



PUBLIC SCHOOL FACILITIES ELEMENT

**CITY OF PALATKA
COMPREHENSIVE PLAN**

Adopted July 10th, 2008

Prepared by the Northeast Florida Regional Council
6850 Belfort Oaks Place
Jacksonville, Florida 32216
(904) 279-0880

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EXHIBITS

I-1: Public Schools Facility Element Data & Analysis

ADOPTABLES:

- **Goals, Objectives & Policies (note: Policy I.1.1.1 adopts level of service standards)**
- **Appendix ‘B’ and ‘C’**

SUMMARY

The Public School Facilities Element (PSFE) establishes requirements for coordinated planning between the Putnam County School District and the City of Palatka, a level of service standard for public schools that serve Palatka, and procedures for public school concurrency management in Palatka’s residential development review process. The Element includes data and analysis and goals, objectives, and policies.

The data and analysis to support this Element is found in Exhibit I-1 and was created by Kimley-Horn and Associates on behalf of the Putnam County School District, Putnam County, and the incorporated municipalities therein.

INTRODUCTION

In 2005, the Florida Legislature amended section 163.3180 of the Florida Statutes to require local jurisdictions to include a Public School Facilities Element (PSFE) in the Comprehensive Plan. The Map Series, the Capital Improvement Element and the Intergovernmental Coordination Element of the Comprehensive Plan must be consistent with the PSFE.

The PSFE must establish a level of service for public schools and ensure school capacity is maintained at the adopted level of service as residential development occurs. The School District of Putnam County, Putnam County, Crescent City, the City of Palatka, the Town of Interlachen, the Town of Pomona Park, and the Town of Welaka have each adopted the Interlocal Agreement for Coordinated Land Use and Public School Facility Planning (ILA), to achieve school concurrency and coordinate school planning (see Intergovernmental Coordination Element, Policy G.1.2.4).

Schools

The Putnam County School District currently operates 10 elementary schools, 5 middle schools, 2 high schools and 2 combination / other schools.

DEMOGRAPHIC TRENDS

Population

The information contained in this Demographic Trends section is to project the number of school age children in Palatka thru 2020. Recognizing that the school district is county-wide, the data and analysis to support this Element is incorporated as **Exhibit I-1** to this Element.

According to the Bureau of Economic and Business Research (BEBR) the City of Palatka will experience the following population growth:

<u>YEAR</u>	<u>PERMANENT POPULATION</u>
2010	11,701
2015	12,191
2020	12,649

*Source: University of Florida, Shimberg Center for Affordable Housing;
Bureau of Economic and Business Research, University of Florida*

Currently, the average Persons Per Household (PPH) in the City of Palatka is 2.24. Utilizing this figure to project the number of households demanded in years 2010, 2015, and 2020, we get:

<u>YEAR</u>	<u>NUMBER OF HOUSEHOLDS</u>
2010	4,875
2015	5,080
2020	5,270

Student Demand

The above housing projections are utilized as assumptions for determining projected student population. The following Estimated Number Of Students Per Total Occupied Dwelling Units table is contained in the Putnam County Public School Facilities Element Data and Analysis. For consistency in student population estimates, these estimates are utilized for the City of Palatka.

PK – 12 Students*	11,698			
2005 American Community Survey Dwelling Units**	27,923	=		= 0.4189

*Actual 2005-06 enrollment data from the Department of Education 2006
 Capital Outlay FTE Forecast – updated 7/31/2006
 **Excludes unoccupied units

Applying the 0.4189 student per household figure, Palatka’s student population for years 2010, 2015 and 2020 are as follows:

<u>YEAR</u>	<u>NUMBER OF STUDENTS</u>
2010	2,042
2015	2,128
2020	2,207

The following Student Distribution Percentages was utilized for the County Public School Facilities Element and is applied to Palatka for internal consistency with the data and analysis contained in Exhibit I-1 to this Element:

Grade Level	Grade Level # of Students per Total Students	Student Distribution Percentage		
PK-6	5,800	=	0.4958	=
	11,698			49.58%
7-8	2,774	=	0.2371	=
	11,698			23.71%
9-12	3,124	=	0.2671	=
	11,698			26.71%

Source: Putnam County Public School Facilities Element: Data and Analysis, Kimley-Horn and Associates, March 2007

Using this student distribution percentages, for years 2010, 2015 and 2020, combined with the projected total number of students for these years, the following distribution of students is created:

	2010	2015	2020
PK thru 6	1,012	1,055	1,094
7 and 8	484	505	523
9 thru 12	545	568	589

According to the Putnam County School District, the following public schools are located in Palatka:

<u>SCHOOL</u>	<u>LOS</u>	<u>07/08 ENROLLMENT</u>
<u>Elementary Schools</u>		
James A. Long Elementary School	681	462
Kelley Smith Elementary School	747	676
Mellon Elementary School	576	476
Moseley Elementary School	409	307
River Breeze Elementary School	788	426
<u>Middle Schools</u>		
Beasley Middle School	806	626
Jenkins Middle School	912	696
<u>High Schools</u>		
Palatka High School	2,106	1,641
<u>Other Schools</u>		
E.H. Miller School (PK thru 12)	261	102

According to Table 12: Putnam County School District Utilization contained in the Putnam County public School Facilities Element (Exhibit I-1), each of the above schools will maintain their adopted level of service standards through school year 2015 / 16, taking into account new schools.

ELEMENT DATA AND ANALYSIS

While the above population and student projections are useful for general comprehensive planning purposes, it is necessary to utilize county-wide data and analysis, as the Putnam County School District is county-wide. Therefore, **Exhibit I-1, Putnam County Public School Facilities Element: Data and Analysis**, has been incorporated as the complete data and analysis for this Public School Facilities Element.



PUBLIC SCHOOL FACILITIES ELEMENT
Goals, Objectives and Policies

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GOALS, OBJECTIVES, AND POLICIES

Goal I. 1 9J-5.025(3)(a)

In coordination with the Putnam County School District, Putnam County, Crescent City, the Town of Welaka,, the Town of Interlachen, and the Town of Pomona Park, the City of Palatka shall establish and maintain a public school system that offers a high quality educational environment, provides accessibility for all of its students, and ensures adequate school capacity to accommodate enrollment demand.

Objective I.1.1 9J-5.025(3)(b)1

The City of Palatka shall ensure the correction of existing school facility deficiencies to provide adequate student capacity, which shall not exceed the adopted level of service standards within the Putnam County School District and which will meet future capacity needs.

Policy I.1.1.1 9J-5.-25(3)(c)7

The City of Palatka hereby adopts LOSS for Schools of 100% based on permanent FISH capacity for all school types (Elementary, Middle, High).

Policy I.1.1.2 9J-5.-25(3)(c)1

The City of Palatka hereby designates the Staff Working Group (SWG) as the monitoring group for coordinated planning and school concurrency.

- (a) The SWG shall discuss and share information on issues of mutual concern, including but not limited to population and student projections, School Concurrency Service Area (SCSA) boundaries, development trends, co-location, joint use opportunities, as well as ancillary infrastructure improvements needed to support each school and to ensure safe student access.
- (b) The SWG shall oversee and prepare a written annual review of the implementation of school concurrency and the Public School Facilities Element, which will include the activities of the past year and be distributed to all Parties hereto and presented at a public meeting of the School Board.

Policy I.1.1.3 9J-5.-25(3)(c)1

The City of Palatka hereby adopts the School District's current middle school attendance zones as the School Concurrency Service Area (SCSA) boundaries (see: Appendix 'A', Map I-1).

Policy I.1.1.4 9J-5.-25(3)(c)1

The City of Palatka shall use the following procedures for modifying the SCSA boundary maps, consistent with the School District and Putnam County:

- (a) Any Party to the adopted Interlocal Agreement for School Planning may propose a modification to the SCSA boundary maps. Prior to adopting any change, the School District must verify that proposed modifications will:
 - 1. Achieve the adopted level of service standards for each year of the five year planning period; and
 - 2. Maximize school capacity to the greatest extent possible, while

taking into account transportation costs, court approved desegregation plans and other relevant factors.

- (b) If the School District determines that the SCSA change is appropriate under the standards in I.1.1.4 (a), the School District shall transmit the proposed boundaries, data and analysis, and maps to the Staff Working Group (SWG).
 - 1. The SWG shall review the proposed boundary changes and send their comments to the School District within forty-five (45) days of receipt.
 - 2. A change to a SCSA boundary shall become effective upon final approval by the School Board and shall be revised on SCSA maps.

Policy I.1.1.5 9J-5.-25(3)(c)1

The City of Palatka shall observe the following process to change the use of schools:

- (a) If the School District determines that a school change is appropriate, the School District shall transmit the proposed school change and supporting data and analysis to the Staff Working Group.
- (b) The Staff Working Group shall review the proposed changes to the school use and send their comments to the School District within forty-five (45) days of receipt.
- (c) The change in school use shall become effective upon approval by the School Board.

Objective I.1.2 9J-5.025(3)(b)2

The City of Palatka shall require school concurrency review for residential development, to ensure that school facility capacity does not exceed the Level of Service (LOS) standards within the Public School Concurrency Service Area (SCSA) for each year of the five-year planning period.

Policy I.1.2.1 9J-5.-25(3)(c)4

The City of Palatka shall adopt school concurrency revisions into its Land Development Regulations.

Policy I.1.2.2 9J-5.-25(3)(c)1

The City of Palatka shall not issue a Certificate of Concurrency Determination for any non-exempt residential development application until the School District has issued a School Capacity Availability Determination Letter (SCADL) verifying that capacity is available to serve the development. The SCADL shall indicate a temporary commitment of school facility capacity for a period not to exceed six (6) months or until The City of Palatka issues a Final Development Order, whichever occurs first.

- (a) Once The City of Palatka issues a Certificate of Concurrency Reservation as part of the Final Development Order, the school capacity necessary to serve the new development shall be considered vested for the life of the Concurrency Reservation and/or the Development Order.

- (b) The City of Palatka shall notify the School District within fifteen (15) days of approval or expiration of a Concurrency Reservation for a residential development. No further determination of school capacity availability shall be required for the residential development before the expiration of the Certificate of Concurrency Reservation, except that any change in the density or intensity of a residential development that requires additional school capacity shall be subject to review and approval by the School District.

Policy I.1.2.3 9J-5.025(3)(c)1

The City of Palatka shall consider the following residential uses exempt from the requirements of school concurrency:

- (a) Single family lots of record, existing at the time the school concurrency implementing ordinances becomes effective.
- (b) Any new residential development that has a preliminary plat or site plan approval or the functional equivalent for a site-specific development order prior to the commencement date of the School Concurrency Program.
- (c) Any amendment to any previously approved residential development that does not increase the number of dwelling units or change the type of dwelling units (single-family to multi-family, etc.).
- (d) Age restricted communities with no permanent residents less than 18 years of age. Exemption of an age restricted community will be subject to a restrictive covenant limiting the age of permanent residents to 18 years and older.

Policy I.1.2.4 9J-5.025(3)(c)8

The City of Palatka, through its land development regulations, shall establish a process for school concurrency review for all residential projects that are not exempt under Policy I.1.2.3. The minimum process requirements are as follows:

- (a) The City of Palatka shall determine that a residential development application is sufficient prior to transmittal to the School District for review.
- (b) The School District shall review the application for available capacity, as follows, and issue a School Capacity Availability Determination Letter (SCADL) to verify capacity:
 1. If capacity is available within the affected SCSA, the School District shall verify available capacity.
 2. If capacity is not available within the affected SCSA, the School District will review adjacent SCSAs for available capacity.
 3. If capacity is available in the adjacent SCSAs, the School District shall verify available capacity.

- (c) A SCADL shall remain valid for the timeframes referenced under Policy I.1.2.2.

Policy I.1.2.5 9J-5.025(3)(c)9

The City of Palatka, through its land development regulations, shall establish a process to notify the developer if capacity is not available under Policy I.1.2.4 as follows:

- (a) The School District shall issue a School Capacity Availability Determination Letter indicating that the proposed residential development does not comply with the adopted LOS standard and may offer the applicant a 90-day negotiation period to mitigate its impacts on school capacity.
- (b) The City of Palatka and the School District shall review mitigation options during the 90-day negotiation period. Mitigation may include but is not limited to:
 - 1. Contribution of land in conjunction with the provision of additional school capacity;
 - 2. Provision of additional permanent student stations through the donation or renovation of buildings for use as a primary or alternative learning facility; or
 - 3. Construction of permanent student stations or core capacity; or
 - 4. Construction of a school in advance of the time set forth in the School District's Five-Year Capital Facilities Plan.

Policy I.1.2.6 9J-5.-25(3)(c)9

The City of Palatka, with the School District, shall review development applications for proportionate share mitigation projects to add the school capacity necessary to satisfy the impacts of a proposed residential development.

- (a) If mitigation is approved, The City of Palatka and the School District shall enter into an enforceable binding agreement with the developer.
- (b) If mitigation is approved, it shall be identified and included in the school capacity improvement in the School District Five-Year Capital Plan.
- (c) If mitigation is denied, The City of Palatka must deny an application based on unavailable school capacity.

Policy I.1.2.7 9J-5.-25(3)(c)9

The City of Palatka and the School District will base costs for mitigation options on the estimated cost of the improvement on the date that the improvement is programmed for construction. The City of Palatka and the School District will calculate future costs using estimated values at the time the mitigation is anticipated to commence.

Objective I.1.3 9J-5.025(3)(b)1 and 3

The City of Palatka's Five-Year Schedule of Capital Improvements shall include the School District's annual update of the five-year schedule of capital improvements, which shall include those projects necessary to achieve and maintain the adopted levels of service for the five year planning period that address existing deficiencies and future needs.

Policy I.1.3.1 9J-5.025(3)(c)2

No later than December 1st of each year, the City of Palatka shall adopt and incorporate into the Capital Improvements Element the School District's financially feasible Five-Year Capital Facilities Plan, adding a new fifth year. The Five-Year Capital Facilities Plan shall maintain the adopted level of service standard for the five-year planning period and shall be coordinated with the long-term planning period of Putnam county.

Policy I.1.3.2 9J-5.025(3)(c)6

The City of Palatka, in conjunction with the School District, shall maintain a long-range school facilities map series that includes the planned general location of schools and ancillary facilities for the five-planning period and the long-range planning period.

Objective I.1.4 9J-5.025(3)(b)4, 5, and 6

The long range public school facility map will be coordinated with the City of Palatka's Comprehensive Plan, including the Future Land Use Map series (FLUMs). The City shall ensure that any new public schools sited in Palatka or adjacent to Palatka will be located as community focal points near the existing and proposed residential areas that they will serve. To the extent possible, schools will be co-located with other appropriate public facilities, such as parks, libraries, and community centers, and will be coordinated with plans for supporting infrastructure. Public school planning will ensure safe access to schools through supporting infrastructure such as sidewalks, bicycle paths, turn lanes, and signalization.

Policy I.1.4.1 9J-5.025(3)(c)5 and 10

The Local Government or County, in conjunction with the School District, shall jointly ensure the compatibility and integration between public schools and surrounding land uses, by determining the need for and timing of on-site and off-site improvements necessary to support a new school.

Policy I.1.4.2 9J-5.025(3)(c)6

The City of Palatka shall work with the Putnam County School District to ensure that the long range public school facility map is coordinated with the City of Palatka's Comprehensive Plan, including the Future Land Use Map series (FLUMs).

Policy I.1.4.3 9J-5.025(3)(c)5

The City of Palatka shall enter into an agreement with the School Board that identifies the timing, location, and the responsible parties for constructing, operating, and maintaining off-site improvements needed to support new schools sited in Palatka.

Policy I.1.4.4 9J-5.025(3)(c)10

The City of Palatka shall encourage the location of schools near residential areas and will:

- (a) Assist the School District in identifying funding and/or construction opportunities (including developer participation or capital budget expenditures for sidewalks, traffic signalization, access, water, sewer, drainage, and other infrastructure improvements;

- (b) Work with the School District to ensure compatibility of school sites and surrounding land uses;
- (c) Work with the School District to determine the need for and timing of on-site and off-site improvements necessary to support a new school; and
- (d) Review and provide comments on all new school sites.

Policy I.1.4.5 9J-5.025(3)(c)4

The Local Government or County, in conjunction with the School District, shall seek opportunities to co-locate public facilities with schools, such as parks, libraries, and community centers, as the need for these facilities is identified.

Policy I.1.4.6 9J-5.025(3)(c)11

The City of Palatka, with the School District, shall identify issues relating to public school emergency preparedness, such as:

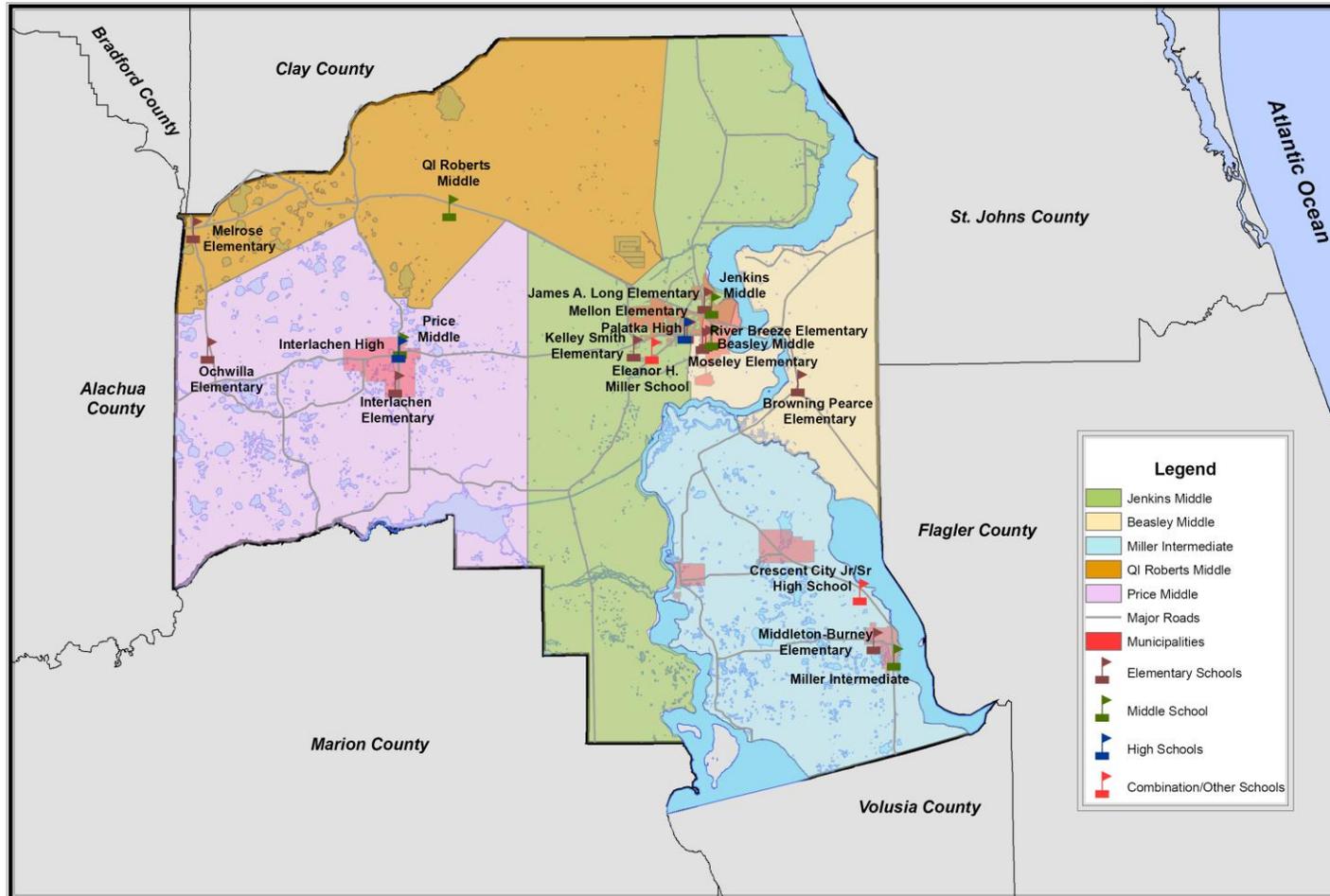
- a. The determination of evacuation zones, evacuation routes, and shelter locations;
- b. The design and use of public schools as emergency shelters; and
- c. The designation of sites other than public schools as long-term shelters, to allow schools to resume normal operations following emergency events.

APPENDIX 'A'

<u>FISH Capacity of Existing School Facilities in Putnam County – Year 2006-2007</u>			
<u>Facility</u>	<u>FISH Capacity*</u> <u>(Permanent school capacity)</u>	<u>CO-FTE*</u> <u>(DOE proposed enrollment)</u>	<u>Percent Capacity Committed*</u> <u>(utilization)</u>
<u>Beasley Middle</u>	<u>806</u>	<u>637</u>	<u>79%</u>
<u>Moseley Elementary</u>	<u>409</u>	<u>356</u>	<u>87%</u>
<u>River Breeze Elementary</u>	<u>788</u>	<u>433</u>	<u>55%*</u>
<u>Mellon Elementary</u>	<u>576</u>	<u>408</u>	<u>71%</u>
<u>Kelley Smith Elementary</u>	<u>747</u>	<u>688</u>	<u>92%</u>
<u>Interlachen High</u>	<u>1,224</u>	<u>934</u>	<u>76%</u>
<u>Price Middle</u>	<u>803</u>	<u>608</u>	<u>76%</u>
<u>Melrose Elementary</u>	<u>561</u>	<u>312</u>	<u>56%</u>
<u>James A. Long Elementary</u>	<u>677</u>	<u>470</u>	<u>69%*</u>
<u>Jenkins Middle</u>	<u>912</u>	<u>708</u>	<u>78%</u>
<u>Interlachen Elementary</u>	<u>942</u>	<u>765</u>	<u>81%</u>
<u>Browning-Pearce Elementary</u>	<u>946</u>	<u>810</u>	<u>86%</u>
<u>G.C. Miller Intermediate</u>	<u>725</u>	<u>469</u>	<u>65%</u>
<u>Middleton-Burney Elementary</u>	<u>844</u>	<u>638</u>	<u>75%</u>
<u>Crescent City Jr./Sr. High</u>	<u>1,098</u>	<u>917</u>	<u>84%</u>
<u>Palatka High</u>	<u>2,106</u>	<u>1670</u>	<u>79%</u>
<u>E.H. Miller School ESE</u>	<u>261</u>	<u>105</u>	<u>40%</u>
<u>Ochwilla Elementary</u>	<u>627</u>	<u>400</u>	<u>64%</u>
<u>Q.I Roberts Middle</u>	<u>410</u>	<u>372</u>	<u>91%</u>

Prepared By: Kimley-Horn and Associates, March 2007

APPENDIX 'B'



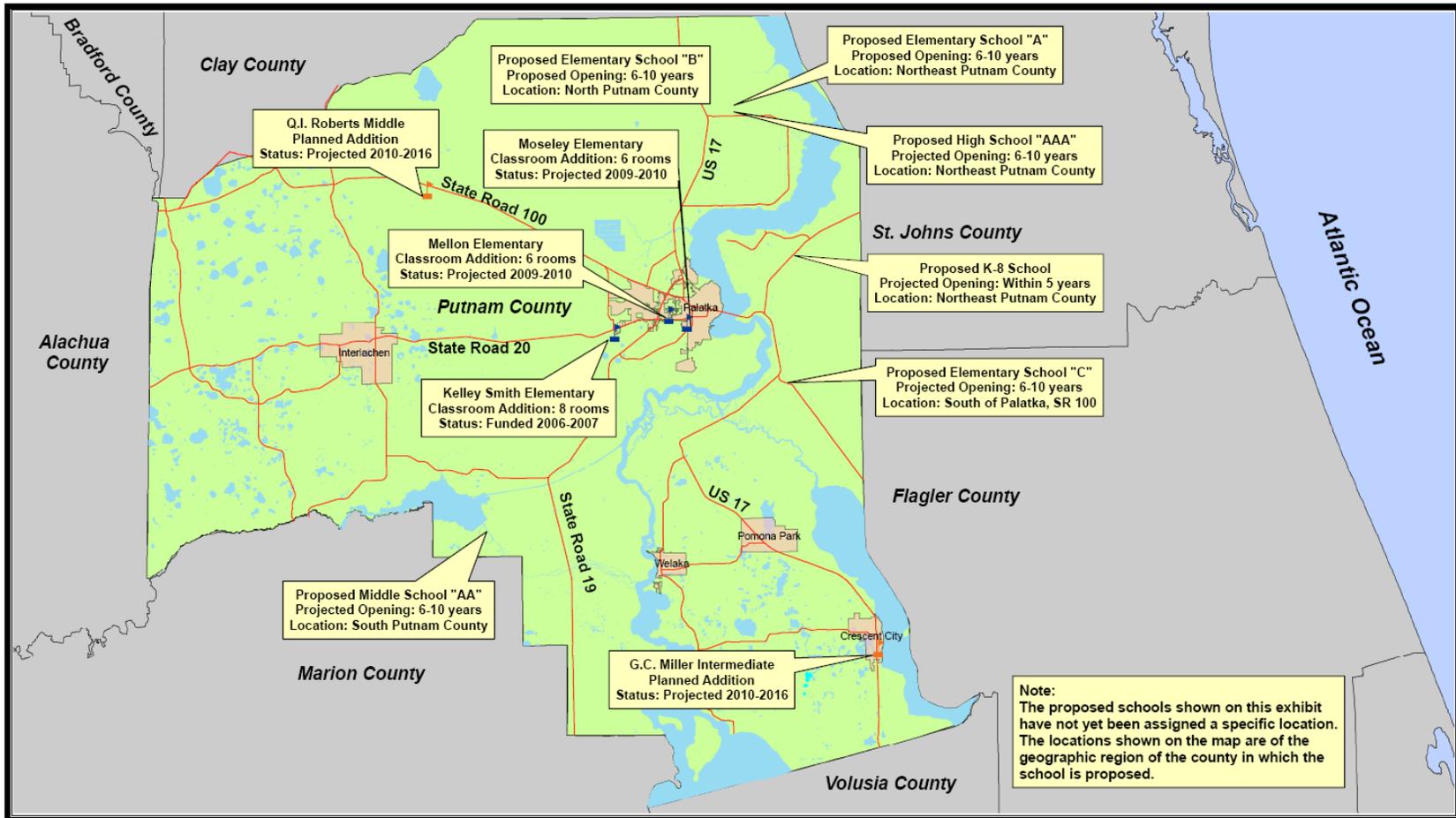
Putnam County School Concurrency
 Concurrency Service Area

PUTNAM COUNTY, FLORIDA
 Contact: David DeYoung, AICP, (861) 840-0291

DATE: 30 May, 2007
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0 4 8 Miles

APPENDIX 'C



Putnam County School Concurrency
Future School Locations and Additions

DATE: MARCH 2007
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PUTNAM COUNTY, FLORIDA

EXHIBIT I-1

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