

2-7-12

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 February 9, 2012

CALL TO ORDER:

- a. Invocation – Marsha Davis-Flowers, Board Chairman; Putnam Christian Service Center
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 1/26/12

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION Recognizing Black History Month** – February, 2012
- b. **POLICE DEPARTMENT RECOGNITION** – “PDN Reader’s Choice 2012” Ofc. Todd Davis and Ofc. Andrew Huskey, Honorable Mention
- c. **COMMUNITY SERVICE AWARD** – Donation of Arbor Day Trees – Bob Byrnes & Jim Lyons

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

3. CONSENT AGENDA:

- *a. **Authorize execution of Change Order #1 to SE Cline Construction Contract** to extend the completion time of the project by 135 days for the Palatka Downtown Redevelopment Project, per City Manager’s recommendation
- *b. **Appoint Kay Deuben to the Palatka Tree Committee** to serve at the pleasure of the City Commission (no set terms) – sole applicant
- *c. **Issue Class A Special Event Permit for 2012 Florida Azalea Festival*****
 - 1. **Class ‘A’ Permit for Riverfront/Festival Area** March 3 & 4, 2012; 8:00 a.m. – 5:00 p.m.
 - 2. **Grant Noise Ordinance Exception during festival hours** March 2, 2012; 6:00 p.m. – 8:00 p.m.
(no boat races or amplified sound on
Sunday, 3/4/12 prior to 1:00 p.m.) March 3, 2012; 10:00 a.m. – 6:00 p.m.
March 4, 2012; 1:00 p.m. – 5:00 p.m.
 - 3. **Close St. Johns Avenue from Memorial Parkway to 9th Street** during festival hours to parking and vehicular traffic.
 - 4. **Grant Permission to use City Hall parking lot** for Handicapped Parking on Saturday and Sunday
 - 5. **Grant permission to close Main Street from 1st Street to 11th Street** on 3/4/12 from 10:00 a.m. – 11:30 a.m. for Azalea Festival Parade
 - 6. **Festival Permit fee** – per staff recommendation; Amount TBD for police security fees (@ \$23.00/hr.); \$450.00 for Festival Permit Fee (\$225/day for two days); \$375.00 for green roll-outs (25 @ \$15/ea). Applicant pays actual landfill tipping fees. Applicant agrees to pay City of Palatka for the actual FP&L charges for use of their electrical boxes. Total permit fee TBD

*****STAFF RECOMMENDS APPROVAL of all request items.**

AGENDA - CITY OF PALATKA
February 9, 2012
Page 2

3. CONSENT AGENDA (Continued)

- *d. REQUEST** to issue Class A Special Event Permit #12-10 and grant Special Requests Items for "St. Johns River Showdown BASS Elite Bass Tournament," March 15th thru 18th, 6:00 am – 9:00 p.m. and March 19th, 6:00 a.m. – 6:00 p.m. – Putnam Co. Chamber of Commerce, Applicant
- 1. Grant permission to exceed allowable noise levels** during Event hours
 - 2. Grant permission to close Memorial Drive** from Reid Street to Short Laurel and St. Johns Avenue from Memorial Drive to 2nd Street to parked and vehicular traffic March 15 - 19;
 - 3. Grant permission to close City of Palatka Boat Ramp** during event dates and times to reopen March 19th at 5:00 p.m.;
 - 4. Grant permission to serve/consume alcoholic beverages** on public property under "Bourbon Tent" on 100 Block of Reid Street and Amphitheater Area
March 15, 1:00 p.m. – 7:00 p.m.
March 16, 1:00 p.m. – 7:00 p.m.
March 17, 1:00 p.m. – 9:00 p.m.
March 18, 1:00 p.m. – 6:00 p.m.
 - 5. Festival Permit Fees per staff recommendation:** Amount TBD for police security fees (@ \$23.00/hr.); \$600 for Festival Permit Fee (\$150/day for four days); \$150.00 for green roll-outs (10 @ \$15/ea). Applicant pays actual landfill tipping fees. Applicant agrees to pay City of Palatka for the actual FP&L charges for use of their electrical boxes. Total permit fee TBD

- ** 4. COMMUNITY REDEVELOPMENT AGENCY BUSINESS** – Accept CRA Recommendations as follows (CRA meeting held 2/9/12)
- *a. REALLOCATE FUNDS TO WALKING TOUR PHONE GUIDE** from mural lighting
- *b. ALLOCATE MURAL FUNDS** – up to \$7,000.00 for two murals: Annie Oakley Mural and 1909 Train Station Opening – John Alexander, Chairman, Conlee-Snyder Mural Committee
- * 5. PUBLIC HEARING - MAIN STREET FAÇADE GRANT AWARDS** – 2011 Application Cycle:
1. 608 Main Street – Serve Pro of Putnam Co. – Ed Killebrew \$6,442.00
- * 6. ORDINANCE** amending and restating Chapter 58, Secondhand Goods, renaming Chapter "Secondhand Dealers, Secondary Metal Recyclers and Salvage Motor Vehicle Restrictions and replacing, deleting and amending code to make it more restrictive, and adding penalties and provisions for enforcement – 1st Reading
- * 7. ORDINANCE** amending Chapters 62 and 94 of the Municipal Code to clarify sign specifications, allowable locations and prohibitions – 2nd Reading, Adopt
- * 8. ORDINANCE** amending the Municipal Code Fee Schedule Index for Chapter 54, Sewer Impact Fee basis for residential connections – 2nd Reading, Adopt
- ** 9. 100 BLOCK DISCUSSION** – City Manager
- 10. ADMINISTRATIVE REPORTS**
- 11. COMMISSIONER COMMENTS**
- 12. 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.

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Upcoming Events:

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:

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

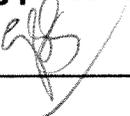
**REQUEST TO BE PLACED ON
CITY COMMISSION AGENDA**

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

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

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell 

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. _____ Fax _____

Requested meeting date for Agenda Item: February 9, 2012

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

Subject Matter you wish to address:

***Recognition of Ofc. Todd Davis as Palatka Daily News "Readers Choice 2012" and
Ofc. Andrew Huskey with Honorable Mention***

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Agenda Item

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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: February 3, 2012

RE: Palatka Downtown Redevelopment Project – Change Order #1

Attached for your review is a request for a time extension on the above referenced project. The project was originally scheduled to be completed on December 23, 2011. However, due mainly to delays associated with the placing the storm water drainage system (specifically removing an old concrete substructure and a redesign of the storm water retention pond), the project timeline was significantly affected. The additional time it took to place the drainage system not only affected that aspect of the project but also forced subcontractors to reschedule their time on this project. Given subcontractor's existing workloads at the time, work on our project was delayed to the beginning of the year.

The contractor is requesting a 135-day extension to May 6, 2012. This extension will not affect the grant time-frame. Work on the riverfront will be completed by the end of February; all other work will be coordinated around all festivals. We take no exception to the time extension requested and recommend approval.

Should you have any questions, please call.



S.E. Cline Construction, Inc.

P.O. Box 354425
18 Utility Drive
Palm Coast, Florida 32135

February 2, 2012

Jonathan Griffith
City of Palatka
201 N 2nd St
Palatka, Fl 32177

Re: Palatka Downtown Redevelopment Project

Dear Mr. Griffith,

S.E. Cline Construction would like to respectfully ask for a time extension of 135 days to complete the remainder of the road and parking lot work. As you know we have had substantial modifications to the site which have lengthened the duration of the project.

Thank you in advance,

Scott Sowers
President
S.E. Cline Construction, Inc.

PHONE: 386-446-6426

FAX: 386-446-6481

INFO@CLINECONSTRUCTION.NET

AGENDA
CITY OF PALATKA
COMMUNITY REDEVELOPMENT AGENCY
February 9, 2011; 4:00 p.m.

CALL TO ORDER:

- a. Invocation
- b. Pledge of Allegiance
- c. Roll Call

1. **APPROVAL OF MINUTES – 12/8/11**
2. **PUBLIC COMMENTS - (Speakers limited to three minutes – no action taken on items)**
3. **CENTRAL BUSINESS DISTRICT:**
 - *a. **REQUEST TO REALLOCATE FUNDS TO WALKING TOUR PHONE GUIDE** from mural lighting
 - *b. **REQUEST TO ALLOCATE MURAL FUNDS – up to \$7,000.00 for two murals: Annie Oakley Mural and 1909 Train Station Opening – John Alexander, Chairman, Conlee-Snyder Mural Committee**
4. **OTHER BUSINESS/REPORTS**
 - *a. **Main Street Recommendation of Façade Grant Award**
608 Main Street - Ed Killebrew, Serve Pro, Inc. \$6,442.00
5. **ADJOURN**

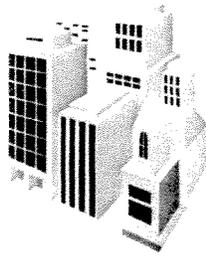
*Attachment **Separate Cover

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

*Agenda
Item*

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

Memorandum

To: City Commission
From: Betsy Driggers, City Clerk
Date: 2/3/2012
Re: Tree Committee Appointment

The Tree Committee was created in order to oversee the tree renewal and preservation program for the City of Palatka, which fulfills state requirements for participation in the Tree City USA Program. Its members are appointed by the Commission and serve for an indefinite term. A vacancy exists due to the resignation of Tim Wilson in 2011.

You will find attached an application for appointment from Kay Deuben. Mrs. Deuben is a Certified Master Gardener, community volunteer and participated in the organization of the City's Arbor Day celebration. She is qualified to serve on this Committee.

Ms. Deuben understands the Committee's purpose and has been advised of the meeting dates and times. Staff recommends the appointment of Kay Deuben to the Palatka Tree Committee.

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

CITY OF PALATKA ADVISORY BOARD APPLICATION

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

APPLICANT: Kay Deuben (Must be at least 18 yrs. old)
Residence 1322 Kirby Street Phone: 386-325-7175
(911 Address) 1322 Kirby Street Fax: N/A
Business Name _____ Phone: _____
& Address _____ Fax: _____

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

Preferred Mailing Address: same

E-mail: Kaydpal@aol.com Daytime Phone: 386-325-7175

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

retired program coordinator for eleven counties FL DOH
Putnam County Health Dept. Breast & Cervical Cancer Program
master gardener 2011, Palatka Tree Planting Project
volunteer adviser Shands (Gainesville) Breast Cancer program
Friends of the Palatka volunteer

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.

Kay Deuben

SIGNATURE OF APPLICANT

1/25/12
DATE

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

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Agenda Item

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APPLICATION # 12-12

(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

RECEIVED

BY:

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

Florida Azulea Festival

CONTACT PERSON Sam Deputy TELEPHONE 386-312-6266

FAX # 386-329-9842

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 66th Florida Azulea Festival

4. DATE & HOURS OF DESIRED USE: 3/4 Friday - 5-10 setup / Sat 9-6; Sun 9-5

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
St Johns 9th to Memorial, New Parkings, Riverfront, City Dock, South 100

6. REQUEST FOR ROAD CLOSURES(Specify): St Johns Memorial

7. REQUEST FOR NOISE VARIANCE(Dates and Times): Sat 9-6 Sunday 1-5

8. REQUEST FOR ALCOHOL VARIANCE(Dates and Times): NO

9. ESTIMATE OF ANTICIPATED ATTENDANCE(Per Day): 30,000

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

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

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

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

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

IMPORTANT INFORMATION

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

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

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

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

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

DATE

Sergeant Joseph M. ...

SIGNATURE OF APPLICANT

APPROVED:

Jeff Norton

SPECIAL EVENTS COORDINATOR

DATE

CHIEF OF POLICE

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.)

Florida Azalea Festival



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

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

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

Name of Special Event/Production: Florida Azalea Festival

Type of Event: Festival

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. - attach separate listing if necessary) Vendors, Antiques, Concerts, Water activities, Car Shows, Children activities

Location of Event: Downtown Palatka

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

	Date	Day	Begin	End
Event Day 1	<u>7</u>	<u>Friday</u>	<u>5:00</u> AM/PM	<u>10:00</u> AM/PM
Event Day 2	_____	<u>Saturday</u>	<u>8:00</u> AM/PM	<u>8:00</u> AM/PM
Event Day 3	_____	<u>Sunday</u>	<u>8:00</u> AM/PM	<u>5:00</u> AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) _____ at (time) 5:00 p.m.

Break down will be completed by (Date) _____ at (time) 8:00 p.m.

EVENT Florida Azulejo Festival EVENT SPONSOR/ORGANIZATION DPE

Name of Promoter DPE Tax Exempt No.: _____

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

Special Event Permit fees \$ 225 Per Day x 2 Days = \$ 400

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

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 25 x \$ 15.00 per container = \$ 300

Additional Charges (List)

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

Total Estimated Fees \$ TBD

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

APPLICANT INFORMATION:

Name: Sam Deputy
Telephone: 328-4021 Fax: 329-9842 Cellular: 959-9842
Address: 623 St Jeha, Ave Palatka 32177

Name: Angela Montegh
Telephone: 326-4023 Fax: _____ Cellular: 322-1133
Address: 726 St Jeha, Ave Palatka

Other contacts/Keyholders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 20000 Day 2 20000 Day 3 _____ Day 4 _____ Day 5 _____

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

Number and proposed location of fire protection services: Fire Station

Inspection(s) - Date and time requested: 8:00 A.M. on Saturday

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

Number of EMS Personnel required: _____

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

- Carnival location (if any) (note location on site map) None
- Number of sanitation roll-out containers required: _____
- Location of parking/transportation services, if any: None
- Type Transport Vehicles (Van, buses, etc.): Bus Parking in Courthouse North Side
- Location of security and emergency vehicle parking on site: See map
- Public street barricades/street closures/detours: (note locations on site map) See map
- Temporary Parking, directional Signage needed: Will to work with City on Directional Signs
- Main emergency vehicle access to site (location - also note on site map): Proximity Bank Parking
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) See map - X
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): ~250 - up to -
- Number and location of static/mobile displays (note on site map): Info forthcoming
- Location of event staff management (headquarters): 9th & St Johns
- Staff Uniform Identification: Badges
- Main sound system location: _____
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): At meeting

- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: _____
- Watercraft: Yes
- Aircraft: No
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/breakdown: Friday - 5-9 p.m.
Sunday - 5-9 p.m.
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): _____
For Comm.
- Noise Abatement Requirements: Daytime till 8:00 p.m.
- Adjoining Properties Impacted (Notification needed?): Yes -
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____
None
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): _____
None
- Handicapped Accessibility: City Hall / Property Bank

Items Outstanding:

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

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

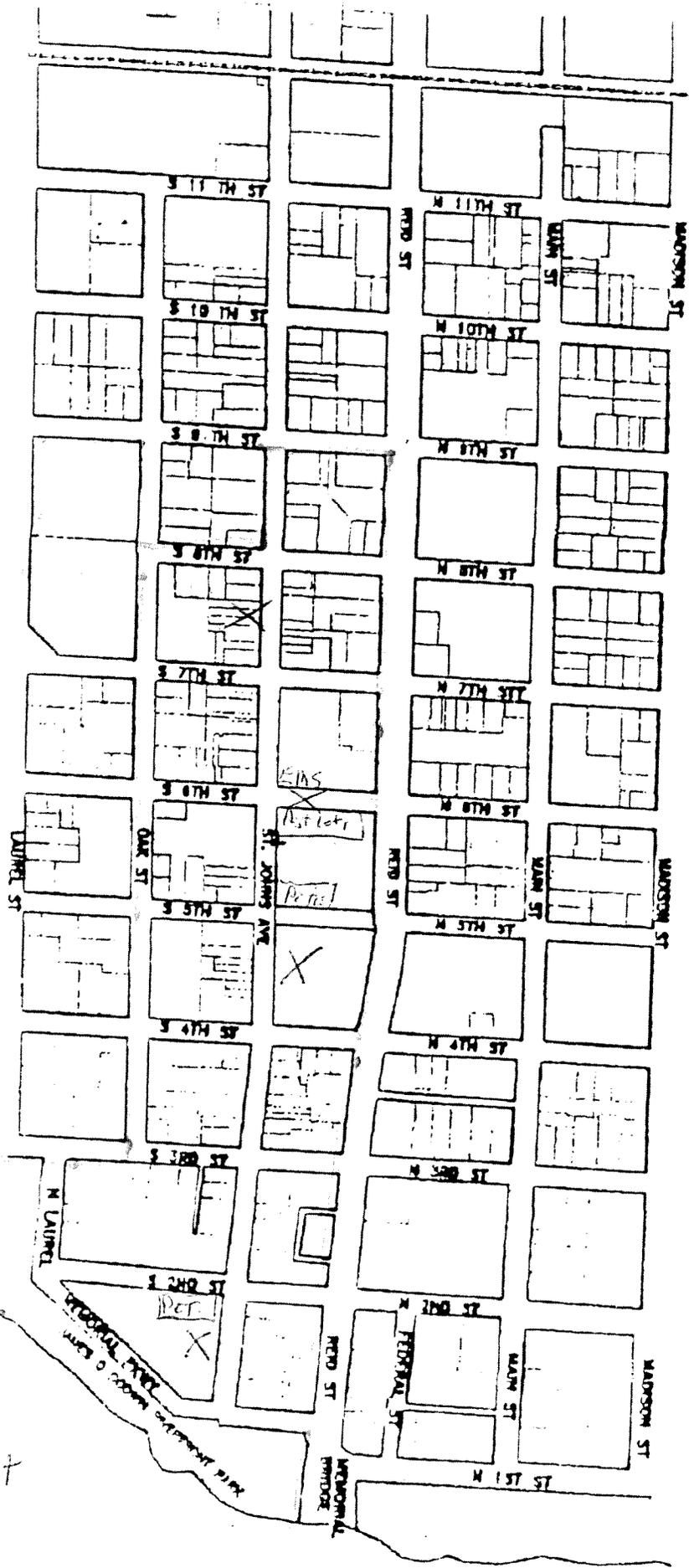
PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#
_____	_____	_____	_____
_____	_____	_____	_____

Downtown Palatka



X - Entitled



Fire Green Field

X Road Closings

ST JOHNS

- Enhancement
- 1 - 2nd floor
 - 2 - Ground floor
 - 3 - Concrete
 - 4 - Parking
 - 5 - Bus Cycles
- Blue - 2000
600 N. 4th St
Architect
No. 828 St
- Bl. House - CCCC
Blue Block
Construction Authority
Parking for 400 - 500 cars
Bus Cycle - 200 sq ft



Agenda Item

3d

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: January 31st, 2012

Re: St. Johns River Showdown B.A.S.S. Elite Bass Tournament

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

1. Class A Permit for Riverfront/ Event Area: March 15th, 2012 6am-9pm
March 16th, 2012 6am-9pm
March 17th, 2012 6am-9pm
March 18th, 2012 6am-6pm
2. Grant Noise Ordinance Variance during event hours:
March 15th, 2012 10:00am-7pm
March 16th, 2012 10:00am-7pm
March 17th, 2012 10:00am -9pm
March 18th, 2012 1:00pm-6pm

(The Noise Variance is for the following: Opening of the Bass Tournament, Announcements, and the concert on Friday Night March 16th, 5pm until 9pm)

3. Grant permission to close Memorial Drive from Reid Street to Short Laurel and St. Johns Avenue from Memorial Drive to 2nd Street during Event hours to parking and vehicular traffic.
4. Grant permission to close the City of Palatka Boat Ramp March 15 through 19, 2012, to reopen at 6:00 p.m. Sunday6, March 19
5. Grant permission to serve and consume alcohol on public right of ways for the following dates/time:
March 15th, 2012 1pm-7pm
March 16th, 2012 1pm-7pm
March 17th, 2012 1pm-9pm
March 18th, 2012 1pm-7pm

(The Alcohol will be served and consumed under the Evan Williams Bourbon Tent on the 100 Block and in the Amphitheater area)

6. Festival Permit fee- per staff recommendation; Amount TBD for police security fees (@ \$23.00/hr.); \$600 for Festival Permit Fee (\$150/day for four days); \$150.00 for green roll-outs (10 @ \$15/ea). Applicant pays actual landfill tipping fees. Applicant agrees to pay City of Palatka for the actual FP&L charges for use of their electrical boxes. Total permit fee TBD

2012

RECEIVED
MAY 09 2012

APPLICATION # 12-10

(circle one below)

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

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

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

BY:

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

Putnam County Chamber of Commerce 1100 Reid St. Palatka
CONTACT PERSON Dana Jones/Julie Linton TELEPHONE 386-328-1503
FAX # 386-328-7076

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 St. John's River Showdown
B.A.S.S Elite Bass Tournament

4. DATE & HOURS OF DESIRED USE: 3-11-12 to 3-19-12 7am-9pm

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
Riverfront Park, City Dock, Amphitheater, Gazebo, clock tower, high-rise
6. REQUEST FOR ROAD CLOSURES(Specify): Aren, parking lot, Memorial pkwy, parking lot on 3rd + Short Laurel

7. REQUEST FOR NOISE VARIANCE(Dates and Times): 2nd + Memorial, 2nd + St. Johns, 1st + Reid
7. REQUEST FOR NOISE VARIANCE(Dates and Times): 3-15-12 to 3-18-12 (7am-7pm)

8. REQUEST FOR ALCOHOL VARIANCE(Dates and Times): 3-15-12 to 3-18-12 (1pm-7pm)

9. ESTIMATE OF ANTICIPATED ATTENDANCE(Per Day): _____

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

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

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

Any private entity/business(es) who are holding a function on private property that impacts neighboring businesses/residents within the City limits and, impacts City services will be assessed a fee amount accordingly. (7% Sales Tax)
Number of Days 4 Fee Required (Yes/No) yes Check Enclosed? NO

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

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

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

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

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

DATE

Jim [Signature]

SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR

DATE

CHIEF OF POLICE

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.)

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 MANA

BETSY JORDAN DRIGGE
CITY CL

MATTHEW D. REYNOL
FINANCE DIREC

GARY S. GETCHE
CHIEF OF POL

MICHAEL LAMBEI
CHIEF FIRE DE

DONALD E. HOLME
CITY ATTORN

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

Special Events Vendor Requirements

1. A 12ft clear area must be maintained in front of each vendor site. This clear area will allow for the passage of emergency response vehicles.
2. Temporary vender tents and/or canopies of 200sf or less and without food preparation are exempt from fire retardant requirements. Tent stakes, guy ropes, etc will be clearly marked with a visible warning, i.e. flag, barricade tape, or protective cap.
3. Temporary electrical cords and hoses will not cross any street and where crossing sidewalks, will be protected and pose no trip hazard. All electric will be GFIC protected. NFPA 70
4. A 44" accessible clear path maintained on all city sidewalks. FBC Ch. 11.
5. Generators will be located to the rear of a vendor space, have a fire extinguisher and be sound deadened.

Food Venders

1. All food venders must have a minimum of a 2A-10BC fire extinguisher currently certified and tagged by a licensed extinguisher company. (Tag showing inspection within 1 year of event date.)
2. Vendor deep frying, in addition to the ABC extinguisher, must also have a K-Class extinguisher currently certified and tagged by a licensed extinguisher company.
3. Temporary vendor tents or canopies used for cooking or assembly must be fire retardant certified in accordance with NFPA 101, Sec. 10.3.1,
4. Concession trailers that are cooking food that produces grease

- laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96.
5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event Staff will coordinate the overall inspection time.

Exceptions:

- a. Non-profit organizations. The vendor must have a State of Florida Tax Exemption Certificate, issued in the name of the vendor on site.
- b. Vendors selling food items not prepared on site, i.e. pre-packaged.

Vender RV Camping

1. Temporary camping with motor homes, 5th wheels and travel trailers is permitted in coordination with the event staff. No tent camping is allowed.
2. Under NO circumstances will any gray or black water be dumped, except in to a proper disposal facility (At this time the City of Palatka does not have a disposal facility within the city). Unauthorized dumping will be met with stiff penalties and expulsion from the event.
3. Parking of RV campers will insure that no driveway, street or parking lot is blocked or obstructing traffic.
4. Campers will be locked when not occupied.
5. Permission to connect to utilities will be only be authorized by event staff.
6. A placard issued by the event staff will identify vender RVs.



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

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

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

Name of Special Event/Production: Bassmaster Elite St. Johns River
 Showdown Bass Tournament / Festival

Type of Event: _____
 Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still/motion picture production, etc. - attach separate listing if necessary) _____
Televised Bass Tournament, daily weigh-ins, displays, demos, food, alcohol, awards ceremony, kids zone, various activities + vendors

Location of Event: Riverfront

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

	Date	Day	Begin	End
Event Day 1	<u>3-15</u>	<u>Thur</u>	<u>6</u> AM/PM	<u>9</u> AM/PM
Event Day 2	<u>3-16</u>	<u>Fri</u>	<u>6</u> AM/PM	<u>9</u> AM/PM
Event Day 3	<u>3-17</u>	<u>Sat</u>	<u>6</u> AM/PM	<u>9</u> AM/PM
Event Day 4	<u>3-18</u>	<u>Sun</u>	<u>6</u> AM/PM	<u>6</u> AM/PM

Set-up for event will begin on (Date) 3-11 at (time) 8 Am

Break down will be completed by (Date) 3-19 at (time) 5 p.m

EVENT _____ EVENT SPONSOR/ORGANIZATION _____

Name of Promoter _____ Tax Exempt No.: _____

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

Special Event Permit fees \$ 150 Per Day x 4 Days = \$ 600⁰⁰

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

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

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

Sanitation Equipment fee
Of Green Roll Out Containers 10 x \$ 15.00 per container = \$ 150⁰⁰

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: Putnam County Chamber of Commerce
Telephone: 386 328-1503 Fax: 386-328-7076 Cellular: _____
Address: 1100 Reid St. Palatka

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

Other contacts/Keyholders:

Name: Dana Jones Telephone: 386-328-1503
Cellular: 386 546-6303 Fax: 386-328-7076

Name: Julie Linton Telephone: 386-328-1503
Cellular: 386 546-6650 Fax: 386-328-7076

- Estimated Peak Number of Participants (each day of event):
Day 2 500 Day 3 1000 Day 4 1000 Day 1 500 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: 1- Bingo Parking Lot
- Inspection(s) - Date and time requested: San Sat. 3-17-12
- Emergency medical services: Ambulance Location(s) (note on site map): 1-Bingo Parking Lot
- Number of EMS Personnel required: _____
- Number and proposed location of portable toilets: (note location on site map)
16 placement not confirmed

- Carnival location (if any) (note location on site map) Kids Zone Sat & Sun
- Number of sanitation roll-out containers required: High Rise Lot
10 Rollouts 2 Dumpsters
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, buses, etc.): None
- Location of security and emergency vehicle parking on site: Between 2nd + Memorial
- Public street barricades/street closures/detours: (note locations on site map) Noted on Map
- Temporary Parking, directional Signage needed: None
- Main emergency vehicle access to site (location – also note on site map): 2nd or Reid
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) Clock tower area, Parking Lot, Memorial, High-Rise Area
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): Clock tower, 100 Block
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): 100 Block
- Staff Uniform Identification: _____
- Main sound system location: Clock tower area
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): Clock tower, 100 Block, High-Rise Area, City Dock, Parking Lot on 3rd + Short Laurel

- Number and location of temporary signs/banners: Hwy 19, Reid, Crill
Street Banners
- Number and location of promotional visual effects: _____
- Watercraft: Bass Boats, 2 Catch/Release Pontoon Boats
- Aircraft: Media Helicopters
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/breakdown: Setup 3-11-12 (8 am)
Breakdown 3-16-12, 3-19-12 by 5 pm
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): _____
- Noise Abatement Requirements: _____
- Adjoining Properties Impacted (Notification needed?): Church Bingo Palace
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.):
3-15-12 to 3-18-12
- Handicapped Accessibility: yes

Items Outstanding:

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

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

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#
_____	_____	_____	_____

Downtown Palatka



Street Closings

①

Cemetery
Grass



Agenda Item

4

CRA Agenda



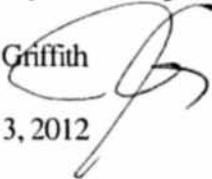
Agenda Item

5

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

City of Palatka
Office of the City Manager

To: Community Redevelopment Agency Board

From: Jonathan Griffith 

Date: February 3, 2012

RE: Public Hearing/Façade Grant Award

Please see attached the minutes from the January 18, 2011 Main Street Board meeting recommending a façade grant of \$6,442 for 608 Main Street. The scope of work includes painting, aluminum siding repair, awning repair, and new signage. The application has been reviewed and approved by the Palatka Main Street Design Committee and recommended for award by the Palatka Main Street Board of Directors. Per the façade grant program, we are presenting the recommendation for public hearing and acceptance. Please feel free to contact me with any questions.

Main Street Board of Directors Meeting
January 18, 2012
4-5 pm
Prosperity Bank Conference Room, 205 N. 2nd St.

Present: Jonathan Griffiths, Jerry Hafner, Skip Lorenzen, Lavinia Moody, Charles Rudd, Robert Taylor, Terry Turner

Absent: John Browning, Adam Deputy

Late arrival: Woody Boynton

Call to order: Robert Taylor called meeting to order at 4:00 pm

Robert Taylor called for approval of minutes of December 14, 2011

Action: Motion by Terry Turner to accept as presented
Seconded by Skip Lorenzen

Motion carried

Blue Crab presentation tabled till next meeting.

Financial Report

Charles Rudd substituted for Adam Deputy

Presented annual budget for Main Street as a basis for accounting history which was received as a good step. Budget only reflects Main Street funds and not CRA funds, which include Charles's salary and Promotion expenses. Charles also presented a report of monthly income and expenses compared to budget and year-to-date as compared to budget.

Suggested Main Street participate in Azalea Festival with a food booth manned by Main Street volunteers to generate some revenue. Consensus was to do the booth.

Manager Report

Charles announced some upcoming events and seminars

National Main Street Meeting Conference April 1-4 Baltimore

Florida Main Street Conference Mar 21,22 Eustis

Road trip to Eustis Mardi Gras Feb 3

Unfinished Business

Recruitment Fund—Skip Lorenzen requests board support for the ERC recommendations for the goals of the fund. Motion to approve ERC recommendation and forward to City Manager for approval and presentation to the CRA Board.

Action: Motion by Lavinia Moody

Seconded by Jerry Hafner

Discussion on full time employee qualification and if the goals needed further review by the City Manager, Jonathan Griffiths felt that the goals are ready to go forward in concept. Motion to approve ERC recommendation and forward to City Manager for approval and presentation to the CRA Board.

Action: Motion by Terry Turner Armstrong

Seconded by Jerry Hafner

Motion carried

* next page *

Policies & Procedures—Charles Rudd advised that the City Attorney had reviewed the manual and had no problem with it if Main Street didn't fall under the Florida Sunshine Law. Palatka Main Street does not fall under the Sunshine Law as it was not formed by legislative act, the Board members are not appointed by the City Commission or the CRA Board and neither the City Commission nor the CRA Board has delegated legislative authority to the Main Street Board.

--Robert Taylor was concerned the Mission Statement was watered down; Jonathan Griffiths suggested the mission statement be revisited after the branding process had been completed.

Discussion on budgeting timeline and its alignment with the City's fiscal year Oct 1-Sept 30, board time line runs differently to fiscal, office manager is a clause for the future needs of the organization.

Action: Motion to accept Policies & Procedures by Jerry Hafner
Seconded by Lavinia Moody

Motion Carried

New Business

Façade Grant for 608 Main Street

Discussion of some concern there might not be agreement by the owner for the possibility of a lien on the property as a result of the grant, which might preclude approval. Robert Taylor suggested the presentation be made so the Façade Committee could move forward if appropriate. After presentation motion was made to approve painting the exterior building and fence, repair canopy and gutters and new sign for \$6,442.00.

Action: Motioned by Lavinia Moody
Seconded by Skip Lorenzen
Terry Turner abstained

Motion carried

Membership

Jerry Hafner presented a structure for the public to participate in MS.

Discussion was opened by Terry Turner who objected to the potential of general membership being permitted to vote for new Board members at an annual meeting and motioned to accept the plan without voting rights mentioned now, but to be addressed later. Jerry hoped that to be in a timely manner.

Action: Motioned by Terry Turner
Seconded by Lavinia Moody

Motion carried

ERC Report

Recruitment Fund was the focus of the committee this month.

Design

Upcoming seminars open to the public

Historic Preservation Feb 4

Disaster Mitigation, Carpentry and Masonry for Historic Structures at the Larimer Feb 4

Organization

New date for meetings- First Thursday of the month

Promotion

Branding went well

Marketing pieces for events distributed

Cruise in and Street Party in planning stages

City Report

Riverfront work expected to wrap up end of January

Phase II end February

Clock will not move till later in the year

DPI

Azalea Festival in full swing planning

Next meeting February 15

Meeting adjourned 5:15 pm.

Respectfully Submitted,

Susan Loosberg
Secretary



Agenda Item

6

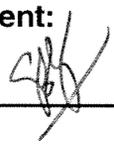
**REQUEST TO BE PLACED ON
CITY COMMISSION AGENDA**

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 

Address: 110 NORTH 11TH STREET

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

Requested meeting date for Agenda Item: 2/09/2012

Request for Commission Action Consent Agenda or Presentation Only ___ or no action required ____ Subject Matter you wish to address:

Request for approval -Amendments/Revisions to be placed on Agenda for first reading of attached revised Chapter 53-31 Secondhand Goods

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

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



MEMORANDUM

TO: CITY COMMISSIONERS

FROM: GARY GETCHELL, CHIEF OF POLICE 

SUBJECT: METAL THEFT (CRIMINAL RECYCLING) REDUCTION ORDINANCE

DATE: FEBRUARY 9, 2012

CC CITY MGR. WOODY BOYNTON, CITY CLERK BETSY DRIGGERS, CITY ATTORNEY DON HOLMES, FILE

Background

Metal theft is a problem that has plagued every state in the country and nations around the globe over the past few years. It is a serious crime that is often related to other crimes such as illicit drug activity, especially methamphetamine abuse. With the ever increasing value of aluminum, copper and other metals, recycling has moved from an eco-friendly means of managing end-user waste to stealing functional in-use metals such as air conditioners, vehicles and other metals of value. The U.S. Department of Energy estimates that metal theft cost U.S. businesses \$1 billion per year. The plague of metal theft has caused major problems for the nation's electric and telecommunications utilities, causing outages that cost millions and create major public safety concerns. Across the nation, metal theft has even been responsible for dozens of deaths, often the thieves themselves.

The driving factors of criminal recycling are broken down into two basic business principles; supply and demand, and inflation. As our world's population increases and demands for consumer goods increase and supplies of raw materials diminish, the cost to supply also increase.

In October of 2008 Florida State Statute 538 was changed in an effort to reduce the theft of ferrous metals (metals containing significant quantities of iron or steel), and nonferrous metals (metals not containing significant quantities of iron or steel, including, without limitation, copper, brass, aluminum, bronze, lead, zinc, nickel, and alloys). To combat the increasing number of metal theft cases the bill also makes it more difficult for criminal recyclers to transact business with legitimate recycling business by requiring the seller to produce a photo ID as well as provide a phone number and address.

Discussion

Currently, the State is attempting to pass legislation which will tighten restrictions to the statute already in place but will also include the addition of a sunset clause which will limit restrictions local government can place on secondhand dealers if the restrictions are not in force by March 1, 2012. In other words, the City will no longer be in a position to further regulate the metal recycling industry in

Palatka. The State restrictions, while similar to the proposed City ordinance, address general concerns for the entire state. The City of Palatka ordinance is more Palatka specific and will allow enforcement actions to begin immediately upon passage by the Commission.

Recommendation

In an effort to decrease crimes of this nature as well as increase the solvability of these crimes, the Palatka Police Department recommends the City adopt the proposed changes to the current ordinance.

1 Introduced to the City Commission at the request of the Chief of Police:
2
3

4 AN ORDINANCE OF THE CITY COMMISSION, OF THE
5 CITY OF PALATKA FLORIDA AMENDING AND
6 RESTATING CHAPTER 58 ENTITLED "SECONDHAND
7 GOODS" BY ADDING SPECIFIC LANGUAGE TO
8 SECTION 58-31 PURPOSE OF ARTICLE TO MORE
9 RESTRICTIVE MEASURES THAN THOSE PROVIDED IN
10 STATE STATUTE 538 AND 319; BY DELETING SECTIONS
11 58-32, 58-34 THROUGH 39 IN THEIR ENTIRETY,
12 RENAMING CHAPTER 58 AS "SECONDHAND DEALERS,
13 SECONDARY METAL RECYCLERS AND SALVAGE
14 MOTOR VEHICLE RESTRICTIONS" AND REPLACING
15 SAID SECTIONS WITH NEW CODE SECTIONS 58-32
16 THROUGH 46 AUTHORIZING THE CITY ADD MORE
17 RESTRICTIONS ON SECONDHAND DEALERS,
18 SECONDARY METAL RECYCLERS AND SALVAGE
19 MOTOR VEHICLE DEALERS BY; PROVIDING
20 DEFINITIONS; PROVIDING PENALTIES FOR
21 VIOLATIONS; CAMERA SYSTEM REQUIREMENTS;
22 RECORD KEEPING REQUIREMENTS; ADDITIONAL
23 RECORD KEEPING REQUIREMENTS FOR SECONDARY
24 METAL RECYCLERS ON NONFERROUS METALS, AND
25 REGULATED METALS PROPERTY; DAILY REPORTS
26 TO POLICE; INSPECTION OF PROPERTY AND
27 RECORDS; SECONDARY METAL RECYCLER,
28 SECONDHAND DEALER, AND SALVAGE MOTOR
29 VEHICLE DEALER REQUIRMENTS; PROVIDING FOR
30 LIMITATIONS ON CERTAIN RESTRICTED REGULATED
31 METALS; RESTRICTIONS FOR PAYMENT FOR

32 CERTAIN METALS; HOLDING PERIODS FOR STOLEN
33 METALS; RESTRICTIONS ON TRANSACTIONS WITH
34 MINORS; ADDITIONAL REQUIREMENTS FOR THE
35 PURCHASE OF DERELICT MOTOR VEHICLES BY
36 SECONDHAND DEALERS AND SALVAGE MOTOR
37 VEHICLE DEALERS; SEVERABILITY;
38 ADMINISTRATION OF ARTICLE; AND PROVIDING AND
39 EFFECTIVE DATE.

40
41 **WHEREAS**, increasing worldwide demand for metals and the associated rising
42 price of metals has contributed to increased theft of copper wiring from construction sites,
43 underground telecommunications wires, utility wires, air conditioning units, beer kegs and
44 other metal properties within the City of Palatka; and

45
46 **WHEREAS**, law enforcement officers have testified, and the commission finds, that
47 increased criminal activity relating to the theft of secondary metals, secondary metal
48 products, derelict motor vehicles, and major parts such as those described above is
49 adversely impacting the health, safety and welfare of the residents of the City of Palatka;
50 and

51
52 **WHEREAS**, in 2008 the State of Florida enacted a law that had the purpose of
53 reducing secondary metals theft and increasing the penalties for a violation of this state law
54 (Chapter 2008-69, Laws of Florida; Chapter 538 Florida Statutes); and

55
56 **WHEREAS**, law enforcement officials have identified areas where additional
57 regulation of the sale of restricted regulated metals property and derelict motor vehicles
58 and major parts would be instrumental in reducing the thefts of secondary metals within
59 the City of Palatka; and

96 article also establishes regulations governing the purchase of derelict motor vehicles by
97 regulated secondary metal recyclers and salvage motor vehicle dealers in a more restrictive
98 manner than provided by chapters 319 within the corporate limits of the city.
99

100 **Sec. 58-32. Definitions.**

101 The following words, terms and phrases, when used in this article, shall have the meanings
102 ascribed to them in this section, except where the context clearly indicates a different
103 meaning:-

104 *Precious metals* means any item containing any gold, silver or platinum, or any
105 combination thereof, excluding:-

106 (1) ~~Any chemical or any automotive, photographic, electrical, medical or dental materials~~
107 ~~or electronic parts.~~

108 (2) ~~Any coin with an intrinsic value less than its numismatic value.~~

109 (3) ~~Any gold bullion coin.~~

110 (4) ~~Any gold, silver or platinum bullion that has been assayed and is properly marked as~~
111 ~~to its weight and fineness.~~

112 *Secondhand dealer* means any person who is not a secondary metals recycler subject to F.S.
113 § 538.18 et seq., and who is engaged in the business of purchasing, consigning or pawning
114 secondhand goods or entering into title loan transactions. However, secondhand dealers are
115 not limited to dealing only in items defined as secondhand goods in F.S. § 538.03(1)(g).
116 Except as provided in F.S. § 538.03(2), the term means pawnbrokers, jewelers, precious
117 metals dealers, garage sale operators, secondhand stores and consignment shops.
118

119 The definitions relating to secondary metal recyclers, secondhand dealers and salvage
120 motor vehicle dealers found in F.S. section 538.03 through 538.18 and F.S. 319 shall apply
121 to this article.
122

123 **Sec. 58-33. Penalty.**

124 Any secondhand dealer, secondary metals recycler or salvage motor vehicle dealer in
125 violation of any provision of this article shall be guilty of a violation of this Code and
126 punishable by fine or imprisonment, or both, not to exceed a \$500.00 fine and/or 60 days in
127 the county jail.
128

129 **Sec. 58-34. Register of transactions required; contents. Camera System requirements**

130 ~~(a) Any person engaged in business as a secondhand dealer shall keep a register in~~
131 ~~connection with his business, which shall be approved as to type and form by the chief of~~
132 ~~police, and at the time of each transaction shall enter or cause to be entered therein an~~
133 ~~accurate description of the person from whom any article of personal property made of~~
134 ~~gold, silver, platinum or other precious metal is purchased or received, and shall include in~~
135 ~~the description, but not be limited to, the name, date of birth, sex, race, place of residence~~
136 ~~and driver's license or, if none, other governmental identification numbers of the person,~~
137 ~~together with an accurate description of any article of personal property made of gold,~~
138 ~~silver, platinum or other precious metal so purchased or received, which description shall~~
139 ~~contain any mark, brand, monogram, hallmark, word or letters which may be engraved,~~
140 ~~stamped, etched or otherwise permanently marked upon the article. The register shall at~~

141 all times be kept open and available for the inspection and examination of the chief of
142 police or any other person authorized by the chief of police to inspect the register.

143 (b) ~~Any and all persons engaged in business as a secondhand dealer shall, in keeping the~~
144 ~~register required in subsection (a) of this section, take the following precautions to ensure~~
145 ~~accuracy of the personal identification required:~~

146 (1) ~~Require the customer, as a condition to the purchase, to sign his name on the~~
147 ~~registration form.~~

148 (2) ~~Require reasonable proof of identity, which would include but not be limited to display~~
149 ~~of a driver's license or other governmental identification cards or certificates.~~

150 (c) ~~It shall be unlawful for any customer to give or display false identification to the dealer~~
151 ~~or to sign a false name.~~

152 (Code 1981, § 11-203)

153 All secondary metal recyclers, secondhand dealers and salvage motor vehicle dealer
154 business shall have a camera system that will take a clear photograph or digital image of
155 the seller and the items he or she is selling as well as the vehicle the seller responded in. The
156 secondary metal recycler, secondhand dealers or salvage motor vehicle dealer shall use
157 such camera to photograph every person, except as herein provided, in connection with all
158 purchases and/or trade-in allowance of all articles by the recycler or dealer and to make
159 such photographs, or digital images available to any law enforcement officer upon request.

160
161 Sec. 58-35 Copy or Transcript of Register to be furnished to Chief of Police **Recordkeeping**
162 requirements.

163
164 All secondhand dealers shall, not later than 12:00 noon of each business day, make
165 available to the chief of police or his representative a full and complete copy or transcript
166 of the register in which are entered the transactions of the preceding business day as
167 required by section 58-34.

168
169 Secondary metals recyclers, secondhand dealer and salvage motor vehicle dealers shall
170 legibly, in the English language, complete a transaction form at the time of each transaction
171 relating to nonferrous metals, precious metals, regulated metals property and motor
172 vehicle purchases, derelict motor vehicle purchases, junk material, and major component
173 parts. Unless other arrangements have been agreed upon by the secondary metal recycler,
174 secondhand dealer, salvage motor vehicle dealer and the city police department. The
175 secondary metal recycler, salvage motor vehicle dealer or secondhand dealer shall, within
176 24 hours after the acquisition of any items, deliver to the city police department a record of
177 the transactions on a form or electronic file approved by the Chief of Police. Such record
178 shall contain:

179
180 (1) The time, date, and place of the transaction.

181
182 (2) A description of the person from whom the item(s) were acquired, including:

183
184 a. Full name, current residential address, workplace, and home and work phone
185 numbers.

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- b. Driver's license, or personal identification card.
- c. Height, weight, date of birth, race, gender, hair color, eye color, and any other identifying marks.
- d. The right thumbprint, free of smudges and smears, of the person from whom the goods were acquired. If the right thumbprint cannot be obtained, the left thumbprint shall be obtained and the reason why the right thumb print was not available shall be listed on the form.

(3) The name of the person handling the transaction.

(4) A signed affidavit stating that the item(s) received in the transaction are not stolen.

- (a) No secondary metal recycler, secondhand dealer, salvage motor vehicle dealer shall accept any nonferrous metals, regulated metals, motor vehicles, derelict motor vehicles, junk, or major parts unless it shall make a photograph of the person and items/articles from whom such article is being received and attach such photograph to the transaction form which shall be completed at the time of the transaction.
- (b) No secondary metals recycler, salvage motor vehicle dealer or secondhand dealer shall accept any nonferrous metals, regulated metals, motor vehicles, derelict motor vehicles, junk, or major parts unless it has verified the identification, by the exhibition of a photographic personal identification card of the person from whom such article is being received.
- (c) All secondary metal recyclers, secondhand dealers and salvage motor vehicle dealers regulated by this article shall maintain each and every completed transaction record on the registered premises, or in an electronic database accessible from the premises as long as the database contains the information required by this section, along with an electronic oath of ownership with an electronic signature of the seller of the article being purchased by the secondary metals recycler, salvage motor vehicle dealer and secondhand dealer an electronic image of the seller's right thumbprint that has no smudges and smears, and can be downloaded onto a paper form in the image of the form approved by the city police department for five years from the date of the transaction. No secondary metals recycler, secondhand dealers or salvage motor vehicle dealers shall refuse to deliver such photograph or transaction form to any law enforcement officer upon request in connection with a specific item of stolen property within three years following the date of the transaction.
- (d) Every secondary metals recycler, secondhand dealers and salvage motor vehicle dealers shall display a notice to his customers in a prominent place to the effect that he/she is required to photograph and fingerprint every person and item to be sold or offered as full or part payment an item to him/her, pursuant to city code.

232
233 (e) At least 60 days prior to the destruction of a photograph or transaction form, the
234 secondary metal recycler, secondhand dealer and salvage motor vehicle dealers shall
235 notify, in writing, the city police department of his/her intent to destroy such
236 documents. The city police department, at its option, shall request the secondary
237 metal recycler, secondhand dealer and salvage motor vehicle dealer to turn over all
238 said documents to the city police department, and the secondary metals recycler,
239 secondhand dealer and salvage motor vehicle dealer upon said request, shall turn
240 over all documents to the city police department.
241
242

243 ~~Sec. 58-36 Holding period for property acquired by dealer.~~ Additional recordkeeping
244 requirements for secondary metal recyclers on; nonferrous metals, and regulated metals
245 property.

246 ~~No article of personal property, unless the person to whom the goods are to be transferred~~
247 ~~is the person from whom they were first acquired, shall be sold, melted, altered or~~
248 ~~otherwise disposed of by any secondhand dealer until 15 calendar days have elapsed from~~
249 ~~the time the chief of police has had made available to him a copy or transcript of the~~
250 ~~register in which such articles of personal property made of gold, silver, platinum or other~~
251 ~~precious metal are entered, and such articles shall not be transferred from within the~~
252 ~~corporate limits of the city during such 15 day period of time.~~
253

254 (a) In addition to the transaction form required in section 58-35, whenever any secondary
255 metals recycler purchases any nonferrous or regulated metals property, the secondary
256 metal recycler dealer shall keep a record of:

- 257 (1) The operator license of the person delivering the metal;
258
259 (2) Photograph the vehicle and document the make, model and the state license
260 numbers of the vehicle in which the metal was delivered;
261
262 (3) The quantity purchased;
263
264 (4) The general description of the form of the metal when received including whether
265 the same is in the form of wire, cable, bars, fittings, guttering, rods, or tubing, and if
266 applicable, if such form contains any identifiable or distinguishable markings,
267 numbers, letters or labeling; and
268
269 (5) The names and addresses of the person, groups of persons, or corporation from
270 whom the seller obtained the metal.
271

272 The records set forth in this section shall be open for inspection as required in section 58-
273 35, and subject to the reporting requirements of section 58-36.
274

275 ~~Sec. 58-37. Transactions with minors. Daily report to police.~~

276 It shall be unlawful for any secondhand dealer to buy, take or receive by way of purchase
277 or exchange any articles made of gold, silver, platinum or other precious metal from any
278 person under the age of 18 years.

279
280 Unless other arrangements have been agreed upon by the secondhand dealer, secondary
281 metal recycler, salvage motor vehicle dealer and the city police department, every
282 secondary metal recycler, salvage motor vehicle dealer and secondhand dealer, before 12:00
283 noon each business day, shall report to the police chief, or such other law enforcement
284 officer as may be designated, via electronic mail, facsimile, hand delivery or other method
285 so approved by the police chief, the information required by sections 58-35, 58-36 and 58-
286 44 of this code for all items received during the previous business day. The report shall be
287 completed in such format as may be directed by the city.

288 (Code 1981, § 11-205)

289 ~~Stock to be arranged so as to facilitate inspection.~~ Sec. 58-38. Inspection of property and
290 records.

291 All articles of personal property made of gold, silver, platinum or other precious metal
292 purchased or received by secondhand dealers shall be so arranged in stock as to enable the
293 stock to be inspected by the chief of police or any other person with such authority.

294
295 During the usual and customary business hours of a secondary metal recycler, second hand
296 dealer and salvage motor vehicle dealer a law enforcement officer shall, after properly
297 identifying herself or himself as a law enforcement officer, have the right to inspect:

298 (1) Any and all purchased regulated metals, and items identified in F.S. 319 and property
299 in the possession of the secondary metals recycler, and salvage motor vehicle dealer

300 (2) Any and all records required to be maintained under section 58-35, 58-36 and 58-44.

301 (3) All articles of personal property made of gold, silver, platinum or other precious metal
302 purchased or received by secondhand dealers shall be so arranged in stock as to enable the
303 stock to be inspected by the chief of police or any other person with such authority.

304
305 ~~Administration of article.~~ Sec. 58-39 Secondary metal recycler, Secondhand Dealer and
306 Salvage Motor Vehicle Dealer ; requirements

307 .
308 The procedures involved in the implementation of this article shall be coordinated by the
309 city manager and the chief of police. Any changes to such procedures shall be accomplished
310 by resolution of the city commission.

311
312 (a) It shall be unlawful for any secondary metal recycler, salvage motor vehicle dealer
313 and secondhand dealer to operate in the city without first meeting the requirements
314 of this article.

315
316 (b) No secondary metal recycler, salvage motor vehicle dealer or secondhand dealer
317 shall be licensed as a pawnbroker or dealer in secondhand goods in the city, nor

318 shall any secondary metal recycler, salvage motor vehicle dealer or secondhand
319 dealer make any loans upon any article designated herein as junk, nor receive the
320 same as a pledge, pawn or security, nor shall any person purchase, sell, exchange or
321 deal in any such articles without first complying with all the provisions of this part.
322

323 (c) A copy of the regulations prescribed by this article shall be posted in a conspicuous
324 place at the place of business of every secondary metal recycling, salvage motor
325 vehicle dealer and secondhand dealer and it shall be the duty of the register, upon
326 request, to furnish copies of the regulations to every secondary metal recycler,
327 salvage motor vehicle dealer and secondhand dealer in the city.
328

329 (d) No secondary metal recycler, secondhand dealer or salvage motor vehicle dealer
330 shall purchase or receive by sale, barter, exchange, or otherwise, any ferrous or
331 nonferrous metal, scrap, alloy, motor vehicles, derelict motor vehicles, junk, or
332 major parts:
333

334 (1) Between the hours of 9:00 p.m. and 7:00 a.m.
335

336 (2) From any person with the knowledge that such items are stolen property; nor

337 (3) From any person under the age of 18 years without consent of a parent or guardian.
338 A personal identification card is required to prove age.

339 (4) Purchase regulated metals property from any seller who presents such property for
340 sale at the registered location of the secondary metals recycler when such property was
341 not transported in a motor vehicle.

342 (e) All secondary metal recyclers, secondhand dealers and salvage motor vehicle dealers
343 shall keep and retain on their premises all items listed in Sec. 58-40 and 58-44 in its original
344 form, shape and/or condition in which it was received for a period of three days after
345 notification to the city police department of the same article. In computing any period of
346 time proscribed or allowed by this section, the day of receipt of the item and holidays
347 observed by the city shall not be included in the computation. In the event that a city
348 holiday is observed on two consecutive business days, computation of the time under this
349 article shall begin to run on the following business day. In all other cases Saturday and
350 Sunday shall be included in the time computation.
351

352 Sec. 58-40. Purchases of suspected secondary metals limitations and notification.

353 (a) A secondary metal recycler or secondhand dealer shall not purchase any of the
354 following

355 items of regulated metal property without obtaining proof that the seller owns the
356 property

357 (by receipt or bill of sale), or is an employee, agent, or person who is authorized to sell
358 the

359 item of regulated metal property on behalf of the governmental entity, utility provider,
360 railroad, cemetery, civic organization, or secondary metal recycler:
61

- 362 **1. Utility access cover;**
363
364 **2. Street light poles, its fixtures and hardware;**
365 **3. Road and bridge guard rails;**
366 **4. Highway or street sign;**
367 **5. Water meter cover or water meter;**
368 **6. Traffic directional and traffic control signs, street signs;**
369 **7. Traffic light devices, its hardware or wiring;**
370 **8. Item marked with any form of the name, initials, or logo of a government entity, utility**
371 **company, cemetery or railroad;**
372 **9. Property owned and marked by a telephone, cable, electric, water, or other utility**
373 **provider to include communication, transmission, distribution, and service wire from a**
374 **utility, including copper or aluminum wire bus bars, connectors, and grounding plates or**
375 **grounding wire;**
376 **10. Railroad equipment, including but not limited to a tie, plate, signal house, control box,**
377 **switch plate, E clip, or rail tie junction;**
378 **11. Funeral markers and vases;**
379 **12. Historical markers;**
380 **13. Bales of regulated metal property;**
381 **14. Copper, aluminum, or aluminum copper condensing coil or evaporator coil, including**
382 **its tubing or rods, from a heating or air conditioning unit (excluding coils from a window**
383 **air conditioning unit and automobiles);**
384 **15. Aluminum or stainless steel container or bottle designed to hold propane;**
385 **16. Any catalytic convertor or any nonferrous part of a catalytic converter, or similar**
386 **device which contains any recoverable quantity of platinum, unless purchased as part of a**
387 **whole vehicle.**
388 **17. Metal bleachers or other seating facilities used in recreational areas or sporting arenas,**
389 **18. Iron or steel decorative grates, tree trim rings, or similar type items,**
390 **19. Full sized, new materials such as those used in construction or building trades.**
391 **20. Shopping carts;**
392 **21. Stainless Steel Beer Kegs;**

393 22. Insulated utility or communication wire that has been burned in whole or in part to
394 remove the insulation (excluding any telephone wire, ethernet, and any romex or other
395 wire smaller than #12 gauge, as measured with a standard wire gauge).

396 23. Brass or bronze commercial valves or fittings, referred to as “FDC” valves that are
397 commonly used on structures for access to water for the purposes of extinguishing fires or;

398 24. Brass or bronze portable water backflow preventer valves that are valves commonly
399 used to prevent backflow of portable water into water utility systems.

400 (b) Notification

401 1. Generally – When any seller engages in a purchase transaction or attempts to engage in
402 a purchase transaction of any of the suspect regulated metals property listed in section 58-
403 40 (a), the secondary metals recycler shall electronically notify the Palatka Police
404 Department by no later than 10:00 am on the following business day. Notification for a
405 purchase transaction shall include all records required pursuant to Florida Statute section
406 538.19. The Palatka Police Department shall specify the format and method for electronic
407 notification.

408 2. Retention of Records – the secondary metals recycler shall retain a copy of records
409 required in paragraph (b) 1 for not less than 5 years from the date of the purchase
410 transaction or attempted purchase transaction and, upon request, make them available for
411 inspection by the Palatka Police Department within 24 hours.

412 Sec. 58-41. Payment.

413 (a) Limitations on cash transactions for specified metals – A secondary metals recycler
414 shall not enter into any cash transaction exceeding (\$50.00) dollars for purchase of any
415 suspected regulated metals property listed in section 58-40(a).

416
417 (b) Payment procedures – for purchases exceeding (\$50.00) of any suspect regulated metals
418 property listed in 58-40(a) the following shall apply:

419
420 1. Payment by a secondary metals recycler shall be made by check issued to the seller of the
421 metal and payable to the seller or by electronic payment to the seller’s or employee of the
422 seller’s bank account;

423
424 2. Each check shall be mailed by the secondary metal recycler directly to the current
425 address or bank account of the seller which is on file with the secondary metals recycler
426 and;

427
428 3. Each check or electronic payment shall be mailed or electronically transferred by the
429 secondary metals recycler to the seller within three (3) days of the purchase transaction.

430
431 (c) Limited Exceptions - The secondary metals recycler may provide a check at the time of
432 the purchase transaction rather than by mail when required by section 58-42(b) if the seller
433 provides the satisfactory proof of qualification of one of the following:

435 1. Nonprofit organization registered under the Internal Revenue Code as a 501(c)(3)
436 organization;

437
438 2. Governmental Agency;

439
440 3. Bankruptcy trustee, personal representative of estate or court appointed receiver;

441
442 4. Authorized person in execution sale; or

443
444 5. Manufacturing, industrial or other commercial vendor that generates regulated
445 materials in the ordinary court of business.

446
447 Sec. 58-42 Holding period and stolen regulated metals property petition for return.
448 Holds placed on and petitions for return on regulated metals will be followed as per F.S.S.
449 538.06, 538.21, 538.24 and 319.30.

450
451 Sec. 58-43. Transactions with minors.

452 It shall be unlawful for any secondhand dealer, salvage motor vehicle dealer or secondary
453 metals recycler to buy, take or receive by way of purchase or exchange articles made of
454 precious metal, ferrous or nonferrous metals, regulated metals, scrap metals, alloys, motor
455 vehicles, derelict motor vehicles, junk, or major parts from any person under the age of 18
456 years.

457
458 Sec. 58-44. Additional requirements for the purchase of derelict motor vehicles by second
459 hand dealers and salvage motor vehicle dealers.

460
461 In addition to the requirements set forth in Sec. 58-35, a second hand dealer or salvage
462 motor vehicle dealer shall in addition to the recording requirements set forth in F.S.S. 319
463 relating to the purchase of derelict motor vehicles obtain the following information and
464 document it as part of record:

- 465
466 1. Photograph all four side of the derelict motor vehicle to include the vehicle
467 identification number and;
468
469 2. Photograph the seller and;
470 3. Photograph the vehicle and document the make, model and the state license numbers of
471 the vehicle in which the was delivered;
472
473 4. Notify the Police Department within 24 hours of the transaction and provide electronic
474 copy of records pertaining to the transaction and;

475
476 Sec. 58-45 Severability.

477 Should any word, phrase, sentence, subsection or section of this ordinance be held by a
478 court of competent jurisdiction to be illegal, void, unenforceable, or unconstitutional, then
479 that word, phrase, sentence, subsection or section so held shall be severed and all other
480 words, phrases, sentences, subsections, or sections shall remain in effect.

481 **Sec. 58-46. Administration of article.**
482 **The procedures involved in the implementation of this article shall be coordinated by the**
483 **city manager and the chief of police. Any changes to such procedures shall be accomplished**
484 **by resolution of the city commission.**
485



Agenda Item

7

**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

*passed on 1st reading
1-26-17*

#7

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

ORDINANCE NO. 12 - 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.

Governmental Emergency Safety Awareness Signs means a sign which provides the general and motoring public with notices and information regarding general safety awareness concerns, traffic issues, weather advisories, amber alters, silver alerts and wanted fugitive notices. This sign shall meet brightness limitations for changing signs but is exempt from other changing sign standards. Signs shall not be used for commercial advertising purposes. Sign area shall not exceed 50 square feet, and allowable location includes the PBF-1 and PBF-2 zoning districts.

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 62-15 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.



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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

PLANNING BOARD

Meeting Minutes

January 3, 2012

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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.

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.

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.

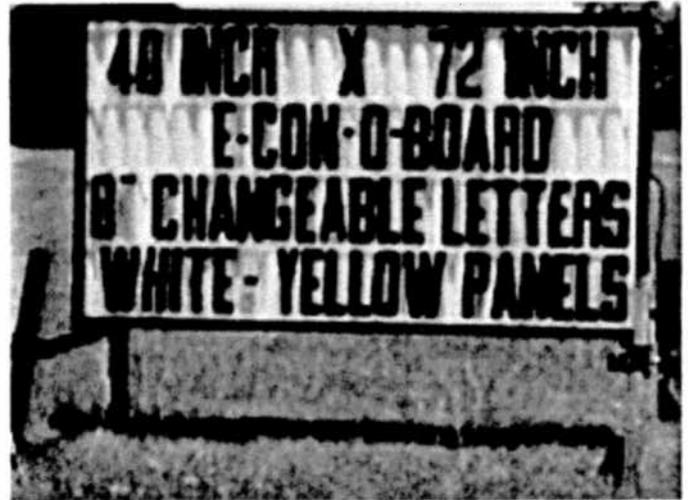
A third problem with the two-sign limitation is that window signs and wall signs are also considered signs, and with this limitation a business could not have the standard combination of pole or ground sign, wall sign, and window sign. Staff proposes to clarify that the two-sign limitation does not apply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

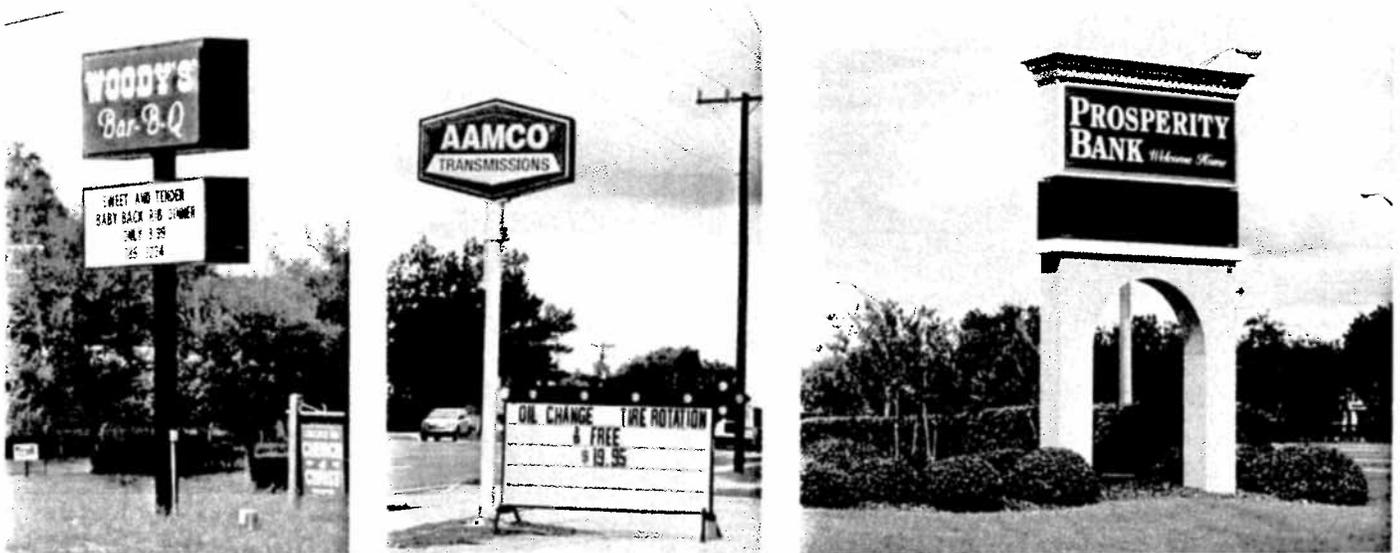


Figure 3: Examples of Signs Without and With Landscaping

(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 overtaking 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

8

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