

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.

AGENDA CITY OF PALATKA January 26, 2012

CALL TO ORDER:

- a. Invocation – Sister Sheila McCoy, Pastor, God's Manna Church
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 1/12/12

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION** – Clean Sweep Month – Greater Palatka Clean-up – February, 2012
- b. **PROCLAMATION** – March of Dimes Fundraising Days – January 11 through April 12, 2012
- c. **COAST GUARD AUXILIARY PRESENTATION** – Kathy Fisk
- d. **STUDENT OF THE MONTH** – January, 2102 – Mayor Myers & Vice Mayor Brown
 - Brionna McRae
 - Emonei Wynn
 - Aaron Neeley
 - Erica Smith
 - Elias Bramlitt
 - Alexis Miller
 - Seth Ballamy
 - Leanne Shaffer
 - Robryona Appling
 - Ja'metria Johnson
 - Abby Coulliette
 - Beasley Middle School
 - Browning Pearce Elementary School
 - Children's Reading Center Charter School
 - E.H. Miller School
 - James A. Long Elementary School
 - Jenkins Middle School
 - Kelley Smith Elementary School
 - Mellon Elementary School
 - Moseley Elementary School
 - Palatka High School
 - Peniel Baptist Academy

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

3. CONSENT AGENDA:

- *a. **Award bid for sale of airport property in the amount of \$62,500.00** to Ronnie Hildurn, RCH Manufacturing, per results of RFP and recommendation of City Manager & Airport Manager
- *b. **Authorize execution of contract change order #1 in the amount of \$9, 295.70** to F&G Construction Contract (AIA Document #G701), for a total contract amount of \$311,495.70 for the 2010 Energy Conservation Project, per City Manager's recommendation.
- *c. **Authorize renewal of EAP contract with Dr. Vanessa Townsend & Associates (formerly Dr. S. Dingfelder) in the amount of \$3,108.00** for Employee Assistance Program Benefits, per recommendation from Safety Committee
- *d. **Appoint George DeLoach to the Palatka Planning Board for a three-year term to expire December, 2014** per results of balloting (interviews conducted on January 12, 2012)
- *e. **Reappoint John H. Jones to the General Employees' Pension Board** as financial representative for a two-year term to expire January, 2014 (incumbent)
- *f. **Concur on the reappointment of Sgt. Scott Reinhold to the Police Officers' Pension Board** as one (1) of two (2) Member Reps for a two-year term to expire December, 2013, per results of election

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

AGENDA - CITY OF PALATKA

January 26, 2012

Page 2

- * 4. **REQUEST** to grant Special Requests Items for Permit #12-07 "3rd Friday Downtown Street Party" from 6:00 p.m. to 10:00 p.m. February 17, March 16 and April 20, 2012 – Palatka Main Street
 - a. Grant permission to exceed allowable noise levels
 - b. Grant permission to serve/consume alcoholic beverages on public property/street r/w
- * 5. **PUBLIC HEARING – 718 Elmwood Avenue** – Planning Board Recommendation to annex, amend the future land use designation from Putnam Co. US (Urban Service) to Palatka RL (Residential, Low Density) 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 – 2nd Reading, Adopt
 - b. **ORDINANCE** amending Future Land Use @ 718 Elmwood Avenue - Adopt
 - c. **ORDINANCE** rezoning 718 Elmwood Avenue – 2nd Reading, Adopt
- * 6. **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 – 2nd Reading, Adopt
- * 7. **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 – 2nd Reading, Adopt
- * 8. **ORDINANCE** amending Chapters 62 and 94 of the Municipal Code to clarify sign specifications, allowable locations and prohibitions – 1st reading
- * 9. **ORDINANCE** amending Municipal Code Chapter 94, Article V, off-street parking and loading standards, to set forth dimensions for parking spaces – 1st Reading
- * 10. **ORDINANCE** amending the Municipal Code Fee Schedule Index for Chapter 54, Sewer Impact Fee basis for residential connections – 1st Reading
- 11. **ADMINISTRATIVE REPORTS**
 - a. **City Manager Boynton – 100 Block Buildings**
- 12. **COMMISSIONER COMMENTS**
- 13. **ADJOURN**

*Attachment **Separate Cover

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

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

Upcoming Events:

Jan. 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.
April 21, 2012 – MOD March for Babies

Board Openings:

Code Enforcement Board: 2 Vacancies (Architect. & Alt.)
Tree Committee 2 Vacancies
Historic Preservation Board: 1 alternate

WHEREAS, it is important to create public awareness of the need to protect the environment and maintain the appearance of our communities, and it is the responsibility of every citizen to strive to keep public and private property clean and free of debris, trash, and garbage; and

WHEREAS, Springtime marks the beginning of Festival Season in Palatka and Putnam County, during which hundreds of thousands of people from all over the world will visit Palatka and Putnam County in order to take part in the festivities; and

WHEREAS, the City of Palatka proudly partners with Keep Putnam Beautiful to sponsor "Operation Clean-Sweep – Greater Palatka Clean-Up", an environmental clean-up program, during the month of February each year in order to help make our community the prettiest and cleanest it can be; and

WHEREAS, as part of that program, more than 30 service organizations routinely maintain the appearances of many miles of roadway in Palatka and Putnam County through the Adopt-A-Highway Program, wherein volunteers pick up litter along the shoulders of city, county and state streets and highways on a regular basis; and

WHEREAS, the City of Palatka wishes to encourage all citizens and property owners within the City in this clean-up effort by declaring an amnesty period for yard trash, large item and appliance pick-up during the last two weeks in February of each year, and will offer this service free of charge from February 13 through February 25, 2012.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby declare February, 2012 as

OPERATION CLEAN-SWEEP – GREATER PALATKA CLEANUP MONTH

In the City of Palatka, and hereby encourage all residents to clean up weeds and litter around their homes and businesses, participate in individual and group clean-up, paint-up and fix-up programs, volunteer their time to help their neighbors clean up their properties, and help to support organizations, neighborhoods and individuals in their efforts to keep our communities clean and well-maintained throughout the year.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 26th day of January, in the Year of Our Lord Two Thousand Twelve.

Commissioners:
Mary Lawson Brown
Allegra Kitchens
Phil Leary
James Norwood, Jr.

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

WHEREAS, every day in America 411 babies are born with a birth defect, and 19 babies die as a result of their birth defect. The March of Dimes, a voluntary health organization begun in 1938 when radio announcer and comedian Eddie Cantor urged his listeners to send their spare dimes to the White House to contribute to a fund for finding a cure for polio, is working to assure healthy lives for America's babies; and

WHEREAS, For the past 60 years the March of Dimes has been safeguarding America's infant health, and has been a pioneer in preventing birth defects, the nation's number one health problem, through programs of research, community services, education, advocacy and pre-natal care; and

WHEREAS, the March of Dimes kicks off its 2012 fundraising season in January, chaired by Vernon Myers, Mayor of the City of Palatka and Rick Leary, Putnam County Administrator, which will continue until the official March of Dimes "March for Babies" event, which was initiated in 1970 to raise funds that support critical March of Dimes programs. March for Babies, formerly Walk-America, has been successful for 41 years, providing nearly one billion dollars for the March of Dimes mission to improve the health of babies by preventing birth defects and infant mortality; and

WHEREAS, the nation's hope for assuring future generations a healthy start in life depends upon the efforts and commitment of all Americans to participate in fundraising events like Pink & Blue Jeans for Babies, the sale of "footprints" and other government, corporate and individual fundraising events leading up to the March for Babies, which will be held in Palatka on April 21, 2012 at the Riverfront Amphitheater.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida do hereby proclaim January 11, 2012 through April 21, 2012 as

MARCH OF DIMES FUNDRAISING DAYS

in the City of Palatka, and urge all citizens of our community to support the important efforts of the March of Dimes in helping to give babies a healthier start in life by participating in and contributing to various March for Babies Team fundraisers.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the official seal of the City of Palatka, Florida this 26th day of January, in the Year of Our Lord 2012.

Commissioners:
Mary Lawson Brown
Allegra Kitchens
Phil Leary
James Norwood, Jr.

Vernon Myers, MAYOR

*Agenda
Item*

3a

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: January 18, 2012

RE: City Owned Warehouse Building at 10 Kay Larkin Circle

On December 15, 2011 the City of Palatka issued a Request for Proposals for the sale of property at 10 Kay Larkin Circle. This property is approximately a 1.49 acre parcel with an approximate 5,000 sq. ft. metal building. As the memo from John Youell indicates we have attempted to rent this property several times and have had difficulty in maintaining tenants as well as receiving rental income over the past 3 ½ years. I believe this to be true even prior to John being the Manager.

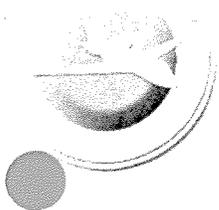
Prior to the issuing the request for proposals, we had inquiries from at least three individuals who had expressed interest in purchasing the property. This interest and subsequent request to surplus the property was provided in a memo to the Commission dated October 11, 2011.

I will also note that we have not an appraisal conducted on the property but believe the property appraiser's estimation (attached) of the property to be fair evaluation. Any evaluation conducted would probably be equivalent too or slightly higher than what is listed by the property appraiser. In addition to the lack of renters and the cost to maintain the facility, the City pays roughly \$2,500 in taxes on this property.

Given that we have not had much if any interest in renting the property, given that the property requires constant maintenance and although the offer is less than the estimated appraised value both John and I believe the offer is fair considering the economic climate. We are also encouraged by RCH Manufacturing's intent to move and expand their business to the City of Palatka.

Therefore, we recommend the sale of the property to RCH Manufacturing.

Should you have any questions, please call.



January 18, 2012

John E. Youell, Airport Manager
4015 Reid Street
Palatka, FL 32177

Re: Recommendation to Accept Bid Offer for Sell Property and Building at 10 Kay Larkin Cr.

To: Palatka City Commission

Dear Commissioners,

Please accept my recommendation to accept the \$62,500 bid offer presented by Mr. Ron Holdum of RCH Manufacturing for the purchase of a 1.49 acre parcel and associated metal building located at 10 Kay Larkin Cr. The offer is in the \$70,000 dollar range that I was expecting and I consider the amount to be close enough to accept.

The 5,000 sq. ft. building is in fair condition and has been difficult to keep rented. The amount of money that would be needed to make the building appealing and entice a higher rent would be significant and even then I am not convinced it would rent for an amount we would consider appropriate. The property has been rented for only sixteen out of the forty-one months I have been associated with it and has brought in only \$14,014 in rent. I have shown the property many times only to have the potential renters fail to follow through with an offer.

For this reason, I am in favor of selling the property and building for the amount offered. If you have questions or need more information please contact me at _____ or call 329-0149.

Sincerely,

“Signed”

John E. Youell, Manager
Palatka Municipal Airport

Ken Mahaffey, CFC

2011 Real Estate

Constitutional Tax Collector Serving Putnam County, FL

NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS

CONTROL NUMBER	ESCROW	TAX DIST	UNPAID PRIOR YEAR(S) TAXES NOT INCLUDED IN THIS BILL
84829		10	

Parcel Number : 03-10-26-0000-0010-0040

PT OF W1/2 OF SEC DESCRIBED IN EARL WALLACE SURVEY(COPY IN FILE CARD) (GARDEL PARCEL)

CITY OF PALATKA
ATTN: C/O CITY HALL
201 N 2ND ST
PALATKA, FL 32177

AD VALOREM TAXES LOCATION: 10 KAY LARKIN CIR PALATKA FL 32177

TAXING AUTHORITY	ASSESSED VALUE	EXEMPTIONS	TAXABLE VALUE	MILLAGE RATE (Per \$1000 of taxable value)	TAXES LEVIED
PUTNAM COUNTY GENERAL FUND	100,662	0	100,662	8.5765	863.33
SCHOOL LOCAL REQUIRED EFFORT	100,662	0	100,662	5.2090	524.35
SCHOOL DISTRICT DISCRETIONARY	100,662	0	100,662	0.7480	75.30
SCHOOL DISTRICT CAPITAL OUTLAY	100,662	0	100,662	1.5000	150.99
CITY OF PALATKA	100,662	0	100,662	8.6500	870.73
ST. JOHNS RIVER WATER MANAGEMENT	100,662	0	100,662	0.3313	33.35

IMPORTANT MESSAGES:

1. ALL exemptions do not apply to all taxing authorities. For exemption/assessment questions, visit <http://www.putnam-fl.com/palookup/index.php?p=> or call the Property Appraiser at (386) 329-0286
2. For payment options, locations and information, visit <http://www.putnam-fl.com/txc/> or call the Tax Collector at (386) 329-0282

Tax Roll Certified 10/17/2011	TOTAL MILLAGE 25.01480	AD VALOREM TAXES	\$2,518.05
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NON AD VALOREM ASSESSMENTS

LEVYING AUTHORITY	RATE	AMOUNT
PLEASE PAY IN US FUNDS TO PUTNAM COUNTY TAX COLLECTOR		
NON-AD VALOREM ASSESSMENTS		\$0.00

COMBINED TAXES AND ASSESSMENTS \$2,518.05

AMOUNT DUE IF POSTMARKED BY PLEASE PAY IN US FUNDS TO Putnam County Tax Collector * PO Box 1339 * PALATKA, FL 32178-1339

11/30/2011	12/31/2011	01/31/2012	02/29/2012	03/31/2012	April - Add'l fees due. See http://www.putnam-fl.com/txc/
\$2,417.33	\$2,442.51	\$2,467.69	\$2,492.87	\$2,518.05	

Ken Mahaffey, CFC

Constitutional Tax Collector Serving Putnam County, FL
<http://www.putnam-fl.com/txc/>

2011 NOTICE OF AD VALOREM TAXES AND NON-AD VALOREM ASSESSMENTS
TAXES BECOME DELINQUENT APRIL 1ST

CONTROL NUMBER	ESCROW	TAX DIST	UNPAID PRIOR YEAR(S) TAXES NOT INCLUDED IN THIS BILL
84829		10	

AMOUNT DUE IF POSTMARKED BY PLEASE PAY IN US FUNDS TO Putnam County Tax Collector * PO Box 1339 * PALATKA, FL 32178-1339

11/30/2011	12/31/2011	01/31/2012	02/29/2012	03/31/2012	April - Add'l fees due. See http://www.putnam-fl.com/txc/
\$2,417.33	\$2,442.51	\$2,467.69	\$2,492.87	\$2,518.05	

Parcel Number : 03-10-26-0000-0010-0040

PT OF W1/2 OF SEC DESCRIBED IN EARL WALLACE SURVEY(COPY IN FILE CARD) (GARDEL PARCEL)

CITY OF PALATKA
ATTN: C/O CITY HALL
201 N 2ND ST
PALATKA, FL 32177

LOCATION:10 KAY LARKIN CIR PALATKA FL 32177

**** TAXES ARE PAID. FOR YOUR RECORDS ONLY ****

12011084829000002518050010310260000001000405

RETURN THIS PORTION FOR YOUR RECORDS

RETURN THIS PORTION WITH YOUR PAYMENT



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Credit Union

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January 12, 2012

To City of Palatka,

As of January 12, 2012 Ronnie Hildum from RCH Manufacturing has available funds of \$62,500.00.

Sincerely,

Pamela Davis

Member Relationship Specialist



DATE: January 11, 2012

DUNS: 83060932

CAGE: 5HPW4

Your 1-Stop Shop for All E-28 Arresting Gear

City of Palatka
201 N. 2nd Street
Palatka, Florida 32177
ATTN: City Clerk

RCH Manufacturing is looking to move and expand our business to a more friendly and business oriented community. RCH Manufacturing is already using local business in Putman county, for the past eighteen months; from manufacturing all engines and speed reducer covers, to sand- blasting, painting large military items. After researching the North Florida area for the past three months, RCH Manufacturing is considering 10 Kay Larkin Circle and the City of Palatka for our home office and production and assembling our products including our New pretension warning light for the United States Military. For the past year RCH Manufacturing has been using Muilt-Metals, a local business located at 12 Kay Larkin circle for manufacturing our parts. With direct purchasing over 35% of our manufacturing parts for the United States Military comes from Muilt-Metals next door and we will increase that to 45-50% this year alone for stocking the United States military supply system and military bases all over the world.

RCH Manufacturing will continue to increase and produce parts to the U.S. Military mostly due to a service changes on the gear that is in place all over the world. RCH Manufacturing flagship item, "E-28 Pretension Warning Light" Which has a U.S. patent for its green technology, low power consumption and L.E.D. lights. This light a safety item service change for the United States Military that has started in December 2011. RCH Manufacturing is the sole source provider of this light. This light has been tested for the past three years at NAVAIR Lakehurst New Jersey.

RCH Manufacturing will supply the L.E.D. lights, new housing and all hardware for the service changes. That is just one of our products we have in the works for the United States Military. With RCH Manufacturing expanding in service, parts and replacement for the current gear, we have established customers on U.S. bases all over the world.

RCH Manufacturing was founded 2009 by Ronnie C. Hildum, retired supervisor of the Florida base Voyage Repair Team, Which is the government Navy Tiger Team formed to provide immediate response to aircraft launch and recovery equipment issues. Upon his retirement from the federal service, RCH Manufacturing was formed to meet the needs found in shore based arresting gear equipment world. Many parts and components are not supported by the Navy stock system and Ronnie Hildum's Voyage Repair Team use to overhaul and manufacture many of those parts during his years leading the Voyage repair Team. The realignment of the Navy has altered its mission and left a void in the "E-28" world now being filled by RCH Manufacturing.

RCH Manufacturing is proposing a package deal with the purchase of the following real property and building, located at 10 Kay Larkin Circle, Palatka Florida Parcel #03-10-26-0000-0010-0040.

1. To relocate RCH Manufacturing home office, equipment, parts and future hiring of local personnel to the above location.
2. To purchase said property from the City of Palatka for the said amount of six two thousand, five hundred dollars (62,500.00) with the intent of remolding all interior spaces, pressure washing and painting the outside and future property of expanding nearby.

RCH Manufacturing guarantees the above funds with a letter from the local Vystar bank in twenty four hours of the acceptance of our bid. RCH Manufacturing will begin site work immediately after closing and occupy the building when the building is brought to code.

CC. RCH Legal
REH

 _____ President/Owner 01/12/2012

*Agenda
Item*

3b

201 N. 2nd Street
Palatka, FL 32177
Tel. (386) 329-0100
Fax (386) 329-0199

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: January 18, 2012

RE: 2010 Energy Conservation Project – HVAC Upgrade – Change Order #1

Attached for your review is a copy of change order #1 for the 2010 Energy Conservation Project Energy Efficiency Upgrades to Six Different City Buildings. This change order reflects various minor changes in the scope of work associated with the installation of new HVAC units in several of the City buildings. The cost associated with each work item is appropriate. We concur with the recommendation of the engineer and recommend approval of change order no. 1.

The cost increase will be funded by the City as we have currently maxed out the grant award. The money will be appropriated from the General Fund. We have requested an increase in the grant award with the Department of Energy; the attached costs are included in the request. Should this request be accepted, it can be expected that the increase will be covered by the grant.

Should you have any questions, please call.

Robert E. Taylor, A. I. A. Architect, P. A.

710 St. Johns Ave. P.O. Box 267
Palatka, Florida 32178-0267
(386) 325-7341 Fax: (386) 325-0608
E-mail: taylor_ret-tbd.com

Date: 12 January 2012

Job No.: 1102

Attention: Mr. Woody Boynton

To: City of Palatka
201 N. Second Street
Palatka, FL 32177

Subject: City of Palatka 2010 Energy Conservation Project
City of Palatka
201 North Second Street
Palatka, FL 32177

Information: Mailed Hand-Delivered Faxed E-mail to Follow

<u>Copies</u>	<u>Date</u>	<u>Description</u>
3	10 Jan 12	AIA Document G701 - 2001 Change Order No. 1

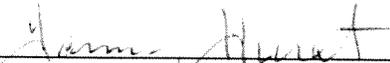
For: Your Approval Your Use As Requested For Review and Comment

If enclosures are not delivered as indicated, please call us immediately.

Remarks:

Once approved, please sign all copies, retain the copy "highlighted" for Owner and return the other two copies. We will forward the Contractor's copy.

cc: Mr. Blake Peterson

Signed: 
Tammy M. Hurst, Office Manager



AIA[®]

Document G701[™] – 2001

Change Order

PROJECT <i>(Name and address):</i> City of Palatka 2010 Energy Conservation Project Energy Efficiency Upgrades to Six Different City Buildings:	CHANGE ORDER NUMBER: 001 DATE: 10 January 2012	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
<ul style="list-style-type: none"> • Palatka City Hall • Bronson-Mulholland House • Larimer Arts Center • Palatka Police Department • Palatka Fire Dept Main Station • Palatka Fire Dept Kay Larkin 		
TO CONTRACTOR <i>(Name and address):</i> F & G Construction General Contractors, Inc. 2734 Edison Avenue Jacksonville, FL 32254	ARCHITECT'S PROJECT NUMBER: 1102 CONTRACT DATE: 02 September 2011 CONTRACT FOR: General Construction	

THE CONTRACT IS CHANGED AS FOLLOWS:

(Include, where applicable, any undisputed amount attributable to previously executed Construction Change Directives)

See attached breakdown.

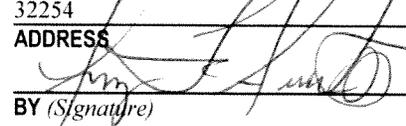
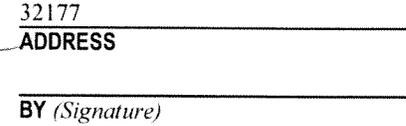
The original Contract Sum was	\$ 302,200.00
The net change by previously authorized Change Orders	\$ 0.00
The Contract Sum prior to this Change Order was	\$ 302,200.00
The Contract Sum will be increased by this Change Order in the amount of	\$ 9,295.70
The new Contract Sum including this Change Order will be	\$ 311,495.70

The Contract Time will be unchanged by Zero (0) days.

The date of Substantial Completion as of the date of this Change Order therefore is 1 March 2012

NOTE: This Change Order does not include changes in the Contract Sum, Contract Time or Guaranteed Maximum Price which have been authorized by Construction Change Directive until the cost and time have been agreed upon by both the Owner and Contractor, in which case a Change Order is executed to supersede the Construction Change Directive.

NOT VALID UNTIL SIGNED BY THE ARCHITECT, CONTRACTOR AND OWNER.

Robert E. Taylor, A. I. A., Architect, P. A.	F & G Construction General Contractors, Inc.	City of Palatka
ARCHITECT <i>(Firm name)</i>	CONTRACTOR <i>(Firm name)</i>	OWNER <i>(Firm name)</i>
P.O. Box 267, Palatka, Florida 32178	2734 Edison Avenue, Jacksonville, FL 32254	201 North Second Street, Palatka, FL 32177
ADDRESS	ADDRESS	ADDRESS
		
BY <i>(Signature)</i>	BY <i>(Signature)</i>	BY <i>(Signature)</i>
Mr. Robert E. Taylor, A. I. A.	Ms. Amy Austin, COO	Mr. E.C. 'Woody' Boynton, Jr., City Manager
<i>(Typed name)</i>	<i>(Typed name)</i>	<i>(Typed name)</i>
10 Jan '12		
DATE	DATE	DATE

CHANGE ORDER NO. 1

Project: City of Palatka 2010 Energy Conservation Project
Architect: Robert E. Taylor, A. I. A., Architect, P. A.
Modified: 10 January 2012
Contractor: F & G Construction General Contractors, Inc.

Project No. 1102

Page 2 of 3

CPR No. 1 Building 1, City Hall - Tapered Insulation to Create Slope

Description Provide and install tapered insulation to create needed slope.

Cost No Additional Cost.

Action 15 Nov 2011- Mr. Liebtog informed the tapered insulation was included in the Contractor's initial bid.

CPR No. 2 Building 3, Larimer Arts Center - Add Utility Lights, switch and electrical outlet at Attic Access.

Description Provide and install 2 utility lights RAB VP 100 DG-3/4 with wire guard and compact fluorescent lights at the top of the access shaft with a switch installed at the Main Floor.

Provide and install electrical outlet near top of shaft.

Remove existing wooden ladder and discard.

Cost 13 Dec 2011 - F&G Construction proposal cited a cost of \$1,727.80.

Action 23 Dec 2011 - Approved by Mr. Boynton

CPR No. 3 All Buildings - Permit Fees Allowance

Description Permit Fees. A project summary from Ms. Pam Sprouse, City of Palatka Building Department cited a cost of \$1,788.88 for all six locations. \$1,500.00 was the allowance in the Base Bid.

Cost 15 Nov 2011 - \$288.88

Action 23 Dec 2011 - Approved by Mr. Boynton

CPR No. 4 Repair work at existing GP-1 Unit, Electrical Outlet, and Ductwork. Frames for GP-1 & PHP-1

Description 30 Nov 2011 - GP-1 which was an existing Unit scheduled to remain was noted to have several issues by Mr. Filion. Existing Electrical outlet near GP-1 was not working and is to be placed in working order. Ductwork to this Unit is in poor condition and leaking badly. It is to be replaced with new materials. While ductwork is being replaced the Unit is to be centered over structural frame and anchored to frame. Frames for GP-1 and PHP-1 are rusting badly and are to be sanded, have rust inhibitive primer installed and repainted. Existing pitch pan is a vestige of previous work and is to be removed and roof repaired. Superfluous wood and debris are to be removed.

Cost 22 Dec 2011 - F&G Construction proposal cited a cost of \$5,053.02

Action 23 Dec 2011 - Approved by Mr. Boynton

CPR No. 5 Building 6, Kay Larkin Airport Fire Station - Replace Door Grilles

Description Provide and install four new return air grilles in Mechanical Room doors and replace gable end vent in the Hall to a return air grille. Add new return grille from the Conference Room to the Mechanical Room and install a crossover return from the Conference Room to the Common or TV Room

Cost 01 Dec 2011 - F&G Construction proposal cited a cost of \$1,277.30

Action 23 Dec 2011 - Approved by Mr. Boynton

CPR No. 6 Building 6, Kay Larkin Airport Fire Station - Remove Fans / Restore drywall

Description Remove fans in existing two-hour fire rated wall between Vehicle Bay and Dormitory area on Second Floor and provide and install type "X" drywall to restore two hour fire rating. A gas water heater was installed in the same area and a hole was left in the wall. This opening is to be repaired restored to maintain the two hour fire rating.

Cost 19 Dec 2011 - F&G Construction proposal cited a cost of \$524.70

Action 23 Dec 2011 - Approved by Mr. Boynton

CPR No. 7 Building 3, Larimer Arts Center - New Roof Curb for Unit PHP-1

Description 8 Dec 2011 - Observed the opening on the roof previously cut for the originally installed rooftop unit.

- Roof curb for new Rooftop Unit PHP-1 appeared to be about a foot wider and a little longer than the previous unit.
- The existing roof section to remain, has several layers, consisting of from top to bottom
 - Existing roof membranes.
 - Recover board.
 - Old, previously existing roof membranes, still in place.
 - Insulation board
 - Structural wood decking over wood joists.
- It appears that the way the new roof curb will be positioned, it will be necessary to cut through the roof membranes and wood deck to increase the opening width to be about 1' wider.
 - An additional 2" x 8" wood header is to be added directly adjacent to an existing wood header, screw attached to it using 3/16" round x 3" long, coated deck screws beginning with two screws at each end and spaced at 12" on center staggered.
- Where the new curb is to bear on the existing roof deck, existing roof membranes and insulation is to cut through down to the top of the structural wood deck and removed. (Do not cut through existing wood deck.)
- Install pressure treated support blocking ripped to fit (to make the platform level).
- Screw attach new metal curb down through new P.T. blocking at a spacing of 12" on center using 3/16" round coated deck screws, long enough to penetrate through structural wood deck.
- In view of the time sensitive nature of the work, the Architect directed the Superintendent to proceed as directed above on a time and materials basis.

Cost 09 Dec 2011- F & G Construction proposal cited a cost of \$ 424.00

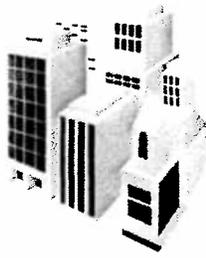
Action 23 December 2011 - Approved by Mr. Boynton

TOTAL INCREASE IN CONTRACT SUM \$ 9,295.70

TOTAL INCREASE IN CONTRACT TIME NONE

*Agenda
Item*

3c



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 and Staff
From: Betsy Driggers, City Clerk
Date: January 17, 2012
Re: Employee Assistance Program Contract Renewal

Attached is the proposed contract renewal with Dr. Vanessa Townsend & Associates (Formerly Dr. Stephen Dingfelder and Associates) for the renewal of the City of Palatka Employee Assistance Program, which runs from January 1 – December 31, 2012. The cost to renew this contract is \$3,108.00; there is no increase in cost (actually, down from \$3,297.00 in 2011) and represents a cost of \$21.00 per eligible full-time employee.

This benefit has been offered to City of Palatka employees as part of its Safety Program since 2004 and has been endorsed by your Safety Committee each year. At its January 17, 2012 meeting your Safety Committee endorsed this renewal. It is a valuable benefit and utilized by employees for self-referral. Department Heads can also utilize this program by referring employees experiencing problems for treatment before they become performance problems.

Please approve renewal of this contract.

DR. TOWNSEND & ASSOCIATES, P.A.

December 12, 2011

Ms. Betsy Driggers
City of Palatka
201 North 2nd Street
Palatka, FL 32177

Dear Ms. Driggers:

Please find enclosed the EAP Contract for January 1, 2012 through December 31, 2012 for the City of Palatka. Please note that there is NO increase to cost. I would appreciate it if you would provide the Contract to the City Manager for his signature.

We have enjoyed providing an Employee Assistance Program for the City of Palatka Employees and look forward to continuing our relationship. I hope this letter finds you, your staff and family having a wonderful Holiday Season.

Sincerely,



Vanessa Townsend, Psy.D.
Licensed Psychologist

VT/eh

9 St. Johns Medical Park Dr. St. Augustine, FL 32086 (904) 797-2705
6910 Old Wolf Bay Rd., Palatka, FL 32177 (386) 328-4955

DR. TOWNSEND & ASSOCIATES, PA

AGREEMENT

This Agreement is made and entered into this 1st day of January, 2012 between the City of Palatka and Dr. Townsend & Associates, P.A..

Whereas the City of Palatka wishes to provide outpatient psychological services to its full-time employees or family members. Whereas, the Provider wishes to provide EAP services for all full-time employees or family members of the City of Palatka.

Now therefore, the Provider and the City of Palatka do hereby mutually agree to the following:

THE PROVIDER:

Will administer the EAP to the City of Palatka full-time employees or family members who have personal problems. These problems include, but are not limited to alcohol and drug misuse, marital problems, excessive stress, anxiety/panic disorder, and parenting issues.

Will provide the following specific services on behalf of the City of Palatka :

- A. Help in the development and implementation of an EAP policy and procedure.
- B. Assist those employees or families who are self-referred, as well as those who are performance/supervisory referred. Referrals will be assisted in identifying their problem(s) and providing them with short-term intervention (three (3) free visits per employee) or referring them to an appropriate outside agency for assistance.
- C. Offer those individuals who need additional counseling beyond their initial free visits the option of utilizing their insurance benefits. Each employee will be responsible for their co-payment and annual deductible. Exceptions to this can be made by the City of Palatka as it sees fit.

**9 St. Johns Medical Park Dr. St. Augustine, FL 32086 (904) 797-2705
6910 Old Wolf Bay Rd., Palatka, FL 32177 (386) 328-4955**

- D. Provide consultation services for supervisory level management within the City of Palatka.
- E. Assure reasonable measures of confidentiality regarding the treatment of the City of Palatka employees via the EAP.
- F. Provide necessary follow-up of the employee or their family.
- G. Visit with the City of Palatka Director of Human Resources/Labor Relations as requested.
- H. Provide follow-up refresher training for supervisors at least once each year, as requested.
- I. Provide an appropriately qualified/licensed therapist to work in the diagnosis, evaluation, treatment, and if necessary, the referral of employees and/or their families.
- J. Provide monthly reports and a summary annual report of the progress of the services provided to the City of Palatka.

THE CITY OF PALATKA WILL:

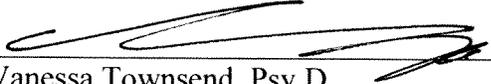
- A. Assist the Provider in delivering the EAP services to its employees.
- B. Provide on at least a once a year basis a letter to employees and their families indicating the existence of and support for the EAP. This letter shall be sent to the employees' home address.
- C. Provide all materials, supplies and clerical staff for the preparation and distribution of pre-program and ongoing program publicity.
- D. Assemble its supervisors/managers and provide a training area which has the necessary audio/visual equipment for the training programs that are to be offered through this Contract.
- E. Assure each employee that this program will maintain his/her confidentiality.
- F. Provide agreed upon reimbursement to Provider.

COMPENSATION: \$3,108.00*

The services and assistance offered through this Contract will be provided to The City of Palatka for a fee of ~~\$3,454.00~~ per Contract year. This Contract shall remain in force for a period of one year from January 1, 2012 to December 31, 2012. This Contract may be canceled by either party with 60 days written notice.

The above is agreed to by:

City Manager
The City of Palatka



Vanessa Townsend, Psy.D.
Dr. Townsend & Associates, P.A.

Date

12/14/11

Date

* 148 full-time employees @ \$21.00/empl.
ok'd w/ Elenore 1-17-12

MINUTES
CITY OF PALATKA SAFETY COMMITTEE
January 17, 2012 – 9:00 a.m.

Present:	Mark Lynady	Fire
	Melvin Register	WP
	Michelle Casto	WWTP
	Thad Crowe	B&Z
	James Griffith	PD
	Fred Lumpkin	Parks/Cemetery
	Betsy Driggers	Claims
	Karen Venables	

Absent:	Ed Chandler	Streets/Sanitation
	Shawn Ladd	Water & Sewer

Call to Order: The meeting was called to order at 9:00 a.m.

Minutes of October 18 and November 125, 2011 – James Griffith moved to adopt the minutes as read. Melvin Register seconded the motion, which passed unopposed.

Accident/Incident Review – November and December, 2011

The following employees were found to have had Non-preventable or at-fault/preventable accidents/incidents:

Worker Comp: 4 incident reported – 3 Non-preventable – 1 Pending

11/11/11 F. Lumpkin Parks Insect bite to upper part of back. No loss of time – Non-preventable

11/14/11 E. Hearn B&Z While putting items in rear passenger seat of car parked behind B&Z employee backed up and left foot went in small pothole causing her to lose her balance and fall causing back and shoulder strain – Non-preventable. Notify Public Works to fill pot holes.

11/21/11 D. Dieter-Evey PD Stung by an insect on the back of neck. No loss of time – Non-preventable

11/25/11 W.C. Dixon Fire When employee stepped off the platform of T-21 he placed his foot on the hose bed tarp and twisted his right ankle. No loss of time – Pending for further investigation.

No Work Comp claims reported for December.

Equipment Damage: 2 incident reported – 2 Non-preventable

11/12/11 J. Hale PD Other vehicle backed into City vehicle hitting left rear wheel of patrol car. Citation issued to driver. Claim not filed, minor damage – Non-preventable

11/15/11 Riverfront Fountain Theft of brass fountain rings from fountains at riverfront park. Claim filed. – Non-preventable

No Equipment/Property damage reported for December.

Liability: 3 incidents reported

11/08/11 D. Williams/Claimant Streets Damage to vehicle due to pot hole in rode at 14th St. & Diana St. League adjuster recommending City settle claim. Streets Dept. contacted to barricade and repair damage.

Claims received December, 2011

06/29/11 J. Jones vs City Alleged false arrest. Has been settled.

09/09/08 D. Green vs City Alleged false arrest.

Betsy Driggers said the City received the EAP Contract Renewal with Dr. Vanessa Townsend & Associates, which runs 1/1/12 through 12/31/12. There are no increases in the cost and have actually gown down from 2011. James Griffith moved to recommend renewal of EAP Contract to City Commission. Betsy Driggers seconded the motion, which passed unopposed.

Betsy Driggers noted there will be changes to the Workers' Compensation Pharmacy Management Plan which will take effect February 1, 2012.

Minute for Safety:

Fire Dept. – Cold weather emergency

WP – Safety Bulletin & cold weather safety

WWTP – Ladder safety

PD – Traffic safety

B&Z – Traffic safety

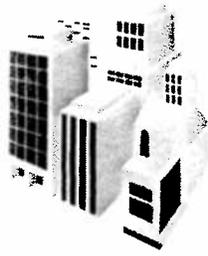
City Hall – Safety Bulletin

Next Meeting: February 21, 2012 – 9:00 a.m. at City Hall – There was discussion on whether to cancel the Feb. meeting or have Safety Committee meetings every other month or quarterly. There was a Motion by Betsy Driggers to not have Safety Committee meetings on the months of Pension Board meetings (March, June, Sept. & Dec.). Emergency meetings can be call during those months if needed. Seconded by Thad Crowe, which passed unopposed.

Adjourn at 10:25

*Agenda
Item*

3d



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

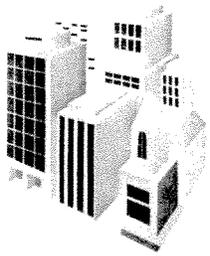
Memorandum

To: Commission & Staff
From: Betsy Driggers, City Clerk
Date: 1/18/2012
Re: Planning Board Appointments

At this time there is one vacancy on the Palatka Planning Board. On January 12 the City Commission interviewed two applicants for this position. Ballots were collected and the ranking results follow:

1. David DeLoach
2. Clem Saccareccia

Therefore, it is staff's recommendation to appoint David DeLoach to the Palatka Planning Board for a three-year term to expire to expire December 31, 2014.



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: bdriggers@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.

interviewed 1-12-11

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 Palatka, FL 32117 Phone: (386) 972-9594
& Address P.O. Box 5 FL 32117 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.E.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



Regular meetings 2nd and 4th Tuesdays each month at 6:00 p.m.

STEVE C. BOGERT, JR.
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

RUBY MURPHY GAMB
FINANCE DIRECTOR

CARY E. GIBCHELL
CHIEF OF POLICE

MICHAEL J. AMBERT
CHIEF OF FIRE

DONALD E. WOLFE
CITY ATTORNEY

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Clem Saccarecci (Must be at least 18 yrs. old)
Residence 110 Cocoa Rd - E. Palatka Phone: 325-3469*
(911 Address) 110 Cocoa Rd - E. Palatka Fax: Primary Pk
Business Name 307-311 St Johns Ave 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 Cocoa 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 29, 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
Item*

3e



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: City Commission & Staff
From: Betsy Driggers, City Clerk
Date: 1/18/2012
Re: Palatka General Employees' Pension Board Appointment

John Jones' term on the General Employees' Pension Board expires on January 31, 2012. Mr. Jones has returned his application for reappointment indicating his willingness to serve another 2-year term to expire January 31, 2014. There are no other applicants.

Mr. Jones' service on this board has been exemplary and he has faithfully discharged his duties as a pension board member. He meets all criteria for appointment. His application for reappointment is attached.

Commission Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application was received, it is Staff's recommendation to waive the '2nd meeting requirement' and reappoint Mr. John Jones as one of two City Commission Appointees to the Palatka General Employees' Pension Board for a two-year term expiring Jan 31, 2014.**

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



ELWIN C. "WOODY" BOYNTON
CITY MANAGER

BETSY JORDAN DRIGG
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCAMP
CHIEF OF POLICE

MICHAEL LAME
CHIEF FIRE

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

APPLICANT: John Jones (Must be at least 18 yrs. old)
Residence P.O. Box 776, 120 Riverbend Road Phone: 386-467-3602
(911 Address) WELAKA, FL 32193 Fax:
Business Name Putnam County Clerk of Courts Phone: 386-326-7610
& Address Palatka, FL Fax: 386-329-0473

(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: P.O. 776, WELAKA, FL 32193

E-mail: jjones@putnam-fl.com Daytime Phone: 386-326-7610

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

Current Board Member for 6 years -
County Finance Director

OTHER COMMENTS OR INFORMATION:

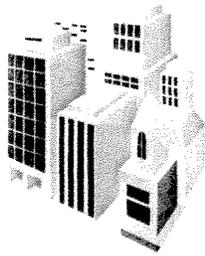
AGREEMENT: by filing this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida 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] 1/18/12
SIGNATURE OF APPLICANT DATE

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

*Agenda
Item*

3_f



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: Palatka City Commission
From: Betsy Driggers, City Clerk
Date: 1/6/11
Re: Police Officer's Pension Board Employee Representative Appt.

Attached please see a memorandum from Assistant Police Chief James Griffith advising that an election was held for the position of Police Officer Employee Representative on the Police Pension Board. This position is elected by the Plan members. Sgt. Scott Reinhold was re-elected by the members without opposition.

By virtue of his election, please concur on Sgt. Reinhold's reappointment to the Palatka Police Officers' Pension Board for a two-year term to expire December 31, 2013.

**Palatka Police Department
110 North 11th Street**

Memorandum

Date: 01-18-12
To: All PPD Sworn Personnel and Betsy Driggers, City Clerk
From: Asst. Chief James Griffith
Subject: Pension Board Representative Election

On January 6, 2012 a memorandum was sent to all sworn personnel of the Palatka Police Department advising them that the current term of Sgt. Scott Reinhold had expired and it was time to elect or appoint a new Pension Board representative from the Palatka Police Department. They were advised that if anyone was interested in being one of the two board representatives, they should submit the name to Cathy Anderson by Monday, January 16th. They were also advised that Sgt. Reinhold would remain the representative if no one wished to occupy the position.

As of January 17, 2012, no names were submitted. Based on these results, Sgt. Reinhold will remain as one of the member representatives on the Palatka Police Pension Board.

Asst. Chief Griffith

Cc;
All Sworn Personnel

**Palatka Police Department
110 North 11th Street**

Memorandum

Date: 01-06-12
To: All Sworn Personnel
From: Asst. Chief James Griffith
Subject: Pension Board Representatives

It is time to elect or appoint a new Pension Board representative from the Palatka Police Department. If anyone is interested in being one of the two board representatives, please submit your name to Cathy Anderson or myself by Monday, January 16th.

Currently, Sgt. Scott Reinhold is the representative in that position. He has agreed to remain our representative for the next two years if no one else wishes to occupy it. If I do not receive any other nominations by Monday, January 16th, 2012, he will be elected without contest to that position.

Cc;
All Sworn Personnel

*Agenda
Item*

4

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: January 17, 2012

Re: Street Party "3rd Friday Downtown Street Party"

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

1. Grant Noise Variance during the Special Event hours:

February 17th, 2012 6pm-10pm

March 16th, 2012 6pm-10pm

April 20th, 2012 6pm-10pm

2. Grant Alcohol Variance during the Special Event hours:

February 17th, 2012 6pm-10pm

March 16th, 2012 6pm-10pm

April 20th, 2012 6pm-10pm

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

Jeff Norton
Special Events Coordinator

APPLICATION # 12-07

(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

**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.

CONTACT PERSON Charles Rudd TELEPHONE 386-329-0100 Ext 333
352-455-1180 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 3rd Friday Downtown Street Party

4. DATE & HOURS OF DESIRED USE: 6pm-10pm 2/17/12; 3/16/12; 4/20/12

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)

6. REQUEST FOR ROAD CLOSURES(Specify): St. Johns Avenue from 2nd to 5th / 3rd Street from
 7. REQUEST FOR NOISE VARIANCE(Dates and Times): 2/17/12; 3/16/12; 4/20/12 6pm-10pm 2nd Street to St. Johns

8. REQUEST FOR ALCOHOL VARIANCE(Dates and Times): 2/17/12; 3/16/12; 4/20/12 6pm-10pm

9. ESTIMATE OF ANTICIPATED ATTENDANCE(Per Day): 1,000 people

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT: 2 portable stages

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? _____

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

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

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USE. DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERING 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.

11/28/11
DATE

Chad W
SIGNATURE OF APPLICANT

APPROVED:

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

[Signature]
CHIEF OF POLICE
11/18/12
DATE

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

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

Site Sketch Provided
 Tentative Schedule of Events

Event Classification:
 Class A
 Class B
 Class C

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

Name of Special Event/Production: 3rd Friday Downtown Street Party

Type of Event: Street Party

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. - attach separate listing if necessary)
2 stages with live music, bar booth, food vendors, Arts & Crafts vendors, (and) area w/ moon walk, etc., small tables & chairs.

Location of Event: St. Johns Ave from 2nd St to 5th St. / 3rd from West to St Johns

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)	<u>All days</u>		at (time) <u>4 pm</u>	
Break down will be completed by (Date)	<u>All days</u>		at (time) <u>Midnight</u>	

EVENT 3rd Friday Downtown Street Pub EVENT SPONSOR/ORGANIZATION Palatka Main Street, Inc

Name of Promoter Palatka Main Street Tax Exempt No.: _____

Fee Worksheet (To be completed by Special Events Coordinator or Designee)

Special Event Permit fees \$ 100 Per Day x 3 Days = \$ 300

Law Enforcement (City Police) \$23.00 per hour x _____ Officer(s) x _____ Hours = \$ _____

Fire Personnel \$23.00 per hour x _____ Personnel x _____ Hours = \$ _____

Building Inspector \$23.00 per hour x _____ x _____ Hours = \$ _____

Sanitation Equipment fee
Of Green Roll Out Containers _____ x \$ 15.00 per container = \$ _____

Additional Charges (List)

Refundable Deposit \$500.00 required (circle one) Yes No \$ _____

Total Estimated Fees \$ _____

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 / Palotke Main Street
Telephone: 386-327-0100 x 333 Fax: _____
Address: 205 N. 2nd St Palotke, FL 32107 Cellular: 352-455-1150

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 2 _____ Day 3 _____ Day 4 _____ Day 1 1000/day
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: _____

Inspection(s) – Date and time requested: _____

Emergency medical services: Ambulance Location(s) (note on site map): _____

Number of EMS Personnel required: _____

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

- Carnival location (if any) (note location on site map) N/A
- Number of sanitation roll-out containers required: N/A
- Location of parking/transportation services, if any: N/A
- Type Transport Vehicles (Van, buses, etc.): N/A
- Location of security and emergency vehicle parking on site: _____
- 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: See map
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): See map

Number and location of temporary signs/banners: _____

Number and location of promotional visual effects: _____

Watercraft: N/A

Aircraft: N/A

Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): A frame signs, "No Parking After 4pm" signs, posters

Date(s) and times of setup/breakdown: All days set up 4-6pm
tear down 10-12pm

Name(s) and Type of Musical Bands to Perform (dates & times of performances): Unknown names - Rock, Classic Rock, 50's & 60's, Country, Bluesgrass, R+B

Noise Abatement Requirements: _____

Adjoining Properties Impacted (Notification needed?): _____

Location, Dates and Times for Alcohol Ordinance Open Container Waiver: All days

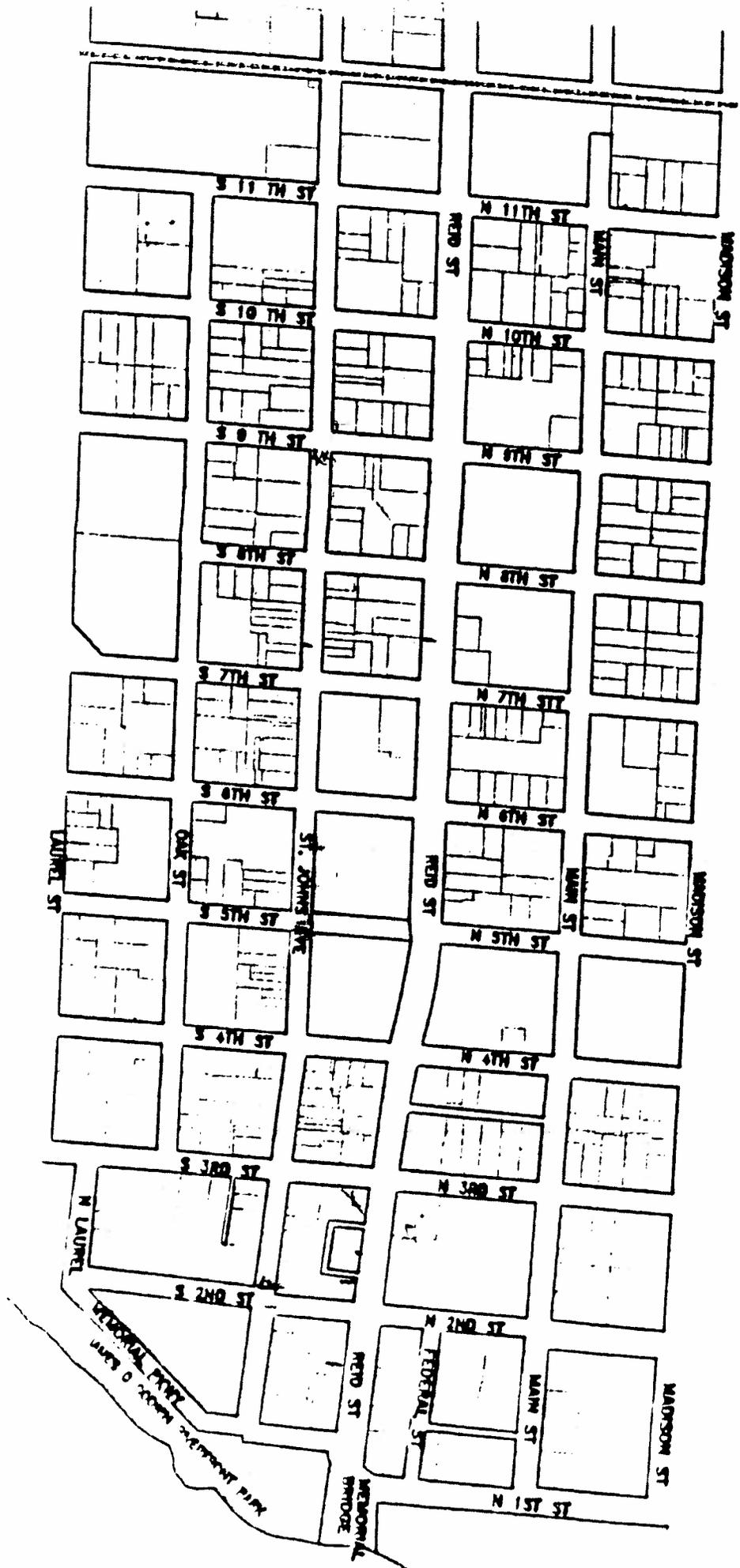
Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): Temporary license

Handicapped Accessibility: _____

Items Outstanding:

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

Downtown Palatka



City of Palatka
 Planning Meeting
 Pre-event Assessment List

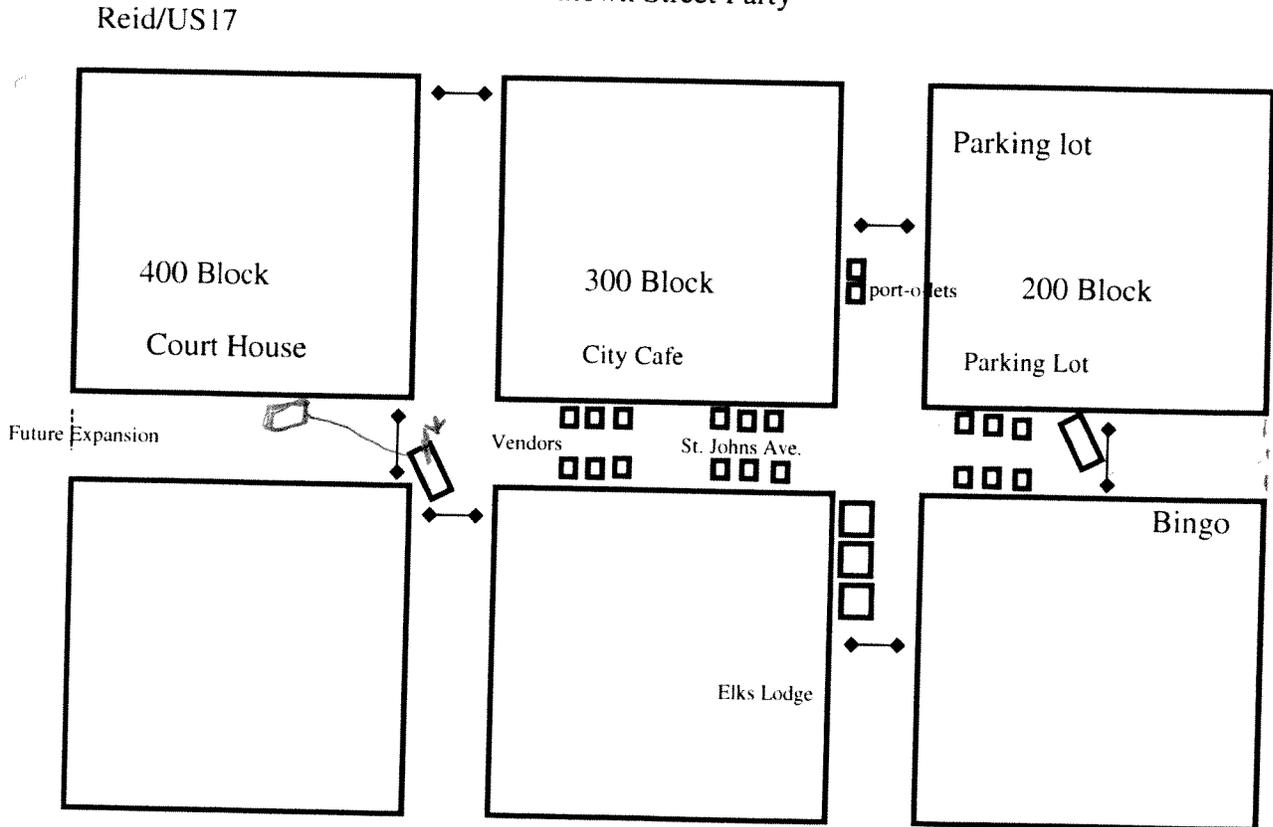
Addendum:

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

	Date	Day	Begin	End
Event Day 1	2/17/12	Friday	6pm	10pm
Event Day 2	3/16/12	Friday	6pm	10pm
Event Day 3	4/20/12	Friday	6pm	10pm
Event Day 4	5/18/12	Friday	6pm	10pm
Event Day 5	6/15/12	Friday	6pm	10pm
Event Day 6	7/20/12	Friday	6pm	10pm
Event Day 7	8/17/12	Friday	6pm	10pm
Event Day 8	9/21/12	Friday	6pm	10pm
Event Day 9	10/19/12	Friday	6pm	10pm
Event Day 10	11/16/12	Friday	6pm	10pm
Event Day 11	12/21/12	Friday	6pm	10pm

Event Map

Downtown Street Party



Post occurrence duties:

Ensure the event is shutdown on time. Palatka Main Street will have volunteers for cleanup and will take down the barricades once the cleanup is completed.

Debrief:

The officers working the detail will debrief with the OIC and advised him of any problems or concerns. The OIC will make contact with the Palatka Main Street representative and document any concerns.

After Action Report:

The OIC will complete an after action report listing any problems or changes that need to be made to the operations plan.

The report will be submitted to the Chief of Police.

ops Plan Approved

gscf

12/21/11

*Agenda
Item*

5

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of annexation, land use amendment, and rezoning for 718 Elmwood Avenue

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Annexation, FLUM, and Rezoning Ordinances

MEETING DATE: January 26, 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 adoption action, allowable under state statute.

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 - 70

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

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

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

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

WHEREAS, the Planning Board conducted a public hearing on December 6, 2011 and recommended approval of this amendment to the City Commission, and

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

Section 1. Adopted Small Scale Amendment

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

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current</u>	<u>Future</u>	<u>Amended</u>	<u>Future</u>
		<u>Land Use</u>		<u>Land Use</u>	
11-10-26-0000-0300-0000	0.36	Putnam County US (Urban Services)		RL (Residential, Low Density)	

DESCRIPTION OF PROPERTY:

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

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

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

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

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

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

ORDINANCE NO. 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:

Address	# of Acres	Sec/Township/Range	Ord. #
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 28 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 28 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:

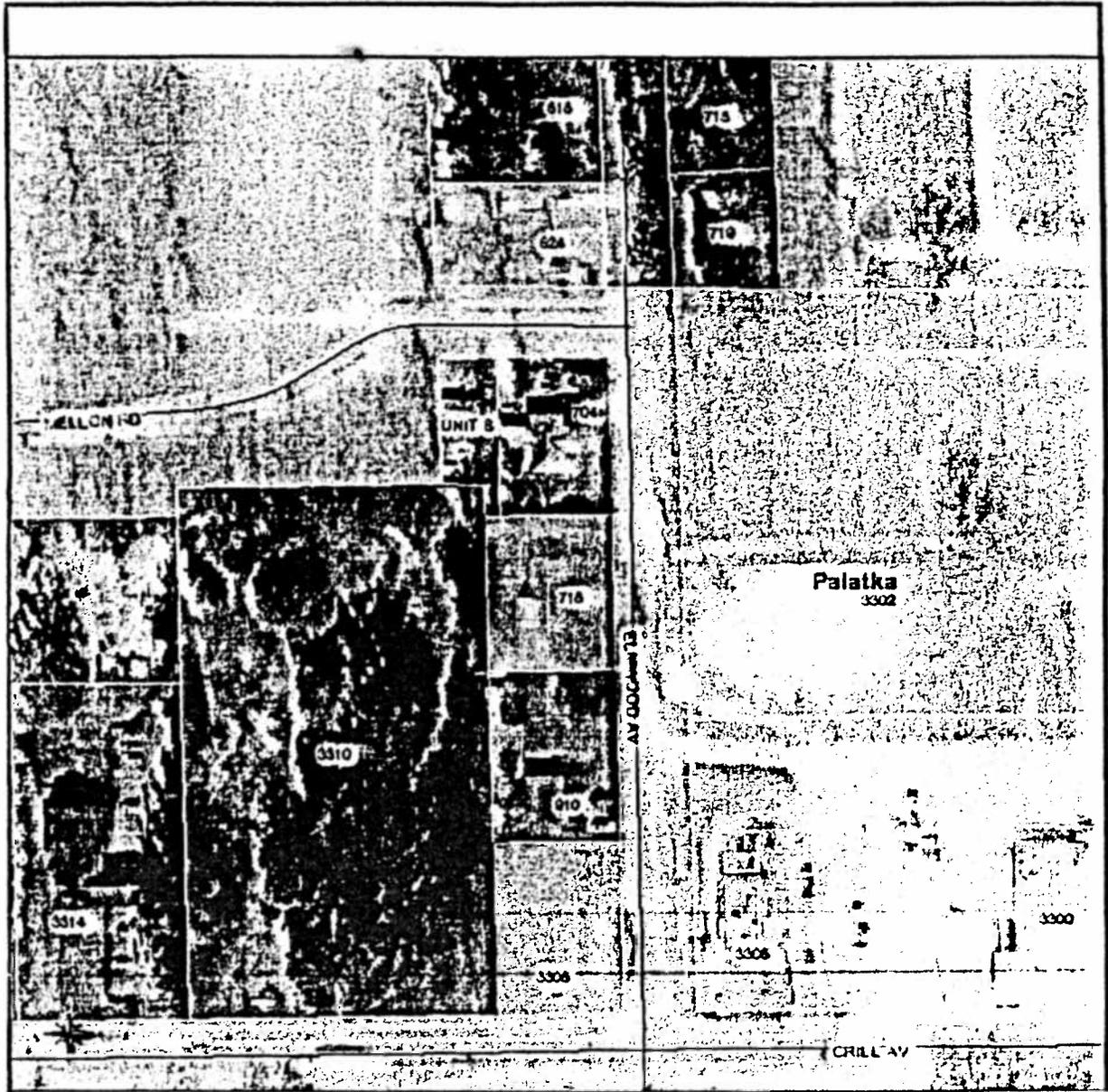
2. AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 718 ELMWOOD AVENUE FROM PUTNAM COUNTY US (URBAN SERVICES) TO RL (RESIDENTIAL, LOW DENSITY),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

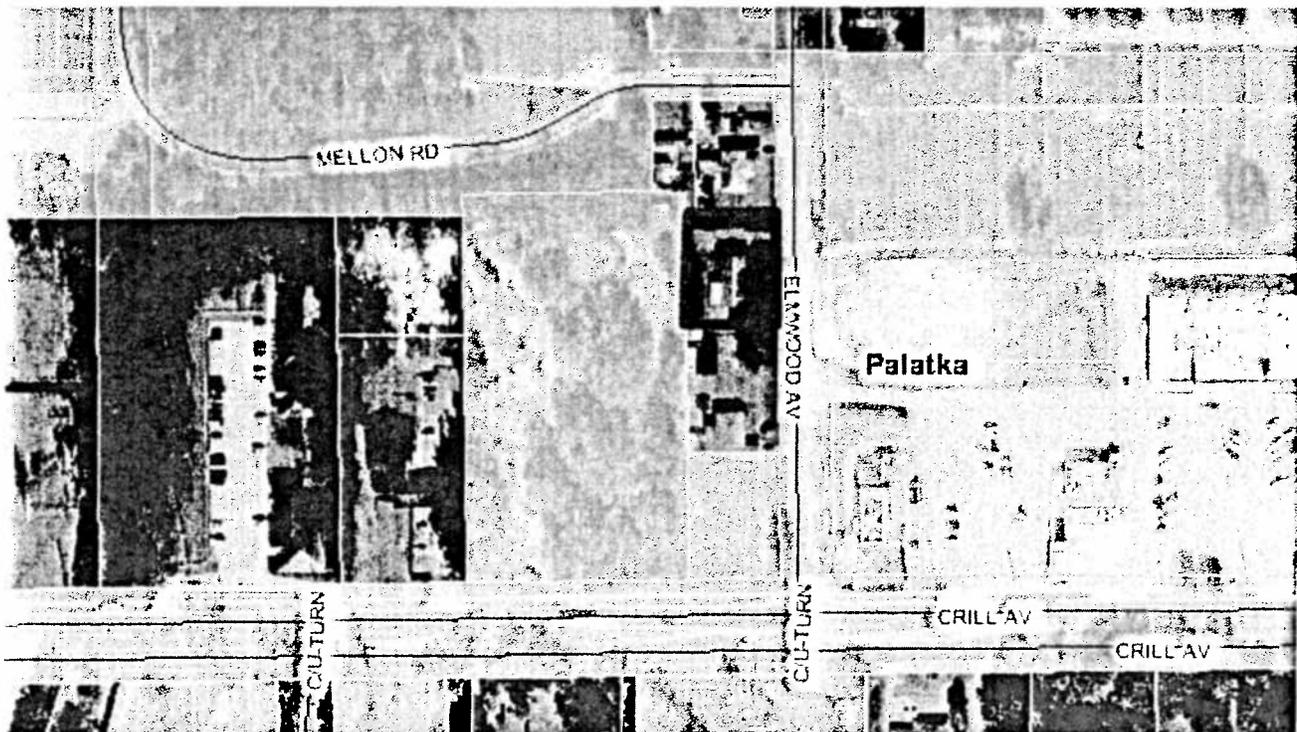
APPLICATION REQUEST

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

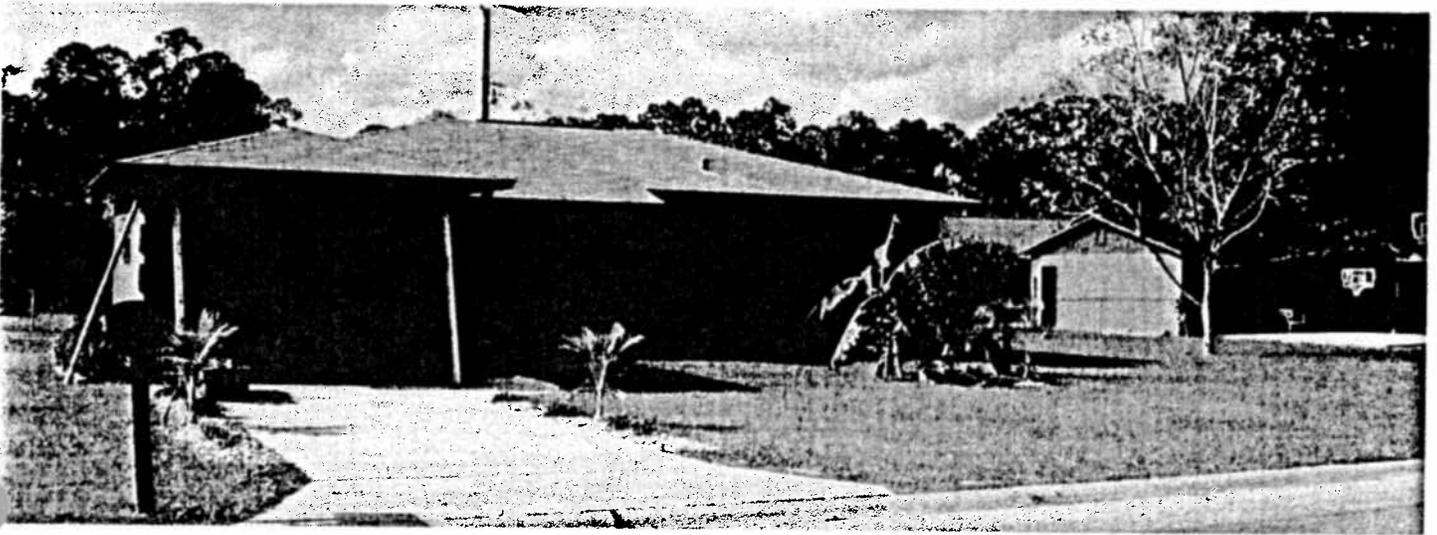
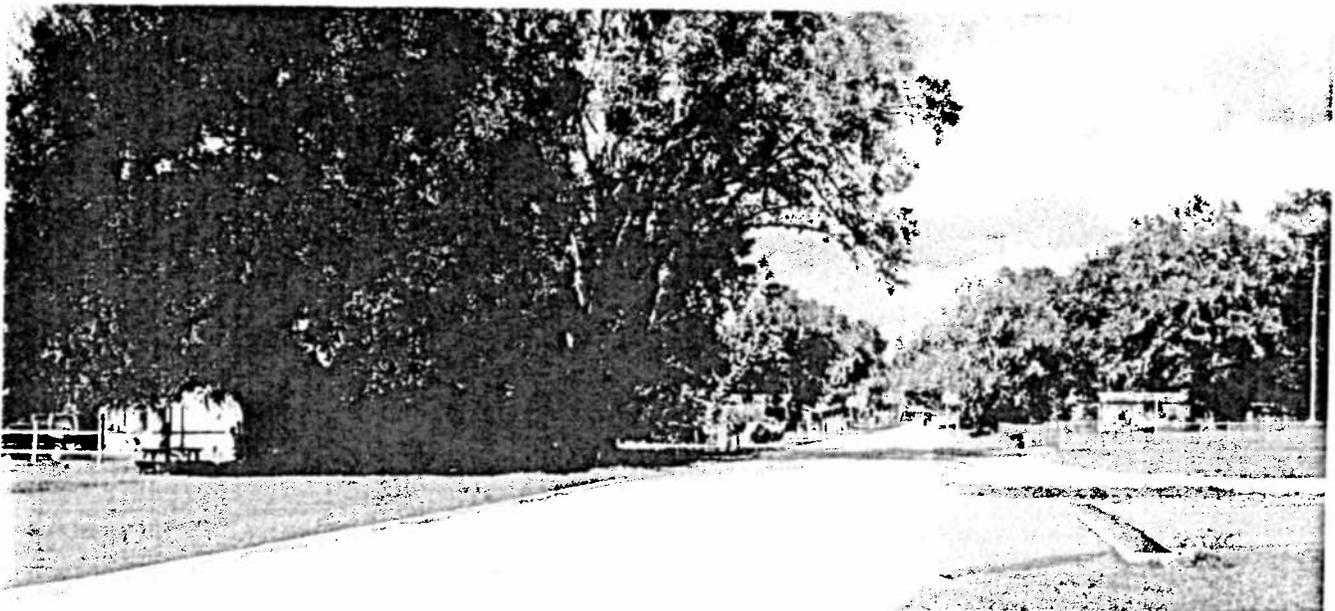


Figure 2: Site (above)

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.*

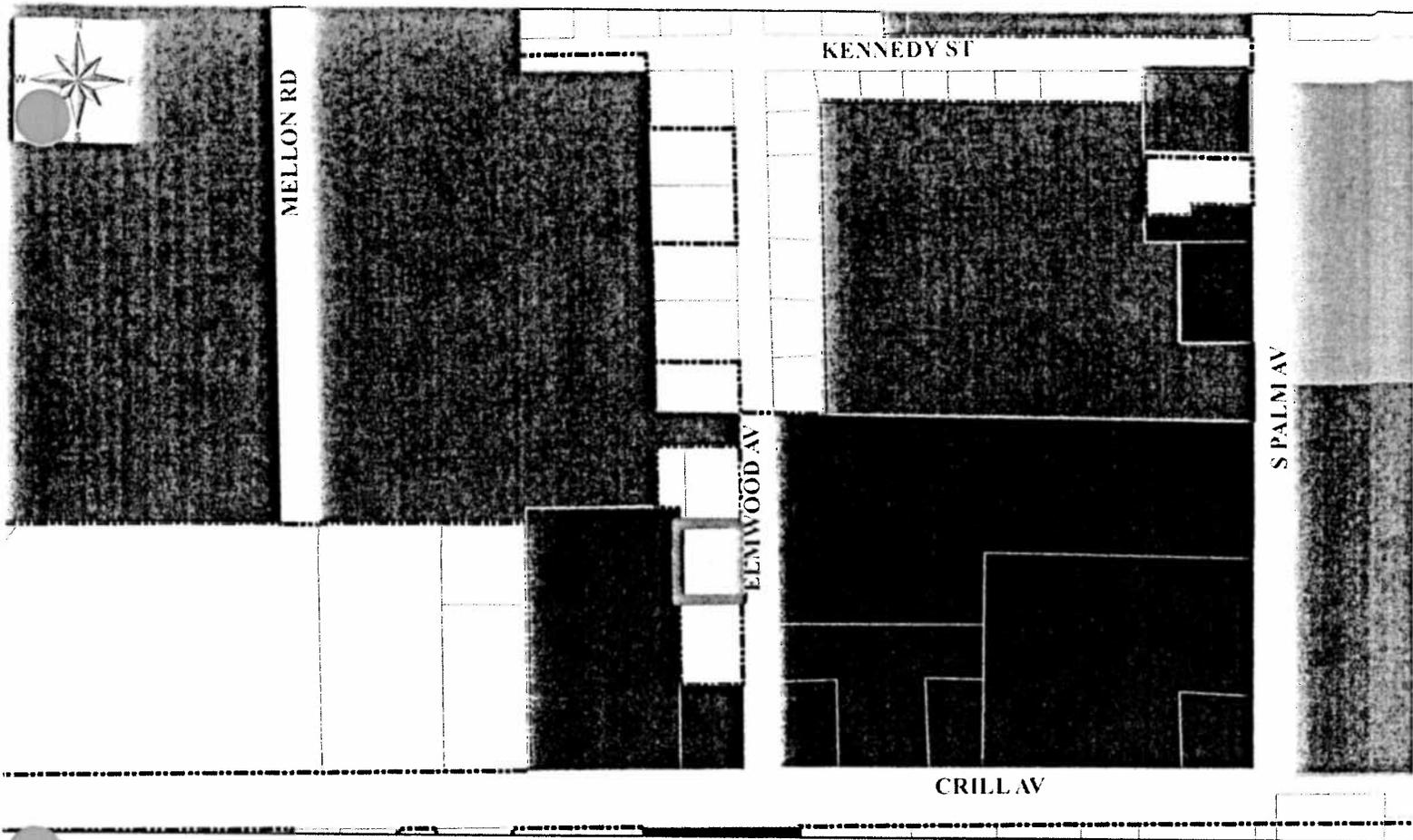
Not applicable.

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

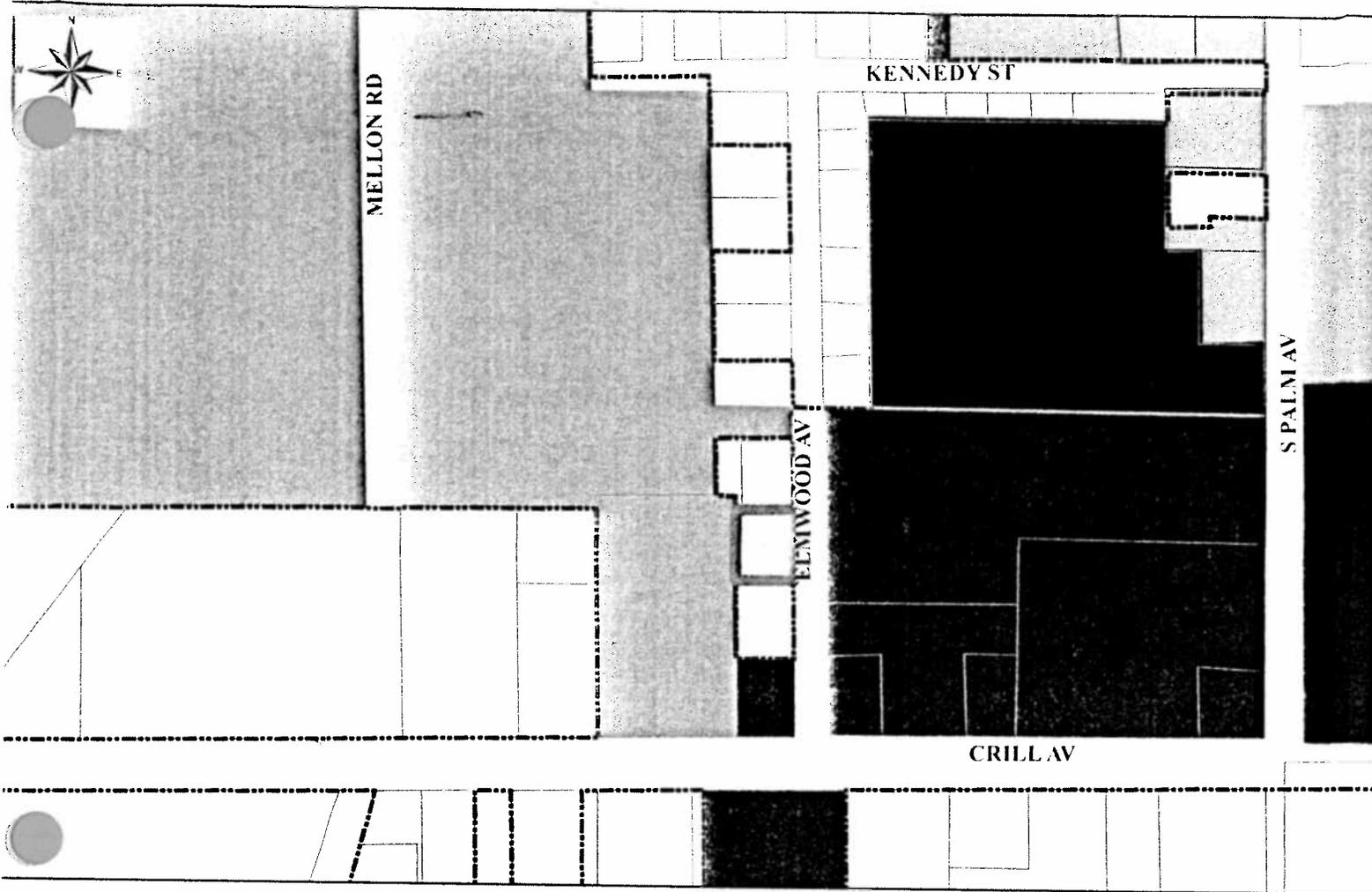
-  COM
-  OPF
-  PB
-  RH
-  RL

Site(s)
718 Elmwood Ave

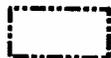
Current FLUM
County US
(Urban Service)

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(55)*

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: ACCESS TO CITY UTILITIES		
JOHN W. WHITE AND LARUE GREATHOUSE		
Owner Name	Agent Name	
PO BOX 674, PALATKA, FL 32177		
Owner Address	Agent Address	
Phone Number	<u>325-1868</u>	Phone Number

- * 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): _____

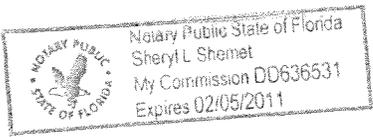
Print Agent(s) names: _____

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

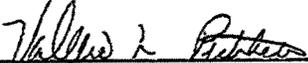
DOC STAMPS 454.30
INTANG TAX .00

GOVERNMENT TAX FOR \$ 454.30
SIGNED BY SALES CLERK
Sandra L. Roberts
Sandra L. Roberts

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)



(Signature)

Notary Public, Commission No. CC371678



VALERIE M. PRITCHETT

MY COMMISSION # CC371678 EXPIRES
May 16, 1998
BONDED THROUGH 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

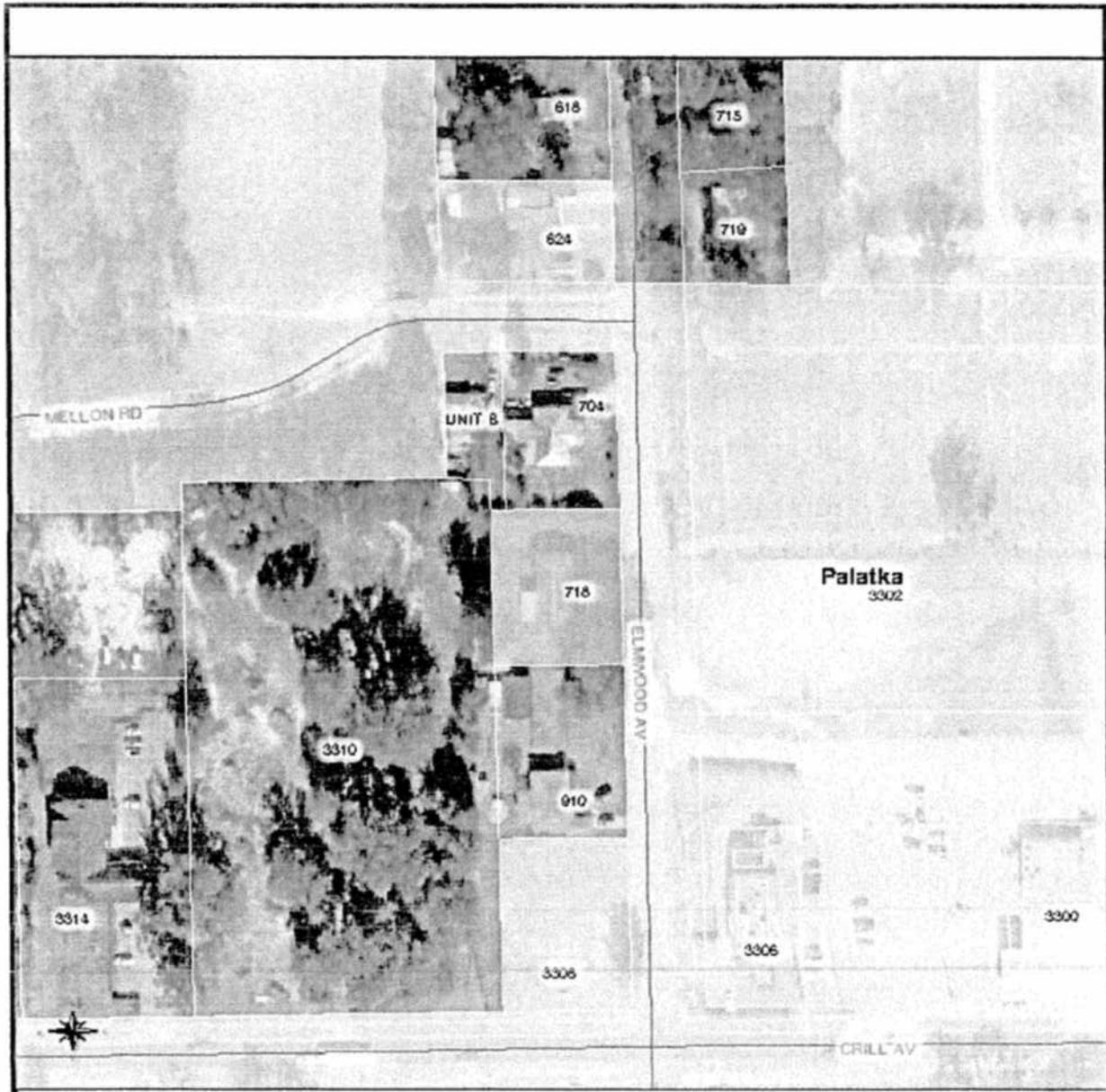


PROJECT NARRATIVE

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(c)2010

0 0.024mi



Copyright 2008
 Putnam County GIS
 P.O. Box 307
 Palatka, FL 32178

*Contiguous
(east)*



- Legend**
 Highlighted Feature
- Township Range
 - Street Contourline
 - Hydrography
 - Parcel
 - Municipal Boundary
 - Crosscut City Intersection
 - Palatka
 - Palatka Park
 - Wrecks
 - 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*

6

**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 26, 2012

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

Meeting Minutes

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

PLANNING BOARD
Meeting Minutes
December 6, 2011

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.

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).

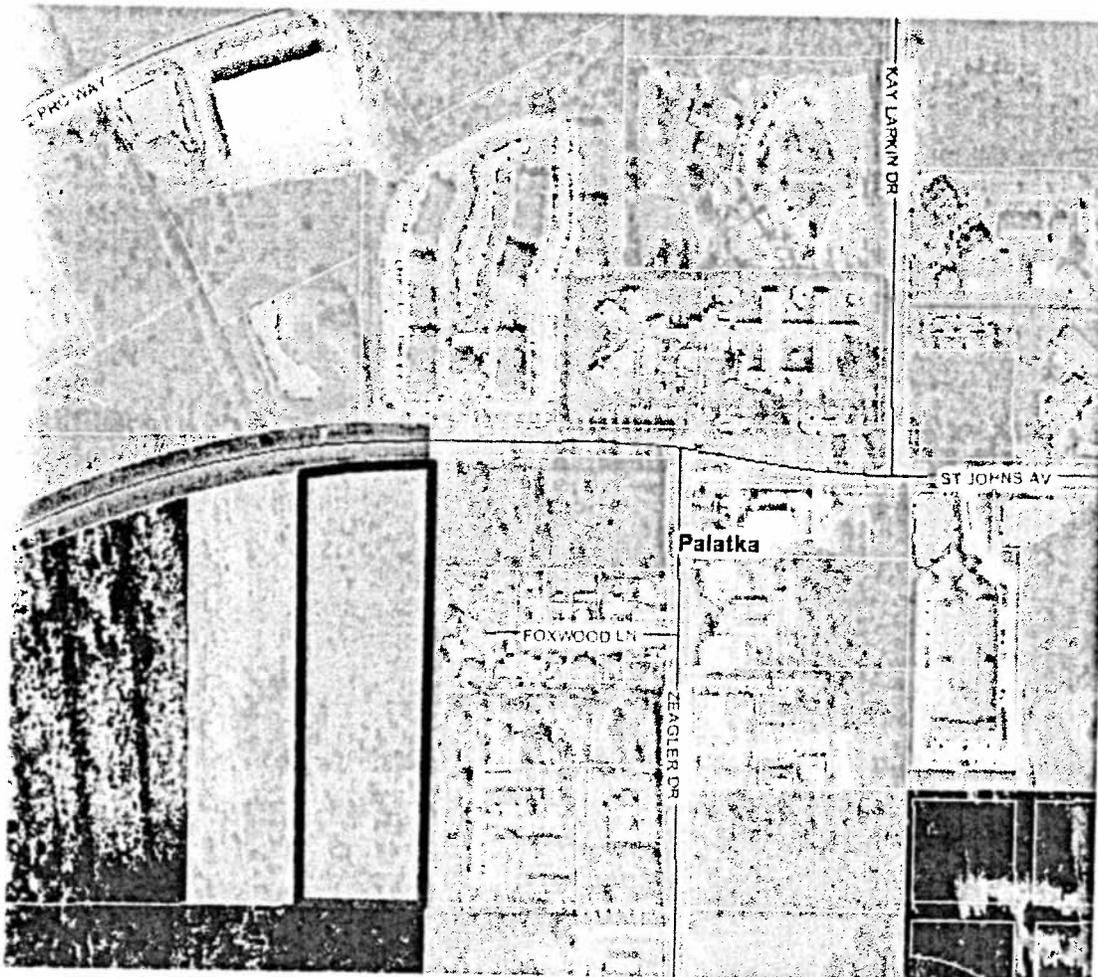


Figure 1: Site and Vicinity Map

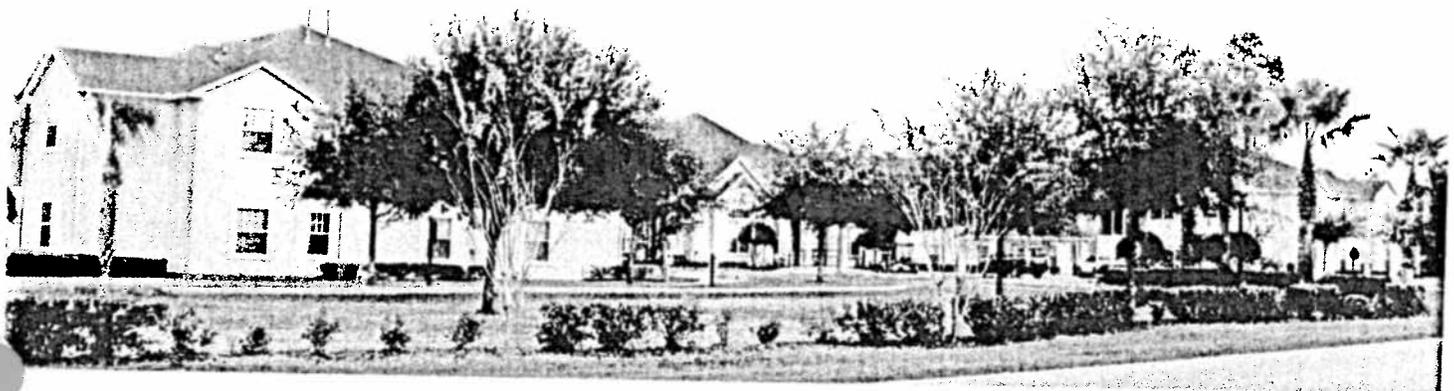
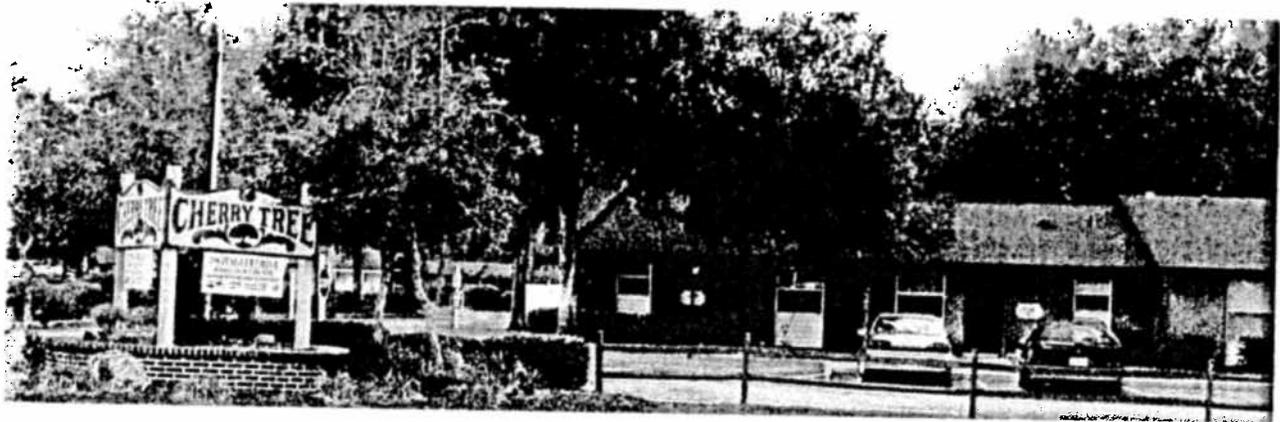


Table 1: Use Classifications

	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.

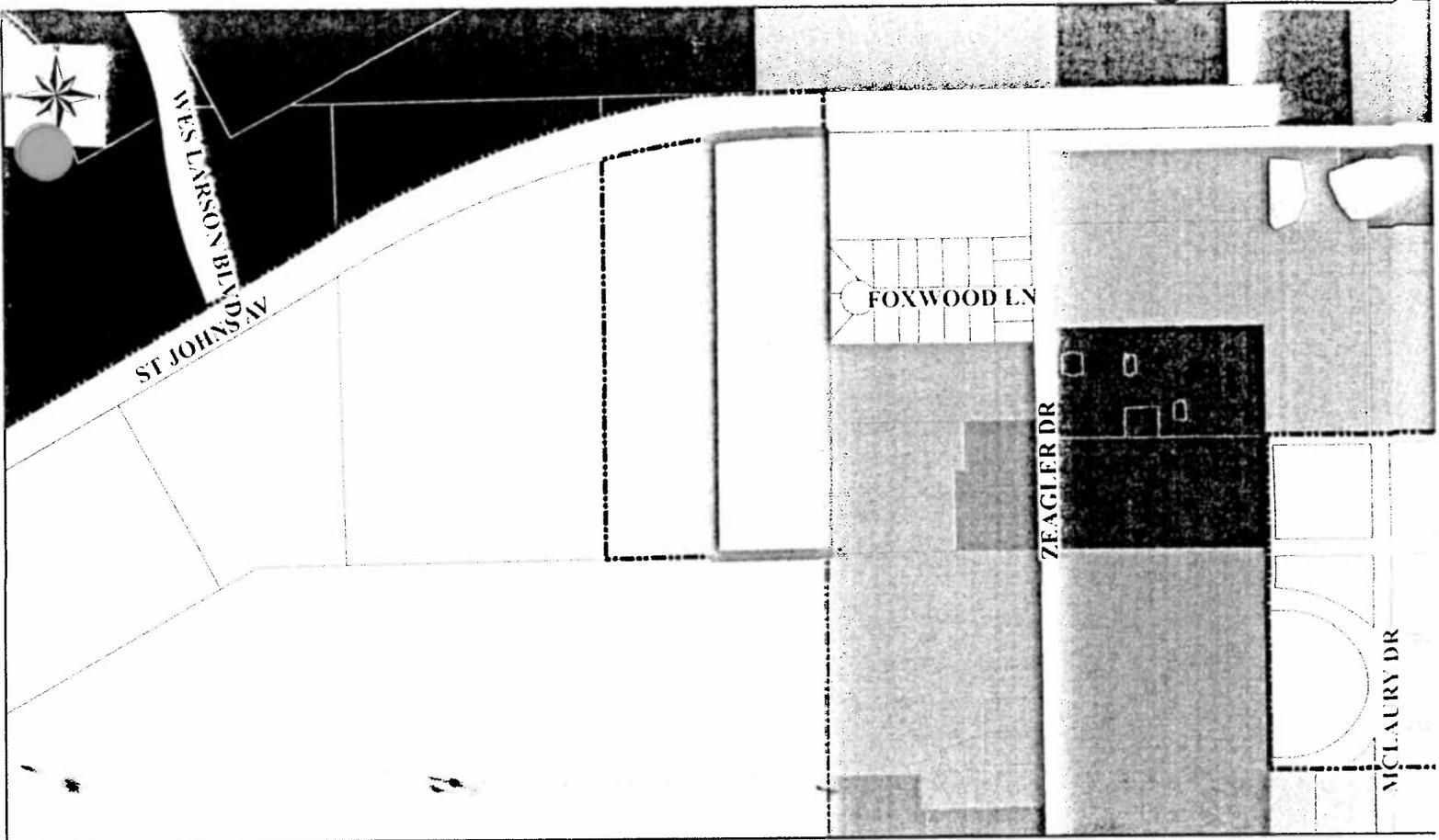
Not applicable.

STAFF RECOMMENDATION

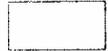
As demonstrated in this report, this application meets applicable rezoning criteria. Staff recommends approval of Case 11-48: rezoning to R-3 for 6805 St. Johns Avenue.

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

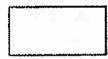
6805 St. Johns Ave Zoning



Legend

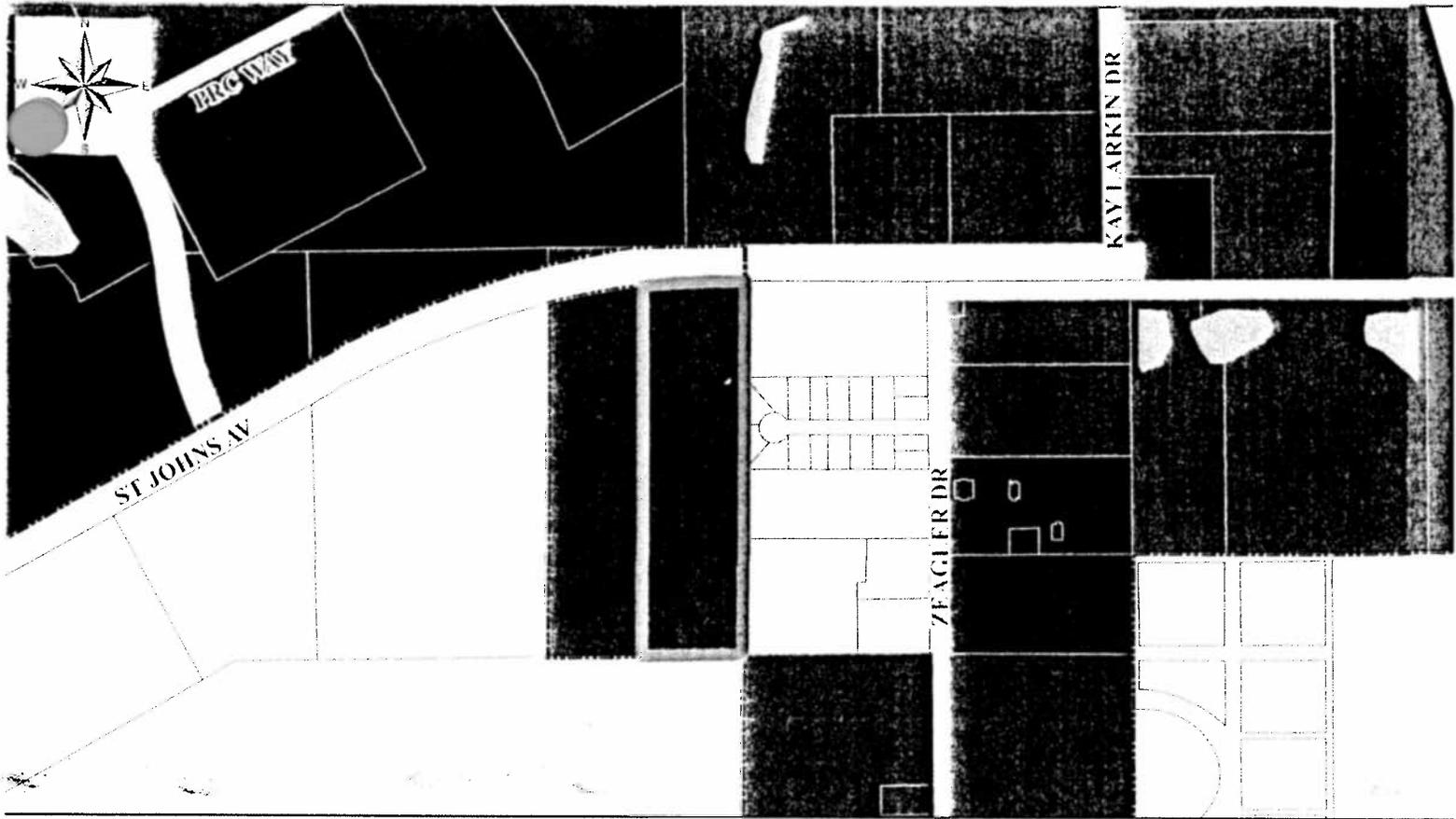
-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka Zoning

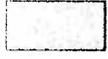
-  General Commercial
-  Neighborhood Commercial
-  Intensive Commercial
-  COUNTY
-  Light Industrial
-  Single Family Residential
-  Multi-Family Residential

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)
6805 St. Johns Ave

Current FLUM
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

Application Number: PB-11-48
 Date Received: 10-10-11
 Hearing date: 12-6-11

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

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			14. Phone Number: 386-740-7600		
13. Owner Address: 1309 E International Speedway Blvd. DeLand, FL 32724			15. Email Address: bobg@cmc-cms.com		
16. Agent Name: Robert A. Guirlinger			18. Phone Number: 386-740-7600		
17. Agent Address: same as owner			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:

Application Number: PB -

Signature of owner(s):

Hearing date:

Print owner(s) names(s):

Arbor Place Partners, LLLP

Central Management Company, General Partner

Signature of Agent(s):

Print Agent(s) names:

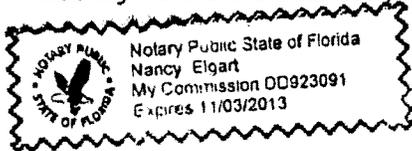
Robert A. Guirlinger

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.



Nancy Elgart
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*

7

This instrument prepared by:
Donald E. Holmes, Esq.
City Attorney
2 North 3rd Street
Palatka, FL 32177

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ELECTING TO INSTITUTE PROCEDURES AUTHORIZED BY CHAPTER 316.0083 FL. STAT. (2011); REPEALING ORDINANCE 09-08, KNOWN AS 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 THE RENUMBERING OF CHAPTER 82 OF THE MUNICIPAL CODE; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Florida Legislature, through the passage of Ch. 316.0083 Fl.Stat., has authorized the use of traffic control monitors, also known as “red light cameras” , as traffic infraction detectors to enforce certain provisions of Chapter 316 of the Florida Statutes relating to what is popularly known as “red light violations”; and

WHEREAS, the City Commission of the City of Palatka, Florida is concerned about the significant danger to its citizens caused by the failure of drivers to obey traffic signal devices, including “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 improve public safety; and

WHEREAS, the Palatka City Commission finds that the use of traffic infraction detectors to apprehend red light violators is likely to improve public safety and operate for the benefit of the citizens of the City of Palatka; and

WHEREAS, the Palatka City Commission further finds that the use of traffic infraction detectors will permit the more efficient use of limited law enforcement personnel throughout this jurisdiction by allowing the allocation of more law enforcement time to duties other than the enforcement of traffic signal control laws; and

WHEREAS, the Palatka City Commission wishes to operate under the authority of the State Statute cited above and to repeal any ordinances previously adopted that may conflict with

the State law or which might provide an alternate authority for the implementation of a red light camera detection system;

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 declares its intent to operate under the authority of Florida Statute Section 316.0083 (2011) in using traffic infraction detectors (red light cameras) 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 take all actions necessary to implement a system of traffic enforcement utilizing traffic infraction detectors within the City of Palatka, subject to and in accord with the provisions and requirements of Chapter 316.0083 Fl. Stat. (2011)

Section 4. Repeal of Conflicting Ordinances.

- a. 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; and
- b. Section 82, Article IV, The City of Palatka Traffic Light Safety Act, is hereby deleted in its entirety, and Section 82 is renumbered accordingly, to the extent necessary;
- c. All ordinances or parts of ordinances in conflict herewith are hereby repealed to the extent of such conflict.

Section 5. Severability. If any section or portion of a section or subsection of this ordinance is determined to be invalid, unlawful, or unconstitutional, said determination 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

Betsy Driggers

From: Don Holmes [don@donholmeslaw.com]
Sent: Monday, January 23, 2012 2:34 PM
To: Gary Getchell; Woody Boynton
Cc: Betsy Driggers
Subject: red light cameras
Attachments: Ord Red Light Cameras 1 (3).doc

It is my recommendation that the proposed ordinance attached to this e-mail be adopted on second reading on the 26th in lieu of the wording passed on 1st reading. The substance of the ordinance is not changed, i.e. enabling of a red light camera system in accord with applicable florida statute. However, the statutory cites contained in the attached proposed ordinance are more accurate and appropriate than those contained within the proposed ordinance and I believe that the actual intent of the City to operate under the authority of the State Statute is more accurately stated. Please review and advise me of your comments.

Thanks
Don

TAX ADVICE DISCLOSURE: Pursuant to the requirements of Internal Revenue Service Circular 230, we advise you that any federal tax advice contained in this communication (including any attachments) is not intended or written to be used, and cannot be used, for the purpose of: (1) avoiding penalties that may be imposed under the Internal Revenue Code or (2) promoting, marketing or recommending to another party any transaction or matter addressed in this communication.

CONFIDENTIALITY NOTICE: The information and all attachments contained in this electronic communication are legally privileged and confidential information, subject to the attorney-client privilege and intended only for the use of intended recipients. If the reader of this message is not an intended recipient, you are hereby notified that any review, use, dissemination, distribution or copying of this communication is strictly prohibited. If you have received this communication in error, please notify us immediately of the error by return email and please permanently remove any copies of this message from your system and do not retain any copies, whether in electronic or physical form or otherwise.

Thank you.

Donald E. Holmes, P.A. (386) 328-1111

**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 *gfg*

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 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.

auth. to proceed 1/12/12



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

8

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to amend Sign Code definitions and design standards

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Draft Ordinance
2. Planning Board minutes excerpts October 4, 2011, November 1, 2011, and January 3, 2012 meetings
3. Planning Board memo excerpt

MEETING DATE: January 26, 2012

ISSUE: This is a staff-initiated Municipal Code revision, with a recommendation of approval from the Planning Board. It is part of a rewrite of the Sign Code that was intended to provide clarity and structure for ambiguous elements of this Code. Proposed changes include the following:

- *Revision of banner sign definition to clarify that permit is not required, but such signs must be made of durable materials and not exceed 50 SF in size.*
- *Addition of definitions for following sign types: bulletin board sign, downtown gateway sign, downtown street art sign (downtown zoning districts); educational/interpretative signs; and menu pricing boards (drive-through restaurants).*
- *Amendment of definitions for following sign types: changeable copy signs (setting maximum size at 30 SF), changing signs (standards for electronic signs), directional signs (size and locational standards), and window signs (removing them from limitation of two signs per business).*
- *Elimination of following sign types (through deletion of definition and standards): owner identification sign (already allowed as part of any sign), and portable sign.*
- *Clarifying sign size limitations as applicable to freestanding and wall signs, and clarifying rule that lots with more than 200 feet of frontage can have two free standing signs and less than 200 feet of frontage can have one freestanding sign.*
- *Eliminating obsolete limitation of wall signs to commercial and industrial zoning districts.*
- *Requiring landscaping around new signs.*
- *Clarifying that if signs are not defined and described in Sign Code they are prohibited, and limiting allowable sign locations to those specified in Sign and Zoning Code.*

The Planning Board has considered these changes at three separate meetings. In particular, the revisions to changing (electronic) signs invited considerable interest by businesses currently having such signs. Approved changing signs would be grandfathered from the new standards, which were developed with the assistance of sign companies in accordance with best practices and prevailing standards of other Florida jurisdictions. Finally, staff has withdrawn the proposed gas pricing sign definition, as gas pricing signs are included in the allowable sign allotment of other signs.

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 SIGN CODE SECTION 62-1 TO PROVIDE DEFINITIONS FOR SPECIFIC SIGN TYPES, CLARIFY ISSUES IN SECTION 62-4 PERTAINING TO MAXIMUM SIGN SIZE, REMOVE LIMITATION IN SECTION 62-10 OF WALL SIGNS TO COMMERCIAL AND INDUSTRIAL ZONING DISTRICTS, DELETE SECTION 62-14 WHICH PROVIDES STANDARDS FOR PORTABLE SIGNS, ADD SECTION 62-14 THAT REQUIRES LANDSCAPING AROUND NEW SIGNS; AND ADD NEW SECTION 62-15 TO CLARIFY THAT SIGNS NOT DEFINED IN CODE ARE PROHIBITED AND SIGN LOCATIONS ARE LIMITED BY CHAPTERS 62 AND 94; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on October 4, 2011, November 1, 2011, and January 3, 2012; and two public hearings before the City Commission of the City of Palatka on January 26, 2012, and February 9, 2012; and

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

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

Section 1. Section 62-1 shall be amended as follows with the following new or revised definitions of sign types:

Section 62-1 - Definitions:

Banner sign means any sign possessing characters, letters, illustrations or ornamentations applied to cloth, paper or fabric of any kind, either with or without a frame. A banner sign shall be considered a temporary sign and shall be composed of durable and weather-resistant material such as canvas, cloth, heavy plastic, or similar materials, not exceeding fifty square feet in size. A banner sign shall not require a permit and shall not be included in the limitation of two signs per business.

Bulletin board sign means a public multi-sided sign structure intended and reserved for the posting of temporary notices by individuals or public or quasi-public organizations, clubs, and the like, and is allowed only in downtown zoning districts. Bulletin board signs are intended to accommodate flyers, event notices, public notices, and shall be located within the public right-of-way on sidewalks within two feet of the curb. Not more than one bulletin board sign is allowed for each two-block area of St. Johns Avenue, sign structure height cannot exceed six feet and width cannot exceed three feet, and sign area shall be contained within a brick structure.

Changeable copy sign means a sign on which copy is changed manually in the field, i.e., reader boards with changeable letters or changeable pictorial panels. Changeable copy signs shall not exceed thirty square feet in size.

Changing sign means a sign such as an electronically or electrically controlled public service time, temperature and date sign, message center or reader board, where different copy changes are shown on the same lamp bank. Changing signs are allowed as permitted in Chapter 62 and Chapter 94, and shall not exceed thirty-six square feet in size. Changing signs shall display a message for at least eight seconds. Changing sign light emanation shall not exceed 0.3 footcandles measured from a preset

distance that shall be determined by the following formula: Measurement Distance = the Square Root of the following: the Area of Sign Square Feet multiplied by 100. Changing signs shall automatically adjust the sign's brightness in direct correlation with ambient light conditions and no scrolling, flashing, or other movement shall be allowed other than change of image. Changing signs not meeting the standards above that were properly permitted prior to February 9, 2012 shall be considered to be legal nonconforming signs and shall be subject to the standards set forth in Section 62-95.

Directional sign means a private or public sign indicating vehicular or pedestrian traffic pattern or route. One private directional sign is allowed per access drive entrance into a commercial, office or industrial development, not to exceed four feet in height or four square feet in size. Public directional signs shall not exceed twelve square feet in size and shall include regulatory, statutory, and traffic control signs erected on public property with permission as appropriate from the State of Florida, the United States, Putnam County, or the City of Palatka. Public directional signs shall allow for directions to public and quasi-public destinations such as historical and culturally significant structures and sites, districts, or areas; environmentally significant areas; government building; hospitals; libraries; museums; parking; and parks and recreation areas.

Downtown gateway sign means a public sign structure that is an entrance feature to the downtown business district, allowed only in downtown zoning districts. Downtown gateway signs shall only be ground signs and shall include a permanent structure housing a sign copy area, with a maximum structure height of eight feet, a maximum structure size of 100 square feet. Downtown gateway signs shall be designed to accommodate promotional banners and illumination of such signs shall only be external.

Downtown street art sign means a private freestanding, three-dimensional, non-moving object that is not merchandise, but is used to attract the

attention of potential customers, allowed only in downtown zoning districts. Downtown street art signs shall not exceed six feet in height and thirty square feet in size, with one allowed per business, shall not intrude more than two feet into the sidewalk right-of-way, and shall not be secured to tree guards or gates. Downtown street art signs may have a sign limited to eight square feet and shall have a professional, finished appearance, constructed of durable materials such as decorative metal, wrought iron, wood with treated edges, or durable plastic, with the use of cardboard, plywood, paper, canvas or similar impermanent material being prohibited. Downtown street art signs shall be maintained in good condition.

Educational/interpretative sign means a public sign located within parks or within City right-of-way that is meant to educate and draw attention to the significant historical, cultural, and environmental aspects of the City of Palatka, St. Johns River, Putnam County, and the State of Florida. Educational/interpretative signs are allowed only in downtown zoning districts and in the Recreation and Open Space zoning district. Educational/interpretative signs are designed for pedestrian viewing and shall be oriented at an angle that is between 45 and 60 degrees, with sign area not to exceed 20 square feet.

Menu pricing boards means an illuminated freestanding changeable copy sign intended to display a menu selection/pricing board for restaurant drive-up windows located in the area between the building and the drive-through lane. This sign is allowed in commercial zoning districts. Sign faces on menu pricing boards shall not exceed twenty-five square feet, boards shall not exceed seven feet in height, and shall not be included in the limitation of two signs per business.

Owner identification sign means any sign where the matter displayed is used principally to indicate the name or character of the primary use.

Portable sign means any sign or sign structure which is designed to be easily moved. This definition

~~shall include trailer signs, A frame signs, and vehicle signs whose primary purpose is advertising. A portable sign shall not exceed 32 square feet (four feet by eight feet).~~

Window sign means any sign attached to or placed on a window visible to the exterior of the building. A permit is not required and window signs shall not be included in the limitation of two signs per business.

Section 62-4 shall be amended as follows to clarify issues pertaining to maximum sign size:

Section 62-4 - Maximum area of commercial advertising signs

No commercial advertising ground or pole sign (excluding billboards) will be permitted to shall be erected having a square foot area of advertising surface showing in any one direction more than 96 square feet, as applicable to single signs or multiple signs on an individual sign structure, and there shall be no more than two such signs on a lot having a lot front footage of a 200-foot feet or greater front footage. Lots with less than 200 feet of frontage shall be limited to one ground or pole sign.

Section 62-10 shall be amended as follows to remove limiting wall signs to commercial and industrial zoning districts:

Sec. 62-10. - Wall signs.

The maximum size of a wall sign shall not exceed 200 square feet. Where two or more wall signs are located on the same wall facing in the same direction, their total area shall not exceed 200 square feet, except if in either case the wall sign has been approved as a conditional use by the planning board. ~~Wall signs are permitted in the following zoning areas: C-1, C-2, C-3 and M-1 only.~~

Section 62-14 shall be deleted.

Sec. 62-14. Portable signs.

~~(a) Portable signs shall be allowed only in the zoning districts where specified. Portable signs shall be allowed no closer than five feet to the right of way.~~

~~(b) Portable temporary signs and portable changeable copy signs shall be permitted temporarily for the following uses (requires a permit):~~

~~(1) A new business, or a business in a new location, with no permanent sign may utilize a conforming portable temporary sign for a period of not more than 90 days or until installation of a permanent sign, whichever shall occur first.~~

~~(2) A business may utilize a portable temporary sign for a maximum of 90 days in a 12 month period, for promotional uses, in addition to the use specified in subsection (a) (1) of this section.~~

~~(c) Signs allowed under this section shall only be permitted in zones C 1, C 2, C 3 and M 1.~~

Section 62-14 shall be added to require landscaping around new signs.

Section 62-14 - Landscaping around signs.

New sign structures shall include landscaping areas around the base of the sign, sized at or above the square footage of the sign to be installed, and including shrubs and groundcover plants.

Section 62-14 shall be added to clarify that signs that are not defined and described in Chapter 62 shall be prohibited, and that signs shall only be located where specified in Chapters 62 and 94.

Section 62-15 - Prohibited signs and allowable locations for signs.

Signs not defined and described in Chapter 62 are prohibited, and allowable locations for signs are limited to what is specified in Chapter 62 and Chapter 94.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance

previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 9th day of February, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

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store across the street and they stay open until midnight each night and that there is probably more people in and out of that store in ten minutes than Mr. Patel will get in a half hour to an hour. There is a lot of foot and vehicular traffic at that store and he doesn't see that as being an issue for the nearby residences, in light of the fact that none of them responded to the notices. He ended by saying that he does not believe that the Board should limit the gaming stations, that right now with the economy the way it is, if Mr. Patel can fill that place up God bless him.

Motion made by Mr. Venables to approve with Staff recommendations with amendment to recommendation number two, to allow the business to operate until 11:00 p.m. Sun through Thursday, and closing Friday and Saturday nights at midnight. Mr. Petrucci seconded the motion. All members voted affirmative, motion carried.

Mr. Crowe introduced Charles Rudd as the new Main Street Manager and said that he has been helpful in some of the things we are getting ready to talk about right now.

Mr. Rudd said he was thrilled to be here, excited about Downtown Palatka and getting the organization rolling and making things happen.

Case 11-41

Request for the following administrative text amendments to the City of Palatka Municipal Code and to provide recommendations to the City Commission:

Mr. Crowe explained that there are five items for the Board to consider and this is just a continuing cleanup of the sign code. He added that the main goal he has with the Board's assistance, is to fix the sign code so that it is responsive to businesses and help people to know where they are, while at the same time, keeping some limitations so as not to leave the City cluttered and unsightly.

1. **Sign Standards:** Amend Chapter 62 (Signs) Section to amend definition and provide design standards for changeable copy signs and directional signs; add definitions and provide design standards for bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards, and promotional banners; clarify the maximum sign square footage for freestanding signs; eliminate the exclusion from maximum number of signs for owner identification signs; and require landscaping areas around new signs.

A. Bulletin Board Signs. After consulting with the Assistant to the City Manager and the Main Street Manager, Staff recognized the need for informational signs in the downtown area for businesses, residents, and officials to post flyers and notices of varying content. Staff recommends that bulletin board signs be freestanding public signs allowed in the Downtown Business and Downtown Riverfront Zoning districts with the following standards:

- 1) signs shall be located within the public right-of-way on sidewalks within two feet of the curb;
- 2) signs are intended to accommodate flyers, event notices, public notices, by means of stapling;
- 3) not more than one bulletin board sign is allowed for each two-block area of St. Johns Ave.;
- 4) sign structures shall be multi-sided with maximum two-foot overhang length to protect copy;
- 5) maximum six-foot height and three-foot width; and
- 6) sign area to be contained within brick structure.

Mr. Crowe advised that what staff is trying to encourage and allow effective and attractive communication.

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Discussion: Mr. Venables said that he would not want to see the two feet from curb requirement changed to ten feet as it may create a maze, that the two feet from the curb creates a pattern and we already have success with that. He added that if we were to allow the bulletin board signs, he would want to see the two foot overhang removed as well. Ms. Buck expressed concern about potential problems from bulletin boards with flyers falling off the bulletin board and littering the area. Mr. Crowe responded that such flyers are going up on telephone poles and other surfaces anyway, and this is a move to concentrate information in areas where they can all be viewed. Mr. Petrucci said that he supported the idea of providing signs for information and communication.

Motion made by Mr. Venables and seconded by Mr. Sheffield to approve the sign standards for Bulletin Board signs as submitted with the following modifications; that language be inserted that no overhang shall be permitted and the sign is limited to not more than two feet from the curb. All present voted, resulting in 4 yeas and 1 nay. Motion carried.

- B. *Changeable Copy Signs.*** Changeable Copy signs are defined in Section 62-1 as signs "on which copy is changed manually in the field, i.e., reader boards with changeable letters or changeable pictorial panels." Allowable signs for commercial zoning districts does not include changeable copy signs at this time.

Mr. Crowe explained that while these signs were approved in the past, the Code does not allow them. Staff recently conducted a windshield survey, observing the great majority of signs in the City, and determined that changeable copy signs are widespread within the City – of the approximately 240 freestanding signs in the City, 85 or 35% have changeable copy elements within the sign (two of these being stand-alone changeable copy signs). He stated that he believes that there are *three options available to the City* regarding changeable copy signs; 1) to continue to prohibit changeable copy signs, 2) to allow changeable copy signs with a maximum size limitation, or 3) to allow changeable copy signs with no limitations. Mr. Crowe added that the first option would result in a high number of nonconforming signs. The third option could result in an even higher level of visual clutter than what now exists along the City's roadways, worsening both driver distraction and the general appearance of the City. He recommended Option # 2, given that the maximum sign size is 96 square feet; a 25% of sign size limitation seems a logical choice in this case since it would put sign size around 24 square feet which is fairly standard in other jurisdictions that allow such signs. He noted that this is the size of the new Zaxby's changeable copy sign component. However using this percentage could have the unintended consequence of an applicant making their overall sign bigger than a size normally requested to maximize the changeable copy element. Therefore he recommended a flat cap of 30 square feet for changeable copy signs.

Mr. Venables asked if there was a clear definition of changeable copy sign versus electronic sign.

Mr. Crowe advised that there are separate and distinct definitions with changing sign considered to be electronically controlled and changeable copy being manually controlled.

Motion made by Mr. Sheffield and seconded by Ms. Buck to approve the sign standards for Changeable Copy signs as presented with a maximum of 30 square feet. All present voted affirmative, Motion carried.

- C. *Directional Signs.*** Directional signs are defined in the Sign Code as "indicating vehicular or pedestrian traffic pattern or route, private directional signage allows for one directional sign per access drive entrance into a commercial, office, or industrial development not to exceed four feet in height and four square feet." The current definition does not take into account public directional signage. Staff proposes to add language noting that public directional signage includes regulatory,

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statutory, and traffic control signs erected on public property with permission as appropriate from the State of Florida, the United States, Putnam County, or the City of Palatka.

Mr. Crowe added that they want to allow public signs for directing people to areas of public interest as mentioned in the staff report and he recommends a limitation of 12 square feet. He said that he consulted with the Assistant to the City Manager to recommend allowable public directional sign destinations that would include historical and culturally significant structures and sites, districts or areas: environmentally significant areas; government building; hospitals; libraries; museums; public parking; and parks and recreation areas. He recommended adding the definition of public directional signs with a 12 square foot limitation.

Motion made by Mr. Venables and seconded by Ms. Buck to approve the sign standards as submitted for Directional signs with a maximum of 30 square feet. All present voted affirmative. Motion carried.

D. Downtown Gateway Signs. Staff consulted with the Assistant to the City Manager and Main Street Manager regarding the need for public signs located within the public-right-of-way at key intersections that serve as entryways to Downtown Palatka. Such signs will attract visitors to downtown as well as providing definition and positive structure for this area. The following standards are recommended:

- 1) only ground signs allowed, permanent structure housing a sign copy area;
- 2) maximum sign height eight feet, maximum size 100 square feet;
- 3) designed to accommodate promotional banners; and
- 4) externally illuminated only.

Mr. Crowe explained that this is kind of a welcoming sign, defining a gateway that says you are entering the downtown area and makes you feel that you are entering into something special. He added that the way it is designed would also allow a home for temporary banners (actually incorporated into the sign area) ie. special events etc... so they are not just thrown up anywhere.

Mr. Venables asked why we would not want to include internal illumination?

Mr. Crowe replied that this would not be in keeping with the historic character of downtown.

Ms. Buck asked if there was a limitation for these gateway signs so as not to be inundated with these at every entry point?

Mr. Crowe advised that these would be public signs and it would be reasonable to limit these signs as Staff was anticipating a total of four gateway signs.

Motion made by Mr. Venables and seconded by Ms. Buck to approve the sign standards for the Downtown Gateway signs as submitted with maximum number of four signs and no banners allowed above the sign, with the City determining the locations of such signs. All present voted affirmative. Motion carried.

E. Downtown Street Art Signs. Again recommended after consultation with the Assistant to the City Manager and the Main Street Manager, this sign type is intended to provide an outlet for artists while advertising downtown businesses in a unique manner. Much like the murals, downtown street art has the potential to create a lively, interesting environment to attract shoppers and other visitors. This sign is defined as a private freestanding, three-dimensional, non-moving object that

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is not merchandise, and is used to attract the attention of potential customers. Examples of street art, enabled by sign codes, can be found in downtown Orlando and in the Riverside Avondale historic commercial district of Jacksonville. Local examples of (unpermitted) street art are the "Blues Brothers" located in the 700 block of St. Johns Avenue. Such objects would be allowed in the Downtown Business and Downtown Riverfront District on private property and on sidewalks within the public right-of-way with the following applicable standards:

- 1) objects must be inanimate and non-electrified;
- 2) objects shall not exceed six foot in height and 30 square feet;
- 3) one allowed per street address;
- 4) requires a minimum storefront width of 20 feet;
- 5) objects shall not encroach into the right-of-way more than two feet;
- 6) objects shall not be secured to the tree guards or tree grates or disturb the sidewalk pavement within the right-of-way;
- 7) maximum sign area on objects shall be eight square feet;
- 8) objects shall be constructed of durable materials such as decorative metal, wrought iron, wood with treated edges, or durable plastic, shall have a professional, finished appearance, and shall be maintained in good condition; and
- 9) the use of cardboard, plywood, paper, canvas or similar impermanent material is prohibited.

Mr. Crowe explained that Staff likes this type of sign and it scared them at first, but it is something that other towns have done to kind of liven things up a bit and we have some already, with the Downtown Blues Bar and it is also a great opportunity for collaboration between FLOARTs students and Downtown businesses. Such objects could make things interesting, call attention to businesses, and give a sense of activity and vitality going on.

Discussion took place regarding the different types of Street Art signs versus holiday displays, which determined that seasonal displays would fall under the sidewalk permits of wares and displays and are not considered signage.

Mr. Holmes suggested that the word "inanimate" be replaced with "unmoving."

Motion made Mr. Venables and seconded by Mr. Sheffield to approve the sign standards for the Downtown Street Art signs as submitted by staff with the correction above. All present voted affirmative. Motion carried.

F. Educational/Interpretative Signs. Staff consulted with the Assistant to the City Manager and Main Street Manager when determining the need to allow for this sign type.

Mr. Crowe advised that these are public signs located within parks that are meant to educate and draw attention to the significant historical, cultural, and environmental aspects of the City of Palatka, St. Johns River, and Putnam County. These signs are designed for pedestrian viewing and oriented at an angle that is between 45 and 60 degrees. Sign area shall not exceed 20 square feet.

Motion made Mr. Venables and seconded by Ms. Buck to approve the sign standards for the Educational/Interpretative signs as submitted by staff. All present voted affirmative. Motion carried.

G. Electronic Changeable Copy Signs. This is a new sign type not recognized in the Sign Code.

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Mr. Crowe explained that although this sign was mistakenly permitted within the City for six businesses in recent years it is not allowed in the Sign Code in any zoning district. This type of sign has proved to be controversial in a number of jurisdictions. The nature of the controversy hinges on two aspects: potential driver distraction caused by jarring colors and moving text of electronic copy this has led to ongoing studies of these signs by the Federal Highway Administration. Some jurisdictions prohibit them while others take a careful approach to allow them with restrictions. He noted that Staff recommended to continue to prohibit these signs, but if they are going to be allowed, they should be restricted to intensive commercial (C-2) zoning districts with the following standards:

- 1) allowed only on major commercial roadways and C-2 zoning,
- 2) sign area the lesser of 20 square feet and 25% of total sign,
- 3) message change time to not less than one minute,
- 4) intensity decreased to 30% of maximum illumination from dusk to dawn,
- 5) light emanation no greater than 0.3 foot-candles measured 200 feet from the sign,
- 6) single color on black background,
- 7) no scrolling, flashing, or other movement other than change of text

Ms. Buck asked how the six existing managed to get out there and if there were height limitations.

Mr. Crowe stated that he can't speak to what previous Staff did in the past, but from discussion with existing Staff, he determined that the previous interpretation was that if something wasn't specifically prohibited, then it was allowed. He does not agree with that assessment because our code states specifically what **IS** allowed in each zoning district, there is not a prohibited sign section - this is not needed because if something is not allowed, then it is not allowed.

Discussion took place regarding the existing sign standards for changeable signs versus the proposed standards for electronic changeable copy signs and the rules of existing non-conformities.

Motion made Mr. Petrucci and seconded by Mr. Petrucci to allow electronic signs in the C-2 zoning district with the standards as submitted by staff. All present voted affirmative. Motion carried.

H. Gasoline Price Signs: This is more of a housekeeping measure intended to recognize existing gas price signs.

Mr. Crowe stated that the recommendation is to allow one gasoline price sign be permitted per gasoline station (this sign is not currently recognized in our code) to provide the price of gasoline only, not exceeding 16 square feet in area per side. The sign shall be affixed to a permanent sign structure or to a building, and should not be considered in the limitation of two signs per business.

Motion made Mr. Sheffield and seconded by Mr. Venables to approve Gasoline Price signs as submitted by staff. All present voted affirmative. Motion carried.

I. Menu Pricing Sign: This changeable copy sign is used for drive-through restaurants for the purpose of displaying a menu selection/pricing board.

Mr. Crowe stated that this sign is located in the area between the building and the drive-through lane and is not noticeably visible from a public right-of-way. Typically this sign has a sign face that does not exceed 25 square

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feet and shall not exceed a height of seven feet. This sign should also not be considered in the limitation of two signs per business.

Motion made by Mr. Sheffield and seconded by Ms. Buck to approve Menu Pricing signs as submitted by staff. All present voted affirmative. Motion carried.

J. Owner identification signs: The Sign Code defines this sign type as "any sign where the matter displayed is used principally to indicate the name or character of the primary use." Owner identification signs are excluded from the limitation of not more than two (permitted) signs per property (Sec. 62-5). Given the large sign size allowed (96 square feet for freestanding signs and signs attached to buildings and 200 square feet for wall signs).

Mr. Crowe stated that Staff does not support this exclusion as the business name or logo is usually the main part of a sign in any case. He recommended eliminating the exclusion of the owner identification sign from Sec. 62-5.

No action was taken on the proposed Owner Identification sign amendment, as Mr. Petrucci had to excuse himself from the meeting, at which point the quorum was lost.

Mr. Stewart stated that the balance of the agenda items would be continued until the November 1, 2011 meeting.

Meeting adjourned at 5:00 p.m.



CITY OF PALATKA PLANNING BOARD Meeting Minutes November 1, 2011

Meeting called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Earl Wallace, Daniel Sheffield, Anthony Harwell, Kenneth Venables and Sharon Buck. **Members absent:** Joe Pickens and Joseph Petrucci.

Also present: Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion made by Mr. Sheffield and seconded by Mr. Venables to approve the minutes of the October 4, 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.

OLD BUSINESS

Case 11-41 (continued from the October 4, 2011 meeting)

Request for the following administrative text amendments to the City of Palatka Municipal Code and to provide recommendations to the City Commission:

Sign Standards:

In Section 62.1 amend definition for banner signs to exempt such signs from review and clarify allowable size and materials; provide definitions for bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, gasoline price signs, and menu pricing boards, amend definitions for changeable copy signs, (electronic) changing signs, and directional signs, and indicate where such signs are allowed; and indicate where such signs are allowed; eliminate the exclusion from maximum number of signs for owner identification signs; clarify the maximum sign square footage for freestanding signs; eliminate the restriction that walls signs only be allowed in C-1, C-2, C-3, and M-1 zoning districts; prohibit portable signs; and require landscaping areas around new signs.

Promotional Banner signs: banners are currently only allowed in association with special events 30 days prior to event, must be on temporary structures, and require 8' feet of vertical clearance above sidewalk). Other than these types of temporary banners, the Code does not allow banners (including Grand Opening, Going Out of Business, and Promotional Sales banners, as well as public/quasi public banners not part of Special Events that announce various events or activities.)

Mr. Crowe advised that there has been a shift in gears somewhat with regards to the banners, after continued discussions with the City Manager, the special event folks and some business owners. It was determined from staff's perspective that probably the best thing to do during these current times with new businesses trying to get off the ground and limited enforceability as complaint driven code enforcement would be to allow banners for new businesses, not to exceed 50 square feet on buildings or on signs. Such signs would be temporary signs and limited to 60 days and made of a durable material. They would not be reviewed or permitted or regulated, much like fences but they would have to meet standards.

Mr. Venables asked if this would pertain to the banners we talked about for across the street.

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Mr. Crowe advised that those are special event banners and are under the auspice of Special Events. Ms. Buck asked if this would allow the banners that are put up on the overpass on 9th street.

Mr. Crowe replied no, that those are illegal signs.

Motion made Mr. Venables and seconded by Mr. Sheffield to approve owner Identification signs as submitted by staff. All present voted affirmative. Motion carried.

Owner Identification Sign: The Sign Code defines this sign type as "any sign where the matter displayed is used principally to indicate the name or character of the primary use." Owner identification signs are excluded from the limitation of not more than two (permitted) signs per property (Sec. 62-5).

Mr. Crowe explained that given the large sign size allowed (96 square feet for freestanding signs and signs attached to buildings and 200 square feet for wall signs). He stated that he does not support this exclusion as the business name or logo is usually on their main sign. He recommended eliminating the exclusion of the owner identification sign from the code.

Motion made by Mr. Sheffield and seconded by Mr. Venables to approve the amendment to owner identification signs with staff recommendations. All present voted affirmative. Motion carried.

Clarify the maximum sign square footage for freestanding signs: to amend this section to state that the two-sign limitation refers to sign structures, is for lots with less than 200 feet of frontage, and does not include window signs.

Mr. Crowe explained that there is confusion with maximum size as it refers to sign, leaving it unclear as to whether that applies to each sign or each component of a sign. In the past, staff has viewed the multiple component type signs as one sign. He added that the recommended change would clarify that the maximum sign square footage is for overall structure. Secondly the two-sign limitation would be for lot with less than 200 feet of frontage.

Motion made by Mr. Venables to approve as presented. Question called: Ms. Buck wanted Mr. Crowe to confirm the proposed maximum square feet of sign structure. Mr. Crowe advised that it would remain at 96 sq. ft. Motion seconded by Mr. Sheffield. All present voted affirmative. Motion carried.

Wall Sign Prohibition in Certain Zoning Districts: the Sign Code limits wall signs to the C-1, C-2, C-3 and M-1 zoning districts. This prevents its use in downtown and public zoning districts, where such signs are commonly found and are appropriately located. Staff recommends eliminating this prohibition.

Mr. Crowe explained that this revision is intended simply to eliminate the restriction that walls signs "only" be allowed in the commercial and industrial zoning districts, that the way the code is written now, all zoning districts list the types of signs that are allowed and there are a number of other districts that wall signs would be appropriate, including the Downtown districts.

Motion made by Mr. Sheffield and seconded by Mr. Wallace. All present voted affirmative. Motion carried.

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Prohibit portable signs - there currently are no real standards in place if the planning board would agree that they are unsightly, also that banners have pretty much replaced these temporary portable signs, for such things as grand openings.

Discussion took place regarding grandfathered existing permitted signs and windsock type inflatables.

Motion made by Mr. Venables and seconded by Ms. Buck to approve by as submitted. All present voted affirmative. Motion carried.

Landscaping around signs. Landscaping effectively frames signs and provides an attractive entry point for a business, and also "softens" the appearance of signs, particularly with large and tall signs allowed in the City. Staff recommends a simple standard that requires landscaping areas around the base of the sign, sized at or above the square footage of the sign to be installed, and including shrubs and groundcover plants.

Mr. Crowe advised that unlike the sign codes of many other jurisdictions, the City's code does not require any landscaping around signs. He stated that the language would be pretty simple, just that there would be some landscaping or shrubs, to provide a little bit of an attractive area around. Typically you will see this when new business comes in.

Motion made by Mr. Sheffield and second by Mr. Venables to approve staff's recommendation for landscaping requirement around signs as submitted. All present voted affirmative. Motion carried.

Discussion ensued regarding policing the amendments being put in place. Mr. Crowe advised that the proposed revisions are basically for new signs coming in. That he has been working towards making the sign code reflect more accurately what is out there, and get some coherency to it, so when a new business comes in they won't have such restrictive standards that they cannot get a sign that is generally similar in size to their neighboring businesses and compete fairly.

NEW BUSINESS

Case 11-40 **Address:** **3303 Reid Street**
 Parcel #: 02-10-26-0000-0090-0021
 Owner: Tony Alfiero
 Applicant: Brian & Julia Warwick

Mr. Crowe gave an overview of the proposed request and reviewed the applicant's site plan. He stated that the proposed use is for repair of industrial equipment to be repaired inside the building. This is an existing commercial building in a pretty heavy commercial area. The request meets all applicable standards for conditional use consideration. He stated that the landscaping code issues have been discussed with the applicant and he recommended approval with the following conditions:

1. The use is approved for a machine shop and also fabrication.
2. Repair and fabrication must occur within the building.
3. At the Applicant's choice, the use must 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.

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Mr. Pickens asked if there were any comments received regarding the request.

Mr. Crowe advised that no comments were received for or against it.

Motion made by Mr. Venables and seconded by Mr. Pickens to approve the request as submitted, subject to staff recommendations.

Discussion: Mr. Petrucci asked to the applicant's point of the possible issue of buffering the trash cans, if this gets approved how that would be addressed. Mr. Crowe advised that based on what the applicant said, he did not have any objection to the Board including language to allow staff to work with the applicant on this matter to the degree practicable to screen the refuse, without having to come back before the Board. All present voted affirmative. Mr. Venables amended his motion and seconded by Mr. Pickens to additionally allow staff to work to every degree practicable to achieve this requirement. All present voted affirmative. Motion carried.

Case 11-54 Administrative request for a text amendment to the Comprehensive Plan Future Land Use Element to add policies pertaining to the protection of the municipal airport from incompatible uses.

Mr. Stewart advised that staff has asked that this case be tabled until the next meeting.

Motion made by Mr. Petrucci and seconded by Mr. Venables to table this request. All present voted affirmative. Motion carried.

Mr. Pickens stated that the cooperation of the City has been appreciated by the College and staff in working through this.

Case 11-41 Administrative request for text amendment to the Sign Code and Zoning Code to clarify allowable location for specific sign types.

Mr. Crowe advised that back in October when Planning Board considered the various amendments to the sign code and the time when the City Commission considered them, a lot of feedback had been received from various business owners with concerns about existing signs and that he has met with the City Attorney and they agreed it should come back before the Planning Board before the revisions got too far away from what was previously approved. He summarized that one new thing was to clarify that if a sign is not defined and not specified where that sign can go in terms of the zoning code that the allowed locations will be strictly limited as specified in Chapters 62 and 94; also proposed allowing banners on temporary structures; institute standards and limitations to electronic changing signs such as an eight second minimum message time, brightness tied to the size of sign, and grandfathering the existing electronic changing signs. He stated that gasoline price signs are allowed as part of overall signage allowance.

Discussion took place regarding the minimum message time of a changing sign. Mr. Crowe advised that the sign code can be tweaked along the way and that the computers that control this

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and other electronic sign elements can be reprogrammed to meet any future changes. He reminded the Board that his intention with the Sign Code changes was not to change current Code standards but clarify ambiguity and conflict and generally make the code more clear.

Motion made by Mr. Pickens and seconded by Mr. Petrucci to approve the amendments to the Zoning and Sign codes for sign definitions and standards as submitted. Discussion: Mr. Venables requested to amend the motion. Mr. Pickens and Mr. Petrucci agreed. Mr. Venables proposed to approve the administrative text amendments to the sign code and the zoning code as submitted, except to change the standard for the electronic signs from the eight second minimum message time to a 30 second minimum message time. Amendment vote resulted in 4 nays and one yea, motion failed. Original motion vote resulted with 4 yeas and 1 nay, original motion passed.

OTHER BUSINESS

Mr. Wallace commented that he would like to see some sort of a trip or density threshold for rezoning that would require a Planned Unit Development. It was the Board consensus that this be put on a future agenda for discussion.

Meeting adjourned at 5:05 pm.

Case 11-41

Request to Amend Municipal Code

(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)

Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: October 25, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

Administrative request to consider the following administrative text amendments to the Municipal Code:

Sign Standards

The Board approved definitions and/or design standards for the following types of signs at the October meeting: changeable copy signs and directional signs; bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards. Other signs on the agenda for consideration were not considered due to the loss of a quorum and are included on this month's agenda.

1. In Section 62.1 amend definition for banner signs to exempt such signs from review and clarify allowable size and materials; provide definitions for bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, gasoline price signs, and menu pricing boards, amend definitions for changeable copy signs, (electronic) changing signs, and directional signs, and indicate where such signs are allowed; and indicate where such signs are allowed; eliminate the exclusion from maximum number of signs for owner identification signs; clarify the maximum sign square footage for freestanding signs; eliminate the restriction that walls signs only be allowed in C-1, C-2, C-3, and M-1 zoning districts; prohibit portable signs; and require landscaping areas around new signs.

Allow PUDs in PB & OPF

2. 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 land use categories.

Required Parking Exemption for Downtown Single Residential Units

3. 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, subject to specific criteria.

Reduction of Minimum Parking Space Size

4. 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.

No public notice is required for Planning Board consideration of Code changes at the Planning Board level.

(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)

APPLICATION BACKGROUND

Sign Standards

Staff recommends the following changes to the Sign Code for the following signs, continuing the agenda presented by the Board at its October meeting.

Banner Sign. Section 62-1 defines these signs as “any sign(s) possessing characters, letters, illustrations or ornamentations applied to cloth, paper or fabric of any kind, either with or without a frame.” As described in Municipal Code Sec. 50-244 (Special Events) banners are currently only allowed in association with special events 30 days prior to event, must be on temporary structures, and require 8’ feet of vertical clearance above sidewalk). Other than these types of temporary banners, the Code does not allow banners (including Grand Opening, Going Out of Business, and Promotional Sales banners, as well as public/quasi public banners not part of Special Events that announce various events or activities.) Recognizing that such banners have been allowed in the past, providing affordable recognition for small businesses and public notification for civic and other events, Staff recommends revising the definition to exempt such signs from regulation. However to provide protection from excessive visual clutter Staff recommends that banners be placed only on buildings and existing signs (not changing the current allowance that Special Events banners can be on temporary structures), that banners not exceed 50 square feet and that banners be composed of durable and weather-resistant material such as canvas, cloth, heavy plastic, or similar materials. Additionally Staff recommends the definition be revised to identify banner signs as temporary signs.

Bulletin board sign. This sign type, recommended for approval at the October meeting, would be defined as a sign structure intended and reserved for the posting of temporary notices by individuals or public or quasi-public organizations, clubs, and the like, and is allowed in downtown zoning districts.

Downtown gateway sign. This sign type, recommended for approval at the October meeting, would be defined as a sign structure intended to provide an entrance feature to the downtown business district, and would allowed in downtown zoning districts.

Downtown street art sign. This sign type, recommended for approval at the October meeting, would be defined as a private freestanding, three-dimensional, non-moving object that is not merchandise, is used to attract the attention of potential customers, and is allowed in downtown zoning districts.

Educational/interpretative sign. This sign type, recommended for approval at the October meeting, would be defined as a Public signs located within parks or within City right-of-way meant to educate and draw attention to the significant historical, cultural, and environmental aspects of the City of Palatka, St. Johns River, and Putnam County. This sign type is allowed in downtown zoning districts and in the Recreation and Open Space zoning district.

Gasoline price sign. This sign type, recommended for approval at the October meeting, would be defined as a sign indicating the price of gasoline at service stations, and would be allowed in commercial zoning districts.

(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)

Menu pricing boards. This sign type, recommended for approval at the October meeting, would be defined as an illuminated freestanding changeable copy sign intended to display a menu selection/pricing board for restaurant drive-up windows located in the area between the building and the drive-through lane. This sign would be allowed in commercial zoning districts.

Owner Identification Sign. The Sign Code defines this sign type as “any sign where the matter displayed is used principally to indicate the name or character of the primary use.” Owner identification signs are excluded from the limitation of not more than two (permitted) signs per property (Sec. 62-5). Given the large sign size allowed (96 square feet for freestanding signs and signs attached to buildings and 200 square feet for wall signs), Staff does not support this exclusion as the business name or logo is usually the main part of a sign in any case. Staff recommends eliminating the exclusion of the owner identification sign from Sec. 62-5.

Maximum Sign Size Clarification. Sign Code Section 62-4 states that “no commercial advertising sign (excluding billboards) will be permitted to be erected having a square foot area of advertising surface showing in any one direction more than 96 square feet, and there shall be no more than two such signs on a lot having a 200-foot front footage.” The two-sign limitation is not enforceable since the definition of a sign is sufficiently vague (“any letter, figure, character, mark, plane, point, marquee sign, design, poster, picture, stroke, stripe, line, trademark or reading matter or illuminated service, which shall be constructed, placed, attached, painted, erected, fastened or manufactured in any manner whatsoever”) to definitively determine if a sign is an individual component sign as shown in the photo to the right or if a sign is the collective unity of several such component signs. Staff in the past has interpreted this in the latter manner, which makes a case for spelling this out more clearly.



: Sign Structure with Multiple Signs

A second issue is the reference to the two-sign limitation on a lot having a 200-foot frontage – is this a lot with exactly 200 feet of frontage, or a lot that is greater (or less) than 200 feet of frontage? And what is the case for lots over 200 feet of frontage? Can they have unlimited signs or no signs? There does not appear to be consistency in the sign permitting process to determine patterns. Staff believes that it is a logical limitation for smaller lots to have one sign, and larger lots to have two, so there is a need to clarify this as well.

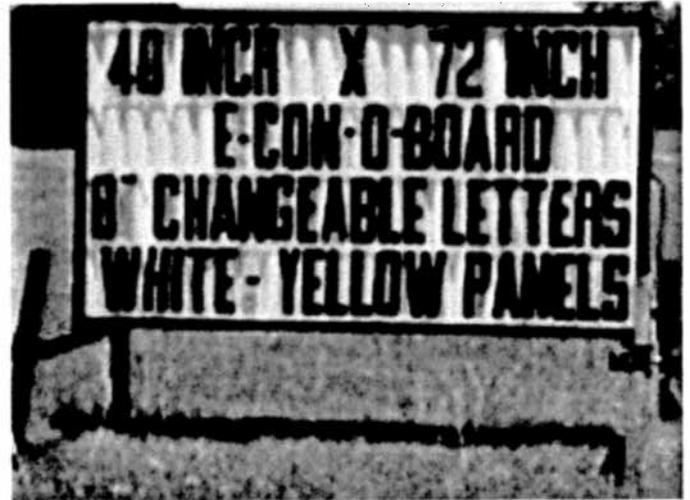
A third problem with the two-sign limitation is that window signs and wall signs are also considered signs, and with this limitation a business could not have the standard combination of pole or ground sign, wall sign, and window sign. Staff proposes to clarify that the two-sign limitation does not apply to window signs.

In summary Staff proposes to amend this section to state that the two-sign limitation refers to sign structures, is for lots with less than 200 feet of frontage, and does not include window signs.

(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)

Wall Sign Prohibition in Certain Zoning Districts. For reasons unknown, the Sign Code limits wall signs to the C-1, C-2, C-3, and M-1 zoning districts. This prevents its use in downtown and public zoning districts, where such signs are commonly found and are appropriately located. Staff recommends eliminating this prohibition.

Portable Signs Prohibition. Sign Code Section 62-14 allows portable signs in commercial zoning districts and also in the M-1 Light Industrial zoning district. These signs are allowed for new businesses for 90 days, or until a new sign is installed, whichever comes first. Businesses can also use these signs for promotional purposes up to 90 days. There are no limitations on the size of such signs. The City has rarely issued permits for such signs, indicating a low demand. Staff believes that these signs are unattractive and add to general visual clutter. Allowing banners as previously discussed would meet the need for temporary business signs. Given the appearance problem and the lack of interest by businesses in such signs, staff recommends deleting Sec. 62-14, which would result in the prohibition of these signs.



n Example

Landscaping around signs. Unlike the sign codes of many other jurisdictions, the City's code does not require any landscaping around signs. Landscaping effectively frames signs and provides an attractive entry point for a business, and also "softens" the appearance of signs, particularly with large and tall signs allowed in the City. Staff recommends a simple standard that requires landscaping areas around the base of the sign, sized at or above the square footage of the sign to be installed, and including shrubs and groundcover plants.

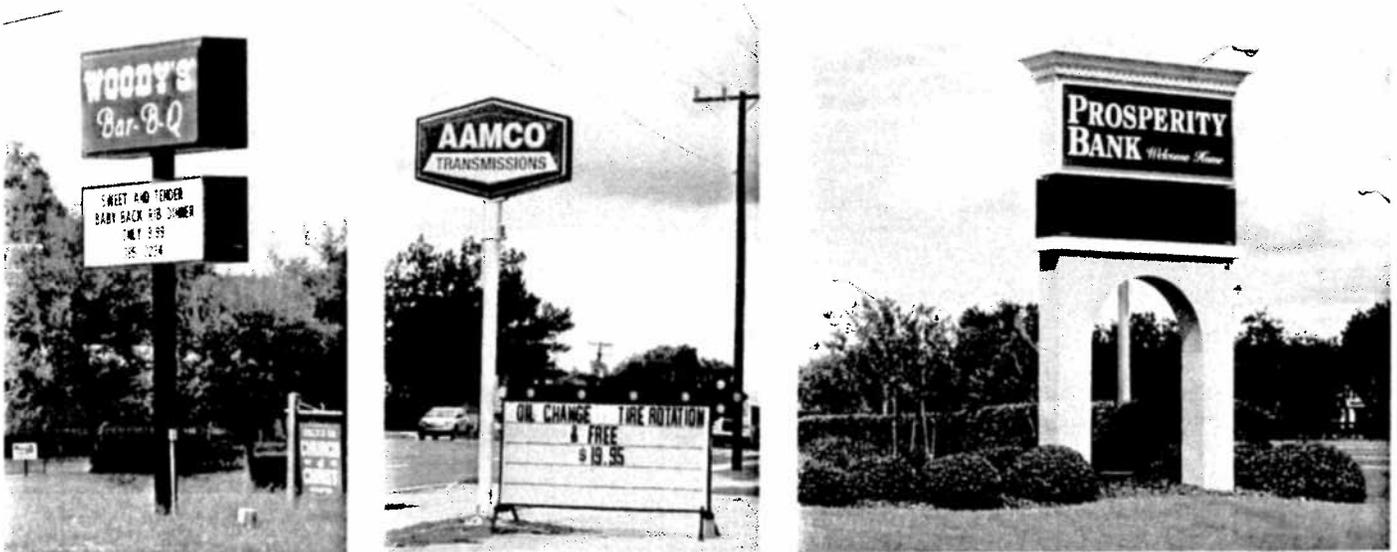


Figure 3: Examples of Signs Without and With Landscaping

(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.

Case 11-41
Request to Amend Municipal Code
(Sign Definitions and Standards)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: December 27, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

Administrative request to consider the administrative text amendments to the Sign and Zoning Code.

At the October and November meetings the Board recommended approval for definitions and/or design standards for the following types of signs: banner signs, bulletin board signs, changeable copy signs, changing (electronic) signs, directional signs; downtown gateway signs, downtown street art signs, educational/interpretative signs, gasoline price signs, and menu pricing boards. The Board also recommended eliminating the exclusion from maximum number of signs for owner identification signs; clarifying the maximum sign square footage for freestanding signs; eliminating the restriction that walls signs only be allowed in C-1, C-2, C-3, and M-1 zoning districts; prohibiting portable signs; and requiring landscaping areas around new signs. Prior to the consideration of the City Commission business owners and City staff contacted staff and raised concerns that new standards might be a burden for them in terms of allowable signage. In addition the City Attorney made the determination that sign types that were defined in the Code but did not have locational standards would be allowable, which was a different interpretation than that of the Planning Director. Staff revisited some of the sign standards regarding banner signs, changing signs, and gas pricing signs, as well as the Attorney's interpretation, and provides revised recommendations as noted below.

Public notice has been provided in the form of a newspaper ad.

APPLICATION BACKGROUND

Sign Standards

Staff recommends the following changes to the Sign Code for the following signs, continuing the agenda presented by the Board at its October meeting.

Clarification of allowable sign location. Allowable locations for signs are either provided in the Sign Code or in the Zoning Code by zoning district. Staff recommends the following new Section 62-16 to emphasize this with a "Prohibited Signs" section.

Section 62-16 – Prohibited signs.

Signs that are not described in Chapter 62 are prohibited, and sign location is strictly limited as specified in Chapter 62 and Chapter 94.

Banner Sign. The Board recommended to revising the banner definition to classify them as temporary signs and to exempt them from regulation, but to limit the placement of banners to buildings and existing signs. The Board also recommended that banners not exceed 50 square feet and be composed of durable and weather-resistant material such as canvas, cloth, heavy plastic, or similar materials. Given the tendency of some businesses to install banners on temporary structures, and the current allowance for Special Events to also do so, Staff recommends that such banners be allowed on temporary structures (which typically would be posts).

Changing sign. The intent of the revisions to the definition below is to allow for less strict standards for changing (electronic message) signs, and to “grandfather” those changing signs that have been permitted to this date. The definition below is marked to indicate changes from the previous Planning Board recommendation – stricken text indicates deleted Board recommended language and double-underlined text indicates new language since the Board’s consideration of this item.

Changing sign means a sign such as an electronically or electrically controlled public service time, temperature and date sign, message center or reader board, where different copy changes are shown on the same lamp bank. ~~Changing signs are allowed only on major commercial roadways and C-2 zoning as permitted in Chapter 62 and Chapter 94, with a sign area that is the lesser of 20 square feet or 25% of total sign, and shall not exceed thirty-six square feet in size. a message change time to not more than one minute~~ Changing signs shall display a message for at least eight seconds. Changing sign light emanation shall not exceed 0.3 footcandles measured 200 feet from the sign from a preset distance that shall be determined by the following formula: Measurement Distance = the Square Root of the following: the Area of Sign Sqare Feet multiplied by 100. Changing signs shall automatically adjust the sign’s brightness in direct correlation with ambient light conditions ~~intensity shall be decreased to 30% of maximum illumination from dusk to dawn, and display shall be limited to a single color on black background, and no scrolling, flashing, or other movement shall be allowed other than change of text~~ image. Changing signs not meeting the standards above that were properly permitted prior to February 9, 2012 shall be considered to be legal nonconforming signs and shall be subject to the standards set forth in Section 62-95.

Gasoline price sign. The Board recommended that one gasoline price sign be permitted per gasoline station to provide the price of gasoline only, not to exceed 16 square feet in area per side, and that the sign be affixed to a permanent sign structure or to a building, and not be considered in the limitation of two signs per business. Additional research indicated that the size of such signs exceeded this, and in fact that such signs were typically installed as part of a multi-sign pole or ground sign structure, or as part of wall signage. Given that ground and pole signs have limitations of 96 square feet, applicable to multiple signs on a single structure, and wall signs have a limitation of 200 square feet, also applicable to multiple signs, Staff withdraws the recommendation for this new sign type. Such signs will be considered as part of other sign structures.

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

“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.

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, and allow businesses to effectively advertise. These goals all improve living conditions in the City as a whole as well as its neighborhoods.

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.*

These changes apply to many and multiple properties, and do 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 revisions of Case 11-41:

1. *Prohibited signs* - add new section for prohibited signs, clarifying that signs that are not described in Chapter 62 are prohibited, and sign location is strictly limited as specified in Chapter 62 and Chapter 94.
2. *Banner signs* - allow banners on temporary structures.
3. *Changing sign*. Provide new recommendation for definition as follows: changing sign means a sign such as an electronically or electrically controlled public service time, temperature and date sign, message center or reader board, where different copy changes are shown on the same lamp bank. Changing signs shall not exceed thirty-six square feet in size. Changing signs shall display a message for at least eight seconds. Changing sign light emanation shall not exceed 0.3 footcandles measured from a preset distance that shall be determined by the following formula: Measurement Distance = the Square Root of the following: the Area of Sign Square Feet multiplied by 100. Changing signs shall automatically adjust the sign's brightness in direct correlation with ambient light conditions, and no scrolling, flashing, or other movement shall be allowed other than change of-image. Changing signs not meeting the standards above that were properly permitted prior to February 9, 2012 shall be considered to be legal nonconforming signs and shall be subject to the standards set forth in Section 62-95.
4. *Gasoline price sign*. Rescind recommendation to add definition of gasoline price sign.

*Agenda
Item*

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to amend Zoning Code standards regarding parking space dimensions **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance **MEETING DATE:** January 26, 2012
 2. Planning Board minutes excerpt November 1, 2011 meeting
 3. Planning Board memo excerpt

ISSUE: This is a staff-initiated Municipal Code revision, with a recommendation of approval from the Planning Board. Most other Florida jurisdictions have reduced minimum parking space sizes from Palatka's standard of ten feet in width by 20 feet in depth to nine feet by 18 feet, and also allow for a component of compact car spacing (7.5 feet by 16 feet). This reduces paved area size and development costs.

Please note that the Planning Board voted to deny staff's recommendation to reduce the standard parking space size, but voted to recommend approval of the compact car spaces component, not to exceed 25% of total required minimum 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 SECTION 94-261 TO MODIFY
VEHICLE PARKING SPACE SIZE AND
ALLOW COMPACT CAR SPACES;
PROVIDING FOR SEVERABILITY AND
PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on November 3, 2011, and two public hearings before the City Commission of the City of Palatka on January 26, 2012, and February 9, 2012; 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. New Zoning Code Section 94-261 shall be added as follows.

Sec. 94-261. - Generally (Article V. Off-Street Parking and Loading).

Dimensions of parking spaces; aisle width. Each parking space shall be a minimum of ~~ten~~ nine feet by ~~20~~ 18 feet in size. Compact car spacing shall be allowed for no more than 25% of required minimum parking, and shall be a minimum of 7.5 feet by 16 feet. Minimum aisle width shall be as follows:

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance

previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 9th day of February, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

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.

Request to Amend Municipal Code

(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)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: October 25, 2011

TO: Planning Board members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

Administrative request to consider the following administrative text amendments to the Municipal Code:

Sign Standards

The Board approved definitions and/or design standards for the following types of signs at the October meeting: changeable copy signs and directional signs; bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, electronic changeable copy signs, gasoline price signs, menu pricing boards. Other signs on the agenda for consideration were not considered due to the loss of a quorum and are included on this month's agenda.

1. In Section 62.1 amend definition for banner signs to exempt such signs from review and clarify allowable size and materials; provide definitions for bulletin board signs, downtown gateway signs, downtown street art signs, educational/interpretative signs, gasoline price signs, and menu pricing boards, amend definitions for changeable copy signs, (electronic) changing signs, and directional signs, and indicate where such signs are allowed; and indicate where such signs are allowed; eliminate the exclusion from maximum number of signs for owner identification signs; clarify the maximum sign square footage for freestanding signs; eliminate the restriction that walls signs only be allowed in C-1, C-2, C-3, and M-1 zoning districts; prohibit portable signs; and require landscaping areas around new signs.

Allow PUDs in PB & OPF

2. 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 land use categories.

Required Parking Exemption for Downtown Single Residential Units

3. 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, subject to specific criteria.

Reduction of Minimum Parking Space Size

4. 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.

No public notice is required for Planning Board consideration of Code changes at the Planning Board level.

(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
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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 PLANNING
CODE SECTION 54-157 TO REVISE
SEWER IMPACT FEES; PROVIDING FOR
SEVERABILITY AND PROVIDING AN
EFFECTIVE DATE.

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

WHEREAS, the City in 2007 determined the cost on a per-equivalent residential connection basis of sewer impact fees based on the presumption that an additional sewer plant would be required; and

WHEREAS, in 2011 City staff determined that additional sewer capacity was available, thus eliminating the necessity of a new sewer plant and also requiring revision of the previously determined fees; and

WHEREAS, all the necessary procedural steps have been accomplished, including two public hearings before the City Commission of the City of Palatka on January 26, 2012, and February 9, 2012; 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. Planning Code Section 54-157 shall be added as follows.

Sec. 54-157. - Adoption of sewer impact fees.

(a) All sewer system impact construction occurring within the

city shall pay the sewer impact fees of ~~\$1,690.00~~ \$1,274.00 per ERC according to the following schedule:

Single-family residential (including mobile homes):

¼ inch meter: ~~\$1,690.00~~ \$1,274.00 per dwelling unit.

1 inch meter: ~~\$2,810.00~~ \$2,117.00 per dwelling unit.

2 inch meter: ~~\$3,380.00~~ \$2546.00 per dwelling unit.

Multifamily dwelling unit: ~~\$1,352.00~~ \$1,018.00 per dwelling unit.

Commercial: ~~\$169.00~~ \$127.00 per fixture.

Section 2. To the extent of any conflict between the terms of this ordinance and the terms of any ordinance previously passed or adopted, the terms of this ordinance shall supersede and prevail.

Section 3. A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 9th day of February, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

City of Palatka Sewer Impact Fee Worksheet

EXISTING SEWER IMPACT FEE DERIVATION (as determined by consultants)	2007	Actual/Proposed
Value of Existing Wastewater Treatment/Disposal Facility	\$11,252,532	\$11,252,532
Additional Costs Capitalized to Plant in Service	\$545,200	\$545,200
Subtotal Wastewater Treatment/Disposal Facility	\$11,797,732	\$11,797,732
2007 Plant Capacity -Million Gallons Per Day (MGD)	3.0	3.5
Equivalent Residential Connection (ERC) Factor (GPD)	310	310
ERCs to be Served by Existing Facility	9,677	11,290
ERCs Utilized	8,355	8,355
Percent Remaining Facility Capacity	13.67%	26.00%
Allocation of Existing Facility to Incremental Growth *	\$1,612,750	\$3,067,747
Unused ERCs	1,323	2,936
Rate per ERC Associated with Existing Facility Unused Capacity	\$1,219.10	\$1,044.94
New Facility (Plant) Cost	\$15,525,000	\$0.00
New Facility Capacity	3.0	\$0.00
ERCs to be Served by New Facility	9,677	\$0.00
Rate per ERC Associated with New Facility Capacity	\$1,604.25	\$0.00
Rate per ERC Allocable to Existing Facility Unused Capacity and New Facility	\$1,557.93	\$1,044.94
Primary Transmission System	\$2,595,550	\$2,595,550
Total ERCs to be Served by Existing and New Facilities	19,355	11,290
Rate per ERC of Primary Transmission Facilities	\$134.10	\$229.89
Total Combined Rate per ERC	\$1,692.03	\$1,274.83
Rounded Rate per ERC	\$1,690.00	\$1,274.00
<i>* a better description would be "Value of Existing Facility Unused Capacity"</i>		
Municipal Code Section 54-158 Fees		
Single-family residential (per dwelling unit) 3/4 inch meter	\$1,690.00	\$1,274.00
Single-family residential (per dwelling unit) 1 inch meter	\$2,810.00	\$2,117.00
Single-family residential (per dwelling unit) 2 inch meter	\$3,380.00	\$2,546.00
Multifamily dwelling unit (per unit)	\$1,352.00	\$1,018.00
Commercial (per fixture)	\$169.00	\$127.00