



## CITY OF PALATKA PLANNING BOARD MINUTES March 5, 2013

The meeting was called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Vice-Chairman Daniel Sheffield, Judith Gooding, Earl Wallace, Anthony Harwell and Joe Petrucci. **Members absent:** Joe Pickens, George DeLoach and Lavinia Moody. **Also present:** Project Manager and Grants Administrator Jonathan Griffith, Recording Secretary Pam Sprouse and City Attorney Don Holmes.

**Mr. Motion** was made by Mr. Petrucci and seconded by Ms. Gooding to approve the minutes for February 12, 2013 meeting. All present voted affirmative, motion carried.

Chairman Stewart read the appeal procedures and requested that disclosure of any ex parte communication be made prior to each case.

Case 13-09    A request for a conditional use for non-temporary outdoor sales.  
                  Location:        3523 Reid St.  
                  Applicant:        Ahearn & Dennis Investments, LLC

Mr. Griffith explained that Mr. Crowe was not able to be present today and stated that Mr. Crowe recommended approval of the request, subject to several conditions and safeguards listed in his staff report (see below):

1. the vendor space shown just east of the sign shall be moved back in line with the other vendor spaces to provide for more of an organized appearance – the site plan shall be revised to reflect this;
2. a three to four-foot tall visual screen shall be provided between the right-of-way and parking and display areas, consisting of a hedge, masonry wall, or wood or aluminum fencing;
3. palm trees or another acceptable type of understory tree(s) shall be planted along the side property lines on a 20-foot spacing from the front property line to the front wall of the main building;
4. a six-foot high masonry wall, privacy fence, or hedge contained within a thirty foot landscape buffer shall be required along the rear property line at the time that adjacent residential development occurs;
5. the trash receptacle area shown at the rear of the parking row to the west of the building must be screened on three sides with a gate on one side – the site plan or narrative shall be revised to reflect this;
6. all outdoor areas shall be cleaned of litter and refuse after each day of operation - this is an operational standard that shall be included as a condition of approval in the approval letter;
7. adequate restroom facilities shall be shown on the site plan;
8. Mr. Chad Dennis will be the designated market manager, and the point of contact and the responsible party for this conditional use permit;
9. given that the site plan shows 33 parking spaces and four outside vendor spaces and the Property Appraiser records indicate that the building is 9,276 square feet including the canopy overhand area in front of the building, 35 parking spaces are required (based on one parking space per vendor and one parking space per 300 square foot of sales area), therefore the applicant will have to provide two more parking spaces or remove 600 square feet of sales area from use;

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10. uses are subject to Sign Code, signs are allowed for individual vendors and displays, limited to each display area and not more than 20 square feet in size;
11. the following signs are prohibited: "human" signs, inflatable figures or objects, pennants and banners other than the allowance of two banners as defined in the Sign Code, snipe signs, and any other sign not allowed by the Sign Code;
12. display items are to be arranged in an organized and neat manner, on tables or racks, and may not be sold from vehicles;
13. No automobiles, motorcycles, boats, or other motorized vehicles; heavy equipment; live animals; or personal services shall be offered for sale;
14. all merchandise shall be brought into the building at the end of each business day except for larger items that are not easily moved, with such items being screened by fencing or vegetation that shall be maintained in an attractive and neat appearance;
15. The site plan shall be revised to show fire lanes, restrooms, exterior lighting, and additional required landscaping; and
16. The site plan or narrative shall include verbiage regarding days and hours of operation; the means, such as stalls, tables or other structures by which merchandise is to be displayed; and the specific types of goods requested for sale.

Chad Dennis, 3523 Reid Street stated that regarding the parking requirements, he will only be using 3000 square feet up front for the market, the rest will be used by one tenant and he will have three parking spaces in the back, the rest will be for the market. He does want to change the spaces towards the front of the building and will submit a new site plan to the Planning Director; but he will be able to meet the 35 space requirement, he would like the parking space to face the building instead of facing the west.

Mr. Stewart asked if Mr. Dennis was amenable to all of the other conditions recommended by Staff.

Mr. Dennis replied that he was good with all of the requirements but would rather put up a fence verses the hedge. His choice would be to put up a round post fence as he has a couple hundred that he would like to use and believes that it would look nice, as well as, bring a country feel to the market. He added that where the parking is, he had already planted palms and paid a lot of money for the trees there and does not want to have to put up hedges or fencing there, he believes that the whole idea is to place the buffer where they are displaying stuff.

Mr. Griffith replied that as the whole parcel is being used, staff's recommendation was to buffer the entire right-of-way frontage to include the parking area. He referred to item no. 2 of the listed recommendations; a three to four-foot tall visual screen shall be provided between the right-of-way and parking and display areas, consisting of a hedge, masonry wall, or wood or aluminum fencing. Mr. Griffith added that this is specifically cited from the code.

Discussion continued regarding the landscaping code requirements.

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Mr. Griffith stated that he spoke with the City Attorney and as Mr. Dennis has stated, this is not holding him up, and it would probably be good idea to have Mr. Crowe involved, so if it were the pleasure of the Board this could be tabled until next month.

Mr. Holmes advised that there may be a variance provision in the code that Mr. Dennis may be able to operate under, but there is no reference to the part of the code that Mr. Crowe is relying upon. It is his believe that what Mr. Crowe has put in the staff report is a tracking of the buffering requirement that is set forth in the landscape code. The landscape code also has a provision for variance from the buffer/vegetation requirements, if certain conditions are met. He would want Mr. Crowe's input as to whether those conditions are met.

**Motion** made by Mr. Sheffield and seconded Mr. Harwell to table this request until the next meeting. All present voted affirmative, motion carried.

**Other Business:** Discussion of proposed riverfront trailhead facilities.

Mr. Griffith explained that the City is applying for an Office of the Greenway Trails (OGT) grant for the Trailhead construction. This will include rest room facilities, parking, bike racks and additional canoe/kayak launch at the southern portion of the park, among other ancillary amenities. The city is proposing to centralize the restroom facilities (part of the reconfiguration of the southern park) at the terminus of the City dock along with the concession facilities. The final application will be submitted next week and it is planned to be under construction by the beginning of 2014. He asked the Board members if they had any questions about the Trailhead facility.

Mr. Stewart asked what the term Trailhead meant.

Mr. Griffith replied that for the City it is for recreation and commercial boaters, canoers, kyakers, hikers and bicyclists, and for OGT it is bicyclist, canoers and kyakers. We are the center point to the St. Augustine, with a direct connection from St. Augustine to Palatka to Lake Butler bicycle trail, as well as, Putnam County Blueways for canoeing and kayaking.

Mr. Stewart asked how the bike trail along the bridge would tie into the Trailhead.

Mr. Griffith replied that when coming off the bridge, this project would put a way finding sign that would take them around the boardwalk, through the riverfront park and to the restroom facilities or Trailhead facility.

Mr. Petrucci asked how they would travel through the park.

Mr. Griffith stated that stripping would probably put them down Memorial Parkway, with what we call "sharrows" which denotes to motorists and cyclists that drivers and cyclists share the road. They are proposing a roundabout, a traffic calming measure, approximately 60 feet south of the Church steps so that area can be opened back up to vehicular circulation while minimizing pedestrian conflicts. He added that part of those

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improvements include removing the three aprons into the launch area, increasing the parking from 30 to 60 truck & trailer spots and making it a little easier to access with 35 foot turning radius and 30 foot wide drive isles in the truck & trailer parking lot.

Discussion continued regarding the layout of the trail and Mr. Griffith reminded the Board that this is a State project for the benefit of the entire state. The County is administering it under their local agency program technically; it is a FDOT project for the benefit for the entire state. The City is consulted where it comes through our municipality and our comments are taken into consideration, however, we do not have a lot of control. He added that with Palatka's local, being the center point to the St. Augustine to Palatka to Lake Butler section and also at the center point to the Putnam Blue Ways, it is kind of a logical mid-point for a trailhead rest room facility, which will be located in the middle of a launch area. The OGT grants will help to minimize the City's match percentage for the Fish and Wild Life Commission grants. As a project already being pursued, the City had put up a little more than \$300, 000.00 of the City's funds for next year for the Fish and Wild Life Commissions (FWC) grants, and if we get this grant it will almost cut that in half.

Ms. Gooding asked if the existing concession stand was going to be torn down.

Mr. Holmes explained that currently there is no lease in affect for the concession stand and that the existing operation is there informally, on a month to month basis.

Additional discussion ensued regarding other current and proposed grant programs.

Mr. Griffith advised that the City is drafting a request for proposal for concession, dock operations and water taxi operations. Under the current FWC grant we are constructing floating mooring slips for transient boaters, for temporary mooring with electric and water off of the existing city pier. We are also going to pursue a FWC grant for a fuel farm station at the southern portion of the Riverfront Park. Mr. Griffith advised that the RFP will be on the City Commission agenda for March 14, 2013, so the Board members will be able to view the Agenda packet on line.

**Motion** made by Mr. Wallace and seconded by Mr. Sheffield to support the plan in concept and of staff applying for OGT funds. Mr. asked if the same company providing the drawings for the restroom facilities the same one as for the environmental center. Mr. Griffith replied that it is possible or the City may select one from the RFQ for continuing services. All present voted affirmative, motion carried.

Mr. Sheffield stated that he would like to request a Planning Board workshop sometime soon.

With no further business, meeting adjourned.