

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

AGENDA

CITY OF PALATKA

January 12, 2012

CALL TO ORDER:

- a. Invocation – The Reverend Dennis Childers, Pastor, Holly Ridge Chapel
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 12/8/11

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION** recognizing City of Palatka's 159th Birthday
- b. **CERTIFICATE OF ACHEVEMENT** for Excellence in Financial Reporting – Finance Dept.
- c. **PROMOTIONS** – Palatka Police Department:
Mike Meredith – Detective to Sergeant
Chris Ashley – Officer to Corporal
Scott Mast – Officer to Corporal

2. PUBLIC COMMENTS - (Speakers limited to three minutes – no action taken on items)

3. CONSENT AGENDA:

- *a. **Authorize the Mayor to execute required forms, including a Determination of Exemption & Categorical Exclusion, Release of Funds and Removal of Environmental Grant Conditions on behalf of Palatka Housing Authority's Annual (2012) and 5-Year (2012-2016) Capital Improvement Plans, and certify their consistency with the Comprehensive Plan for the City of Palatka**
- *b. **Authorize execution of Election Services Agreement with Putnam County Supervisor of Elections, per staff recommendation (City Manager, Clerk)**
- *c. **Declare City Hall/City Lot surplus items as listed for disposition at auction**
- *d. **Reappoint Charles Rabun and Marc Spalding to the Palatka Gas Authority Board for three-year terms to expire January, 2015 (incumbent members; sole applicants)**
- *e. **Appoint Art Leary to the Palatka Firefighters Pension Board as 5th member representative for a two-year term to expire December 31, 2014 (sole applicant)**
- *f. **Appoint Dave Cox (PMGA Pres) and reappoint Greg Jungenberg (PMGA), Joy Langston (PWGA Pres) and Gen Alvers (PWGA) to the Golf Course Advisory Board for a one-year term to expire January, 2013 (designated Professional Golf Association members)**
- *g. **Reappoint 2012 Commission Representatives and Liaisons as listed**
- *h. **Grant Preliminary approval of schedule of 2012 Class A Festivals, Arts Council Summer Concert Series, and City-Sponsored Events and other annually recurring events, per listing.**
- *i. **Grant permission to exceed allowable noise levels established by Chapter 30 of the Palatka Code of Ordinances for "4th Saturday Dancin' In The Street Downtown Cruise-In Block Party" from 5:00 p.m. to 10:00 p.m. on 4th. Saturdays of January (28th), February (25th) and March (24th), 2012 – Palatka Main Street, Applicant – per Special Events Coordinator's Recommendation**

AGENDA - CITY OF PALATKA
January 12, 2012
Page 2

- ** 4. **PLANNING BOARD APPOINTMENTS** – interview applicants for one (1) at-large position
 - 1. George DeLoach
 - 2. Clem Saccareccia
- * 5. **RED LIGHT CAMERA PROGRAM** – Police Chief Getchell
- * 6. **ORDINANCE** electing to locally implement FS 316.008 (8)(a) to allow for the installation of Traffic Infraction Detectors to enforce red light violations, and repealing the Palatka Traffic Safety Act, Chapter 82, Article IV of the Municipal Code – 1st Reading
- * 7. **PUBLIC HEARING – 718 Elmwood Avenue** – Planning Board Recommendation to annex, amend the future land use designation and rezone from Putnam County R-1A (Single-Family) to City of Palatka R-1 (Single Family Residential), John W. White and Larue Greathouse, Applicants
 - a. **ORDINANCE** annexing 718 Elmwood Avenue – 1st Reading
 - b. **ORDINANCE** rezoning 718 Elmwood Avenue – 1st Reading
- * 8. **ORDINANCE** - Planning Board Recommendation to Rezone 4 parcels of land on Kay Larkin Circle and 2 parcels of land north of St. Johns Ave. and west of Moody Rd. (a total of more than 20 acres in size) from M-1 (Light Industrial) To AP-2 (Airport Related) – City of Palatka Building & Zoning Dept., Applicant – 1st Reading
- * 9. **ORDINANCE** – Planning Board Recommendation to Rezone 6805 St. Johns Avenue from Putnam County Ag (Agriculture) To R-3 (Multiple-Family Residential) – Robert A. Guirlinger, Arbor Place Partners, LLLP, Applicant – 1st Reading
- * 10. **ORDINANCE** amending Municipal Code Section 94-201 to allow additional products sold at Farmers Markets – 2nd Reading, Adopt
- * 11. **ORDINANCE** amending Municipal Code Section 94-111(b) to allow Planned Unit Developments in OPF and PB Future Land Use Map categories – 2nd Reading, Adopt
- * 12. **ORDINANCE** amending Municipal Code Section 94-161(i) and 94-162(i) exempting single residential units within a building from the minimum parking requirements in the downtown zoning districts – 2nd Reading, Adopt
- * 13. **ORDINANCE** amending Municipal Code Section 38-8 to reference recently adopted Flood Hazard Maps – 2nd Reading, Adopt
- * 14. **ORDINANCE** Amending Chapter 94-296 of the Municipal Code to require landscape plans for certain non-residential new construction be prepared by a licensed, Florida Registered Landscape Architect or other authorized & licensed professional – 2nd Reading, Adopt
- 15. **ADMINISTRATIVE REPORTS**
- 16. **COMMISSIONER COMMENTS**
- 17. **ADJOURN**

*Attachment **Separate Cover

AGENDA - CITY OF PALATKA
January 12, 2012
Page 3

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

Upcoming Events:

Jan. 16, 2012 – City offices closed to observe Martin Luther King Day
Jan. 20, 2012 – Arbor Day Celebration
Jan. 25, 2012 – Legislative Action Day, Tallahassee
Jan. 26, 2012 – City Commission Workshop 4:00 p.m.
Jan. 28, 2012 – Palatka Municipal Airport Fly-In
February, 2012 – Black History Month
February 23, 2012 – City Commission Workshop 4:00 p.m.
March, 2012 – Women's History Month
March 3 & 4, 2012 – Florida Azalea Festival
March 22, 2012 – City Commission Workshop, 4:00 p.m.

Board Openings:

Historic Preservation Board: 1 alternate
Tree Committee 1 Vacancy
Planning Board 1 Member (at large)
Code Enforcement Board: 2 Vacancies (Architect. & Alt.)

Certificate of Achievement for Excellence in Financial Reporting

Presented to

City of Palatka
Florida

For its Comprehensive Annual
Financial Report
for the Fiscal Year Ended

September 30, 2010

A Certificate of Achievement for Excellence in Financial Reporting is presented by the Government Finance Officers Association of the United States and Canada to government units and public employee retirement systems whose comprehensive annual financial reports (CAFRs) achieve the highest standards in government accounting and financial reporting.



Linda C. Sandson
President

Jeffrey L. Esser
Executive Director

**REQUEST TO BE PLACED ON
CITY COMMISSION AGENDA**

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that that would help the Commission to better consider your request, should be submitted to the City Clerk's office *no later than 5:00 p.m. on the Wednesday, a week prior to the next regularly scheduled Thursday City Commission meeting.* Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

Name of Individual, Organization or Group making presentation or request:

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell 

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. _____ Fax _____

Requested meeting date for Agenda Item: January 12, 2012

Request for Commission Action or Presentation Only; no action required Subject

Matter you wish to address:

Recognition of the following officer promotions:

- Detective Mike Meredith to Sergeant
- Officer Chris Ashley to Corporal
- Officer Scott Mast to Corporal

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

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

*Agenda
Item*

3a



City of Palatka
Building & Zoning
201 N. 2nd Street
Palatka, Florida 32177
386-329-0103 • Fax 386-329-0172



January 6, 2012

Mr. John Nelson, Jr.
Executive Director
Palatka Housing Authority
400 North 15th Street
P.O. Box 1277
Palatka, FL 32178-1277

RE: Palatka Housing Authority's 2012-2016 Five-Year Plan

Dear Mr. Nelson:

Planning staff has reviewed the PHA's 2012-2016 Five-Year Plan and have determined that it is in conformance with the goals, objectives, and policies of the City of Palatka's Comprehensive Plan.

Sincerely,

A handwritten signature in black ink, appearing to read "Thad Crowe".

Thad Crowe, AICP
Planning Director



December 21, 2011

Public Library, Palatka
James A. Long Community Center
Palatka City Government Offices
Palatka Housing Authority Management Office

To Whom It May Concern:

Attached for your review you will find the Palatka Housing Authority's Five-Year Plan, 2012-2016. Please post this item in a viewable location.

In accordance with HUD regulations there will be a public hearing regarding the annual plan. This hearing will be held at the Dr. James A. Long Community Center, located at 601 N. 21st St., Palatka on February 6, 2012 at 11:00 a.m. to review the plan and to hear comments. Any comments which are being made must be submitted in writing to the Palatka Housing Authority.

Any policies referenced within the Plan are available for review at the Palatka Housing Authority's main office, 400 North 15th Street.

Sincerely,

John Nelson, Jr.
Executive Director

Attachment

PHA 5-Year and Annual Plan

U.S. Department of Housing and Urban Development
Office of Public and Indian Housing

OMB No. 2577-0226
Expires 4/30/2011

1.0	PHA Information PHA Name: Palatka Housing Authority PHA Type: <input type="checkbox"/> Small <input type="checkbox"/> High Performing <input checked="" type="checkbox"/> Standard <input type="checkbox"/> HCV (Section 8) PHA Fiscal Year Beginning: (04/01/2012) PHA Code: FL057				
2.0	Inventory (based on ACC units at time of FY beginning in 1.0 above) Number of PH units: <u>383</u> Number of HCV units: <u>340</u>				
3.0	Submission Type <input checked="" type="checkbox"/> 5-Year and Annual Plan <input type="checkbox"/> Annual Plan Only <input type="checkbox"/> 5-Year Plan Only				
4.0	PHA Consortia <input type="checkbox"/> PHA Consortia: (Check box if submitting a joint Plan and complete table below.)				
	Participating PHAs	PHA Code	Program(s) Included in the Consortia	Programs Not in the Consortia	No. of Units in Each Program PH HCV
	PHA 1:				
	PHA 2:				
	PHA 3:				
5.0	5-Year Plan. Complete items 5.1 and 5.2 only at 5-Year Plan update.				
5.1	Mission. State the PHA's Mission for serving the needs of low-income, very low-income, and extremely low income families in the PHA's jurisdiction for the next five years: MISSION STATEMENT To promote adequate and affordable housing, economic opportunity and a suitable living environment free from discrimination. The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence.				

5.2

Goals and Objectives. Identify the PHA's quantifiable goals and objectives that will enable the PHA to serve the needs of low-income and very low-income, and extremely low-income families for the next five years. Include a report on the progress the PHA has made in meeting the goals and objectives described in the previous 5-Year Plan.

- Increase the availability of decent, safe, and affordable housing
- Leverage private or other public funds to create additional housing opportunities
- Acquire or build units or developments
- Working with local government/growth management and zoning
- Banks and government donations
- Improve public housing management
- Improve voucher management
- Increase customer satisfaction
- Concentrate on efforts to improve specific management functions: (public housing finance; voucher unit inspections)
- Renovate or modernize public housing units
- Provide replacement public housing
- Provide voucher mobility counseling
- Conduct outreach efforts to potential voucher landlords
- Implement voucher homeownership program
- Implement public housing or other homeownership programs
- Provide 9 – 10 homeownership opportunities for low-income families of Putnam County

HUD GOAL II

Improve community quality of life and economic vitality

- Provide an improved living environment
- Implement measures to deconcentrate poverty by bringing higher income public housing households into lower income developments
- Implement public housing security improvements
- Designate developments or buildings for particular resident groups: elderly
- Improve marketing/public relations
- Cross training
- Interface with other organizations in each neighborhood: schools/churches
- Promote volunteerism and community service
- Increase resident involvement in programs that promote self-sufficiency

HUD GOAL III

Promote self-sufficiency and asset development of families and individuals

- Promote self-sufficiency and asset development of assisted households
- Increase the number and percentage of employed persons in assisted families
- Provide job skills and employability training services for adult residents
- Provide vocational assessment services for adult residents
- Partner with Work Source (w/MOU) to provide job training opportunities for adult residents
- Provide General Equivalency Diploma (GED) and Adult Basic Education (ABE) for adult residents
- Get residents involved in early services
- Provide life skills training for adults
- Provide training to residents in the development and operation of small businesses
- Tutoring and early childhood education
- Truancy prevention program
- Computer Lab
- Mentor Program
- Communication skills: staff/residents/community

HUD GOAL IV

Provide improved living environment

- Continue implementation of Domestic Violence Policy and procedures.
- In order to assist victims of domestic violence as outlined in the Violence Against Women Act, maintain a common interest in serving victims of domestic violence through 03/31/2014.
- Continue collaborative relationship with the Palatka Police Department through monthly meetings and the monitoring of case report numbers in an effort to implement security improvements throughout all public housing neighborhoods.
- Develop linkages and referrals to appropriate counseling (PHA Director of Resident Services) in addition to those currently available through the local domestic violence shelter.

6.0	<p>PHA Plan Update</p> <p>(a) Identify all PHA Plan elements that have been revised by the PHA since its last Annual Plan submission:</p> <p>(b) Identify the specific location(s) where the public may obtain copies of the 5-Year and Annual PHA Plan. For a complete list of PHA Plan elements, see Section 6.0 of the instructions.</p> <p>(b) Locations for public viewing of PHA Annual Plan:</p> <ol style="list-style-type: none"> 1) Main administrative office of the PHA 2) Main administrative office of the City of Palatka 3) Public library 4) PHA development (Dr. James A. Long Community Center) 																																																																																																
7.0	<p>Hope VI, Mixed Finance Modernization or Development, Demolition and/or Disposition, Conversion of Public Housing, Homeownership Programs, and Project-based Vouchers. <i>Include statements related to these programs as applicable.</i></p>																																																																																																
8.0	<p>Capital Improvements. Please complete Parts 8.1 through 8.3, as applicable.</p>																																																																																																
8.1	<p>Capital Fund Program Annual Statement/Performance and Evaluation Report. As part of the PHA 5-Year and Annual Plan, annually complete and submit the <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i>, form HUD-50075.1, for each current and open CFP grant and CFFP financing.</p> <p>See Attachment:</p> <ol style="list-style-type: none"> a) FY 2012 Capital Fund Program Annual Statement (FL057a01) b) P & E Report Ending 09/30/2011 (FL29P057501-11 – FL057c01) c) P & E Report Ending 09/30/2011 (FL29P057501-09 – FL057d01) d) P & E Report Ending 09/30/2011 (FL29P057501-08 – FL057e01) e) P & E Report Ending 09/30/2011 (FL29R057501-09 – FL057f01) f) P & E Report Ending 09/30/2011 (FL29R057501-10 – FL057g01) g) P & E Report Ending 09/30/2011 (FL29R057501-11 – FL057h01) 																																																																																																
8.2	<p>Capital Fund Program Five-Year Action Plan. As part of the submission of the Annual Plan, PHAs must complete and submit the <i>Capital Fund Program Five-Year Action Plan</i>, form HUD-50075.2, and subsequent annual updates (on a rolling basis, e.g., drop current year, and add latest year for a five year period). Large capital items must be included in the Five-Year Action Plan.</p> <p>See Attachments:</p> <ol style="list-style-type: none"> a) FY 2013 - 2016 Capital Fund Program Five-Year Action Plan (FL057b01) 																																																																																																
8.3	<p>Capital Fund Financing Program (CFFP).</p> <p><input type="checkbox"/> Check if the PHA proposes to use any portion of its Capital Fund Program (CFP)/Replacement Housing Factor (RHF) to repay debt incurred to finance capital improvements.</p>																																																																																																
9.0	<p>Housing Needs. Based on information provided by the applicable Consolidated Plan, information provided by HUD, and other generally available data, make a reasonable effort to identify the housing needs of the low-income, very low-income, and extremely low-income families who reside in the jurisdiction served by the PHA, including elderly families, families with disabilities, and households of various races and ethnic groups, and other families who are on the public housing and Section 8 tenant-based assistance waiting lists. The identification of housing needs must address issues of affordability, supply, quality, accessibility, size of units, and location.</p> <table border="1" data-bbox="196 1423 1369 1871"> <thead> <tr> <th colspan="8">Housing Needs of Families in the Jurisdiction</th> </tr> <tr> <th colspan="8">By Family Type</th> </tr> <tr> <th>Family Type</th> <th>Overall</th> <th>Afford-ability</th> <th>Supply</th> <th>Quality</th> <th>Access-ibility</th> <th>Size</th> <th>Loca-tion</th> </tr> </thead> <tbody> <tr> <td>Income <= 30% of AMI</td> <td>1640</td> <td>5</td> <td>4</td> <td>4</td> <td>2</td> <td>2</td> <td>3</td> </tr> <tr> <td>Income >30% but <=50% of AMI</td> <td>2692</td> <td>4</td> <td>4</td> <td>4</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Income >50% but <80% of AMI</td> <td>1121</td> <td>3</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>Elderly</td> <td>1046</td> <td>5</td> <td>5</td> <td>3</td> <td>3</td> <td>2</td> <td>2</td> </tr> <tr> <td>Families with Disabilities</td> <td>N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>White</td> <td>881</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> <td>2</td> </tr> <tr> <td>African Americans</td> <td>1020</td> <td>5</td> <td>4</td> <td>3</td> <td>3</td> <td>3</td> <td>2</td> </tr> <tr> <td>Hispanic</td> <td>323</td> <td>5</td> <td>4</td> <td>2</td> <td>2</td> <td>3</td> <td>2</td> </tr> <tr> <td>Other</td> <td>N/A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Housing Needs of Families in the Jurisdiction								By Family Type								Family Type	Overall	Afford-ability	Supply	Quality	Access-ibility	Size	Loca-tion	Income <= 30% of AMI	1640	5	4	4	2	2	3	Income >30% but <=50% of AMI	2692	4	4	4	2	2	2	Income >50% but <80% of AMI	1121	3	3	3	2	2	2	Elderly	1046	5	5	3	3	2	2	Families with Disabilities	N/A							White	881	2	2	2	2	2	2	African Americans	1020	5	4	3	3	3	2	Hispanic	323	5	4	2	2	3	2	Other	N/A						
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9.1	<p>Strategy for Addressing Housing Needs. Provide a brief description of the PHA's strategy for addressing the housing needs of families in the jurisdiction and on the waiting list in the upcoming year. Note: Small, Section 8 only, and High Performing PHAs complete only for Annual Plan submission with the 5-Year Plan.</p>
10.0	<p>Additional Information. Describe the following, as well as any additional information HUD has requested.</p> <p>(a) Progress in Meeting Mission and Goals. Provide a brief statement of the PHA's progress in meeting the mission and goals described in the 5-Year Plan.</p> <p>(b) Significant Amendment and Substantial Deviation/Modification. Provide the PHA's definition of "significant amendment" and "substantial deviation/modification"</p> <p>(a) Progress in Meeting Mission and Goals: The Palatka Housing Authority in partnership with the community is committed to providing safe, affordable and quality housing options for economic independence to residents of Palatka and Putnam County. We seek to create equal opportunities through education and training for residents to reach self-sufficiency and economic independence. Our efforts to progressively meet our mission and goals have been enhanced with the Homeownership program.</p> <p>To date the Homeownership grant has provided homeownership opportunities to 10 families. The Elderly/Disabled and ROSS grants provided services to over 100 residents to include Medicaid and health services, recreational activities and quality of life. Both grants provided substantial opportunities to the residents we serve at Palatka Housing Authority. Although the grants have concluded, we continue to partner with Work Source and St. Johns River State College to provide job training and educational opportunities for our residents. Through the joint efforts of this agency and community service agencies, a new alliance was forged and out of it a new council formed, The Heart of Putnam, to collectively provide for the needs of our residents and prevent duplication of services.</p> <p>(b) Significant Amendment – The Palatka Housing Authority's definition of significant amendment in reference to our Five-Year Agency Plan and Annual Plan will apply if a formal vote of the Board of Commissioners is required for any changes to the PHA Five-Year Plan.</p> <p>(c) Substantial Deviation/Modification – The Palatka Housing Authority has determined that a substantial deviation/modification will occur only if a formal vote of the Board of Commissioners is required for changes. In addition, any decision to demolish or dispose of a development or designate a development as "elderly only" or "disabled only", requiring a public hearing and Board of Commissioner approval, as well as HUD approval, will be considered a substantial deviation/modification to the PHA Five-Year Agency Plan.</p>

11.0	<p>Required Submission for HUD Field Office Review. In addition to the PHA Plan template (HUD-50075), PHAs must submit the following documents. Items (a) through (g) may be submitted with signature by mail or electronically with scanned signatures, but electronic submission is encouraged. Items (h) through (i) must be attached electronically with the PHA Plan. Note: Faxed copies of these documents will not be accepted by the Field Office.</p> <p>(a) Form HUD-50077, <i>PHA Certifications of Compliance with the PHA Plans and Related Regulations</i> (which includes all certifications relating to Civil Rights)</p> <p>(b) Form HUD-50070, <i>Certification for a Drug-Free Workplace</i> (PHAs receiving CFP grants only)</p> <p>(c) Form HUD-50071, <i>Certification of Payments to Influence Federal Transactions</i> (PHAs receiving CFP grants only)</p> <p>(d) Form SF-LLL, <i>Disclosure of Lobbying Activities</i> (PHAs receiving CFP grants only)</p> <p>(e) Form SF-LLL-A, <i>Disclosure of Lobbying Activities Continuation Sheet</i> (PHAs receiving CFP grants only)</p> <p>(f) Resident Advisory Board (RAB) comments. Comments received from the RAB must be submitted by the PHA as an attachment to the PHA Plan. PHAs must also include a narrative describing their analysis of the recommendations and the decisions made on these recommendations.</p> <p>(g) Challenged Elements</p> <p>(h) Form HUD-50075.1, <i>Capital Fund Program Annual Statement/Performance and Evaluation Report</i> (PHAs receiving CFP grants only)</p> <p>(i) Form HUD-50075.2, <i>Capital Fund Program Five-Year Action Plan</i> (PHAs receiving CFP grants only)</p> <p>See Attachments:</p> <p>a) Form HUD-50077 PHA Certifications of Compliance with the PHA Plans and Related Regulations – FL057i01)</p> <p>b) Form HUD-50070 Certification for a Drug-Free Workplace – FL057j01)</p> <p>c) Form HUD-50071 Certification of Payments to Influence Federal Transactions – FL057k01)</p> <p>d) Form SF-LLL Disclosure of Lobbying Activities – FL057l01)</p> <p>e) Resident Advisory Board (RAB) comments – FL057m01)</p> <p>f) Certification PHA Plans Consistency with the Consolidated Plan (FL057n01)</p>
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CAPITAL FUND PROGRAM TABLES START HERE

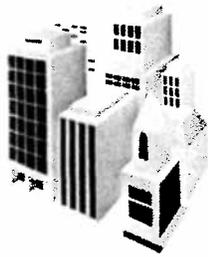
Annual Statement/Performance and Evaluation Report		Capital Fund Program Replacement Housing Factor (CFP/CFPRHF) Part 1: Summary		Federal FY of Grant	
PHA Name: Palatka Housing Authority		Grant Type and Number Capital Fund Program Grant No: FL29P057501-12 Replacement Housing Factor Grant No:		2012	
<input checked="" type="checkbox"/>	Original Annual Statement	<input type="checkbox"/>	Reserve for Disasters/Emergencies	Revised Annual Statement (revision no:)	
<input type="checkbox"/>	Performance and Evaluation Report for Period Ending:	<input type="checkbox"/>	Final Performance and Evaluation Report	Total Actual Cost	
Line No.	Summary by Development Account	Original	Revised	Obligated	Total Actual Cost
1	Total non-CFP Funds				
2	1406 Operations	\$ 63,547			
3	1408 Management Improvements Soft Costs	\$ 126,074			
	Management Improvements Hard Costs				
4	1410 Administration	\$ 63,547			
5	1411 Audit				
6	1415 Liquidated Damages				
7	1430 Fees and Costs	\$ 80,000			
8	1440 Site Acquisition				
9	1450 Site Improvement	\$ 16,772			
10	1460 Dwelling Structures	\$ 215,174			
11	1465 1 Dwelling Equipment--Nonexpendable	\$ 15,625			
12	1470 Nondwelling Structures				
13	1475 Nondwelling Equipment				
14	1485 Demolition				
15	1490 Replacement Reserve				
16	1492 Moving to Work Dmonstration				
17	1495 1 Relocation Costs	\$			
18	1499 Development Activities	\$ 54,728			
19	1502 Contingency				
20	Amount of Annual Grant: (sum of lines....)	\$ 635,467			
21	Amount of line 10 Related to LBP Activities				
22	Amount of line 10 Related to Section 504 Compliance				
23	Amount of line 3 Related to Security--Soft Costs				
24	Amount of line 3 Related to Security--Hard Costs				
25	Amount of line 10 Related to Energy Conservation Measures				
26	Collateralization Expenses or Debt Service				

Annual Statement/Performance and Evaluation Report
 Capital Fund Program Replacement Housing (CFP/CFPRHF)
 Part II: Supporting Pages

PHA Name: Palatka Housing Authority		Federal FY of Grant				
		2012				
Development Number Name/HA-Wide Activities	General Description of Major Work Categories	Dev. Acct No.	Quantity	Total Estimated Cost	Total Actual Cost	Status of Work
				Budget*		
57-11; 57-14; 57-15	Operations	1406	4 sites	\$63,547		
Subtotal - Account 1406				\$63,547		
57-11; 57-12; 57-14; 57-15	Management Improvements	1408	4 sites	\$49,792		
57-11; 57-12; 57-14; 57-15	Resident Services/Development Activities			\$55,500		
57-11; 57-12; 57-14; 57-15	Management Improvement Wages			\$15,782		
57-11; 57-12; 57-14; 57-15	Training & Travel			\$3,000		
57-11; 57-12; 57-14; 57-15	Consultant Services		4 sites	\$2,000		
Subtotal - Account 1408				\$126,074		
57-11; 57-12; 57-14; 57-15	Administration	1410		\$63,547		
Subtotal - Account 1410				\$63,547		
57-11; 57-12; 57-14; 57-15; 57-16	Fees and Costs	1430		\$15,000		
57-11; 57-12; 57-14; 57-15	Fees and Costs			\$50,000		
57-11; 57-12; 57-14; 57-15	Mod Officer & Clerk of the Works Wages			\$15,000		
Subtotal - Account 1430				\$80,000		
57-11; 57-12; 57-14; 57-15	Site Improvements	1450	4 sites	\$12,272		
57-11; 57-12; 57-14; 57-15	CPTED/Landscaping	1450	4 sites	\$2,500		
57-11; 57-12; 57-14; 57-15	Mailbox Upgrade	1450	4 sites	\$1,000		
57-11; 57-12; 57-14; 57-15	Security Lighting	1450	4 sites	\$1,000		
Subtotal - Account 1450				\$16,772		
57-11; 57-12; 57-14; 57-15	Dwelling Structures	1460	2 sites	\$1,000		
57-11; 57-12; 57-14; 57-15	Water Distribution/Water Heaters	1460	4 sites	\$11,000		
57-14; 57-15	Exterior Pressure Washing	1460	2 sites	\$78,436		
57-11	Kitchen Cabinets	1460	1 site	\$20,000		
57-11; 57-12; 57-14; 57-15	Security Screen Doors	1460	4 sites	\$26,738		
57-11; 57-12; 57-14; 57-15	Unit Interior Renovation	1460	4 sites	\$78,000		
Subtotal - Account 1460				\$215,174		
57-15	Dwelling Equipment - Nonexpendable	1465.1	1 site	\$15,626		
Subtotal - Account 1465.1				\$15,626		

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3b



CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriggers@palatka-fl.gov

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: January 6, 2012
Re: Putnam Co. Supervisor of Elections' Memorandum of Agreement

Following this memorandum you will find the final version of a Memorandum of Understanding for Election Services proposed by Susan McCool, Supervisor of Elections, outlining costs and responsibilities associated with municipal elections for both her office and the City of Palatka. Each municipality in Putnam County was asked to execute an agreement. Some of those agreements differ from the City of Palatka's agreement, because our regular elections are in line with County elections, while other municipalities' elections are not in some cases. Our Code States that the County Supervisor of Elections is also the Supervisor of Elections for the City of Palatka, and all candidates are vetted and qualified by that office.

All municipalities with the exception of Welaka have executed some form of this agreement. Staff sees no real harm in executing this agreement, as the benefit is that this outlines what SOE's responsibilities are, in addition to the City of Palatka's responsibilities. This can be cancelled by either party with 30 days' notice.

Susan McCool, the Supervisor of Elections, will be leaving office at the end of 2012 and has stated she will not seek re-election. We do not know if her successor will hold to these terms. The City has an election scheduled for November, 2012, with a primary election to be held in August, so this agreement will apply to our next election. Because the City was astute enough to combine it's elections with County, State and Federal, we have enjoyed the associated cost reduction and will continue to do so. There would be considerable cost associated with a special election or referendum.

Mr. Boynton and I have worked with Mrs. McCool and the other municipalities to iron out the provisions of this Memorandum of Understanding. We are satisfied that our concerns have been addressed in this final form. **Therefore, Staff recommends the Commission vote to authorize the execution of this Memorandum of Understanding for Election Services with the Putnam County Supervisor of Elections.**

**MUNICIPAL ELECTIONS MEMORANDUM OF UNDERSTANDING
FOR ELECTION SERVICES BY AND BETWEEN
THE PUTNAM COUNTY SUPERVISOR OF ELECTIONS AND
THE CITY OF PALATKA**

THIS AGREEMENT, is made and entered into this ____ day of _____, 20__, effective upon execution, by and between the Putnam County Supervisor of Elections an elected constitutional officer (hereinafter "SOE"), and the City of Palatka (hereinafter "Municipality"), a municipal corporation, chartered and organized in accordance with the laws of the State of Florida. Florida Statutes hereinafter referred to as "F.S.". County, state, special or federal elections hereinafter referred to as "county election".

WHEREAS, Chapters 97-106, Florida Statutes, constitutes the Florida Election Code, which applies to municipalities; and

WHEREAS, Section 100.3605, Florida Statutes, provides that the Florida Election Code applies to a municipality's election in the absence of any special act, charter, or ordinance; and

WHEREAS, The Municipality has requested the assistance of the SOE in conducting the Municipal elections and the SOE is agreeable to providing such election services;

WHEREAS, the Municipality and the SOE want to work together to provide for municipal elections and to allocate responsibilities, costs and terms between the parties to ensure that all applicable laws, rules, special acts, charters, or ordinances are followed.

IT IS HEREBY AGREED, in consideration of mutual covenants and promises contained in this agreement, and for the mutual benefits of the parties, as follows:

1. PURPOSE

This Agreement sets forth the terms and conditions under which services will be provided by the SOE to the Municipality for municipal elections and to set forth the responsibilities of both parties so that there is a clear understanding of the rights and responsibilities of all parties. Such rights and responsibilities shall apply to the General, Primary, Special and Recount elections as necessary as well as to the Post Election Audit, unless otherwise stated hereinafter.

2. DATE(S) OF ELECTION(S)

The date(s) of the subject election(s) will be determined and agreed to prior to the date of the election(s). Even year elections will be held in conjunction with a regularly scheduled county election set by state statutes.

The Municipality shall not call any election, or any Special election, or set any election date, without 180 days prior verbal notice, followed immediately by written notice of the proposed election, to the SOE to make sure as to a date when the registration books and equipment can be available; and to schedule all election deadlines prior to advertising such election.

A municipality shall contact the Supervisor of Elections by phone and follow up in writing, at least 180 days prior to any charter scheduled election or any special referendum election; and prior to advertising any election to make sure there are no conflicts with the election date, and to make sure as to a date when the registration books and equipment can be available; and to schedule all election deadlines. The Supervisor of Elections office will be in contact with the Clerk of the Municipality by phone within two weeks of receiving the municipality's written notification of election. The SOE will send a written notice of agreement for the specified election(s).

Note: Any unexpected vacancy is an exception for the 180 days notice, but a municipality must notify the Supervisor of Elections immediately upon the unexpected vacancy so that the election date and deadlines can be determined with both parties prior to the municipality advertising the vacancy.

3. CANVASSING BOARD FOR MUNICIPAL ELECTIONS

County Canvassing Board

The County Canvassing Board is responsible for the canvassing and certifying county, state, federal, and also municipal elections when the municipal election is held in conjunction with a county, state, federal, or special county state, or federal election. **However, in such cases the city may observe the canvass and protest any procedure used by the county as provided by law. As such, a city may not canvass a county election when the city and county elections appear on the same ballot.

** Note: Division of Elections Opinion DE 95-05; DE 96-02; also reference 102.141F.S.-County Canvassing Board; duties.

Municipal Canvassing Board

A municipal canvassing board is only responsible for canvassing and certifying the election when the municipal election is not held in conjunction with a county election.

4. MANUAL AUDIT PERFORMED IMMEDIATELY AFTER CERTIFICATION OF ELECTION RESULTS

Pursuant to 101.591 F.S., immediately following the certification of each election, the county canvassing board or the local board responsible for certifying the election shall conduct a manual audit of the voting systems used in randomly selected precincts:

- The County Canvassing Board shall conduct the manual audit if the municipal election is held in conjunction with a county election.
- The Municipal Canvassing Board shall conduct the manual audit when a municipal election is not held in conjunction with a county election.

5. POTENTIAL FEES AND CHARGES TO BE PAID BY THE MUNICIPALITY

SOE to pay cost of ballots when Municipal Election is on county ballot; with exception –

Exception: When a municipal election is held in conjunction with a county election and the municipal contest or measure causes the ballot layout to go to an additional ballot card, then the municipality shall pay all expenses associated with the additional card(s), including, but not limited to the some or all of the cost below of:

- extra paper
- preparation for printer
- producing ballot-on-demand ballots
- ballot proof/template and test deck
- extra weight in shipping
- any extra postage added to absentee ballots for weight and/or size of envelope used for mailing
- municipal audio ballot
- extra cost associated with printing and/or delivery of sample ballot

Note: When multiple municipalities have contested races on the same ballot, the municipalities' cost will be pro-rated by the number of municipalities on the same ballot, but you will never pay another municipalities cost. You will only pay the pro-rated cost using the number of voters registered in your municipality and the cost of production, preparation and delivery of those ballots.

Whenever a Municipality shall call a special, annexation, or mail ballot election, or when a recount of a municipal contest or measure is necessary pursuant to law, the Municipality shall pay the actual cost, as billed by the SOE or service provider.

If a Municipal election is held in conjunction with a scheduled County election, the Municipality shall be responsible only for the additional costs as stated in this section.

6. BALLOT PROOFING BY THE MUNICIPALITY

A Municipality shall as soon as possible at the end of qualifying, verify and approve in writing all ballots prepared and created by the SOE prior to being printed for distribution to electors.

SOE shall prepare and create each ballot style layout for each precinct involved in the specified election: send the prepared draft ballot(s) to the Municipality for verification of contents; send the layout to the printer/service provider; the printer will produce a proof/draft to be given to the municipality for written verification of approval again. The municipality will make sure that all information on the ballot is correct by checking for: correct race and district number (if applicable); candidate name spelled correctly; on audio ballot, name read correctly using the phonetics spelling supplied by the Division of Elections; candidate names in alphabetical order for each race; candidate in the correct race he/she qualified for; all words on ballot spelled correctly; oval in the correct spot; ballot heading is correctly worded; race title is correct; date of election is correct; punctuation correct; instructions on ballot are correct; each race has the correct number of candidates to "vote for" listed below title of each race, example: vote for one, or vote for two, et cetera.

7. SOE RESPONSIBILITIES FOR MUNICIPAL ELECTION ON COUNTY ELECTION

- A. SOE to Meet with Town/City Clerk or Assistant (when applicable) to go over process of:
 - (a) setting up election calendar with deadlines/dates for municipal election
 - (b) qualifying candidates
 - (c) absentee ballots
 - (d) petition verification and fees
 - (e) advertising
- B. SOE to notify and contract with polling places; and pay (if applicable) rental on all polling places
- C. SOE is to provide insurance coverage for polling places and poll workers at all relevant times through the County risk management policies
- D. SOE to qualify all municipal candidates for all municipal elections - Candidates to make check payable to "City of Palatka". SOE to forward all checks to the municipality within 3 days of the close of qualifying. SOE will serve as the financial filing officer.
- E. SOE to collect petition verification fees subject to F. S.
- F. SOE to appoint, train, and pay all poll workers prior to each election as set by statutes and rules
- G. SOE shall print ballots after Municipality has verified and approved ballot proof to printer/service provider
- H. SOE to conduct absentee voting for municipal election held in conjunction with county election
- I. SOE to prepare and conduct testing of all voting system equipment and for the L&A Testing
- J. SOE to prepare and test "evid" (electronic voter identification) unit for voter check in
- K. SOE to conduct required audits, with one member of the canvassing board to be present at all times
- L. SOE to provide security procedures for municipal election as required by F.S.
- M. SOE to conduct early voting
- N. SOE to compile election day results and provide results to the county canvassing board and to the Municipality
- O. SOE to provide advertising as required by F.S.
- P. SOE to approve and schedule poll watchers (when applicable)

8. SOE RESPONSIBILITIES FOR MUNICIPAL ELECTION NOT ON COUNTY ELECTION

- A. SOE to Meet with Town/City Clerk or Assistant to go over process of:
 - (a) setting up election calendar with deadlines/dates for municipal election
 - (b) qualifying candidates
 - (c) absentee ballots
 - (d) petition verification and fees
 - (e) advertising
- B. SOE shall notify and contract with polling places for each election
- C. SOE to qualify all municipal candidates - Candidates to make check payable to "City of Palatka". SOE to forward all checks to the municipality within 3 days of the close of qualifying. SOE will serve as the financial filing officer.
- D. SOE to collect petition verification fees subject to Florida Statute
- E. SOE to collect cost of signature verification on absentee ballots, when over 100 signatures submitted for verification – 10 cents per signature.
- E. SOE to recruit, appoint, and train, all poll workers prior to each election as set by statutes and rules.
- F. SOE shall print ballots after Municipality has verified and approved ballot proof to printer/service provider
- G. SOE to conduct required audits, with one member of the canvassing board to be present at all times
- H. SOE to provide security procedures for municipal election as required by F.S.
- I. SOE to compile election day results and provide results to the county canvassing board
- J. SOE to provide advertising as required by Florida Statute
- K. SOE to conduct absentee voting for all municipal elections
- L. SOE to prepare test deck required by law, of municipal election ballots and ready equipment for municipality to conduct logic and accuracy testing of all voting system equipment

9. MUNICIPALITY RESPONSIBILITIES FOR MUNICIPAL ELECTION ON COUNTY ELECTION

- Municipality shall advertise notice of elections per "City of Palatka" municipal code after SOE approval of the election date set.
- Municipality shall verify all ballot proofs, and approve in writing, prior to printing.
- Municipality shall pay all additional costs associated with a municipal election as billed by the SOE or as invoiced by service provider, as mutually agreed upon in advance of the incurrence of cost.

10. MUNICIPALITY RESPONSIBILITIES FOR MUNICIPAL ELECTIONS NOT ON COUNTY ELECTION

- A. The Municipality may pay the actual cost, as billed by the SOE or service provider/vendor, for all municipal elections **not** held in conjunction with a county election. Costs will be pro-rated at current market price for such materials or services. Costs incurred including, but not limited to:
- o Cost of poll workers training
 - o Cost of poll workers election day salary; plus mileage to & from elections' office to pick up and return election supplies, affidavits, election results, and accounting forms
 - o Cost of poll worker supplies
 - o Cost of any election day poll supplies
 - o Cost of Civilian and Military Absentee Envelopes, both outgoing and return certificate envelopes
 - o Cost of Absentee Secrecy Sleeves
 - o Cost of production of precinct register
 - o Cost of audio ballot
 - o Cost of paper ballots and test decks
 - o Cost of postage for: poll worker notifications; absentee ballots; miscellaneous letters
 - o Cost of legal ads, regular election notice ads, and sample ballot ad in local newspaper
 - o Cost of any supplies used for optical scan or touch screen voting units (example: batteries; rolls of paper tape {plain or thermal}; security seals for machines and election day containers/bags/cases; election supplies and affidavits)
 - o Cost of overtime for elections' office staff. The purpose and employee charging overtime will be documented for payment. Overtime will be calculated using the employee's current hourly rate of pay. (Note: Elections' Office employees are paid for 7 ½ hours per week day, Monday through Friday. Anything over 37 ½ hours a week is paid straight time up to 40 hours, then anything over that is time and a half.)
 - o Cost of polling place rental (if applicable)
 - o Cost of election day support (if applicable)
 - o Cost of delivery and pick up of election equipment to and from polling place
- B. Municipality to pay rental fees (if applicable) on all polling places contracted by SOE for municipal elections (if applicable).
- C. Municipality shall verify all ballot proofs, and approve in writing, as soon as possible, prior to printer/service provider printing. Municipality shall give advance notice to the elections' office for confirmation of receipt, by calling prior to sending either the email or the fax.
- D. Municipal Canvassing Board shall conduct the Logic and Accuracy Testing (L&A Test) of the voting system to be used for each election. The Putnam County Supervisor of Elections' Office will prepare the L&A test deck of the municipal ballots, and the voting equipment that will be used for each election. The Putnam County Supervisor of Elections' will host this event in the Putnam County Supervisor of Elections' Office located at 2509 Crill Avenue, Suite 900, Palatka, at a time set by the SOE when preparing the election schedule and calendar of election events for a specified election. The SOE will notify a municipal clerk of the time, date, and place for the municipal clerk to notify municipal candidates and/or committees, and municipal canvassing board.
- E. Municipal Canvassing Board is to provide insurance coverage for polling places and poll workers at all relevant times through the City risk management policies.

11. INDEMNITY

Each party to this Agreement shall be liable for its own actions and negligence. To the extent permitted by law, the Municipality shall indemnify, defend, and hold harmless SOE against any actions, claims or damages arising out of the Municipality's negligence in connection with its performance under this Agreement; and the SOE shall indemnify, defend and hold harmless the Municipality against any actions, claims or damages arising out of the negligence of the office of the SOE in connection with its performance under this Agreement. The foregoing indemnification shall not constitute a waiver of sovereign immunity. The Municipality shall defend legal challenges relating to its municipal election, including election contests, and shall be fully responsible for all legal costs for such defense of the Municipality and the SOE.

12. TERM

This Agreement shall begin on the effective date _____, 20__, and continue for a term of two (2) years. It shall be automatically renewed in accordance with the same terms and conditions set forth herein or may be modified by mutual agreement of the parties. This Agreement may be terminated by either party by providing thirty (30) days written notice.

13. CHANGES IN LAW

In the event a change in law abrogates or modifies any provisions or applications of this Agreement, the parties agree to enter into good faith negotiations and use their best efforts to reach a mutually acceptable modification of this Agreement.

14. MODIFICATIONS

This is the complete and final agreement between the parties. No representations other than those set forth herein shall be binding upon the parties. No modification of this agreement shall be effective unless submitted in writing and signed by both parties.

15. NOTICES

All formal notices affecting the provisions of this Agreement may be delivered in person, regular mail, or registered mail, or a recognized overnight courier, to the individual designated below.

For the SOE:
Susan C. McCool
Putnam County Supervisor of Elections
2509 Crill Avenue, Suite 900
Palatka, Florida 32177

For the Municipality:
City Manager, City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

16. SEVERABILITY

If any clause, section or provision of this agreement shall be declared unconstitutional, invalid or unenforceable for any cause or reason, the remaining portion of the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have entered into this Agreement effective **January 12, 2012.**

SUPERVISOR OF ELECTIONS

CITY OF PALATKA

Susan C. McCool
Putnam County Supervisor of Elections

Vernon Myers, MAYOR
City of Palatka, Florida

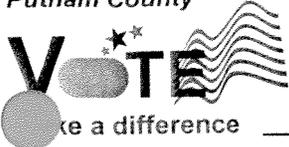
Date: _____

Date: _____

ATTEST on behalf of City of Palatka:

CITY CLERK

(Seal)



September 23, 2011

City of Palatka
Mr. Woody Boynton
City Manager
102 N. 2nd Street
Palatka, Fl. 32177

Dear Mr. ~~Boynton~~ *woody*,

The county has asked each constitutional officer to do their part in cutting cost where possible. This has forced me to look into all possible accounts to see where I can help save county tax dollars. Therefore, I have prepared a plan I think will benefit the county and hopefully not impact the municipalities in their future elections. I have been very careful in structuring a municipal contract of agreement, which is enclosed, for each municipality in Putnam County as every municipality is different.

For the most part, there is not much change as in the past, except now it is in a contract for both parties, the supervisor of elections and the municipality, to sign. I have separated the responsibilities of both the elections office and a municipality. Also, I have stated what costs are involved when an election is held in conjunction with our county elections, and the cost that a municipality would pay when an election is not held in conjunction with a county election. I tried to also be fair when preparing this agreement to make sure that when your election was put on our ballot, that you only paid for the cost of ballots when a municipal race made the ballot go to a second card (or sheet of paper) and those costs associated with the extra paper as stated in the enclosed agreement. Also, if you hold an election at any other time, I have shown all the cost associated with this type of election.

If you have any questions before signing this agreement and returning it to me as soon as possible, please let me know. You may call my at 329-0224 extension 0 at any time.

As usual it is always a pleasure to help with your elections at any time. Thank you for your support of the elections' process.

Kindest regards,

Susan McCool
Supervisor of Elections

enc

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Memo

To: City Commission
From: Math Reynolds, Finance Director
Department: _____
CC: Matthew Reynolds, Finance Director
Date: 12/6/2011
Re: Surplus Property Request
Computer

Please declare the following property surplus:

<u>Item/Description</u>	<u>Quantity</u>	<u>Inventory Control No.</u>
1. Property #08746-Dell Optiplex GX240 (from City Lot-Linda)		
2. Property #07889-Dell Optiplex GX270 (from City Hall-Kathy)		
Property #none-Dell Optiplex GX280(from City Hall-Woody)		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		

Recommended Disposition:

Memo

To: City Commission
From: Matt Reynolds
Department: City Hall
CC: Matthew Reynolds, Finance Director
Date: 12/20/2011
Re: Surplus Property Request

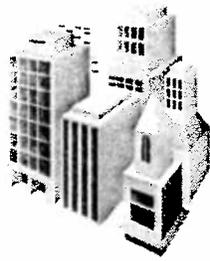
Please declare the following property surplus:

	<u>Item/Description</u>	<u>Quantity</u>	<u>Inventory Control No.</u>
1.	Hedman EDP 2000 check sizer	1	01181
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Recommended Disposition:

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CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: City Commission & Staff
From: Betsy Driggers, City Clerk
Date: 1/5/2012
Re: Palatka Gas Authority Board Appointment

Charlie Rabun and Marc Spalding's terms on the Palatka Gas Authority Board expire on January 31, 2012. They have returned their applications indicating their desire and willingness to serve another 3-year term in this capacity. There were no other applicants.

These applications for reappointment are attached.

Commission Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application was received for each position from the incumbents, it is Staff's recommendation to waive the '2nd meeting requirement' and reappoint Charles Rabun and Marc Spalding to the Palatka Gas Authority Board for three-year terms to expire January 31, 2015.**

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



NOV 26 2011

ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER
BETSY JORDAN DRIGGERS
CITY CLERK
RUBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GETCHELL
CHIEF OF POLICE
MICHAEL LAMBERT
CHIEF FIRE DEPT.
DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER: CHARLES TRABUN # of years' prior service: 22
Residence 500 MOSSLEY AVE Phone: 325-0439
(911 Address) PALATKA FL 32177 Fax: _____
Business Name _____ Phone: _____
& Address _____ Fax: _____

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

Preferred Mailing Address: 500 MOSSLEY AVE

E-mail: FB&P-CHARLIE@Bellsouth.net Daytime Phone: 328-1531

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

Charles Trabun

12/12/11

SIGNATURE OF APPLICANT

DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Bro Charlie has served faithfully and brought conservative operational stability and carefully guided the Authority thru financial growth. Thanks for reappointing

Chairman's/Director's Signature

[Signature]

Palatka Gas Authority

Meeting attendance - Charles Rabun

Year	# of meetings	# of meetings attended
2009	14	14
2010	13	12
2011	16	16

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



703 20 2011

ELVIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY M. WILLIAMS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

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

MEMBER:	<u>MARC SPALDING</u>	# of years' prior service:	<u>5</u>
Residence	<u>1900 MOSSELEY AVE.</u>	Phone:	<u>325-3723</u>
(911 Address)	<u>PALATKA, FL 32177</u>	Fax:	_____
Business Name	_____	Phone:	_____
& Address	_____	Fax:	_____

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

Preferred Mailing Address: 1900 MOSSELEY AVE
COLDWELL BANKER.COM

E-mail: MARC.SPALDING@ **Daytime Phone:** 937-2674

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

Marc Spalding
SIGNATURE OF APPLICANT **DATE**

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) MARC IS A RAY OF
FRESH LIGHT ON THE PGA. HIS EXTENSIVE
KNOWLEDGE OF PROPERTY VALUES AND LOCATIONS
HAS ADDED OUR 30% GROWTH DEMAND. STRONG FOR REAPPPOINT

Chairman's/Director's Signature [Signature]

Palatka Gas Authority

Meeting attendance - Marc Spalding

Year	# of meetings	# of meetings attended
2009	14	12
2010	13	12
2011	16	15

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

December 1, 2011

Mr. Don Kitner
Palatka Gas Authority
P.O. Box 978
Palatka FL 32178

Dear Don:

The following Gas Authority Board Member term will expire January 31, 2012:

Rev. Charles Rabun
Marc Spalding

The City Commission requests that the Board Chairman have the member complete the enclosed Appointment Renewal Form indicating their continued interest in serving in this capacity. Please return these forms to City Hall by Wednesday, January 18, 2012, along with attendance records for these members, so that the Commission can consider their reappointment to another three year term to expire January 31, 2015.

These reappointments will be considered by the City Commission on January 26, 2012 at 6:00 p.m. at City Hall. The Commission requests that these members be present for their reappointment interview.

Sincerely,

Karen M. Venables
Assistant City Clerk

KMV/s

cc: Palatka City Commission

*Agenda
Item*

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CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: betsy@mail.qbso.net

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 1/5/2012
Re: Firefighters' Pension Board Appointments

Mr. Wayne McClaine has resigned as the 5th Member of the Firefighter's Pension Board. The "5th Member," by statutory definition, is chosen by the other four members of this Board and serves at the pleasure of a majority of the Board, with the concurrence of the City Commission. Staff advertised that applicants were being accepted for Pension Board appointments.

Mr. Art Leary has applied to serve on this Board, and is qualified to serve in this capacity. Although he does not live inside the City limits, the ordinance does not require the "5th Member" to be a City resident. He has a financial background and is willing and able to attend scheduled meetings.

The four appointed members of the Pension Board choose the 5th member. It is the Commission's policy to appoint at the meeting following interviews. As Mr. Leary is the sole applicant, and was chosen for this appointment by the other four members of the Firefighters Pension Board, it is Staff's recommendation to waive the 2nd meeting requirement and concur upon the appointment of Art Leary to the Firefighters Pension Board to serve for a two-year term to expire January, 2014. Following this concurrence, the Firefighters' Pension Board will appoint Mr. Leary to this position.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Arthur B. "Art" Leary (Must be at least 18 yrs. old)

Residence 112 W. Camelot Dr. Palatka, FL. 32177 Phone: 386-312-0803
(911 Address) 112 W. Camelot Dr. Palatka, FL. 32177 Fax: _____

Business Name Prosperity Bank Phone: 386-328-5154 ext. 1311
& Address 601 Reid St. Palatka, FL. 32177 Fax: 386-325-0845

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

Preferred Mailing Address: 601 Reid St. Palatka, FL. 32177

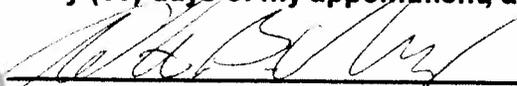
E-mail: aleary@prosperitybank.com Daytime Phone: 386-328-5154 ext. 1311

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

25 years experience in Community Banking, Lending and Finance.

OTHER COMMENTS OR INFORMATION:

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


SIGNATURE OF APPLICANT

12/20/2011

DATE

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

Wayne McClain
285 West River Road
Palatka, Fl. 32177

February 20, 2010

Betsy Jordan Driggers
City Clerk
City of Palatka
201 North 2nd Street
Palatka, Fl. 32177

Dear Betsy:

It is with regret that I tender my resignation from the Firefighters Pension Board.

I am grateful for having had the opportunity to serve on the board for the City of Palatka for the past two years and I offer my best wishes for its continued success.

Sincerely,

A handwritten signature in black ink, appearing to read "Wayne McClain". The signature is written in a cursive style with a horizontal line underneath the name.

Wayne McClain

Updated 12/01/11

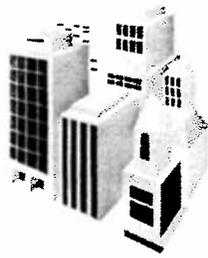
Firefighters' Pension Board

***5 members; 2-yr. Terms for Trustees
Created by Ordinance eff. 10/1/99***

<u>Name/Address</u>		<u>Term Expires</u>
Vacant	(5 th member)	January, 2012
James White 1907 Kate Street Palatka, FL 32177	Apt. 12/22/07	January, 2013
Mike Lambert Firefighter Rep 100 N. 11 th Street Palatka FL 32177	Elected 08/99	January 2013
Mark Lynady Firefighter Rep 100 N. 11 th Street Palatka FL 32177	Elected 08/99	January 2013
Phil Leary Commission Appointee 201 N. 2 nd Street Palatka FL 32177	Appointed 1/11	January, 2013

*Agenda
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CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0199
e-mail: bdriggers@palatka-fl.gov

Memorandum

To: Mayor & Commissioners
From: Betsy Driggers, City Clerk
Date: 1/5/2012
Re: 2009 Golf Course Advisory Board Appointments

Per Commission policy, Staff notified the PMGA and PWGA asking them to submit applications for the two members of their respective organizations to serve on the Golf Course Advisory Board. Those members are:

- a. PMGA President Dave Cox and member appointee Greg Jungenberg
- b. PWGA President Joy Langston and member appointee Gen Alvers

A total of six members are appointed by clubs. The Golf Pro is an ex-officio member, for a total of seven members. The PWSA, or the Senior's Association, appoints two members, but this professional association is now inactive and will not be appointing members. The two members who previously held that appointment, Charles Horner and Ward Bair, will hold those appointments until replaced, per statute. The Commission Liaison is Commissioner Norwood. Changes to the resolution setting forth the Golf Course Advisory Board are forthcoming, and the membership will be revised.

Please take action to appoint these four members of this Board, per city policy.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: David C. Cox (Must be at least 18 yrs. old)

Residence 2612 S. WEL LAKE DR. PALATKA Phone: 329-6186

(911 Address) 2612 S. WEL LAKE DR. PALATKA Fax: _____

Business Name & Address Medex 6500 Price Ave Phone: 326-0575

Preferred Mailing Address: same as above Fax: 326-0571

E-mail: dcc412@bellsouth.net Daytime Phone: AS ABOVE

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

PRESIDENT Pub A (CONVENT)
CO-OWNER Medex

OTHER COMMENTS OR INFORMATION:

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

David C. Cox DATE 1/5/12
SIGNATURE OF APPLICANT

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

MARK B. BLACK
MAYOR - COMMISSIONER
MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER
ALLEGRA KITCHENS
COMMISSIONER
ARNON MYERS
COMMISSIONER
JAMES NORWOOD, JR.
COMMISSIONER



DEBRA L. GIBSON
CITY MANAGER
JAMES L. GIBSON
CITY CLERK
DEBBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GIBBELL
CHIEF OF POLICE
MICHAEL LAMBERT
CHIEF FIRE DEPT.
DONALD B. POTMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 8:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Greg Tunyenberg (Must be at least 18 yrs. old)
Residence 2101 Oak St Phone: 326 8106
(911 Address) Fax:

Business Name MEDEX Phone: 326 05795
& Address 6500 Crill Ave Fax:
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: Home

E-mail: _____ Daytime Phone: _____

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

Past President PmyA

OTHER COMMENTS OR INFORMATION:

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

SIGNATURE OF APPLICANT [Signature] DATE 2/2/10

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

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



ALLEN R. BUSH
CITY MANAGER
BETSY JORDAN DRIGGETT
CITY CLERK
RUBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GETCHELL
CHIEF OF POLICE
KENNETH E. VENABLES
CHIEF FIRE DEPT.
DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6.00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Jay Langston (Must be at least 18 yrs. old)
Residence 120 Caca Rd E. Palatka Phone: 386.325.2169
(911 Address) 120 Caca Rd E. Palatka Fax: _____
Business Name & Address none Phone: _____
Fax: _____

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

Preferred Mailing Address: 120 Caca Rd E. Palatka, FL 32131

E-mail: jrlangston@bellsouth.net Daytime Phone: 386 325 2169

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

retired Teacher

OTHER COMMENTS OR INFORMATION:

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

Jay Langston
SIGNATURE OF APPLICANT

1/03/08 1-14-09
DATE renew 2/2010

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

KARL N. FLAGG
MAYOR-COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

GEORGE E. SANDERS
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER



Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

ALLEN R. BUSH
CITY MANAGER
BETSY JORDAN DRIGGERS
CITY CLERK
RUBY M. WILLIAMS
FINANCE DIRECTOR
GARY S. GETCHELL
CHIEF OF POLICE
KENNETH E. VENABLES
CHIEF FIRE DEPT.
DONALD E. HOLMES
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Genevieve Alvers (Must be at least 18 yrs. old)

Residence (911 Address) 139 Elsie Dr., E. Palatka, 32131 Phone: (386) 325-5006 Fax: _____

Business Name & Address _____ Phone: _____ Fax: _____

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

Preferred Mailing Address: _____

E-mail: _____ Daytime Phone: (386) 325-5006

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

Retired legal secretary - President NUBA - Member of golf course 50 yrs.

OTHER COMMENTS OR INFORMATION:

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

Genevieve Alvers SIGNATURE OF APPLICANT
DATE Jun 04, 2008 (renew 1-14-6) (renew 2/2010)

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

MUNICIPAL GOLF COURSE ADVISORY BOARD

January 5, 2012

(Created by Resolution 7/26/79)
Amended by Resolution #5-25 adopted 1/25/90
Amended by Resolution #6-1 adopted 1/28/93
Amended by Resolution #7-118 adopted 1/22/04
(Members Appointed Annually)

		<u>TERM EXPIRES</u>
Charles Horner 2019 Kate St. Palatka FL 32177	Sr. PMGA Representative H-325-7842 chuck635@bellsouth.net	INACTIVE CLUB
Ward Bair 128 Karen Ct. Palatka, FL 32177	Sr. PMGA Representative 325-4048	INACTIVE CLUB
Greg Jungenburg 2101 Carr St. Palatka, FL 32177	PMGA President H-328-3106 W-326-0575	Jan. 2012
Buddy Beasley 104 Crestwood Ave. Palatka, FL 32177	PMGA Designee 937-3820	Jan. 2012
Joy Langston 120 Caca Rd. E. Palatka, FL 32131	PWGA President H-325-2169 jrlangston@bellsouth.net	Jan. 2012
Genevieve Alvers 139 Elsie Dr. Ease Palatka, FL 32131	PWGA Designee H-325-5006	Jan. 2012

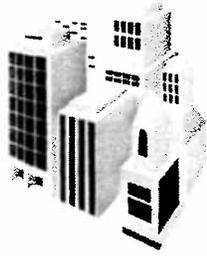
Andy Heartz (Golf Professional)

James Norwood, Jr. Commissioner Liaison

Regular meetings held the 2nd Monday
at 5:30 P.M. at the Clubhouse

*Agenda
Item*

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CITY OF PALATKA
 Betsy Jordan Driggers
 City Clerk
 201 N. 2nd Street
 Palatka FL 32177
 Phone: 386-329-0199
 Fax: 386-329-0199
 e-mail: bdriggers@palatka-fl.gov

Memorandum

To: Mayor and Commissioners
From: Betsy Driggers
Date: 1/4/2012
Re: 2012 Commissioner Appointments

- Below is a list of commissioner representative appointments to various boards and committees. Appointments to the Putnam County Development Authority are made annually. Appointments as Liaisons or miscellaneous Commission Representatives are generally made in January following elections, after new or returning commissioners are sworn in. A listing of current appointments follows; no changes are recommended.

Putnam County Development Authority: 1-year terms – yearly January Appt.

Mayor Myers
 Vice Mayor Brown
 Commissioner Norwood

Commission Liaisons: *

Tree Committee
 2011/12 CDBG Citizens Adv. Task Force
 Airport Advisory Board
 Community Gardens
 Golf Course Advisory Board

**no set terms*

Commissioner Kitchens
 Commissioner Kitchens
 Vice-Mayor Brown
 Vice-Mayor Brown
 Commissioner Norwood

Miscellaneous Commission Representatives

Indefinite terms- usually appointments are made in January following elections

County Recreation Committee
 Downtown Palatka, Inc. Liaison
 SJRWMD Liaison
 Save Central Academy Committee
 NE Fla. Regional Planning Council Rep.
 Greenways & Trails Liaison
 Putnam Co. Waterways Committee

Commissioner Leary
 Mayor Myers
 Commissioner Leary
 Commissioner Norwood
 Mayor Myers
 Commissioner Leary
 Commissioner Leary

Please take action to approve the 2012 Commissioner representative appointments to various boards and committees per Staff recommendation.

*Agenda
Item*

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MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: January 4, 2012

Re: 2012 Calendar of Events

Provided below please find a list of Special Events for the Downtown Palatka Riverfront. The organizers of these events will still be required to complete the normal permitting process through the Special Events Committee. I ask that the City Commission to approve the following dates.

1. Azalea Festival ~ March 3rd-4th, 2012
2. Chamber of Commerce Elite Bass Tournament ~ March 11th-19th, 2012
3. St. Patrick's Day Parade & Block Party ~ March 17th, 2012
4. 59th Annual Mug Race ~ May 5th, 2012
5. Wolfson's Children Hospital Bass Tournament ~ May 16th-19th, 2012
6. Blue Crab Festival ~ May 25th-28th, 2012
7. Fire Works Celebration ~ July 4th, 2012
8. Veteran's Day Parade ~ November 11th, 2012
9. Christmas Day Parade ~ November 23rd, 2012
10. Light The Riverfront - December 1, 2012

If you have any questions or concerns please contact me at 386-329-0175 or 386-937-3093.

Jeff Norton
Special Events Coordinator

*Agenda
Item*

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MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: January 4, 2012

Re: Block Party "Dancin in the Street Downtown Cruise In"

Attached please find the Special Events Permit Application for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:
 - January 28th, 2012 5pm-10pm
 - February 25th, 2012 5pm-10pm
 - March 24th, 2012 5pm-10pm

If you have any questions or concerns please contact me at 386-329-0175 or 386-937-3093.

Jeff Norton
Special Events Coordinator

Cruise In for 2012

The dates for this festival are 1/28, 2/25, 3/24, 4/28, 5/26, 6/23, 7/28, 8/25, 9/22, and 10/17 of 2012. The times are from 1700 to 2100 hours.

This is a block party type event with plans for live music and some vendors. The request for road closure is on St. Johns Ave. from 7th to 9th Street. According to Charlo Rudd who is putting on the event they will only be blocking off from 7th Street to 8th Street for the first event. No alcohol will served and will not be allowed outside the Blues Club.

The event staff will be responsible for requesting and placing the barricades for the road closures.

Charlo Rudd is not requesting any law enforcement be assigned to the event. This event should not require additional law enforcement. The on duty patrol shift will extra patrol the area for traffic or other law enforcement issues. The on duty Patrol Supervisor will be the contact person for the Palatka Police Department during the event.

Sergeant Brian Hawkins

RECEIVED
NOV 29 2011

APPLICATION # 12-010

(circle one below)

CLASS A PERMIT - Filing Deadline: 90 days prior to event

CLASS B PERMIT - Filing Deadline: 30 days prior to event

CLASS C PERMIT - Filing deadline: 14 days prior to event

BY:

CITY OF PALATKA
APPLICATION FOR USE OF PARKS, RECREATIONAL AREAS,
RIVERFRONT PARK AND OTHER AREAS WITHIN THE CITY LIMITS

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

Palatka Main Street Inc P.O. Box 1054 Palatka, FL 32178

CONTACT PERSON Charlo Ruff TELEPHONE 386-329-0100 x333

FAX # _____

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

CONTACT PERSON _____ TELEPHONE _____

FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY "Dance in the Streets Bonkows"

Cruise-in Cruise-in with live music vendors

4. DATE & HOURS OF DESIRED USE: 1/28, 1/29, 1/24, 1/25, 1/26, 1/23, 1/24, 1/25, 1/26, 1/27 5pm-7pm

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
700, 800, 900 blocks of St. Johns Ave.

6. REQUEST FOR ROAD CLOSURES(Specify): St. Johns from 7th to 9th

7. REQUEST FOR NOISE VARIANCE(Dates and Times): same as above

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

9. ESTIMATE OF ANTICIPATED ATTENDANCE(Per Day): > 200 people

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT: _____

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- CLASS A: - \$150.00- up to 10,000 in attendance per day
- \$225.00- 10,000 - 40,000 in attendance per day
- \$300.00 - 40,000 - 80,000 in attendance per day
- CLASS B: \$100.00 per day Less than 1,000 Patrons
- CLASS C: - \$50.00 per day (Limited impact on traffic, parking etc.) Events such as: Weddings, Fishing Tournaments with less than 40 boats. Etc.

Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)

Number of Days _____ Fee Required (Yes/No) _____ Check Enclosed? _____

OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads. Arrangements for police services are **REQUIRED** for fishing tournaments with 70 boats or more. Fishing Tournaments and other large event organizers are required to arrange for auxiliary vehicle/trailer parking per accompanying guidelines.

9.
10.

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. **Organizers are required to contact the City of Palatka Parks Department office at 386-329-0100 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS.**

Acceptance of your application should in no way be construed as final approval or confirmation of your request.
Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

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

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

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

11/25/11
DATE

Chad RU
SIGNATURE OF APPLICANT

APPROVED:

[Signature] 11/28/2011
SPECIAL EVENTS COORDINATOR DATE

[Signature] 12/21/11 *see PAD TPS PLAN*
CHIEF OF POLICE DATE *W/RECOMMENDATION*

RETURN TO:
JEFF NORTON
SPECIAL EVENTS COORDINATOR
201 N. 2nd Street
Palatka, FL 32177

COPIES TO:
Parks Dept.
Police Dept.
Fire Dept.
Sanitation Dept.
City Clerk

Downtown Palatka, Inc.
Keep Putnam Beautiful
Chamber of Commerce
Palatka Daily News

FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT OFFICE AT 386-329-0100.)



**CITY OF PALATKA
PLANNING MEETING
PRE-EVENT ASSESSMENT LIST**

RECEIVED
NOV 07 2011

BY: K. Wright

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

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

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

Name of Special Event/Production: "Dancing in the Streets Downtown Cross-in"

Type of Event: Classic and Custom Car Cruise-in with live music overlays

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. – attach separate listing if necessary) _____
Classic & Custom car/truck displays, food vendors, product vendors, live band
DJ w/playlist

Location of Event: 600 block to 900 block (start with 700 block)

Requested dates and times of events (not including set-up and tear down):

	Date	Day	Begin	End
Event Day 1	<u>Attached</u>	_____	_____ AM/PM	_____ AM/PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) All dates at (time) 4pm

Break down will be completed by (Date) All dates at (time) 10pm

Event Sponsor/Organization Palutka Main Street, Inc
 Name of Promoter: Palutka Main Street, Inc Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event Daily Fees (see fee schedule) \$ _____ Security Fees @ \$18.00/hr/officer Green Container Fees @ 15.00/container Refundable Deposit \$500.00	"Class B" Event Daily Fees \$75.00/day Security Fees @ \$18.00/hr/officer Green Container Fees @ \$15.00/container Public Works Employees @ \$10.00/hr (no charge during normal working hours)
---	--

Special Event Permit Fees \$ 100 Per day x 1 days \$ 100

Law Enforcement (City) Police Officer(s) \$ 18.00 per hour x _____ hours \$ 0
 # of personnel _____ Total # of hours _____

Public Works Services (Class B only - no charge during regular working hours)
 Parks Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ 0
 Sanitation Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ 0
 Utilities Dist. Personnel # _____ x _____ hrs. @ \$ 10.00 per hour \$ 0

Sanitation Equipment Fee
 # green roll-out containers of containers _____ x \$ 15.00 per container \$ 0

Additional Charges (list)
 _____ \$ 0
 _____ \$ 0

Refundable Deposit \$500.00 Required? (circle one) Yes No \$ 0

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 100

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

APPLICANT INFORMATION:

Name: Charles Ruhl
Telephone: 329-0100 8333 Fax: _____ Cellular: 325-455-1190
Address: 205 N. 2nd St Pelican, LA 32177

Name: _____
Telephone: _____ Fax: _____ Cellular: _____
Address: _____

Other contacts/Keyholders:

Name: _____ Telephone: _____
Cellular: _____ Fax: _____

Name: _____ Telephone: _____
Cellular: _____ Fax: _____

Estimated Peak Number of Participants (each day of event):
Day 1 200-300 per day/event
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

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

Number and proposed location of fire protection services: None

Inspection(s) - Date and time requested: 8

Emergency medical services: Ambulance Location(s) (note on site map): None

Number of EMS Personnel required: None

Number and proposed location of portable toilets: (note location on site map)
See map

- Carnival location (if any) (note location on site map) None
- Number of sanitation roll-out containers required: None
- Location of parking/transportation services, if any: None
- Type Transport Vehicles (Van, buses, etc.): None
- Location of security and emergency vehicle parking on site: None
- Public street barricades/street closures/detours: (note locations on site map) See map
- Temporary Parking, directional Signage needed: See map
- Main emergency vehicle access to site (location – also note on site map): See map
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) See map
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): See map
- Number and location of static/mobile displays (note on site map): See map
- Location of event staff management (headquarters): None
- Staff Uniform Identification: None
- Main sound system location: In front of Blues Bar
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): None

- Number and location of temporary signs/banners: see map
- Number and location of promotional visual effects: see map
- Watercraft: None
- Aircraft: None
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): see map
- Date(s) and times of setup/breakdown: 4-5pm set up 8-10pm breakdown
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): Names unknown at this time Rock, 50's, 60's, Blues
- Noise Abatement Requirements: None
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: N/A
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): N/A
- Handicapped Accessibility: _____

Items Outstanding:

- Outstanding Fees: \$ _____
- Site Plan Sketch
- 501(c)(3) Certificate of Exemption,

- Nonprofit Articles of Incorporation AND Charter AND Mission Statement
- Financial Statement (last audit period)
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabric, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided
- Special Event Certificate of Insurance – City as “Additional Insured”
(if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
List Certificates required: _____
- Required permits (federal, state, local): _____
- Alcohol License (copy)
- Additional Meeting Required (Adjacent Properties, Special Events Committee, others)
- Musical Band Names/Times
- _____
- _____
- _____

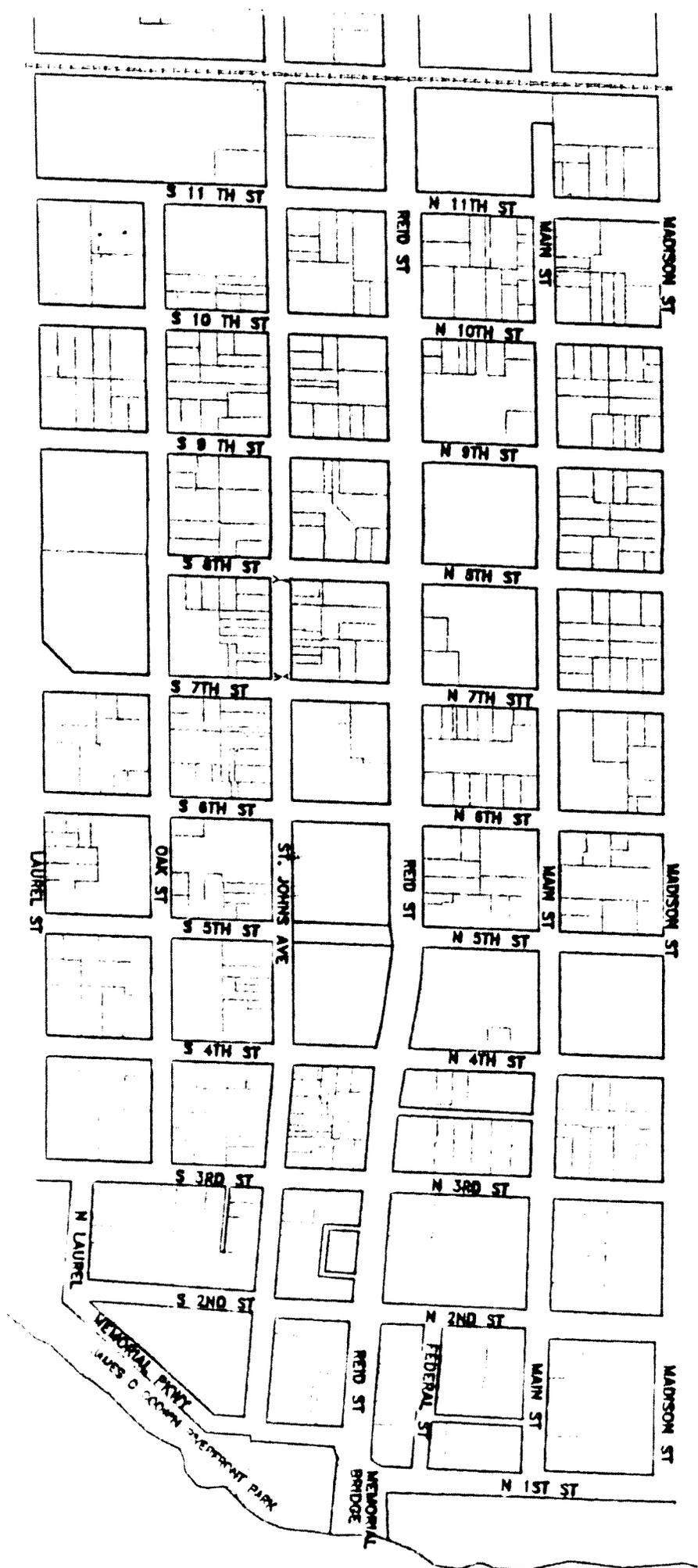
PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#
_____	_____	_____	_____

Downtown Palatka



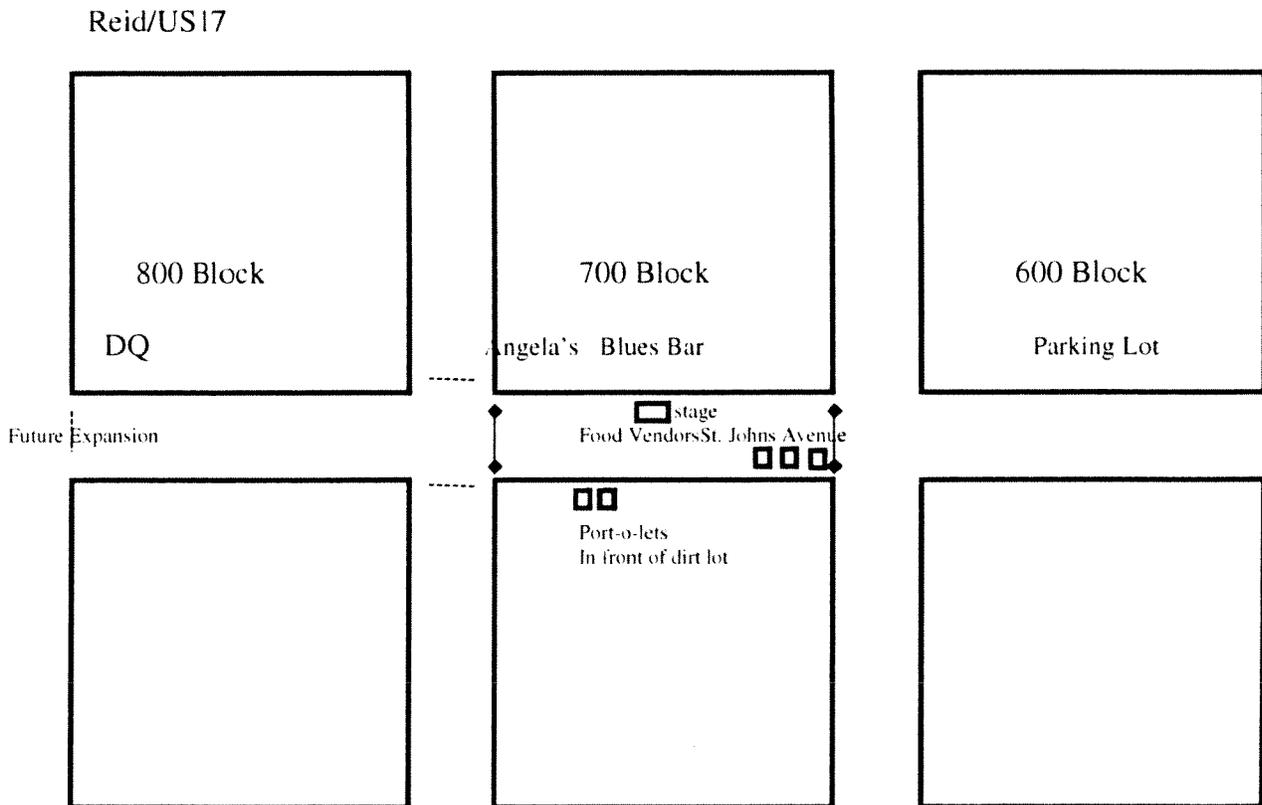
City of Palatka
 Planning Meeting
 Pre-event Assessment List

Addendum:

Requested dates and times of events (**not** including set-up and tear down):

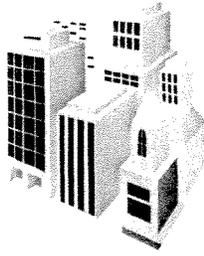
	Date	Day	Begin	End
Event Day 1	1/28/12	Saturday	5pm	8pm
Event Day 2	2/25/12	Saturday	5pm	8pm
Event Day 3	3/24/12	Saturday	5pm	8pm
Event Day 4	4/28/12	Saturday	5pm	8pm
Event Day 5	5/26/12	Saturday	5pm	8pm
Event Day 6	6/23/12	Saturday	5pm	8pm
Event Day 7	7/28/12	Saturday	5pm	8pm
Event Day 8	8/25/12	Saturday	5pm	8pm
Event Day 9	9/22/12	Saturday	5pm	8pm
Event Day 10	10/27/12	Saturday	5pm	8pm

Event Map
 Downtown Cruise-in



*Agenda
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CITY OF PALATKA
Betsy Jordan Driggers
City Clerk
201 N. 2nd Street
Palatka FL 32177
Phone: 386-329-0100
Fax: 386-329-0106
e-mail: bdriqqers@palatka-fl.gov

Memorandum

To: Commission & Staff
From: Betsy Driggers, City Clerk
Date: 1/5/2012
Re: Planning Board Appointments

At this time there is one opening on the Palatka Planning Board due to the resignation of Sue Roskosh. This appointment will fill the remainder of a three-year term that will expire December, 2013. This is an at-large position. There is no requirement for board members to live inside the City Limits.

It is the policy of the City Commission to give preference to Planning Board applicants who either:

1. Live inside the City Limits; or
2. Own commercial property or operate a business inside the City Limits

Attached you will find applications from the following individuals:

1. George DeLoach
2. Clem Saccareccia

Mr. DeLoach lives inside the City Limits.

Per Board Appointment Policy, the Commission interviews applicants at this meeting and makes this appointment at the January 26th meeting.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: George W DeLoach (Must be at least 18 yrs. old)

Residence 32177 Phone: (386) 972-4192
(911 Address) 7300 Crill Ave, #11 Palatka, FL Fax: (386) 328-8725

Business Name Three D Farms Phone: (386) 972-9594
& Address P.O. Box 5 Palatka, FL 32177 Fax:

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

Preferred Mailing Address: george@threedfarms.com

E-mail: george@threedfarms.com Daytime Phone: (386) 325-5800

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

Radio Talk Show Host, 34 PRS Owner & Manager Badcock Furniture,
Board of Directors Fla. Cattlemans Assoc, Pres. Putnam Beautification
Council, B.O.D. - Fla Horsemans Childrens Home, Numerous
Board Appts. Several organizations & Community

OTHER COMMENTS OR INFORMATION:

Palatka is my Hometown I am very Proud of it,

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

George W DeLoach
SIGNATURE OF APPLICANT

12/16/11
DATE

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

KARL N. FLAGG
MAYOR - COMMISSIONER
MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER
ALLEGRA KITCHENS
COMMISSIONER
VERNON MYERS
COMMISSIONER
JAMES NORWOOD, JR.
COMMISSIONER



DAVID C. WOODS, JR.
CITY MANAGER
BETSY JORDAN DRIGGERS
CITY CLERK
RUBY METZEL DAVIS
FINANCE DIRECTOR
CARY S. GIBCHELL
CHIEF OF POLICE
MICHAEL LAMBERT
CHIEF OF POLICE
DONALD F. HOLMES
CITY ATTORNEY

Regular meetings 2nd and 4th Tuesdays, each month at 6:30 p.m.

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Clem Saccarecci (Must be at least 18 yrs. old)
Residence Phone: 325-3469*
(911 Address) 110 Caca Rd - E. Palatka Fax: Primary Ph
Business Name Phone: 325-8624
& Address 307-311 St Johns Ave Fax: _____
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)
Preferred Mailing Address: 110 Caca Rd. E. Pal 32131
325-3469 home
E-mail: clemsacc@aol.com Daytime Phone: 916-5595 cell

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

Business in downtown since 1975.
Served on numerous committees with
City and Chamber.
Served on Planning Board until resigned
because of illness in 2009.

OTHER COMMENTS OR INFORMATION:

Have kept current of much of plans
etc for the city and look forward
to continuing to serve Palatka.

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

Clementine Saccarecci
July 27, 2010

Updated 09/26/11

PLANNING BOARD MEMBERS
3 Yr. Terms

<u>Orig. Appt. Date</u>		<u>Term Expires</u>
09/22/11	Sharon Buck 610 S. 14 th St., Palatka, FL 32177 home-328-3743 sharon@socialmediacounts.com	12/31/12
1/23/97	Earl Wallace 224 N. 6th Street, Palatka, 32177 home-328-0086 work-328-3233 email-earlwallace@bellsouth.net	12/31/12
06/26/08	Anthony "Skip" Harwell 322 Madison St., Palatka, 32177 day-386-530-1226 email-CAPTBOO@GMAIL.COM	12/31/12
10/28/10	Joe Pickens P.O. Box 1374, 2041 Country Club Terrace Palatka, 32178 phone # 937-1563 email-Pick021@Earthlink.net	12/31/13
	Vacant	12/31/13
12/27/79	Carl L. Stewart - effective 1/1/80 715 S. 19th St., Palatka, 32177 home-325-2594 email-carlandjulia@bellsouth.net	12/31/13
09/22/11	Daniel Sheffield 720 /s, 19 th St., Palatka, 32177 home-328-2442 SHEF9865@bellsouth.net	12/31/14
02/25/10	Ken Venables P.O. Box 892, 2002 Cherry Lane Palatka, FL 32178 (H)325-8497 (C)937-9666 email-kenevanven@aol.com	12/31/14
10/28/10	Joseph M. Petrucci 2301 Campbell St., Palatka, 32177 home-328-0608 day-336-1615 jmp1024@yahoo.com	12/31/14
12/12/02	indefinite – school board rep. Putnam Co. School Bd, 200 S. 7 th Street Phone:	

Planning Board Organized 6/2/60
Created and appointed by City Commission 5/27/60
Revised to include non-voting School Board representative 12-12-02
Meets on the first Tuesday at 4:00 PM at City Hall

*Agenda
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**REQUEST TO BE PLACED ON
CITY COMMISSION AGENDA**

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. This request form, together with any attachments or backup material that that would help the Commission to better consider your request, should be submitted to the City Clerk's office ***no later than 4:00 p.m. on the Friday prior to the next regularly scheduled Thursday City Commission meeting.*** Meeting dates are subject to change. Please verify the closing date for agenda items with the Clerk's office.

Name of Individual, Organization or Group making presentation or request:

Palatka Police Department, Chief Gary Getchell

Name of Individual making presentation or request, if different:

GARY GETCHELL, CHIEF OF POLICE *gjt*

Address: **110 NORTH 11TH STREET**

Daytime Phone **329-0110** Home ph. _____ Fax **329-0159**

Requested meeting date for Agenda Item: **1/12/2011**

Request for Commission Action **x** or Presentation Only or no action required

Subject Matter you wish to address: Request the Commission discuss proceeding with Traffic Light Safety Program (Red Light Cameras). See attached memo for further explanation.

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

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

MEMORANDUM



TO: WOODY BOYNTON, CITY MANAGER
FROM: GARY GETCHELL, CHIEF OF POLICE 
SUBJECT: CITY OF PALATKA TRAFFIC LIGHT SAFETY (RED LIGHT CAMERAS) PROCEED FORWARD
DATE: DECEMBER 19, 2011
CC: FILE

BACKGROUND: At the February 25, 2010 City Commission meeting, the Commission decided to delay the installation of the Red Light Cameras at intersections until a Court of competent jurisdiction provides legal direction or the State provides legislation on the matter (attachment 1).

Since the above date, the Florida Legislature has passed and the Governor signed into law, the Mark Wandall Traffic Safety Program¹ (Chapter 2010-80). Specifically, the new law authorizes local jurisdictions to use traffic infraction detectors at intersections controlled by traffic signals, and provided direction for installation, maintenance, issuance of citations, payment of fines, and administrative procedures to be followed.

The City now has direction on this matter and resolves past concerns.

DISCUSSION: The new law has provided legal direction to the City, should the City decide to move forward with the use of traffic infraction detectors (cameras) at intersections controlled by intersections. In addition, the new law provides changes to the City's current ordinance and/or eliminates previous concerns, to include, but not limited to:

- 1) Red light violation detectors (cameras) can be installed on State right-of-way (this was prohibited before).
- 2) Eliminates the need for a Hearing Officer, due process and failure to pay fines will be managed by the County Court system.
- 3) Delinquent payments will be managed by County Court system and will result in a suspended driver's license for failure to pay fine.
- 4) American Traffic Solutions (ATS) or any other vendor is prohibited from receiving a commission or charge a fee based on the amount of violations detected.

¹ Florida Law Chapter 2010-80, Mark Wandall Traffic Safety Program

- a. Since the new law prohibits ATS from receiving a fee based on the amount of violators, the current pricing model approved by the City Commission is invalid; rather a new pricing model will need to be approved. American Traffic Solutions has presented three (3) pricing options for consideration. Option two (2) provides the City the best solution, because the model accounts for the amount of lanes that will be monitored; option 1 is a flat rate per camera and Option 3 has additional charges for services.
 - b. The City will not receive the full fine amount (\$158); rather, the City will retain \$75 of the \$158 fine; \$70 - Florida Department of Revenue general Fund, \$10 - Department of Revenue for deposit to Health Administrative Trust Fund, and \$3 - Department of Revenue for deposit in the Brain and Spinal Cord Injury Trust Fund.
- 5) The new Statute provides alternatives or a transfer of financial liability from the owner of the vehicle to the actual driver:

Pursuant to subsection 3 of Section 316.0083(1)(d) (below), once the affidavit has been submitted, the driver can then be cited. Section 316.0083(1)(d) provides:

1. The owner of the motor vehicle involved in the violation is responsible and liable for paying the uniform traffic citation issued for a violation of s. 316.074(1) or s. 316.075(1)(c)1. when the driver failed to stop at a traffic signal, unless the owner can establish that:
 - a. The motor vehicle passed through the intersection in order to yield right-of-way to an emergency vehicle or as part of a funeral procession;
 - b. The motor vehicle passed through the intersection at the direction of a law enforcement officer;
 - c. The motor vehicle was, at the time of the violation, in the care, custody, or control of another person; or
 - d. A uniform traffic citation was issued by a law enforcement officer to the driver of the motor vehicle for the alleged violation of s. 316.074(1) or s. 316.075(1)(c)1.
2. In order to establish such facts, the owner of the motor vehicle shall, within 30 days after the date of issuance of the traffic citation, furnish to the appropriate governmental entity an affidavit setting forth detailed information supporting an exemption as provided in this paragraph.
 - a. An affidavit supporting an exemption under sub-subparagraph 1.c. must include the name, address, date of birth, and, if known, the driver's license number of the person who leased, rented, or otherwise had care, custody, or control of the motor vehicle at the time of the alleged violation. If the vehicle was stolen at the time of the alleged offense, the affidavit must include the police report indicating that the vehicle was stolen.
 - b. If a traffic citation for a violation of s. 316.074(1) or s. 316.075(1)(c)1. was issued at the location of the violation by a law enforcement officer, the affidavit must include the serial number of the uniform traffic citation.
3. Upon receipt of an affidavit, the person designated as having care, custody, and control of the motor vehicle at the time of the violation may be issued a traffic citation for a violation of s. 316.074(1) or s. 316.075(1)(c)1. when the driver failed to stop at a traffic signal. The affidavit is admissible in a proceeding pursuant to this section for the purpose of providing proof that the person identified in the affidavit was in actual care, custody, or control of the motor vehicle. The owner of a leased vehicle for which a traffic citation is issued for a violation of s. 316.074(1) or s. 316.075(1)(c)1. when the driver failed to stop at a traffic signal is not responsible for paying the traffic citation and is not required to submit an affidavit as specified in this subsection if the

motor vehicle involved in the violation is registered in the name of the lessee of such motor vehicle.

4. The submission of a false affidavit is a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083.

RECOMMENDATIONS:

At this point, the new Statute has resolved all past issues with the proposed Traffic Light Safety (Red Light Cameras) Program for the City of Palatka. The decision to move forward or not is a philosophical decision for the elected officials of the City; thus, we have provided two (2) options for consideration:

1. **Rescind decision to delay installation of red light cameras at intersection within the City of Palatka, authorize staff to move the City's program forward effective immediately, to included, but limited to,**
 - a. **Repeal current City ordinance 09-08, "The City of Palatka Traffic Light Safety Act".**
 - b. **Adopt new "City of Palatka Traffic Light Safety Act."**
 - c. **Authorize the City Manager to execute amendment No. 1 (changes due to new State law, includes scope of work) to the agreement between the City of Palatka and American Traffic Solutions (amended agreement attached).**
 - d. **Approved Schedule 1, Service Fee Schedule Option 2.**
2. **End all efforts to implement a Traffic Light Safety program within the City of Palatka, to include negotiating a release from contract from American Traffic Solutions (ATS).**

ATTACHMENTS:

- 1) Excerpt from 2/25/2010 City Commission Meeting delaying red light camera program.
- 2) Amended/New City Ordinance (draft) – (The City of Palatka Traffic Light Safety Act):
 - a. Original City Ordinance – Palatka Traffic Light Safety Act 09-08.
- 3) Mark Wandall Traffic Safety Program; Florida Law 2010-80
- 4) American Traffic Solutions Amendment NO. 1 to Agreement between the City of Palatka and American Traffic Solutions; 12 pgs.
 - a. Original contract between American Traffic Solutions (ATS) and City of Palatka, (17 Pgs).

*Agenda
Item*

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This instrument prepared by:

Betsy J. Driggers
201 North 2nd Street
Palatka, FL 32177

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ELECTING TO LOCALLY IMPLEMENT FLORIDA STATUTE 316.008(8)(a); PROVIDING FOR IMPLEMENTATION OF LAW OF FLORIDA 2010-80; REPEALING ORDINANCE 09-08 CREATING THE CITY OF PALATKA TRAFFIC LIGHT SAFETY ACT (CODIFIED IN MUNICIPAL CODE AS CH. 82, ARTICLE IV) AND ANY OTHER ORDINANCES IN CONFLICT HEREWITH; PROVIDING FOR CODIFICATION AND THE RENUMBERING OF CHAPTER 82 OF THE MUNICIPAL CODE ACCORDINGLY; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Florida Legislature passed CS/CS/HB325 during the 2010 Legislative Session authorizing the use of red light cameras as traffic infraction detectors to enforce certain provisions of Chapter 316 of the Florida Statutes relating to red light violations; and

WHEREAS, the Governor of the State of Florida signed CS/CS/HB325 into law on May 13, 2010, resulting in the Law of Florida, 2010-80 taking effect on July 1, 2010; and

WHEREAS, the City Commission of the City of Palatka, Florida is concerned about the significant danger to its citizens caused by the violation of red lights within its jurisdiction; and

WHEREAS, local governments throughout the State of Florida and the United States of America have successfully used traffic infraction detectors to increase public safety; and

WHEREAS, the Palatka City Commission finds that the use of traffic infraction detectors to enforce red light violations will improve public safety; and

WHEREAS, the Palatka City Commission finds that the use of traffic infraction detectors will be effective in enforcing provisions of Chapter 316 of the Florida Statutes and will allow for the more efficient use of limited law enforcement personnel through this jurisdiction; and

WHEREAS, the Palatka City Commission seeks to exercise its local option to implement traffic infraction detectors to enforce red light violations in accord with the provisions of Law of Florida 2010-80; and

WHEREAS, the Palatka City Commission wishes to clarify its Code of Ordinances to specifically implement Law of Florida, 2010-80 and repeal any prior ordinances that may conflict with the new State law;

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

Section 1. Recitals. The above-listed “WHEREAS” clauses are hereby ratified and confirmed as being true and correct and are hereby rendered a specific part of this Ordinance upon adoption and shall serve as its legislative history.

Section 2. Use of Traffic Infraction Detectors. This City hereby exercises its option under Florida Statute Section 316.008 (2010) to use traffic infraction detectors within its jurisdiction to enforce Sections 316.074(1) and 316.075(1)(c)1 of the Florida Statutes.

Section 3. Implementation of General Law. The City Manager is authorized to implement the provisions and requirements of Law of Florida, 2010-80 within this jurisdiction, including but not limited to, proposing the use of outside vendors to City Council to assist the City with implementing the installation and logistics of the use of traffic infraction detectors consistent with general law, and implementing traffic infraction detectors at locations to be determined by the City Manager.

Section 4. Repeal of Conflicting Ordinances.

- a. That Ordinance No. 09-08, adopted by the City of Palatka City Commission on March 12, 2009 creating the City of Palatka Traffic Light Safety Act, is hereby

rescinded, repealed and revoked in its entirety, along with all authorizations empowered by its adoption and enactment; and

- b. That section 82, Article IV, The City of Palatka Traffic Light Safety Act, be hereby deleted in its entirety, and Section 82 be renumbered accordingly, if necessary;
- c. That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section 5. Severability. That if any section or portion of a section or subsection of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section 6. Codification. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section 7. Effective Date. This ordinance shall take effect immediately upon its passage and approval, consistent with all requirements of general law.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, on second reading this 26th day of January, 2012.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

*Agenda
Item*

7

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to annex and amend the Official Zoning Map for 718 Elmwood Avenue

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Annexation and Rezoning Ordinances
2. Planning Board minutes excerpt
3. Planning Board staff report

MEETING DATE: January 12, 2012

ISSUE: This is a request to annex property into the City, amend the future land use map, and rezone from County to City zoning. The Planning Board recommended approval of the request at their December 6, 2011 meeting. The property contains a single-family home and the owner wishes to connect to City utilities. The Future Land Use Map amendment is a one-time occurrence which is scheduled for the January 26, 2012 Commission meeting at the same time the rezoning and annexation are adopted.

Please direct questions regarding this request to Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 718 ELMWOOD AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

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

John W. White and Larue W. Greathouse

WHEREAS, Chapter 171.044, Florida Statutes, permits the annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka, and

WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

Section 2. NOW THEREFORE, be it enacted by the people of the City of Palatka, Florida, that the following described unincorporated lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTY:

PT OF SE 1/4 OF NE 1/4 OR 120 P 347 (SUBJECT TO UTILITY
EASEMENT OR1300 P1502)

(Being tax parcel # 11-10-26-0000-0300-0000)

Section 3. The property hereby annexed shall remain subject to the County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of January, 2011.

CITY OF PALATKA

BY: _____

Its Mayor
ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 718 ELMWOOD AVENUE FROM PUTNAM COUNTY R-1A (SINGLE-FAMILY) TO R-1 (SINGLE-FAMILY RESIDENTIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

Section 1.

WHEREAS, application has been made by John W. White and Larue Greathouse, owners of said property, to the City for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 6, 2011, and two public hearings before the City Commission of the City of Palatka on January 12, 2012, and January 26, 2012, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of Putnam County R-1A (Single-Family) to R-1 (Single-Family Residential).

DESCRIPTION OF PROPERTY:

Property Tax Number	Legal Description
11-10-26-0000-0300-0000	PT OF SE 1/4 OF NE 1/4 OR 120 P 347 (SUBJECT TO UTILITY EASEMENT OR1300 P1502)

Section 3. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

December 12, 2011

Putnam County
Board of County Commissioners
2509 Crill Avenue, Suite 200
Palatka FL 32177

ATTN: Chairman, Putnam County BOCC

To Whom It May Concern:

The City of Palatka hereby provides notice of its intent to hold a public hearing on January 12, 2012 and January 26, 2012, concerning the adoption of a proposed ordinance annexing the following described property into its municipal boundaries:

<u>Address</u>	<u># of Acres</u>	<u>Sec/Township/Range</u>	<u>Ord. #</u>
718 Elmwood	.36 acres	11-10-26	12-05

Please see a copy of the public notice(s) attached, including a map of the property, which will run in the Palatka Daily News on December 31, 2011 and January 14, 2012. A copy of the Ordinance containing a copy of the legal description can be obtained from the Office of the City Clerk at City Hall. This notice is being provided pursuant to FS171.0446.

Please govern yourselves accordingly.

CITY OF PALATKA


Betsy J. Driggers, City Clerk

BJD/kmv
Attachments
Cc: Thad Crowe, Planning Director, City of Palatka

NOTICE OF ANNEXATION AND REZONING

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meetings to be held at 6:00 p.m. on the 12th and 26th days of January, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinances annexing and rezoning the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

1. CITY OF PALATKA, FLORIDA, ORDINANCE No. 12-05 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 718 ELMWOOD AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND

Accompanied by the following entitled ordinance:

2. AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 718 ELMWOOD AVENUE, FROM PUTNAM COUNTY R-1A (RESIDENTIAL 1A, SINGLE FAMILY) TO R-1 (SINGLE-FAMILY RESIDENTIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required – run w/ attached map
Run Dates: 12/31/2011 - PROOF OF ADVERTISEMENT REQUESTED
Send editing proof with cost of advertisement to
Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka
Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov

NOTICE OF ANNEXATION AND FUTURE LAND USE AMENDMENT

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meeting to be held at 6:00 p.m. on the 26th day of January, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinances annexing and amending the future land use map of the adopted comprehensive plan amendment for the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

- 1. CITY OF PALATKA, FLORIDA ORDINANCE NO. 12-05 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 718 ELMWOOD AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE;**

Accompanied by the following entitled ordinance:

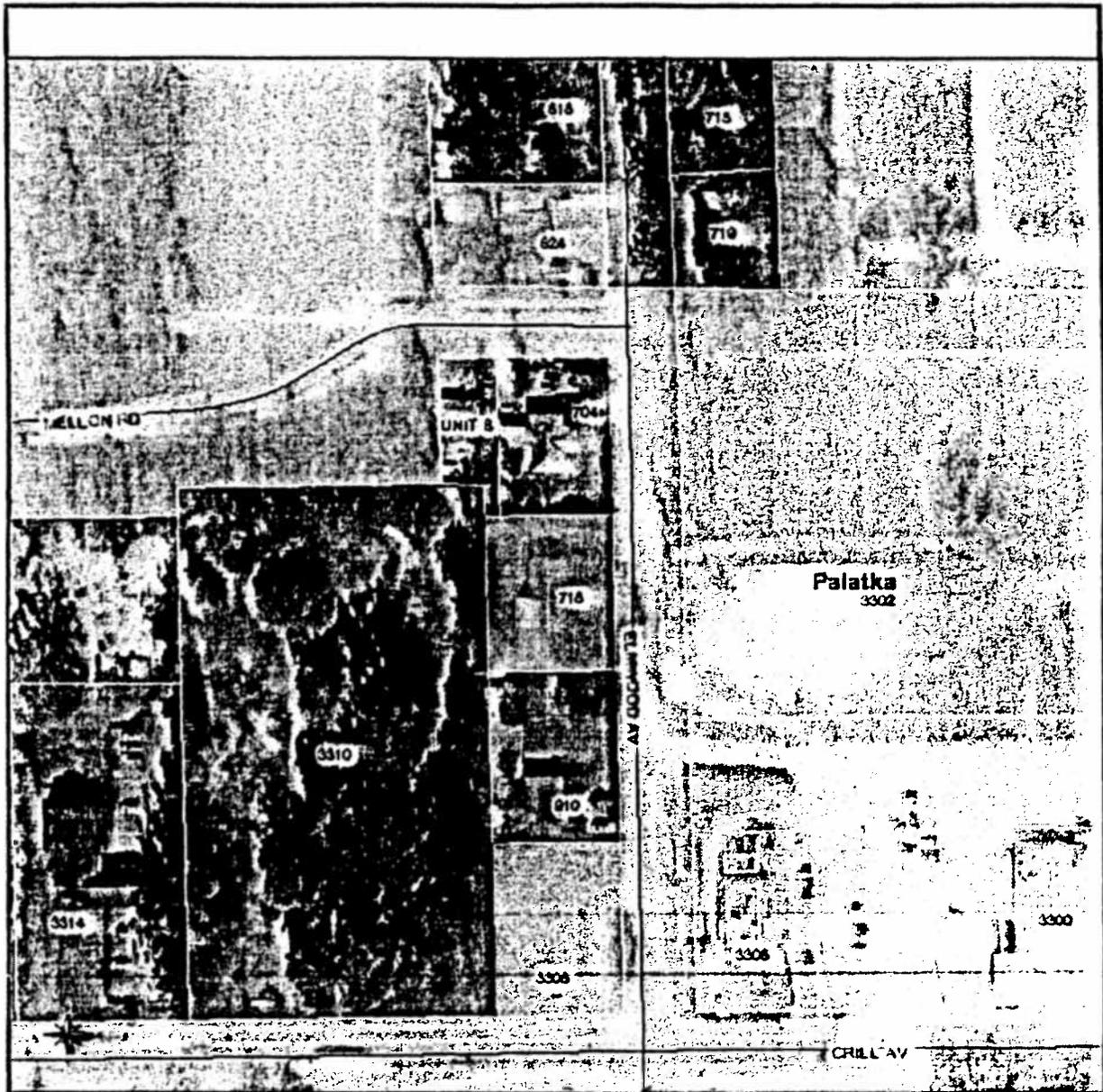
- 2. AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 718 ELMWOOD AVENUE FROM PUTNAM COUNTY US (URBAN SERVICES) TO RL (RESIDENTIAL, LOW DENSITY), PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required -- run w/ attached map
Run Dates: 1/14/12 - PROOF OF ADVERTISEMENT REQUESTED
Send editing proof with cost of advertisement to
Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka
Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov



718 Elmwood Avenue



CITY OF PALATKA
PLANNING BOARD
Meeting Minutes
December 6, 2011

Meeting called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Earl Wallace, Daniel Sheffield, Anthony Harwell, Kenneth Venables, Joe Pickens, Joseph Petrucci and Sharon Buck. **Members absent:** None. **Also present:** Planning Director Thad Crowe, Recording Secretary Pam Sprouse and City Attorney Don Holmes.

Motion made by Mr. Venables and seconded by Ms. Buck to approve the minutes as amended for the November 1, 2011 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.

NEW BUSINESS

Case 11-42 Request to annex property into the Palatka city limits, amend the Future Land Use Map from County US (Urban Service) to RL (Residential Low density) and rezone from County R-1 (Residential, Single-family) to R-1 (Single-family Residential)

Location: 718 Elmwood Ave. (11-10-26-0000-0300-0000)
Owner: John W White and Larue Greathouse

Mr. Crowe gave an overview of the request, advising that the request is being made as required to obtain city utilities and that this parcel is contiguous to the city limits. He further stated that the size of the existing enclave would be reduced by this annexation and that the request meets applicable annexation, future land use amendment, and rezoning criteria. He recommended approval of the requests.

Motion made by Mr. Venables and seconded by Mr. Pickens to approve the requests as submitted. All present voted affirmative. Motion carried.

Case 11-47 Request for a conditional use for a fast food restaurant in a C-1 zoning district.

Location: 700 S. Palm Ave.
Parcel #: 11-10-26-0000-0220-0000
Owner: Schiano Family Trust
Applicant: Larry Raikes

Mr. Crowe explained that there is a mix of uses in this area and that this is an existing building that has operated as a fast food restaurant in the past. A copy of the applicant's site plan was handed to the Board members. Mr. Crowe stated that there are no changes proposed to the previously existing development including parking area, building, sign, and drive-through and that he did not receive any comments from City departments.

Case 11-42: 718 Elmwood Ave.
Request to Annex, Amend Comprehensive Plan Map to RL,
and Rezone to R-1

Applicant: John W. White & Larue Greathouse

STAFF REPORT

DATE: November 29, 2011
TO: Planning Board members
FROM: Thad Crowe, AICP, Planning Director

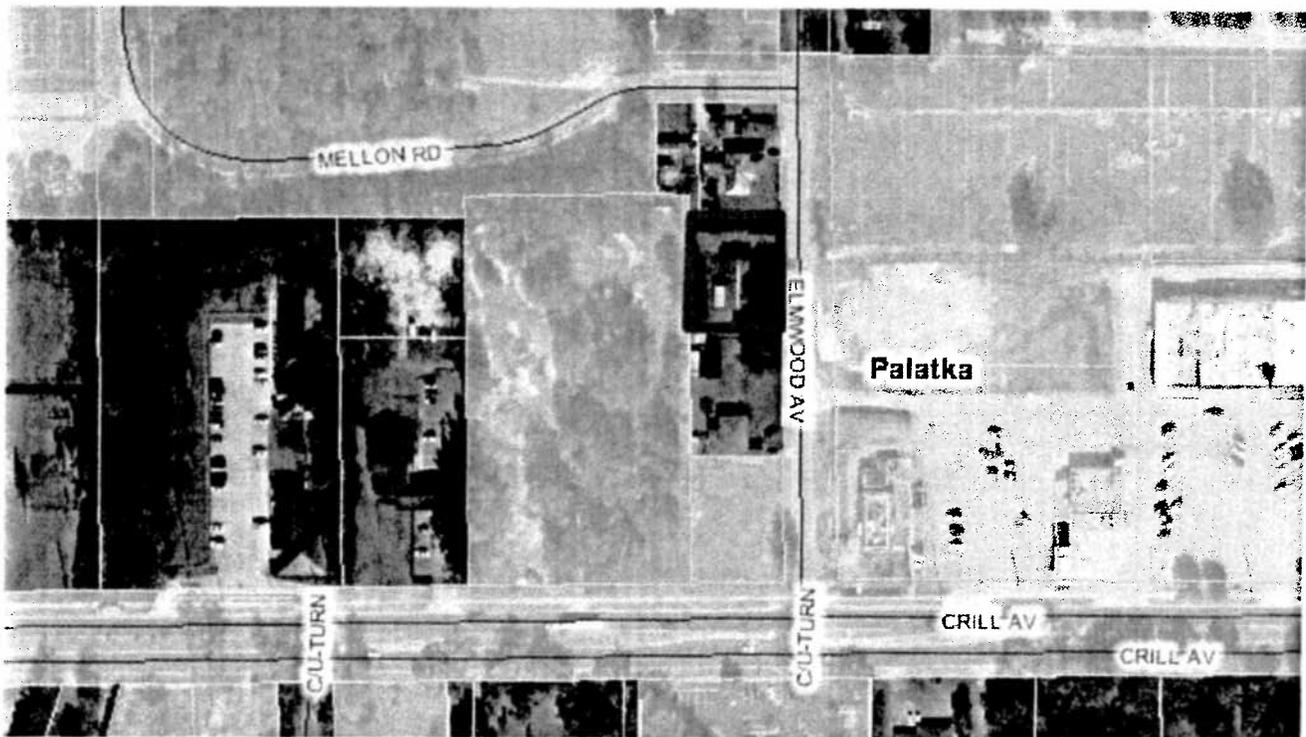
APPLICATION REQUEST

To annex, amend FLUM from County US (Urban Services) to RL (Residential Low Density), and rezone from County R-1A Residential, Single Family) to R-1 (Single-Family Residential). Required public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet). City departments had no objections to the proposed actions.

APPLICATION BACKGROUND

This property is located on this residential street three lots north of Crill Avenue. Six homes on the 26 residential properties on this three-block stretch of Elmwood have been annexed into the city.

Figure 1: Sites and Vicinity Map



The properties under consideration currently have County single-family land use and zoning. The following table shows site and surrounding property use classifications (see also attached maps).

Table 1: Use Classifications

Property	FLUM	Zoning	Existing Use
Site	(County) US (Urban Services)	(County) R-1A (Single Family)	Single-family home
Property to North	(County) US (Urban Services)	(County) R-1A (Single Family)	Single-family home
Property to South	OPF (Other Public Facilities)	(County) R-1A (Single Family)	Single-family home
Property to West	RH (Residential High Density)	R-3 (Multi-Family Residential)	Senior housing complex
Property to East (across Elmwood)	COM (Commercial)	C-2 (Intensive Commercial)	undeveloped



Figure 2: Site (above)

Figure 3: Elmwood Ave. north of site (below)



PROJECT ANALYSIS

Annexation Analysis

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

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that boundaries of properties proposed for annexation must be coterminous with a part of the municipality’s boundary. The definition further states that a road that comes between property boundaries and the municipal boundary shall not prevent annexation. The properties are contiguous to the city limits, which run along the east side of Elmwood Avenue, as well as to the west of the property. Therefore the properties are considered to be contiguous.

Compactness. The statute also provides a definition for compactness that requires an annexation to be for properties in a single area, and also precludes any action which would create or increase enclaves, pockets, or finger areas in serpentine patterns. Annexing the properties meets the standard of compactness as it is reducing an existing enclave.

Future Land Use Analysis

The 2011 Florida House Bill 7129 provides amended criteria for consideration of comprehensive plan amendments under F.S. 163-3187, shown in italics below (staff response follows each criterion, and comprehensive plan extracts are underlined).

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

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

Policy A.1.9.3

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

A. Land Use Districts

1. Residential

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types.

Low Density (1730 acres) - provides for a range of densities up to 5 units per acre.

The existing residence on the property in question is in keeping with the description of the Residential Low Density FLUM category above.

Provide analysis of the availability of facilities and services.

The properties are in close proximity to a range of urban services and infrastructure. Both a water line and sewer line runs along Elmwood Avenue adjacent to the properties.

Provide analysis of the suitability of the plan amendment for its proposed use considering the character of the undeveloped land, soils, topography, natural resources, and historic resources on site.

Assigning a City FLUM category to the properties is appropriate given that the small size of the lots in the surrounding Palatka Heights neighborhood is more in keeping with an urban designation. Also with small lots there is potential for septic tank failure and environmental degradation – City FLUM designation carries with it the connection to City sewer and water, which is not an option for County FLUMs.

Provide analysis of the minimum amount of land needed as determined by the local government.
Not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

Demonstrate that amendment does not further urban sprawl, as determined through the following tests.

- *Low-intensity, low-density, or single-use development or uses.*

Lots in the neighborhood are generally around 1/3 acre in size, which is not considered to be low-density development.

- *Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*

The location is not a rural area and is within the Palatka urban area.

- *Radial, strip, isolated, or ribbon development patterns.*

Not applicable since this is not commercial development.

- *Development that fails to adequately protect and conserve natural resources and agricultural activities.*

Not applicable since this is existing development.

- *Development that fails to maximize use of existing and future public facilities and services.*

These properties are well-situated to utilize existing and future public facilities and services.

- *Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.*

Given their location with an urban service area, these properties can be efficiently served.

- *Development that fails to provide a clear separation between rural and urban uses.*

These properties are within an urban area.

- *Development that discourages or inhibits infill development and redevelopment.*

Not applicable as these properties are within a developed urban area.

- *Development that fails to encourage a functional mix of uses.*

Not applicable as these properties are single residential parcels.

- *Development that results in poor accessibility among linked or related land uses.*

Not applicable as these properties are single residential parcels.

Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff response follows each criterion).

- 1) *When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:*

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

As previously noted, the application is in keeping with the following objective and policies of the comprehensive plan, and does not conflict with other plan elements.

b. *The existing land use pattern.*

The property is an existing use and is consistent with current County and proposed City single-family residential FLUM and zoning designation.

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

Both the City and County portions of Elmwood Avenue are already zoned for single-family uses.

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

As an existing single-family use, impacts to City facilities will be marginal.

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

See response to c. above.

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

Conditions have not changed.

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

The change will not adversely affect living conditions in the surrounding neighborhood as the use is a compatible single-family use.

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

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

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

Not applicable as this is an existing use.

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

See response to g. above.

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

Not applicable as this is an existing use.

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

Providing a zoning designation to a property that is compatible with the existing use and surrounding neighborhood is not a grant of special privilege.

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

Not applicable as the City single-family zoning will be the same as the current County zoning.

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

See response to g. above.

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

Not applicable due to existing use.

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*

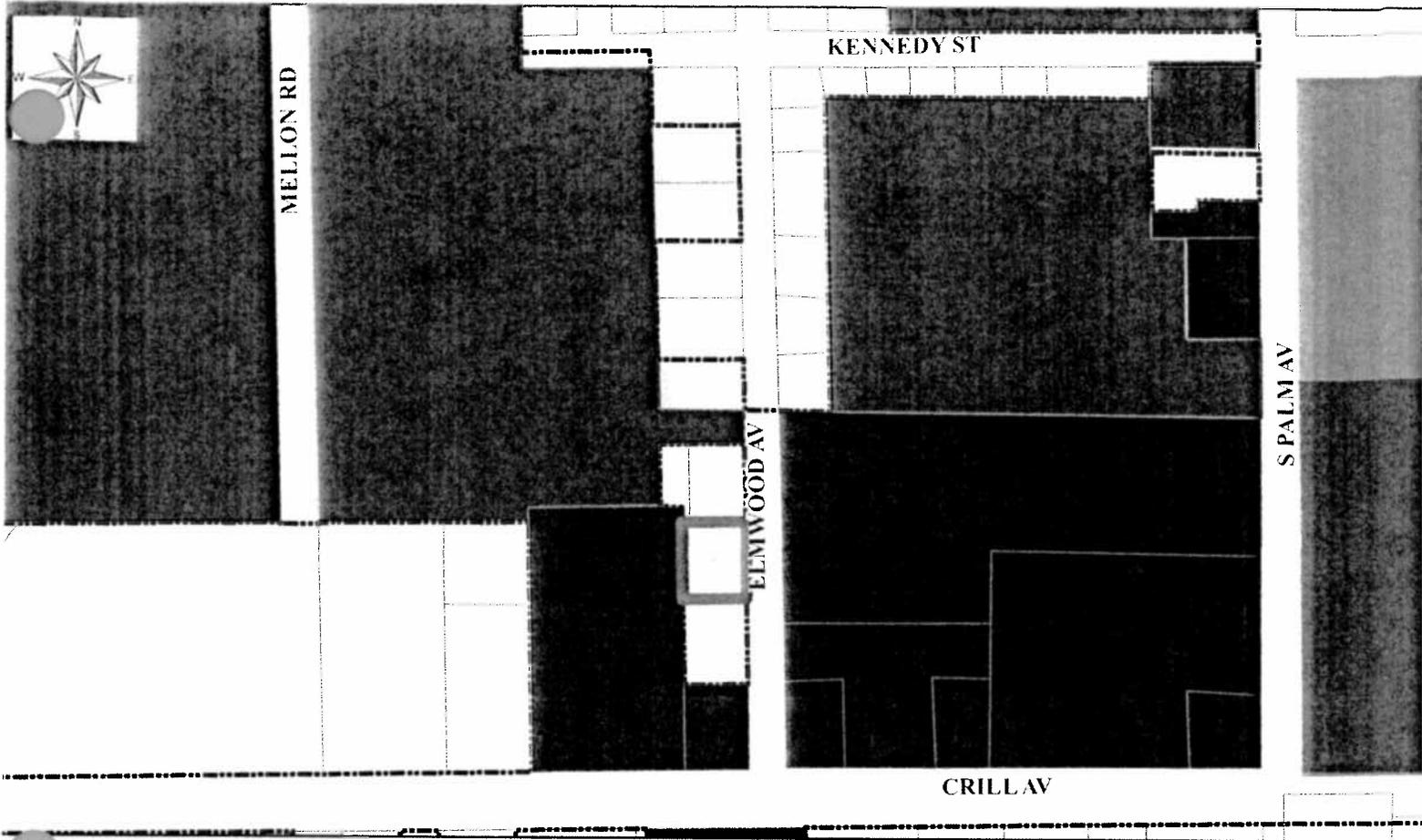
Not applicable.

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of Case 11-42: annexation, amendment of future land use map category to RL, and rezoning to R-1 for 718 Elmwood Avenue.

ATTACHMENTS: FLUM & ZONING MAPS

718 Elmwood Ave FLUM



Legend

-  City Limit
-  Parcels

Palatka FLUM

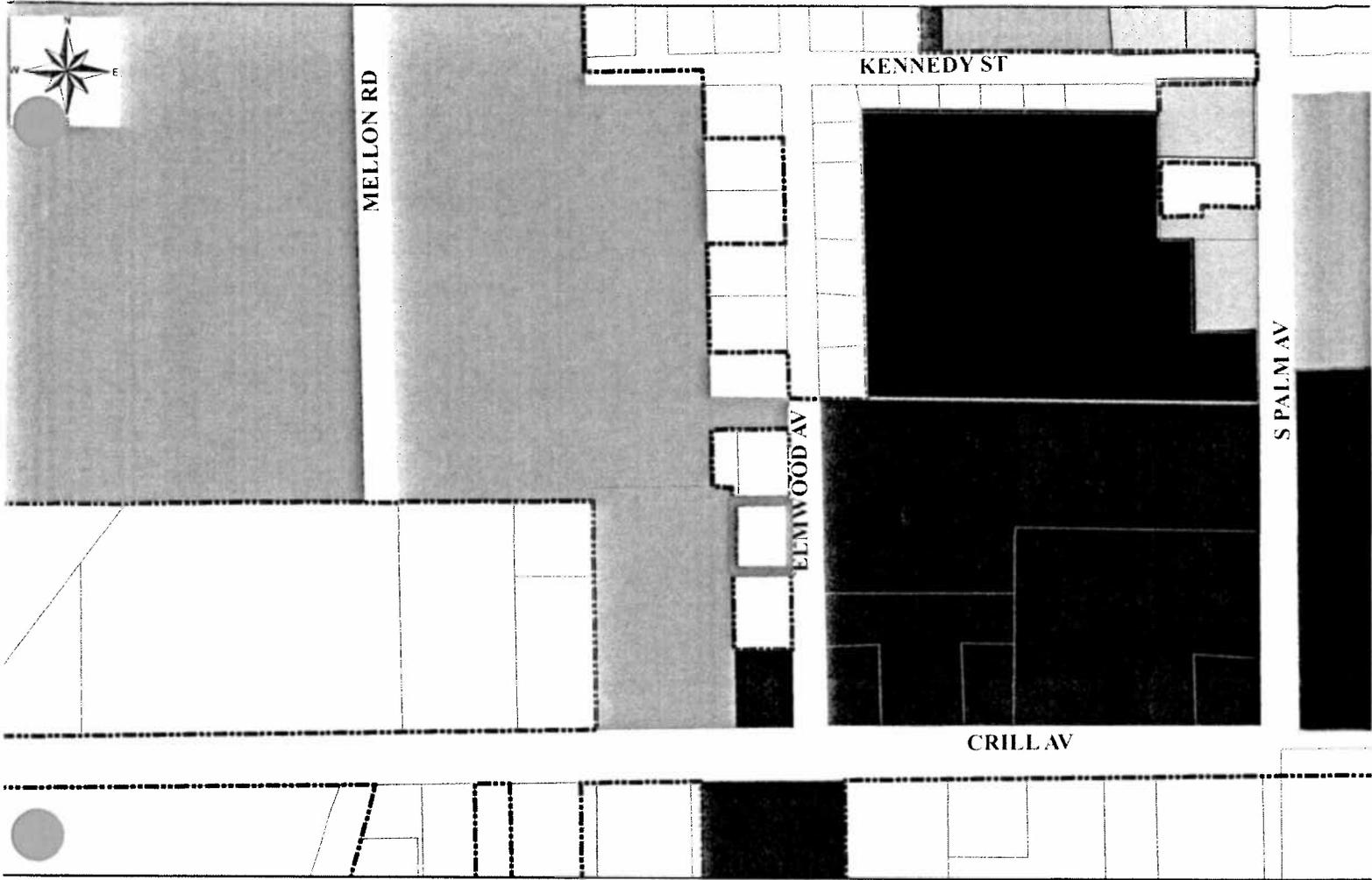
-  COM
-  OPF
-  PB
-  RH
-  RL

Site(s)
718 Elmwood Ave

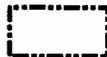
Current FLUM
County US
(Urban Service)

Proposed FLUM
RL
(Low Density Residential)

718 Elmwood Zoning



Legend

 City Limit

 Parcels

Palatka Zoning

 General Commercial

 Intensive Commercial

 Public Buildings and Grounds

 Single Family Residential

 Single Family Residential

 Multi-Family Residential

 Site(s)
718 Elmwood Ave

Current Zoning
County R-1
(Single Family)

Proposed Zoning
R-1
(Low Density)

Application for Annexation, *FILM(SS)*

This application must be typed or printed in black ink and submitted with any required attachments and application fee of \$1,000 for Small Scale or \$1,500 for Large Scale (Checks payable to the City of Palatka) to:

Application Number: PB - <u>11-42</u>
Date Received: <u>9/29/11</u>
Hearing date: <u>11-1-11</u>

City of Palatka Planning & Zoning
 201 N 2nd Street
 Palatka, FL 32177

FOR INFORMATION REGARDING THIS FORM, CALL (386) 329-0103

TO BE COMPLETED BY APPLICANT		
1. Property Address: 718 Elmwood Ave, Palatka, FL 32177	2. Parcel Number: 11-10-26-0000-0300-0000	3. Current Property Use: Residential
4. Current Land Use Designation: Residential, Single Family	5. Requested Land Use Designation: Residential	6. Required Attachments: <input type="checkbox"/> Legal Description <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey
7. Current Zoning Designation: R-1	8. Requested Zoning Designation: R-1	
9. Acreage to be considered for request: .36 acres	10. Number, types & square footage of structures on property: Single Family Home - 1316 sf Detached Garage - 500 sf, Detached Canopy - 230 sf	
Reason for annexation request: <u>ACCESS TO CITY UTILITIES</u>		
JOHN W. WHITE AND LARUE GREATHOUSE		
Owner Name	Agent Name	
PO BOX 674, PALATKA, FL 32177		
Owner Address	Agent Address	
Phone Number	Phone Number	
<u>325-1868</u>		

- * Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.
- ** Project Narrative: Explain present and future use of the property in detail.
- *** Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest one-hundredth acre), and Topography/Flood Prone Areas.
- **** Site map for ad to be to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.
- ***** Site Plan: Detailed project drawing



BY: _____

Application Number: PB - 11-42
 Hearing date: rec'd 9/29/11 / 11-1-11

10. This application submitted by:

Signature of owner(s): John W. White La Rue Greathouse

Print owner(s) names(s): John W. White LaRue Greathouse

Signature of Agent(s): _____

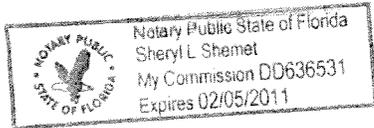
Print Agent(s) names: _____

STATE OF Florida

County of Putnam

Before me this day personally appeared John W White & La Rue Greathouse who executed the foregoing application and acknowledged to and before me that they executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 14th day of October A.D. 2010.



Sheryl L. Shemet
 Notary Public

My commission expires: 2/5/2011 State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Confirm Zoning:	4. Confirm FLUM	5. Preliminary review by:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: By:	9. Legal Ad Ran: Date: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey	
City Commission Hearing Date:				

FL 312717 B 730 P 402
CO: PUTNAM ST: FL

WARRANTY DEED
(Ind. - Ind)
(Statutory Form-Section 689.02 F.S.)

This Indenture, made this 2nd day of June, 1997, between

CUBA WHITE, a single woman

whose post office address is 718 ELMWOOD AVENUE, PALATKA, FLORIDA 32177, hereinafter called the Grantor*, and

JOHN W. WHITE, a single man and LaRUE W. GREATHOUSE, a single woman, as Joint Tenants with Full Rights of Survivorship,

whose post office address is P. O. BOX 674, PALATKA, FLORIDA 32178, hereinafter called the grantee*.

WITNESSETH: That said grantor, for and in consideration of the sum of TEN AND NO/100 (\$10.00) Dollars, and other good and valuable consideration to said grantor in hand paid by said grantee, the receipt whereof is hereby acknowledged, has granted, bargained and sold to the grantee, and grantee's heirs and assigns forever, the following described land, situate, lying and being in PUTNAM County, Florida, to wit:

Property Folio No. : 11-10-26-0000-0300-0000

A tract of land situated in the SE 1/4 of the NE 1/4 of Section 11, Township 10 South, Range 26 East, Tallahassee Meridian and being more particularly described as follows:

Commence at a concrete monument which is 632.0 feet Northerly and 273.0 feet Easterly of the Southwest corner of the SE 1/4 of the NE 1/4 of said Section 11, and run thence Easterly, parallel with the South line of the NE 1/4, a distance of 150 feet to the Westerly line of those lands described in Deed Book 199, page 214, public records of Putnam County, Florida; thence Southerly, along said Westerly line, a distance of 135.0 feet to the point of beginning of this description. From point of beginning continue Southerly, along said Westerly line, a distance of 135.0 feet, more or less, to the Northeast corner of those lands described in O.R. Book 84, Page 679 of said public records; thence Westerly, and along the Northerly line of said lands, a distance of 115.0 feet to the Northwest corner of said lands and the Easterly line of those lands described in Deed Book 83, page 349 of said public records; thence return to point of beginning of the lands to be described herein; run Westerly, and parallel with the South line of said SE 1/4 of NE 1/4, a distance of 115.0 feet to a point; thence Southerly, and along the Easterly line of the lands described in Deed Book 83, page 349 to the Northwest corner of those lands described in O.R. Book 84, page 679 and to close.

Subject to restrictions, reservations, easements and limitations of record, if any, provided that this shall not serve to reimpose same, zoning ordinances, and taxes for the current year and subsequent years.

Said grantor does hereby fully warrant the title to said land, and will defend that same against the lawful claims of all persons whomsoever.

**Grantor* and *grantee* are used for singular or plural, as context requires.

In Witness Whereof, Grantor has hereunto set grantor's hand and seal the day and year first above written.

Signed, sealed and delivered in our presence.

Jan Livingston

Signature of Witness

Jan Livingston

Print/Type name of Witness

Valerie N. Pritchett

Signature of Witness

Valerie N. Pritchett

Print/Type name of Witness

Cuba White

CUBA WHITE

DOC STAMPS 454.30
INTANG TAX .00

Doc Stamps Tax P.O. # 454.30
Stamp # 99-05-1228-00-01
SIGNED L. GRANTOR/GRANTEE OF PUTNAM COUNTY
Shirley D. Baker

STATE OF FLORIDA
COUNTY OF PUTNAM

The foregoing instrument was acknowledged before me this 2nd day of June, 1997, by CUBA WHITE, a single woman, who is personally known to me or who has produced a valid driver's license as identification and who did take an oath.

(SEAL)

Valerie N. Pritchett
(Signature)

Notary Public, Commission No. CC371678



VALERIE N. PRITCHETT
MY COMMISSION # CC371678 EXPIRES
May 16, 1998
BONDED THRU TRUW FARM INSURANCE, INC.

(Name of Notary typed, printed or stamped)

TAX IDENTIFICATION NUMBER INFORMATION

JOHN W. WHITE
LaRUE W. GREATHOUSE

TIN # [REDACTED]
TIN # 238-56-9340

FILED AND RECORDED
DATE 06/02/97 TIME 16:00

ED BROOKS
CO: PUTNAM

CLERK
ST: FL



PROJECT NARRATIVE

PARCEL: 11-10-26-0000-0300-0000

Property Address: 718 Elmwood Ave., Palatka, FL 32177

We are requesting annexation into the City of Palatka. We believe this is mutually beneficial in that it would add us to the Palatka property tax roll and allow us access to City utilities. It would also make the area more consistent in its zoning.



Today is 9/27/2010 - Putnam County, FL - GIS Office - Copyright©2010

0 0.024mi



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 Putnam County GIS
 P.O. Box 307
 Palatka, FL 32178

*Contiguous
(east)*



- Legend**
- Highlighted Feature
 - Township Range
 - Street Centerline
 - Hydrography
 - Parcels
 - Municipal Boundary
 - Crestview City
 - Interlachen
 - Palatka
 - Prichard Park
 - Wesley
 - Putnam County

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

*Agenda
Item*

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of Rezoning of Privately
Owned Airport Properties

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Rezoning Ordinance
2. Planning Board Minutes excerpts

MEETING DATE: January 12, 2012

ISSUE: This is an administrative request to rezone from M-1 (Light Industrial) to AP-2 (Industrial) for six privately owned parcels located within the airport complex. The Planning Board recommended approval of the request at their June 7, 2011 meeting. Four parcels are located on Kay Larkin Drive and two are located west of North Moody Road. The Kay Larkin properties include several existing aviation-related businesses and undeveloped land, and the Moody properties are undeveloped. The AP-2 category allows for aircraft service and maintenance facilities, parking areas for aircraft and motor vehicles, aviation-related businesses. Uses such as aircraft retail and repair, aviation schools, auto rental, hotels, restaurants, warehouses, and wholesale facilities are allowed with the favorable recommendation of the airport advisory committee and the approval of the airport manager. The companion land use amendment (from Other Public Facilities to Industrial) was approved by the Commission at their December 8, 2011 meeting.

Please direct questions regarding this request to Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 03, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED ALONG KAY LARKIN CIRCLE AND NORTH MOODY ROAD FROM M-1 (LIGHT INDUSTRIAL) TO AP-2 (AIRPORT RELATED); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

Section 1.

WHEREAS, application has been made by the Building and Zoning Department, to the City for certain amendments to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on June 7, 2011, and two public hearings before the City Commission of the City of Palatka on January 12, 2012, and January 26, 2012, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of M-1 (Light Industrial) to AP-2 (Airport Related).

DESCRIPTION OF PROPERTY:

Property Tax Number	Legal Description
03-10-26-7720-0200-0090	RIDGEDALE MB3 P164, BLK 20 LOTS 9 + 10 + THAT PT OF CLOSED ST OR396 P1671
03-10-26-7720-0260-0120	RIDGEDALE MB3 P164 BLK 26 LOT 12 + THAT PT

Property Tax Number	Legal Description
	OF CLOSED ST OR396 P1671
03-10-26-0000-0010-0060	PT OF SW1/4 SEC 3 + PT OF SE1/4 SEC 4 OR1184 P307
03-10-26-0000-0010-0070	PT OF NW1/4 OF SW1/4 OR1214 P77 (PARCEL 1) (SUBJECT TO ESMT OR1214 P83)
03-10-26-0000-0010-0071	PT OF NW1/4 OF SW1/4 OR1214 P77 (PARCEL 2) (SUBJECT TO ESMT OR1214 P83)
03-10-26-0000-0010-0030	PT OF W1/2 OF SEC OR614 P122

Section 3. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Planning Board Minutes
June 7, 2011

Table 3: Private Properties corrective Future Land Use amendments and/or rezoning:

Site	Address	Allowable Uses	Existing Use	FLUM	Proposed FLUM	Zoning	Proposed Zoning
Airport area		water plants, ponds, etc.	Airport-related	OPF	IN	M-1	AP-2
Parcel SW of Jail	N side of HWY 19	water plants, ponds, etc.	Undeveloped	OPF	COM	No change	
310 S. Palm Ave.		water plants, ponds, etc.	Retail/office	OPF	COM	(By applicant)	
306 S. Palm Ave.		water plants, ponds, etc.	Service (credit union)	OPF	COM	No change	
Residential area around Beasley Middle School		Parks	Single-family	REC	RL	No change	
Portion of Rolling Hills Subdivision		Multi-family	Single-family	RM	RL	No change	
Residential area east of Ravines		water plants, ponds, etc.	Single-family	OPF	RL	No change	

Mr. Crowe explained with regards to Table no. 1, the schools are currently in a variety of land use categories, and that the Comprehensive Plan directs us to put schools and government facilities into the PB (Public Buildings and Grounds) category. He explained that OPF (Other Public Facilities) is meant for things like sewer plants and wastewater treatment plants, and that RH and RL are Residential use classifications for low and high density residential development. He added that these are public properties, that these areas are basically in the wrong land use category and that this is a housekeeping measure to put them where they belong.

Mr. Crowe advised with regards to Table no. 2, that these are the public properties that are basically in the wrong land use category. He added that this is a housekeeping measure to put them in the appropriate land use category, which is PB. He stated that unlike the school properties, they are proposing a rezoning change for most of them, mostly to PBG-1 (Public Buildings and Grounds and Other Public Facilities districts) and AP-1 (Airport zoning) for the runway part and AP-2 (Airport Related zoning) for the non-runway portion for the Airport areas, which are the appropriate zoning categories for these quasi-government uses. He requested that the Water Treatment Plant (320 Moody Rd.) be removed from the table as it already has the appropriate OPF designation.

Mr. Crowe further advised with regard to Table no. 3, the Airport area includes various parcels privately owned which are recommended for Industrial Land Use. The small parcel SW of the Jail and also 306 and 310 S. Palm Avenue which are currently designated Other Public Facilities and would be more correctly categorized as Commercial. The residential area around Beasley Middle School (mostly single family homes) is inappropriately categorized as Recreation (for parks), and of course, people are not supposed to live in parks, so we are proposing to put the appropriate low-density land use designation in the rear of the school area. He stated that the area east of the Ravines is a single-family neighborhood and is proposed for a RL use designation. He ended by saying that all of these proposed changes are meant to be corrective measures, to have the Comprehensive Plan map more accurately reflect what is actually out there.

Yvonne Johnson stated that she has lived near Jenkins Middle School for years and that she wants to stay in the county. Acting Chairman Venables advised that this is not an annexation request, and would not impact her property in that way.

Mike Lewis, 2313 Prosper St., stated that he lives in front of Moseley School/warehouse and has for over 23 years and he does not want to see a bus barn and warehouse there. He spoke in opposition of the request, stating that he and his neighbors are bothered by the noise with trucks coming and going, the sanitation trucks and the unsightly storage yard.

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He stated that the surrounding area is residential and he and his neighbors do not want this eyesore warehouse/storage facility of this sort in front of their homes. He pleaded with the Board not to approve this rezoning request.

Acting Chairman Venables asked Mr. Crowe if the proposed action in any way changes the use of that property. Mr. Crowe stated that the Land Use category does not get specific enough to govern this kind of thing and schools are allowed in most Land Use categories, even residential. He stated that we are not proposing to change the zoning of this site however, the use that is there may not be compatible with the zoning that is in place there and that this particular action will not affect the allowance of the current activity on this site. Mr. Holmes pointed out that currently the land use is Residential Low-Density and is consistent with the current zoning. He asked if the Land Use were changed to PB would that be consistent with the existing residential zoning. Mr. Crowe advised that there is not a strict matrix for the PBG land use category as to what zoning districts are allowed therefore, a public land use category could be accompanied by pretty much any zoning districts; schools are allowed in pretty much any zoning category.

(Note: actually there is a matrix in the Zoning Code (Sec. 94-111(b) and the PB land use category only allows the PBG-1 zoning district – we apologize for this oversight.)

Mr. Holmes stated the he guesses what the residents are concerned about is that if the land use category is changed then later there will be a request to change the zoning category to better fit the warehouse use. Mr. Pretrucci asked if the current use was incompatible with the current residential zoning designation and spoke to Mr. Holmes' point, that it is one thing to have a school in a residential location, but quite another to have a warehouse facility in a residential neighborhood. Mr. Crowe stated that is correct, but that he had not seen a formal complaint or code enforcement action in this matter. Robert Cavouti stated that he spoke to Mr. Crowe two weeks ago, and has complained about this in the past. Mr. Crowe advised that if he receives a formal complaint filled out by any interested citizen, his office will investigate and provide a finding as to whether the activities are compatible with the zoning and what need to be done about it.

Mr. Holmes reiterated for clarification, presuming the future land use designation was changed to PB and the zoning stays the same, if someone makes a complaint about the current zoning and the non-conforming use, that results in a Code Violation - the owner could then request a zoning change to PBG-1, and that requested zoning change would be then consistent for the current use, to meet compliance. Mr. Crowe replied he was not aware of the warehouse use when this list that he inherited was put together. He does not have a problem with the Board taking this request off the table for consideration.

Acting Chairman Venables suggested that the Board have discussion and vote on each table individually, rather than consider all three of them together. Mr. Pickens stated that it might be fair to pull the School District warehouse item if we are going to investigate it.

Motion made by Joe Pickens and seconded by Joe Petrucci to remove the School District Warehouse at 1101 Husson Ave. from the list of Table no.1 for consideration. Motion carried 5-0.

Robert Cavouti, 2206 Prosper Street, commented that he knew that this item had been removed from the list, but he wanted to speak on it. He stated he has lived there 32 years and that about two years ago the School District put the warehouse there (summer of 2009). They relocated the School Board warehouse from the Mathews Industrial Park to the Moseley Ave location. In October of 2009 he spoke with Debbie Banks and asked why the warehouse was in a residential area. She advised that it should not be there. Meanwhile he and his neighbors tried to speak with the School Board Superintendant about their concerns regarding the 18-wheelers going in and out and that this is also a maintenance facility, he had made it quite clear to them that they would not relocate the warehouse and maintenance facility. He said he has spoken to Ms. Banks several times, and in April of 2011 Ms. Banks advised that she was waiting on the School Board to make application to rezoning, so that the warehouse could stay there. He stated that he had told her that warehouse has got to go and she told him to go to the school board and complain and that he felt he had been

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blown off by both agencies. He shared photo evidence with the Board regarding unlicensed, derelict busses for auction that sat there for months, as well as the maintenance area, stating that as of last night, there is also heavy equipment parked there. He added that he spoke with the Code Enforcement Officer last week and that she stated that "maybe we will write a letter" and he was not sure what that was to have meant. He pleaded with the Board to please help the citizens, that this area is surrounded by residential homes and that if this School Board property is rezoned, they will put all sort of things there and as they have, and to keep this in mind that they moved their warehouse there and did not call the zoning department or anyone before they made this move to ask if it was okay - they just did it.

Mr. Holmes advised that he did not believe that any further discussion or testimony on 1101 Husson Ave. was appropriate when the item has been removed from consideration. He added to proceed to take testimony at this point is more than an exercise of futility because these people are putting things on the record that is not being considered by anyone who is making a decision on the topic at hand anymore, plus there is no one here for the other side to talk about it. He said he believes that if these people want to make a complaint it should be received by staff and processed like any other complaint and put before the Code Enforcement Board for them to make a decision on, and then all these comments could come into play at that time. Mr. Pickens stated that it is not appropriate for the Board to debate whether there is a code violation there or not, and that the Board did what they had asked for use to do – it was removed from the agenda and no action was be taken on the School Board property. Mr. Cavouti asked although this item is tabled, if this comes up again, which he is sure it would one way or the other and wanted to know if the property owners surrounding the affected area would be notified. Mr. Crowe advised that if it came before the Planning Board for action, surrounding property owners within 150 feet would be notified, but if it was a Code Enforcement action, there would not be notification issued, however, the residents could contact him and he would be glad to advise of the status.

Mr. Sonny McCoy, 116 Putnam Ave., stated concerns of the changes to Jenkins Middle School having to pay double tax if their property is taken into the City and rezoned and the possibility of apartment buildings being put there. Acting Chairman Venables advised that this is not an annexation and that today's action is just a housekeeping effort, to change the Land Use designation to more appropriately reflect what is there and that it would not affect his property in that way. Mr. Petrucci advised that with today's action the change would be going from Residential High-Density to Public Buildings and Grounds, so in essence we would be going in the direction that Mr. McCoy is looking for. Ms. McCoy, 116 Putnam Ave., commented that there are a lot of trucks coming and going adding to the existing noise problems and that if any action were to take place, she wished the Board could make some of that go away.

Motion made by Joe Petrucci and seconded by Sue Roshkosh to approve Table no. 1 (School District-related corrective Future Land Use amendments) with the exception of the School District warehouse which was previously removed from this table. Motion carried 5-0.

Motion made by Earl Wallace and seconded by Sue Roskosh to remove St. Johns River College (5001 St. Johns Ave.) from table no. 2 and have that item stand alone for consideration. All present voted affirmative. Motion carried.

Janet Cavouti, 2206 Prosper St. stated concerns regarding Table 2 School District Bus Complex has been there a long time and is worried that the School Board warehouse at this location may also be moved over to the existing Moseley Ave. warehouse facility. Mr. Crowe stated that the intent is to put all the schools into that PBG category, as they are public uses. Mr. Pickens stated that the action on this item today, will not affect what the School Board can or cannot do over at Moseley. Acting Chairman Venables stated that the School Board has options that they may exercise, and if they choose to exercise them there is a procedure that will be followed that will require discussion and votes, etc.

Motion made by Joe Pickens and seconded by Sue Roskosh to approve table no. 2, excluding the request for St. Johns River State College. Motion carried 5-0.

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June 7, 2011**

Mr. Pickens told the Board that he would abstain from voting on the St. Johns River State College item that was removed from table no. 2, due to the fact that he is the president of the college.
No one spoke to this request.

Motion made by Mr. Wallace and seconded by Ms. Roskosh to remove St. Johns River College (5001 St. Johns Ave.) from table no. 2 and have that item stand alone for consideration. Motion carried 5-0.

St. Johns River State College	5001 St. Johns Ave.	water plants, ponds, etc.	College	OPF	PBG	R-3	PBG-1
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Mr. Crowe advised that this item is as the others were - a corrective measure.

Motion by Joe Petrucci and seconded by Sue Roskosh to approve the request for St. Johns River State College. Motion carried 4-0, with Mr. Pickens abstaining.

Mr. Crowe gave an overview of Table no. 3 and advised that all of the measures are meant to be corrective in the eyes of the Comprehensive Plan, and to reflect what is actually there, if it is commercial or residential it should appropriately reflect what is there.

No one spoke to the request.

Mr. Wallace asked what portion of the airport was included. Mr. Crowe stated that it included the airport and Kay Larkin Circle, adding that most of the airport is publically owned, but that there were a few parcels that are privately owned within the airport boundaries. The zoning for most of those will not change, with the exception of the airport area being changed from Industrial to AP-2.

Mr. Petrucci if the Rolling Hills zoning would be appropriate. Mr. Crowe advised that staff did a field visit and determined which homes were duplexes and which were single-family to make sure the correct Future Land Use category was assigned.

Motion made by Joe Petrucci and seconded by Joe Pickens to approve Table no. 3. Motion carried 5-0.

Case 11-18 Address: 3829 Reid St.
Parcel #: 02-10-26-0000-0390-0010
Owner: Terry L & Lisa M Geck

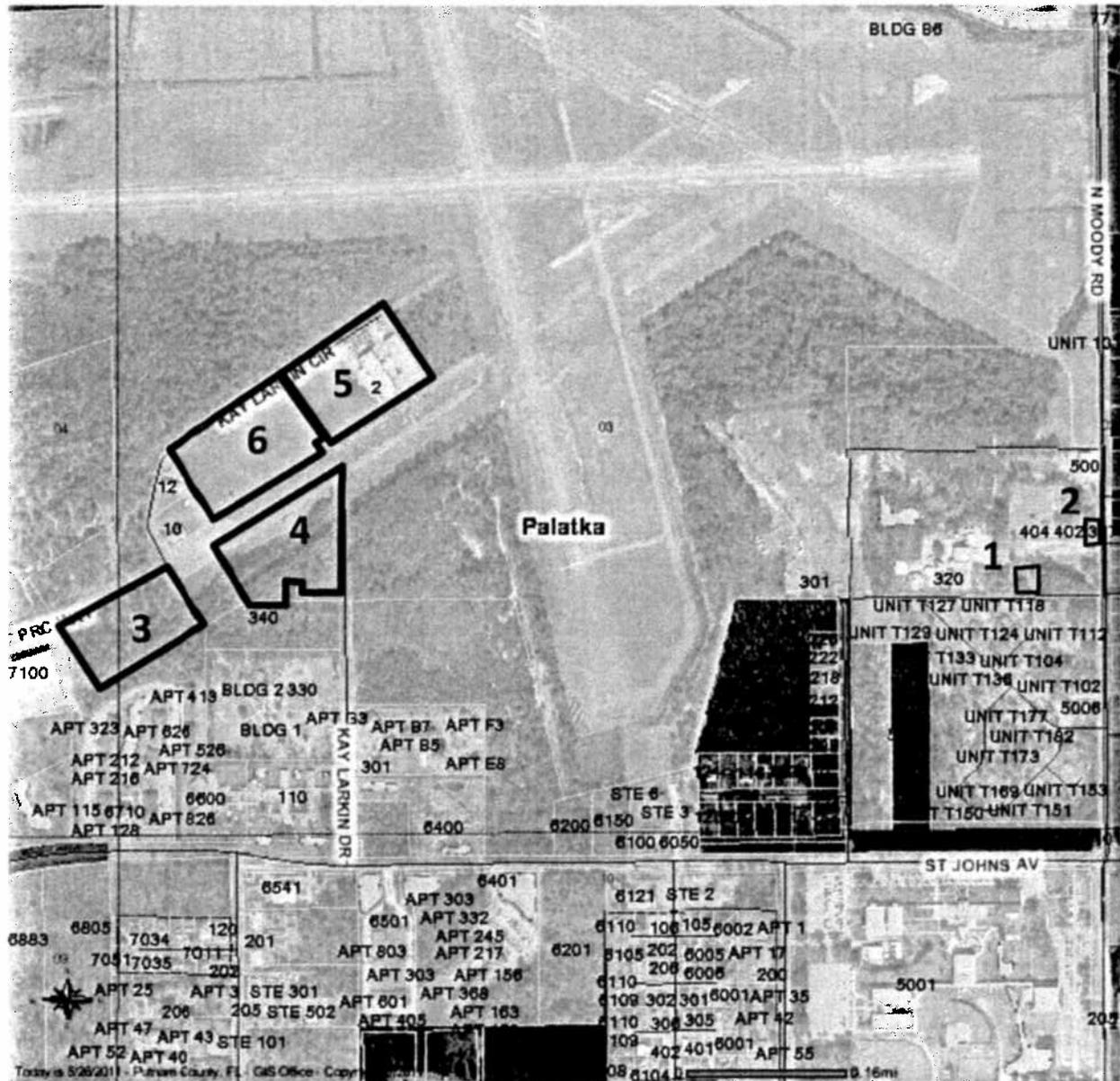
Request to annex, amend the Future Land Use Map from County CR (Commercial) to COM (Commercial) and rezone from County C-2 (General Commercial) to ~~M-1 (Industrial)~~ C-2 (Intensive Commercial)

Mr. Crowe advised that Reid St. is a commercial corridor and that this request meets the annexation, Future Land Use Map amendment, and rezoning criteria. He added that the applicant wants to connect to city utilities to expand his existing business and recommended approval.

Mr. Geck stated that he currently has C-4 zoning in the County and wanted to know if the requested city zoning was the equivalent. Mr. Crowe advised that it was the closest equivalent without going to a different category and this zoning would allow for the sale and associated preparation of his sauces.

No one spoke to this request.

Motion by Joe Pickens and seconded by Ms. Roskosh to approve the request. Motion carried 5-0.



Airport Area Privately Owned Properties

No.	Site(s)
1	St. Johns Ave.
2	St. Johns Ave.
3	Kay Larkin Cir.
4	Kay Larkin Cir.
5	2 Kay Larkin Cir. (CDR Systems)
6	Kay Larkin Cir.

*Agenda
Item*

9

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of Rezoning of 6805 St. Johns Avenue **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Rezoning Ordinance **MEETING DATE:** January 12, 2012
 2. Planning Board Minutes excerpts
 3. Staff report excerpts

ISSUE: This is a request to rezone from Putnam County Ag to R-3 (Multiple Family Residential), recommended for approval by the Planning Board at their December 6, 2011 meeting. The future land use designation for the property (located at the southwest corner of St. Johns Ave. and Zeagler Drive) is Residential High, but the density of the property is further limited by a development agreement that caps density at 12 units per acre (below the maximum 18 units per acre allowed by this land use). The applicant has indicated an interest in constructing market-rate apartments on the property.

Please direct questions regarding this request to Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 09, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 6805 ST. JOHNS AVENUE FROM PUTNAM COUNTY AG (AGRICULTURE) TO R-3 (MULTIPLE-FAMILY RESIDENTIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

Section 1.

WHEREAS, application has been made by Robert A. Guirlinger, Arbor Place Partners, LLLP, to the City for an amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 6, 2011, and two public hearings before the City Commission of the City of Palatka on January 12, 2012, and January 26, 2012, and

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

Section 2. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of Putnam County AG (Agriculture) to R-3 (Multiple-family Residential).

DESCRIPTION OF PROPERTY:

Property Tax Number	Legal Description
09-10-26-0000-0010-0011	PT OF NE1/4 OF NE1/4 OR1138 P259 (PARCEL A) (SUBJECT TO EASEMENT OR494 P1874 + DRAINAGE EASEMENT OR973 P749 + OR1177 P521)

Section 3. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 26th day of January, 2012.

CITY OF PALATKA

BY: _____
Its **MAYOR**

ATTEST:

City Clerk

PLANNING BOARD
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December 6, 2011

Ms. Buck asked if there has already been a fast food restaurant before, why they would need to get approval again.

Mr. Crowe replied because the use was discontinued and since it is in the C-1 zoning district, it is required.

Mr. Pickens commented that it makes you wonder why it was zoned that way 25 years, or more, ago when KFC went in there in the first place.

Mr. Crowe speculated by saying that Palm Avenue is not a major road corridor. It is more of a secondary corridor and that the thought behind that may have been that General Commercial was more appropriate with it being a four lane road without turn lanes. He ended by saying that this request meets applicable conditional use criteria and recommended approval of the request with the following conditions:

1. At the Applicant's choice, the use must either comply with existing landscape buffering and screening standards or any such revised standards upon their adoption. Such planting requirements shall be determined after the Landscape Code changes are made and would not require Planning Board approval;
2. Exterior lighting must be shielded and downcast so as not to create glare that shines on adjoining properties or roadways, and;
3. All other applicable standards of the Municipal Code must be met.

Larry Rakies, president of Larry's Giant Subs, stated that he looks forward to coming back to Palatka and doing it right. The past restaurant was a franchise and that this will be a corporate store and their manager will be moving to Palatka next month. He explained that they have 8 corporate stores and over 85 Franchises and he intends to hire at least 15 to 20 people locally.

Motion made by Mr. Pickens and seconded by Mr. Venables to approve the request subject to staff recommendations. All present voted affirmative. Motion carried.

Mr. Sheffield asked if the new sign ordinance for landscaping around signs would come into play with this existing sign.

Mr. Crowe advised that the ordinance has not yet been passed, that the City Commission has tabled that item and it will actually be coming back to the Planning Board for some tweaking - possibly in February or March, however, if the applicant chooses to landscape around the existing pole sign, Staff would definitely support that.

Case 11-48 Request for a rezoning from County AG (Agriculture) to R-3 (Multi-family Residential)

Location: 6805 St. Johns Ave,
Parcel #: 09-10-26-0000-0010-0011
Owner: Arbor Place Partners, LLP
Applicant: Robert A Guirlinger

Mr. Crowe explained that this parcel is located on the south side of St. Johns Avenue, just west of Zeagler Drive. This request is for the east half of property that was previously changed to a Residential High-Density land use. He said that there is a fair amount of high density residential uses and some mixed uses in the area and that this request will "true up" the zoning with the assigned land use category. He said that

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there is a development agreement (included in the packet) that runs with the land and limits density to 12 units per acre. He noted that for illustrative purposes, the applicant submitted a potential site plan for the property.

Robert Girlinger, with Central Modular Systems, stated that this piece of property has a bit of history, that they went through the entire process originally when the land use was changed and then the property got caught up in that land use "debacle" (due to the state moratorium on comprehensive plan amendments) in 2008. When the economy had gotten to a place where they thought they would go ahead with their plans, they found out the rezoning never got completed, so this is just a housekeeping measure. He referred to the conceptual plan and stated that back in 2008 they had originally planned to build 110 units on that piece, but based on the economy and the market they have backed it off to 60. He said that they are using the same site plan; they just chopped off some buildings.

Mr. Pickens asked if they had a target population?

Mr. Girlinger replied that it was intended to be general, whatever the market will bear - no subsidies.

Mr. Holmes asked why the applicant was only applying for rezoning on half of the property?

Mr. Girlinger replied that they don't know what the market is going to do and if they decided to never develop that piece of property they would be paying taxes on a piece that was rezoned high-density residential.

Discussion took place regarding county zoning on a parcel located in the city.

Mr. Girlinger stated that their will buffering on the side of the single-family subdivision of fifty feet from this site's property line.

Mr. Pickens asked if those fifty feet included the drainage easement?

Mr. Girlinger replied yes, a thirty foot drainage easement and then 20 feet more.

Rodney Bergbower, 7034 Foxwood Lane, expressed concerns of increased traffic on St. Johns Avenue.

Mr. Crowe advised that from the standpoint of the zoning code, where there are adjacent uncomplimentary uses (single-family next to multi-family), buffering is required to provide visual screen and space of approximately 30 of 40 feet.

Mr. Pickens added that during class changes that it is very congested out there, but he said in all fairness to the developer, he believed that the college is what is creating the congestion far more than the residents of the existing apartment complexes that are out there. He agreed with Mr. Bergbower that we are all hoping for the development of a four lane St. Johns Avenue out there one day, if there is room for that.

Mr. Crowe stated that the staff report referenced the results of a study that was done in 2008 at the time of the Comprehensive Plan amendment, which indicated that there was available capacity on vicinity roadways. He stated that he believed that St. Johns Avenue is considered to be a major collector. Our concurrency standards use the P.M. peak hour (afternoon rush hour traffic) to determine traffic levels, which

PLANNING BOARD
Meeting Minutes
December 6, 2011

is what was utilized in that study. He added that there are standards that will be looked at when the applicant comes in with a final plan and the capacity will be re-evaluated.

Motion made by Mr. Venables and Seconded by Mr. Pickens to approve the rezoning request as presented. All present voted affirmative. Motion carried.

Case 11-49 To consider the following proposed new administrative text amendment to the Future Land Use Element of the Comprehensive Plan and to provide recommendations to the City Commission:

to allow for the Community Redevelopment Area Plan to be extended through November 10, 2043 (Policy A.1.2.2).

Mr. Stewart stated that the applicant requested this case be tabled.

Motion made by Ms. Buck and seconded by Mr. Sheffield to table this case. All present voted affirmative. Motion carried.

Case 11-50 Amend Zoning Code Section 94-201 to allow for additional goods to be sold at Farmer's Markets.

Mr. Crowe advised that the Planning Board reviewed and recommended approval (at the August meeting) to allow Farmer's markets by right in the downtown zoning districts and to expand allowable products to include the sales of arts and crafts, cottage foods, fresh seafood, eggs, house plants, etc., and provide for operational standards. The City Commission approved the item at their October 13 meeting. At that meeting the Keep Palatka Beautiful Coordinator requested that additional items be sold that require a permit from the Department of Agriculture (which must be prominently displayed), items such as fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; refrigerated bakery goods, barbeque sauces, etc. Staff supports the sale of these additional items.

Ms. Buck asked if the Farmer's Markets is referring to the one that is held in the Courthouse area or for vegetable & fruit stands in general.

Mr. Crowe advised that this is a continuation of the recent code amendment to allow Farmer's Market in the Downtown area by right which previously was only allowed by Conditional Use approval and were limited to fruits and vegetables. This request is to expand the allowable products a bit further for items as permitted by the Department of Agriculture.

Mr. Sheffield asked if cottage foods were those that are cooked in a non-commercial kitchen.

Mr. Crowe replied that yes, and they have to put a disclaimer on their products that the item has not been state inspected.

Discussion continued regarding the Cottage Foods Act.

**Case 11-48: 6805 St. Johns Ave.
Request to Rezone to R-3
Applicant: Robert A. Guirlinger**

STAFF REPORT

DATE: November 29, 2011
TO: Planning Board members
FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To rezone from County AG (Agriculture) to R-3 (Multi-Family Residential). Public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet).

APPLICATION BACKGROUND

This 9.86-acre parcel is located on the south side of St. Johns Avenue, approximately 600 feet west of Zeagler Drive. The following table shows site and surrounding property use classifications (see also attached maps).



Figure 1: Site and Vicinity Map

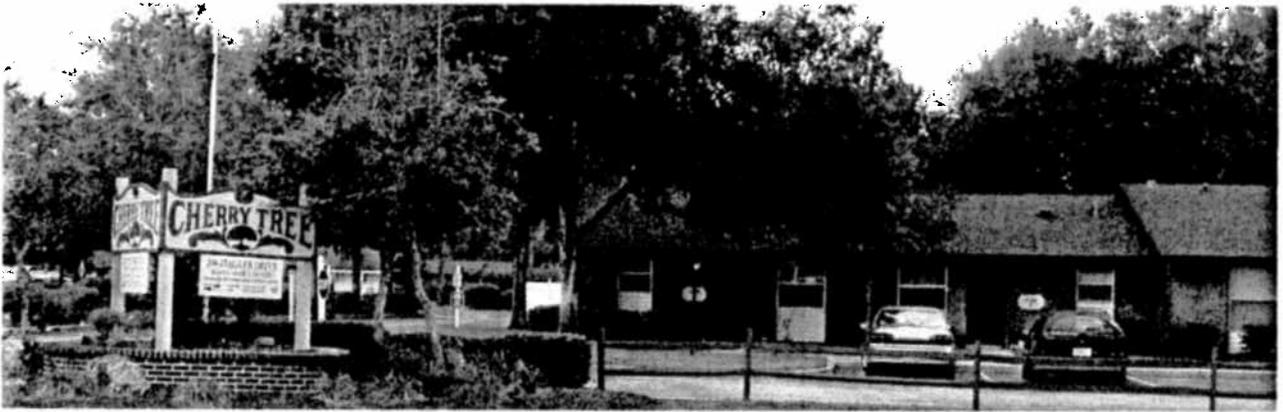


Table 1: Use Classifications

	Future Land Use Designation	Zoning	Current Land Uses
Site	RH (Residential, High Density)	County AG (Agriculture)	Undeveloped
North	IN (Industrial) & RH (Residential, High Density)	M-1 (Light Industrial) R-3 (Multi-Family Residential)	Woodland Point Apartments, Business Park
South	County AG (Agriculture)	County AG (Agriculture)	Undeveloped
East	Residential Low Density	R-3 (Multi-family Residential), R-1 (Single Family Residential)	Single-family Residential (Foxwood Subdivision), Multi-family Residential (Cherry Tree Apartments)
West	County AG (Agriculture)	County AG (Agriculture)	Undeveloped

PROJECT ANALYSIS

On December 30, 2008, the City Commission passed Ordinance No. 08-21, approving a large scale future land use amendment for 18.55 acres of land from Agricultural (AG) to Residential, High Density (RH). The lands of this amendment included the property in question and a similarly sized property immediately to the west. Citing concerns about the high density allowed by this category (up to 18 units per acre), the Planning Board recommended a density cap of 12 units per acre, which was agreed to by the property owner and approved by the City Commission. The density is enforced through a development agreement approved by the City Commission.

The existing land use pattern in the area is a wide ranging mix of undeveloped land, single family residential, apartments, industrial, and airport use. The proposed apartment use is consistent with what is developing into a relatively intense medical, institutional, and multi-family area.

Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board considers the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff response follows each criterion).

1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

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

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

Future Land Use Element Objective A.1.6 (9J-5.006(3)(b)7)

Upon Plan adoption, the City shall discourage urban sprawl.

The property is within an existing urbanized area that is served by city infrastructure and services, including water, sewer, solid waste collection, schools, and a nearby library. City sewer and water lines are located adjacent to the site, and there is sufficient available capacity for both to maintain existing level of service standards.

Housing Objective C.1.1 (9J-5.010(3)(a))

Upon Plan adoption, the City shall promote the provision of adequate and affordable housing in the City.

In the past 20+ years, no new market-rate apartment developments have been built. The existing supply maintains high occupancy rates, which is indicative of the need for additional, new market-rate apartments. While new subsidized apartments have been added in the recent past, these units are full and do nothing to relieve the pent-up demand for market-rate rentals. The project will also provide an influx of modern code-compliant residential units to the City's aging housing stock. Given its location, this project has the potential of drawing residents from throughout the County and providing a new housing alternative to people working in Palatka and unincorporated Putnam County.

Public Facilities Element Policy D.1.1.2 (9J-5.011 (2)(c)2)

All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

Throughout the development review process all adopted levels of service standards will be maintained.

- Potable Water: 325 gallons per day (2.5 persons per unit) multiplied by 118 units is 38,350 gallons per day at build-out. The City's water plant has a capacity of 6 million gallons per day, with current peak usage at approximately 3,200,000 gallons per day. Therefore available capacity exists for build-out of the project.

- Central Sanitary Sewer System: 312.5 gallons per day (2.5 persons per unit) multiplied by 118 units is 36,875 gallons per day at build-out. The sewer plant has a capacity of 3.5 million gallons per day with available capacity at 1.7 million gallons per day, therefore capacity exists for build-out of the project.

- Solid Waste: 6.4 lbs per person per day multiplied by 295 persons (2.5 persons per unit multiplied by 118 units) is 1,888 lbs per day. The City has a contract with Putnam County to use the Central Landfill. The Central Landfill has 40 permitted acres with an additional 140 acres of raw land. Current capacity is for 8.23 years with existing cells. Capacity exists for build-out of the project.

- Drainage: Consistency with the City of Palatka drainage standards and minimum requirements of the St. Johns River Water Management District.

- Transportation: The City required the applicant to prepare a Traffic Impact Analysis that would review the traffic impact of build-out of the site. This impact analysis indicated that none of the study roadway segments were adversely impacted by project trips at build-out. Also, the analysis demonstrated sufficient capacity exists to accommodate project traffic on all roadways within the project study area.

Recreation and Open Space Element Objective F.1.1 (9J-5.0143(3)(b)1)

Upon plan adoption, the City shall implement the following policies to ensure public access to all identified recreational facilities.

Policy F.1.1.2 (9J-5.014(3)(c)3)

The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per 50, Community Park/ 1 acre per 500, Neighborhood Park/ 1 acre per 500, Equipped Play and Tot Lot/ 1 Per 2,000, Baseball/Softball Fields/ 1 per 5,000, Football/Soccer Fields/ 1 per 6,000, Equipped Play area/ 1 play area per 10,000, Basketball

Courts/ 1 per 5,000, Boat Ramp (Lanes)/ 1 lane per 5,000, Tennis Court/ 1 court per 2,000, Swimming Pools/1 pool per 25,000, Hiking (miles)/ 1 Mile per 6,750, and Picnic Areas (Tables) 1 Table per 6,000.

At build-out the project will generate an additional 295 people (2.5 persons per unit multiplied by 118 units). Capacity exists for all recreational Level of Service Standards for this additional population.

b. The existing land use pattern.

This site is adjacent to similar apartment uses north and east of the site, and is across the street from a major employment center (Putnam County Business Park). The proposed use of apartments is consistent with adjacent uses, as there are existing apartments located north and east of the site. Additional buffering requirements are required by the Zoning Code for the portion of the site adjacent to Foxwood Subdivision.

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

The rezoning would expand an existing R-3 area located north and east of the site.

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

As noted, there is available capacity of urban services for the project.

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

See response to c. above.

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

Conditions have not changed.

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

The change will not adversely affect living conditions in the surrounding neighborhood as the use would be a compatible multi-family use, and buffering would be provided to ensure compatibility to the adjacent Foxwood subdivision.

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

As noted, there is available road capacity for the project.

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

Any development must comply with City and St. Johns River Water Management district requirements.

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

The City's landscape code provides for open space through the use of roadway and other buffers. Limiting the density to 12 units per acre instead of the allowable 18 units per acre will also increase open space.

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

See response to g. above.

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

See response to g. above.

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

Providing a zoning designation to a property that is compatible with the future land use map designation and surrounding area is not a grant of special privilege.

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

The existing AG zoning is not in keeping with the RH future land use map designation and must be changed to conform with the Comprehensive Plan Map.

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

See response to g. above.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.

It is not impossible to find other sites with the R-3 designation, but those sites are limited.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

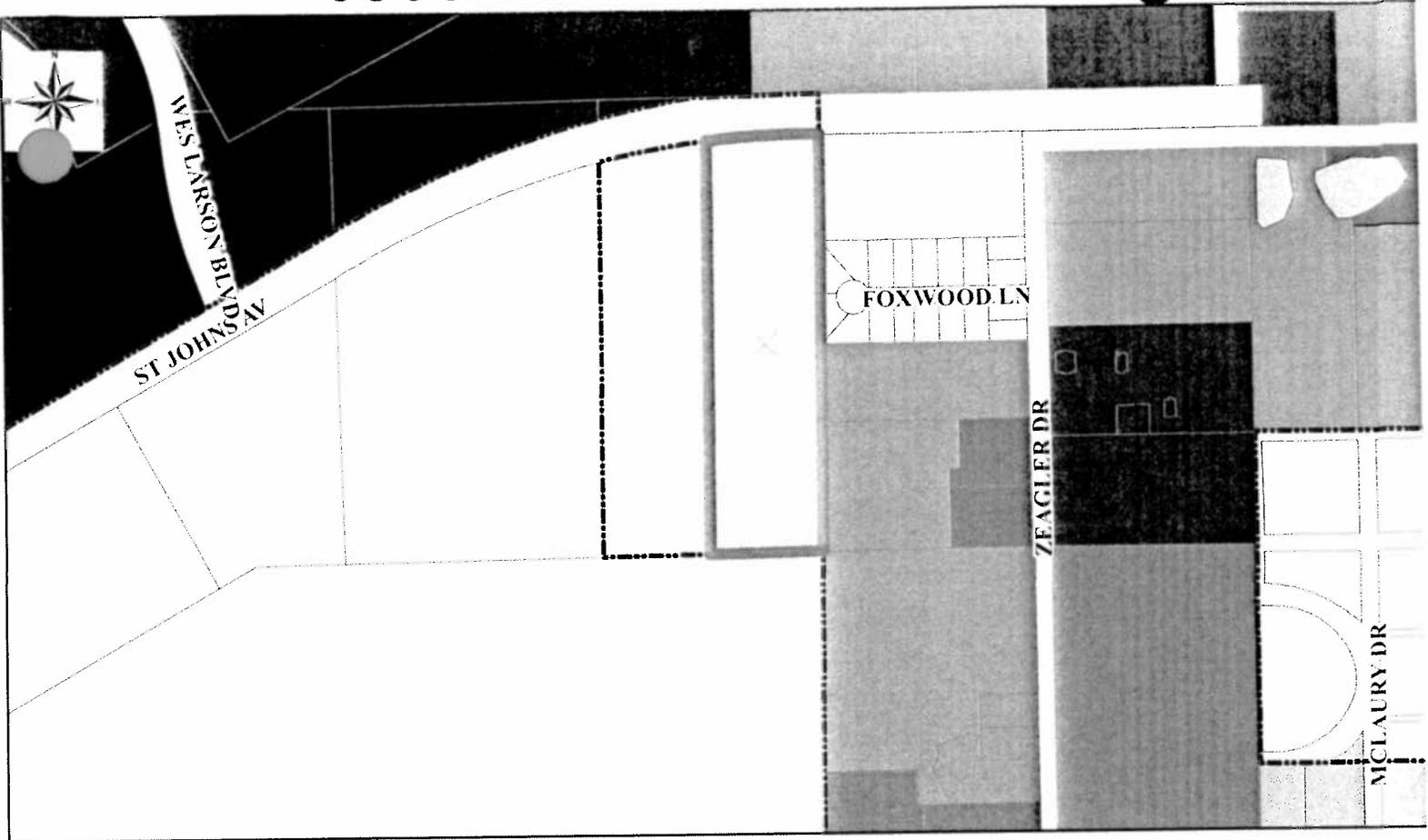
Not applicable.

STAFF RECOMMENDATION

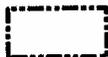
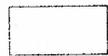
As demonstrated in this report, this application meets applicable rezoning criteria. Staff recommends approval of Case 11-48: rezoning to R-3 for 6805 St. Johns Avenue.

ATTACHMENTS: FLUM & Zoning Maps
 Applicant's Narrative
 Site Plan (not required or binding)

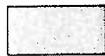
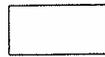
6805 St. Johns Ave Zoning



Legend

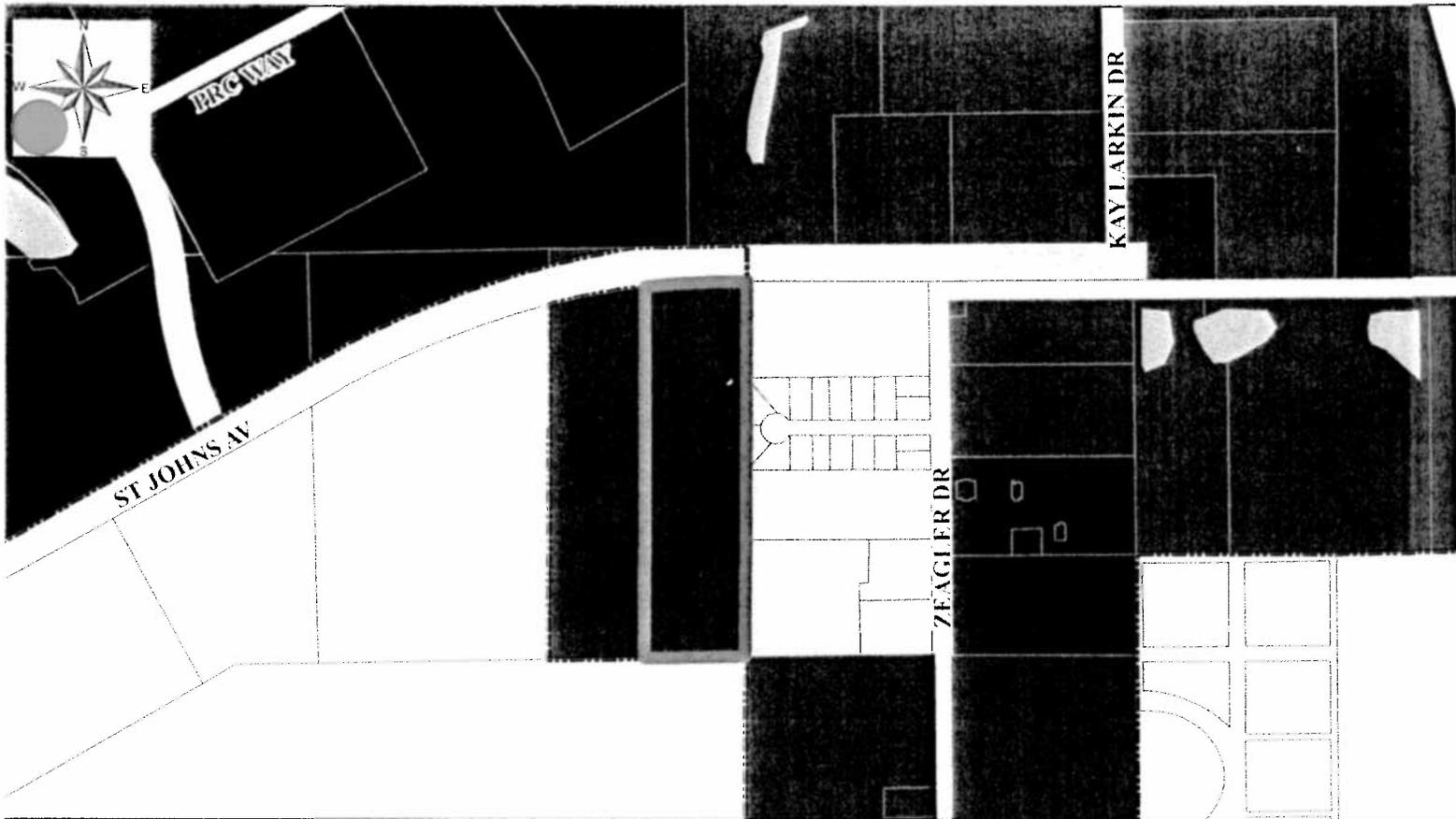
-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka Zoning

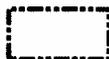
-  General Commercial
-  Neighborhood Commercial
-  Intensive Commercial
-  COUNTY
-  Light Industrial
-  Single Family Residential
-  Multi-Family Residential

Site(s)	Current Zoning	Proposed Zoning
6805 St. Johns Ave	AG (Agriculture)	R-3 (Multi - Family)

6805 St. Johns Ave FLUM



Legend

-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka FLUM

-  COM
-  IN
-  RH
-  RL

Site(s)	Current FLUM
6805 St. Johns Ave	AG (Agriculture)

Application for Rezoning

This application must be typed, legibly printed in ink, or completed electronically and submitted with any required attachments and application fee of \$130 (Checks payable to the City of Palatka) to:

City of Palatka Planning & Zoning
 201 N 2nd Street
 Palatka, FL 32177
psprouse@palatka-fl.gov

FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0103

Application Number: PB - 11-48

Date Received: 10-10-11

Hearing date: 12-6-11

TO BE COMPLETED BY APPLICANT		
1. Property Address: 6805 St. Johns Avenue	2. Current Property Use: vacant	3. Future Land Use Map (Comprehensive Plan) Designation: High Density Residential
4. Parcel Number: 09-10-26-0000-0010-0011	5. Lot size/acreage: 9.86	6. Proposed Use: Multi-family apartments
7. Current Zoning Designation: County AG	8. Requested Zoning Designation: R-3	9. Required Attachments: <input checked="" type="checkbox"/> Letter of Authorization ¹ <input checked="" type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input checked="" type="checkbox"/> Project Narrative ² <input type="checkbox"/> Site Plan (for planned developments) <input type="checkbox"/> If applicable, attach Small or Large Scale Future Land Use Amendment application
10. Square footage of any proposed structures: Approx. 40,500 s.f.	11. Number & types of structures on property: undeveloped	
12. Owner Name: Arbor Place Partners, LLLP	13. Owner Address: 1309 E International Speedway Blvd. DeLand, FL 32724	14. Phone Number: 386-740-7600 15. Email Address: bobg@cmc-cms.com
16. Agent Name: Robert A. Guirlinger	17. Agent Address: same as owner	18. Phone Number: 386-740-7600 19. Email Address: same as owner

1. Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.

2. Project Narrative: Explain present and planned future use of the property, provide justification for rezoning from goals, objectives, and policies of the Comprehensive Plan found at www.palatka-fl.gov

20. This application submitted by:

Signature of owner(s):

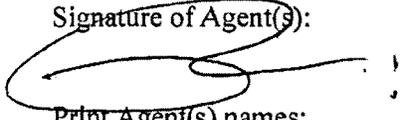
Application Number: PB -
Hearing date:

Print owner(s) names(s):

Arbor Place Partners, LLLP

Central Management Company, General Partner

Signature of Agent(s):



Print Agent(s) names:

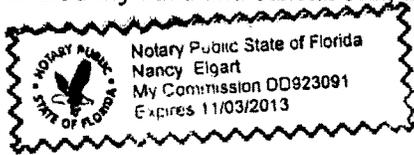
Robert A. Guirlinger

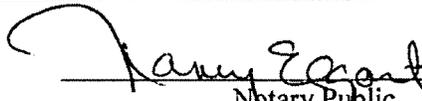
STATE OF Florida

County of Volusia

Before me this day personally appeared Robert A. Guirlinger who executed the foregoing application and acknowledged to and before me that he executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 30 day of September A.D. 2011.





 Notary Public

My commission expires: 11-03-2013 State of Florida at Large

FOR OFFICIAL USE ONLY					
1. Date Submitted	2. Received By:	3. Confirmed Current Zoning:	4. (Allowable) Requested Zoning:	5. FLUM designation:	6. Preliminary review by:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: By:	9. Legal Ad Ran: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization** <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative		
11. Planning Board Meeting Date:					
12. City Commission 1 st Reading Date:					
13. City Commission 2 nd Reading Date:					

CITY OF PALATKA
201 NORTH 2ND ST.
PALATKA FL 32177

DATE: 10/10/11
TIME: 10:05:19

RECEIPT #: 0000018479
CASHIER: JFILION

MISCELLANEOUS RECEIPT

REFERENCE: ARBOR PLACE PARTNER LLLP/ZONING APP

ITEM DESCRIPTION	PAID
-----	-----
PLANNING BD AMIN. (1366)	130.00
TOTAL AMOUNT PAID:	130.00
PAYMENT TYPE: CHECK	
CHECK NBR: 000001016	

*Agenda
Item*

10

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of amendment to Zoning Code Section 94-201 to allow for additional products for sale at farmers markets **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance
 2. Planning Board minutes excerpt
 3. Planning Board memo

MEETING DATE: January 12, 2012

ISSUE: This is a staff-initiated Municipal Code revision, with a recommendation of approval from the Planning Board. Staff has met with DPI, Inc. and also with various City staff, Keep Putnam Beautiful, and the Main Street Manager to develop conditions applicable to farmers markets. The Commission approved the use allowable by right in the downtown zoning districts at their October 13 meeting, and also approved expanding allowable products to include sales of arts and crafts, cottage foods (per recent state legislation allowing home-based preparation of baked goods, jams, cookies, etc.), fresh seafood, eggs, house plants, etc. At that meeting the Keep Palatka Beautiful Coordinator requested that additional items that require a permit from the Department of Agriculture (which must be prominently displayed) be sold, items such as fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; refrigerated bakery goods, barbeque sauces, etc. Staff supports these additional items.

Please direct questions regarding this request to the Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTION 94-201 TO ALLOW
ADDITIONAL PRODUCTS TO BE SOLD AT
FARMERS MARKETS; PROVIDING FOR
SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE

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

Section 1.

WHEREAS, application has been made by the Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 6, 2011, and a public hearing before the City Commission of the City of Palatka on December 8, 2011, and January 12, 2012, and

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

Section 2. The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlining.

Section 94-201 - Farmers markets

- (a) *Definitions.* For purposes of this section, the following definitions shall apply:

Farmers markets means the sale of fruits and vegetables in an unprocessed state or condition; arts and crafts, cottage foods including but not limited to breads, cakes, cookies, candies, jams, jellies, and fruit pies; house plants; eggs; herbs; nuts; fresh seafood; and prepared food. The following products are also allowed for sale with a permit from the Department of Agriculture, which must be prominently displayed:

fresh or dried meat or meat products including jerky;
canned fruits, vegetables, vegetable butters, salsas
and similar products; fish or shellfish products;
canned pickled products such as corn relish, pickles,
and sauerkraut; raw seed sprouts; bakery goods which
require any type of refrigeration such as cream,
custard, or meringue pies and cakes or pastries with
cream cheese icings or fillings; milk and dairy
products including hard, soft and cottage cheeses and
yogurt; cut fresh fruits and/or vegetables and juices
made from fresh fruits or vegetables; ice and/or ice
products; barbeque sauces, ketchups, and/or mustards;
and foccaccia-style breads with vegetables and/or
cheeses. A vendor, whether stationary or mobile,
locating along a roadside or on a parcel with
prominent frontage, shall not be considered a farmers
market for purposes of this section.

Section 3. To the extent of any conflict between the terms of
this ordinance and the terms of any ordinance previously passed
or adopted, the terms of this ordinance shall supersede and
prevail.

Section 4. This Ordinance shall become effective immediately upon
its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of
Palatka on this 12th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

PLANNING BOARD
Meeting Minutes
December 6, 2011

concurrency standards use the P.M. peak hour (afternoon rush hour traffic) to determine traffic levels, which is what was utilized in that study. He added that there are standards that will be looked at when the applicant comes in with a final plan and the capacity will be re-evaluated.

Motion made by Mr. Venables and Seconded by Mr. Pickens to approve the rezoning request as presented. All present voted affirmative. Motion carried.

Case 11-49 To consider the following proposed new administrative text amendment to the Future Land Use Element of the Comprehensive Plan and to provide recommendations to the City Commission:

to allow for the Community Redevelopment Area Plan to be extended through November 10, 2043 (Policy A.1.2.2).

Mr. Stewart stated that the applicant requested this case be tabled.

Motion made by Ms. Buck and seconded by Mr. Sheffield to table this case. All present voted affirmative. Motion carried.

Case 11-50 Amend Zoning Code Section 94-201 to allow for additional goods to be sold at Farmer's Markets.

Mr. Crowe advised that the Planning Board reviewed and recommended approval (at the August meeting) to allow Farmer's markets by right in the downtown zoning districts and to expand allowable products to include the sales of arts and crafts, cottage foods, fresh seafood, eggs, house plants, etc., and provide for operational standards. The City Commission approved the item at their October 13 meeting. At that meeting the Keep Palatka Beautiful Coordinator requested that additional items be sold that require a permit from the Department of Agriculture (which must be prominently displayed), items such as fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; refrigerated bakery goods, barbeque sauces, etc. Staff supports the sale of these additional items.

Ms. Buck asked if the Farmer's Markets is referring to the one that is held in the Courthouse area or for vegetable & fruit stands in general.

Mr. Crowe advised that this is a continuation of the recent code amendment to allow Farmer's Market in the Downtown area by right which previously was only allowed by Conditional Use approval and were limited to fruits and vegetables. This request is to expand the allowable products a bit further for items as permitted by the Department of Agriculture.

Mr. Sheffield asked if cottage foods were those that are cooked in a non-commercial kitchen?

Mr. Crowe replied that yes, and they have to put a disclaimer on their products that the item has not been state inspected.

Discussion continued regarding the Cottage Foods Act.

Motion by Mr. Sheffield and seconded by Mr. Pickens to approve the request as submitted. All present voted affirmative, motion carried.

Case 11-29 To consider an administrative text amendments to the City of Palatka Municipal Code amending Section 94-296 to require that landscape plans be prepared by a licensed, Florida registered landscape architect or a similarly qualified and regulated professional.

Mr. Crowe advised, for the newer members, that the Planning Board considered this item in the August meeting, which was brought about due to concerns and problems that the city has had in the past with landscape plans being prepared by non-professionals, who were providing the wrong plant materials and not providing for a harmonic arrangement of plantings. The Planning Board recommended approval but exempted small projects and additions, as well as single-family residential. The City Commission, at their September meeting, further limited this to non-residential projects and then also, at the request of an architect who was at the meeting, pointed out that an architect could prepare landscape plans under state law. The State Department of Business and Professional Regulations states that the services rendered that require licensing (referring to landscape architecture), may be performed by other properly licensed individuals in conjunction with projects such as engineers and architects. He added that the proposed amendment is a change that would allow landscape architects and qualified architects to prepare landscape plans.

Mr. Petrucci commented that when you require a landscape architect, you have just added a large amount of money to that project. He stated that he believes it is correct to permit an architect to do the landscaping, as they are qualified to do the landscaping. If anyone is doing a project that encompasses an extensive amount of landscaping, it would be more appropriate to hire a landscape architect to do that anyway, but when it is a limited amount of landscaping, an architect should be permitted to do this work.

Mr. Wallace replied that the way he interpreted the landscape licensure law is that, if you use the words "landscape design" on your plans, you have to have a licensed landscape architect do that part of the project, just as he would need to get a licensed land surveyor if he is going to do surveying.

Discussion took place regarding the definition of a "qualified individual."

Mr. Crowe advised that he did research this and, in his opinion, the statutes allow for architect to prepare landscape plans. That the statutes for good, bad or indifferent, allow architects to design landscapes, interiors and exteriors of buildings and a wide range of things which gives a lot of latitude for architects to include plantings in conjunction with building and site design.

Mr. Holmes added that it doesn't matter what you put in your code, if the Statute that defines licensure requirements does not allow for a professional to work in a particular discipline, then he can't.

Discussion ensued regarding the need for a landscape architect and the economic feasibility, a more comfortable threshold for requiring a landscape architect, such as value, size or scope of a project and possibly a threshold for staff review of smaller project sizes.

Mr. Venables expressed that he believed that Mr. Crowe's goal is to make the City look a little nicer, we have a lot of disasters around this City that do not enhance our appearance. He continued by saying he believed that Mr. Crowe's attempt at this code revision is to make sure that the landscaping is good, as it is

Case 11-50
Request to Amend Zoning Code
(Farmers' Market Additional Allowable Goods)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: November 29, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider additional goods for sale at Farmer's Markets. Public notice consisted of newspaper advertisement.

APPLICATION BACKGROUND

This is a staff-initiated Municipal Code revision which was reviewed and recommended approval of by the Board at their August meeting. The action proposed to allow Farmer's markets by right in the downtown zoning districts, expand allowable products to include sales of arts and crafts, cottage foods (per recent state legislation allowing home-based preparation of baked goods, jams, cookies, etc.), fresh seafood, eggs, house plants, etc., and provide for operational standards for this use. The Commission approved the item at their October 13 meeting. At that meeting the Keep Palatka Beautiful Coordinator requested that additional items be sold that require a permit from the Department of Agriculture (which must be prominently displayed), items such as fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; refrigerated bakery goods, barbeque sauces, etc. Staff supports these additional items.

The definition of this use is shown below, with proposed new language shown as underlined text.

Farmers markets means the sale of fruits and vegetables in an unprocessed state or condition; arts and crafts, cottage foods including but not limited to breads, cakes, cookies, candies, jams, jellies, and fruit pies; house plants; eggs; herbs; nuts; fresh seafood; and prepared food. The following products are also allowed for sale with a permit from the Department of Agriculture which must be prominently displayed: fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; canned pickled products such as corn relish, pickles, and sauerkraut; raw seed sprouts; bakery goods which require any type of refrigeration such as cream, custard, or meringue pies and cakes or pastries with cream cheese icings or fillings; milk and dairy products including hard, soft and cottage cheeses and yogurt; cut fresh fruits and/or vegetables and juices made from fresh fruits or vegetables; ice and/or ice products; barbeque sauces, ketchups, and/or mustards; and foccaccia-style breads with vegetables and/or cheeses. A vendor, whether stationary or mobile, locating along a roadside or on a parcel with prominent frontage, shall not be considered a farmers market for purposes of this section.

APPLICATION ANALYSIS

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria (if applicable), which are shown in *italics* (staff response follows each criterion).

1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

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

The change does not conflict with the Comprehensive Plan.

b. The existing land use pattern.

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

The change does not pertain to land uses.

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

The proposed change would not overtax public facilities.

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

Not applicable as this is not a zoning map change.

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

The proposed change for both this and the previous Farmer's market changes pertain to the need for more flexibility for allowable products. The ongoing economic downtown has made it more difficult to attract shoppers and visitors to downtown Palatka, and a thriving market can help to increase traffic and sales.

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

The proposed change will not adversely affect living conditions.

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

Allowing additional items for sale will not adversely affect businesses and nearby residences.

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

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

The above criteria are not applicable

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

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

See response to g. above.

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

This change does not constitute a grant of special privilege.

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

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.
See response to g. above.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

The above criteria are not applicable.

STAFF RECOMMENDATION

This proposed Zoning Code text amendment is in keeping with applicable criteria. Staff recommends approval of the following Code revision of Case 11-50 to allow for the sale of the following products at Farmer's markets with a permit from the Department of Agriculture prominently displayed: fresh or dried meat or meat products including jerky; canned fruits, vegetables, vegetable butters, salsas and similar products; fish or shellfish products; canned pickled products such as corn relish, pickles, and sauerkraut; raw seed sprouts; bakery goods which require any type of refrigeration such as cream, custard, or meringue pies and cakes or pastries with cream cheese icings or fillings; milk and dairy products including hard, soft and cottage cheeses and yogurt; cut fresh fruits and/or vegetables and juices made from fresh fruits or vegetables; ice and/or ice products; barbeque sauces, ketchups, and/or mustards; and foccaccia-style breads with vegetables and/or cheeses.

*Agenda
Item*

11

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of amendment to Zoning Code Sections 94-111(b) to allow PUDs in the OPF and PB FLUM categories **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance
 2. Planning Board minutes excerpt
 3. Planning Board memo excerpt

MEETING DATE: January 12, 2012

ISSUE: This is a staff-initiated Zoning Code revision with a recommendation of approval from the Planning Board, which considered the item at its November meeting. Allowing PUDs in these public land use categories (Other Public Facilities and Public Buildings and Grounds) can mitigate the impacts of more intensive public uses.

Please direct questions regarding this request to Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTION 94-111 TO ALLOW
PLANNED UNIT DEVELOPMENTS IN THE
PUBLIC BUILDINGS AND FACILITIES
AND OTHER PUBLIC FACILITIES FUTURE
LAND USE MAP CATEGORIES; PROVIDING
FOR SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE

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

Section 1.

WHEREAS, application has been made by the Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on December 6, 2011, and a public hearing before the City Commission of the City of Palatka on December 8, 2011, and January 12, 2012, and

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

Section 2. The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlined text.

Section 94-111. - Establishment; official zoning map

(a) *Districts generally.* The city is hereby divided into zoning districts as provided in this section and as shown on the official zoning map, which, together with all explanatory material shown therein, is hereby adopted by reference and declared to be a part of this chapter.

(b) *Relationship of districts.* Districts as defined on the official zoning map must be consistent with adopted land uses as shown on the future land use map. Zoning districts, their relationship to land uses, and zoning abbreviations for symbol purposes are as follows:

GENERAL ZONING SPECIFICATIONS

Land Use Designation	Zoning District	Symbol
Low-density residential	Single-family residential	R-1AA
	Single-family residential	R-1A
	Single-family residential	R-1
	Two-family residential	R-2
	Multiple-family residential	R-3
	Mobile home residential	R-4
	Historic district	HD
	Planned unit development	PUD
Medium-density residential	Single-family residential	R-1AA
	Single-family residential	R-1A
	Single-family residential	R-1
	Two-family residential	R-2
	Multiple-family residential	R-3
	Mobile home residential	R-4
	Historic district	HD
	Planned unit development	PUD
High-density residential	Single-family residential	R-1AA
	Single-family residential	R-1A
	Single-family residential	R-1
	Two-family residential	R-2
	Multiple-family residential	R-3
	Mobile home residential	R-4
	Historic district	HD
	Planned unit development	PUD
Commercial	Neighborhood commercial	C-1A
	General commercial	C-1
	Intensive commercial	C-2
	Downtown riverfront	DR
	Downtown business	DB
	Historic district	HD
	Planned unit development	PUD
	Industrial	Light industrial
Historic district		HD
Planned unit development		PUD
Recreational	Recreation/open space	ROS
Public buildings and grounds	Public buildings and grounds	PBG-1
	<u>Planned unit development</u>	
Other public facilities	Other public facilities	PBG-2
	<u>Planned unit development</u>	
	Airport zoning	AP-1
	Airport-related zoning	AP-2
Conservation	Conservation	CON
Agriculture	Open rural	OR
	Planned unit development	PUD

Section 3. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

PLANNING BOARD

Meeting Minutes

November 1, 2011

Heather, a Human Resource Manager for Lowes was present and stated that they would like the ability to continue the tree sales for longer than the 30 days.

Discussion ensued regarding the Board's desire to have staff review this portion of the code for a possible amendment to the 30 day limitation.

Motion made by Mr. Sheffield and seconded by Mr. Harwell to approve the request with staff recommendation. All present voted affirmative. Motion carried.

OLD BUSINESS continued.

Allow PUDs in PB & OPF Amend Chapter 94 (Zoning) Section 94-111(b) to allow the Planned Unit Development Zoning District within the Public Buildings and Grounds and the Other Public Facilities (comprehensive plan map) land use categories.

Mr. Crowe advised that PUD's are allowed in most other non-residential future land use categories and realized the need for this as there has been discussion of the Emergency Management Services considering locating a warehouse near a multifamily zoning district and an application for rezoning was received from the School District for the Moseley warehouse on Husson Avenue. He recognized the objection of the neighbors for the warehouse facility. He stated that the goal is to try and work with the two parties in an effort to come up with a middle ground solution possibly. If you have the ability to do a PUD it might give the applicant and the City a tool to come up with a more unique, customized zoning district that looks to protecting residential areas protecting compatibility and we would like to have that in these two land use categories, as we do have some pretty intense public uses.

Mr. Stewart commented that this consideration would not mean that the Board is necessarily in favor of the warehouse being over there.

Mr. Venables asked if the hours of operation could be negotiated into the PUD.

Mr. Crowe agreed, and said that everything is on the table, and both parties have to agree to the conditions of the PUD but it is ultimately up to the School board to submit the application and be in charge of what it is they are ultimately requesting. Stating that his job is to work with the applicant and the neighborhood to hopefully come up with a compromise that would allow the use to remain and provide conditions to protect the neighborhood.

Motion made by Mr. Venables and seconded by Mr. Harwell to approve the request authorizing Mr. Crowe the ability to move forward with this request. All present voted, resulting in 5 yeas and 1 nay. Motion carried.

Required Parking Exemption for Downtown Single Residential Units Amend Chapter 94 (Zoning) Section 94-161(i) and Section 94-162(i) to exempt the minimum parking requirement for single residential units within buildings within the Downtown Business and Downtown Riverfront zoning districts.

Mr. Crowe explained we have had a number of requests in the downtown area for upper floor residences and the hardship is that most of these buildings do not even have parking so the intent is to exempt the single residential uses on the upper floor them, and that it is typical for small cities and downtowns to have what is called de minimus exemptions.

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

Allow PUDs in PB & OPF

PUD zoning overlays are only allowed in commercial and industrial land use categories. The need for this change was demonstrated by the recent citation of the Putnam County School District for operating a warehouse in the old Moseley school location, which is an activity that is not in compliance with the Comprehensive Plan and Zoning Code. Staff is working with the School District and neighborhood residents to develop some site-specific conditions such as truck access, hours of operation, and screening and buffering. Staff recommends allowing PUDs in the PB (Public Buildings and Grounds) and also within the OPF (Other Public Facilities) land use category.

Required Parking Exemption for Downtown Single Residential Units

The need for this change was demonstrated by a downtown property owner who wished to construct an apartment above his business. The Zoning Code exempts commercial uses from minimum parking requirements now, but residential uses must provide off-street parking. This is not practical, and in many cases not possible with downtown properties where the entire parcel is usually covered by a building. While Staff is not prepared to exempt all residential uses from parking requirements, since apartments might create parking shortages for businesses, at this time Staff does recommend exempting single residential uses within a building from the parking requirement. It is not anticipated that there will be enough upper floor residences to affect the public and private parking inventory.

Reduction of Minimum Parking Space Size

The Zoning Code requires a minimum size of parking spaces of 10 feet by 20 feet. This is larger than the standard 9 feet by 18 feet size required in most other codes and results in unnecessary paving, which burdens businesses and reduces green space. Staff recommends the smaller size. In addition, Staff recommends that businesses be allowed to provide compact car spaces for not more than 25% of required parking. Compact car spaces are sized at 7.5 feet by 16 feet. Compact car spacing would require marking on the pavement or signage.

PROJECT ANALYSIS

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria (if applicable), which are shown in *italics* (staff response follows each criterion).

1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

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

The changes do not conflict with the Comprehensive Plan. The following policy is relevant to this application:

Policy A.1.1.5 9J-5.006(3)(c)1

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

“Upon Plan adoption, the City Building Official shall review the City Zoning Code to ensure that current signage regulations preserve the character of the City. Where, through citizen participation, it is determined that current signage regulations regarding location, size, height, motion, etc., should be revised, changes to the current regulation shall, be discussed in public hearing and proposed changes considered for adoption by the City Commission. By June 2008, the City shall review the land development regulations to ensure that signage maintains the character of the City and does not adversely impact adjoining properties, public rights-of-way, and the St. Johns River.”

The proposed sign code changes are in keeping with this policy.

Policy A.1.8.2 9J-5.006(3)(c)5

“The Land Development Regulations shall include provisions for Planned Unit Developments as an optional overlay designation. PUDs shall be permitted within any land use area through land use amendment procedures defined in s. 163.3187, Florida Statutes.”

The proposed change to allow PUDs in the PB and OPF land use categories are in keeping with this policy.

- b. *The existing land use pattern.*
- c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*
- d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*
- e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*
- f. *Whether changed or changing conditions make the passage of the proposed amendment necessary.*

The above criteria are not applicable.

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

The sign changes accomplish the following: clarify current vague sign standards, reduce visual clutter, allow businesses to effectively advertise, and provide a strong public sign component. These goals all improve living conditions in the City as a whole as well as its neighborhoods. **Allowing PUDs in public land use categories helps to mitigate impacts on neighborhoods and the City as a whole.** Eliminating the parking requirement for single residences in upper floor downtown buildings will encourage such uses and increase vitality in the downtown. Finally, reducing minimum parking space size and allowing for compact car parking spaces reduces paved areas, increases open space, and reduces development costs for businesses.

- h. *Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.*
- i. *Whether the proposed change will create a drainage problem.*
- j. *Whether the proposed change will seriously reduce light and air to adjacent areas.*

The above criteria are not applicable

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

*Agenda
Item*

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of amendment to Zoning Code Sections 94-161(i) and 94-162(i) to exempt single residential units within a building from the minimum parking requirement in downtown zoning districts

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Draft Ordinance
2. Planning Board minutes excerpt
3. Planning Board memo excerpt

MEETING DATE: January 12, 2012

ISSUE: This is a staff-initiated Zoning Code revision, with a recommendation of approval from the Planning Board. The Zoning Code exempts commercial uses from minimum parking requirements now, but residential uses must provide off-street parking. This is not practical, and in many cases not possible with downtown properties where the entire parcel is often covered by a building. While Staff is not prepared to exempt all residential uses from parking requirements, since apartments with no parking spaces might create parking shortages for businesses, at this time Staff recommends exempting single residential uses within a building from the parking requirement. It is not anticipated that there will be enough upper floor residences to affect the public and private parking inventory – a windshield survey indicated that if all buildings where it was allowable and practicable to have residential units received an exemption such exemptions would comprise less than 10% of nearby available public on-street and off-street parking.

Please direct questions regarding this request to Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA AMENDING ZONING
CODE SECTIONS 94-161 AND 94-162 TO
EXEMPT SINGLE RESIDENTIAL UNITS
WITHIN A BUILDING FROM THE MINIMUM
PARKING REQUIREMENT IN DOWNTOWN
ZONING DISTRICTS; PROVIDING FOR
SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE

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

Section 1.

WHEREAS, application has been made by the Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on November 1, 2011, and a public hearing before the City Commission of the City of Palatka on December 8, 2011, and January 12, 2012, and

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

Section 2. The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlining.

Section 94-161 - DR downtown riverfront district

i) Off-street parking and loading. (See also section 94-262 of article V.) Parking requirements are as follows:

1) Residential: One space per dwelling unit, no additional parking spaces shall be required for a single residential unit located within any single "tax parcel". For purposes of this ordinance, "tax parcel" shall mean all real estate and improvements assessed

under one tax parcel number by the Putnam County
Property Appraiser and Putnam County Tax Collector.

Section 94-162 - DB downtown business district

i) Off-street parking and loading. (See also section 94-262 of article V.) Parking requirements are as follows:

1) Residential: One space per dwelling unit, no additional parking spaces shall be required for a single residential unit located within any single "tax parcel". For purposes of this ordinance, "tax parcel" shall mean all real estate and improvements assessed under one tax parcel number by the Putnam County Property Appraiser and Putnam County Tax Collector.

Section 3. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of January, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

PLANNING BOARD

Meeting Minutes

November 1, 2011

Heather, a Human Resource Manager for Lowes was present and stated that they would like the ability to continue the tree sales for longer than the 30 days.

Discussion ensued regarding the Board's desire to have staff review this portion of the code for a possible amendment to the 30 day limitation.

Motion made by Mr. Sheffield and seconded by Mr. Harwell to approve the request with staff recommendation. All present voted affirmative. Motion carried.

OLD BUSINESS continued.

Allow PUDs in PB & OPF Amend Chapter 94 (Zoning) Section 94-111(b) to allow the Planned Unit Development Zoning District within the Public Buildings and Grounds and the Other Public Facilities (comprehensive plan map) land use categories.

Mr. Crowe advised that PUD's are allowed in most other non-residential future land use categories and realized the need for this as there has been discussion of the Emergency Management Services considering locating a warehouse near a multifamily zoning district and an application for rezoning was received from the School District for the Moseley warehouse on Husson Avenue. He recognized the objection of the neighbors for the warehouse facility. He stated that the goal is to try and work with the two parties in an effort to come up with a middle ground solution possibly. If you have the ability to do a PUD it might give the applicant and the City a tool to come up with a more unique, customized zoning district that looks to protecting residential areas protecting compatibility and we would like to have that in these two land use categories, as we do have some pretty intense public uses.

Mr. Stewart commented that this consideration would not mean that the Board is necessarily in favor of the warehouse being over there.

Mr. Venables asked if the hours of operation could be negotiated into the PUD.

Mr. Crowe agreed, and said that everything is on the table, and both parties have to agree to the conditions of the PUD but it is ultimately up to the School board to submit the application and be in charge of what it is they are ultimately requesting. Stating that his job is to work with the applicant and the neighborhood to hopefully come up with a compromise that would allow the use to remain and provide conditions to protect the neighborhood.

Motion made by Mr. Venables and seconded by Mr. Harwell to approve the request authorizing Mr. Crowe the ability to move forward with this request. All present voted, resulting in 5 yeas and 1 nay. Motion carried.

Required Parking Exemption for Downtown Single Residential Units Amend Chapter 94 (Zoning) Section 94-161(i) and Section 94-162(i) to exempt the minimum parking requirement for single residential units within buildings within the Downtown Business and Downtown Riverfront zoning districts.

Mr. Crowe explained we have had a number of requests in the downtown area for upper floor residences and the hardship is that most of these buildings do not even have parking so the intent is to exempt the single residential uses on the upper floor them, and that it is typical for small cities and downtowns to have what is called de minimums exemptions.

PLANNING BOARD

Meeting Minutes

November 1, 2011

Mr. Venables requested clarification as to whether the exemption was referring to each building with multiple single residential units or one building with only one unit.

Mr. Crowe advised that it is per building with one residential unit, that those commercial buildings with multiple residential units would have to provide parking for those residential units. He further explained that eventually all cities have to do this. That the current infrastructure project going on at the riverfront includes renovating and providing additional parking. Eventually there will have to be small structured parking lots scattered throughout downtown, and possibly sometime in the distant future, there will have to be a parking structure as well. He stated that this is a judgment call, but he believed that at this time, the collective impact of the single residential units above the first floor will not have significant to the available parking downtown.

The overall consensus of the Board was that they liked the idea of encouraging people to move downtown.

Motion made by Mr. Venables and seconded by Mr. Harwell to approve as submitted. All present voted affirmative. Motion carried.

Reduction of Minimum Parking Space Size Amend Chapter 94 (Zoning) Section 94-261(f) to reduce the minimum size of parking spaces from 10 feet by 20 feet to 9 feet by 18 feet, and to allow for compact car spaces sized at 7.5 feet by 16 feet with compact spaces not to exceed 25% of total required parking spaces.

Mr. Crowe advised that he has looked a lot of other communities and it is pretty standard to have 9 feet x 18 feet standard parking spaces. We currently have a 10 feet x 20 feet standard space requirement and provide no compact car space requirements. He said that the City has embarked on a green sustainable program, it is in the infant stages of that, but we are looking at ways that we can reduce not only environmental impacts, but costs for new developments.

Ms. Buck asked how many parking spaces this change would create for the downtown area.

Mr. Crowe advised that this was not so much geared toward downtown, but rather parking lots and new developments.

Discussion regarding keeping the parking spaces size requirements.

Motion made by Ms. Buck and seconded by Mr. Sheffield to deny the request as submitted. Discussion continued regarding keeping the parking spaces size requirements. Ms. Buck amended the motion to approve the portion of this request to require compact spaces not exceed 25% of the total required parking spaces, but to deny the portion of the request pertaining to standard parking space size reduction. All present voted affirmative on the amended motion. Motion carried.

With no further business, meeting adjourned at 5:00 p.m.

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

Allow PUDs in PB & OPF

PUD zoning overlays are only allowed in commercial and industrial land use categories. The need for this change was demonstrated by the recent citation of the Putnam County School District for operating a warehouse in the old Moseley school location, which is an activity that is not in compliance with the Comprehensive Plan and Zoning Code. Staff is working with the School District and neighborhood residents to develop some site-specific conditions such as truck access, hours of operation, and screening and buffering. Staff recommends allowing PUDs in the PB (Public Buildings and Grounds) and also within the OPF (Other Public Facilities) land use category.

Required Parking Exemption for Downtown Single Residential Units

The need for this change was demonstrated by a downtown property owner who wished to construct an apartment above his business. The Zoning Code exempts commercial uses from minimum parking requirements now, but residential uses must provide off-street parking. This is not practical, and in many cases not possible with downtown properties where the entire parcel is usually covered by a building. While Staff is not prepared to exempt all residential uses from parking requirements, since apartments might create parking shortages for businesses, at this time Staff does recommend exempting single residential uses within a building from the parking requirement. It is not anticipated that there will be enough upper floor residences to affect the public and private parking inventory.

Reduction of Minimum Parking Space Size

The Zoning Code requires a minimum size of parking spaces of 10 feet by 20 feet. This is larger than the standard 9 feet by 18 feet size required in most other codes and results in unnecessary paving, which burdens businesses and reduces green space. Staff recommends the smaller size. In addition, Staff recommends that businesses be allowed to provide compact car spaces for not more than 25% of required parking. Compact car spaces are sized at 7.5 feet by 16 feet. Compact car spacing would require marking on the pavement or signage.

PROJECT ANALYSIS

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria (if applicable), which are shown in *italics* (staff response follows each criterion).

1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

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

The changes do not conflict with the Comprehensive Plan. The following policy is relevant to this application:

Policy A.1.1.5 9J-5.006(3)(c)1

(Sign Definitions and Standards, Allowing PUDs in PB & OPF Districts, Parking Exemption for Single Residential Uses in Downtown Zoning Districts, Reduction of Required Parking Space Size)

“Upon Plan adoption, the City Building Official shall review the City Zoning Code to ensure that current signage regulations preserve the character of the City. Where, through citizen participation, it is determined that current signage regulations regarding location, size, height, motion, etc., should be revised, changes to the current regulation shall be discussed in public hearing and proposed changes considered for adoption by the City Commission. By June 2008, the City shall review the land development regulations to ensure that signage maintains the character of the City and does not adversely impact adjoining properties, public rights-of-way, and the St. Johns River.”

The proposed sign code changes are in keeping with this policy.

Policy A.1.8.2 9J-5.006(3)(c)5

“The Land Development Regulations shall include provisions for Planned Unit Developments as an optional overlay designation. PUDs shall be permitted within any land use area through land use amendment procedures defined in s. 163.3187, Florida Statutes.”

The proposed change to allow PUDs in the PB and OPF land use categories are in keeping with this policy.

b. The existing land use pattern.

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

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

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

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

The above criteria are not applicable.

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

The sign changes accomplish the following: clarify current vague sign standards, reduce visual clutter, allow businesses to effectively advertise, and provide a strong public sign component. These goals all improve living conditions in the City as a whole as well as its neighborhoods. Allowing PUDs in public land use categories helps to mitigate impacts on neighborhoods and the City as a whole. **Eliminating the parking requirement for single residences in upper floor downtown buildings will encourage such uses and increase vitality in the downtown.** Finally, reducing minimum parking space size and allowing for compact car parking spaces reduces paved areas, increases open space, and reduces development costs for businesses.

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

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

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

The above criteria are not applicable

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

*Agenda
Item*

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of amendment to Floods Code Section 38-8 to reference recently updated flood hazard maps **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance

MEETING DATE: January 12, 2012

ISSUE: This is a staff-initiated Floods Code revision which is a housekeeping measure. The National Flood Insurance Program has updated the City's flood hazard maps and the Floods Code must be changed to reference the new maps by date.

Please direct questions regarding this request to Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF
PALATKA FLORIDA, AMENDING FLOODS
CODE SECTION 38-8 TO REFERENCE
UPDATED FLOOD HAZARD MAPS;
PROVIDING FOR SEVERABILITY AND
PROVIDING AN EFFECTIVE DATE

Section 1.

WHEREAS, the City of Palatka City Commission passed and adopted its Floodplain Ordinance No. 87-14 on June 25, 1987; and

WHEREAS, The National Flood Insurance Program requires the city to periodically update its Floodplain Ordinance to comply with national standards; and

WHEREAS, the City of Palatka City Commission repealed Ordinance No. 87-14 and adopted Ordinance No. 10-30 to comply with changed national standards; and

WHEREAS, the National Flood Insurance Program recently issued revised Flood Insurance Rate Maps to become effective February 2, 2012.

SECTION 2: The following sections of the Zoning Code of the City of Palatka, Florida are hereby amended in the following manner, with new language indicated by underlining and stricken text indicating deletions.

Sec. 38-8. - Basis for establishing areas of special flood hazard.

The areas of special flood hazard identified by the Federal Emergency Management Agency in its Flood Insurance Study (FIS), dated ~~June 11, 2010~~ February 2, 2012, with accompanying maps and other supporting data, and any revision thereto, are adopted by reference and declared to be a part of this chapter. Upon annexation by the city of parcels from Putnam County, all associated FIRM map panels are adopted by reference and declared to be a part of this chapter.

Section 3. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 4. This Ordinance shall become effective on February 2, 2012, and after its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 12th day of January, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

Approved as to form and content:

City Attorney



FEMA

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

DEC 19 2011

The Honorable Karl Flagg
Mayor, City of Palatka
201 North Second Street
Palatka, Florida 32177

Dear Mayor Flagg:

I am writing this letter as an official reminder that the City of Palatka, Florida, has until February 2, 2012, to adopt and have the Department of Homeland Security's Federal Emergency Management Agency (FEMA) Regional Office approve floodplain management measures that satisfy 44 Code of Federal Regulations (CFR) Section 60.3(d) of the National Flood Insurance Program (NFIP) regulations.

The City of Palatka must adopt floodplain management measures, such as a floodplain management ordinance, that meet or exceed the minimum NFIP requirements (copy enclosed) by February 2, 2012, to avoid suspension from the NFIP. If suspended, your community becomes ineligible for flood insurance through the NFIP, new insurance policies cannot be sold, and existing policies cannot be renewed.

The NFIP State Coordinating Office for your State has verified that Florida communities may include language in their floodplain management measures that automatically adopt the most recently available flood elevation data provided by FEMA. Your community's floodplain management measures may already be sufficient if the measures include suitable automatic adoption language and are otherwise in accordance with the minimum requirements of the NFIP. The NFIP State Coordinator can assist you further in clarifying questions you may have about automatic adoption.

Under the Flood Disaster Protection Act of 1973, as amended, flood insurance must be purchased by property owners seeking any Federal financial assistance for construction or acquisition of buildings in SFHAs. This financial assistance includes certain federally guaranteed mortgages and direct loans, federal disaster relief loans and grants, as well as other similarly described assistance from FEMA and other agencies.

In addition, all loans individuals obtain from Federally regulated, supervised, or insured lending institutions that are secured by improved real estate located in SFHAs are also contingent upon the borrower obtaining flood insurance coverage on the building. However, purchasing and maintaining flood insurance coverage on a voluntary basis is frequently recommended for properties located outside SFHAs.

The Honorable Karl Flagg

DEC 19 2011

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Your NFIP State Coordinator and FEMA would like to assist the City of Palatka to ensure it remains in good standing with the NFIP and avoids suspension from the Program. If your community is suspended, it may regain its eligibility in the NFIP by enacting the floodplain management measures established in 44 CFR Section 60.3 of the NFIP regulations. As stated in my previous correspondence, I recommend you contact your NFIP State Coordinator or the FEMA Regional Office if the City of Palatka is encountering difficulties in enacting its measures.

I recognize that your community may be in the final adoption process or may have recently adopted the appropriate floodplain management measures. Please submit these measures to the Floodplain Management Program at the Florida Division of Emergency Management. Joy Duperault, CFM, the NFIP State Coordinator, is accessible by telephone at (850) 922-4518, in writing at 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100, or by electronic mail at joy.duperault@em.myflorida.com.

The FEMA Regional staff in Atlanta, Georgia, is also available to assist you with your floodplain management measures. The FEMA Regional Office may be contacted by telephone at (770) 220-5200 or in writing. Please send your written inquiries to the Director, Federal Insurance and Mitigation Division, FEMA Region IV, at 3003 Chamblee Tucker Road, Atlanta, Georgia 30341.

In the event your community does not adopt and/or submit the necessary floodplain management measures that meet or exceed the minimum NFIP requirements, I must take the necessary steps to suspend your community from the NFIP. This letter is FEMA's final notification before your community is suspended from the Program.

Sincerely,



Sandra K. Knight, PhD, PE
Deputy Federal Insurance and
Mitigation Administrator, Mitigation

Enclosure

cc: Major P. May, Regional Administrator, FEMA Region IV
Joy Duperault, CFM, NFIP State Coordinator, Florida Division of Emergency Management
Debbie Banks, Planning Director, City of Palatka

*Agenda
Item*

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of amendment to Zoning Code Section 94-296(d) requiring that landscape plans for new construction (excluding renovations and additions) be prepared by licensed, Florida-registered Landscape Architect or other qualified and registered professional

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Draft Ordinance
2. Planning Board minutes excerpt
3. Planning Board memo excerpt

DATE: January 12, 2012

ISSUE: This is a staff-initiated Zoning (Landscape) Code revision which was originally recommended for approval by the Planning Board to require that landscape plans for new construction be prepared by a licensed and registered Florida Landscape Architect. The Commission heard this item at their August 22, 2011 meeting and requested that staff determine if such plans could be prepared by other professionals. Staff determined that under Florida Statutes, architects could also prepare landscape plans. The Planning Board at their December 6, 2011 meeting recommended that language be added to allow for other licensed professionals authorized by law to practice in the area of landscape design.

Please direct questions regarding this request to the Thad Crowe at 329-0103 or tcrowe@palatka-fl.gov

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

ORDINANCE NO. 11 -

AN ORDINANCE OF THE CITY OF PALATKA,
FLORIDA AMENDING THE CODE OF ORDINANCES
OF THE CITY OF PALATKA TO AMEND CHAPTER
94-296, REQUIRING THAT LANDSCAPE PLANS
FOR NONRESIDENTIAL NEW CONSTRUCTION
EXCLUDING RENOVATIONS AND ADDITIONS BE
PREPARED BY A LICENSED, FLORIDA
REGISTERED LANDSCAPE ARCHITECT OR OTHER
LICENSED PROFESSIONAL AUTHORIZED BY LAW
TO PRACTICE IN THE AREA OF LANDSCAPE
DESIGN

WHEREAS, application has been made by the Building and Zoning Department, to the City for certain amendments to the Zoning Code of the City of Palatka, Florida; and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on July 5, 2011, and two public hearings before the City Commission of the City of Palatka on September 22, 2011, and October 6, 2011; and

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

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

Section 1. The following section of Chapter 94-296, the Palatka Code of Ordinances, shall be revised:

Landscape Plan Approval.

(d) Appropriate site plans showing proposed landscape development shall be submitted to the city building department. Landscape plans for new nonresidential construction only, excluding renovations and additions, shall be prepared by a licensed, Florida registered Landscape Architect or other licensed professional authorized by law to practice in the

area of landscape design. The site plan shall be drawn to scale normally of not less than one inch equals 30 feet. A different scale may be permitted for good cause shown. Landscape plan review will typically be done concurrent with building permit application review. Amendments or modifications to approved landscape plans shall be reviewed administratively within five working days. Such site plan shall include the following:

- (1) Plant name, size and location, number, spacing and size upon installation of all trees, shrubs and ground covers.
- (2) Existing and proposed landscape areas.
- (3) Existing and proposed parking areas, including access aisles, driveways, catchbasins and all vehicular use areas, scaled and/or dimensioned.
- (4) An irrigation system, including heads, valves and pump, that provides 100 percent coverage.
- (5) Locations of all existing and/or proposed structures, sidewalks, pools, fences and walls, all applicable utilities services, dumpsters and other improvements, properly dimensioned and referenced to property uses, setback and yard requirements.

Section 2. All ordinances in conflict with the terms and provisions of this ordinance are hereby specifically repealed.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

Section 4. This Ordinance shall become effective immediately upon its final passage by the City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 6th day of October, 2011.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Motion by Mr. Sheffield and seconded by Mr. Pickens to approve the request as submitted. All present voted affirmative, motion carried.

Case 11-29 To consider an administrative text amendments to the City of Palatka Municipal Code amending Section 94-296 to require that landscape plans be prepared by a licensed, Florida registered landscape architect or a similarly qualified and regulated professional.

Mr. Crowe advised, for the newer members, that the Planning Board considered this item in the August meeting, which was brought about due to concerns and problems that the city has had in the past with landscape plans being prepared by non-professionals, who were providing the wrong plant materials and not providing for a harmonic arrangement of plantings. The Planning Board recommended approval but exempted small projects and additions, as well as single-family residential. The City Commission, at their September meeting, further limited this to non-residential projects and then also, at the request of an architect who was at the meeting, pointed out that an architect could prepare landscape plans under state law. The State Department of Business and Professional Regulations states that the services rendered that require licensing (referring to landscape architecture), may be performed by other properly licensed individuals in conjunction with projects such as engineers and architects. He added that the proposed amendment is a change that would allow landscape architects and qualified architects to prepare landscape plans.

Mr. Petrucci commented that when you require a landscape architect, you have just added a large amount of money to that project. He stated that he believes it is correct to permit an architect to do the landscaping, as they are qualified to do the landscaping. If anyone is doing a project that encompasses an extensive amount of landscaping, it would be more appropriate to hire a landscape architect to do that anyway, but when it is a limited amount of landscaping, an architect should be permitted to do this work.

Mr. Wallace replied that the way he interpreted the landscape licensure law is that, if you use the words "landscape design" on your plans, you have to have a licensed landscape architect do that part of the project, just as he would need to get a licensed land surveyor if he is going to do surveying.

Discussion took place regarding the definition of a "qualified individual."

Mr. Crowe advised that he did research this and, in his opinion, the statutes allow for architect to prepare landscape plans. That the statutes for good, bad or indifferent, allow architects to design landscapes, interiors and exteriors of buildings and a wide range of things which gives a lot of latitude for architects to include plantings in conjunction with building and site design.

Mr. Holmes added that it doesn't matter what you put in your code, if the Statute that defines licensure requirements does not allow for a professional to work in a particular discipline, then he can't.

Discussion ensued regarding the need for a landscape architect and the economic feasibility, a more comfortable threshold for requiring a landscape architect, such as value, size or scope of a project and possibly a threshold for staff review of smaller project sizes.

Mr. Venables expressed that he believed that Mr. Crowe's goal is to make the City look a little nicer, we have a lot of disasters around this City that do not enhance our appearance. He continued by saying he believed that Mr. Crowe's attempt at this code revision is to make sure that the landscaping is good, as it is

PLANNING BOARD
Meeting Minutes
December 6, 2011

the first thing you see in any type of project, be it small or large, and feels that Mr. Crowe is on the right track with this request as he has been with other Ordinance changes and modifications that we have made.

Motion made by Mr. Venables and seconded by Mr. Sheffield to approve the request as submitted.
Discussion: regarding changing the wording of qualified individual. **Motion amended** by Mr. Venables and seconded by Mr. Sheffield to delete the proposed language after the word architect, and add the language; "or other licensed professional authorized by law to practice in the area of Landscape design". All present voted affirmative. Motion carried.

With no further business, meeting adjourned at 5:30 p.m.

Case 11-29
Request to Amend Municipal Code
(Requiring Landscape Architect for Landscape Plan Preparation)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: November 29, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To re-consider the requirement that licensed Florida-registered landscape architects prepare required landscape plans for nonresidential new construction excluding renovations and additions. This change would also allow for the preparation of such plans by a licensed Florida-registered architect. Public notice was provided in the form of a newspaper advertisement.

APPLICATION BACKGROUND

Requiring Landscape Architect for Landscape Plan Preparation

The Board heard this item at their August meeting and recommended approval with the added stipulation that this requirement would only apply to new construction. The City Commission considered this item on first reading at their September 22, 2011 meeting. At this meeting they requested that staff add language that would specify that this only pertained to nonresidential new construction excluding renovations and additions. In addition, an architect who was present at the meeting spoke to the item and pointed out that architects are also qualified to develop landscape plans. Staff researched this issue and found several state statutes that supported this argument. For example Paragraph 481.219 (13), which governs the practice of architects, states that "nothing on this section prohibits corporations, limited liability companies and partnerships from joining together to offer architectural engineering, interior design, surveying and mapping and landscape architectural services (emphasis added) or any combination of such services to the public provided that each corporation, limited liability company or partnership otherwise meets the requirements of the law." Paragraph 482.221 (4) states "No registered architect shall affix or permit to be affixed her or his seal or signature to any plan specification drawing or other document which depicts work which she or he is not competent or licensed to perform."

Staff supports limiting this standard to new nonresidential construction, and also allowing architects who are competent in the area of landscape design to prepare landscape plans.

PROJECT ANALYSIS

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria (if applicable), which are shown in *italics* (staff response follows each criterion).

1) *When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:*

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

The change does not conflict with the Comprehensive Plan.

b. The existing land use pattern.

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

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

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

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

The above criteria are not applicable.

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

The change will not adversely influence living conditions in any neighborhood.

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

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

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

The above criteria are not applicable.

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

See response to g. above.

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

See response to g. above.

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

This change would apply to multiple properties, and does not constitute a grant of special privilege.

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

Not applicable.

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

See response to g. above.

p. *Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.*

q. *The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.*

The above criteria are not applicable.

STAFF RECOMMENDATION

These proposed Zoning Code text amendments are in keeping with applicable criteria. Staff recommends approval of the following Code revision of Case 11-29:

“Landscape plans for new nonresidential construction only, excluding renovations and additions, shall be prepared by a licensed, Florida registered Landscape Architect, or a licensed, Florida registered Architect who is competent in the area of landscape design.”