

**CITY OF PALATKA
PLANNING BOARD AGENDA
November 5, 2013**



1. Call to Order.
2. Roll Call.
3. Approval of Minutes of the October 1, 2013 meeting.
4. Appeal procedures and ex-parte communication.
5. **OLD BUSINESS:** - none
6. **NEW BUSINESS:**

Case 13-49: Request to amend Municipal Code Sec. 94-200(e) to reduce the required minimum size for required permanent enclosed structure associated with non-temporary outdoor storage and sales from 1500 to 1200 s.f.

Applicant: Florida Carports & Sheds, LLC; Bob Hatcher

Case 13-45: Conditional use request for non-temporary outdoor sales located in a C-2 zoning district.

Location: 3725 Reid Street

Owner: Leland R & Carolyn L Beckham

Applicant: Florida Carports & Sheds, LLC; Bob Hatcher

Case 13-46: Administrative request to amend Municipal Code Sec. 94-161 and 94-162 to establish an overlay zoning district to provide for design standards and use restrictions in the Downtown zoning districts.

Case 13-47: Administrative request to repeal the Public Schools Element of the Comprehensive Plan Plan.

Case 13-48: Request for a conditional use to expand an existing church located in an R-2 (Two-family) zoning district.

Location : 1511 Washington Street

Owner: Church of God by Faith, Inc.

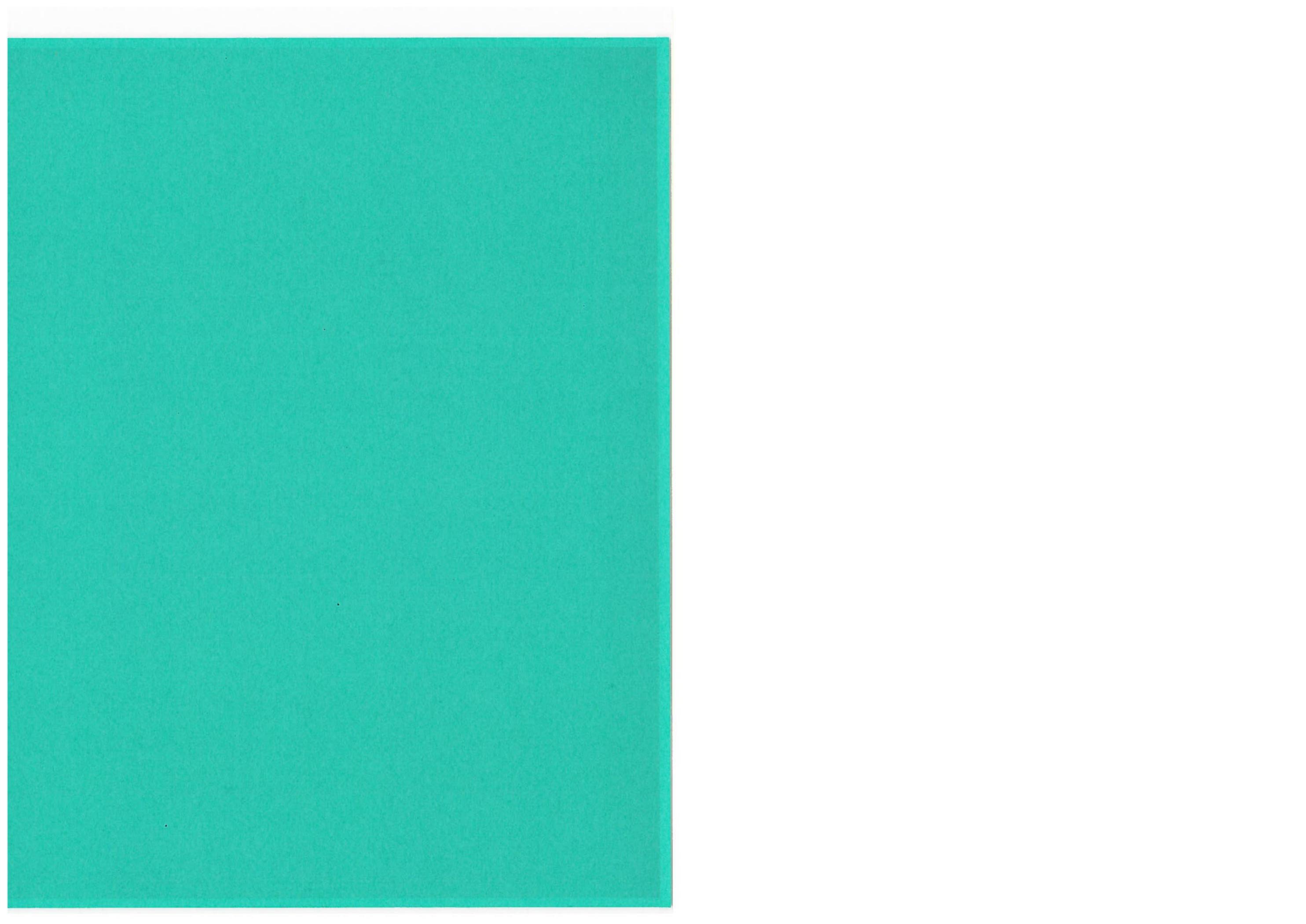
Case 13-50 Administrative request to amend Municipal Code Sec. 94-295 Landscaping and Tree Protection (General landscape requirements) to provide standards for fencing; and amend Buffering and Screening Code Section 94-303 to the following landscape area types applicable to conditional uses: roadway buffers, vehicular use buffers, and parking lot landscape islands.

7. OTHER BUSINESS - none

ADJOURNMENT

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, WHICH INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE CITY BUILDING DEPARTMENT AT 329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.





**CITY OF PALATKA
PLANNING BOARD MINUTES - Draft
October 1, 2013**

The meeting was called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Earl Wallace, Vice-Chairman Daniel Sheffield, Anthony Harwell, George DeLoach and Joe Petrucci (late arrival). **Members absent:** Lavinia Moody, Judith Gooding and Joe Pickens. **Also present:** Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion was made by Mr. Sheffield and seconded by Mr. DeLoach to approve the minutes for September 3, 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.

OLD BUSINESS – none

NEW BUSINESS

Case 13-44: Conditional Use to develop a hotel in a Downtown Riverfront zoning district.

Mr. Crowe stated that the proposed request is allowed by a conditional use consideration. He reviewed a site plan sketch and proposed elevation plan. He explained the site for this 70 room hotel is where the old Frank George apartments were located on Memorial Parkway. The City is the applicant because it still owns the property and is acting on behalf of the developer. Mr. Crowe added that staff believes that this request is in keeping with the Comprehensive Plan regarding policies set to encourage compact development, infill development and mixed use development. Staff feels that moving the hotel to Memorial Parkway and preserving retail frontage along St. Johns Avenue encourages sustained compatibility and continuity for future retail uses. He said that Staff believes that a hotel is a complimentary use to the downtown retail corridor and explained that Staff has worked with the contract purchaser to ensure that the building is architecturally compatible with Downtown. The developer will use materials in keeping with downtown, such as the use of brick on the first floor, extensive windows, and the massing and height of the building. The City has planned for this for quite some time through the Riverfront Master Plan process, going back several years. The concept plan for this plan was developed through an ongoing series of charrettes and public meetings going back to 2009. The plan included a hotel for this site. Mr. Crowe added that advertising requirements were met and notices were sent out to surrounding property owner, only one inquiry was received from the new business owner of the Bingo Palace, who had some reservations with the river view being blocked. He recommended approval of the request subject conditions listed in the staff report and to the site plan and building elevations submitted.

Mr. Stewart asked if the hotel entrance was in the rear.

Jonathan Griffith explained that it will be oriented along Memorial Parkway, with a pedestrian entrance on that street and the primary vehicle and lobby entrance facing S. 2nd Street. The majority of the traffic will come from Reid Street via N. 2nd St. The secondary vehicle entrance/exit is located at Memorial Parkway and is basically there for fire safety and traffic circulation reasons.

Mr. Sheffield asked if the businesses on S. 2nd Street had any input or concerns with the main entrance on 2nd Street versus St. Johns Ave.

Mr. Griffith replied that they understand the redevelopment process and want to see more traffic downtown.

Mr. Harwell asked how this would be architecturally compatible with the rest of the historical integrity of the area.

Mr. Griffith explained that what Staff did in their efforts with the architect and the developer was to find a common language with what they were proposing and what we see in the district. Per the Secretary of Interior Standards, the last thing you want to do is mimic what was there, instead Staff used some photos of that block from 1911 for inspiration. He added that because the building is large, they will use fenestration, and building recessions and projections, and a pronounced cornice on the building. He added that it was very important to incorporate brick into the façade to relate to other downtown buildings and to help bring this large mass down to pedestrian scale. Staff asked the developer to eliminate window muntons and there will be some window lentils on the first and top floor. The City is looking for the secondary entrance to have a storefront kind of setting with cut stone and a flat awning protruding over it. The building is screened somewhat, with canopy trees along the front of the building on Memorial Parkway, and eventually when the trees mature less will be seen of the upper building and more of the ground floor facade with the brick, windows, and foundation plantings.

Mr. Harwell said that in a historic district he would guess that the redevelopment goal is to go back to the old character, and in his opinion, a lot of the old stuff has more architectural integrity than what is being built today. He does not see that old character in this proposal.

Mr. Griffith stated that it is not a historic district and Staff's approach, per the Secretary of Interior's Standards is to not mimic history.

Mr. Crowe added that the Preservation Board is bound by the Secretary of Interior's Standards, if this was in a Historic District, they are compelled specifically not to mimic older architecture - but at the same time not to provide a jarring, contrasting appearance that would detract from the historic ambiance of the area. There is a middle ground, in his opinion, that the Secretary of the Interior's Standards anticipates which, is a building that is similar in massing and scale, that makes use of similar material, but doesn't try to copy what is there. He added that there were many negotiations that ended with compromises. He added that staff believes that this design will not detract from the surrounding area.

Mr. Wallace stated that he would like to see the landscape/site plan reflect what is illustrated in the elevation drawing that was presented. Mr. Griffith added that the landscape plan is reflective of the minimum requirements just to be able to move the request forward.

Mr. Crowe advised that the Board can ask for more trees, but should their motion include architectural changes, the changes should be specific, as this would have to go back to the developer with those recommendations.

Mr. Czymbor explained that the city has looked at different development proposals over the years and that the City has to become a partner with whoever develops downtown. The true picture is not what the property sold for, we cannot go back and un-ring the bell for what the City paid for that property, the big picture is to look at job creation, tax base, commerce and tourism, in the end these things are worth a lot more than the selling price.

When dealing with corporate entities, there are some compromises that can occur but there are certain standards that cannot be deviated from. He said that over the entire process the City was fairly successful in negotiating some of those features that the City wanted and he believes that some sort of hotel development in this location is important. He added that the City has retained the St. Johns section of that parcel for retail and the Century Block development is moving forward. He believes that the river and the redevelopment of downtown is the cornerstone of the revitalization of this community. It may not be exactly what would be preferred in a perfect world, yes there can be more landscaping, but for years everyone has said as per the Master Plan, getting some type of hotel complex to spur additional redevelopment of that corridor and take advantage of the river. He said he doesn't believe we could have done much better than we have. So if the Board has specific suggestions relating to aesthetics, architecture or landscaping we are willing to go back and do our best in re-negotiating with the developer.

Mr. Stewart stated that you drive a deal as far as you can, and you can drive the party away. He was curious to get a feel for how much the developer wants to come in and how much more he would be willing to do in the way of changes, or is the developer possibly sitting on the fence.

Mr. Czymbor stated that the developer has six other hotels and that the city vetted him in the other communities that he has worked in. He has been a partner and has been willing to compromise this is between a three and five million dollar project. We may get a little more compromise out of him, he was not sure.

Mr. Sheffield stated the he believes that Staff has done an excellent job negotiating with the developer and the developer has made some concessions. He has stayed in many a Hampton Inn and can see where there are differences and some compromises have been made. He asked if Memorial Pkwy. would be reopened to two-way traffic, and would there be parallel parking directly in front of the hotel and who would own the future commercial restaurant/retail property.

Mr. Griffith replied that Memorial Pkwy. would have two lanes of traffic and there would be parallel parking along that street. The Developer would have two years from the completion of the hotel to develop that property, or it would revert back to the City for the same purchase price.

Mr. Petrucci stated he was concerned that the patrons of the hotel might only shop at the future developed shops and not venture further down St. Johns to the existing businesses. Mr. Crowe explained that more restaurants and shops the more it will draw people in, which goes back to the critical mass concept.

Mr. DeLoach stated that as a former retail business owner of Babcock's Furniture on St. Johns Ave. he saw a great increase of customer traffic when McKinnon's moved across the street. He thought it was great to have the competition.

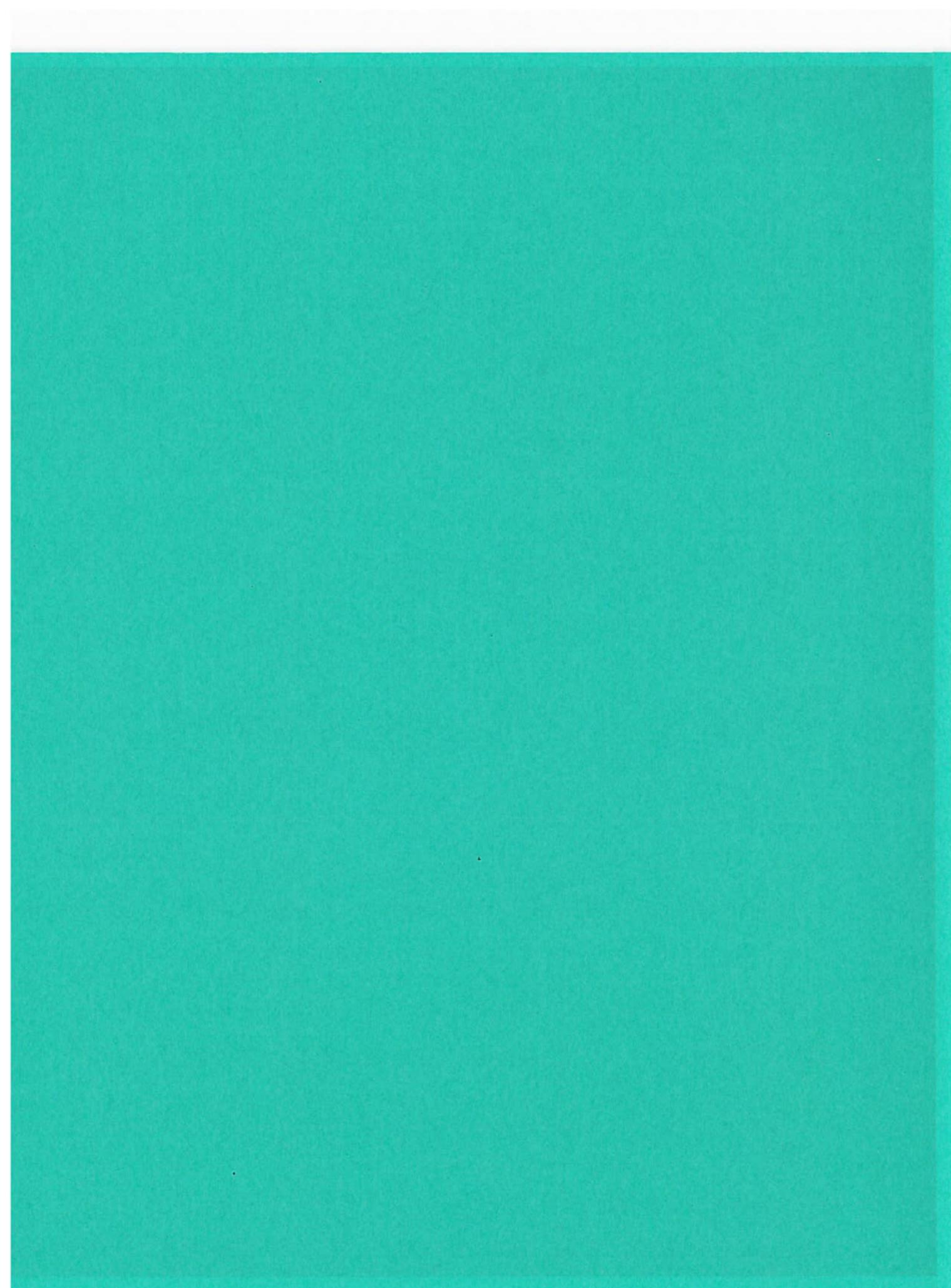
Discussion continued regarding the desire for additional architectural design, and Mr. Harwell offered to work further with staff to come up with some alternate design features.

Motion made by Mr. Sheffield to accept staff recommendations to approve the request. Discussion: Mr. Wallace stated that he would like to see the landscape plan resemble the elevation plan. He believes that Palatka deserves better than this, he compared our Wal-Mart to other communities that have developed stores with beautiful brick and lush landscaping and look what we ended up with. Mr. Harwell commented architecturally he does not believe that there is anything much that can be done to give it the architectural integrity it is lacking. Nothing feels right about the whole layout of the site, placement of the buildings, the parking the entrances, just an educated gut feeling it just feels wrong. He agreed with Mr. Wallace that Palatka deserves more than that. He believes that you need to start out with a diamond. Mr. Crowe stated that the City is in the process of proposing a downtown overlay zoning which includes design standards. He said that he is not getting a very specific direction from the Board, just some vague comments regarding not liking the proposed and would love to have Mr. Harwell, who is an accomplished architect, give us some suggestions

other than rejecting the plan that Staff has worked very hard to come up with over the past six months. He added that it is one thing to reject it outright it is another thing to get in there to help us figure it out. Motion died for a lack of a second.

Motion made by Mr. DeLoach and seconded by Mr. Sheffield to approve the request subject to staff recommendations with a minimum of the landscaping as shown on the elevation sketch plan submitted and additionally that staff will work further with the developer to modify the design to improve its architecture. Motion carried with 5 yays and 1 nay (Mr. Harwell). Motion carried.

With no further business, meeting adjourned.



Case 13-49

Request to Amend Sign and Zoning Codes

(Reduce minimum permanent enclosed structure size from 1,500 to 1,200 SF
in association with non-temporary outdoor storage and sales)

STAFF REPORT

DATE: October 21, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request by Bob Hatcher, Florida Carports & Sheds, LLC to amend the Zoning Code to allow for the reduction of minimum size for permanent structures associated with non-temporary outdoor storage and sales. Public notice included newspaper advertisement.

APPLICATION BACKGROUND

The Board at its April, 2013 meeting recommended that non-temporary outdoor sales be allowed within C-2 zoning districts as a principal use, with the condition that there be a permanent building on the site that was at least 1,500 square feet in size. The code change included the following additional standards:

- a. *Minimum lot size of 1.0 acres, with a minimum frontage of 200 feet and a minimum lot depth of 300 feet.*
- b. *A 30-foot setback is required from any right-of-way for outdoor display areas and parking areas, and shall include a landscaped area with a three to four-foot high visual screen consisting of a hedge, masonry wall, or wood or aluminum fencing, maintained in a neat appearance. One shade tree every fifty feet is required to further screen activities (when power lines or other obstructions are present, understory trees may be utilized, or trees may be planted in the right-of-way with the approval of the controlling jurisdiction).*
- c. *When adjacent to residential uses or zoning, six-foot high masonry wall, privacy fence, or hedge contained within thirty foot landscape buffer, and 100-foot setback from residential property lines.*
- d. *Adequate refuse containers must be provided and must be screened with a six-foot tall privacy fence with a swinging gate.*
- e. *All outdoor areas shall be cleaned of litter and refuse after each day of operation.*
- f. *Adequate restroom facilities must be provided.*
- g. *Sales may be operated by an individual vendor or by multiple vendors under the control of a central sales manager.*
- h. *One parking space for each vendor must be provided, with an additional space for every 300 square feet of outdoor and indoor sales area.*
- i. *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. 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.*

(Reduce minimum permanent enclosed structure size from 1,500 to 1,200 SF in association with non-temporary outdoor storage & sales)

- j. Display items are to be arranged in an organized and neat manner, on tables or racks, and may not be sold from vehicles.*
- k. No automobiles, motorcycles, boats, or other motorized vehicles; heavy equipment; live animals; or personal services shall be offered for sale.*
- l. The sale of perishable goods or produce is allowed with a limitation that sales area not exceed 30% of outdoor display area.*
- m. 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.*
- n. The conditional use site plan shall require at a minimum the following elements: access roads, entrances and exits, parking, traffic lanes, fire lanes, refuse containers, fences, buildings, restroom facilities, lighting, landscaping and other improvements as required.*
- o. The conditional use 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.*
- p. The Planning Board may assign additional restrictions and standards to the use to ensure that the conditional use criteria will be satisfied.*

PROJECT ANALYSIS

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

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: An example of the need and justification for the change is the Applicant's desire to establish a shed sales business on a property located on Reid Street, east of SR 19. The 1,500 SF minimum permanent building size prohibits this from occurring, which could also apply to similar properties. The reasoning behind the permanent structure rule was to ensure that a business had a permanent presence on a site instead of just a collection of outdoor sales items. The building is intended to house offices, sales display, restrooms, inside storage, and other needed activities. Staff believes that there is not a substantive difference between a 1,500 and 1,200 SF building, and that the smaller building will suffice in establishing a permanent presence for the business that can accommodate the central office activities.

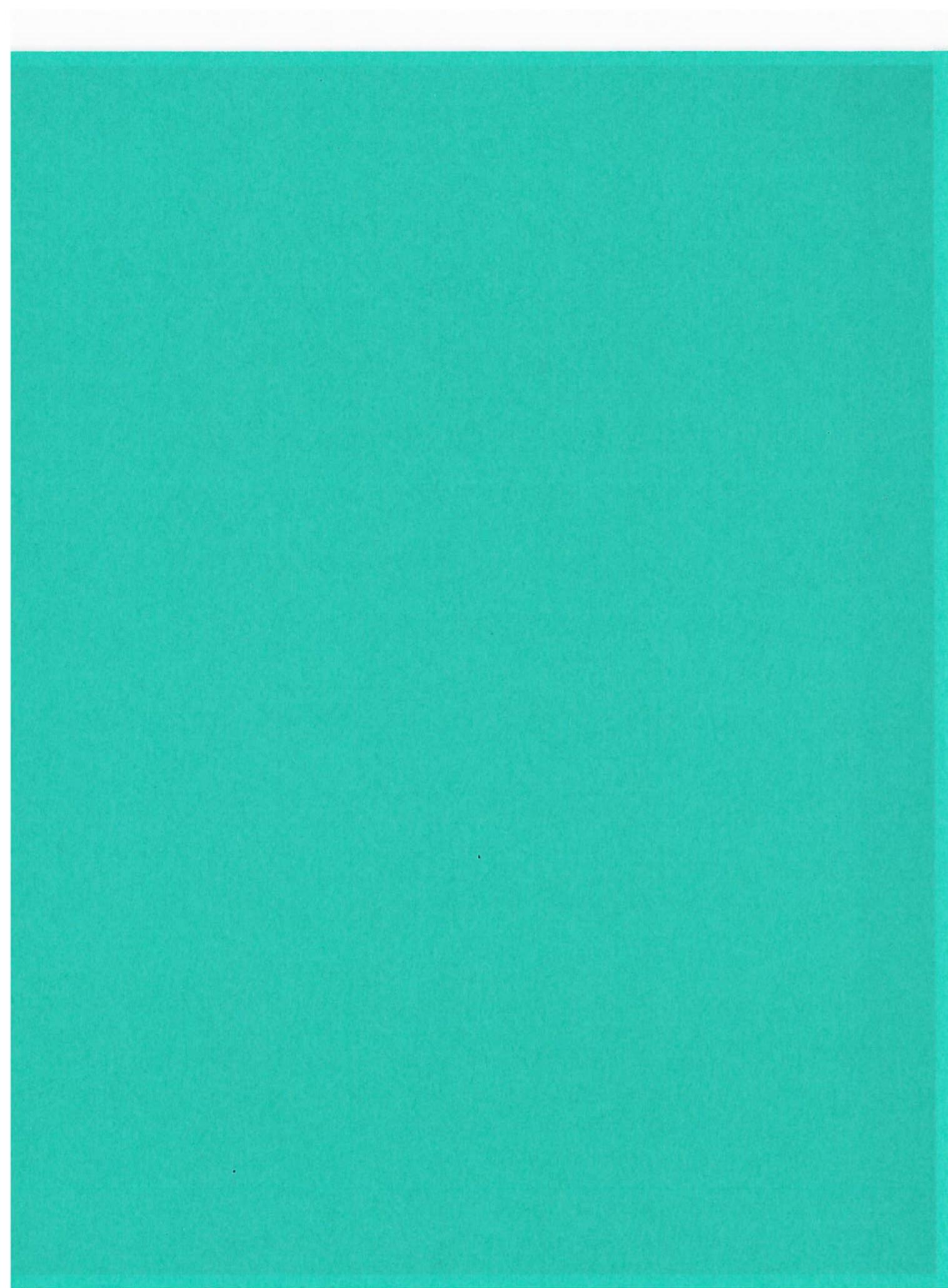
b. The relationship of the proposed amendment to the purposes and objectives of the city's comprehensive planning program and to the comprehensive plan, with appropriate consideration as to whether the proposed change will further the purposes of this chapter and other city ordinances, regulations and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

Staff comments: no specific Comprehensive Plan policies are applicable to this amendment and the amendment is not in conflict with the goals, objectives, and policies of the Comprehensive Plan. This amendment is in keeping with the goals, objectives, and policies of the Comprehensive Plan.

(Reduce minimum permanent enclosed structure size from 1,500 to 1,200 SF in association with non-temporary outdoor storage & sales)

STAFF RECOMMENDATION

Staff recommends approval of Case 13-49 revising Zoning Code Section 94-200(e) to reduce minimum size of required building associated with non-temporary outdoor sales from 1,500 to 1,200 SF.



As the map shows, the property in question is a largely under-developed parcel with a large paved area in the front of the lot and a small building (1,232 SF according to the Applicant) located next to the paved area. The remainder of the property is unpaved and devoid of vegetation, except for some trees along the east and west central property lines. The property is in a blighted segment of Reid St. characterized by undeveloped/underdeveloped lots, and several properties in the unincorporated County that include unsightly outdoor storage uses. The Board approved such a use three lots to the west – the Palatka Market (that has been found to be in violation of Board approval conditions for such a use).

PROJECT ANALYSIS

Per Section 94-200(c)(3) the Planning Board shall review such an application to ensure protection of the public health, safety, and general welfare. In addition to normal concerns of the planning board in considering conditional use requests, particular attention shall be given to traffic flow and control, auto and pedestrian safety, and the effect which such use and activity will have on surrounding uses, particularly where the adjoining use is residential.

Traffic Flow and Auto Safety

A single vehicular entrance provides right-in only access to Reid Street (a concrete median blocks left-turn movement) and is of sufficient width and configuration to allow for proper access to the property.

Pedestrian Safety

This section of Reid Street does not have a sidewalk but there is sufficient room for pedestrians to walk on the road shoulder. Most customers will arrive in vehicles.

Effect on Surrounding Uses

The area is a fairly intensive retail commercial area with few nearby residences. As stated, this part of Reid St. is an intensive commercial and visually blighted area with outdoor storage already occurring on unincorporated County properties. No adverse impacts on surrounding uses are anticipated – one could make the case that an approved non-temporary outdoor sales use could be an improvement on the unattractive properties in this area.

Specific Criteria

The following underlined criteria apply specifically to non-temporary outdoor sales, with staff comments immediately following each criterion. The applicant has provided a sketch plan to show the general layout of parking and vendor spaces, attached with this report.

1. Minimum lot size of 1.0 acres, with a minimum frontage of 200 feet and a minimum lot depth of 300 feet. *Staff comment:* the property meets the lot size standard, with a lot size of 1.46 acres and an average lot depth of around 430', but the 150' frontage will require a variance from the Zoning Board of Appeals.
2. A 30-foot setback is required from any right-of-way for outdoor display areas and parking areas, and shall include a landscaped area with a three to four-foot high visual screen consisting of a hedge, masonry wall, or wood or aluminum fencing, maintained in a neat appearance. One shade tree every fifty feet is required to further screen activities (when power lines or other obstructions

- are present, understory trees may be utilized, or trees may be planted in the right-of-way with the approval of the controlling jurisdiction). *Staff comments:* the site plan shows parking and display areas that are within 30 feet of the front property line, which does not comply with this standard. The site plan must be revised to reflect this setback and the required landscaping or the Applicant must apply for a variance from this standard from the Zoning Board of Appeals. The site plan shows a continuous hedge and four shade trees along the front, which complies with this standard.
3. When adjacent to residential uses or zoning, six-foot high masonry wall, privacy fence, or hedge contained within thirty foot landscape buffer, and 100-foot setback from residential property lines. *Staff comment:* Adjacent properties along Reid Street are commercially developed and zoned. The property to the rear/south is undeveloped, but is residentially zoned. Staff accepts a condition that requires the screening at the time that residential development occurs.
 4. Adequate refuse containers must be provided and must be screened with a six-foot tall privacy fence with a swinging gate. *Staff comment:* the Applicant will utilize garbage cans, which must be stored in an area that is enclosed on three sides with a six-foot tall privacy fence or wall and on one side with a swinging gate.
 5. All outdoor areas shall be cleaned of litter and refuse after each day of operation. *Staff comment:* this is an operational standard that should be included as a condition of approval in the approval letter.
 6. Adequate restroom facilities must be provided. Restroom facilities will be provided in the existing office building.
 7. Sales may be operated by an individual vendor or by multiple vendors under the control of a central sales manager. *Staff comment:* the approval letter will designate an individual market manager to be the point of contact and the responsible party for this conditional use permit.
 8. One parking space for each vendor must be provided, with an additional space for every 300 square feet of outdoor and indoor sales area. *Staff comment:* The shed vendor will be the sole vendor. It is obvious that the parking needs of a "flea market" and shed sales use are markedly different. The Applicant has corrected pointed out to Staff that parking for shed sales is similar to parking for car sales. The Board has the option through Zoning Code Sec. 262(a)(23) to identify alternative minimum parking requirements for uses not identified in the minimum parking table of this section. As there is also not a standard identified for car sales in this table, Staff would recommend using 262(a)(6) for general business, commercial, or personal service establishments, which is one space for each 200 square feet of nonstorage floor area. This would apply to the 1,200 square foot building, which would then require six parking places. A revised site plan shall identify these spaces and the associated terminal landscape islands as well as the internal driveway.
 9. 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. 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. *Staff comment:* These conditions should be included in the approval letter.
 10. Display items are to be arranged in an organized and neat manner, on tables or racks, and may not be sold from vehicles. *Staff comment:* These conditions should be included in the approval letter.
 11. No automobiles, motorcycles, boats, or other motorized vehicles; heavy equipment; live animals; or personal services shall be offered for sale. *Staff comment:* These conditions should be included in the approval letter.

12. 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. *Staff comment:* Staff has discussed with the Applicant the use of portable small picket fences and large potted plants to both define display areas and soften their appearance. Sheds obviously cannot be easily moved and therefore are not subject to the first part of this requirement.
13. The conditional use site plan shall require at a minimum the following elements: access roads, entrances and exits, parking, traffic lanes, fire lanes, refuse containers, fences, buildings, restroom facilities, lighting, landscaping and other improvements as required. *Staff comment:* The site plan should be revised to show fire lanes, and additional required landscaping.
14. The conditional use 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. *Staff comment:* the site plan or narrative should be revised to include the above information, which has not been provided.
15. The Planning Board may assign additional restrictions and standards to the use to ensure that the conditional use criteria will be satisfied. *Staff comment:* this will be determined by the Board.

STAFF RECOMMENDATION

Staff believes that this application meets applicable non-temporary outdoor sales criteria, if the recommendations below are included as conditions of approval (revised language is shown as underlined text). Staff recommends approval of Case 13-45, non-temporary outdoor sales at 3725 Reid Street in accordance with the attached site plan, and with the following conditions:

- a Frontage below the required 200' will require a variance from the Zoning Board of Appeals.
- b The site plan must be revised to remove parking and display areas that are within 30 feet of the front property line.
- c Required buffering and screening shall occur at the time that residential development occurs to the rear.
- d The site plan must be revised to include six parking spaces adjacent to the building on the paved area, with one of those being a 15-foot wide and 20-foot long handicapped space with a five foot striped ramp on the passenger side, and the others being 10 by 20 foot spaces. The internal driveway shall be at least 22 feet in width. The parking row shall have parking-space-size landscape islands on either end with shade trees planted within them. Wheel stops are required.
- e Garbage cans must be stored in an area that is enclosed on three sides with a six-foot tall privacy fence or wall and on one side with a swinging gate.
- f Signs are allowed for individual vendors and displays, limited to each display area and not more than 20 square feet in size. Otherwise the Sign Code shall apply.
- g Display items are to be arranged in an organized and neat manner and not in a haphazard arrangement.
- h No automobiles, motorcycles, boats, or other motorized vehicles; heavy equipment; live animals; or personal services shall be offered for sale.
- i Shed storage areas shall be screened by fencing or vegetation that shall be maintained in an attractive and neat appearance. Sheds will be clustered together in an organized and attractive manner in multiple display areas, each of which is bounded by portable fences and large potted

plants. It is Staff's understanding that the Applicant will bring a revised site plan to the meeting to show these arrangements.

j The site plan should be revised to show fire lanes.

k Exterior lighting shall be shielded and downcast to reduce glare.

l The conditional use site plan or narrative shall include verbiage regarding days and hours of operation.

ATTACHMENTS: APPLICANT NARRATIVE & SITE PLAN

9-12-13

Justification Letter for Florida Carports & Sheds, LLC

We are seeking zoning approval that will allow us to display and sale sheds and carports at this location. We intend to display all our products in a neat and orderly fashion. The size of this property will allow us to do that.

Pam Sprouse

From: Bob Hatcher <bob_hatcher@hotmail.com>
Sent: Tuesday, October 22, 2013 11:17 AM
To: Thad Crowe; 'bob@seopusa.com'
Cc: Pam Sprouse; c21beckham@comcast.net
Subject: RE: Shed Conditional Use

Thad,

The business I propose to bring to this location is a shed and carport business not a flea market nor an outdoor mall. It's very similar to a car lot. We are just one simple company with plans to display about 15 portable buildings and about 5 different carports. They will all be temporally on display and changed in and out as customers buy them. (Very similar to a car lot). There will be one employee to handle the 4 or 5 customers who will come each day. I've been doing this since 1998 and I have never seen more than 3 customers on our lots at the same time. Does the city require the used car lots in town to have 100 parking spaces? Of course not. That would mean 70% of the property would be just one huge parking lot.

I think you guys have the wrong vision of a shed/carport company being an outdoor display sales lot. If we were going to be a flea market I could see the need for mass parking, but we're not anything close to that. I think if I could get you guys to envision the business as more of a "car sales lot" idea instead of a flea market, it would be closer to the truth. Instead of cars for sale as outdoor display products, it will be portable sheds. This is why I put 9 or 10 parking spaces on the site plan. It's seems more in line for the size of the office. Just like a car lot, we need the space to display our large products for sale not for the amount of customers we're going to have each day. I'll probably only use half or less than half of the property I leased but we needed the large lot in order to satisfy zoning.

I also put in the site plan the landscape idea of having hedges and small shade trees along the front of the property to enhance the look from the road which is pretty standard for new businesses today. I can't see hedges and tress around every display. Does the city require the car lots to put hedges and trees around each of their cars on the lot? Of course not. Probably along the front of the property just as I proposed.

Our business hours will be either M-F 9:00 - 6:00 or Tues - Sat 9:00 - 6:00. We will be always be closed on Sunday. Again, very similar to a used car lot (Same concept using just a different product).

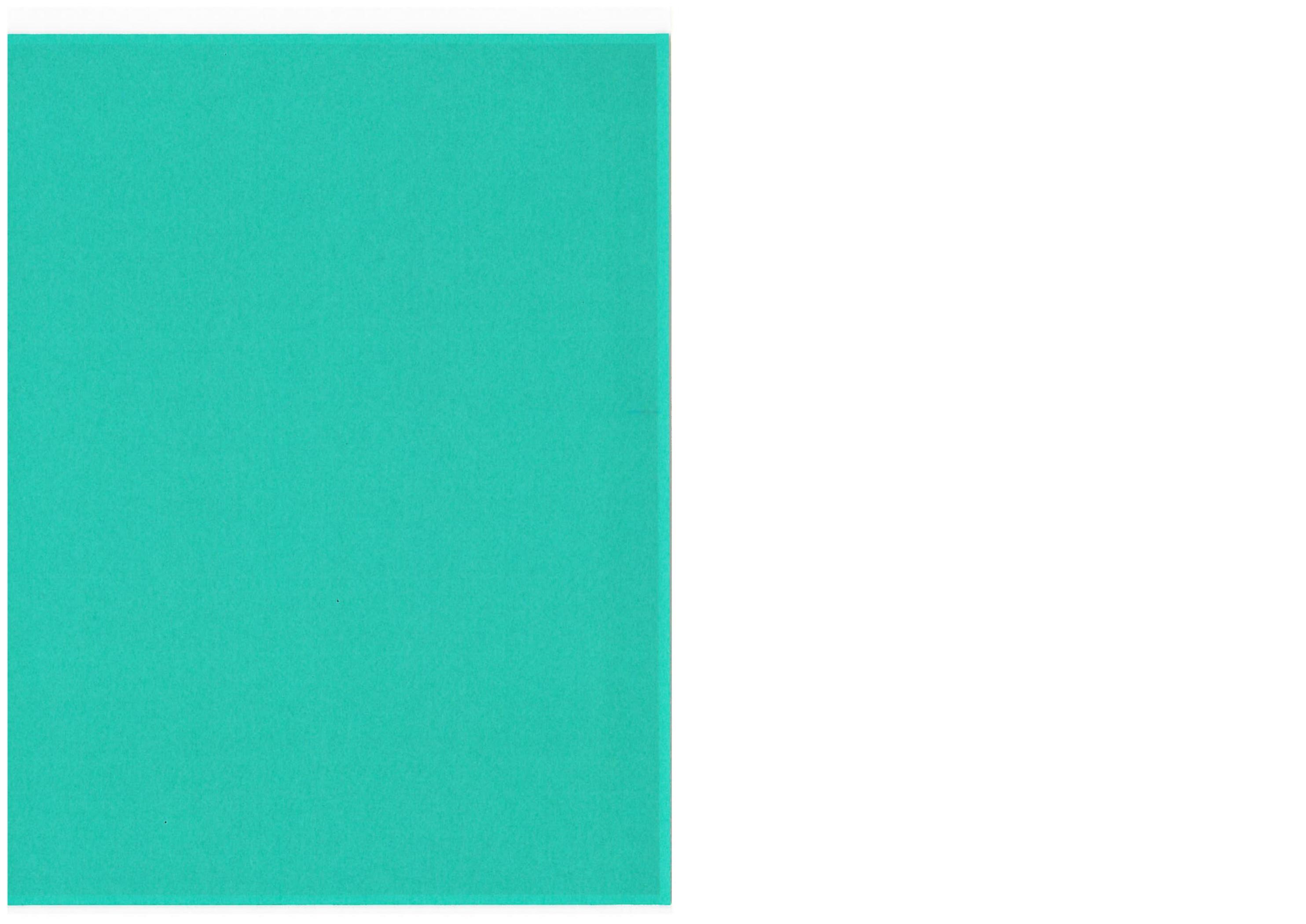
Hopefully, this will help clarify our use intentions. I certainly don't mind us writing in the agreement that I will be a single company selling sheds/carports and never having multiple vendors on the property which would protect the city from allowing the property to be used as a multiple vendor location in the future.

Let me know if you need more from me. I'm leaving for Arizona tomorrow as my USTA tennis team will represent Florida in the year ending National tournament. I won't be back to my office until next Wednesday.

Although I live in Ocala, I have companies in four states and it's very difficult for me to change my business and travel plans with only a 24 hour notice. I'll certainly willing to work with you on any issues but anything that requires me to travel to Palatka would probably need a little more notice. Hopefully, we can take care of most issues online.

Thanks,

Bob
352-857-6273



Case 13-46
Request to Amend Zoning Code
(Downtown Overlay Zoning)
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: October 22, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to amend Zoning Code Section 94-149, 94-161, and 94-162, applying overlay zoning standards to the Downtown zoning districts and adjacent areas within the C-2 zoning district.

APPLICATION BACKGROUND

Like other Florida downtowns, downtown Palatka has a unique character as a result of its traditional architecture and historic development pattern. There are currently no design or development standards in place that protect downtown from incompatible development other than the following language in the development standards section of the Downtown Business and Downtown Riverfront zoning districts: "architectural and aesthetic appearance shall be maintained and compatible with the unique historic character downtown." More specific standards are needed to implement this directive. Staff has developed a set of draft design guidelines over the last year, working with Palatka Main Street and Downtown Palatka, Inc. to keep these groups informed and obtain their input. The draft overlay zone standards are attached with this staff report.

In brief, the overlay standards identify two downtown areas: the retail core and periphery. The retail core consists of properties fronting on St. Johns Ave. between the Riverfront Park and 11th St. and the periphery includes the remainder of the areas zoned DB (Downtown Business) and DR (Downtown Riverfront), generally the areas between Reid St. and St. Johns Ave. and between St. Johns Ave. and Laurel St., as well as areas zoned C-2 south of Main Street and along Reid St between the riverfront and N. 11th St.

The standards provide a customized list of uses for the retail core that include retail, service, and professional office uses. Prohibited uses are the same as in the DB and DR districts, and conditional uses include colleges, schools, convention facilities, motels, government uses, parking garages, and upper floor residential dwellings with more than three units. Allowable and other uses in the periphery area would remain unchanged.

The overlay standards include design standards for exterior alterations and new construction – interior construction is not regulated by these zoning standards, but is still subject to building, fire and other applicable codes.

Exterior design standards cover awnings, balconies, exterior materials, lighting, landscaping, roofs, storefronts, signs, windows, street walls, and fencing, and include limited building color regulations. These standards guide redevelopment and development to the historic appearance of pre-WWII buildings.



Figures 1, 2, & 3: exterior design standards illustrations

New construction would meet the above standards and also be subject to other regulations, including the prohibition of new driveways and parking lots on St. Johns Ave., recognizable building entrances, similar building height, bringing buildings up to the street, and design protocols for parking garages and corner buildings, among others.

PROJECT ANALYSIS

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

The planning board shall consider and study:

- a. The need and justification for the change.

Staff comments: Palatka’s downtown is a unique, historic area with tremendous potential for redevelopment. One benefit of decades of slow economic growth is the extent of historic resources in the downtown. As indicated on the draft downtown commercial historic buildings survey map, many historic commercial and residential buildings remain along St. Johns Ave., particularly in the 200-400 and 600-800 blocks. Outliers in the downtown periphery along a number of streets, Main St., Oak St., and Reid St. add to the downtown’s historic fabric. Also included with this packet is a map showing vacant lots in the downtown area, which gives a clear indication of the considerable redevelopment potential of the area. As noted below, numerous policies of the Comprehensive Plan support this application.

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

Staff comments: The following Comprehensive Plan Objectives and Policies support the overlay standard amendment.

- Objective A.1.2 calls for the City to implement the policies to provide for redevelopment and renewal of blighted properties.

- Objective A.1.4 of the City's Comprehensive Plan Future Land Use Element notes that the City shall ensure the protection of natural resources and historic resources;
- Objective A.1.5 of the City's Comprehensive Plan Future Land Use Element notes that the City shall increase public awareness of the historic significance of the City and provide incentives to maintain and restore historically significant areas and structures within the City limits;
- Policy A.1.5.1 of the City's Comprehensive Plan Future Land Use Element notes that historic resources shall be protected through designation as historic sites by the State or City;
- Policy A.1.5.1 of the City's Comprehensive Plan Future Land Use Element notes adaptive reuse of historic structures shall be given priority over actions that would harm or destroy the historic value of such resources;
- Policy A.1.6.1 requires that the City provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.
- Policy A.1.6.2 minimizes scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.
- Objective A.1.8 calls for the City to establish a program that provides the means for innovative development planning. The end goals of the program are to provide:
 - Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;
 - Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and
 - A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.
- Section 54-71 of the Municipal Code notes that the structures within the city provide visual evidence of the city's significant role in the economic, political and architectural development of northeast Florida, wherein the city for a substantial period in the 19th and 20th centuries occupied a prominent place in a regional tourist and industrial economy;
- Section 54-71 of the Municipal Code notes that it is hereby declared as a matter of public policy that the protection, enhancement and perpetuation of properties of historic, cultural and aesthetic merit are in the interest of the health, morals, prosperity and general welfare of the people of the city;
- Section 54-71 of the Municipal Code notes that the City shall effect and accomplish the protection, enhancement and perpetuation of districts, structures and sites which represent distinctive elements of the city's cultural, social, economic, political and architectural history; and

STAFF RECOMMENDATION

Staff recommends approval of Case 13-46 adopting the attached overlay zoning standards for the downtown area.

DOWNTOWN OVERLAY ZONING DISTRICT (DRAFT)

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1. **INTENT.** The downtown overlay zoning is intended to recognize the unique and historic function and appearance of the downtown retail business district and the surrounding area. The Overlay provides regulations to help ensure that new infill buildings and the renovation of existing buildings will blend with the fabric of the physical environment of Downtown Palatka, its existing buildings and the overall streetscape and not present a jarring contrast with existing community character and architecture. The Overlay also encourages uses that contribute to a vibrant and active shopping and business area.

2. **DOWNTOWN ZONES.** The downtown area consists of two specific areas: the retail core and periphery.
 - A. **Retail Core:** this area includes properties fronting on St. Johns Avenue between the Riverfront Park and N./S. 11th St.
 - B. **Periphery:** this area includes all areas zoned DB (Downtown Business) and DR (Downtown Riverfront), excluding the Retail Core, and also includes areas within the C-2 zoning district south of Main Street between the riverfront and N. 11th St.

DOWNTOWN DESIGN STANDARDS (DRAFT)

3. ALLOWABLE USE.

Listed allowable and conditional uses of this section will replace those found in the DB (Downtown Business) and DR (Downtown Riverfront) zoning districts. All other provisions of the DB and DR zoning are still applicable. Allowable uses and other standards within the Periphery zone are subject to the underlying zoning district.

(k) The retail core, identified as all properties fronting on St. Johns Ave. between the Riverfront Park and 11th St. are subject to the following permitted principal uses as well as development and design standards set forth in Sec. 94-202.

1. General retail establishments which include:
 - a. Antiques and collectibles
 - b. Art.
 - c. Arts and crafts.
 - d. Bakeries (retail).
 - e. Bicycle shops.
 - f. Billiard parlors and indoor recreation and amusement facilities.
 - g. Books and periodicals.
 - h. Cameras (including incidental repair) and photographic supplies.
 - i. Candy and confectionary shops.
 - j. Delicatessens.
 - k. Department and discount stores.
 - l. Electronics and appliances (including incidental repairs).
 - m. Farmer's markets, as defined and regulated by [section 94-201](#) of the Zoning Code.
 - n. Flowers and gifts.
 - o. Fish and seafood shops (retail).
 - p. Furniture stores.
 - q. Gifts.
 - r. Gourmet shops.
 - s. Hardware stores.
 - t. Health food shops.
 - u. Hobby shops.
 - v. Jewelers (including incidental repair).
 - w. Leather goods and luggage.
 - x. Mobile food vendors and push carts.
 - y. Musical instruments and supplies.
 - z. Office equipment and furniture and supplies.
 - aa. Pet stores.
 - bb. Pharmaceuticals.
 - cc. Plant shops.
 - dd. Specialty foods.
 - ee. Sporting goods.
 - ff. Sundries and notions.
 - gg. Wearing apparel.
 - hh. Any retail establishment which incorporates any of the above.

DOWNTOWN DESIGN STANDARDS (DRAFT)

- (2) General service establishments shall include:
- a. Aquariums.
 - b. Barbershops and beauty shops.
 - c. Bars, nightclubs, or taverns (See [chapter 10](#)).
 - d. Coffee shops.
 - e. Copy, mailbox, or shipping shops.
 - f. Dance studios.
 - g. Fitness centers.
 - h. Health spas.
 - i. Interior designer studios.
 - j. Job printing.
 - k. Martial arts or comparable physical activities studios.
 - l. Museums and galleries.
 - m. Photographic studios.
 - n. Restaurants without drive-through facilities.
 - o. Shoe repair shops.
 - p. Tailor shops.
 - q. Travel agencies.
 - r. Trophy and awards sales and assembly.
 - s. Upholstery and reupholstery shops.
- (3) Professional establishments shall include:
- a. Architectural and related services.
 - b. Attorney offices.
 - c. Business offices.
 - d. Dental offices.
 - e. Financial offices without drive-through facilities.
 - f. General professional services.
 - g. Investment offices.
 - h. Medical offices.
 - i. Real estate offices and related services.
 - j. Surveyors offices.
- (4) Residential uses, subject to development standards set forth in Sec. 94-161 and 94-162.
- (5) *Prohibited uses, activities, and structures.* In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:
- (a) Adult entertainment establishments, uses, and activities (as defined and regulated by [chapter 3](#) of the Municipal Code).
 - (b) Communication towers.
 - (c) Drive-through facilities.
 - (d) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.
 - (e) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.

DOWNTOWN DESIGN STANDARDS (DRAFT)

- (f) Residential dwellings on the first floor constructed or converted after May 1, 2003.
 - (g) Roadside vending.
 - (h) Rooming and boarding houses.
 - (i) Warehousing and/or storage, except as an accessory use.
 - (j) Other uses not specifically cited in the list of permitted and conditional uses of this section.
- (6) *Conditional uses, activities, or structures.* Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:
- a. Colleges, vocational schools and preschools.
 - b. Community production or movie theaters.
 - c. Convention facilities.
 - e. Government uses, activities, and structures.
 - f. Hotels and motels.
 - h. Multi-level parking facilities and commercial parking lots.
 - k. Residential dwellings consisting of three or more units located above the first floor of a commercial use.

B. Periphery.

Allowable uses within the Periphery zone are subject to the underlying zoning district.

Sec. 94-202 - Design standards for exterior alteration in downtown zoning districts.

The following standards are applicable to exterior alteration of existing buildings. The standards apply along with existing Zoning and Sign Code provisions, however in the event of a conflict between these standards and Zoning and Sign Code provisions, these standards shall prevail.

(a) Awnings and Canopies.

- (1) *Location.* Shall extend at least 60% of the length of the building or storefront, project out up to three feet from the back of the curb, and be at least eight feet above sidewalk grade.
- (2) *Materials Allowed (Awnings).* Allowable materials are canvas, acrylics, metal, aluminum, and poly-cotton fabrics.
- (3) *Materials Allowed (Canopy).* Allowable materials are wood, metal, and aluminum.
- (4) *Multiple Awnings.* Multiple awnings (not canopies) are appropriate for storefronts within a single building, however the awnings must be similar in terms of style and shape.
- (5) *Obscuring Architecture.* Awnings and canopies shall not be placed directly on important architectural features such as

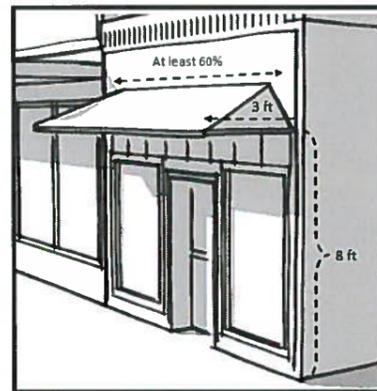


Fig. 1 Awning dimensions

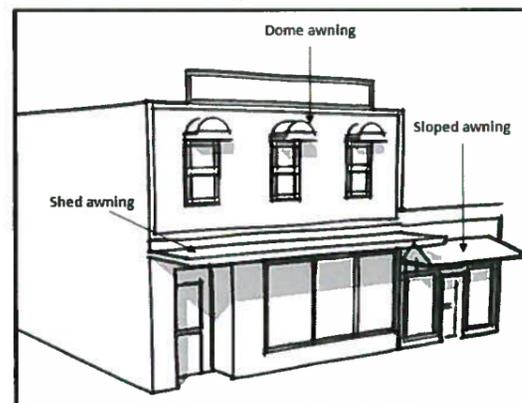


Fig. 2 Appropriate awning types

September, 2013

DOWNTOWN DESIGN STANDARDS (DRAFT)

transoms or decorative glass and shall not obscure more than 30% of window vertically.

- (6) *Symmetry.* Shall be centered along the building, storefront façade, windows, or doors.
- (7) *Types Allowed.* Allowable awning types include shed, sloped, or dome (over window or door); mansard awnings are not allowed.

(b) **Balconies or Porches.**

- (1) *Clearance.* Shall be at least eight feet above sidewalk grade.
- (2) *Materials Allowed.* Shall be made of painted wood or steel, or shall match abutting wall material.
- (3) *Projection.* Can extend up to three feet from the back of curb.

(c) **Color.**

With the exception of a. below, color standards are only applicable to the Retail Core.

- (1) *Inappropriate Colors.* Fluorescent colors are prohibited, as are luminous paints and synthetic reflective materials.
- (2) *Primary Colors.* Primary colors shall be muted so as to not detract from building architecture. Light pastel and earth tone colors shall be allowed while black color shall be prohibited. The individuality of buildings should be emphasized by assigning a primary color to a multi-unit building and not applying different colors to storefronts within a building. Individual identify of individual storefronts within a building can be achieved through varying awning color and distinctive signage.
- (3) *Unpainted Natural Elements.* Unpainted natural elements such as stone or brick shall not be painted (not applicable to building exteriors that are currently painted).

(d) **Exterior Materials.**

- (1) *Building Materials.* Building exteriors shall be brick or stucco.
- (2) *Window Materials.* Wood windows and doors, with hardiplank or similar material allowed if such material closely resembles wood finish. Metal windows and doors finished in baked enamel are allowed. Unfinished metal or raw aluminum windows and doors are prohibited.
- (3) *Wood Substitute.* Hardiplank or similar material may be used as a substitute for wood, if such material closely resembles wood finish.

- (e) **Illumination.** Buildings shall have shielded/hooded lighting except that buildings and trees may be up-lit. Fixtures shall be consistent with period lighting such as goose-neck fixtures.

(f) **Landscaping.**

- (1) *Street Tree Placement.* Street trees should be strategically placed to provide for “gateways” at intersections, to provide for shade, and should not obscure architecturally significant buildings.
- (2) *Street Tree Spacing.* Street trees should be planted in conformance with an approved downtown streetscape plan.

- (g) **Roofs.** Original rooflines shall be maintained.

- (h) **Storefronts.** Applicable only to the Retail Core, storefronts frequently define the character of commercial buildings and entrances, with display windows, trim, cornices, and decorative

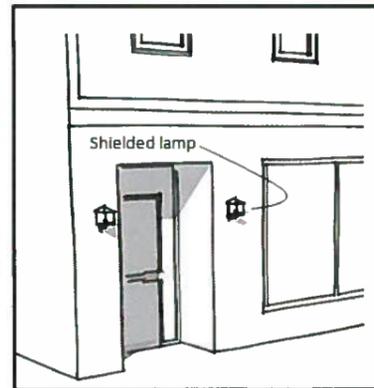


Fig. 3 Shielded light fixtures

DOWNTOWN DESIGN STANDARDS (DRAFT)

detailing being particularly important. Door and window location creates a distinct rhythm on the facade of a building. When rehabilitating a storefront, such original or historically significant features, materials, and design elements shall be retained and repaired.

(i) **Signs.**

(1) *Allowable Signs.* Allowable signs include wall signs, projecting signs, awning/canopy signs, sandwich board signs, and window signs.

(2) *Awning/Canopy Signs.* Awning/canopy sign copy area shall be limited to the valance (front facing edge).

(3) *Externally Lit Signs.* Externally-lit signs shall be lit with incandescent-spectrum bulbs. Lighting shall be limited and directed to not allow for glare and spillover light trespass.

(4) *Internally Lit Signs.* In the Retail Core internally lit signs are prohibited except for backlit channel letters used for wall signs. Other Internally lit signs are allowed in the Periphery.

(5) *Ground Signs.* Permitted as set forth in Sec. 62, Sign Code, and Sec. 94-191 and 94-162.

(6) *Neon Signs.* Neon signs are limited to window and projecting signs and may flash, but scrolling or other movement shall be allowed. "Open" signs are excluded from the two-sign maximum if they are less than ten square feet.

(7) *Projecting Signs.* Projecting signs shall not extend beyond four feet from the building, shall be located generally in the center of the building or above the main entrance, shall be two-sided, and shall not exceed 32 square feet.

(8) *Roof Signs.* Signs shall not be mounted above or extend above the roofline.

(9) *Sandwich Board Signs.* Sandwich board signs shall be a uniform size of two feet in width and three feet in height, shall be placed on sidewalks to maintain a minimum of four feet of clear area, shall have a professional, finished appearance; and shall be maintained in good condition. The sign may contain a chalk or white board area for daily changeable copy.

(10) *Maximum Signs.* Applicable only to the Retail Core, each store front shall be limited to no more than two signs not including window signs and sandwich board signs. One additional wall sign is allowed for a single building to indicate building name, construction date, and address, limited to areas immediately adjacent to the building parapet, with each sign not to exceed 40 square feet in size.



Fig. 4 Awning and window signs

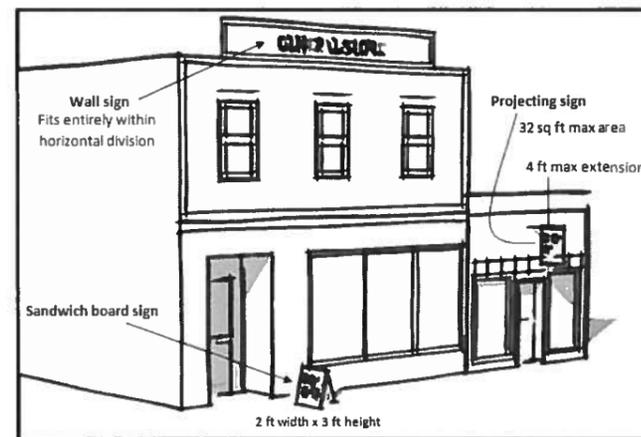


Fig. 5 Wall, sandwich board, and projecting signs

DOWNTOWN DESIGN STANDARDS (DRAFT)

- (11) *Sign Material.* Sign material shall be durable and include the following: metal (iron, steel, brass, copper, aluminum and other natural finishes); painted metal, including powder-coated or enameled metals; wood (painted or natural, including carved or sand-blasted lettering); vinyl or other sheet claddings (for backing panels or cut lettering only); glass; fiberglass, high-density urethane foam, and similar “cast” or formed materials to create 3-dimensional objects, including individual lettering. The use of cardboard, plywood, paper, or similar impermanent material for sign material is prohibited.
- (12) *Sign Uniformity on Single Buildings.* Signs located on a single storefront shall complement each other either with type (all awning signs for example), color, or design.
- (13) *Wall Sign Location.* Wall signs shall fit entirely within horizontal elements of buildings and should not cover up architectural treatments. Acceptable areas include sign bands, continuous flat wall surface free of window and other openings or architectural features, areas between the top of the storefront and the sill of second floor windows, sign boards already in place and designed for such use, and panels at the top and bottom of show windows. Signage will fit entirely within horizontal divisions to the extent feasible. Where no architectural divisions exist or are evident, signage will be proportionately scaled to the façade and placed to respect window and door openings.

- (14) *Wall Sign Material.* Wall signs can take the form of mounted board signs or individually mounted (channel) letters.

- (15) *Wall Sign Dimensions.* Maximum size shall be 125% of storefront frontage linear feet, from 30 square feet to a maximum of 100 square feet. Maximum width shall be 70% of the storefront or overall façade width. Maximum height shall be 25% of building height.

- (16) *Window Sign Area.* Window sign area shall not exceed 30% of storefront window area, although gold leaf window signs can account for an additional 15% of window area, and all-gold leaf lettering can account for up to 60% of window area.

- (17) *Window Sign Material.* Window signs shall only be painted on the interior or exterior of the window or use decal materials, with the exception of “for sale” or “for rent” signs, which shall be limited to six square feet, one per storefront.

- (j) **Windows.** Windows shall be required on all elevations visible from public rights-of-way, with the following standards applicable only to the Retail Core:

- (1) *First Floor Windows.* First floor facades shall include storefront windows to occupy at least 60% of total building wall area.
- (2) *Muntins.* Flush or snap-in muntins are historically inauthentic and are prohibited.

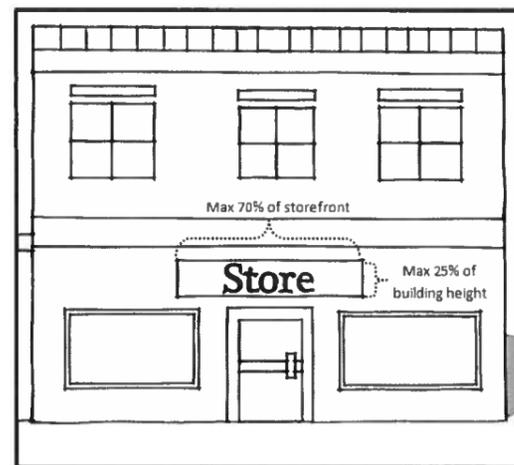


Fig. 6 Wall sign dimensions

DOWNTOWN DESIGN STANDARDS (DRAFT)

(3) **New Windows.** New windows shall be similar in shape and size to documented original windows or shall be or resemble one-over-one style.

(4) **Obscuring.** Original upper floor windows shall not be obscured or removed.

(5) **Opacity.** Windows shall contain clear glass and transmit at least 50% of visible daylight.

(6) **Upper Floor Window Spacing.** Upper floor windows shall be regularly spaced.

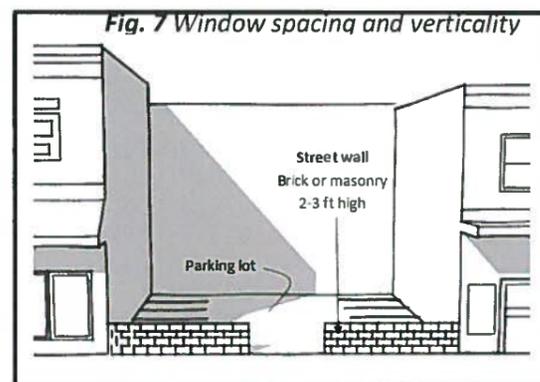
(7) **Upper Floor Windows Required.** Upper floor windows shall comprise between 20% and 60% of the total building wall area. No more than 15 feet of horizontal distance of wall shall be provided without windows.



(8) **Verticality.** Doors and windows must be vertical and not horizontal (except for first-floor storefront windows). Sliding doors are prohibited.

(9) **Window Regularity and Ornamentation.** Buildings shall have similar-shaped windows in regard to window hoods or trim.

(k) **Streetwalls.** Streetwalls between two and three feet in height are required along the length of any parking lot, vehicular use area, or other interruption between buildings. The streetwall must be masonry or brick that complements adjacent buildings architecture. Streetwalls shall be installed within two years of the adoption of this ordinance.



(l) **Fencing.** Wrought iron or wood picket fencing is allowed, or fence material that closely resembles the appearance of these fencing types.

Sec. 94-203 - Design standards for new construction within downtown zoning districts and CRA districts.

In addition to meeting the previous standards set forth in Section 3, new construction and redevelopment when improvement value exceeds 50% of property value must meet the following standards.

(a) **Corner Buildings.** Corner buildings are to have entrances angled to face the intersection midpoint and shall include at least one of the following embellishments: cornice details, arches, peaked roof forms, or clock or bell corner towers.

(b) **Driveways and parking lots.** New driveways and parking lots are not allowed on St. Johns Avenue, and existing driveways shall be eliminated for

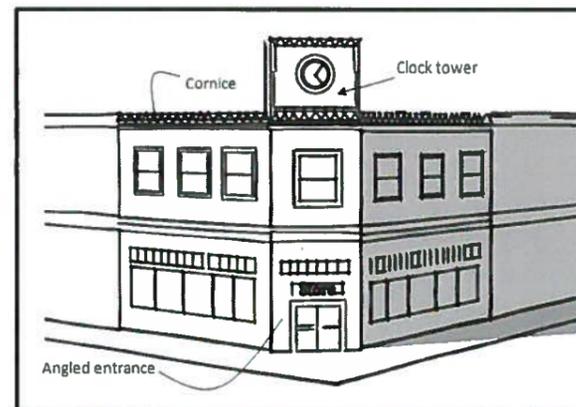


Fig. 9 Embellished corner building with angled entrance

DOWNTOWN DESIGN STANDARDS (DRAFT)

new construction and for property improvements that exceed 50% of the value of the property.

- (c) **Entrances.** Buildings shall have front entrance designed to be attractive and prominent architectural feature. Buildings shall incorporate lighting and contrast in mass, surface detail, or finish to give emphasis to entrance.
- (d) **Height.** Buildings height shall be similar to that of adjacent buildings, except that any new building may have a height up to 60 feet.
- (e) **Parking garages.** Parking garages shall be located behind "liner stores" with minimum storefront depth of 30 feet; entrances shall be from side streets; architecture of parking garages fronting on public streets shall achieve an architectural unity with existing buildings; and design features shall include brick, stucco, cornices, or a combination of architectural features which enable the parking garage to better blend with the area. Exterior walls shall include decorative metal grille-work or similar detailing which provides texture and partially and/or fully covers the parking structure opening, or vertical trellis or other landscaping.
- (f) **Proportion.** New construction and facade rehabilitation shall maintain horizontal and vertical spacing of elements similar to other buildings on the block.
- (g) **Roofs.** Structures shall have a recognizable top consisting of (but not limited to) cornice treatments, roof overhangs with brackets, richly textured materials and/or differently colored materials. Flat roofs shall be enclosed by parapets at least 42 inches high, or high enough to conceal HVAC equipment.
- (h) **Setbacks.** Applicable only to the Retail Core, buildings shall form a consistent, distinct edge, spatially delineating the public street through maximum building setbacks that vary by no more than five feet from those of the adjacent building.
- (i) **Width.** Applicable only to the Retail Core, where new buildings will exceed the historical 30 to 40 feet in width, the facade shall be visually subdivided into proportional bays, similar in scale to the adjacent buildings. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the facade.

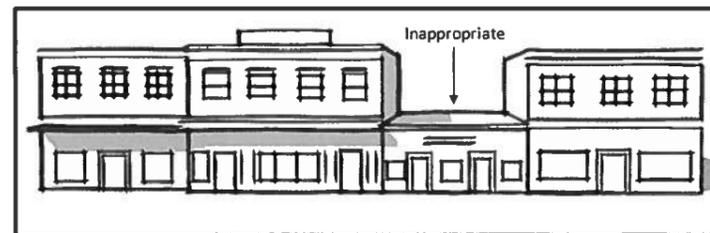
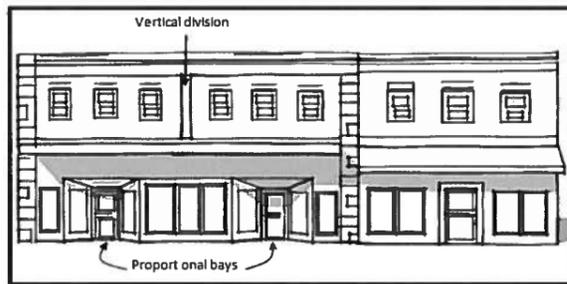
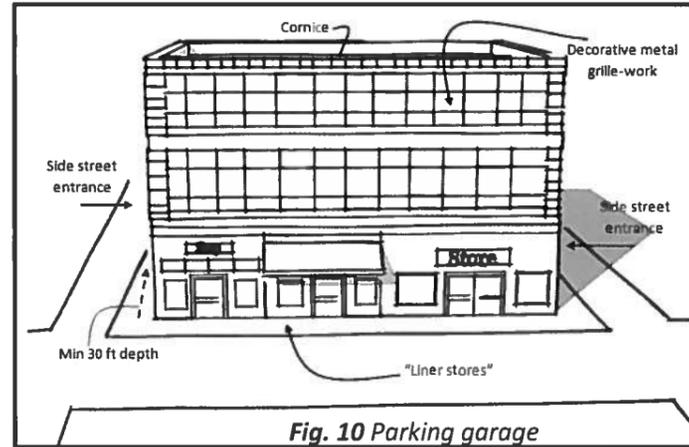
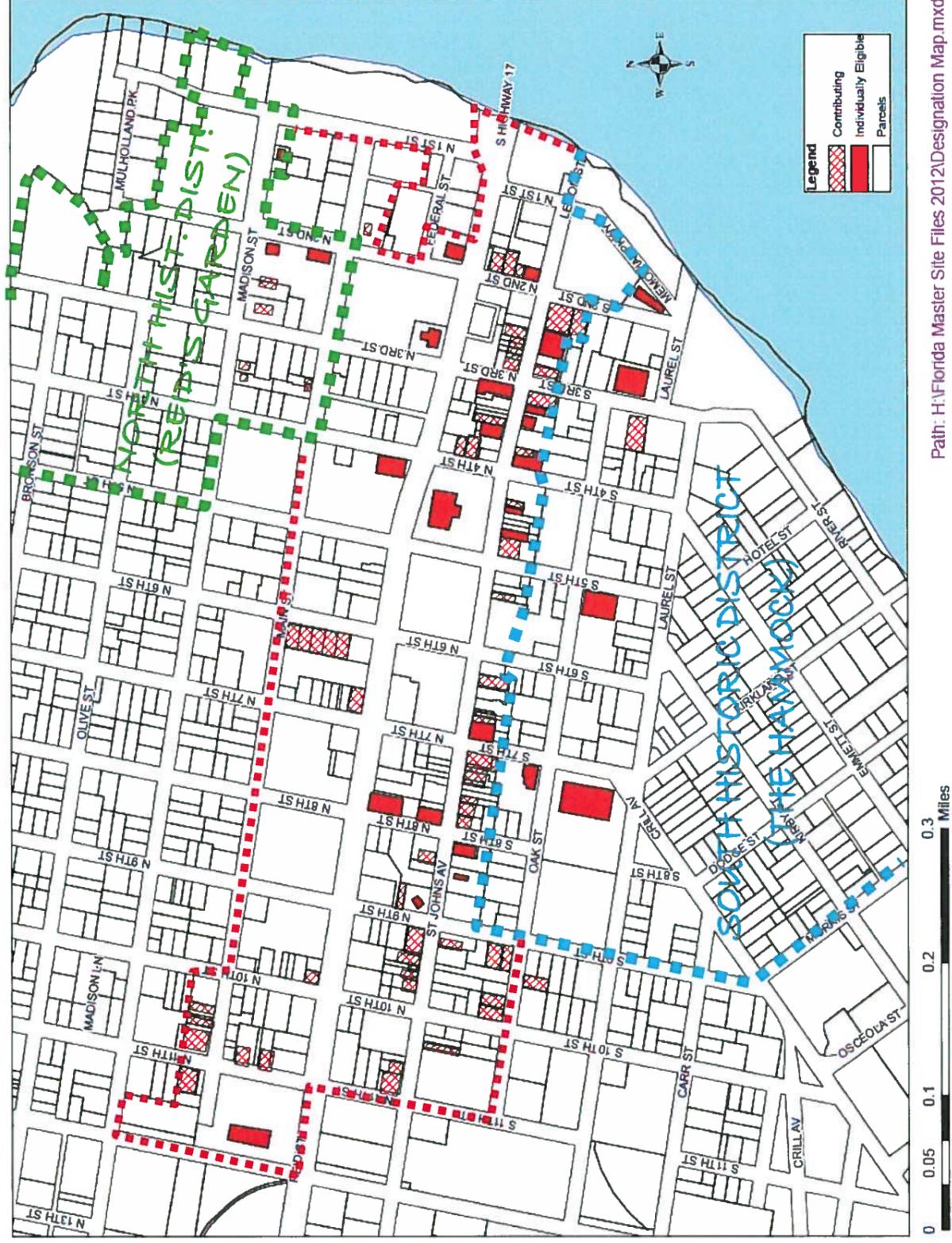


Fig. 11 Similar width and proportion of new construction **Fig. 12** Incompatible height of new construction

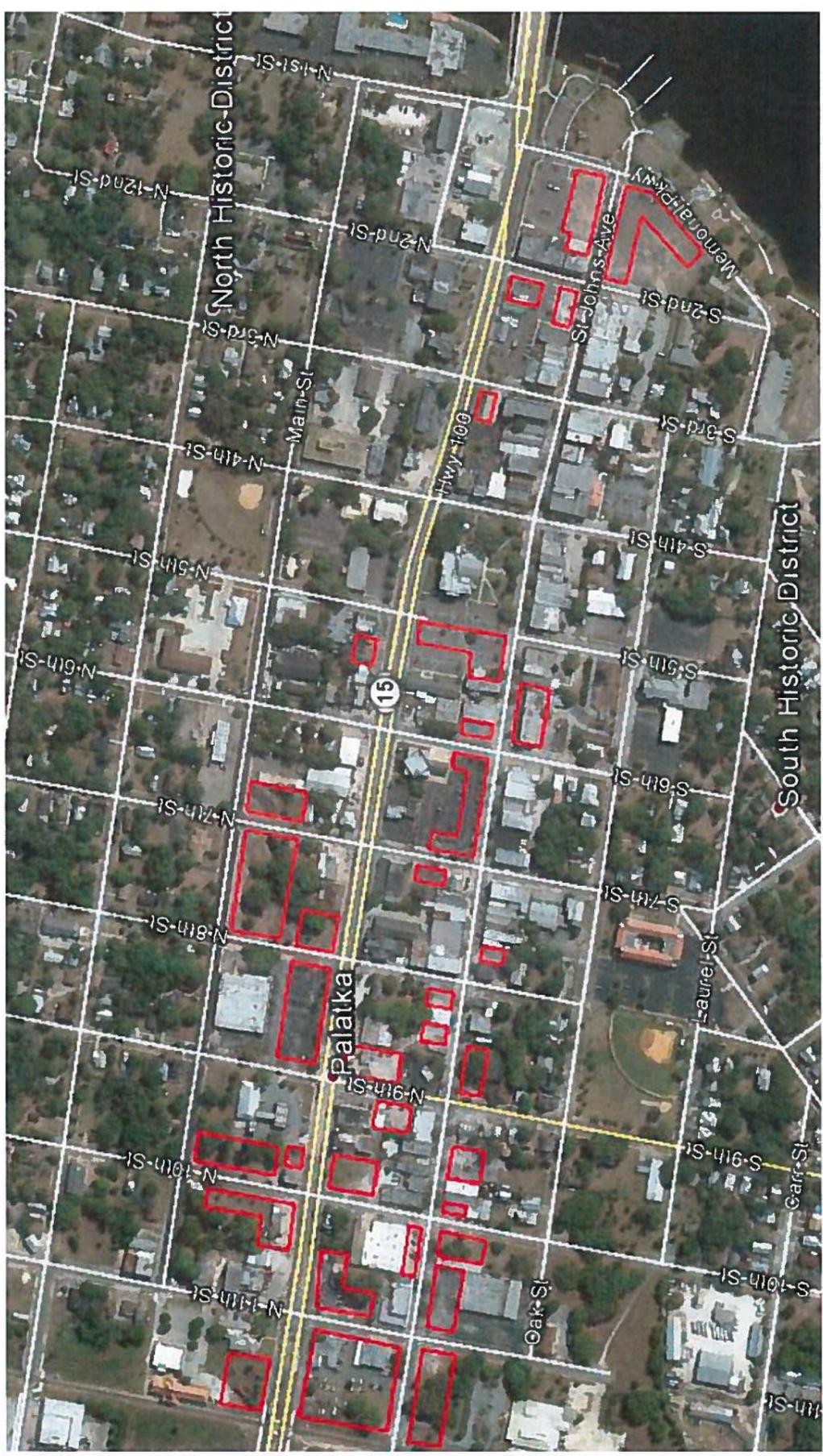
DRAFT 2013 DOWNTOWN COMMERCIAL HISTORIC BUILDINGS SURVEY

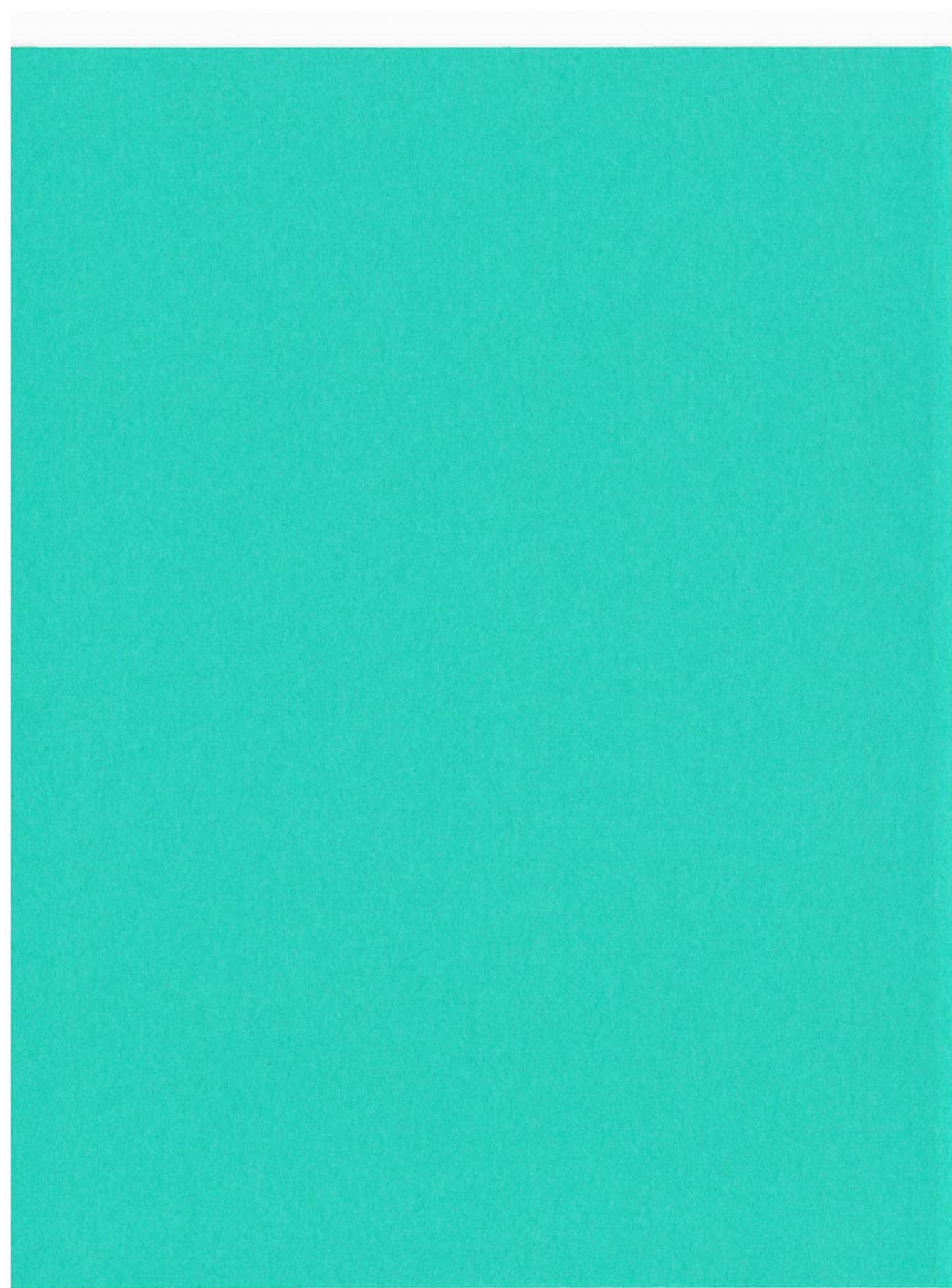
Palatka, FL: Period of Significance 1850 - 1949



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DOWNTOWN PALATKA INFILL REDEVELOPMENT OPPORTUNITIES





Case 13-47
Request to Amend Comprehensive Plan
(Repeal Public School Facilities Element)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: October 21, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

To consider the repeal of the Public Schools Facilities Element of the Comprehensive Plan.

APPLICATION BACKGROUND

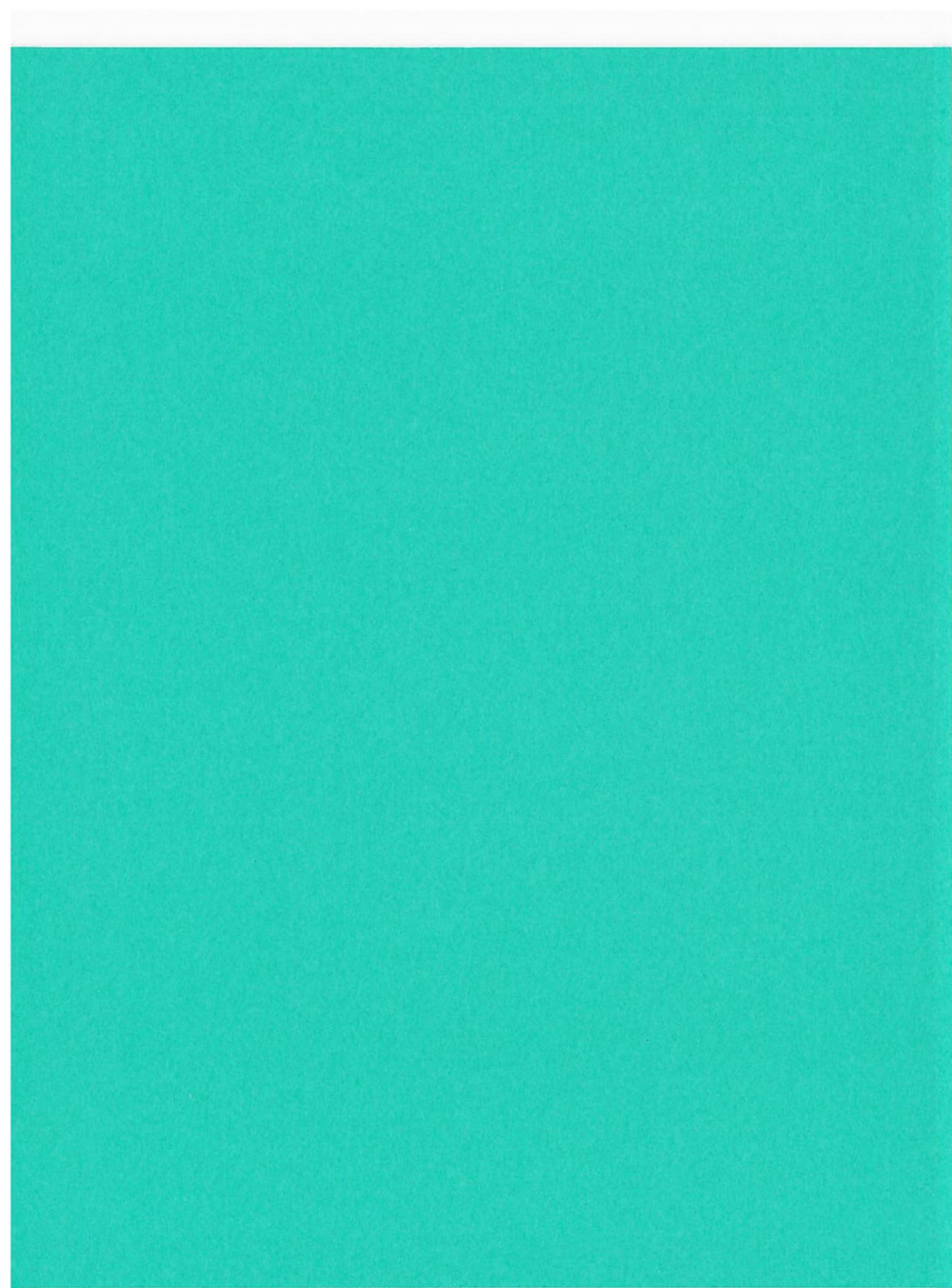
The Putnam County School Board, Board of County Commissioners and the other governing bodies of municipalities within the County (including the City of Palatka) have approved revisions to the Schools Interlocal Agreement. The agreement and Public Schools Facilities Element between the County, municipalities, and School Board, codifies levels of service for schools, requires City review & comment (no voting or veto authority) for school boundary changes within its jurisdiction, requires coordination of the School District's capital improvement program with County and other municipalities, and requires payment from residential development if school capacity is not available (payment goes toward needed new facilities). The Agreement also establishes an inter-jurisdictional staff working group to monitor the agreement's implementation. The Florida legislature several years ago eliminated the requirement for this element within the Comprehensive Plan of local jurisdictions due to its basic "unworkability" and unnecessary red tape. Given that: 1) school enrollment is declining and ample school capacity is available, 2) significant residential development is unlikely to occur to create school capacity problems; 3) the City has very little say about school boundary changes; and also 3) the process requires unnecessary investment of staff time on all fronts; Staff recommends repeal of the Element.

PROJECT ANALYSIS

Florida Statutes do not provide specific criteria for the review of text amendments, other than the requirement that amendments to the Future Land Use Element (FLUE) must discourage the proliferation of sprawl, and that any such amendments must be in keeping with other Goals, Objectives, and Policies of the Plan. This Element does not have a bearing on controlling urban sprawl, particularly since it gives the City no power to influence school zoning decisions. As an awkward appendage to the Comprehensive Plan, it is not integral or relevant to the Plan in general.

STAFF RECOMMENDATION

Staff recommends repeal of the School Facilities Element of the adopted Comprehensive Plan.



Case 13-48
Request for a Conditional Use for Church Expansion
Church of God by Faith, 1511 Washington St.
Applicant: Robert Benjamin

STAFF REPORT

DATE: October 22, 2013

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

The request is for a conditional use allowing expansion of existing church. Required public notice included newspaper advertisement, property posting, and letters to nearby property owners (within 150 feet).

APPLICATION BACKGROUND

The church is located within an R-2 zoning district. In R-2 districts, as in all residential zoning districts, churches are allowed as a conditional use. The church has operated in this location building historically and therefore precedes the Zoning Code. Therefore any expansions require conditional use approval for the existing church use and the expansion as well. The Church proposes to construct a an addition on the rear of the church building for an 864-square foot multi-purpose room for fellowship, bible study, prayer, and other activities for church members.

PROJECT ANALYSIS

The church is part of a single-family residential area with two-family zoning (R-2) and land use (Residential, Medium) that is generally bounded on the east by the railroad, the west by N. 19th St., the north by Ocean Street, and the south by Dunham Street.



Figure 1: Project location



Figure 2: Church from Washington St. Addition is in rear of building. Parking area is in foreground, with additional parking on left side of picture on the vacant lot at the corner of Washington & N. 15th Streets.

Criteria for consideration include the following (*italicized*), as well as the general finding that the conditional use will not adversely affect the public interest.

a. Compliance with all applicable elements of the comprehensive plan.

Staff Comment: The application is not in conflict with applicable elements of the Comprehensive Plan.

b. Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

Staff Comment: Vehicular/Pedestrian Access and Traffic Flow.

Most surrounding streets have sidewalks and provide for good pedestrian access. Vehicular access to the property is also good, with a strong surrounding grid of local streets. Staff believes that the proposed vehicular and pedestrian circulation pattern is acceptable.

c. Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.

Staff Comment: The existing church is grandfathered from paved minimum parking requirements as it precedes the Zoning Code. Normally the parking is contained within the grassy area in the front and also by owner permission on the vacant lot just east of the church. The pastor noted that there are usually around 50-60 attendees with 20 to 30 cars, which can be easily accommodated on the areas above. New parking is not required for the multi-purpose area since it will not increase activities and traffic for this use, as an expansion of the sanctuary or new activity like a school would.

d. *Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.*

Staff Comment: As a requirement of the Zoning Code, an enclosure area must be created for the garbage carts.

e. *Utilities, with reference to location, availability and compatibility.*

Staff Comment: The property is appropriately served by utilities.

f. *Screening and buffering, with reference to type, dimensions and character.*

Staff Comment: Applicable sections of the City's landscape ordinance require the screening of the addition from adjacent residential properties to the east and west with either a six-foot tall wood privacy or stockade fence or a planted hedge that will reach a similar height. This is just along the property line adjacent to the addition, not the entire property line. While not required, staff recommends that the Applicant consider planting a shade tree to the west of the addition (the area east of the new addition already has tree cover). The Applicant shall submit a landscape plan showing these elements for staff review and approval prior to any permit issuance.

g. *Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.*

Staff Comment: Figure 2 shows that there is a ground sign in front of the church. The Zoning Code allows for churches in residential zoning districts a permanent ground sign less than six feet in height and 30 square feet, and also a wall sign limited to 30 square feet. The existing signs meet this standard, and no new signs are proposed.

h. *Required yards and other open space.*

Staff Comment: The R-2 zoning district requires 7.5 side setbacks for new buildings, which is provided in the site plan.

i. *General compatibility with adjacent properties and other property in the district.*

Staff Comment: In this case compatibility would be determined by the input of neighbors on whether the Church is a use that does not negatively impact the neighborhood with traffic, noise, or other nuisance activities. Neighbors within 150 feet of the property have been notified of the application and to this date Staff has not heard from anyone. The presence or absence of supporters or opposition at the public hearing will assist the Board in determining compatibility. Given the longstanding presence of the church in the neighborhood, Staff believes the existing and proposed development is compatible to adjacent and vicinity properties. Parking is generally contained on the property and the infrequency of use and low traffic impacts will not unreasonably impact neighbors.

j. *Any special requirements set out in the schedule of district regulations for the particular use involved.*

Staff Comment: There are no special requirements for churches within the R-2 zoning district.

k. *The recommendation and any special requirements of the historic preservation board for uses within the HD zoning district.*

Staff Comment: Not applicable.

Impact on Public Interest

Staff Comment: A review of the criteria above indicates that the proposed conditional use would not present a substantially negative impact on the overall public interest of the surrounding area and the City as a whole. The new building and landscaping will in fact positively impact the neighborhood. No comments or objections were received from other City departments, vicinity property owners, or members of the public.

STAFF RECOMMENDATION

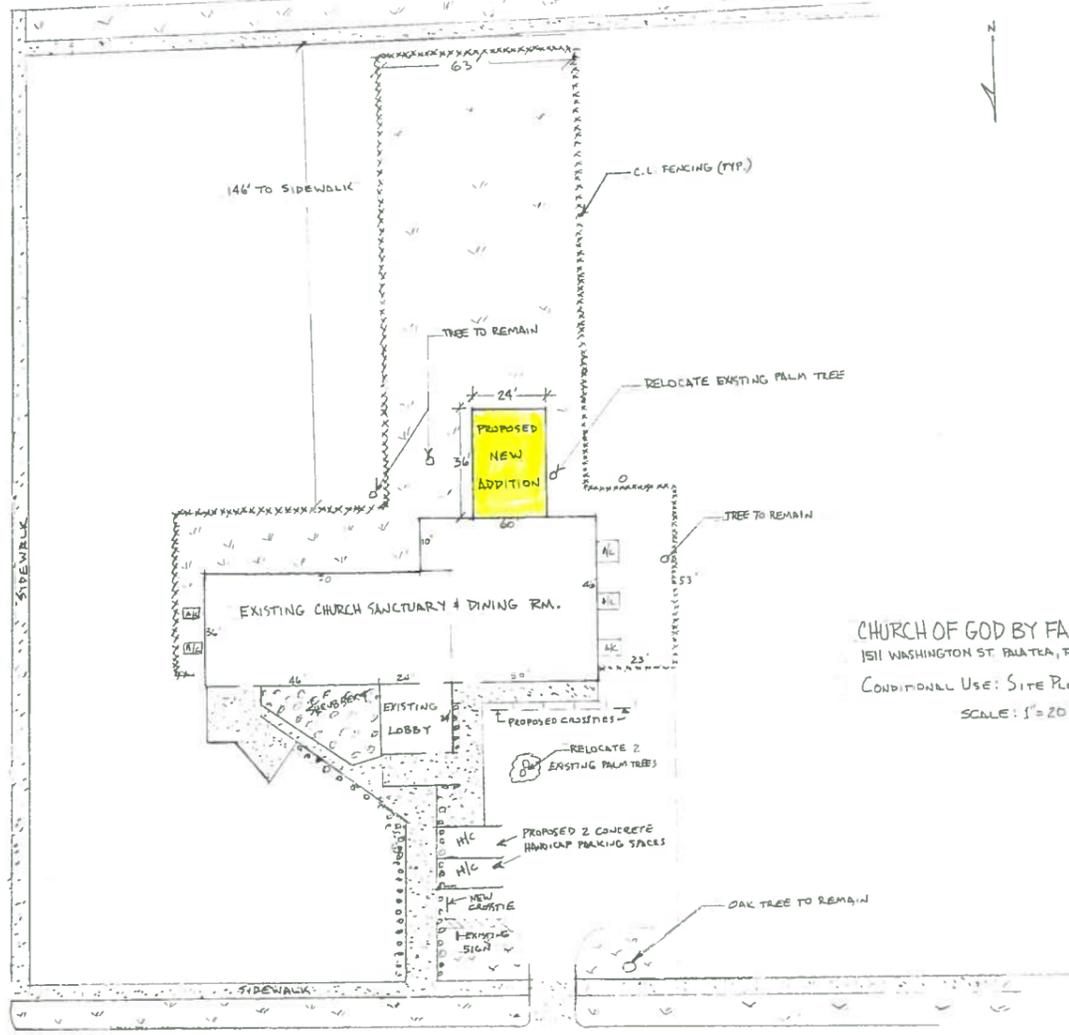
As demonstrated in this report, this application generally meets the conditional use criteria. Staff recommends approval with the following conditions.

1. Uses on the property shall be limited to a maximum existing 225-seat church sanctuary, associated activities normally associated with a church, and 864 square foot new multi-purpose building.
2. Site development shall occur in keeping with the approved site plan.
3. Per Zoning Code Section 261 any exterior lighting on the site must be designed and arranged so that no source of such lighting is visible from adjoining residential properties. All site lighting shall be shielded or downcast to eliminate glare on adjoining properties and roadways.
4. The refuse area shall be screened on three sides with a six-foot tall privacy or stockade fence.
5. The Applicant shall erect a six-foot tall wood privacy or stockade fence or plant a continuous hedge of similar height along the east and west property lines adjacent to the new addition (not along the entirety of these property lines). While it is not required, Staff recommends that the Applicant plant a shade tree to the west of the new addition. The Applicant shall submit a landscape plan showing these elements for staff review and approval prior to any permit issuance.
6. All other applicable standards of the Municipal Code must be met.

ATTACHMENTS: APPLICANT SITE PLAN AND NARRATIVE

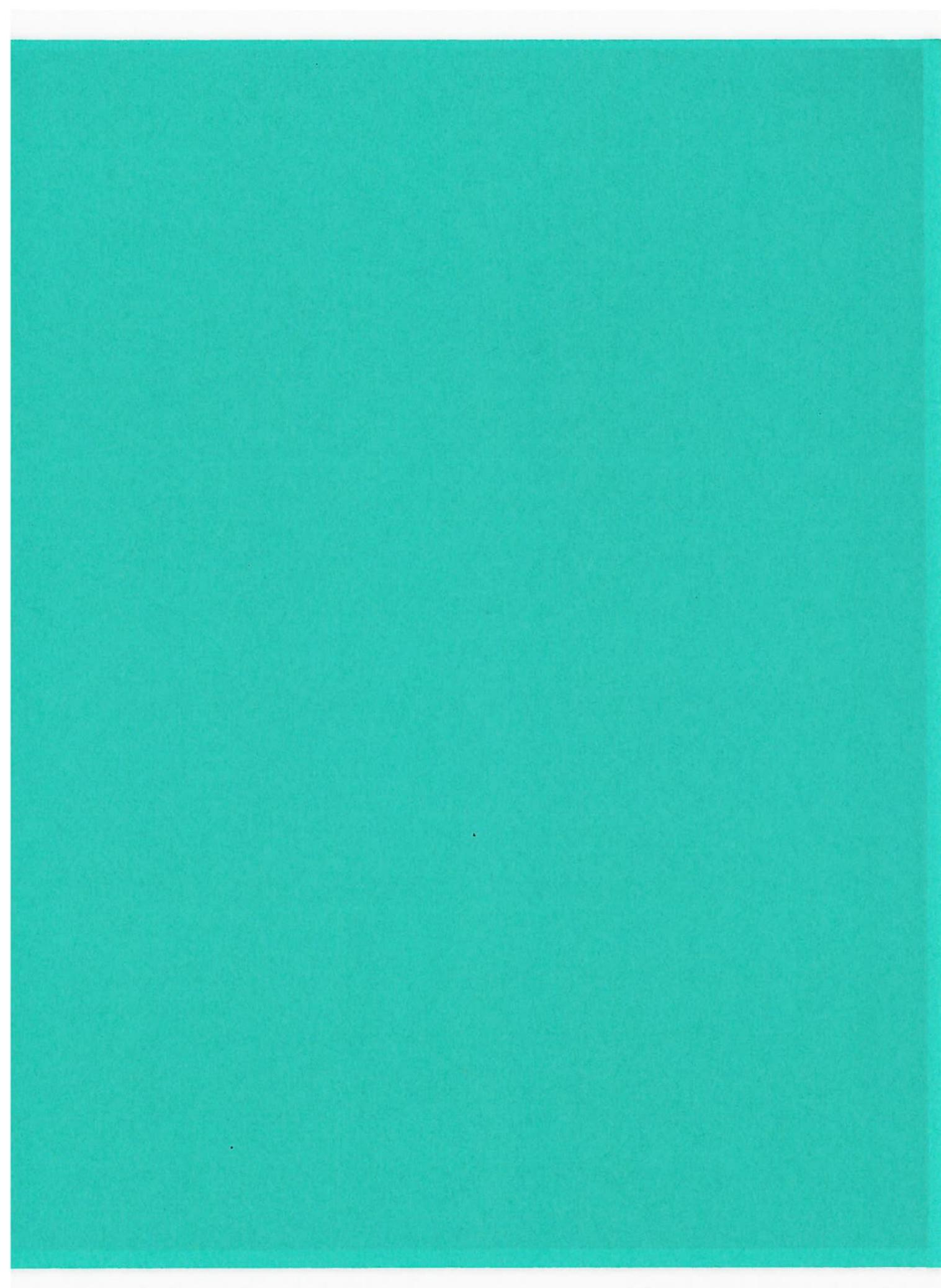
EAGLE STREET

15TH STREET



CHURCH OF GOD BY FAITH
 1511 WASHINGTON ST PALM BEACH, FL
 CONDITIONAL USE: SITE PLAN / JUSTIFICATION
 SCALE: 1"=20'

WASHINGTON STREET



Case 13-50
Landscaping and Buffering & Screening Code Revisions

STAFF MEMO

DATE: October 23, 2013

TO: Planning Board members

FROM: Thad Crowe, AICP 
Planning Director

Request to amend Municipal Code Sec. 94-295 Landscaping and Tree Protection (General landscape requirements) to provide standards for fencing; and amend Buffering and Screening Code Section 94-303 to the following landscape area types applicable to conditional uses: roadway buffers, vehicular use buffers, and parking lot landscape islands.

Staff is recommending tabling this item to the December meeting as we continue to research and refine the ordinance.