighbor would look outside and see the carport.

Chairperson Correa closed the public comments.

Motion made by Ms. Van Rensburg and seconded by Ms. Rees to approve the requested Certificate of Appropriateness to construct an addition to rear carport of existing house as submitted with post/supports, gable with vertical wood siding, and metal roof that are similar to the existing carport. Upon vote, motion passed unanimously.

Case: HB 16-25
Locations: 42-10-27-6850-0001-0260
Applicant: Normand Jutras
Request: Rezone and remove a portion of property (southwest corner of River and Morris Streets) from local Designation (South Historic District).

Mr. Crowe summarized the request with a power point presentation. The South Historic District boundaries were established in 1982 along with the Historic Preservation Ordinance. The criteria for “un-designation” pertains to historic, architectural, and cultural significance. This property is in the historic district, but not in the Community Redevelopment Area. Staff has not found any documentation to indicate that this was an error, in fact there are several other properties in the same situation (in the historic district but not in the Community Redevelopment Area). If the Board approves this request for un-designation there would be a precedent to do the same for the other properties. Review criteria are associated with significant historic, architectural or cultural significance. The 1915 Sanborn map identifies a gas station on the property, which does not rise to a level of significance to trip the threshold for significance.

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Mr. Crowe said that the un-designation is considered a rezoning which is approved by the City Commission however the Board will provide a recommendation to the City Commission. The Planning Board has met on this item and recommended approval under the rezoning criteria; however the Historic Preservation Board is evaluating this purely under historic district criteria, namely the significance test. While they should not be considered by the Board, Mr. Crowe referenced Planning Board findings on rezoning criteria. Positive rezoning criteria findings included the truing up of Historic District and Community Redevelopment Area boundaries for consistency, removal of split zoning on property, and not granting any special privilege. Negative rezoning criteria findings include the fact that the property can be developed under the current zoning, some potential negative visual impacts of new development due to loss of design review, and the precedent set for the removal of the other two similar properties. However since the site does not possess any historic, architectural, or cultural significance, Staff recommends approval to rezone and remove a portion of property (southwest corner of River and Morris Streets) from local historic district designation (South Historic District).

The Chairperson opened up the floor for public comments.

Applicant Normand Jutras, 412 Mulholland Park, supported the rezoning and removal of a portion of property (southwest corner of River and Morris Streets) from local Designation. He said that the intent of the historic district nomination in 1979 to follow the river to Morris St., and this property was not intended to be included. The legal description of the historic district had a number of mistakes.

Lynda Crider, 116 Kirkland St, said she trusted Mr. Jutras to develop the property in an appropriate manner that would not negatively impact nearby historic district residents, but future owners might not choose to do so.

Ms. Rees asked why Mr. Jutras would he like this property removed from the Historic District now. Mr. Jutras advised that he has been working on removing this property from the Historic District for a long time and in concert with future development of the larger tract of land.

Mr. Stackpole asked if the Board would just be approving the removal of the property from the Historic District. Chairperson Correa answered in the affirmative.

Chairperson Correa advised there was nothing of historical significance or culture significance that we are aware of on this property. She closed the public comments.

Motion made by Mr. Stackpole and seconded by Mr. Beaton to approve the requested Certificate of Appropriateness to rezone and remove a portion of property (southwest corner of River and Morris Streets) from local historic designation (South Historic District). Upon vote, motion passed unanimously.

Other Business

With no further business, the meeting adjourned at 5:04 pm.

Current Code

Ch. 62- Signs

Sec. 62-1. - Definitions.

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

Changing sign means a sign with changing messages that are manually, electronically, or electrically controlled to display public information such as time, temperature and date, game statistics and information on a scoreboard, and public and emergency service messages on a message center or reader board. Changing signs are allowed as permitted in chapter 62 and chapter 94. Changing signs not meeting the standards in section 62-17 that were properly permitted prior to February 9, 2012, shall be considered to be legal nonconforming signs and shall be subject to the standards set forth in section 62-95.

(Code 1981, § 17-1; Ord. No. 12-11, § 1, 2-9-2012; Ord. No. 13-10, § 1, 2-14-2013; [Ord. No. 16-48](#), § 1, 10-27-2016)

Cross reference— Definitions generally, § 1-2.

Sec. 62-17. - Changing signs standards.

- (a) Changing sign size shall not exceed 36 square feet in size, except that scoreboards may be up to 200 square feet in size. Scoreboards in excess of 200 square feet may be approved by grant of variance.
- (b) Electronic changing signs shall display a message for at least eight seconds.
- (c) Electronic changing sign light emanation shall not exceed 0.3 footcandles measured from a preset distance that shall be determined by the following formula: Measurement distance = the square root of the following: the area of sign square feet multiplied by 100.
- (d) Electronic changing signs shall automatically adjust the sign's brightness in direct correlation with ambient light conditions and no scrolling, flashing, or other movement shall be allowed other than change of image.
- (e) Scoreboards are allowed in association with private or public ballfields, including school and park facilities.

([Ord. No. 16-48](#), § 2, 10-27-2016)

Current Code Ch. 54, Historic Preserv.

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

- (a) *General considerations.* In reviewing an application for a certificate of appropriateness, the board shall consider the design and appearance of the structure, including the interior, front, sides, rear and roof; materials, textures and colors; and plot plan or site layout, including features such as walls, walks, terraces, plantings, accessory structures, signs, lights, awnings, canopies and other appurtenances. The decision to issue or not to issue the certificate shall be based on the conformance of the proposed work to the secretary of the interior's standards for rehabilitation. When reviewing a certificate of appropriateness for relocation of a structure, consideration will be given to the immediate surroundings and to the district in which it is located or to be located. The board shall not exercise any control over land use, such as is governed by the zoning ordinance, or over construction, such as is governed by the building code, unless such control is within the intent and scope of this article.
- (b) *Specific rules governing decisions.* Before approving the plans for any proposed structure or signs located or to be located in a district, the board shall find:
- (1) In the case of a proposed alteration or addition to an existing structure, that such alteration or addition will not materially impair the architectural or historic value of the structure.
 - (2) In the case of a proposed new structure, that such structure will not, in itself or by reason of its location on the site, materially impair the architectural or historic value of a structure on adjacent sites or in the immediate vicinity.
 - (3) In the case of a proposed new structure, that such structure will not be injurious to the general visual character of the district in which it is to be located.
 - (4) In the case of the proposed demolition of an existing structure, that the removal of such structure will not be detrimental to the historic and architectural character of the district, or that, balancing the interest of the city in preserving the integrity of the district and the interest of the owner of the property, approval of the plans for demolition is required by considerations of reasonable justice and equity; in the latter event the board shall issue an order postponing demolition for a period of not to exceed three months. If the board concludes that the demolition should be postponed, it shall, before issuing any final order with respect to such postponement, afford the applicant an opportunity to appear before the board to offer any evidence he may desire to present concerning the proposed order. Within the period of postponement, the board shall consult with the Putnam County Historical Society board of directors and others to ascertain what the city or other agency or organization may do to preserve such structure and shall make recommendations to that effect to the city commission or otherwise cause the structure to be preserved. This article shall not apply to any permit for demolition which had been applied for, in proper form, prior to the effective date of the ordinance from which this article is derived.
 - (5) In the case of any proposed new or altered sign, that the sign will not materially impair the architectural or historic value of any structure to which it is attached, or any adjacent structure, and that such sign is consistent with the following provisions:
 - a. Within the district, signs protruding into or overhanging the public right-of-way are permitted subject to removal on 30 days' notice if the city actually requires the space for any public purpose. Such signs must be of a character and size consistent with maintenance of the district. Existing overhanging signs are hereby approved and will not require further board approval.
 - b. Rooftop signs are prohibited. Provided the business for which the sign is erected continues to function, existing signs violating this provision may continue in use for a period of five years. Upon application to and approval by the board, such existing signs may be permitted to remain in place for a longer period if the board finds that the sign is consistent with the district.

- c. Whirling or flashing signs are prohibited, but may be installed as special exceptions, after application to and approval of the board, if the board finds that such sign is consistent with the block where it is to be erected. Existing whirling or flashing signs shall be subject to the same rules as are set out in this section for rooftop signs.
 - d. On application to and approval of the board, rules relating to the number and size of signs may be waived for grand openings, special sales, seasonal promotions, going out of business sales and similar occasions.
- (c) *Form of decision.* Every decision of the board, in passing upon plans for structures or signs located or to be located in the district, shall be in the form of a written order stating the findings of the board, its decision and the reasons therefor.
- (d) *Recommendations for changes in plans.* The board shall not disapprove any plans without giving its recommendations for changes necessary to be made before the plans will be reconsidered. Such recommendations may be general in scope, and compliance with them shall qualify the plans for reconsideration by the board.

(Ord. No. 12-31, § 1(Exh. 1), 7-12-2012)

PUBLIC HEARINGS:

6. **PUBLIC HEARING/ORDINANCE** rezoning 623 & 625 Laurel St. - Planning Board Recommendation to assign planned unit development zoning to the properties, from R-1 (Residential, Single-Family) - Charles and Tina Duck, Owners and Applicants – The Clerk read an ordinance entitled 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 42, TOWNSHIP 10 SOUTH, RANGE 27 EAST, INCLUDING 623 AND 625 LAUREL STREET TO BE REZONED FROM R-1 (RESIDENTIAL, SINGLE-FAMILY) TO PUD/C-1A (PLANNED UNIT DEVELOPMENT/ COMMERCIAL NEIGHBORHOOD); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Borom moved to pass the ordinance on first reading as read. Commissioner Campbell seconded the motion. There being no public comment and no discussion, a voice vote was taken which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared passed on first reading.

7. **ORDINANCE** amending Zoning Code Sections 62-1 (definitions) and 62-17 (changing sign standards) - 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE SIGN CODE, CHAPTER 62 OF THE MUNICIPAL CODE, REVISING DEFINITION AND STANDARDS PERTAINING TO CHANGING SIGNS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Campbell moved to pass the ordinance on first reading as read. Commissioner Borom seconded the motion. Thad Crowe, Planning Director, said they have found that the City's code doesn't allow scoreboards. This is a housekeeping item. This applies the same standards they now have for electronic signs as well as industry standards for scoreboards. They didn't tie this to zoning districts, as parks are in different zoning districts. This says if you have a ballfield, you can have a scoreboard. There is a current application going before the Historic Preservation Board as the ballfield in question is located in the South Historic District. Otherwise it is allowed as a matter of right. Commissioner Brown said she concurs on the enhancement of this particular park. Mr. Crowe said the Historic Preservation Board meeting was rescheduled to next Tuesday, October 25th, due to the Hurricane. Discussion ensued as to the definition of "foot candles." Mr. Crowe said the scoreboard at Rotary Park meets the standard in the ordinance.

Mayor Hill said they have a limitation of 36 sq feet for existing changing signs. Mr. Crowe said when they did the electronic sign ordinance they surveyed every changing sign in the City and they were all below that size. Mayor Hill asked why it is even necessary to cite foot candles due to a scoreboard's limited use. He questioned why the scoreboard height is limited to 15' above grade. Mr. Crowe said this is so they won't tower over the roads or neighborhoods. If they are too bright they can prevent a hazard to motorists and residents. Mayor Hill said he believes it is overbroad to require screening of scoreboards with landscaping as additional landscaping is a deterrent from anything. Scoreboards are a major revenue producer all across America; if Pepsi or some other company wants to sponsor a city field, they can't put a sign on the scoreboard. He doesn't want to cut off that revenue source. He asked why team sponsors can't be displayed. Mr. Crowe said his experience as a planner leads him to believe that a signs ordinance can be overturned where there are too many challenges possible. This will allow off-sight signage. They can expand team sponsors to allow ballfield sponsors. Mayor Hill said people often use scoreboards during practice but this ordinance limits use to games only. Mr. Crowe said they can amend that passage. Discussion ensued regarding removing sub-paragraphs (f) through (i) at the Mayor's suggestion. Discussion ensued on existing scoreboards and how they comply with the ordinance provisions. Following discussion, Commissioner Brown moved to amend subparagraph (a) to make an exception that scoreboards may be up to 200 square feet in size

and anything greater than 200 square feet must receive prior approval from the Planning Board or City Commission; to amend so that subsection (c) shall not apply to scoreboards, and to strike Subsections (f) through (i). Commissioner Campbell seconded the motion to amend, which passed unopposed. There being no further discussion or audience comment offered, a voice vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared passed on first reading as amended.

8. **ORDINANCE** amending Section 86-62 of the Code of Ordinances to provide options regarding calculations for separate water service required for each business unit - 1st Reading – The Clerk read an Ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING SECTION 86-62 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO SEPARATE SERVICES REQUIRED FOR EACH BUSINESS UNIT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Borom moved to pass the ordinance on first reading as read. Commissioner Norwood seconded the motion. Matt Reynolds, Finance Director, said this comes due to a business owner in town who owns a building in which the downstairs has been subdivided into three businesses, but the three businesses are served by and share a single restroom. Per the current ordinance, this business owner has been charged 3 base multipliers but he only has one bathroom. This will allow for an administrative adjustment in cases such as this, and they believe this is a fair way to assess business units served by a single meter that share restroom facilities. There aren't many customers who have this scenario. This would probably affect Spanish Towers. This will allow a business owner to select how they would like to be billed. They added language to protect the City in case someone builds a ton of suites with sinks but they argue that they only have one bathroom facility. Business owners can elect to be billed on the number of fixtures or per business unit. This limits the single restroom option to a restroom with two fixtures. There being no further discussion or audience comment offered, a voice vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared passed on first reading.
9. **ORDINANCE** amending Palatka Municipal Code, Chapter 2, Administration, to add an Accounts Receivable Policy – 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY AMENDING CHAPTER 2, ADMINISTRATION, TO ADD AN ACCOUNTS RECEIVABLE POLICY; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to pass the ordinance on first reading as read. Commissioner Borom seconded the motion. There being no discussion or audience comment offered, a voice vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared passed on first reading.
10. **ORDINANCE** amending Palatka Municipal Code, Appendix A, to add business license, registration and inspection fees for Electronic Gaming Establishments – 2nd Reading, Adopt – The Clerk read an Ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING APPENDIX A – FEE SCHEDULE OF THE MUNICIPAL CODE TO INCLUDE FEES FOR ELECTRONIC GAMING ESTABLISHMENTS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Borom moved to pass the item on 2nd reading for adoption. Commissioner Norwood seconded the motion. There being no discussion or audience comment offered, a voice vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The Ordinance was declared passed and adopted on second reading.

DATE. Commissioner Campbell moved to adopt the ordinance on second reading as read. Commissioner Borom seconded the motion. There being no discussion or comment, a roll-call vote was taken, which yielded the following results: Commissioners Brown, Borom, Campbell, Norwood and Mayor Hill, yes; Nays, none. The ordinance was declared adopted on second reading.

7. **ORDINANCE** amending Zoning Code Sections 62-1 (definitions) and 62-17 (changing sign standards) – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE SIGN CODE, CHAPTER 62 OF THE MUNICIPAL CODE, REVISING DEFINITION AND STANDARDS PERTAINING TO CHANGING SIGNS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance on 2nd reading as read. Commissioner Campbell seconded the motion. Mr. Holmes noted at the first reading the Sec. 62-17(a) was amended to allow scoreboards to be up to 200 sq ft, or greater in size upon prior approval of the Planning Board. A review of the minutes of the 10/13/16 meeting confirmed this. Commissioner Brown moved to amend 62-17(a) to read “... except that scoreboards may be up to 200 square feet in size. Scoreboards in excess of 200 square feet may be approved by a grant of variance.” Commissioner Campbell seconded the motion, which passed unopposed. The floor was opened for public hearing; there was no public comment offered. A voice vote on the motion to adopt as amended yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared adopted.
8. **ORDINANCE** amending Section 86-62 of the Code of Ordinances to provide options regarding calculations for separate water service required for each business unit – 2nd Reading, Adopt – The Clerk read an Ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING SECTION 86-62 OF THE MUNICIPAL CODE OF THE CITY OF PALATKA AS IT PERTAINS TO SEPARATE SERVICES REQUIRED FOR EACH BUSINESS UNIT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Brown moved to adopt the ordinance on 2nd reading as read. Commissioner Campbell seconded the motion. There being no comment and no discussion, a voice vote on the motion to adopt was taken, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared adopted.
9. **ORDINANCE** amending Palatka Municipal Code, Chapter 2, Administration, to add an Accounts Receivable Policy – 2nd Reading, Adopt – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, REVISING THE CODE OF ORDINANCES OF THE CITY OF PALATKA, FLORIDA, BY AMENDING CHAPTER 2, ADMINISTRATION, TO ADD AN ACCOUNTS RECEIVABLE POLICY; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Commissioner Norwood moved to adopt the ordinance on 2nd reading as read. Commissioner Campbell seconded the motion. There being no comment and no discussion, a voice vote on the motion to adopt was taken, which yielded the following results: Commissioners Borom, Brown, Campbell, Norwood and Mayor Hill, Yes; Nays, none. The ordinance was declared adopted.
10. **ORDINANCE** amending Palatka Municipal Code, Section 10-4, Hours when alcohol sale prohibited; half-hour closing period - 1st Reading – The Clerk read an ordinance entitled AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE ALCOHOLIC BEVERAGES CODE, CHAPTER 10 OF THE MUNICIPAL CODE, REVISING HOURS OF OPERATIONS RESTRICTIONS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE. Mayor Hill said they held several workshops on the matter; he tasked Mr. Crowe with drafting an ordinance in the spirit of what came from those meetings. There wasn't much dissent by way of having businesses that are primarily restaurants to be allowed to serve and allow individuals to consume alcoholic beverages on site on Sunday prior to 1:00 pm. Law

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

ORDINANCE NO. 16 - 48

AN ORDINANCE OF THE CITY OF PALATKA,
FLORIDA, AMENDING THE SIGN CODE, CHAPTER
62 OF THE MUNICIPAL CODE, REVISING
DEFINITION AND STANDARDS PERTAINING TO
CHANGING SIGNS; PROVIDING FOR SEVERABILITY
AND PROVIDING AN EFFECTIVE DATE

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

WHEREAS, the need for clarification of standards and definition of changing signs has been identified;

WHEREAS, all the necessary procedural steps have been accomplished, including two public hearings before the City Commission of the City of Palatka on October 13, 2016 and October 27, 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 CITIZENS OF THE CITY OF PALATKA, FLORIDA:

Section 1. That Chapter 62 (Sign Code), Section 62-1 of the Palatka Municipal Code shall be amended as follows:

Sec. 62-1. - Definitions.

~~Changeable copy sign means a sign on which copy is changed manually in the field, i.e., reader boards with changeable letters or changeable pictorial panels. Changeable copy signs shall not exceed 30 square feet in size.~~

~~Changing sign means a sign with changing messages such as an that are manually, electronically, or electrically controlled to display public service information such as time, temperature and date, game statistics and information on a scoreboard, and public and emergency service messages on a message center or reader board, where different copy changes are shown on the same lamp bank. Changing signs are allowed as permitted in chapter 62 and chapter 94, and shall not exceed 36 square feet in size. Changing signs shall display a message for at least eight~~

~~seconds. Changing sign light emanation shall not exceed 0.3 footcandles measured from a preset distance that shall be determined by the following formula: Measurement distance = the square root of the following: the area of sign square feet multiplied by 100. Changing signs shall automatically adjust the sign's brightness in direct correlation with ambient light conditions and no scrolling, flashing, or other movement shall be allowed other than change of image. Changing signs not meeting the standards above in Sec. 62-17 that were properly permitted prior to February 9, 2012 shall be considered to be legal nonconforming signs and shall be subject to the standards set forth in section 62-95.~~

Section 2. That Chapter 62 (Sign Code), Article I (In General) of the Palatka Municipal Code include a new section as follows:

Sec. 62-17. - Changing signs standards.

- (a) Changing sign size shall not exceed 36 square feet in size, except that scoreboards may be up to 200 square feet in size. Scoreboards in excess of 200 square feet may be approved by grant of variance.
- (b) Electronic Changing signs shall display a message for at least eight seconds.
- (c) Electronic Changing sign light emanation shall not exceed 0.3 footcandles measured from a preset distance that shall be determined by the following formula: Measurement distance = the square root of the following: the area of sign square feet multiplied by 100.
- (d) Electronic Changing signs shall automatically adjust the sign's brightness in direct correlation with ambient light conditions and no scrolling, flashing, or other movement shall be allowed other than change of image.
- (e) Scoreboards are allowed in association with private or public ballfields, including school and park facilities.

Section 3. 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 4. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section 5. 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 27th day of October, 2016.

PALATKA CITY COMMISSION

By: _____
Its MAYOR

ATTEST:

City Clerk
(SEAL)

APPROVED AS TO FORM AND LEGALITY

CITY ATTORNEY



CITY COMMISSION AGENDA ITEM

SUBJECT:

CITY COMMISSION APPOINTMENTS:

1. Putnam Co. Development Authority - Mayor Hill, Vice Mayor Brown, 1 other (1 yr. term)
2. General Employees' Pension Board City Commission Representative (4 yr term)
3. NEFRC Board of Directors Appointee – Mayor Hill (replaces former Mayor Myers)
4. Save Central Academy Committee Liaison
5. Ride Solution Board of Directors - City of Palatka Representative (new request)

SUMMARY:

Following this summary is a listing of current City Commission member appointments to boards, committees and liaison positions currently held by current and former members of the City Commission. Some are internal (Pension board appointments, commission liaisons to certain boards) and some are external for representative positions to other agencies and/or groups. Some are not held by Commissioners, but are designated by the Commission. Again, this list shows current appointments and does not reflect any new appointments, which will be made at the 1/12/17 meeting.

The Putnam County Development Authority (Chamber of Commerce) are annual appointments. The 2016 appointees are Mayor Hill, Vice Mayor Brown and Commissioner Norwood. The Commission should take action to make the 2017 appointments/reappointments.

General Employees' Pension Board - Commission Appointee -- formerly held by Commissioner Norwood. Appointment is for a four-year term.

NEFRC Board of Directors - City of Palatka Appointee - the City of Palatka makes a recommendation on one (1) appointee to represent the City of Palatka on the NE Florida Regional Council Board of Directors. The appointment is made by the BOCC. Mayor Hill asked former Mayor Myers to serve in this capacity. Mayor Hill has requested appointment as the City Commission's representative to this Board.

Save Central Academy Committee Liaison - formerly Commissioner Norwood

Ride Solutions Board of Directors - City of Palatka Representative - Boyd Thompson advises that Ride Solution is now an independent 501c3 which is now to be overseen by a Board of Directors. They have requested that the City appoint a member to Ride Solution's

board to represent the citizens of Palatka. They are initially meeting once a month but will eventually meet every other month. His letter follows this summary.

Staff recommends no other changes unless changes are desired by the Commission.

RECOMMENDED ACTION:

Make appointments to Putnam County Development Authority, NEFRC Board of Directors, General Employees' Pension Board Representative, Save Historic Central Academy Committee Liaison, and Ride Solutions Board of Directors City of Palatka Citizens' Representative

ATTACHMENTS:

Description	Type
▫ Annual Appointment List as of 12/2016	Backup Material
▫ Ride Solutions Request	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	12/20/2016 - 2:06 PM
City Clerk	Driggers, Betsy	Approved	12/27/2016 - 4:57 PM

Below is a list of current commissioner representative appointments to various boards and committees, which was updated after appointments were made in January, 2016. Positions up for appointment are highlighted.

Putnam County Development Authority: 1-year terms – yearly January Appt.

Mayor Hill (appt. 1/8/15)

Vice Mayor Brown

Commissioner Norwood

Commission Liaisons: *

** Tree Committee
2009/09 CDBG Citizens Adv. Task Force
Airport Advisory Board
Community Gardens
Golf Course Advisory Board

**no set terms*

Former Commissioner Kitchens (also a member)
Commissioner Campbell (appt. 1/8/15)
Vice-Mayor Brown
Vice-Mayor Brown
Commissioner Borom (Appt. 1/8/15)

Miscellaneous Commission Representatives

Indefinite terms- usually appointments are made in January following elections

County Recreation Committee
Downtown Palatka, Inc. Liaison
SJRWMD Liaison
Save Central Academy Committee
NE Fla. Regional Planning Council Rep.
Greenways & Trails Liaison
Putnam Co. Waterways Committee

City Staff – **Jonathan Griffith**
Mayor Hill
Commissioner Borom
Commissioner Norwood
Vernon Myers (Commission Appointee 1/8/15)
Vice Mayor Brown (appt. 1/8/15)
City Staff

The Pension Board appointments are made in even-numbered years following elections. Appointments are for four year terms.

General Employees' Pension Board
Police Officers' Pension Board
Firefighters' Pension Board

Commissioner Norwood
Mayor Hill
Commissioner Campbell



1209 Westover Drive ■ Palatka, FL 32177
Phone: 386-325-9999 ■ Fax: 386-328-9410 ■ E-mail: ridesol@bellsouth.net

December 21, 2016

Mr. Terry K. Suggs
Palatka City Manager
201 N 2nd St.
Palatka, Fla. 32177

Dear Mr. Suggs,

Ride Solution has been the Community Transportation Coordinator (CTC) for Putnam County, under Chapter 427 F.S., since 1986. Our mission is to transport the Transportation Disadvantaged (TD); citizens who are elderly, disabled, or who are unable to afford transportation. While 40% of Florida is Transportation Disadvantaged, Putnam's TD population is over 60%.

In 1988, we started our first flex route, the Palatka City Route, which is an 11 mile loop that runs once an hour throughout Palatka. Over the years, this route's service hours have varied due to funding, but the route has run continuously since its inception. The majority of Ride Solution's passengers live in Palatka. We are therefore requesting that the Palatka City Commission appoint a member to Ride Solution's corporate board to represent the citizens of Palatka.

Ride Solution's Executive Director, Jim Whittaker, is retiring in 2017 and, as a result, Ride Solution will no longer be overseen by the ARC of Putnam County. Effective July 1, 2017, Ride Solution will stand simply as an independent 501C(3) which has the contract with the Florida State Commission for the Transportation Disadvantaged to operate Putnam County's public transportation system.

Our next board meeting is January 18th, 2017 at 11:00 a.m. in the ARC board room at 1209 Westover Drive, Palatka. During this transitional period, we anticipate meeting on a monthly basis, however, historically, our board has met every other month. We will be glad to answer any questions and meet with you and/or present to the Palatka City Commission regarding this request and the future of public transportation in our community. Thank you for your consideration.

Sincerely,

Boyd Thompson
Director of Operations