

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
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

March 27, 2014

CALL TO ORDER:

- a. **Invocation** – The Reverend Jim Obrecht, DO, Pastor, Calvary Baptist Church of Palatka
- b. **Pledge of Allegiance**
- c. **Roll Call**

APPROVAL OF MINUTES – 3/13/14

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION** – Mayor's Day of Recognition – April 1, 2014 – Lisa Valukevitch, CIS
- b. **PROCLAMATION** – Aviation Appreciation Month – April, 2014 – John Youell & Jud Neufeld
- c. **CITIZEN RECOGNITION** – Women's History Month – Pauline Pellicer
- d. **SPONSOR RECOGNITION** – 2014 Azalea Festival Mayor's Reception – Waste Pro USA; Dane Connell and Daniel Carle
- e. **DONATION OF FLAGS** – Gene Mills & Stephanie Wilson, Woodmen of the World
- f. **STUDENT OF THE MONTH – March 2014** – Mayor Myers and Commissioner Leary

Bailey Brown	Browning-Pearce Elementary
Carly Maddox	C. L. Overturf, Jr. 6 th Grade Center
Kinley Carlton	Children's Reading Center Charter School
Holly Donahoe	E. H. Miller School
Taylor Davis	James A. Long Elementary School
Kacen Byrd	Jenkins Middle School
Mia Hutchens	Kelley Smith Elementary School
Ashlynn Dillmon	Mellon Elementary School
Savanna Pankhurst	Moseley Elementary School
Sade Blount	Palatka High School
Laynie McKinnon	Peniel Baptist Academy (February Honoree)
Brian Passmore	Peniel Baptist Academy (March Honoree)
Ava Clifton	Putnam Academy of Arts & Sciences
Sara Keith	Putnam EDGE High School

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

3. CONSENT AGENDA:

- *a. **Adopt Resolution 2014-10-55** approving the Causseux Hewett & Walpole (CHW) Master Planning Scope and Fee Proposal for a Community Greenprint for the Historic Downtown Core in an amount not to exceed \$3,150.00
- *b. **Adopt Resolution No. 2014-10-56** authorizing the City Manager's execution of the State of Florida FDOT State Highway System Lighting, Maintenance, and Compensation Program Agreement

AGENDA - CITY OF PALATKA

March 27, 2014

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3. CONSENT AGENDA (Continued):

- *c. **Approve request for items for Special Events Permit No. 14-26 - Southside Baptist Church U-Turn Community Outreach, April 5, 2014 from 11am to 4pm- Southside Baptist Church/Casey Caison, Appl:**
 - 1. Grant permission to exceed allowable noise levels throughout the duration of event.
 - 2. Allow closure of Memorial Parkway between S. 2nd Street and St. Johns Avenue for the event.
 - 3. Grant permission to set up a tent on April 1, 2014 (one day before the three-day allowance)
- *d. **Approve request to exceed allowable noise levels for Special Events Permit No. 14-01, March of Dimes March for Babies Walk – April 12, 2014 from 6:00 am to 1:00 pm at Riverfront Park – Putnam County March of Dimes; Betsy Trent, Applicant;**
- *e. **Approve request items for Special Events Permit No. 14-05, Arts Council of Greater Palatka "Palatka Chalk Explosion" - April 12, 2014 from 11:00 am until 4:00 pm - Arts Council of Greater Palatka/Denise Aikens, Applicant**
 - 1. Grant permission to exceed allowable noise levels throughout the duration of event.
 - 2. Allow closure of the 100 and 200 block of St. Johns Avenue for the duration of event.
- *f. **Approve Request Items for Special Events Permit No. 14-27 – Palatka Main Street 3rd Friday Street Party- April 18, 2014; May 16, 2014; and June 20, 2014 from 6:00 pm until 9:00 pm- Palatka Main Street, Inc./Charles Rudd, Applicant:**
 - 1. Grant Permission to exceed allowable noise levels throughout the duration of the event;
 - 2. Grant Permission for sales and consumption of alcoholic beverages throughout the duration of the event;
 - 3. Allow the closure of the 200, 300 and 400 block of St. Johns Avenue for the duration of the April 18, May 16 and June 20 events
- *g. **Approve request items for Special Events Permit No. 14-28 – Palatka Main Street 4th Saturday Cruise-In, April 26, 2014; May 24, 2014 and June 28, 2014 from 6:00 pm to 9:00 pm - Palatka Main Street, Inc./Charles Rudd, Applicant**
 - 1. Grant permission to exceed allowable noise levels throughout the duration of events.
 - 2. Allow closure of the 600, 700 and 800 block of St. Johns Avenue for events.
- *h. **Approve request for Special Events Permit No. 14-24 – OGS Tournament Trails Hospice Bass Tournament - April 26, 2014 from 3:00 am to 5:00 pm – Mike Oglesbee, OGS Tournaments, Applicant**
 - 1. Grant permission to exceed allowable noise levels throughout the duration of event.
 - 2. Allow closure of Memorial Parkway from 1st Street and St. Johns Avenue at 1st Street.
- *i. **Approve Special Request Items for Special Events Permit No. 14-23, Palatka Yacht Club "61st Annual Mug Race" as follows:**
 - 1. Allow sale/consumption of alcoholic beverages within the City of Palatka Riverfront Park, between the Memorial Bridge & the Boat House Marina on River St.(as shown on the site plan), and also including the "100 Block" (between Reid, N. 2nd, St. Johns, and N. 1st Streets) for the 61st Annual Mug Race on May 2, 2014 from 4:00 pm to 9:00 pm.
 - 2. Approve request to exceed allowable noise levels on May 2, 2014 from 5:00 pm to 9:00 pm.
 - 3. Approve request to allow participants to camp overnight within the City of Palatka Riverfront Park (for the security of the boat vessels).
- *j. **Introduce Form 8B, Memorandum of Voting Conflict, into the record, which was filed by Commissioner James Norwood, Jr. on a vote taken 3/13/14 on Agenda Item #5(a)**

- * 4. **BUDGET SUMMARY REPORT – F/Y 2013-2014 thru 2/28/14 – Matt Reynolds, Finance Director**
- ** 5. **ANNUAL REPORT – Putnam Blueways & Trails – Kevin Sharbaugh and Gaye Esperson**
- * 6. **RESOLUTION** awarding the bid for management of the City of Palatka False Alarm Program to PMAM Corporation for a two-year period and authorizing execution of a contract for services for a two-year period – Adopt
- * 7. **RESOLUTION** Adopting the "Worksite Wellness Program" document and amending the Personnel Rules & Regulations Manual to add Section 6.2, "Wellness Program Bonus" - Adopt

AGENDA - CITY OF PALATKA

March 27, 2014

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- * 8. **RESOLUTION** authorizing the execution of a Memorandum of Agreement with the Putnam County Chamber of Commerce to provide partial finding for a full-time Small Business Development Center Services Professional located within Putnam County – Adopt

PUBLIC HEARINGS:

- * 9. **ORDINANCE** amending Zoning Code Section 94-149, 94-161 and 94-162 to apply overlay zoning standards to the Downtown Zoning Districts and adjacent areas within the C-2 Zoning District, and adding provisions establishing design standards for exterior alterations and new construction – Second Reading, Adopt
- 10. **CITY MANAGER & 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 288.105

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

Upcoming Events:

Apr. 1 – FLC Legislative Action Day – Tallahassee
Apr. 12 – MOD Walk for Babies
May 23 – 26 – Blue Crab Festival
May 26 – City offices closed to observe Memorial Day
July 4 – City Offices closed to observe Independence Day
Aug 14 – 16 – FLC Annual Conference (Hollywood)

Board Openings:

Fire Pension Board – 1 vacancy (Commission appointee)
Tree Committee – 2 vacancies

CITY OF PALATKA



Proclamation

WHEREAS, aviation plays a critical role in the lives of our citizens, as well as in the operation of our businesses and agriculture; and

WHEREAS, the State of Florida has a significant interest in the continued vitality of aviation, aircraft and aerospace manufacturing, commercial service and community airports, and aviation education, there are 19 commercial service and 110 general aviation/community airports; and

WHEREAS, more than 8.5 percent of Florida Gross State Product results from businesses dependent upon aviation, Florida's commercial airports accommodate more than 143.5 million passengers annually, ranking Florida second in the nation; international airports in Florida accommodate more than 28 million international passengers annually, which is 19.5 percent of the total international passengers in the nation; and

WHEREAS, Florida's general aviation/community airports accommodate more than 9 million visitors and business travelers annually; and

WHEREAS, air cargo operations account for more than \$6.6 billion in annual economic activity to Florida, which represents 8 percent of the nation's air cargo, in total, aviation represents more than \$97 billion in annual economic activity; and

WHEREAS, numerous leading aviation companies have headquarters or a major presence in Florida; and

WHEREAS, organizations like the Florida Airports Council, Florida Aviation Business Associations, Florida Aviation Aerospace Alliance, the Alliance for Aviation Across America, national Business Aviation Association, national Association of State Aviation Officials, Aircraft Owner's and Pilot's Association and National Air Transportation Association recognize and promote the interests and importance of aviation in Florida and throughout the world.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby endorse and declare April 2014 as

AVIATION APPRECIATION MONTH

In the City of Palatka, and we call upon its citizens to observe this month with appropriate programs, ceremonies, and activities that honor the history, accomplishments, and contributions of aviation.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the seal of the City of Palatka, Florida on this 27th day of March, in the Year of Our Lord Two Thousand Fourteen.

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

PALATKA CITY COMMISSION

VERNON MYERS, MAYOR



CITY OF PALATKA



Proclamation

WHEREAS, service to others is a hallmark of the American character, and central to how we meet our challenges, and the nation's mayors are increasingly turning to national service and volunteerism as a cost-effective strategy to meet city needs; and,

WHEREAS, AmeriCorps and Senior Corps address the most pressing challenges facing our cities and nation, from educating students for the jobs of the 21st century and supporting veterans and military families to preserving the environment and helping communities recover from natural disasters; and

WHEREAS, national service expands economic opportunity by creating more sustainable, resilient communities and providing education, career skills, and leadership abilities for those who serve; and

WHEREAS, national service participants serve in more than 70,000 locations across the country, bolstering the civic, neighborhood, and faith-based organizations that are so vital to our economic and social well-being; and

WHEREAS, national service participants increase the impact of the organizations they serve with, both through their direct service and by recruiting and managing millions of additional volunteers; and,

WHEREAS, national service represents a unique public-private partnership that invests in community solutions and leverages non-federal resources to strengthen community impact and increase the return on taxpayer dollars; and,

WHEREAS, the Corporation for National and Community Service shares a priority with mayors nationwide to engage citizens, improve lives, and strengthen communities; and is joining with mayors across the country to support the Mayors Day of Recognition for National Service on April 1, 2014.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim April 1, 2014, as

NATIONAL SERVICE RECOGNITION DAY

in the City of Palatka, and encourage residents to recognize the positive impact of national service in our city, to thank those who serve; and to find ways to give back to their communities.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 27th day of March, in the Year of Our Lord Two Thousand Fourteen.

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

PALATKA CITY COMMISSION


By: **Vernon Myers, MAYOR**



*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution 2014-10-55 approving the Caussex Hewett & Walpole (CHW) Master Planning Scope and Fee Proposal for a Community Greenprint for the Historic Downtown Core in an amount not to exceed \$3,150.00

SUMMARY:

In 2012 the City of Palatka Community Redevelopment Agency contracted with the University of Florida, Masters of Landscape Architecture Department to conduct community visioning exercises and formulate a "Community Greenprint" for Palatka's historic downtown core. The project was executed by eight students seeking a Master of Landscape Architecture degree at University of Florida's Department of Landscape Architecture under the direct supervision of Dr. Mary Padua, Associate Professor. Multiple community workshops were held to gather public input and present the students findings and recommendations. The final plan and process documents, which can be viewed at <http://palatka-fl.gov/>, included alternative landscape strategies and master plans with illustrative renderings that leverage different key priorities such as Palatka's CBD context with the adjacent North and South Historic Districts, community linkages with the rest of Palatka and the surrounding communities, ecological and bio-regional context of St. John's river, Palatka's long-range planning, connections with existing or future bikeway systems, infill and streetscape strategies, best practices for stormwater management integrated with a landscape program that considers: the various scales of parks (identified in Palatka's Comprehensive Plan) as well as alternatives that could include temporary use or permanent use (working landscapes or community gardens, rain gardens, flexible outdoor space for everyday, evening, weekend or seasonal use), adaptive re-use of existing properties, plazas or other designed landscape typologies. This plan illustrates many views and has provided the City perspective on how to pursue redevelopment and growth within its downtown core. The process also brought together many stakeholders and citizens to share their views on how the City should redevelop. The plan has already been useful in the procurement of multiple grants. The Greenprint includes multiple plans and case studies. It does not include a singular master plan. As presented in August of 2008, the next step is to synthesize the Greenprint documents into a singular master plan that includes specific activities including: Specific roadway improvements; Conceptual site use maps; and Conceptual park and stormwater improvements. This plan will then serve as a guiding document in our efforts to revitalize the downtown core. For example, in January City staff met with Florida Department of Transportation (FDOT) representatives about pursuing streetscape improvements to the Reid Street corridor. FDOT staff advised the City to conduct a workshop specifically for this purpose and to develop a conceptual corridor plan for consideration. FDOT could then consider this when the Reid Street corridor came up on their work plan. This same process would apply for SR 20 (9th St.). Conceptual site uses illustrated on the final master plan will assist City planners and developers in promoting consistent and rational redevelopment and growth. The next phase is to further study and develop of immediate and long range capital projects to renew/replace the City's aging infrastructure. A separate proposal to accomplish this will be presented to the City Commission for consideration in 2014. This scope and fee proposal was approved at the February 13th CRA Board meeting.

RECOMMENDED ACTION:

Adopt a resolution approving the Caussex Hewett & Walpole (CHW) master planning scope and fee proposal in an amount not to exceed \$3,150.00 for a Historic Downtown Core Community Greenprint.

ATTACHMENTS:

- | | Description |
|--------------------------|-----------------------|
| <input type="checkbox"/> | <u>Resolution</u> |
| <input type="checkbox"/> | <u>CHW Task Order</u> |

Type

- | |
|-------------------|
| Resolution Letter |
| Backup Material |

RESOLUTION NO. 2014-10-55

A RESOLUTION AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST CAUSSEAUX, HEWETT, & WALPOLE, INC.'S SCOPE AND FEE PROPOSAL FOR THE DEVELOPMENT OF A DOWNTOWN PALATKA MASTER PLAN IN AN AMOUNT NOT TO EXCEED \$3,150.00

WHEREAS, the City issued Request for Qualifications 13-001 (the RFQ) for continuing Engineering, Architecture, Landscape Architecture and Surveying services; and

WHEREAS, on May 10th 2013 the City approved a shortlist of firms; and

WHEREAS, Causseaux, Hewett & Walpole, Inc. (CHW) was qualified by the City to perform water quality program consultant including potable, sanitary and storm water; and

WHEREAS, the City desires to develop a master plan for the downtown core and subsequent infrastructure improvement plans; and

WHEREAS, CHW submitted a scope and fee proposal for a Plan in the amount of \$3,150.00, which was approved by the Palatka Community Redevelopment Agency at its February 13, 2014 meeting; and

WHEREAS, the City deems it reasonable and necessary to amend the FY 2013-2014 budget; and

WHEREAS, the City deems it reasonable and necessary to enter an agreement with Casseaux, Hewett & Walpole, Inc. (CHW) to develop a master plan for the downtown core and subsequent infrastructure improvement plans.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida:

1. That the City Manager is hereby authorized to execute a scope and fee proposal for the development of a downtown Palatka master plan for an amount not to exceed \$3,150.00.
2. That the expenditures of the City of Palatka Tax Increment Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<i>Expenditure Number</i>	<i>Description</i>	Approved	Amendments	Amended
030-30-580-3-3108	CHW MASTER PLAN	\$ -	\$ 2,142	\$ 2,142
030-31-580-3-3103	CHW MASTER PLAN	\$ -	\$ 665	\$ 665
030-32-580-3-3103	CHW MASTER PLAN	\$ -	\$ 343	\$ 343
030-30-580-9-9901	CONTINGENCY/RESERVE-DOWNTOWN	\$ 48,014	\$ (2,142)	\$ 45,872
030-31-580-6-6335	HAMMOCK GROVE PROPOSAL	\$ 190,014	\$ (665)	\$ 189,349
030-32-580-6-6322	GENERAL CAPITAL IMPROVEMENTS	\$ 69,927	\$ (343)	\$ 69,584
TOTAL EXPENDITURES AMENDED:		\$ 307,955	\$ -	\$ 307,955

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2014.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

TASK ORDER # 3

Date: 2/4/2014

Project/Contract #: CRA Board & City Commission Update to Green Print for CRA & Commission direction to staff on scoping and creating overall infrastructure master plan.

Primary Contact: Robert J. Walpole, P.E.
132 NW 76th Drive
Gainesville, FL 32607
(352) 331-1976
Walpole@chw-inc.com

Technical Contact: Gerry Dedenbach, AICP, LEED AP

To: Jonathan Griffith/City of Palatka
201 N. Second St.
Palatka, FL 32177

1. **PROJECT SUMMARY:** The project consists of CHW will work closely with City of Palatka staff to participate and facilitate group discussion on Community Redevelopment Area (CRA) master planning efforts based on updating the existing Green Print. This will include preparation of a PowerPoint presentation including visual preference survey elements, neighborhood and CRA/regulatory zones. The project area is initially focused on and encompasses:
 - 1.1. Northside District;
 - 1.2. Main Street District;
 - 1.3. South Historic Tax District; and
 - 1.4. 9th Street, from Carr Street to Reid Street.

2. SCOPE OF SERVICES / TASKS:

2.1. **Meeting Facilitation Services** – Building on the earlier U.F. Green Print study, conducted by Dr. Mary G. Padua, CHW staff will present an inventory and analysis of the areas encompassed in items 1.1, .2, .3 and .4 above in map form, for use in PowerPoint presentations to both the CRA and City Commission. CHW will work closely with City of Palatka staff to ensure potential project identification/ranking occurs in concert with potential funding sources.

(Anticipated 12 hours Planning / 6 hours PA)

Fee for Task 2.1: Not to Exceed \$ 1,750.00

2.2. **Summary Document Presentation Services** – CHW staff will present a Summary Document outlining the outcomes of public meetings and work closely with City of Palatka staff to align community identified priorities with potential funding sources and create a critical path in project ranking and funding sources. This task will be a precursor to the actual engineering study proposed under Task Order 4.

(Anticipated 2 hours Planning / 10 hours PA)

Fee for Task 2.2: Not to Exceed \$ 1,150.00

Reimbursables *Fee for Reimbursables: Not to Exceed \$ 250.00*

TOTAL FEE: Not to Exceed \$ 3,150.00

3. DELIVERABLES:

- 3.1. Power Point Presentations;
- 3.2. Conceptual Alternatives outlined for Reid Street beautification, within the district;
- 3.3. Typical Roadways Sections, five (5) for the adopted planning areas;
- 3.4. Updated overall graphic Maps, three (3) for the planning Area depicting “conceptual site uses” such as residential, commercial, recreation, etc. for comparison to the adopted Future Land Use Map (FLUM);
- 3.5. Summary Documents;
- 3.6. Meeting Agendas and Technical Memoranda from meetings; and
- 3.7. Meeting representation at five (5) public meetings: three (3) Specific District meetings; one (1) Workshop; and one (1) City Commission/CRA combined meeting.

4. PLACE OF PERFORMANCE: February / March CRA meetings and subsequent City Commission Public Hearing.

5. PERIOD OF PERFORMANCE: 2/10/2014 to 6/30/2014

6. SERVICES NOT INCLUDED:

- Phase I Environmental Services
- Geotechnical Services
- Subsurface Utility Locate Services
- Archaeological Studies
- Biologist/Environmental Services
- Wetland/Wildlife Impact Permitting and Mitigation
- Land or Easement Acquisition elements
- Survey Services, Platting, Boundary, Topographic, Wetland or Tree
- Landscape Design and Permitting

7. CLIENT RESPONSIBILITIES: The client shall be responsible for providing the following services or information for the consultant's/contractor's use.

- 7.1. Facility coordination and fees (if applicable)
- 7.2. Public Meeting Notification, Mailouts, and Newspaper Ads (if required)

Print Name: _____

Signature: _____

Date: _____

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CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-56 authorizing the City Manager to execute the State of Florida for State Highway System Lighting, Maintenance, and Compensation Program Agreement

SUMMARY:

The City of Palatka has for many years, cooperatively worked with the State of Florida to maintain the street lights on State roads which traverse through the City limits (SR 15, 19, and 20). The City agrees to maintain 192 of these street lights, pay for monthly electrical costs, and assume the cost of general maintenance (bulb replacement) and have ninety percent (90%) of the lights in operation on a regular basis. The City is then compensated at an annual rate of \$244.00 per fixture. The 2014-15 contracts totals \$43,428.10. This is a three (3%) increase from the previous year.

RECOMMENDED ACTION:

Adopt Resolution No. 2014-10-___, which accepts the contract with FDOT for Highway System Lighting, Maintenance, and Compensation Program, and authorizes the City Manager to execute it on behalf of the City.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Resolution</u>	Cover Memo
<input type="checkbox"/> <u>State Highway Lighting Agreement</u>	Cover Memo

RESOLUTION No. 2014-10-

A RESOLUTION OF THE CITY OF PALATKA, FLORIDA, AUTHORIZING THE CITY MANAGER AND CITY CLERK TO EXECUTE AND ATTEST THE "2014/15 STATE HIGHWAY SYSTEM LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT 'EXHIBIT A' FOR CONTRACT #AN582" WITH THE FLORIDA DEPARTMENT OF TRANSPORTATION

WHEREAS, the City of Palatka, hereinafter referred to as the "Maintaining Agency," first entered into a State Highway System Lighting, Maintenance and Compensation Agreement with the State of Florida Department of Transportation, hereinafter referred to as "the FDOT," on May 19, 2003; and

WHEREAS, the FDOT finds it is necessary for the "Maintaining Agency" to execute and deliver to the FDOT the Agreement identified as "2014/15 State Highway System Lighting, Maintenance and Compensation Agreement Exhibit A for Contract No. AN582," hereinafter referred to as 'Exhibit A,' together with Exhibits "B" and "C" as attached hereto;

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida (the "Maintaining Agency") as follows:

- 1. That Michael J. Czymbor, City Manager of the City of Palatka, Florida, be hereby authorized and directed to execute and deliver Exhibit A, attached hereto and incorporated herein, to the Florida Department of Transportation (FDOT);**
- 2. That Betsy J. Driggers, City Clerk of the City of Palatka, Florida, be hereby authorized and directed to attest Exhibit A; and**
- 3. That a certified copy of this Resolution be forwarded to FDOT along with the executed Exhibit A, together with Exhibits "B" and "C" as attached hereto and incorporated herein.**

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, as the Maintaining Agency, this 27th day of March, 2014.

CITY OF PALATKA

**By: _____
Its MAYOR**

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY



Florida Department of Transportation

RICK SCOTT
GOVERNOR

1109 South Marion Avenue
Lake City, Florida 32025

ANANTH PRASAD, PE
SECRETARY

March 10, 2014

City of Palatka
Michael J. Czymbor, City Manager
201 North 2nd Street
Palatka, FL 32177

Contract: AN582
Fin Proj. No.: 41441917804
Description: State Highway Lighting Agreement
Renewal Period: July 1, 2014 thru June 30, 2015

Maintaining Agency:

The Department has reviewed the proposed prorated budget allocation for the upcoming fiscal year which runs from July 1, 2014 through June 30, 2015 for the State Highway Lighting, Maintenance and Compensation program. The Department has determined the amount that you are currently eligible for under this program for the next year.

192 Street Lights x .9 x \$251.32 = \$43,428.10

The 90% multiplier used in the new formula shown in Exhibit B comes from paragraph 1.b. in your agreement which states that a minimum of 90% of the lights shall be operating and properly functioning.

In order to timely process the Department requires that you return Exhibit "A" and the Damage and Outage Report for the street lights that you are maintaining on the State Highway System on or before April 30, 2014.

Please sign and date: Exhibit "A" and return original signature to:

**Florida Department of Transportation
District Maintenance Contracts Office – MS 2010
1109 South Marion Avenue
Lake City, Florida 32025-5874**

If the Department does not receive the Exhibit "A" fully executed and the Damage and Outage Report you will not be eligible for reimbursement of your cost for the period from July 1, 2014 to June 30, 2015.

REMINDER: YOUR FISCAL YEAR 2013/14 INVOICE MAY BE SUBMITTED ON OR AFTER MAY 19, 2014.

If you should have any question, please feel free to contact Lisa Butler at (386) 961-7382 or email to: lisa.butler@dot.state.fl.us or Sandra Brink at (386) 961-7585 or email to: sandra.brink@dot.state.fl.us.

Sincerely,

Lizbeth A. Yates
District Maintenance Contracts Administrator

EXHIBIT "A"

Contract AN582

Maintaining Agency: City of Palatka
Contact Person: Michael J. Czymbor, City Manager
Contact Number & Email: 386-329-0104

Current Approved Amount for 2014/2015: \$ 43,428.10

Maintaining Agency Signature Date

Typed Name Typed Title

District Contracts Administrator Date

Director of Transportation Operations Date

EXHIBIT B

STATE HIGHWAY LIGHTING, MAINTENANCE AND COMPENSATION AGREEMENT

1.0 PURPOSE

This exhibit defines the method and limits of compensation to be made to the **Maintaining Agency** for the services described in this Agreement and Method by which payments will be made.

2.0 COMPENSATION

For the satisfactory completion of all services detailed in this Agreement, the Department will pay the **Maintaining Agency** the Total Lump Sum as indicated in Section 2 of the Agreement. The **Maintaining Agency** will receive one lump sum payment at the end of each fiscal year for satisfactory completion of service.

Total Lump Sum Amount for each Fiscal Year is calculated by taking all of the actual number of qualifying lights times 90% times the FY Unit Rate.

Example: $330 \text{ lights} \times 0.90 \times \$201.58 = \$59,869.26$

FY	12-13	\$201.58
	13-14	\$244.00
	14-15	\$251.32

Beginning FY 14-15, the Unit Rate for each fiscal year will be 3% more than the Unit Rate from the previous fiscal year, unless otherwise specified in an amendment to this Agreement or changed through an update of this exhibit.

Exhibit C – Contract AN582

Street Lighting Inventory Report

STATE HIGHWAYS SYSTEM LIGHTING, MAINTENANCE, AND COMPENSATION PROGRAM

Name of Maintaining Agency: City of Palatka
 Maintaining Agency Contact person: Michael J Czymbor, City Manager
 Contact phone number: 386-329-0104

State Road	From	To	# of Street Lights	Budget Amount
SR 15	East Side Memorial Br.	West Side Memorial Br.	16	
SR 15	West Side Memorial Br.	SR 100	87	
SR 15	SR 100	SR 19	7	
SR 20	SR 15	SR 19	18	
SR 19	US 17	Moody Rd	64	
		TOTAL	192	
*Total of 32 Lights are split between City of Palatka and Putnam County				
*Total of 128 Lights are split between City of Palatka and Putnam County				

*Agenda
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3c



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request for items for Special Events Permit No. 14-26 - Southside Baptist Church U-Turn Community Outreach, April 5, 2014 from 11am to 4pm- Southside Baptist Church/Casey Caison, Applicant;

1. Grant permission to exceed allowable noise levels throughout the duration of event. Allow closure of Memorial Parkway between S. 2nd Street and St. Johns Avenue for the event.
2. Grant permission to set up a tent on April 1, 2014 (one day before the three-day allowance).

SUMMARY:

Casey Caison with Southside Baptist Church has made application for the April 5, 2014 U-Turn Community Outreach event. Although Class B special events can be approved by the Special Events Coordinator, this application contains request items that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the U-Turn Community Outreach (Saturday April 26,2014 from 11am-4pm); grant permission to set up a tent on April 1, 2014 and to close Memorial Parkway between S. 2nd Street and St. Johns Avenue.

ATTACHMENTS:

	Description	Type
D	<u>Special Events Application Permit No. 14-26</u>	Backup Material

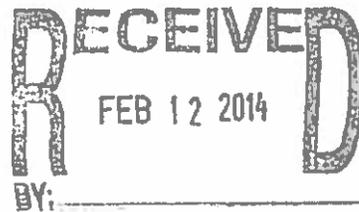
APPLICATION # 14-26

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

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



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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. Seaside Baptist Church

b. CONTACT PERSON Casey Caseri TELEPHONE _____

c. (386) 939-5597 FAX # (386) 378-9404

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

a. CONTACT PERSON _____ TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY U-TURN Community Outreach

4. _____

5. DATE & HOURS OF DESIRED USE: Saturday April 5, 2014

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
VACANT PROPERTY AT 100 MEDICAL CENTER WAY

7. ROAD CLOSURES: YES

8. REQUEST FOR NOISE VARIANCE (Dates and Times): April 5, 2014 11am-4pm

9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): _____

10. ESTIMATE OF ANTICIPATED ATTENDANCE UP TO 1000

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: _____ \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: _____ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, fishing tournaments with less than 40 boats, etc.
- d. 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. (7.5 Sales Tax)

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

14. 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 Building & Zoning Department office at 386-329-0103 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.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

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.

2/12/2014
DATE

Paul Ciccon
SIGNATURE OF APPLICANT

[Signature]
APPROVED:

SPECIAL EVENTS COORDINATOR DATE

James S. Gatchell 2/14/14
CHIEF OF POLICE DATE

**RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177**

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/14/2014 Special Events Coordinator: Thad Crowe

- | | | |
|--|-----------------------|-------------------------------------|
| <input checked="" type="checkbox"/> Site Sketch Provided | Event Classification: | |
| <input type="checkbox"/> Tentative Schedule of Events | Class A | <input type="checkbox"/> |
| | Class B | <input checked="" 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: U-Turn 2014

Type of Event: Community Outreach

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. - attach separate listing if necessary)

Kid's activities, education & information, dramas & testimonies, live music, speakers, etc.

Location of Event: 100 Memorial Parkway

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>April 5th</u>	<u>Saturday</u>	<u>11:00</u> <u>AM/PM</u>	<u>4:00</u> <u>AM/PM</u>
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) April 1st Main tent only at (time) 7:00 AM
April 4th Everything else at (time) 7:00 AM

Break down will be completed by (Date) April 5, 2014 at (time) 2:00 PM

Event Sponsor/Organization U-Turn 2014 Community Outreach

Name of Promoter: Seaside Baptist Church Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr Officer	Security Fees @ \$23/hr Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100.00

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X _____ Officers X _____ Hours \$ 0.00

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ 0.00

Building Inspector \$ 23.00 Per hour X _____ Hours \$ 0.00

Public Works Services (Class B only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ 0.00

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ 0.00

Additional Charges (List)

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 100.00

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

APPLICANT INFORMATION:

Name: Casey Carson c/o Southside Baptist Church
Telephone: _____ Fax: _____ Cellular: 386-937-4399
Address: 2920 Browns Landing Rd Palatka, FL 32147

Name: Greg Harvey c/o Southside Baptist Church
Telephone: _____ Fax: _____ Cellular: 386-546-0141
Address: 2920 Browns Landing Rd Palatka, FL 32147

Other Contacts/ Key Holders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 1000
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: _____

Number and proposed location of fire protection services: _____

Inspection(s)- Date and time requested: Friday April 4th 1:00 PM

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

Number of EMS Personnel required: _____

Number and proposed location for portable toilets: (note location on site map) (6) See site Plan

- Carnival location (if any) (note location on site map) _____
- Number of sanitation roll-out containers required _____
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, Buses, etc.) _____
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) See barricade plan
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location-also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): _____
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) _____
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): Main tent
- Staff Uniform Identification: g-shirts & name badge / lanyard
- Main sound system location: Main tent
- Number and location of special activities (launching areas, animal attractions, amusements, Car shows, parade routes, competition courses, etc.): _____

- Number and location of temporary signs/banners: (4) along Reid St.
(Sign-a-Pedes)
- Number and location of promotional visual effects: _____
- Watercraft: _____
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):
Banners in tents
- Date(s) and times of setup/ breakdown: April 1st @ 7:00AM setup main tent
April 4th @ 7:00AM set-up everything else, April 5th breakdown after 4:00PM
complete by 3:00PM
- Name(s) and Type of Musical Bands to Perform (dates & times of performance):
The Grand Cadence, Contemporary Christian Music. Perform at
Pavilion on Saturday April 5th between 11:00AM and 4:00PM
- Noise Abatement Requirements: _____
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): _____
- Handicapped Accessibility: _____

Items Outstanding:

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

- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, 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. _____

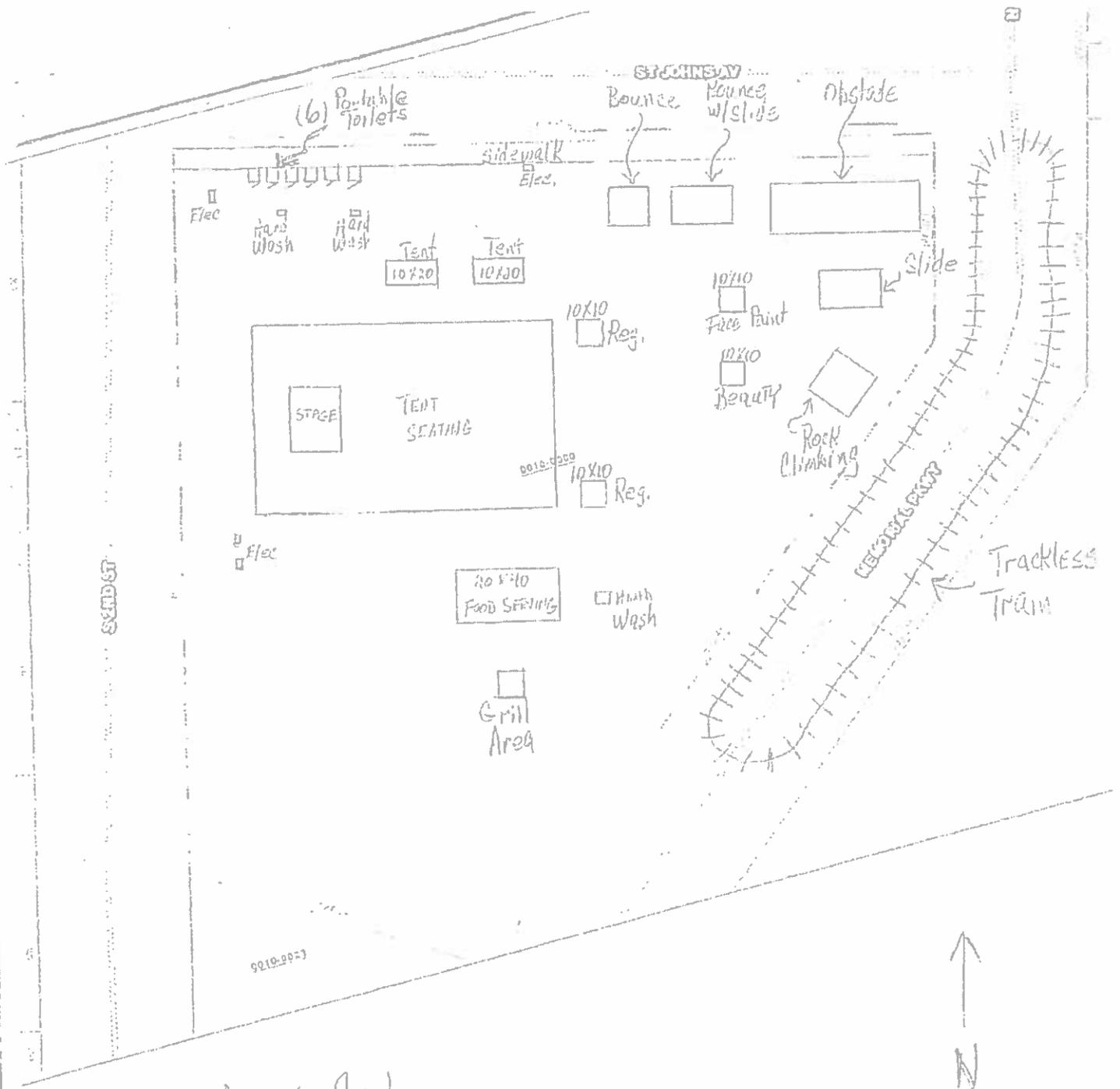
- Required Permits (federal, state, local): _____
- Alcohol License (copy)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #

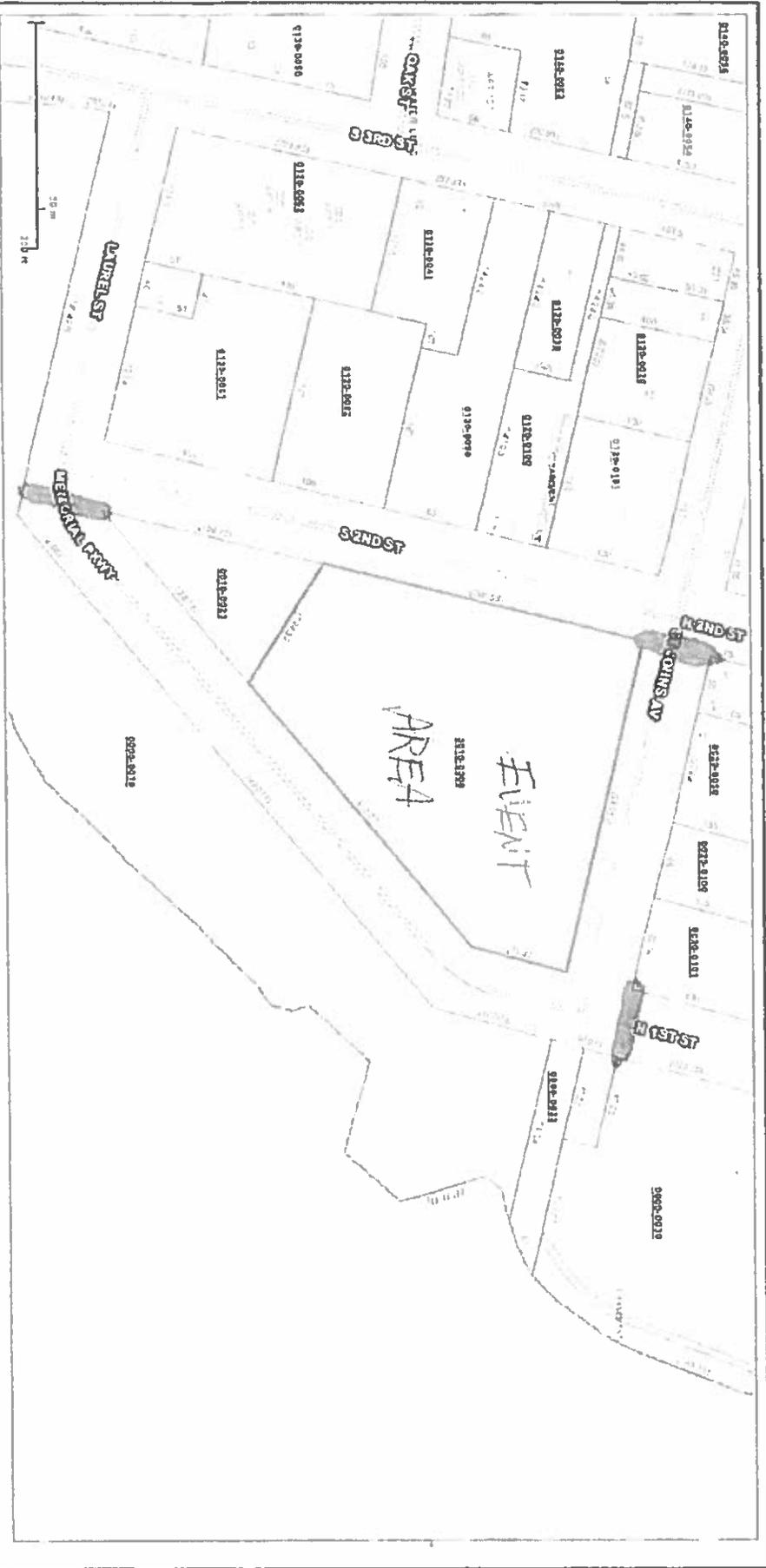


Approx. Scale
 $3/16" = 10'$



U-Turn Event

Riverfront Park



BARRICADE PLAN



U-Turn Event
Riverfront Park, Palatka FL

All provided Putnam County GIS data are to be considered a general and spatial representation that is subject to revision. This information is provided as a visual representation only and is not to be used as a legal or official representation of any boundaries. The Putnam County Board of County Commissioners as well as the constitutional officers including the Clerk of the Court Property Appraiser Sheriff Supervisor of Elections and Tri-Council assume no responsibility associated with the manner

*Agenda
Item*

3d



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request to exceed allowable noise levels for Special Events Permit No. 14-01, March of Dimes March for Babies Walk -- April 12, 2014 from 6:00 a.m. to 1:00 pm at Riverfront Park -- Putnam County March of Dimes; Betsy Trent, Applicant;

SUMMARY:

Betsy Trent, March of Dimes-Putnam County, has made application for the April 12,2014 March for Babies walk-a-thon which is sponsored by March of Dimes. Although Class C special events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the March for Babies walk-a-thon (Saturday, April 12, 2014).

ATTACHMENTS:

Description	Type
□ <u>Special Events Application Permit No. 14-01</u>	Backup Material

APPLICATION # 14-01

(circle one below)

- CLASS A PERMIT – Filing Deadline: 60 days prior to event**
- CLASS B PERMIT - Filing Deadline: 60 days prior to event**
- CLASS C PERMIT - Filing Deadline: 30 days prior to event**

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER
 - a. March of Dimes- Putnam County
 - b. CONTACT PERSON Kasey Straight-Bielecki TELEPHONE 352-229-8587
 - c. _____ FAX # 352-351-0470

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE
 - a. CONTACT PERSON _____ TELEPHONE _____
 - b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY "March for Babies"
4. 6 mile walk-a-thon to benefit March of Dimes
5. DATE & HOURS OF DESIRED USE: April 12th, 2014 6am-1:00pm
6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
Amphitheater, Park Area, Clock Tower
7. ROAD CLOSURES: None
8. REQUEST FOR NOISE VARIANCE(Dates and Times): April 12th, 2014 6am-1pm
9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): _____
10. ESTIMATE OF ANTICIPATED ATTENDANCE 400
11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES
 - a. CLASS A: _____ \$300.00- 40,000 – 80,000 in attendance per day
 - b. CLASS B: X \$100.00 per day Up to 1,000 persons per day
 - c. CLASS C: _____ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
 - d. 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)
13. OTHER COSTS : Fees will be determined at the pre-assessment meeting with the organizers and the City Department Heads.
14. 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.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all cost and reasonable attorney's fees) suffered by the City of Palatka for:

- 1) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2) Any claims persons., suits, actions, damages, or cause of actions or any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, pr by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other

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.

14. 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.

4-23-2013
DATE

Betsy Hunt
SIGNATURE OF APPLICANT

[Signature] **APPROVED:** 3/6/14
SPECIAL EVENTS COORDINATOR 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.

Jan [Signature]
Palatka Police Dept.

(FOR ADDITIONAL INFORMATION PLEASE CALL THE PARKS DEPARTMENT OFFICE AT 386-329-0175.)

*Agenda
Item*

3e



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request items for Special Events Permit No. 14-05, Arts Council of Greater Palatka "Palatka Chalk Explosion" - April 12, 2014 from 11am until 4pm- Arts Council of Greater Palatka/Denise Aikens, Applicant

1. Grant permission to exceed allowable noise levels throughout the duration of event.
2. Allow closure of the 100 and 200 block of St. Johns Avenue for the duration of event.

SUMMARY:

Denise Aikens, Arts Council of Greater Palatka has made application for the April 12, 2014 "Palatka Chalk Explosion" which is sponsored by the Arts Council of Greater Palatka. Although Class B special events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the "Palatka Chalk Explosion (April 12, 2014 from 10am to 6pm) and to close the 100 and 200 block of St. Johns Avenue.

ATTACHMENTS:

Description	Type
D Special Events Application Permit No.14-22	Backup Material

APPLICATION # 14-22

(circle one below)

- CLASS A PERMIT - Filing Deadline: 60 days prior to event
- CLASS B PERMIT - Filing Deadline: 30 days prior to event
- CLASS C PERMIT - Filing Deadline: 30 days prior to event

RECEIVED

DEC 17 2013

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
Arts Council of Greater Palatka, PO box 936, Palatka, FL 32178
CONTACT PERSON Denise Aiken TELEPHONE 356 (328-8998)
216 Reid Street FAX # _____
2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY, IF DIFFERENT FROM ABOVE

CONTACT PERSON _____ TELEPHONE: _____

FAX # _____
3. DESCRIPTION AND OR NAME OF PROPOSED ACTIVITY "Palatka Chalk Explosion"
Chalk art exhibition and competition
4. DATE & HOURS OF DESIRED USE: Apr 1 12⁰⁰ 2014 6 AM - 6 PM
5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
100 Block of St Johns Ave. of Hilton construction Mews - please see attachment
6. REQUEST FOR ROAD CLOSURES: 100 Block of St Johns Ave - please see attachment
7. REQUEST FOR NOISE VARIANCE (Dates and Times): Apr 1 12⁰⁰ 10 00 AM - 6 00 PM
8. REQUEST FOR ALCOHOL VARIANCE: N/A
9. ESTIMATE OF ANTICIPATED ATTENDANCE 200 people
10. NUMBER AND TYPE OF AUXILIARY VEHICLES EQUIPMENT _____

11. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

a) 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
b.) CLASS B:	<input checked="" type="checkbox"/>	\$100.00 per day
c) CLASS C:	_____	\$ 50.00 per day (I limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats, I-TC.
d) 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? _____

12. OTHER COSTS: Fees will be determined at the pre-assessment meeting with the organizers and the Special Events Committee.
13. 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.



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: Palatka Chalk Explosion

Type of Event: sidewalk chalk art competition and exhibition

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)
small musical acts, chalking competition, chalking performance/demonstrations, children's chalk area

Location of Event: 100 block of St. Johns Avenue

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>4/12/2014</u>	<u>Saturday</u>	<u>9:00</u> <u>AM</u> /PM	<u>5:00</u> AM/ <u>PM</u>
Event Day 2	_____	_____	_____AM/PM	_____AM/PM
Event Day 3	_____	_____	_____AM/PM	_____AM/PM
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

Set-up for event will begin on (Date) 4/11/2014 at (time) 5:00 PM

Break down will be completed by (Date) 4/12/2014 at (time) 6:30 PM

Event Sponsor/Organization Arts Council of Greater Palatka

Name of Promoter: _____ Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100.00

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X _____ Officers X _____ Hours \$ 0.00

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ 0.00

Building Inspector \$ 23.00 Per hour X _____ Hours \$ 0.00

Public Works Services (Class B only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ 0.00

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ 0.00

Additional Charges (List)

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 100.00

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

APPLICANT INFORMATION:

Name: Denise Aiken
Telephone: (386) 323-8998 Fax: _____ Cellular: _____
Address: PO Box 936 Palatka, FL 32175

Name: Luke Taft
Telephone: (386) 972-4003 Fax: _____ Cellular: _____
Address: PO Box 936 Palatka, FL 32175

Other Contacts/ Key Holders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 100
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: NA

Number and proposed location of fire protection services: NA

Inspection(s)- Date and time requested: NA

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

Number of EMS Personnel required: NA

Number and proposed location for portable toilets: (note location on site map) 2 See attached map

- Carnival location (if any) (note location on site map) NA
- Number of sanitation roll-out containers required _____
- Location of parking/transportation services, if any: NA
- Type Transport Vehicles (Van, Buses, etc.) NA
- Location of security and emergency vehicle parking on site: NA
- Public street barricades/street closures/detours: (note locations on site map) see map
- Temporary Parking, directional Signage needed: NA
- Main emergency vehicle access to site (location-also note on site map): access will be normal roadway routes. The event will not prevent emergency road use.
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands. Bleachers, hospitality tents, booths, etc.: (note on site map): _____
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) _____
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): Corner of St. Johns + 2nd Street (SE)
- Staff Uniform Identification: 1/1
- Main sound system location: _____
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): All ~~activities~~ activities will be held on the sidewalk. Music will be performed from the parking lane.

- Number and location of temporary signs/banners: _____
- Number and location of promotional visual effects: _____
- Watercraft: NA
- Aircraft: NA
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/ breakdown: _____
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): _____
- Noise Abatement Requirements: _____
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: NA
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc): NA
- Handicapped Accessibility: same as normal road and sidewalk accessibility.

Items Outstanding:

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

- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, 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)
- _____
- _____
- _____

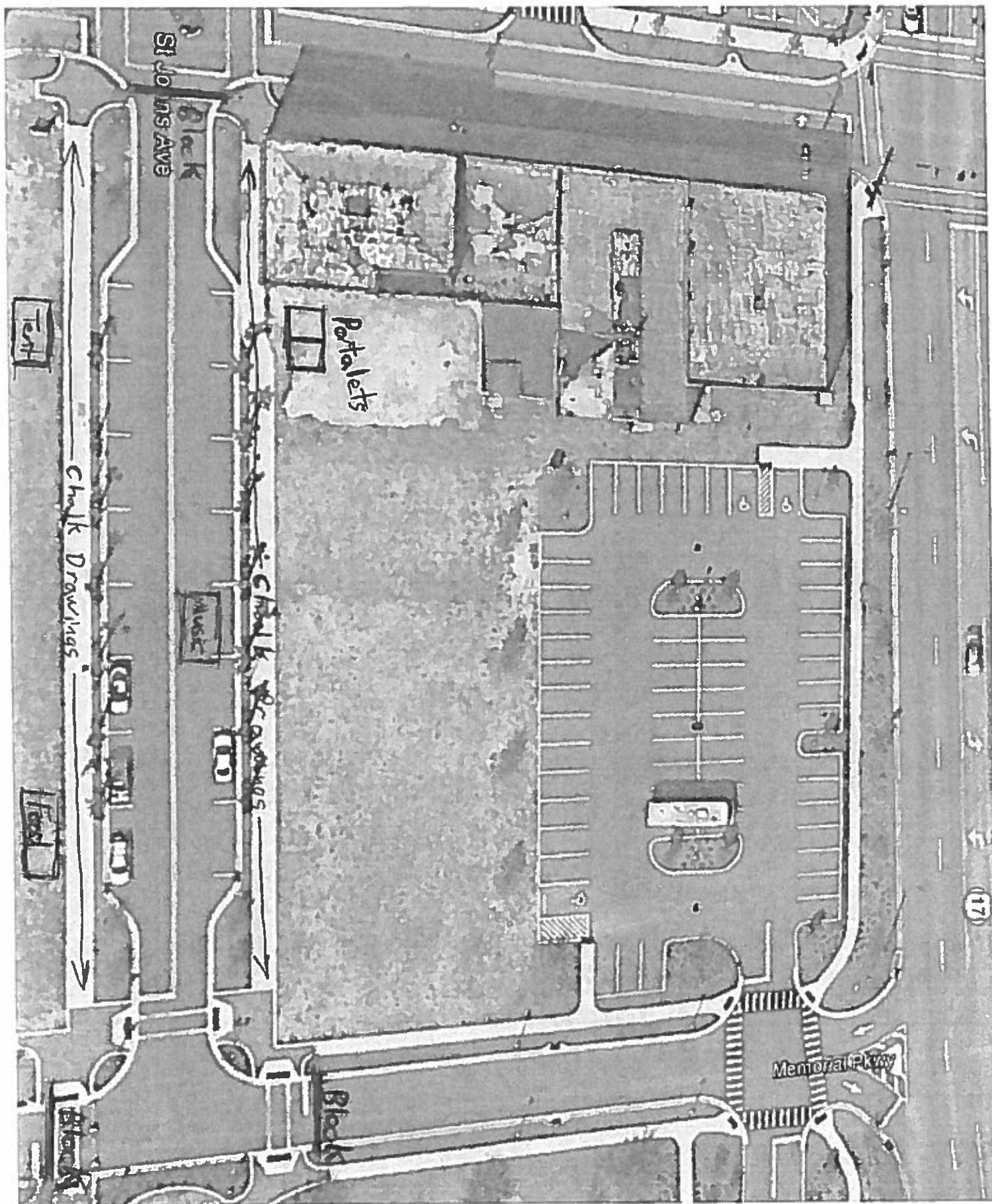
PRE-PLANNING MEETING

Name of Special Event: Palatka Chalk Explosion Date 4-12-2014

Persons Attending Planning Meeting:

<u>Name</u>	<u>Representing</u>	<u>Position</u>	<u>Phone #</u>
<u>Luke Jaff</u>	<u>Arts Council</u>	<u>Festival Chair</u>	<u>386-972-4003</u>
<u>Kala Davis</u>	<u>Arts Council</u>	<u>Festival Co Chair</u>	<u>386-916-0841</u>

Palatka Chalk Explosion April 12th



Palatka Chalk Explosion Schedule for April 12th 2014

5:30 AM – Arts Council begins set up

8:00 AM- 10:00 AM- Competing artists arrive, sign in (including waver that releases The City of Palatka and the Arts Council of Greater Palatka from liability of bodily harm), and begin work on art.

9:00 AM- 5:00 PM- Event is open to general public to participate in chalk drawings.

10:00 AM – 4:00 PM- Music will be performed by various bands.

4:00 PM- 5:00 PM- Competition pieces are judged and awards are announced.

5:00 PM- 6:00 PM- Event will be broken down and garbage removed.

*Agenda
Item*

3f



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve Request Items for Special Events Permit No. 14-27 -- Palatka Main Street 3rd Friday Street Party- April 18,2014; May 16, 2014; and June 20, 2014 from 6pm until 9pm- Palatka Main Street, Inc./Charles Rudd, Applicant

1. Grant Permission to exceed allowable noise levels throughout the duration of the event;
2. Grant Permission for sales and consumption of alcoholic beverages throughout the duration of the event;
3. Allow the closure of the 200,300, and 400 block of St. Johns Avenue for the duration of the April 18, May 16 and June 20 events

SUMMARY:

Charles Rudd, Main Street Manager, has made application for the April, May, and June Downtown Palatka 3rd Friday Downtown Street Party, which is sponsored by Palatka Main Street, Inc. Although Class B special events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant special request items for Special Events Permit #14-27 - Main Street 3rd Friday Downtown Street Party on April 18,2014; May 16, 2014; and June 20, 2014 from 6:00 pm to 10:00 pm

ATTACHMENTS:

Description	Type
D <u>Special Events Application Permit No. 14-27</u>	Backup Material

APPLICATION # 14-27

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

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

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. Palatka Main Street/CRA

b. CONTACT PERSON Charles Rudd TELEPHONE (386)329-0100 Ext. 333

c. _____ FAX # _____

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

a. CONTACT PERSON _____ TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 3rd Friday Downtown Street Party

4. _____

5. DATE & HOURS OF DESIRED USE: 4/18/14; 5/16/14; 6/20/14 from 6pm-10pm

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

7. ROAD CLOSURES: 200 to 400 Block of St. Johns Ave

8. REQUEST FOR NOISE VARIANCE(Dates and Times): 4/18/14; 5/16/14; 6/20/14 from 6pm-10pm

9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): 4/18/14; 5/16/14; 6/20/14 from 6pm-10pm;
200 to 400 Block of St. Johns Ave

10. ESTIMATE OF ANTICIPATED ATTENDANCE 75 – 100

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: _____ \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B: _____ \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: X \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
- d. 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)

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

14. 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.



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: 3rd Friday Downtown Street Party

Type of Event: Street Party

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary) Stage with Live Music, Food & Product Vendors, Beer and Wine, Seating Area

Location of Event: 200 to 400 block of St. Johns Ave

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>4/18/14</u>	<u>Friday</u>	<u>6:00</u> <u>AM</u> <input checked="" type="checkbox"/> <u>PM</u>	<u>10:00</u> <u>AM</u> <input checked="" type="checkbox"/> <u>PM</u>
Event Day 2	<u>5/16/14</u>	<u>Friday</u>	<u>6:00</u> <u>AM</u> <input checked="" type="checkbox"/> <u>PM</u>	<u>10:00</u> <u>AM</u> <input checked="" type="checkbox"/> <u>PM</u>
Event Day 3	<u>6/20/14</u>	<u>Friday</u>	<u>6:00</u> <u>AM</u> <input checked="" type="checkbox"/> <u>PM</u>	<u>10:00</u> <u>AM</u> <input checked="" type="checkbox"/> <u>PM</u>
Event Day 4	_____	_____	_____ <u>AM</u> <input type="checkbox"/> <u>PM</u>	_____ <u>AM</u> <input type="checkbox"/> <u>PM</u>

Set-up for event will begin on (Date) 4/18/14; 5/16/14; 6/20/14 at (time) 4:00pm

Break down will be completed by (Date) 4/18/14; 5/16/14; 6/20/14 at (time) 10:00pm to Midnight

Event Sponsor/Organization Palatka Main Street/CRA

Name of Promoter: Charles Rudd Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

“Class A” Event Daily Fees (see fee schedule) Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Refundable Deposit \$500.00	“Class B” Event Daily Fees \$100.00/day Security Fees @ \$23/hr/Officer Green Container Fees @ \$15/container Public Works Employees @ \$14.00/hr (no charge during normal working hours)	“Class C” Event Daily Fees \$50/day Security Fees @ \$23/hr/Officer Green Container Fee@\$15/container
--	---	--

Special Events Permit Fees \$ 50.00 Per day X 3 Days \$ 150.00

Law Enforcement (City)
Police Officer(s) \$ 23.00 Per hour X 6 Officers X 12 Hours \$ 552.00

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (Class B only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ _____

Additional Charges (List)

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 702.00

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

APPLICANT INFORMATION:

Name: Charles Rudd
Telephone: (386)329-0100 Ext. 333 Fax: _____ Cellular: (352)455-1180
Address: _____

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

Other Contacts/ Key Holders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 2 _____ Day 3 _____ Day 4 _____ Day 1 75-100
Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials
and/or incendiary devices to be used: _____

Number and proposed location of fire protection services: _____

Inspection(s)- Date and time requested: _____

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

Number of EMS Personnel required: _____

Number and proposed location for portable toilets: (note location on site map) 3rd Street _____

- Carnival location (if any) (note location on site map) _____
- Number of sanitation roll-out containers required _____
- Location of parking/transportation services, if any: _____

- Type Transport Vehicles (Van, Buses, etc.) _____
- Location of security and emergency vehicle parking on site: _____

- Public street barricades/street closures/detours: (note locations on site map) See Attached Map _____

- Temporary Parking, directional Signage needed: _____

- Main emergency vehicle access to site (location-also note on site map): _____

- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): See Attached Map _____

- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) See Attached Map _____

- Number and location of static/mobile displays (note on site map): See Attached Map _____

- Location of event staff management (headquarters): _____

- Staff Uniform Identification: _____
- Main sound system location: See Attached Map _____
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): See Attached Map _____

- Number and location of temporary signs/banners: _____

- Number and location of promotional visual effects: _____

- Watercraft: _____
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):

- Date(s) and times of setup/ breakdown: See Attached _____

- Name(s) and Type of Musical Bands to Perform (dates & times of performance): Varies each month

- Noise Abatement Requirements: _____

- Adjoining Properties Impacted (Notification needed?): _____

- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____

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

- Handicapped Accessibility: _____

Items Outstanding:

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

- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, 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, _____

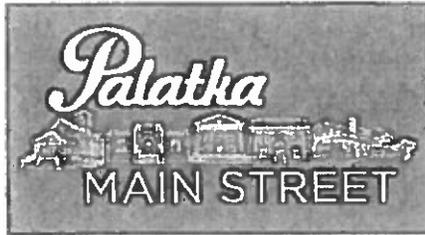
- Alcohol Liability Certificate of Insurance- City as "Additional Insured"
- Required Permits (federal, state, local): _____
- Alcohol License (copy)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #



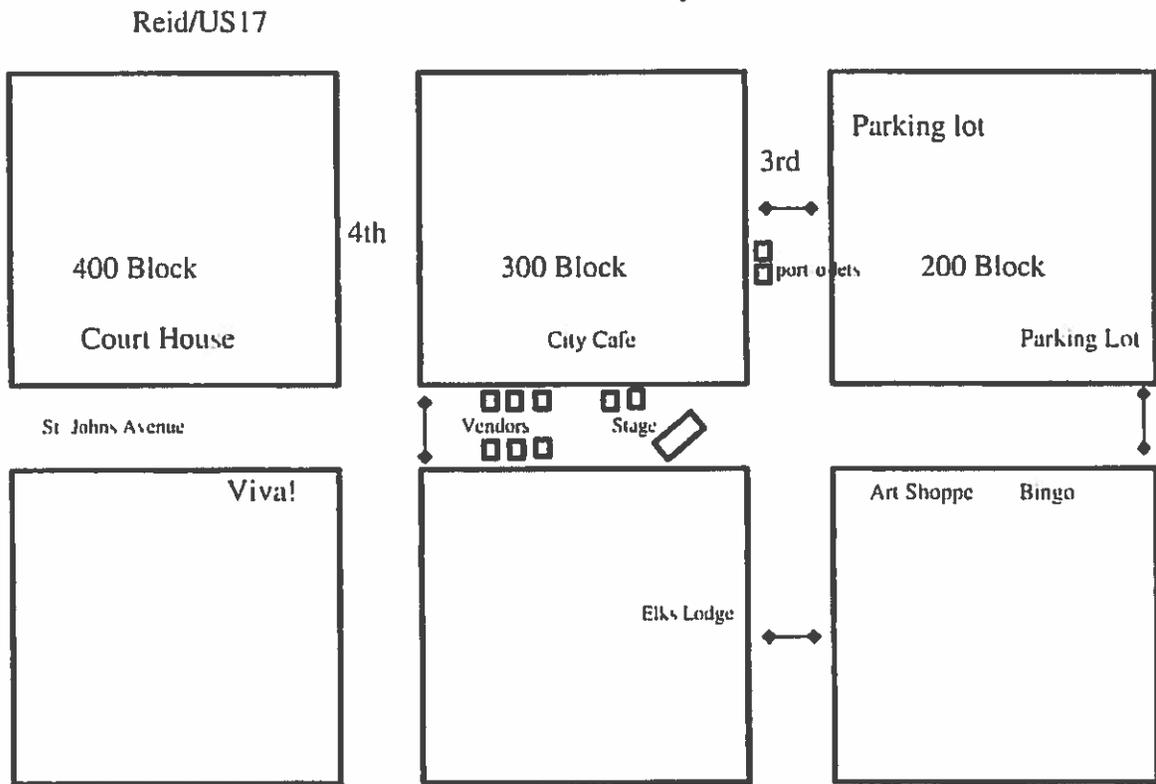
REVITALIZATION-IT'S OUR NATURE

Dates for Third Friday Downtown Street Parties with alcohol and noise variances:

- | | | |
|-------------|----------|--------------|
| January 17 | April 18 | July 18 |
| February 21 | May 16 | August 15 |
| March 21 | June 20 | September 19 |

Set up 4-6 pm
 Event time 6-10 pm
 Clean up 10 pm to Midnight

Event Map
 Downtown Street Party



*Agenda
Item*

3g



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request items for Special Events Permit No. 14-28 -- Palatka Main Street 4th Saturday Cruise-In, April 26, 2014; May 24, 2014 and June 28, 2014 from 6:00 p.m. to 9:00 p.m. - Palatka Main Street, Inc./Charles Rudd, Applicant

1. Grant permission to exceed allowable noise levels throughout the duration of events.
2. Allow closure of the 600, 700, and 800 block of St. Johns Avenue for events.

SUMMARY:

Charles Rudd, Main Street Manager, has made application for the April, May and June Downtown Palatka Cruise-In, which is sponsored by Palatka Main Street, Inc. Although some special events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the Downtown Cruise-In on Saturday April 26, 2014; May 24, 2014; and June 28, 2014 from 6pm to 9pm; and to close the 600, 700, and 800 block of St. Johns Avenue during those events.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> <u>Special Events Application Permit No. 14-28</u>	Backup Material

APPLICATION # 14-28

(circle one below)

CLASS A PERMIT – Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

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

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER

a. Palatka Main Street/CRA

b. CONTACT PERSON Charles Rudd TELEPHONE (386)329-0100 Ext. 333

c. _____ FAX # _____

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

a. CONTACT PERSON _____ TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Downtown Cruise-In 4th Saturday

4. _____

5. DATE & HOURS OF DESIRED USE: 4/26/14; 5/24/14; 6/28/14 from 6pm-9pm

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

7. ROAD CLOSURES: 600 to 800 Block of St. Johns Ave

8. REQUEST FOR NOISE VARIANCE(Dates and Times): 4/26/14; 5/24/14; 6/28/14 from 6pm-9pm

9. REQUEST FOR ALCOHOL VARIANCE(Dates,Times,Location): _____

10. ESTIMATE OF ANTICIPATED ATTENDANCE 50 – 100

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: _____ \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B: _____ \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: X \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats. Etc.
- d. 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)

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

14. 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 Building & Zoning Department office at 386-329-0103 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.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitees and/or any other persons.

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 1/28/14 SIGNATURE OF APPLICANT Thad Crowe

APPROVED:

 SPECIAL EVENTS COORDINATOR DATE 3/6/14

 CHIEF OF POLICE DATE 2/12/14

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



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: Downtown Cruise-In 4th Saturday

Type of Event: Cruise –In/Car Show

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary) Automobile Displays, DJ, Live Music (on occasions)

Location of Event: 600 to 800 block of St. Johns Ave

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin		End
Event Day 1	<u>4/26/14</u>	<u>Saturday</u>	<u>5:00</u>	<u>AM/PM</u>	<u>9:00</u> <u>AM/PM</u>
Event Day 2	<u>5/24/14</u>	<u>Saturday</u>	<u>5:00</u>	<u>AM/PM</u>	<u>9:00</u> <u>AM/PM</u>
Event Day 3	<u>6/28/14</u>	<u>Saturday</u>	<u>5:00</u>	<u>AM/PM</u>	<u>9:00</u> <u>AM/PM</u>
Event Day 4	_____	_____	_____	AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 4/26/14; 5/24/14; 6/28/14 at (time) 4:00pm

Break down will be completed by (Date) 4/26/14; 5/24/14; 6/28/14 at (time) 10:00pm

Event Sponsor/Organization Palatka Main Street/CRA

Name of Promoter: Charles Rudd Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee@\$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$50.00 Per day X 3 Days \$ 150.00

Law Enforcement (City)
Police Officer(s) \$ 23.00 Per hour X ___ Officers X ___ Hours \$ _____

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ _____

Building Inspector \$ 23.00 Per hour X _____ Hours \$ _____

Public Works Services (Class B only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ _____

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ _____

Additional Charges (List)

_____ \$ _____
_____ \$ _____
_____ \$ _____
_____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 150.00

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

APPLICANT INFORMATION:

Name: Charles Rudd
Telephone: (386)329-0100 Ext. 333 Fax: _____ Cellular: (352)455-1180
Address: _____

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

Other Contacts/ Key Holders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 50-100
Day 2 _____ Day 3 _____ Day 4 _____ Day 5 _____

Type of special effects to include pyrotechnics, explosives, discharging weapons, hazardous materials and/or incendiary devices to be used: _____

Number and proposed location of fire protection services: _____

Inspection(s)- Date and time requested: _____

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

Number of EMS Personnel required: _____

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

- Carnival location (if any) (note location on site map) _____
- Number of sanitation roll-out containers required _____
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, Buses, etc.) _____
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) See Attached Map _____
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location-also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): See Attached Map _____
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) See Attached Map _____
- Number and location of static/mobile displays (note on site map): See Attached Map _____
- Location of event staff management (headquarters): _____
- Staff Uniform Identification: _____
- Main sound system location: See Attached Map _____
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): See Attached Map _____

- Number and location of temporary signs/banners: _____

- Number and location of promotional visual effects: _____

- Watercraft: _____
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):

- Date(s) and times of setup/ breakdown: See Attached _____

- Name(s) and Type of Musical Bands to Perform (dates & times of performance): Usually DJ and on
Occasionally bands _____

- Noise Abatement Requirements: _____

- Adjoining Properties Impacted (Notification needed?): _____

- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____

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

- Handicapped Accessibility: _____

Items Outstanding:

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

- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, 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, _____

- Alcohol Liability Certificate of Insurance- City as "Additional Insured"
- Required Permits (federal, state, local): _____
- Alcohol License (copy)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #



REVITALIZATION-IT'S OUR NATURE

Dates for Downtown Cruise-in with noise variances:

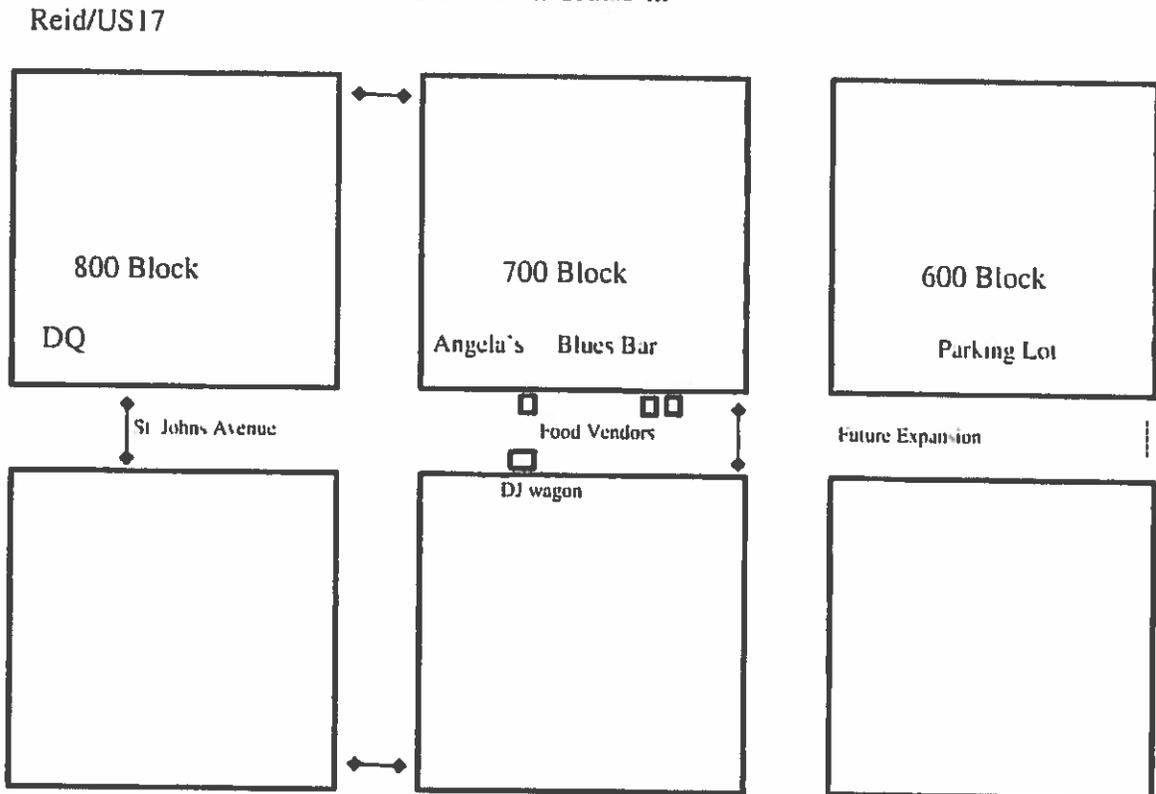
January 25, February 22, March 22

Set up 5-6 pm
 Event time 6-9 pm
 Clean up 9-10 pm

April 26 July 26
 May 24 August 23
 June 28 September 27

Set up 4-5 pm
 Event time 5-8 pm
 Clean up 8-9 pm

Event Map
 Downtown Cruise-in



*Agenda
Item*

3h



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request for Special Events Permit No. 14-24 -- OGS Tournament Trails Hospice Bass Tournament-April 26, 2014 from 3am to 5pm - OGS Tournament Trails; Mike Oglesbee, Applicant;

1. Grant permission to exceed allowable noise levels throughout the duration of event.
2. Allow closure of Memorial Parkway from 1st Street and St. Johns Avenue at 1st Street.

SUMMARY:

Mike Oglesbee, OGS Tournament Trails, has made application for the April 26, 2014 Hospice Bass Tournament which is sponsored by OGS Trail Tournament. Although Class B special events can be approved by the Special Events Coordinator, this application contains requests that must go before the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the Hospice Bass Tournament on Saturday, April 26, 2014 from 3am to 5pm; and to close Memorial Parkway from 1st Street and St. Johns Avenue at 1st Street for duration of the event

ATTACHMENTS:

Description	Type
D <u>Special Events Application Permit No. 14-24</u>	Backup Material

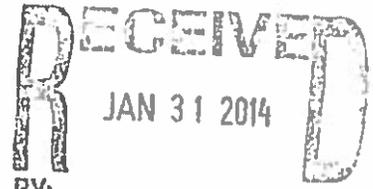
APPLICATION # 1434

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 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

a. OGS TOURNAMENT TRAILS

b. CONTACT PERSON MIKE OGLESBEE TELEPHONE: 386 546-3614

c. 330 KEOWM AVE. POMONA PARK FL. 32181

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

NORTHEAST FLORIDA ASSOCIATION OF REALTORS

a. CONTACT PERSON GLENN EAST TELEPHONE 904 613 8568

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY BASS TOURNAMENT

4. _____

5. DATE & HOURS OF DESIRED USE: APRIL 26, 2014 3 AM - 5 PM

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

CITY DOCK - AMPHITHEATER

7. ROAD CLOSURES: REVER ST FROM 1ST, ST JOHNS AVE AT 1ST
Memorial Parkway

8. REQUEST FOR NOISE VARIANCE (Dates and Times): 3 AM - 5 PM

9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): NA

10. ESTIMATE OF ANTICIPATED ATTENDANCE 600 TOTAL PEOPLE 50 BOATS

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT TRUCK TRAILER
COMBO - GOLF CART

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings Fishing tournaments with less than 40 boats. Etc
- d. 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. (1% Sales Tax)

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

14. 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 Building & Zoning Department office at 386-329-0103 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.

The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitee and/or any other persons.

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.

1/31/2014
DATE

Mit Oglester
SIGNATURE OF APPLICANT

[Signature]
APPROVED:
SPECIAL EVENTS COORDINATOR DATE

Gary S. Getchell 2/14/14
CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: 2/21/2014 Special Events Coordinator: Thad Crowe

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

Type of Event: BASS TOURNAMENT FAMILY FUN DAY

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. - attach separate listing if necessary)

FISHING COMPETITIONS, ARTS CRAFTS DISPLAYS, FOOD VENDERS

Location of Event: CITY DOCK - AMPHITHEATER

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>4/26/2014</u>	<u>SAT</u>	<u>3:00</u> AM /PM	<u>5:00</u> AM/ PM
Event Day 2	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 3	_____	_____	_____ AM/PM	_____ AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) 4/25/2014 at (time) 5:00 PM

Break down will be completed by (Date) 4/26/2014 at (time) 7:00 PM

Event Sponsor/Organization Northeast Florida Association of Realtors

Name of Promoter: Mike Dalesbee & Glenn East Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ 100 Per day X 1 Days \$ 100.00

Law Enforcement (City)
Police Officer(s) \$ 23.00 Per hour X _____ Officers X _____ Hours \$ 0.00

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ 0.00

Building Inspector \$ 23.00 Per hour X _____ Hours \$ 0.00

Public Works Services (Class B only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ 0.00

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ 0.00

Additional Charges (List)

\$ _____

\$ _____

\$ _____

\$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 100.00

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

APPLICANT INFORMATION:

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

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

Other Contacts/ Key Holders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 2 600 Day 3 _____ Day 4 _____ Day 1 _____ Day 5 _____

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

Number and proposed location of fire protection services: _____

Inspection(s)- Date and time requested: 4/26/2014 11 AM

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

Number of EMS Personnel required: _____

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

- Carnival location (if any) (note location on site map) NA
- Number of sanitation roll-out containers required _____
- Location of parking/transportation services, if any: NA
- Type Transport Vehicles (Van, Buses, etc.) NA
- Location of security and emergency vehicle parking on site: NA
- Public street barricades/street closures/detours: (note locations on site map) See attached map
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location-also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): _____
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) _____
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): _____
- Staff Uniform Identification: _____
- Main sound system location: _____
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): _____

- Number and location of temporary signs/banners: _____

- Number and location of promotional visual effects: _____

- Watercraft: _____
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):

- Date(s) and times of setup/ breakdown: _____

- Name(s) and Type of Musical Bands to Perform (dates & times of performance): _____

- Noise Abatement Requirements: _____

- Adjoining Properties Impacted (Notification needed?): _____

- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____

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

- Handicapped Accessibility: _____

Items Outstanding:

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

- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, 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)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #

Water

Dock/Weigh-In

6' table for prizes/trophies

KEY

- Booth with electricity
- Restrooms
- 10'x10' Booth
- Power with 2 outlets

Plants

Amphitheatre Seating

Plants

2 - 10'x20' Tents with fans

Kid's Casting Tournament Area

Fish Tank Fishing 2 9' tanks



Clock tower

28
29

26
27

25
24

23
22
21
20
19

18
17
16e
15e
14e

11 12e 13e

10
9

8e 7e 6e 5e 4 3 2 1

PARKING LOT

Inflatable Slide 8'x22'

CAR SHOW

VENDOR PARKING LOT

B R I D G E & U S 1 7

*Agenda
Item*

3ú



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve Special Request Items for Special Events Permit No. 14-23, Palatka Yacht Club "61st Annual Mug Race" as follows:

1. Allow sale/consumption of alcoholic beverages within the City of Palatka Riverfront Park, between the Memorial Bridge & the Boat House Marina on River St.(as shown on the site plan), and also including the "100 Block" (between Reid, N. 2nd, St. Johns, and N. 1st Streets) for the 61st Annual Mug Race on May 2, 2014 from 4:00 pm-9:00 pm.
2. Approve request to exceed allowable noise levels on May 2, 2014 from 5:00 pm to 9:00 pm.
3. Approve request to allow participants to camp overnight within the City of Palatka Riverfront Park (for the security of the boat vessels).

SUMMARY:

Palatka Yacht Club has made application for a Special Events Permit for the 61st Annual Mug Race at the Riverfront Park on Friday & Saturday, May 2 and 3, 2014. The application contains a request to allow public consumption of alcohol and for permission to exceed allowable noise levels set by Chapter 30, Article IV of the Palatka Municipal Code. They will begin selling beer and wine at 4:00 pm on Friday, May 2. This request covers the area shown on the map including City of Palatka Riverfront Park between the Memorial Bridge & the Boat House Marina on River St., also including the "100 Block" as shown on the site plan.

Palatka Yacht Club has also requested permission to exceed allowable noise levels for the "61st Annual Mug Race" on May 2, 2014 from 5:00pm until 9:00pm, for live entertainment, and to allow participants to camp overnight at the City of Palatka Riverfront Park in order to provide security for boats and equipment.

RECOMMENDED ACTION:

Approve all special request items for Special Events Permit No. 14-23, "61st Annual Mug Race" May 2 - 3, 2014 -- Palatka Yacht Club, Applicant

ATTACHMENTS:

Description	Type
D <u>Special Events Application Permit No. 14-23</u>	Backup Material

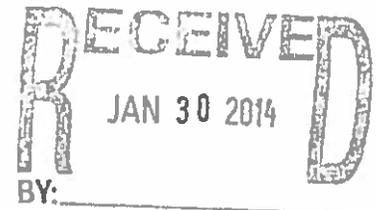
APPLICATION # 1423

(circle one below)

CLASS A PERMIT - Filing Deadline: 60 days prior to event

CLASS B PERMIT - Filing Deadline: 60 days prior to event

CLASS C PERMIT - Filing Deadline: 30 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 P.O. Box 2004 Palatka, FL 32178
 - a. Palatka Yacht Club 131 Crystal Cove Drive Palatka, FL 32177
 - b. CONTACT PERSON Dario L. Girardin TELEPHONE 386-328-1774
 - c. Cell phone 386-937-1566 FAX # _____

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

Same

- a. CONTACT PERSON _____ TELEPHONE _____
- b. _____ FAX # _____

- 3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY 61st Annual Mug Race
- 4. Sailboat Race from Palatka to Jacksonville
- 5. DATE & HOURS OF DESIRED USE: May 2 thru May 4 to allow for set up & break down
- 6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
City Boat Ramp to Memorial Bridge
- 7. ROAD CLOSURES: Reid Street & Memorial drive, Second Street & Memorial drive, 2nd street & St Johns Ave
- 8. REQUEST FOR NOISE VARIANCE (Dates and Times): Friday May 2 5PM until 9PM
- 9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): Friday May 2 4PM - 9PM
- 10. ESTIMATE OF ANTICIPATED ATTENDANCE: 500
- 11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

- a. CLASS A: \$300.00- 1,001 to 80,000 in attendance per day
- b. CLASS B: \$100.00 per day Up to 1,000 persons per day
- c. CLASS C: \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing tournaments with less than 40 boats, Etc.
- d. 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 (Sales Tax)

- 13. OTHER COSTS : Fees will be determined at the pre assessment meeting with the organizers and the City Department Heads.
- 14. 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 Building & Zoning Department office at 386-329-0103 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.

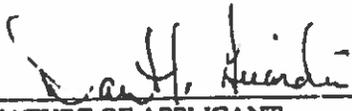
The applicant(s) agrees to hold harmless and indemnify the City of Palatka, its officers, agents and employees against any loss, damage or expense (including all costs and reasonable attorney's fees) suffered by the City of Palatka for:

- 1.) Any breach of the terms of the permit or any inaccuracy in or breach of any representation, warranty or covenant made by the applicant(s) to the City of Palatka as an inducement to the granting of the permit.
- 2.) Any claims, suits, actions, damages or cause of actions for any personal injury, loss of life or damages to personal or real property sustained by reason of, result of, or by presence of the applicant(s) on public property by applicant's agents, employees, invitees and/or any other persons.

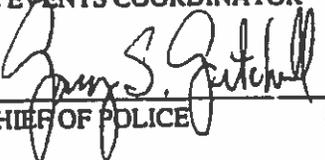
ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for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

January 29, 2014
DATE


SIGNATURE OF APPLICANT

APPROVED:

SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE 2/14/14

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177

(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)



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: Mug Race

Type of Event: Sailboat Race

Type of Event Activities (concerts, street dances, races, contests, competitions, regattas, arts/crafts displays, still motion picture production, etc. – attach separate listing if necessary)

Location of Event: _____

Requested dates and time of events (not including set-up and break down):

	Date	Day	Begin		End	
Event Day 1	<u>May 2</u>	<u>1</u>	<u>8:00</u>	<u>(AM/PM)</u>	<u>12:00</u>	<u>(AM/PM)</u>
Event Day 2	<u>May 3</u>	<u>2</u>	<u>12:00</u>	<u>(AM/PM)</u>	<u>12:00</u>	<u>AM/PM</u>
Event Day 3	<u>May 4</u>	<u>3</u>		<u>AM/PM</u>		<u>AM/PM</u> <u>breakdown</u>
Event Day 4				<u>AM/PM</u>		<u>AM/PM</u>

Set-up for event will begin on (Date) May 2 at (time) 9:00 AM

Break down will be completed by (Date) May 3 & 4 at (time) 5:00 PM

Event Sponsor/Organization Palatka Yacht Club

Name of Promoter: David Girardin Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

"Class A" Event	"Class B" Event	"Class C" Event
Daily Fees (see fee schedule)	Daily Fees \$100.00/day	Daily Fees \$50/day
Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer	Security Fees @ \$23/hr/Officer
Green Container Fees @ \$15/container	Green Container Fees @ \$15/container	Green Container Fee @ \$15/container
Refundable Deposit \$500.00	Public Works Employees @ \$14.00/hr (no charge during normal working hours)	

Special Events Permit Fees \$ 100 Per day X 2 Days \$ 200.00

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X 2 Officers X 4.5 Hours \$ 207.00

Fire Personnel \$ 23.00 Per hour X _____ Hours \$ 0.00

Building Inspector \$ 23.00 Per hour X _____ Hours \$ 0.00

Public Works Services (Class B only-no charge during regular working hours)

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ 0.00

Sanitation Equipment Fee
Green Roll-Out Containers _____ X \$15.00 Per Container \$ 0.00

Additional Charges (List)

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 407.00

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

APPLICANT INFORMATION:

Name: Palatka Yacht Club
Telephone: 386-328-1774 Fax: _____ Cellular: 386-937-1566
Address: 131 Crystal Cove Drive, Palatka, FL 32177 P.O. Box 2004
Palatka, FL 32178

Name: David L. Girardin
Telephone: 386-328-1774 Fax: _____ Cellular: 386-937-1566
Address: P.O. Box 392 E. Palatka, FL 32131

Other Contacts/ Key Holders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 500
Day 2 300 Day 3 _____ Day 4 _____ Day 5 _____

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

Number and proposed location of fire protection services: None

Inspection(s)- Date and time requested: May 2, 4PM at the River Front Amphitheater

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

Number of EMS Personnel required: None

Number and proposed location for portable toilets: (note location on site map) 4
See map.

- Carnival location (if any) (note location on site map) _____
- Number of sanitation roll-out containers required 4
- Location of parking/transportation services, if any: _____
- Type Transport Vehicles (Van, Buses, etc.) _____
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) 3
- Temporary Parking, directional Signage needed: _____
- Main emergency vehicle access to site (location-also note on site map): _____
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, Bleachers, hospitality tents, booths, etc.: (note on site map): ON MAP
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map) _____
- Number and location of static/mobile displays (note on site map): _____
- Location of event staff management (headquarters): _____
- Staff Uniform Identification: Mug Race Staff T-shirts
- Main sound system location: _____
- Number and location of special activities (launching areas, animal attractions, amusements Car shows, parade routes, competition courses, etc.): _____

- Number and location of temporary signs/banners: Ø
- Number and location of promotional visual effects: Ø
- Watercraft: 125 sailboats
- Aircraft: _____
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.):
Ø
- Date(s) and times of setup/ breakdown: May 2 set up May 3 breakdown
- Name(s) and Type of Musical Bands to Perform (dates & times of performance): _____
- Noise Abatement Requirements: Band will stop playing at 9:00 PM
- Adjoining Properties Impacted (Notification needed?): None
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: May 2 4PM-9:PM
Palatka Riverfront between Memorial Bridge & Boat House Marina
up to second street
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc):
Temporary license
- Handicapped Accessibility: On site

Items Outstanding:

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

- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, 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, _____

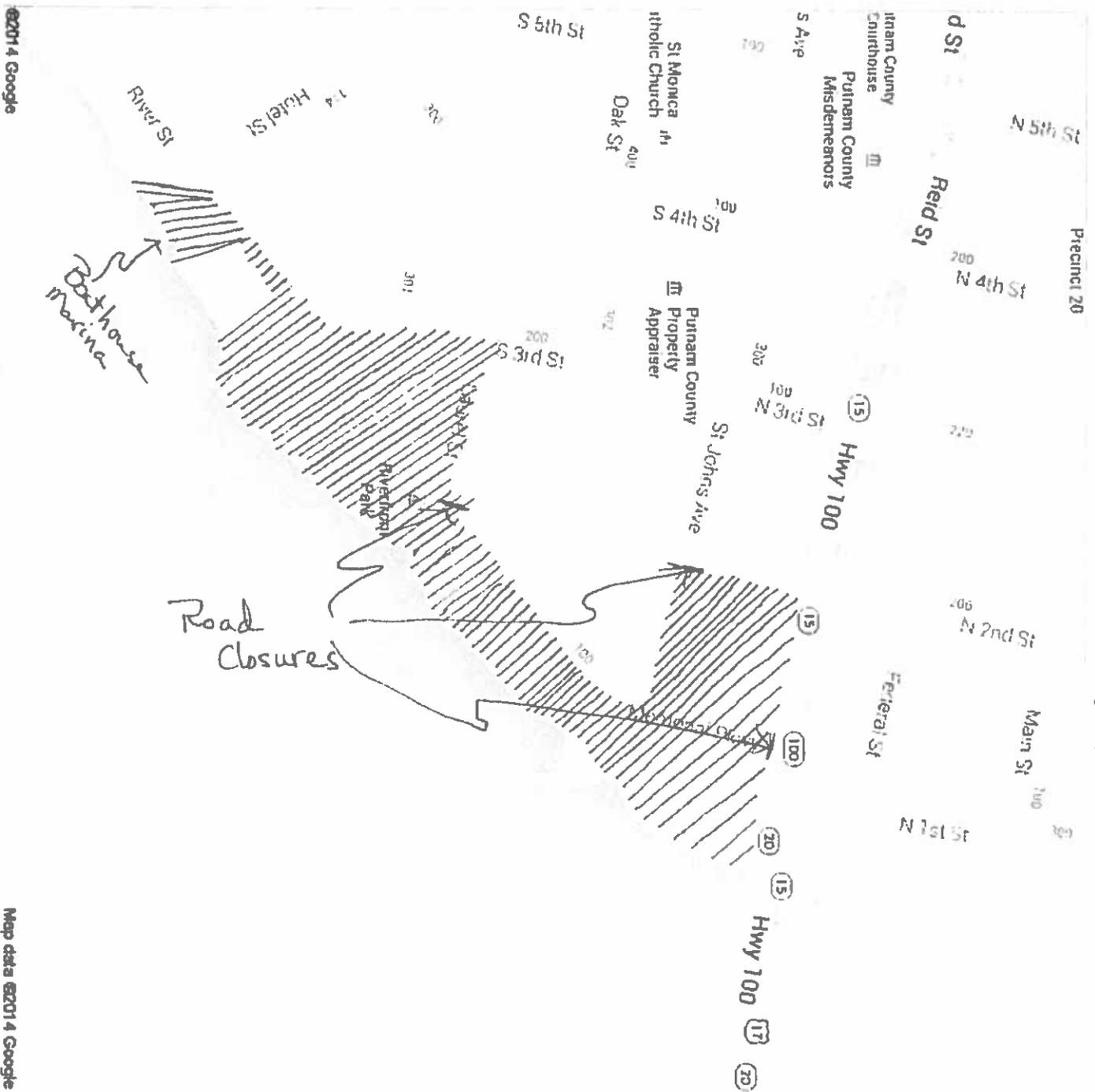
- Required Permits (federal, state, local): _____
- Alcohol License (copy)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #



Map showing area (shaded) of Alcohol variance,
Road closures,

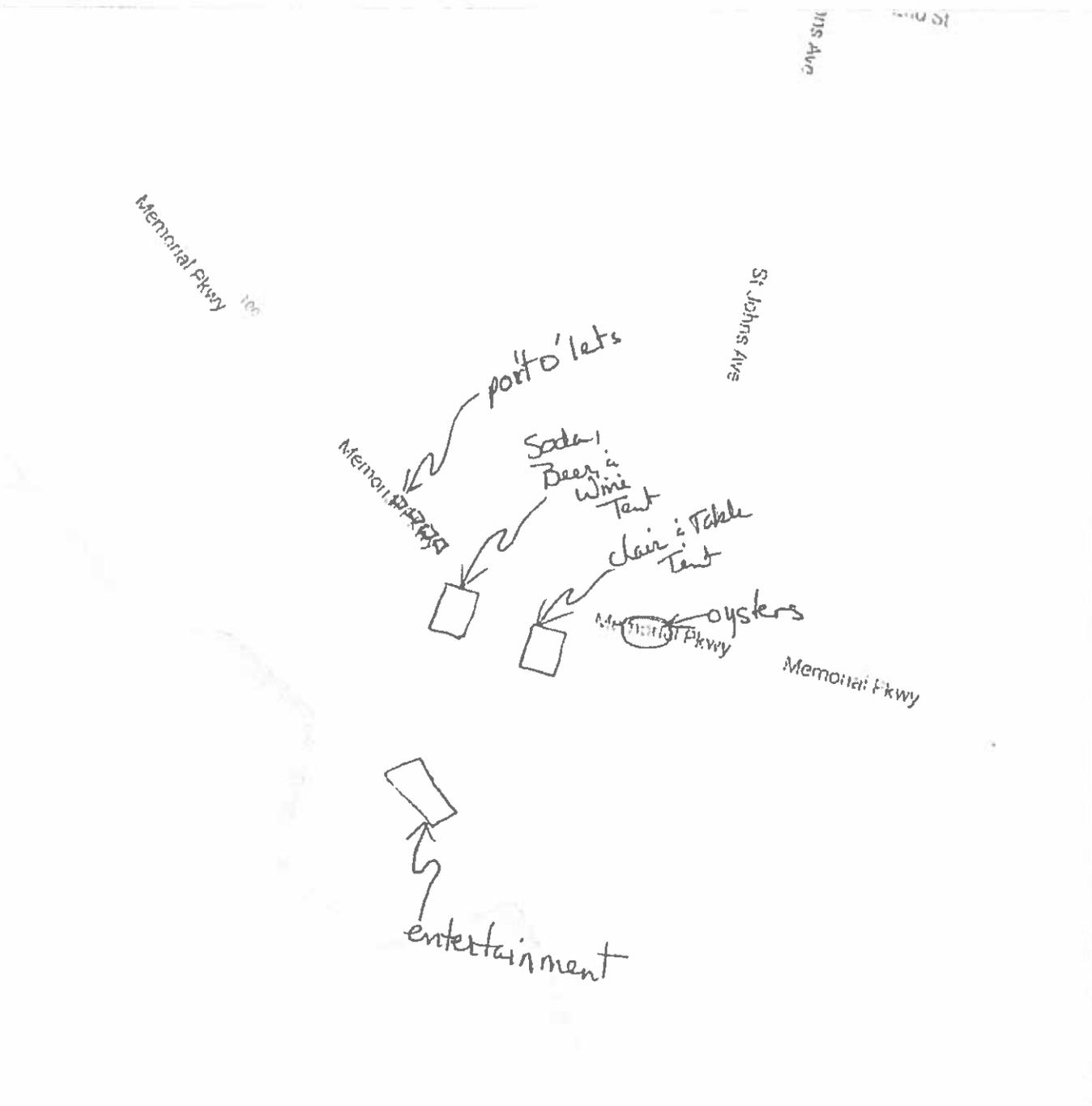
©2014 Google

Map data ©2014 Google

https://maps.google

maps?hl=en&ie=UTF8&ll=29.646006,-81.628654&sp=0.002114,0.004128&z=19&vpsrc

=h2rplH_14r2gQTKY1L0Dg&pw=2



Map of the location of temporary structures and entertainment.

*Agenda
Item*

3j



CITY COMMISSION AGENDA ITEM

SUBJECT:

Introduce Form 8B, Memorandum of Voting Conflict, into the record, which was filed by Commissioner James Norwood, Jr. on a vote taken 3/13/14 on Agenda Item #5(a)

SUMMARY:

Florida law requires elected or appointed officials serving on boards or commissions to file a Division of Ethics Form 8B, Memorandum of Voting Conflict, when that official is presented with a voting conflict of interest under Section 112.3143, Florida Statutes. This form must be filed with the Clerk and entered into the record of the meeting.

On March 13, 2014, Commissioner Norwood declared the appearance of a voting conflict of interest citing his employment with G-P and recused himself from voting on Item 5, Approval of 60% design drawing for the Wetlands Education Center. G-P Corporation is the entity that is providing the funds to construct the building.

RECOMMENDED ACTION:

Incorporate Form 8B, Memorandum of Voting Conflict, into the record

FORM 8B MEMORANDUM OF VOTING CONFLICT FOR COUNTY, MUNICIPAL, AND OTHER LOCAL PUBLIC OFFICERS

LAST NAME—FIRST NAME—MIDDLE NAME Norwood, Jr., James	NAME OF BOARD, COUNCIL, COMMISSION, AUTHORITY, OR COMMITTEE Palatka City Commission
MAILING ADDRESS 201 N. 2nd Street	THE BOARD, COUNCIL, COMMISSION, AUTHORITY OR COMMITTEE ON WHICH I SERVE IS A UNIT OF: <input checked="" type="checkbox"/> CITY <input type="checkbox"/> COUNTY <input type="checkbox"/> OTHER LOCAL AGENCY
CITY Palatka	COUNTY Putnam
DATE ON WHICH VOTE OCCURRED March 13, 2014	NAME OF POLITICAL SUBDIVISION: City of Palatka
	MY POSITION IS: <input checked="" type="checkbox"/> ELECTIVE <input type="checkbox"/> APPOINTEE

WHO MUST FILE FORM 8B

This form is for use by any person serving at the county, city, or other local level of government on an appointed or elected board, council, commission, authority, or committee. It applies to members of advisory and non-advisory bodies who are presented with a voting conflict of interest under Section 112.3143, Florida Statutes.

Your responsibilities under the law when faced with voting on a measure in which you have a conflict of interest will vary greatly depending on whether you hold an elective or appointive position. For this reason, please pay close attention to the instructions on this form before completing and filing the form.

INSTRUCTIONS FOR COMPLIANCE WITH SECTION 112.3143, FLORIDA STATUTES

A person holding elective or appointive county, municipal, or other local public office **MUST ABSTAIN** from voting on a measure which would inure to his or her special private gain or loss. Each elected or appointed local officer also **MUST ABSTAIN** from knowingly voting on a measure which would inure to the special gain or loss of a principal (other than a government agency) by whom he or she is retained (including the parent, subsidiary, or sibling organization of a principal by which he or she is retained); to the special private gain or loss of a relative; or to the special private gain or loss of a business associate. Commissioners of community redevelopment agencies (CRAs) under Sec. 163.356 or 163.357, F.S., and officers of independent special tax districts elected on a one-acre, one-vote basis are not prohibited from voting in that capacity.

For purposes of this law, a "relative" includes only the officer's father, mother, son, daughter, husband, wife, brother, sister, father-in-law, mother-in-law, son-in-law, and daughter-in-law. A "business associate" means any person or entity engaged in or carrying on a business enterprise with the officer as a partner, joint venturer, coowner of property, or corporate shareholder (where the shares of the corporation are not listed on any national or regional stock exchange).

ELECTED OFFICERS:

In addition to abstaining from voting in the situations described above, you must disclose the conflict:

PRIOR TO THE VOTE BEING TAKEN by publicly stating to the assembly the nature of your interest in the measure on which you are abstaining from voting; *and*

WITHIN 15 DAYS AFTER THE VOTE OCCURS by completing and filing this form with the person responsible for recording the minutes of the meeting, who should incorporate the form in the minutes.

APPOINTED OFFICERS:

Although you must abstain from voting in the situations described above, you are not prohibited by Section 112.3143 from otherwise participating in these matters. However, you must disclose the nature of the conflict before making any attempt to influence the decision, whether orally or in writing and whether made by you or at your direction.

IF YOU INTEND TO MAKE ANY ATTEMPT TO INFLUENCE THE DECISION PRIOR TO THE MEETING AT WHICH THE VOTE WILL BE TAKEN:

- You must complete and file this form (before making any attempt to influence the decision) with the person responsible for recording the minutes of the meeting, who will incorporate the form in the minutes. (Continued on page 2)

APPOINTED OFFICERS (continued)

- A copy of the form must be provided immediately to the other members of the agency.
- The form must be read publicly at the next meeting after the form is filed.

IF YOU MAKE NO ATTEMPT TO INFLUENCE THE DECISION EXCEPT BY DISCUSSION AT THE MEETING:

- You must disclose orally the nature of your conflict in the measure before participating.
- You must complete the form and file it within 15 days after the vote occurs with the person responsible for recording the minutes of the meeting, who must incorporate the form in the minutes. A copy of the form must be provided immediately to the other members of the agency, and the form must be read publicly at the next meeting after the form is filed.

DISCLOSURE OF LOCAL OFFICER'S INTEREST

I, James Norwood Jr., hereby disclose that on March 13, 2014, 20 14 :

(a) A measure came or will come before my agency which (check one or more)

- inured to my special private gain or loss;
- inured to the special gain or loss of my business associate, _____ ;
- inured to the special gain or loss of my relative, _____ ;
- inured to the special gain or loss of G-P Corporation, my employer _____ , by whom I am retained; or
- inured to the special gain or loss of _____ , which is the parent subsidiary, or sibling organization or subsidiary of a principal which has retained me.

(b) The measure before my agency and the nature of my conflicting interest in the measure is as follows:

- 5. GP ENVIRONMENTAL/WETLANDS CENTER - items for Presentation, Discussion and/or Action:
 - a. Updated Conceptual Design for Center – 60% Building Design

I am employed by G-P Corporation, the entity that is providing the funding to build the building

If disclosure of specific information would violate confidentiality or privilege pursuant to law or rules governing attorneys, a public officer, who is also an attorney, may comply with the disclosure requirements of this section by disclosing the nature of the interest in such a way as to provide the public with notice of the conflict.

Date Filed _____

Signature 

NOTICE: UNDER PROVISIONS OF FLORIDA STATUTES §112.317, A FAILURE TO MAKE ANY REQUIRED DISCLOSURE CONSTITUTES GROUNDS FOR AND MAY BE PUNISHED BY ONE OR MORE OF THE FOLLOWING: IMPEACHMENT, REMOVAL OR SUSPENSION FROM OFFICE OR EMPLOYMENT, DEMOTION, REDUCTION IN SALARY, REPRIMAND, OR A CIVIL PENALTY NOT TO EXCEED \$10,000.

Agenda Item

4



CITY COMMISSION AGENDA ITEM

SUBJECT:

BUDGET SUMMARY REPORT - F/Y 2013-2014 through February - Matt Reynolds, Finance Director

SUMMARY:

October 2013-February 2014

Overall:

This budget report covers the months of October 2013 through February 2014 which is the first five months of the fiscal year (41.67%). We will continue to present a timely budget report to the commission in the future in order to keep the City Commission informed as to the status of the revenues and expenditures of the City.

General Fund:

Revenues (page 1)

Revenue Sources above 41.67%:

Total Property Taxes were at 86.83% primarily due to the timing of the receipts of property taxes. Property taxes are disbursed by the Putnam County Tax Collector beginning in November and continuing through June, however the vast majority of property taxes are received by the end of February. This causes a spike in the property taxes line early in the year which will level out as the year progresses.

Communication Service Taxes were at 46.30% due to higher than anticipated monthly distributions beginning in December and continuing through February.

Franchise fees were at 48.00% due to the semi-annual payment of franchise fees in November by Clay Electric as well as FPL monthly disbursements exceeding anticipations. Miscellaneous Revenues were at 50.29% due to contributions for the new canine's at the police department. The Refunds/reimbursements line also contributed to the overage being at 108.81%. The refunds/reimbursements line is primarily for the annual refund of insurance premiums from FMIT so this line should remain roughly the same percentage for the rest of the year. Cemetery lot sales also contributed to the overage due to that line being at 43.46%.

Revenue Sources below 41.67%:

Local option taxes are comprised of gas and fuel taxes, discretionary sales surtax and fire and police state premium money that are contributed to the police and fire pension funds. The total percent was 33.57%, however since the fire and police premium disbursements are not received until August or September, a more accurate percentage for the Local option taxes group would be 43.17%.

Utility Service Taxes were just below budget at 40.06% primarily due to utility taxes from gas sales being at 28.88%. This line appears to be trending well below budget and will continue to do so for the remainder of the fiscal year. It appears that this line will be approximately \$36,000 below budget for the year. We will continue to monitor this revenue line as the year progresses.

Licenses and Permits were at 34.26% primarily due to occupational business tax receipts being at 26.59%. This is due to the fact that the majority of the occupational business tax renewals are performed in August and September. Building permits and building and zoning revenues were slightly below budget as well. We will continue to monitor this revenue line as the year progresses.

State and Federal grants were well below budget at 25.57%, however since grant revenues received are based upon actual expenditures for grant projects, this line being below budget does not adversely affect the operations of the General Fund.

State Shared revenues were only slightly below budget at 41.43%. This was primarily due to sales tax revenue being at 40.07%. The budget for sales tax revenue was based upon the estimates given by the Office of Economic and Demographic Research at the State of Florida. We will continue to monitor this revenue line as the year progresses.

Grants from Local Units were at 0.00% due to the only revenue line under this section being HIDTA, which is a type of Police Overtime reimbursement with a total budget of only \$6,547. We will continue to monitor this revenue line as the year progresses.

Shared Revenues for Local Units were at 14.28% due to the annual disbursement of \$5,000 for payment in lieu of taxes for the Crestwood Nursing Home property on Palm Ave not being made yet. This payment is typically made closer to the end of the fiscal year. The other revenue line under this section is the shared revenues from county occupational business tax receipts and it was at 41.74% which is slightly above budget for this period. The total budget for this section of revenues equals \$7,600, however we will continue to monitor these revenue lines as the year progresses.

Charges for Services were at 31.00% due to Cemetery Services and Cemetery Vault sales being well below budget at 19.38% and 19.58%, respectively. Other large revenue streams that were under budget in this section were Police Department Administrative Tow Fees (37.68%), Fire Services (34.24%), Fire Inspection Fees (25.40%) and Price Martin Community Center Rental fees (13.50%). The net effect of all of these revenues being under budget was \$26,871.00 for the first quarter. If this trend continues, the net effect for the year could be \$64,485.72, however we will continue to monitor these revenue lines as the year progresses.

Fines and Forfeits were at 29.05% which is 12.62% under budget. This was primarily due to Red Light Camera Fines being well below budget at 27.96% for the quarter. This revenue stream will continue to be monitored and adjustments will be made if needed. Any adjustments to the revenue will not adversely affect the operations of the General Fund since all of the proceeds are budgeted as reserves. Other substantial revenue lines that were under budget in this section were False Alarm Fines (37.39%). We will continue to monitor these revenue lines as the year progresses and will make adjustments as needed.

Transfers In were at 31.75% due to the Gas Authority requesting that they make six monthly payments beginning in January in regards to the \$300,000 that was budgeted to be received from them for this fiscal year.

Reimbursements were slightly below budget at 40.38% due to the annual reimbursement for costs associated to operating the three pension funds having not been made yet.

Debt Proceeds were 0.00% due to the purchase of police vehicles in FY2014 not occurring until later this fiscal year.

As previously stated, we will continue to monitor all revenue lines as the year progresses and will propose any budget amendments to the City Commission as needed.

Expenditures (page 2): The departments that were over the 41.67% mark included the City Commission (41.90%), City Manager's Office (43.73%), City Clerk's Office (44.95%), Finance Department (42.78%) and Cemetery (44.15%). The City Commission, City Manager's Office, City Clerk's Office and Finance departments were budgeted separately this year. In the past, the expenses for all of the departments located at City Hall were combined under a single budget. Due to the fact that this was the first year this has been attempted, it was expected that several budget lines under each department may need adjustment. We will be adjusting these lines appropriately to accommodate for necessary expenses. Cemetery was over budget due to two part time employees being hired at the Cemetery. All other departments within the General Fund were under the 41.67% mark.

Better Place Fund:

Revenues (page 3): Local Option Taxes were above budget at 44.65%, which was \$20,706.34 more than anticipated for the first five months of the fiscal year. If this trend continues, the additional revenues would be approximately \$49,746.98 more than anticipated.

Expenditures (page 4): Debt Service was over budget at 50.20% due to several semi-annual debt service payments being made in the first quarter. This section will balance out over the course of the fiscal year.

Airport Fund:

Revenues (page 5): Total operating revenues were at 30.67%. This was primarily due to Jet A fuel sales being 36.64% and 100 Low Lead fuel Sales being 24.81%. Other operating revenues below the 41.67% mark were Vending (31.53%), Hangar Rentals (36.83%) and Building Rentals (21.33%). The net effect of all of these revenues being under budget was -\$101,467.82 for the first five months. If this trend continues, the net effect for the year could be -\$243,522.72, however the expenses related to fuel will be well under budget as well. We will continue to monitor these revenue lines as the year progresses.

Other Revenues were also below budget at 2.71% due to the revenues from the sale of surplus materials (millings, lime rock and clean fill sand) not coming in as expected. We are anticipating to receive approximately \$60,000 for the sale of lime rock and millings (currently \$5,000 budgeted) and an unknown amount for the sale of sand (currently \$25,000 budgeted) however we believe the actual amount will exceed the budgeted amount for the fiscal year.

Grants were also well below budget at .04%, however since the revenues are based upon the expenditures for grant projects this line being below budget does not adversely affect the operations of the Airport.

As with the General Fund, we will continue to monitor all revenue sources and prepare budget amendments throughout the year to ensure that the budgeted amounts are as accurate as possible.

Expenditures (page 6): Personnel services exceeded the 41.67% mark due to part time personnel being utilized slightly more than what was anticipated during the budget process. Operating expenses were well below the 25.00% due to the purchase of fuel for resale being well below budget. The total budgeted amount for the purchase of fuel is \$550,000 for the fiscal year, however if the current trend continues the total amount of fuel purchased is anticipated to be \$301,676, which results in a savings of \$248,324.11 and will offset the negative revenue of \$243,522.72.

Operating and other revenues exceeded personnel, operating and debt service expenditures through December by \$26,558.68.

TIF Fund:

Revenues (page 7): Revenues were well above the 41.67% mark due to the County's entire share of the annual property taxes being received in December. A portion of the City's share will be transferred every month throughout the fiscal year until the total amount of the City's share has been transferred. Due to the County increasing their millage rate this year, additional revenues for all three TIF funds of 3.77% more than what was anticipated during the budget process have been realized (\$4,700.02 for Downtown, \$1,460.58 for South Historic and \$752.15 for North Historic).

Expenditures (page 8): The total expenses for the Downtown, North and South Historic Districts were all under the 25.00% mark.

Water Fund:

Revenues (page 9): Charges for service were at 40.00%, which is \$75,011.81 below budget for the first five months, primarily due to water and sewer impact fees being well below budget as anticipated construction along the riverfront has not taken place yet. Other Revenues were above budget at 44.17% due to the Communication Tower Lease line. This is due to the payment structure of two of the companies that lease space on the tower. This revenue line should level out as the year progresses.

Expenditures (page 10): Personnel expenses in the Sewer Plant and Water & Sewer Administration departments were over the 41.67% mark. Operating expenses for the water & sewer administration department were at 50.02% due to accounting and auditing fees as well as credit card fees and postage and freight all being above the 41.67% mark. All other expenses were under the 41.67% mark.

Revenues exceeded expenditures by \$361,945.45.

Golf Course Fund:

Revenues (page 11): Operating revenues for the golf course were ahead of budget at 46.19%. Other revenues were well below budget at .41% due to lease and utility reimbursement from Corky Bell's not occurring since the grant project has not taken place yet. Transfers In were slightly below budget at 41.39% due to a \$1,000 electricity reimbursement from the Water Fund for running the irrigation system to pump re-use water while the re-use line at St. Johns Ave and Highway 19 is disabled. We are continuing to monitor the revenues at the Golf Course very closely and will be adjusting the budgeted amounts as needed throughout the year to ensure that we present the Commission with the most accurate information available.

Expenditures (page 12): Operating expenses for both the course maintenance and club house departments exceeded the 41.67% mark and were at 47.44% and 61.80%, respectively. As previously stated, we are closely monitoring the Golf Course Fund and will be making adjustments as needed.

Expenditures exceeded revenues by \$19,705.

Sanitation Fund:

Revenues (page 13): Charges for service were .21% above the 41.67% mark.

Expenditures (page 14): Total expenditures for the sanitation fund were below the 41.67% mark.

Revenues exceeded expenditures by \$155,034.70.

CDBG Fund:

Revenues (page 15): Other revenues were at 75.17% due to interest on the two CDBG bank accounts being ahead of budget.

Expenditures (page 16): Total expenditures were at 0.00% as there are no budgeted expenses for this fiscal year.

RECOMMENDED ACTION:
No action requested.

ATTACHMENTS:

	Description	Type
D	<u>Budget Summary Report</u>	Backup Material

City of Palatka

GENERAL FUND REVENUES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	3,189,697	2,436,982.88	3,023,181	2,626,722.06	396,458.94	86.89%
	TOTAL LOCAL OPTION TAXES	1,292,063	473,113.48	552,082	185,355.32	366,726.68	33.57%
	TOTAL UTILITY SERVICE TAXES	841,724	380,442.25	1,027,844	411,801.41	616,042.59	40.06%
	TOTAL COMMUNICATION SERV TAXES	108,716	70,717.08	102,000	47,229.81	54,770.19	46.30%
	TOTAL LICENSES/PERMITS	185,422	44,537.27	229,000	78,457.46	150,542.54	34.26%
	TOTAL FRANCHISE FEES	811,541	502,299.11	778,262	373,536.29	404,725.71	48.00%
	TOTAL STATE/FEDERAL GRANTS	388,652	48,203.54	263,720	67,441.71	196,278.29	25.57%
	TOTAL STATE SHARED REVENUES	826,388	328,568.56	820,409	339,861.49	480,547.51	41.43%
	TOTAL GRANTS FROM LOCAL UNITS	6,547	1,622.84	6,547	0.00	6,547.00	0.00%
	TOTAL SHARED REV LOCAL UNITS	28,500	1,258.33	7,600	1,085.22	6,514.78	14.28%
	TOTAL CHARGES FOR SERVICES	224,850	71,237.27	251,799	78,053.64	173,745.36	31.00%
	TOTAL FINES & FORFEITS	379,521	83,326.24	1,353,236	393,105.07	960,130.93	29.05%
	TOTAL MISCELLANEOUS REVENUES	235,088	80,635.74	245,304	123,370.58	121,933.42	50.29%
	TOTAL TRANSFERS IN	830,099	631,250.00	315,000	100,000.00	215,000.00	31.75%
	TOTAL REIMBURSEMENTS	379,787	163,014.32	366,326	147,916.70	218,409.30	40.38%
	TOTAL DEBT PROCEEDS	97,686	0.00	525,568	0.00	525,568.00	0.00%
	TOTAL OPERATING REVENUES	9,826,281	5,317,208.91	9,867,878	4,973,936.76	4,893,941.24	50.41%
	TOTAL CASH BALANCE FORWARD	1,117,429	0.00	997,883	0.00	997,883.00	0.00%
	TOTAL REVENUES	10,943,710	5,317,208.91	10,865,761	4,973,936.76	5,891,824.24	45.78%

City of Palatka

GENERAL FUND EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
PERSONNEL & OPERATING EXPENSES								
	CITY COMMISSION	0	0.00	121,635	50,968.10	780.00	69,886.90	41.90%
	CITY MANAGER'S OFFICE	0	0.00	224,550	98,194.50	1,318.06	125,037.44	43.73%
	CITY CLERK'S OFFICE	0	0.00	148,537	66,760.12	3,960.99	77,815.89	44.95%
	FINANCE DEPARTMENT	0	0.00	289,883	124,018.08	3,401.14	162,463.78	42.78%
	FACILITIES MAINTENANCE	0	0.00	116,257	37,617.83	0.00	78,639.17	32.36%
	INFORMATION TECHNOLOGY	144,330	45,466.03	208,043	44,941.86	6,900.46	156,200.68	21.60%
	LEGAL COUNSEL	58,451	17,997.71	84,406	19,690.84	0.00	64,715.16	23.33%
	OTHER GOVT SERVICES	78,662	39,184.77	52,304	15,009.46	0.00	37,294.54	28.70%
	BUILDING & ZONING	364,137	141,439.11	405,269	152,524.29	25,460.12	227,284.59	37.64%
	POLICE DEPARTMENT	3,553,849	1,194,056.27	4,901,371	1,567,565.50	393,176.26	2,940,429.24	31.98%
	CODE ENFORCEMENT	33,178	2,358.03	61,193	19,761.40	0.00	41,431.60	32.29%
	FIRE DEPARTMENT	1,826,154	710,383.68	2,068,007	797,620.85	16,996.29	1,253,389.86	38.57%
	STREETS	505,389	184,050.93	512,662	202,432.63	11,902.27	298,327.10	39.49%
	CEMETERY	139,747	56,836.75	121,779	53,768.75	1,191.94	66,818.11	44.15%
	CULTURAL SERVICES	12,088	4,185.32	23,952	5,671.94	164.40	18,115.66	23.68%
	BRONSON HOUSE	68,289	25,110.10	45,058	18,337.59	10,480.37	16,240.04	40.70%
	PARKS AND RECREATION	365,145	148,643.64	229,283	77,943.08	18,971.75	132,368.17	33.99%
	PRICE MARTIN CENTER	22,355	10,152.52	21,409	6,416.67	0.00	14,992.33	29.97%
OPERATING EXPENSES SUBTOTAL		7,171,774	2,579,864.86	9,635,598	3,359,243.49	494,904.05	5,781,450.46	34.86%
TRANSFERS		337,499	157,495.90	0	81,686.15	0.00	-81,686.15	0.00%
TRANSFERS & OPERATING SUBTOTAL		7,509,273	2,737,360.76	9,635,598	3,440,929.64	494,904.05	5,699,764.31	35.71%
CONTINGENCIES		164,268	0.00	270,345	0.00	0.00	270,345.00	0.00%
RESERVES		1,378,142	0.00	974,572	0.00	0.00	974,572.00	0.00%
TOTAL EXPENDITURES		9,051,683	2,737,360.76	10,880,515	3,440,929.64	494,904.05	6,944,681.31	31.62%

City of Palatka

**BETTER PLACE REVENUES
BUDGET SUMMARY
41.87 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL LOCAL OPTION TAXES	0	0.00	695,762	310,630.37	385,131.63	44.65%
	TOTAL STATE/FEDERAL GRANTS	0	0.00	2,619,360	0.00	2,619,360.00	0.00%
	TOTAL TRANSFERS IN	0	0.00	0	0.00	0.00	0.00%
	TOTAL DEBT PROCEEDS	0	0.00	0	0.00	0.00	0.00%
	TOTAL OPERATING REVENUES	0	0.00	3,315,122	310,630.37	3,004,491.63	9.37%
	TOTAL CASH BALANCE FORWARD	0	0.00	634,343	0.00	634,343.00	0.00%
	TOTAL REVENUES	0	0.00	3,949,465	310,630.37	3,638,834.63	7.87%

City of Palatka

BETTER PLACE EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL OPERATING EXPENSES	0	0.00	98,004	29,002.00	0.00	69,002.00	29.59%
	TOTAL CAPITAL OUTLAY	0	0.00	908,302	32,691.51	117,375.26	788,235.23	3.60%
	TOTAL DEBT SERVICE	0	0.00	366,854	184,155.68	0.00	182,698.32	50.20%
	TOTAL GRANT MATCHES	0	0.00	2,284,346	123,468.73	56,720.00	2,104,157.27	5.40%
	TOTAL TRANSFERS	0	0.00	152,355	63,481.25	0.00	88,873.75	41.67%
	TOTAL OPERATING EXPENDITURES	0	0.00	3,809,861	432,799.17	174,095.26	3,202,966.57	11.36%
	TOTAL RESERVES	0	0.00	139,604	0.00	0.00	139,604.00	0.00%
	TOTAL EXPENDITURES	0	0.00	3,949,465	432,799.17	174,095.26	3,342,570.57	10.96%

City of Palatka

**AIRPORT REVENUES
BUDGET SUMMARY
41.67 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	1,503,422	400,473.46	646,999	285.00	646,714.00	0.04%
	TOTAL OPERATING REVENUES	889,905	349,570.96	923,003	283,116.76	639,886.24	30.67%
	TOTAL OTHER REVENUES	119,890	64,983.94	32,000	867.11	31,132.89	2.71%
	TOTAL TRANSFERS	0	0.00	0	0.00	0.00	0.00%
	TOTAL DEBT PROCEEDS	23,683	0.00	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	-86,764	0.00	-209,374	0.00	-209,374.00	0.00%
	TOTAL REVENUES	2,450,136	815,028.36	1,392,628	284,268.87	1,108,359.13	20.41%

City of Palatka

**AIRPORT EXPENDITURES
BUDGET SUMMARY
41.87 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES	133,346	62,630.18	147,261	63,868.94	0.00	83,392.06	43.37%
	TOTAL OPERATING EXPENSES	662,405	181,822.88	716,031	193,841.25	19,646.55	502,543.20	27.07%
	TOTAL CAPITAL EXPENSES	1,567,869	752,329.85	660,000	5,735.11	66,293.95	587,970.94	0.87%
	TOTAL DEBT SERVICE	227,214	0.00	182,486	0.00	0.00	182,486.00	0.00%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	-140,698	0.00	-313,150	0.00	0.00	-313,150.00	0.00%
	TOTAL EXPENDITURES	2,450,136	996,782.91	1,392,628	263,445.30	85,940.50	1,043,242.20	18.92%

City of Palatka

**TIF REVENUES
BUDGET SUMMARY
41.87 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL PROPERTY TAXES	379,410	265,018.56	379,307	271,858.90	107,448.10	71.67%
	TOTAL OTHER REVENUES	19,964	8,419.50	20,000	0.00	20,000.00	0.00%
	TOTAL CASH BALANCE FORWARD	474,495	0.00	358,894	0.00	358,894.00	0.00%
	TOTAL REVENUES	873,869	273,438.06	758,201	271,858.90	486,342.10	35.86%

City of Palatka

TIF EXPENDITURES
BUDGET SUMMARY
41.87 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL EXPENSES-DOWNTOWN	198,494	49,455.76	271,988	81,391.02	16,646.95	173,950.03	29.92%
	TOTAL EXPENSES-SOUTH HISTORIC	147,083	8,023.00	314,014	5,140.00	13,650.00	295,224.00	1.64%
	TOTAL EXPENSES-NORTH HISTORIC	68,866	20,030.00	109,927	8,254.66	0.00	101,672.34	7.51%
	TOTAL TRANSFERS OUT	330,098	146,347.64	16,400	0.00	0.00	16,400.00	0.00%
	TOTAL CONTINGENCIES & RESERVES	129,328	0.00	45,872	0.00	0.00	45,872.00	0.00%
	TOTAL EXPENDITURES	873,869	223,856.40	758,201	94,785.68	30,296.95	633,118.37	12.50%

City of Palatka

WATER FUND REVENUES
BUDGET SUMMARY
41.87 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	0	12,103.02	14,173	0.00	14,173.00	0.00%
	TOTAL CHARGES FOR SERVICES	4,026,971	1,671,114.18	4,491,725	1,796,698.15	2,695,026.85	40.00%
	TOTAL OTHER REVENUES	88,822	52,145.15	91,533	40,426.88	51,106.12	44.17%
	TOTAL TRANSFERS IN	0	0.00	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	262,735	0.00	160,379	0.00	160,379.00	0.00%
	TOTAL REVENUES	4,378,528	1,735,362.35	4,757,810	1,837,125.03	2,920,684.97	38.61%

City of Palatka

WATER FUND EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES-WATER	467,436	203,100.58	477,088	197,781.91	0.00	279,306.09	41.46%
	TOTAL OPERATING EXPENSES-WATER	613,742	182,453.57	613,536	213,121.98	1,799.71	398,614.31	34.74%
	TOTAL CAPITAL EXPENSES-WATER	69,000	24,691.14	65,500	0.00	17,420.00	48,080.00	0.00%
	TOTAL PERSONNEL EXPENSES-SEWER	540,443	213,568.73	544,245	231,650.48	0.00	312,594.52	42.56%
	TOTAL OPERATING EXPENSES-SEWER	370,920	142,338.38	368,686	138,145.69	8,082.87	222,457.44	37.47%
	TOTAL CAPITAL EXPENSES-SEWER	0	46,551.39	195,690	0.00	81,507.00	114,183.00	0.00%
	TOTAL PERSONNEL EXPENSES-W&S	728,582	302,144.25	694,160	285,405.19	0.00	408,754.81	41.12%
	TOTAL OPERATING EXPENSES-W&S	114,492	52,151.40	103,955	30,118.64	6,793.96	67,042.40	28.97%
	TOTAL CAPITAL EXPENSES-W&S	85,500	43,157.44	117,050	19,860.66	6,207.06	98,982.28	16.97%
	TOTAL PERSONNEL EXPENSES-ADMIN	131,150	54,229.84	142,227	60,315.93	0.00	81,911.07	42.41%
	TOTAL OPERATING EXPENSES-ADMIN	103,531	58,892.91	95,897	47,969.25	2,018.38	45,909.37	50.02%
	TOTAL CAPITAL EXPENSES-ADMIN	0	0.00	77,340	0.00	0.00	77,340.00	0.00%
	TOTAL DEBT SERVICE	812,871	142,476.50	814,346	142,476.50	0.00	671,869.50	17.50%
	TOTAL TRANSFERS OUT	265,000	108,333.34	261,000	108,333.35	0.00	152,666.65	41.51%
	TOTAL CONTINGENCIES & RESERVES	75,861	0.00	187,090	0.00	0.00	187,090.00	0.00%
	TOTAL EXPENDITURES	4,378,528	1,574,089.47	4,757,810	1,475,179.58	123,828.98	3,158,801.44	31.01%

City of Palatka

**GOLF COURSE REVENUES
BUDGET SUMMARY
41.67 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL OPERATING REVENUES	661,225	264,584.04	630,530	291,234.84	339,295.16	46.19%
	TOTAL OTHER REVENUES	6,000	4,054.01	23,250	95.28	23,154.72	0.41%
	TOTAL TRANSFERS IN	146,399	75,787.50	153,355	63,481.25	89,873.75	41.39%
	TOTAL DEBT PROCEEDS	21,840	0.00	0	0.00	0.00	0.00%
	TOTAL CASH BALANCE FORWARD	-1,413,684	0.00	-1,564,588	0.00	-1,564,588.00	0.00%
	TOTAL REVENUES	-578,220	344,425.55	-757,453	354,811.37	-1,112,264.37	-46.84%

City of Palatka

**GOLF COURSE EXPENDITURES
BUDGET SUMMARY
41.87 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL EXPENSES-MAINT	4,450	1,769.33	0	0.00	0.00	0.00	0.00%
	TOTAL OPERATING EXPENSES-MAINT	243,364	115,972.44	283,275	125,596.14	8,797.51	148,881.35	47.44%
	TOTAL CAPITAL EXPENSES-MAINTEN	18,150	0.00	0	975.00	0.00	-975.00	0.00%
	TOTAL PERSONNEL-CLUB HOUSE	25,800	9,080.30	0	0.00	0.00	0.00	0.00%
	TOTAL OPERATING-CLUB HOUSE	503,139	213,735.13	448,118	247,945.52	28,971.52	171,200.96	61.80%
	TOTAL CAPITAL-CLUB HOUSE	0	0.00	221,465	0.00	0.00	221,465.00	0.00%
	TOTAL DEBT SERVICE	163,241	0.00	152,355	0.00	0.00	152,355.00	0.00%
	TOTAL TRANSFERS, CONTINGENCIES & RESERVES	-1,536,364	0.00	-1,662,666	0.00	0.00	-1,662,666.00	0.00%
	TOTAL EXPENDITURES	-578,220	340,557.20	-557,453	374,516.66	37,769.03	-969,738.69	-73.96%

City of Palatka

**SANITATION FUND REVENUES
BUDGET SUMMARY
41.67 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL CHARGES FOR SERVICE	1,539,656	641,656.48	1,621,641	680,692.07	940,948.93	41.98%
	TOTAL OTHER REVENUES	0	0.00	450	2,104.43	-1,654.43	467.65%
	TOTAL CASH BALANCE FORWARD	6,495	0.00	81,428	0.00	81,428.00	0.00%
	TOTAL REVENUES	1,546,151	641,656.48	1,703,519	682,796.50	1,020,722.50	40.08%

City of Palatka

**SANITATION FUND EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL PERSONNEL SERVICES-MAINT	166,478	53,588.62	166,286	61,270.49	0.00	105,015.51	36.85%
	TOTAL OPERATING EXPENSES-MAINT	7,973	3,320.25	9,861	3,811.27	176.96	5,872.77	38.65%
	TOTAL CAPITAL EXPENSES-MAINT	0	0.00	10,000	0.00	0.00	10,000.00	0.00%
	TOTAL PERSONNEL-SANITATION	589,748	243,374.67	614,085	231,807.98	0.00	382,277.02	37.75%
	TOTAL OPERATING-SANITATION	570,200	230,499.70	574,492	191,288.71	47,136.01	335,867.28	33.30%
	TOTAL CAPITAL-SANITATION	0	0.00	201,980	0.00	0.00	201,980.00	0.00%
	TOTAL DEBT SERVICE	13,040	13,038.97	0	0.00	0.00	0.00	0.00%
	TOTAL TRANSFERS OUT	95,000	39,583.34	95,000	39,583.35	0.00	55,416.65	41.67%
	TOTAL CONTINGENCIES & RESERVES	103,712	0.00	31,815	0.00	0.00	31,815.00	0.00%
	TOTAL EXPENDITURES	1,546,151	583,405.55	1,703,519	527,761.80	47,512.97	1,128,244.23	30.98%

City of Palatka

**CDBG REVENUES
BUDGET SUMMARY
41.87 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 REV YTD	2014 BUDGET	CURRENT YTD REVENUES	UNCOLLECTED	PERCENT COLLECTED
	TOTAL GRANTS	7,000	7,000.07	0	0.00	0.00	0.00%
	TOTAL OTHER REVENUES	2,134	2,122.85	6	4.51	1.49	75.17%
	TOTAL CASH BALANCE FORWARD	45,314	0.00	38,107	0.00	38,107.00	0.00%
	TOTAL REVENUES	54,448	9,122.92	38,113	4.51	38,108.49	0.01%

City of Palatka

**CDBG EXPENDITURES
BUDGET SUMMARY
41.67 % Yr Complete**

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2013 BUDGET	2013 EXP YTD	2014 BUDGET	YTD EXPENDITURES	OUTSTANDING ENCUMBRANCES	AVAILABLE BUDGET	PERCENT EXPENDED
	TOTAL OPERATING EXPENSES	16,334	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL CAPITAL EXPENSES	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL TRANSFERS OUT	0	0.00	0	0.00	0.00	0.00	0.00%
	TOTAL CONTINGENCIES & RESERVES	38,114	0.00	38,113	0.00	0.00	38,113.00	0.00%
	TOTAL EXPENDITURES	54,448	0.00	38,113	0.00	0.00	38,113.00	0.00%

*Agenda
Item*

5



CITY COMMISSION AGENDA ITEM

SUBJECT:

ANNUAL REPORT - Putnam Blueways & Trails -Kevin Sharbaugh and Gaye Esperson

SUMMARY:

This is a presentation of the Putnam Blueways and Trails Annual Report

RECOMMENDED ACTION:

No action required. For information only.

*Agenda
Item*

6



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION awarding the bid for management of the City of Palatka False Alarm Program to PMAM Corporation for a two year period and authorizing execution of a contract for services for a two-year period

SUMMARY:

As a result of an expiring contract with PMAM, the current False Alarm Program management company, the City disseminated a new request for proposals (RFP), which was posted on October 29, 2013. The purpose of advertising for proposals was to ensure the City was receiving competitive services and pricing and on these services prior to renewal of the current PMAM contract.

Three companies, PMAM, Cry Wolf False Alarm Solutions, and Fire Recovery USA, provided proposals based on the requirements of the RFP. All the organizations were willing to meet the required, desired and optional services of the RFP; however, each company presented different pricing models. The following pricing models were provided by each company:

PMAM Corporation: 81% of the revenue will belong to the City and the remaining 19% will go to PMAM for running the program.

Cry Wolf Alarm Solutions: Proposed Graduated Revenue Sharing Percentage (PSC)

Range of Collections Based on Annual Collection Periods	% Collections
0 to 25,000	38%
25,001 to 50,000	28%
50,001 and above	18%

Fire Recovery USA Corporation: Fire Recovery USA Corporation will manage the program for 33% of all collected revenue.

Based upon Staff's review of all three proposals, Staff recommends the City award the contract to PMAM Corporation for a two-year period.

RECOMMENDED ACTION:

Adopt a resolution awarding the bid for the City of Palatka False Alarm Program Management to PMAM Corporation based upon their proposal for a two-year period and authorizing execution of the contract agreement.

ATTACHMENTS:

	Description	Type
<input type="checkbox"/>	<u>Resolution awarding bid to PMAM</u>	Resolution Letter
<input type="checkbox"/>	<u>Contract</u>	Exhibit

RESOLUTION No. 2014-14 -

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AWARDING THE BID FOR MANAGEMENT OF THE CITY OF
PALATKA FALSE ALARM PROGRAM, AND AUTHORIZING
THE CITY MANAGER TO SIGN A TWO-YEAR CONTRACT
WITH PMAM CORPORATION FOR SAID SERVICES**

WHEREAS, On October 29, 2013 the Palatka Police Department issued an invitation to submit proposals for the management of the City of Palatka False Alarm Program; and.

WHEREAS, proposals were received on _____, and upon review and comparison of the proposals received, it has been determined that PMAM Corporation has submitted the most competitive and responsive proposal; and

WHEREAS, the Palatka City Commission deems it reasonable to award the contract to PMAM Corporation.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the bid for False Alarm Program Management be awarded to PMAM Corporation based upon its proposal, and that the City Manager is authorized to execute a two-year contract for services with PMAM Corporation for those services based upon its proposal.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND LEGALITY:**

CITY ATTORNEY

AGREEMENT FOR SERVICES

THIS AGREEMENT dated _____, 2014 by and between **PMAM CORPORATION**, hereinafter referred to as "**Contractor**," with principle offices located at 5430 LBJ Freeway, Suite 370 Dallas, TX 75240 and **THE CITY OF PALATKA, FLORIDA**, hereinafter referred to as "**the City**," a municipality chartered under the laws of the State of Florida, with principle offices located at 201 N. 2nd Street, Palatka, FL 32177.

1. **Engagement.** The City agrees to engage the services of Contractor to provide the false alarm tracking and billing functions to support the enforcement of the City of Palatka's alarm ordinance.

2. **Term.** The term of this Agreement shall commence on _____, 2014, and shall expire on _____, 2016. If written notice from the City to Contractor terminating further services after the expiration of the Agreement is not received by Contractor at least (30) days prior to the expiration of this Agreement, this Agreement shall automatically be renewed for a period of 2 year on the same terms and conditions as set forth in this Agreement. At any time, the City or Contractor can cancel the contract after 90 days of written notice.

- a. All data relating to alarm permits shall be owned by the City. Upon termination of this agreement, Contractor shall deliver to the City all data in MS-SQL format.
- b. Contractor retains all right and title to the Application software, including but not limited to, all publication rights, all development rights, all reproductions rights, and all rights that may follow from the commercial development of the software. The City does not acquire any ownership rights to the Application software. The Software is protected in favor of PMAM, as well as any future registered trademarks, are trademarks of PMAM.
- c. The proprietary software is considered loaned to the City during the duration of this agreement as laid out in this contract and the City will not have any access to PMAM's proprietary software after the conclusion of the contract.

3. **Services.** Contractor shall exert its best efforts to permit and track and bill false alarms, as specified for in this Agreement. Contractor shall, subject to the general direction and approval of The City provide the following services:

- A. **Alarm Permits; Online Billing; Payments.** The City authorizes Contractor to have direct communication with local alarm service companies and local alarm service users on behalf of the City. Contractor shall maintain a record of all alarm services. Contractor shall permit all known alarm users in the City of

Palatka and shall issue permits for each application. **Contractor** shall communicate to the alarm services companies the requirements of **the City's** alarm ordinance and shall coordinate efforts to achieve their cooperation. **Contractor** will notify the alarm permit holder annually and at least 45 days in advance that the alarm permit holder must pay the annual permit renewal.

- B. **Alarm Tracking.** **Contractor** will receive a log of false alarms from **The City** appropriate systems and agreed upon time frames and transmission interfaces. **Contractor** shall keep a record of the number of false alarm(s) of each user of alarm company services. **Contractor** shall issue billings for the failure to properly register the alarm system.
- C. **Alarm Billing.** **Contractor** shall issue false alarm billings on an interval required by **The City's** alarm ordinance.
- D. **Citizen Customer Support.** **Contractor** shall provide telephone support for all citizen inquiries related to permitting, billing, and questions about **The City's** alarm ordinance and program. Telephone customer support for the citizens of **The City** will be provided Monday through Friday 8:30 am to 5:30 pm Central time except on government holidays. **Contractor** shall provide customer support in English and Spanish. **Contractor** shall provide a toll free number for the citizens of **The City** to call for inquiries and support. **Contractor** shall publish the toll free support number on all warning letters, alarm brochures, billings, and alarm registration notices. **Contractor** shall provide alarm users with online information about their individual accounts and additional educational material about how to reduce false alarms. **Contractor** shall provide **The City** with its standard online alarm school to help educate the citizens and businesses of **The City** about the issues of false alarms. **Contractor** shall, subject to the approval of **The City** Alarm Administrator, develop all letters, permits, fee statements, warning letters and correspondence to be used in conjunction with the ordinance.
- E. **Reporting.** **Contractor** shall provide to **The City** periodic reports of its services, including alarm permit fee issuance, permit status, billings issued for false alarms, fees collected by **Contractor** and all unpaid fees. Report information will be provided to **The City** in a format and at an interval to be agreed upon by **Contractor** and the **Palatka Police Department**.
- F. **Remittance Processing.** All payments required to be paid under the Ordinance shall be sent to **Contractor** for processing. All remittance correspondence shall be mailed to **Contractor** for posting, processing, and depositing.

The citizens of **The City** will be given the option to pay their fees online with a credit card or electronic check. **Contractor** will create and maintain a web site for the citizens of **The City** to make credit card or electronic check payments. The citizens of **The City** will be charged an agreed upon convenience fee for making credit card or electronic check payments and this convenience fee will be charged on the credit card or bank account number used for payment.

- G. **Standard Operating Procedure.** **Contractor** will jointly create and maintain a SOP that outlines the processes and controls for **The City** Alarm management program.
- H. **Training.** If Enhanced Call Verification is required, **Contractor** will provide to Palatka Dispatchers on site training, on how to use Enhanced Call Verification procedures.
- I. **Ordinance Consulting.** **Contractor** will provide **The City** ordinance consulting services as needed and requested by **The City** to ensure that **The City** has the best methods and techniques in their ordinance to reduce false alarms and to recover the costs for response and managing the program.
- J. **Compensation.** **Contractor** shall invoice **The City** at the end of each month for the processing fees set forth in this subparagraph J. **The City** shall have 30 days from the date of receipt of the invoice to make payment. All invoices from **Contractor** shall be accompanied by a detailed statement, in a form acceptable to **The City**, containing sufficient information to identify the basis for the payment. **Contractor** shall receive for its services hereunder the following compensation:

Contractor' compensation is a portion of the fees paid. **Contractor** fee is the following

- 1. 19% of all collected fees plus postage on actual paid by PMAM for managing the False Alarm Solution for the **City**.

If an alarm user fails to pay their fees after 120 days, **Contractor** may send their fines and information to a certified bad debt collection agency. Fees for bad debt collections are the following:

- 1) 33% of fees collected
- 2) If bad debt is collected through the courts the fee is 50%

All bad debt collections fees are in addition to **Contractor** compensation fees.

4. **Expenses.** **Contractor** shall be solely responsible for all of its expenses in performing its services under this Agreement.
5. **Notices.** All notices, requests, demands and other communications under this Agreement shall be in writing and shall be deemed to have been give when mailed at any general or branch United States Post Office enclosed in a certified postpaid envelope and addressed to the party stated below:

To PMAM Corporation
5430 LBJ Freeway, Ste 370
Dallas, TX 75240

To Palatka Police Department
Attn: Capt. Matt Newcomb
110 North 11th Street
Palatka, FL 32177

Any notice of change of address shall only be effective, however, when received.

6. **Successors and assigns.** This Agreement shall inure to the benefit of and be binding upon **Contractor**, **The City**, its successors and assigns.
7. **Applicable law.** This Agreement shall be governed by the laws of the State of Florida without giving effects to the principles of conflicts of law. All legal issues shall be resolved by the courts of the State of Colorado.
9. **Other agreements.** This Agreement supersedes all prior understandings and agreements between the parties. It may not be amended orally, but only by writing signed by the parties hereto.
10. **Non-waiver.** Delay or failure by either party in exercising any right under the Agreement shall not constitute a waiver of that or any other right.
11. **Headings.** Headings in this Agreement are for convenience only and shall not be used to interpret or construe its provisions.
12. **Counterparts.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.
13. **Confidentiality.** The database of information of registered alarm users and false alarms maintained by **Contractor** shall remain at all times the

property of **The City**. **Contractor** shall not disclose any information collected in connection with this agreement to anyone other than its employees. **Contractor** shall notify its employees who are given access to this information that they have an obligation not to disclose or use this information except for in the performance of services under this contract. Contractor shall use all reasonable security measures to safeguard this information.

Witnesses (2)

PMAM CORPORATION, INC.

Print Name:

By: Pankaj Kumar, Chief Operating Officer

Print Name:

Date: _____

STATE OF _____
COUNTY OF _____

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared Pankaj Kumar, who is ___ personally known to me or ___ who has produced identification, and who executed the foregoing instrument and acknowledged before me the execution of same.

WITNESS my hand and official seal at Palatka, County of Putnam and State of Florida this ____ day of _____, 2014.

My Commission Expires:
(Seal)

Notary Public, State of Florida

FOR CITY OF PALATKA

ATTEST:

By: Michael J. Czymbor, its City Manager

City Clerk

Date: _____

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared Michael J. Czymbor and Betsy Jordan Driggers, Palatka City Manager and City Clerk, Respectively,, who are ___ personally known to me who, executed the foregoing instrument and acknowledged before me the execution of same.

WITNESS my hand and official seal at Palatka, County of Putnam and State of Florida this ____ day of _____, 2014.

My Commission Expires:
(Seal)

Notary Public, State of Florida

Agenda Item

7



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION adopting the "Worksite Wellness Program" document and amending the personnel rules and regulations manual to add Section 6.2, "Wellness Program Bonus."

SUMMARY:

As specified in the Request for Proposals for Brokerage/Consulting Services for Employee Benefits, Property/Casualty and Risk Management Services that was issued on March 28, 2013, the City sought assistance in the development and implementation of a wellness program for members of the City's health insurance group.

The goal of the wellness program is to create a culture of health and wellness and to empower employees with the knowledge, support and incentives to take control of their health through awareness, assessment and ongoing education.

It has been shown that wellness programs assist employees in becoming actively engaged in the process of monitoring and improving their health which in turn reduces the total amount of claims incurred each and every year. If the total amount of claims remain neutral or decrease each year, the group (both the City and employees) could realize neutral or decreasing health insurance premiums each year.

The selection committee for the RFP, which consisted of City Clerk Betsy Driggers, Fire Chief Mike Lambert, Police Chief Gary Getchell, Water Plant Superintendent Melvin Register, Gas Authority Manager Don Kitner and Finance Director Matt Reynolds, has continued to meet and discuss the implementation of a wellness program with our agent of record for health insurance, Bates, Hewett and Floyd.

As a result of these meetings, a "Worksite Wellness Program" document has been drafted and is being proposed for adoption.

In order to incentivize employees to participate in the wellness program, the committee as well as our agent of record are proposing that an additional paid day off be given to employees who complete the requirements listed in the "Worksite Wellness Program" document.

The requirements for earning the additional paid day off for this fiscal year would be participation in the Screening and Health Assessment (or copy of similar doctor visit) as well as participation in two other planned events listed in the "Worksite Wellness Program" document.

These requirements may be adjusted in the future, however any changes to the wellness program will be taken to the City Commission for approval.

RECOMMENDED ACTION:

Adopt Resolution adopting the "Worksite Wellness Program" document and amending the personnel rules and regulations manual to add Section 6.2, "Wellness Program Bonus."

ATTACHMENTS:

Description

- D Resolution
- D Exh A - Worksite Wellness Program document
- D Updated Personnel Rules and Regulations Manual

Type

- Resolution Letter
- Exhibit
- Backup Material

RESOLUTION No. 2014 - 10 -

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
APPROVING THE "WORKSITE WELLNESS PROGRAM"
DOCUMENT AND AMENDING THE PERSONNEL RULES AND
REGULATIONS MANUAL TO ADD SECTION 6.2, "WELLNESS
PROGRAM BONUS"**

WHEREAS, the City of Palatka desires to implement a wellness program in order to create a culture of health and wellness and to empower employees with the knowledge, support and incentives to take control of their health through awareness, assessment and ongoing education; and

WHEREAS, the Health Insurance Wellness Committee along with the agent of record for health insurance, Bates, Hewett and Floyd have drafted and proposed a "Worksite Wellness Program" document; and

WHEREAS, the City of Palatka desires to incentivize employees to participate in the program by offering an additional paid day off each fiscal year for those employees who participate and complete the requirements set forth in the "Worksite Wellness Program" document; and

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida as follows:

1. That the "Worksite Wellness Program" document as presented and attached hereto as Exhibit A is hereby approved; and
2. That the City of Palatka personnel rules and regulations manual is hereby amended to add Section 6.2, "Wellness Program Bonus";

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 27th day of March, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY



City of Palatka Worksite Wellness Program

2014 Operating Plan

Mission Statement

To create a culture of health and wellness and to empower employees with the knowledge, support and incentives to take control of their health through awareness, assessment and ongoing education.

GOALS

1. Establish and maintain an active wellness committee.
2. Provide assessment tools and services to employees that help the organization collect data in areas such as employee interests, health status, health risks and program evaluations.
3. Reduce barriers to health care by enhancing employee health care consumer skills. Focus on knowledge of health insurance benefits and resources available to employees.
4. Offer targeted programs to employees that provide education and support based on data collected from various assessment tools.
5. Design incentive strategy and implement changes as needed. Focus on providing incentives to all employees and allow for positive environment to achieve goals.
6. Develop tracking systems for programs and campaigns.
7. Use tools to evaluate program effectiveness.
8. Establish a Tobacco Free Workplace

OBJECTIVES

- Wellness committee consists of the following members:

Betsy Driggers
Don Kitner
Gary Getchell
Matt Reynolds
Melvin Register
Mike Lambert

- Meeting Frequency

October – Planning Session, Revise Objectives and Game Plan

December- Quarterly Claims Review

February/March- Employee Screening

April- Screening Review and Claims Update

June-Claims and Market Update, Review and Evaluate Wellness Program

August- Renewal Review

September-Open Enrollment

- Plan for annual Personal Health Assessments and screenings.

Offer basic biometric screenings for total cholesterol, HDL/ratio, blood sugar and blood pressure provided by BYFB.

Goal for participation in a basic screening and PHA in 2014.
Minimum goal of 50% of eligible employees

Review results of the Personal Health Assessment and implement the following programs to address the health risks identified.

Examples...

1. Implement a Tobacco cessation program that reduces tobacco over the next 12 months.
2. Implement programs that focus on nutrition and provide educational resources to employees.
3. Provide education and resources to employees that focus on the importance of physical activity.
4. Provide Day off Incentive for Employees who participate in program.
5. Plan and Implement Health Fair to include Screenings in October of 2014 in association with Employee Safety Luncheon.

IMPLEMENTATION AND TIMELINE

- Biometric Screenings/Personal Health Assessment Event in Beginning of 2014

Planning Timeline: November 2013

Begin Date: March 5, 2014 8am-12 pm

Completion Date: March 2014

Indicate dates and locations of screenings:

Price Martin Center

- Biometric Screenings/Personal Health Assessment Event moved to October with Employee Safety Program

Planning Timeline: Summer 2014

Begin Date: October 2014

Completion Date: October 2014

Indicate dates and locations of screenings:

TBD During Planning Process

- Tobacco cessation program that reduces tobacco over the next 12 months

Planning Timeline: November 2013

Begin Date: March 2014

Completion Date: October 2015

Indicate dates and locations of programs:

AHEC Tobacco Cessation: A 6-week onsite tobacco cessation program coordinated through the local Area Health Education Centers.

Classes will begin May 6th and based on interest and participation we will plan 3 more session throughout the year.

- Nutrition Awareness

April 16th at City Hall

Time: Noon-1pm

Healthy Eating and Nutrition by PCMC Dietician

Nutritious You from Blue: A 6-week nutrition program

- Heart Health

May 14th at City Hall

Time: Noon-1pm

Presentation by PCMC Cath Lab Director Onercy Ramirez

- Exercise Program

Planning Timeline: November 2013

Begin Date: March 2014

Completion Date: October 2014

Indicate and locations of programs:

Walking Program

Participation in Local Sanctioned 5k Events

Participation in sanctioned Zumbathon

- Health and Wellness Brainsharks

Stress Management

Less Stress Please (23 minutes): Reviews the risk of excess stress and provides tips for how to reduce and manage stress.

Physical Activity

Let's Get Physical (14 minutes): Explains the most recent physical activity guidelines for children, teens and adults. Provides practical suggestions on how to incorporate physical activity to improve health and where to find support.

Blood Pressure

Healthy Words on Blood Pressure (10 minutes): Defines blood pressure, how it is measured, risk factors, prevention, treatment and guidelines for medication.

Nutrition

MyPlate (8 minutes): MyPlate illustrates the five food groups that are the building blocks for a healthy diet using a familiar image—a place setting for a meal. Before you eat, think about what goes on your plate or in your cup or bowl by using MyPlate as a guide.

- Incentive Program .:

Begin Date: January 2014

Completion Date: October 2014

Indicate what incentives will be given to participants, and how they are earned:

-All employees who complete Screening and Health Assessment along with participation in two other planned events will receive one additional paid time off holiday per year.

*Copy of similar doctor visits will count but preference being to attending actual event.

-Additional prizes will be raffled off to participants throughout the year during planned events.

Marketing and Communications

Employees will be notified about the wellness program and various activities using the following channels:

Company newsletters

Email

Intranet

Staff meetings

Posters

Flyers

Payroll stuffers.



2014 Employee Wellness Program Sign Up

Name: _____

Department: _____

Contact Phone/Email: _____

Congratulations on taking the first step towards better overall health in 2014.

This program is designed to assist you in obtaining your personal goals and is in no way mandatory.

Goals:

- Reduce barriers to health care by enhancing employee health care consumer skills. Focus on knowledge of health insurance benefits and resources available to employees.
- Offer targeted programs to employees that provide education and support based on data collected from various assessment tools.
- Design incentive strategy and implement changes as needed. Focus on providing incentives to all employees and allow for positive environment to achieve goals.

Programs:

- Employee Health Screening*
- Tobacco Cessation Program
- Employee Educational Seminars
- Exercise Programs

Rewards

All employees who complete Screening and Health Assessment along with participation in two other planned events will receive one additional paid time off holiday per year.

*Copy of similar doctor visit will count but preference being to attending actual event.

Other prizes will be raffled off to participants throughout the year during planned events, and door prizes available to participants.

Employee Guide to Activities

- **Employee Blood Screening**

Free health screenings for cholesterol, diabetes, blood pressure and more— with immediate results!

Tips on health related topics such as nutrition, diet and fitness.

When and Where:

March 5, 2014

8am to 12pm at Price Martin Center

- **Employee Online Brainshark**

What is a Brainshark?

A Brainshark is a multi-media presentation that is viewed online with audio capability. Brainsharks can be accessed anytime via a computer or any type of mobile device as long as an internet connection is available.

Certificates of completion can be used to verify viewership internally. Employees who view a Brainshark completely will be given the option to print out a certificate of completion at the end. The certificate will become available once the viewer closes their internet browser. If the viewer has entered a valid email address in the Guestbook, the certificate will be emailed to them as well. *Employees must voluntarily submit this certificate of completion if it is required for receipt of an incentive.*

What health and wellness Brainsharks are available?

The following list includes the topics available by name and a brief summary of each presentation, including the link needed to view it.

Topics

Stress Management

Less Stress Please (23 minutes): Reviews the risk of excess stress and provides tips for how to reduce and manage stress.

<http://www.brainshark.com/bcbsf/vu?pi=zH9z10cRFyz23Mkz0>

Physical Activity

Let's Get Physical (14 minutes): Explains the most recent physical activity guidelines for children, teens and adults. Provides practical suggestions on how to incorporate physical activity to improve health and where to find support.

<http://www.brainshark.com/bcbsf/vu?pi=zG0z111FRdz23Mkz0>

Blood Pressure

Healthy Words on Blood Pressure (10 minutes): Defines blood pressure, how it is measured, risk factors, prevention, treatment and guidelines for medication.

<http://www.brainshark.com/bcbsf/vu?pi=zFTzim1BjzHJGz0>

Nutrition

MyPlate (8 minutes): MyPlate illustrates the five food groups that are the building blocks for a healthy diet using a familiar image—a place setting for a meal. Before you eat, think about what goes on your plate or in your cup or bowl by using MyPlate as a guide.

<http://www.brainshark.com/brainshark/brainshark.net/portal/title.aspx?pid=zHrzahBGDz6jwqz0>

Live Educational Presentations

- **Nutrition Awareness**

April 16th at Price Martin Center

Time: Noon-1pm

Healthy Eating and Nutrition by PCMC Dietician

- **Heart Health**

May 14th at Price Martin Center

Time: Noon-1pm

Presentation by PCMC Cath Lab Director Onercy Ramirez

- **Tobacco Cessation**

AHEC Tobacco Cessation: A 6-week program coordinated through the local Area Health Education Centers beginning May 6th, 2014.

Additional 6 week programs will be offered Starting in October of 2014 and March 2015.

Am I Hungry?® Mindful Eating Workshop

Better You from Blue promotes a non-diet “all foods fit” approach to weight management. Through the award-winning *Am I Hungry?* •8-week onsite program (www.amihungry.com), your employees will learn how to eat healthier without depriving themselves, how to eat the foods they love without overeating and how to increase their metabolism with physical activity to support a sustained healthy weight.

Cost of \$45 per employee for entire Program

Participation in any Local Sanctioned 5k

1st Annual Sprint for Students 5K Run/Walk and 1 mile fun run Saturday, May 10th 2014

St. Johns River State College Blue Crab Run – Blue Crab Weekend

Walking Program

Walk the Bridge-

When: Monday and Wednesday afternoons

Meet at 5:15 at City Hall

“Live Well Putnam” A Good Health Initiative in Putnam County

8 Week Healthiest Weight Putnam

WELLNESS PROGRAM BONUS

It is the intent of the Palatka City Commission to reward those employees who have participated in the wellness program with an extra "floating" holiday each year. Any employee who is an active member of the City's health insurance group prior to the end of the fiscal year (Sept. 30) and has completed the requirements listed in the wellness program document during the previous 12-month fiscal year (Oct. 1 through Sept. 30) shall be awarded one (1) floating holiday per fiscal year as a wellness program bonus.

- a. Employees will be notified of their holiday bonus award by December 1st each year.
- b. This holiday shall be taken prior to the end of the following fiscal year (September 30). There shall be no exceptions.
- c. All employees shall schedule this holiday with the approval of their supervisor and/or department head. The department head shall allow employees to schedule this holiday as the scheduling of work permits. All shift work employees shall schedule this holiday with their supervisor at least 30 days in advance in order to ensure the efficient operation of City Services within their department.

Agenda Item

8



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION authorizing the execution of a Memorandum of Agreement with the Putnam County Chamber of Commerce to provide partial funding for a full-time Small Business Development Center Services Professional located within Putnam County

SUMMARY:

This is a renewal of a Memorandum of Agreement regarding the service provided by Cheryl Lynch, Certified Business Analyst with the Small Business Development Center. The term of the Agreement is twelve (12) months, commencing on April 1, 2014, between Putnam County Chamber of Commerce (PCCC) and the City of Palatka.

Ms. Lynch has been instrumental in the development of multiple businesses within the Central Business District. She has been extensively involved in recent discussions regarding business recruitment and retention, economic development incentives and the redevelopment of the two City owned blocks adjacent to the Riverfront Park.

Staff currently supports this level of funding based upon the amount of assistance received by the SBDC staff in the Central Business District.

RECOMMENDED ACTION:

Adopt the resolution authorizing the City Manager and City Clerk to execute and attest a Memorandum of Agreement with the Putnam County Chamber of Commerce for partial funding of full-time Small Business Development Center Services Professional located within Putnam County.

ATTACHMENTS:

	Description	Type
D	<u>Resolution</u>	Cover Memo
D	<u>Memorandum of Agreement</u>	Exhibit

MEMORANDUM OF AGREEMENT

Regarding

ANNUAL SMALL BUSINESS DEVELOPMENT CENTER SERVICES

This Memorandum of Agreement (“Agreement”) entered into this _____ day of _____, 2014, by and between Putnam County Chamber of Commerce (“PCCC”), and the City of Palatka (the “City”), a municipality chartered under the laws of the State of Florida, located in Putnam County, located in Putnam County, (each referred to herein as a “Party” and collectively referred to herein as “Parties”).

WHEREAS, The PCCC has executed a Memorandum of Agreement (Attachment A) with the Small Business Development Center at the University of North Florida (SBDC) for a full-time Certified Business Analyst; and

WHEREAS, The City of Palatka Community Redevelopment Agency (“CRA”) desires to redevelop the Central Business District through the use of economic development mechanisms; and

WHEREAS, The City is seeking to partially fund a full-time Certified Business Analyst position for Putnam County; and

WHEREAS, The City desires to provide SBDC services as an economic development mechanism for the Downtown Central Business District.

NOW THEREFORE, in consideration of the promises and considerations set forth herein, the parties hereto agree as follows:

1. **Services provided:** As set forth in a Memorandum Of Agreement (Attachment A) between the PCCC and the SBDC.
2. **Funding:** The City will provide the PCCC with quarterly payments of \$2,500 on the first day of each quarter (Dec. 1; March 1; June 1; and September 1), totaling \$10,000.
3. **Collaboration/Cooperation:** Under the Memorandum of Agreement between the Putnam County Chamber of Commerce and the SBDC at UNF, the SBDC will collaborate, cooperate and liaise with the City of Palatka Staff, Community Redevelopment Agency Staff (stakeholder) and Palatka Main Street (stakeholder) to further economic development efforts within the Central Business District.
4. **Reporting:** The SBDC records and reports a number of metrics on a quarterly basis. Those range from number of clients consulted, hours of consulting, and number of workshop attendees to client jobs created and retained, capital investment made, and sales increases. The SBDC will report these metrics to the CRA Board quarterly or at the first available CRA meeting thereafter.
5. **Term:** This agreement is for one full year beginning on April 1, 2014. At the end of the full year, or March 31, 2015, this agreement will automatically renew each year unless 60 days written notice is given by either party. This agreement shall also be considered as an annual item within the City CRA budget.

- 6. Default by Either Party/ Termination: If any party fails to fulfill its obligations under this agreement in a timely and proper manner, the other parties shall have the right to terminate their participation by giving written notice of any deficiency. The party in default shall then have thirty (30) calendar days from receipt of the notice to correct the deficiency. If the defaulting party fails to correct the deficiency within this time, this agreement shall terminate, unless mutually amended, at the expiration of the thirty (30) day time period.
- 7. Each party acknowledges, warrants, and represents that it has all necessary rights, authority and corporate power to enter into, execute and perform this Agreement in accordance with its terms without violating the rights of any other person, and that it has no knowledge of the existence of any other contract or agreement which would prevent it from carrying out its respective responsibilities under this Agreement.

IN WITNESS WHEREOF, each Party has caused this MOU to be executed by its duly authorized representative as of the date(s) shown below.

(SEAL)

ATTEST:

CITY CLERK

WITNESS:

Print Name:

Print Name:

STATE OF FLORIDA
COUNTY OF PUTNAM

I HEREBY CERTIFY that on this day before me, an officer duly qualified to take acknowledgments, personally appeared _____, who is ___ personally known to me or ___ who has produced proper identification, and who, executed the foregoing instrument and acknowledged before me the execution of same.

WITNESS my hand and official seal at Palatka, County of Putnam and State of Florida this ____ day of _____, 2014.

My Commission Expires:
(Seal)

THE CITY OF PALATKA, FLORIDA

By: _____

Title: Michael J. Czymbor, City Manager

Date: _____

PUTNAM COUNTY CHAMBER OF COMMERCE

By: _____

Title: _____

Date: _____

Notary Public, State of Florida

MEMORANDUM OF AGREEMENT
March 2, 2014-March 1, 2015

PARTIES

This memorandum of agreement ("Agreement") is between the Putnam County Chamber of Commerce (PCCC) and the University of North Florida Board of Trustees, for and on behalf of the Small Business Development Center at the University of North Florida (SBDC).

PURPOSE

The purpose of this Agreement is to set forth the services the SBDC will undertake in Putnam County in exchange for the funding provided by PCCC.

ACTIONS

- I. **Agreement Term and Funding**
 - a. The term of this Agreement is twelve months, commencing on March 2, 2014. The term may be extended upon agreement by the parties.
 - b. The PCCC will provide the SBDC with quarterly payments of \$8,125 upon invoice and due on March 15, 2014; June 15, 2014; September 15, 2014 and December 15, 2014.
- II. **Services**
 - a. The SBDC will provide a full-time Certified Business Analyst (CBA), a position currently filled by Cheryl Lynch, whose services are dedicated to Putnam County.
 - i. A full-time Certified Business Analyst is expected to:
 1. Individually consult with small business owners and would-be entrepreneurs. Success will be measured by number of clients, number of consulting hours, number of success stories, and economic impact.
 2. Present group training programs on a variety of business topics specifically tailored to the needs of Putnam County businesses. Success will be measured by number of programs, program attendance, revenue generated, and economic impact.
 3. Conduct a variety of outreach activities including participating in appropriate trade shows, making public presentations on business topics, and serving on appropriate boards and committees. Success will be measured by number of outreach activities and participation in these activities.
 4. Engage in a variety of professional development programs to enhance business management skills and to keep current on small business development resources and tools. Success will be measured by achievement of Certified Business Analyst designation and achievement of required recertification.
 5. Perform all required administrative functions including those reporting requirements prescribed by the SBDC and PCCC. Success will be measured by timely input of all required data in the CenterEX management information system and timely production of required quarterly impact reports for stakeholders.

- b. Services currently provided by Robert Myers, Area Director, in Putnam County will continue and will supplement those provided by the full-time CBA.

III. Hiring

The SBDC will employ an appropriate business analyst, and the person hired will be employed, on a 12-month contract, and paid by the SBDC.

IV. Supervision

The full-time CBA will be supervised by Robert Myers, Area Director, who is responsible for SBDC operations in a number of counties, including Putnam County.

V. Location

The SBDC office and the full-time CBA will be housed in an office located in the PCCC and provided as an in-kind contribution.

VI. Oversight

Programmatic oversight of the SBDC is provided by the University of North Florida, the Florida SBDC Network, the Association of SBDC's, the U.S. Small Business Administration, and the Florida Office of the Inspector General.

VII. Reporting

The SBDC records and reports a number of metrics on a quarterly basis. Those range from number of clients consulted, hours of consulting, and number of workshop attendees to client jobs created and retained, capital investment made, and sales increases. The SBDC will report these metrics to the PCCC Board of Directors and any third party the PCCC designates.

TIMING

Full-time SBDC services will be provided to small businesses in Putnam County under this MOU. The funding provided by the PCCC will enable the SBDC to provide the aforementioned services for twelve months, beginning on the program effective date.

COLLABORATION /COOPERATION

The SBDC will collaborate, cooperate, and liaise with all entities and organizations involved in economic development, or supporting small businesses in order to create synergies that will benefit the businesses, government, and taxpayers of Putnam County. Subject to availability of funding, SBDC and PCCC anticipate extending the term of this Agreement beyond the current agreement term.

STATE UNIVERSITY

SBDC is a unit within UNF, which is a constituent member of the Florida state university system established under the Constitution of Florida administered by The University of North Florida Board of Trustees, a public body corporate. SBDC and BOCC will allow public access to all documents, papers, letters, or other material subject to the provisions of Chapter 119, Florida Statutes made or received in conjunction with the Agreement. Any failure to so allow shall constitute ground for SBDC's termination of this Agreement.

MISCELLANEOUS

Neither SBDC nor BOCC may assign this Agreement or subcontract performance without the prior written consent of the other. This Agreement shall not be modified in any manner except by instrument executed by each party. This Agreement is governed by the laws of Florida. Any legal action arising in connection with this Agreement shall be brought in the Fourth Judicial Circuit in the State of Florida. The failure of either party to perform any obligation due to an event beyond its reasonable control shall be excused, provided no party shall recover compensation or damages. No delay or failure by either party to exercise or enforce any right or provision of this Agreement will be a waiver thereof. If any provision of this Agreement is determined to be

invalid or unenforceable, such determination shall not invalidate the remainder of this Agreement. The obligations under this Agreement which by their nature would continue beyond the expiration of the term of this Agreement shall survive termination or expiration of this Agreement. This Agreement contains the entire understanding between the parties with respect to the subject matter of this Agreement. A complete, executed copy of this Agreement shall be enforceable as an original.

For the Putnam County Chamber of Commerce

Signed: *Dana Jones*
Dana Jones, President

Date: 3/20/14

**The University of North Florida Board of Trustees,
for the Small Business Development Center at the
University of North Florida**

Signed: _____
Shari Shuman
Vice President, Administration & Finance

Date: _____

*Agenda
Item*

9



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Zoning Code Section 94-149, 94-161, and 94-162 to apply overlay zoning standards to the Downtown zoning districts and adjacent areas within the C-2 zoning district and adding provisions establishing design standards for exterior alterations and new construction - Adoption

SUMMARY:

This ordinance would amend the Zoning Code to apply overlay zoning standards to the Downtown zoning districts and adjacent areas within the C-2 Zoning District. The intent of the overlay is to encourage revitalization while protecting the unique character of Downtown Palatka. Staff has developed a set of draft design guidelines over the last year, working with Palatka Main Street and Downtown Palatka, Inc., along with other groups and interested citizens to present the standards and obtain input. The Planning Board has held three well-attended public hearings (November 5, 2013; December 3, 2013 and February 4, 2014) and one workshop (January 7, 2014) on this item. The Commission held a public hearing for the first reading of this ordinance on March 13, 2014 and approved the item on a 4-1 vote with staff recommendations and the additional provision that offices in the retail core be limited to ten or fewer employees.

The overlay identifies two downtown areas: the retail core (St. Johns Ave. properties minus the government complex around the courthouse) and the periphery (Main to Oak, river to railroad, excluding the South Historic District). The standards provide a list of uses for the retail core that focuses on retail, restaurant, service, and professional office uses. Allowable and other uses in the periphery area would remain unchanged. The overlay standards include design standards for exterior alterations and new construction – interior construction is not regulated by these zoning standards, but is still subject to building, fire and other applicable codes. Exterior design standards cover awnings, balconies, exterior materials, lighting, landscaping, roofs, storefronts, signs, windows, street walls, and fencing, and include limited building color regulations. These standards guide redevelopment and development to be in keeping with the historic appearance of downtown.

First Reading of the Ordinance was approved at the March 13, 2014 meeting.

RECOMMENDED ACTION:

Adopt an ordinance applying overlay zoning standards to downtown zoning districts and adjacent areas within the C-2 zoning district, and adding provisions for design standards for exterior alterations and new construction.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Ordinance	Ordinance
<input type="checkbox"/> Ordinance Exhibit A (uses)	Ordinance
<input type="checkbox"/> Ordinance Exhibit B (design standards)	Ordinance
<input type="checkbox"/> Staff Report (January)	Backup Material
<input type="checkbox"/> Staff Report (February)	Backup Material
<input type="checkbox"/> Planning Board Minutes (November)	Backup Material

- | | |
|---|-----------------|
| <input type="checkbox"/> <u>Planning Board Minutes (December)</u> | Backup Material |
| <input type="checkbox"/> <u>Planning Board Minutes (January)</u> | Backup Material |
| <input type="checkbox"/> <u>Planning Board Minutes (February)</u> | Backup Material |
| <input type="checkbox"/> <u>Planning Board Powerpoint</u> | Backup Material |
| <input type="checkbox"/> <u>Planning Board Powerpoint</u> | Backup Material |
| <input type="checkbox"/> <u>Main St Powerpoint</u> | Backup Material |
| <input type="checkbox"/> <u>Main Street Letter of Support</u> | Backup Material |

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

ORDINANCE NO. 14 - 09

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING LISTS OF USES IN ZONING CODE SECTION 94-149, 94-161 AND 94-162, AND ADDING PROVISIONS ESTABLISHING EXTERIOR ALTERATION AND NEW CONSTRUCTION DESIGN STANDARDS IN DOWNTOWN ZONING DISTRICTS, AND CONTAINED WITHIN; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, application has been made by the Building and Zoning Department 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 November 6, 2012, December 3, 2013, and February 4, 2013; and two public hearings before the City Commission of the City of Palatka on March 13, 2014, and March 27, 2014; 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. That Zoning Code Sections 94-149, 94-161, and 94-162 shall be amended as set forth in Exhibit A: Zoning Code Section 94-149 (Development Standards in C-2 Zoning) and Sections 161 and 162 (Downtown) Use Standards, which is attached hereto and incorporated herein by reference; and

Section 2. That provisions for Supplementary Zoning Standards shall be created and shall include exterior alteration and new construction standards, as set forth in Exhibit B: Downtown Zoning Overlay Exhibit B: Additional Development Standards, which is attached hereto and incorporated herein by reference;

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

Section 4. 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 5. 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 27th day of March, 2014.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Exhibit A: Zoning Code Section 94-149 (Development Standards in C-2 Zoning) and Sections 161 & 162 (Downtown) Use Standards) (Revised March 14, 2014)

Sec. 94-161. - DR downtown riverfront district.

- (a) Intent and purpose. The Downtown Riverfront (DR) District is established for the purpose of providing a pedestrian oriented, retail/entertainment area that has historically been downtown and its waterfront area. The boundaries of this district extend from the St. Johns River west along Reid Street, St. Johns Avenue and Laurel Street to South 4th Street including portions of its intersecting streets and along the riverfront from Madison Street southward to the end of the city park. Within this area is the retail core, consisting of properties that front on St. Johns Ave., and the periphery, which is the remainder of the district. It is further intended that this district would become an area of unique character with balanced commercial, residential, and public and other places in which people feel safe and comfortable. It is also intended that this district discourage uses within the retail core that are likely to create friction with pedestrian movement and the primary activities for which the district is intended.
- (b) Permitted principal uses, activities, and structures. Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Uses referencing the periphery shall only be allowed within that area. Sale, display preparation, and repair incidental to sales and storage shall be conducted on private property only with the exception of items allowed on the sidewalk per section 70-31. Permitted principal uses, activities, and structures in the downtown riverfront district are as follows:
- (1) General retail establishments which include:
 - a. Antiques and collectibles.
 - b. Appliances.
 - c. Arcades.
 - d. Art.
 - e. Arts and crafts.
 - f. Auction houses.
 - g. Bakeries (retail).
 - h. Bait and tackle shops.
 - i. Bicycle shops.
 - j. Billiard parlors and indoor recreation and amusement facilities.
 - k. Books and periodicals.
 - l. Cameras (including incidental repair) and photographic supplies.
 - m. Candy and confectionary shops.

- n. Convenience stores without gas pumps (periphery).
 - o. Delicatessens.
 - p. Department and discount stores.
 - q. Electronics and appliances (including incidental repairs).
 - r. Farmer's markets, as defined and regulated by section 94-201 of the Zoning Code.
 - s. Flowers and gifts.
 - t. Fish and seafood shops (retail).
 - u. Furniture stores.
 - v. Gifts.
 - w. Gourmet shops.
 - x. Grocery stores under 30,000 square feet.
 - y. Hardware stores.
 - z. Health food shops.
 - aa. Hobby shops.
 - bb. Jewelers (including incidental repair).
 - cc. Leather goods and luggage.
 - dd. Marine hardware and supplies shops.
 - ee. Mobile food vendors and push carts.
 - ff. Musical instruments and supplies.
 - gg. Office equipment and furniture and supplies.
 - hh. Pet stores.
 - ii. Pharmaceuticals.
 - jj. Plant shops.
 - kk. Specialty foods.
 - ll. Sporting goods.
 - mm. Sundries and notions.
 - nn. Wearing apparel.
 - oo. Any retail establishment which incorporates any of the above.
- (2) General service establishments shall include:
- a. Aquariums.
 - b. Barbershops and beauty shops.
 - c. Bars, nightclubs, or taverns (See chapter 10).
 - d. Coffee shops.
 - e. Copy, mailbox, or shipping shops.
 - f. Dance studios.
 - g. Fitness centers.
 - h. Fraternal organizations (periphery).
 - i. Health spas.
 - j. Interior designer studios.
 - k. Job printing.
 - l. Martial arts or comparable physical activities studios.
 - m. Museums and galleries.
 - n. Package liquor stores without drive-through facilities (See chapter 10) (periphery).

- o. Photographic studios.
 - p. Restaurants, and restaurants with ~~or without~~ drive-in facilities (periphery), ~~but without~~ ~~drive through facilities.~~
 - q. Shoe repair shops.
 - r. Tailor shops.
 - s. Travel agencies.
 - t. Trophy and awards sales and assembly.
 - u. Upholstery and reupholstery shops.
- (3) Professional establishments shall include all uses below in the periphery and all uses below in the retail core with ten or fewer employees):
- a. Architectural and related services.
 - b. Attorney offices.
 - c. Business offices.
 - d. Dental offices.
 - e. Financial offices without drive-through facilities.
 - f. General professional services.
 - g. Investment offices.
 - h. Medical offices.
 - i. Real estate offices and related services.
 - j. Surveyors offices.
- (4) Houses of worship and accessory facilities (periphery).
- (5) Residential uses, subject to development standards of this section.
- (6) Permitted accessory uses, activities, and structures. Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:
- (1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings (periphery).
 - (2) Boat repair and sales as an integral part of a marina (periphery).
 - (3) Laundry facilities as an integral part of a hotel or marina.
 - (4) Outside sale and display of goods at city approved functions and events.

- (5) Warehousing and/or storage completely enclosed within the principal building.
 - (6) Meeting space and limited retail sales as an accessory use to hotels.
 - (7) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
 - (8) Making of goods for sale at retail on the premises, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (9) Manufacturing, fabrication, and assembly activities associated with the retail sale of arts and crafts, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (10) Other uses that in the written opinion of the Planning Director are customarily accessory and clearly incidental and subordinate to permitted or permissible uses, are located on the same premises as the permitted or permissible use or structure, and do not involve operations not in keeping with the character of the district.
- (d) *Prohibited uses, activities, and structures. In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:*
- (1) *Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).*
 - (2) *Communication towers.*
 - (3) *Drive-through facilities.*
 - (4) *Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.*
 - (5) *Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.*
 - (6) *Roadside vending.*
 - (7) *Rooming and boarding houses.*
 - (8) *Warehousing and/or storage, except as an accessory use.*
- (e) *Conditional uses, activities, or structures. Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:*
- (1) *Car wash facilities (periphery).*
 - (2) *Colleges, vocational schools and preschools (periphery).*

- (3) Community production or movie theaters.
 - (4) Convention facilities.
 - (5) Dry cleaning and laundry retail service and self-service establishments (periphery).
 - (6) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue (periphery).
 - (7) Hotels and motels.
 - (8) Marinas, with or without fuel dispensing facilities (periphery).
 - (9) Multi-level parking facilities, and commercial parking lots (periphery).
 - (10) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
 - (11) Outdoor amphitheatres (periphery), and parks.
 - (12) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
 - (13) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.
- (f) Conditional accessory uses, activities, or structures. Permitted conditional accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:
- (1) Child care facilities.
 - (2) Making of goods for sale at retail on the premises.
 - (3) Manufacturing, fabrication, and assembly activities.
 - (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
 - (5) Wall graphics.
- (g) Development standards (see Division 3, Supplementary District Regulations, for additional standards).
- (1) For commercial uses:
 - a. Maximum density: Not applicable.
 - b. Minimum lot area: Unrestricted.
 - c. Minimum lot width: 25 feet.

- d. Minimum lot coverage: Not applicable.
- e. Maximum building or structure height: 60 feet.
- (2) For residential uses: All new (after May 1, 2003) residential uses shall be above the first floor for buildings fronting on St. Johns Avenue as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:
 - a. Efficiency/one bedroom: 300 total square feet.
 - b. One bedroom: 500 total square feet
 - c. Two bedroom: 650 total square feet.
 - d. Three bedroom: 800 total square feet.
 - e. Each additional bedroom: add 150 total square feet.
 - f. Maximum building or structure height: 60 feet.
 - g. Maximum Density: 20 units per acre, as calculated for entire DB and DR zoning districts.
- (h) through (j) - no changes.

Sec. 94-162. - DB downtown business district.

- (a) Intent and purpose. The Downtown Business (DB) District is established for the purpose of providing a transitional buffer between the Downtown Riverfront (DR) District and the more intensive uses which would be inconsistent with the intent of the Downtown Riverfront (DR) District. This district would provide a broader range of activities and uses that would support development within the Downtown Riverfront (DR) District. The boundaries of this district extend along St. Johns Avenue and Reid Street ~~(with the exception of~~ from 4th Street to the railroad tracks and Oak Street and Laurel Street from 4th Street to the railroad tracks. Within this area is the retail core, consisting of properties that front on St. Johns Ave., The boundaries of this district extend from the St. Johns River on the east, 4th St. on the west, both sides of Main St. on the north, and Laurel St. on the south, with all areas of the North and South Historic District excluded. The larger area consists of the retail core, being properties that front on St. Johns Ave., and the periphery, which is the remainder of the district.
- (b) Permitted principal uses, activities, and structures. Unless otherwise expressed herein, uses not specifically listed as permitted shall be prohibited. Uses referencing the periphery shall only be allowed within that area. Sale, display preparation, and repair incidental to sales and

storage shall be conducted on private property only with the exception of items allowed on the sidewalk per section 70-31. Permitted principal uses, activities, and structures in the downtown business (DB) district are as follows:

- (1) General retail establishments which include:
 - a. Antiques and collectibles.
 - b. Appliances and electronics.
 - c. Arcades.
 - d. Art.
 - e. Arts and crafts.
 - f. Auction houses.
 - g. Automotive parts (excluding repair and/or installation)
 - h. Bakeries (retail).
 - i. Bait and tackle shops.
 - j. Bicycle shops.
 - k. Billiard parlors and indoor recreation and amusement facilities.
 - l. Books and periodicals.
 - m. Cameras (including incidental repair) and photographic supplies.
 - n. Candy and confectionary shops.
 - o. Convenience stores without gas pumps (periphery).
 - p. Delicatessens.
 - q. Department and discount stores.
 - r. Electronics and appliances (including incidental repairs).
 - s. Farmer's markets, as defined and regulated by section 94-201 of the Zoning Code.
 - t. Flowers and gifts.
 - u. Fish and seafood shops (retail).
 - v. Furniture stores.
 - w. Gifts.
 - x. Gourmet shops.
 - y. Grocery stores.
 - z. Hardware.
 - aa. Health food shops.
 - bb. Hobby shops.
 - cc. Jewelers (including incidental repair).
 - dd. Leather goods and luggage.
 - ee. Marine hardware and supplies shops.
 - ff. Mobile food vendors and push carts.
 - gg. Musical instruments and supplies.
 - hh. Office equipment and furniture and supplies.
 - ii. Pet stores.
 - jj. Plant shops.
 - kk. Pharmaceuticals.
 - ll. Specialty and gourmet foods.

- mm. Sporting goods.
 - nn. Sundries and notions.
 - oo. Toys.
 - pp. Wearing apparel.
 - qq. Any retail establishment which incorporates any of the above.
- (2) General service establishments shall include:
- a. Aquariums.
 - b. Barbershops and beauty shops.
 - c. Bars, nightclubs, or taverns (See chapter 10).
 - d. Coffee shops.
 - e. Copy, mailbox, or shipping shops.
 - f. Dance studios.
 - g. Fitness centers.
 - h. Fraternal organizations (periphery).
 - i. Funeral homes.
 - j. Health spas.
 - k. Interior designer studios.
 - l. Job printing.
 - m. Martial arts or comparable physical activities studios.
 - n. Museums and galleries.
 - o. Package liquor stores without drive-through facilities (See chapter 10) (periphery).
 - p. Pet grooming without overnight boarding.
 - q. Photographic studios.
 - r. Restaurants, and restaurants with ~~or without~~ drive-in facilities (periphery), ~~but without~~ ~~drive-through facilities~~.
 - s. Shoe repair shops.
 - t. Tailor shops.
 - u. Travel agencies.
 - v. Trophy and awards sales and assembly.
 - w. Upholstery and reupholstery shops.
- (3) Professional establishments shall include all uses below in the periphery and all uses below in the retail core with ten or fewer employees):
- a. Architectural and related services.
 - b. Attorney offices.
 - c. Business offices.
 - d. Dental offices.
 - e. Financial offices without drive-through facilities.
 - f. General professional services.
 - g. Investment offices.
 - h. Medical offices.
 - i. Real estate offices and related services.
 - j. Surveyors offices.
- (4) Houses of worship and accessory facilities

- (periphery).
- (5) Residential uses, subject to development standards of this section.
- (c) Permitted accessory uses, activities, and structures. Permitted accessory uses, activities, and structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted accessory uses, activities, and structures are as follows:
- (1) Appurtenant structures (i.e. garages, sheds, swimming pools, decks, boat houses) as an accessory to existing residential dwellings (periphery).
 - (2) Boat repair and sales as an integral part of a marina (periphery).
 - (3) Laundry facilities as an integral part of a hotel or marina.
 - (4) Outside sale and display of goods at city approved functions and events.
 - (5) Warehousing and/or storage completely enclosed within the principal building.
 - (6) Meeting space and limited retail sales as an accessory use to hotels.
 - (7) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
 - (8) Making of goods for sale at retail on the premises, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (9) Manufacturing, fabrication, and assembly activities associated with the retail sale of arts and crafts, with no odor, fumes, or other emissions detectable to normal senses from off the premises.
 - (10) Other uses that in the written opinion of the Planning Director are customarily accessory and clearly incidental and subordinate to permitted or permissible uses, are located on the same premises as the permitted or permissible use or structure, and do not involve operations not in keeping with the character of the district.
- (d) Prohibited uses, activities, and structures. In addition to the expressly prohibited uses, activities, and structures listed herein, any uses, activities, or structures not

specifically listed shall be prohibited. Prohibited uses, activities, and structures are as follows:

- (1) Adult entertainment establishments, uses, and activities (as defined and regulated by chapter 3 of the Municipal Code).
 - (2) Communication towers.
 - (3) Drive-through facilities.
 - (4) Manufacturing, fabrication, and assembly activities, except as a conditional accessory use.
 - (5) Outside sale, display, rental, or storage of construction equipment, rental trucks and trailers.
 - (6) Roadside vending.
 - (7) Rooming and boarding houses.
 - (8) Warehousing and/or storage, except as an accessory use.
- (e) Conditional uses, activities, or structures. Unless otherwise expressed herein, uses not specifically listed as conditional shall be prohibited conditional uses, activities, or structures are as follows:
- (1) Car wash facilities (periphery).
 - (2) Colleges, and vocational schools and preschools (periphery).
 - (3) Community production or movie theaters.
 - (4) Convention facilities.
 - (5) Dry cleaning and laundry retail service and self-service establishments (periphery).
 - (6) Dwelling, one-family or single-family, excluding parcels abutting St. Johns Avenue (periphery).
 - (7) Hotels and motels.
 - (8) Marinas, with or without fuel dispensing facilities (periphery).
 - (9) Multi-level parking facilities, and commercial parking lots (periphery).
 - (10) Outdoor recreational activities (i.e.: watercraft rentals; rental of bicycles; rental of mopeds or scooters with a motor rated not in excess of two brake horsepower and displacement not to exceed 50 cubic centimeters; trolleys or carriages for hire).
 - (11) Outdoor amphitheaters (periphery), and parks.
 - (12) Residential dwellings consisting of three or more units located above the first floor of a commercial use.
 - (13) The expansion or reconstruction of any use which existed within the district on the effective date of the establishment of the district which is not otherwise permitted or permissible.
- (f) Conditional accessory uses, activities, or structures. Permitted conditional accessory uses, activities, and

structures which are customarily accessory and clearly incidental and subordinate to permitted or permissible uses and structures are allowed and must be located on the same lot as the permitted or permissible use or structure, or on a contiguous lot in the same ownership. The operations and/or structures must be consistent with the character of the district. Unless otherwise expressed herein, uses not specifically listed as accessory shall be prohibited. Permitted conditional accessory uses, activities, and structures are as follows:

- (1) Child care facilities.
- (2) Making of goods for sale at retail on the premises.
- (3) Manufacturing, fabrication, and assembly activities.
- (4) Open air dining on public sidewalks provided a minimum horizontal clearance of four feet is maintained.
- (5) Owner or employee occupied residence located on the first floor and accessible through a rear entrance or through the main entrance of the permitted principal use as a conditional accessory use only.
- (6) Wall graphics.

(g) Development standards (see Division 3, Supplementary District Regulations, for additional standards).

- (1) For commercial uses:
 - a. Maximum density: Not applicable.
 - b. Minimum lot area: Unrestricted.
 - c. Minimum lot width: 25 feet.
 - d. Minimum lot coverage: Not applicable.
 - e. Maximum building or structure height: 60 feet.
- (2) For residential uses: All new (after May 1, 2003) residential uses shall be above the first floor for buildings fronting on St. Johns Avenue as secondary to a permitted use and shall be complete residential dwelling units as defined by the Florida Building Code and shall be regulated as to size by the following:
 - c. Efficiency/one bedroom: 300 total square feet.
 - d. One bedroom: 500 total square feet
 - c. Two bedroom: 650 total square feet.
 - d. Three bedroom: 800 total square feet.
 - e. Each additional bedroom: add 150 total square feet.
 - f. Maximum building or structure height: 60 feet.
 - g. Maximum Density: 20 units per acre, as calculated for entire DB and DR zoning districts.

(h) through (j): no change

Sec. 94-149. - C-2 intensive commercial district.

(a) through (e): no change

(f) Development standards (see Division 3, Supplementary District Regulations, for additional standards for properties located in an area bounded by Main Street to the north, Reid Street to the south, N. 4th St. to the east, and the CSX railroad tracks to the west). Development standards for the C-3 district are as follows:

(1) For residential uses: Same as for the R-3 district.

(2) For all other uses:

a. Maximum impervious surface coverage: 70 percent of parcel, with an additional one percent reduction of impervious surface for each foot of structure height exceeding 35 feet.

b. Maximum structure height: 48 feet.

(3) Minimum yards:

a. Rear: 5 feet, plus one foot for each foot of structure height exceeding 35 feet.

(4) All construction shall be on continuous perimeter poured concrete footers measuring a minimum of 24 inches wide by eight inches deep. All construction also shall include a continuous masonry enclosure wall from the ground to the bottom exterior of the floor system.

(g): no change

**Downtown Zoning Overlay Exhibit B: Zoning District Description and
Additional Development Standards (Revised March, 14, 2014)**

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Sec. 94-164. Downtown overlay zoning.

- (a) **Intent.** The downtown overlay zoning is intended to recognize the unique and historic function and appearance of the downtown retail business district and the surrounding area. The Overlay provides regulations to help ensure that new infill buildings and the renovation of existing buildings will blend with the fabric of the physical environment of Downtown Palatka, its existing buildings and the overall streetscape and not present a jarring contrast with existing community character and architecture. The Overlay also encourages uses that contribute to a vibrant and active shopping and business area.
- (b) **Downtown zones.** The downtown area consists of two specific areas: the retail core and periphery.
- (1) **Retail Core:** this area includes properties fronting on St. Johns Ave. between the Riverfront Park and N./S. 11th St., excluding properties fronting on the north side of St. Johns Ave. between N. 4th St. and N. 6th St.
- (2) **Periphery:** this area includes all areas zoned DB (Downtown Business) and DR (Downtown Riverfront), excluding the Retail Core and South Historic District, and also includes areas within the C-2 zoning district south of Main Street between the riverfront and N. 11th St.

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

The following standards are applicable to exterior alteration of existing buildings within the Retail Core and are applicable to the Periphery if specifically noted. The standards apply along with existing Zoning and Sign Code provisions, however in the event of a conflict between these standards and Zoning and Sign Code provisions, these standards shall prevail. In general, exterior alterations shall be in keeping with the materials and appearance of historic downtown Palatka as represented by the period of significance between the 1880s and 1940s.

(a) Awnings and Canopies.

- (1) **Location.** When utilized shall either extend at least 60% of the length of the building or storefront, or placed above entrance doors. Awnings may project out up to three feet from the back of the curb, and be at least eight feet above sidewalk grade.

(2) *Types Allowed.* Allowable awning types include shed, sloped, or dome (over window or door); mansard awnings are not allowed.

(3) *Materials Allowed (Awnings).* Allowable materials are canvas, acrylics, metal, aluminum, and poly-cotton fabrics.

(4) *Materials Allowed (Canopy).* Allowable materials are wood, metal, and aluminum.

(5) *Multiple Awnings.* Multiple awnings (not canopies) are appropriate for storefronts within a single building, however the awnings shall be similar in terms of style and shape.

(6) *Obscuring Architecture.* Awnings and canopies shall not be placed directly on important architectural features such as transoms or decorative glass and shall not obscure more than 30% of length of window.

(7) *Symmetry.* Awnings shall be centered on the building, storefront façade, windows, or doors.

(b) Balconies or Perches.

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

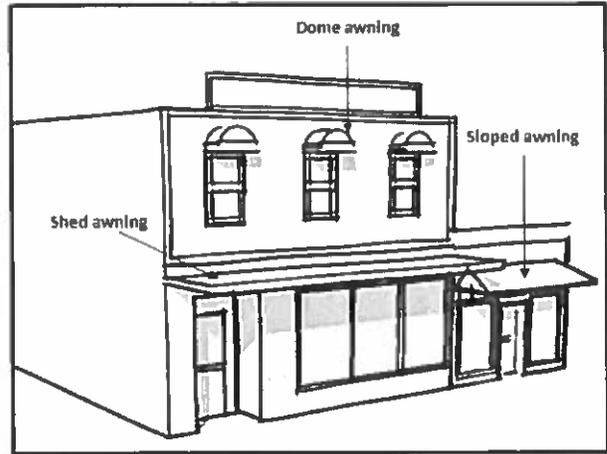


Fig. 1: Appropriate awning types

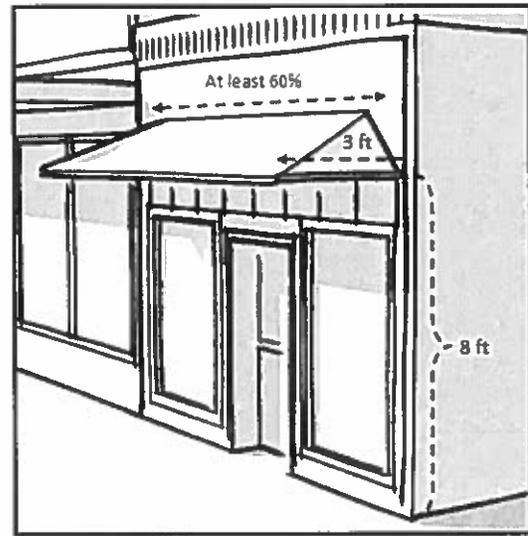


Fig. 2: Awning dimensions

(c) **Color.**

- (1) *Prohibited Colors.* Fluorescent colors are prohibited, as are luminous paints and synthetic reflective materials (also in Periphery).
- (2) *Unpainted Natural Elements.* Unpainted natural elements such as stone or brick shall not be painted (not applicable to building exteriors that are currently painted).

(d) **Exterior Materials.**

- (1) *Building Materials.* Building exteriors shall be brick or stucco, cast stone, terra cotta, granite, marble, but faux finishes are prohibited (also in Periphery).
- (2) *Window Materials.* Wood windows and doors, with hardiplank cementitious fiberboard or similar material allowed if such material closely resembles wood finish. Metal windows and doors finished in ~~baked~~ enamel are allowed. Unfinished metal or raw aluminum windows and doors are prohibited.
- (3) *Wood Substitute.* Hardiplank Cementitious fiberboard or similar material may be used as a substitute for wood, if such material closely resembles wood finish.

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

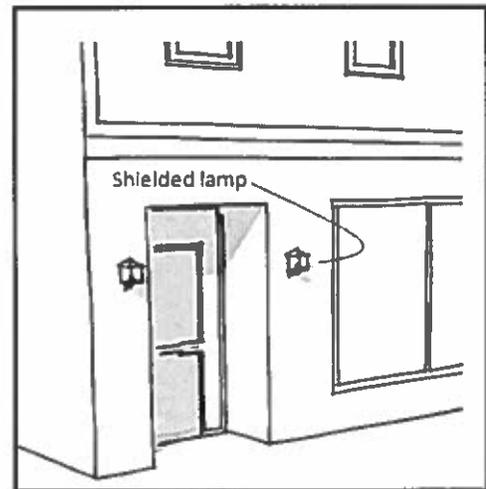


Fig. 3: Shielded light fixtures

(f) **Landscaping.**

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

- (g) **Roofs.** Buildings shall have flat roofs with parapets allowed. Decorative and non-functional roofs are prohibited. Façades including roofs shall have rectangular presentations, with parapets required when necessary to shield rooftop equipment from view.
- (h) **Storefronts.** Storefronts frequently define the character of commercial buildings and entrances, with display windows, trim, cornices, and decorative detailing being particularly important. Door and window location creates a distinct rhythm on the facade of a building. When rehabilitating a storefront, such original or historically significant features, materials, and design elements shall be retained and repaired.
- (i) **Signs.** In addition to standards set forth in 62, Sec. 94-149(g), Sec. 94-161(j)(1), and Sec. 94-162(j)(1), the following standards shall also apply
 - (1) *Externally Lit Signs.* Externally-lit signs shall be lit with incandescent-spectrum bulbs. Lighting shall be limited and directed to not allow for glare and spillover light trespass (also for Periphery).
 - (2) *Internally Lit Signs.* Internally lit signs are prohibited except for backlit channel letters used for wall signs.
 - (3) *Neon Signs.* Neon signs are limited to window and projecting signs and may flash, but scrolling or other movement shall not be allowed. "Open" signs are excluded from the two-sign maximum if they are less than ten square feet.
 - (4) *Building Name Sign.* A wall sign is allowed for a single building to indicate building name, construction date, and address, limited to areas immediately adjacent to the building parapet, with each sign not to exceed 20 square feet in size.
 - (5) *Sign Material.* Sign material shall be durable and include the following: metal

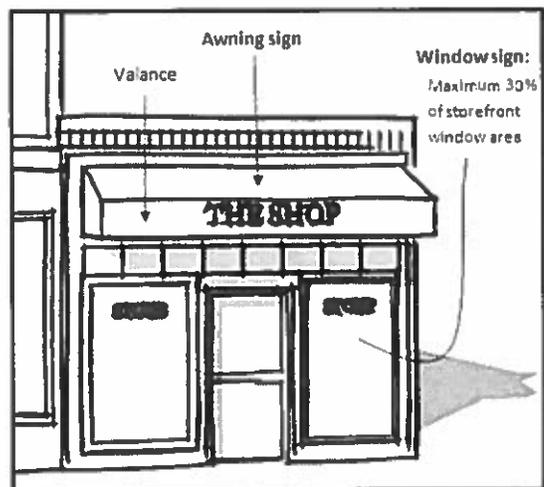


Fig. 4: Awning and window signs

(iron, steel, brass, copper, aluminum and other natural finishes); painted metal, including powder-coated or enameled metals; wood (painted or natural, including carved or sand-blasted lettering); vinyl or other sheet claddings (for backing panels or cut lettering only); glass; fiberglass, high-density urethane foam, and similar "cast" or formed materials to create three-dimensional objects, including individual lettering. The use of cardboard, plywood, paper, or similar impermanent material for sign material is prohibited.

(6) *Sign Uniformity on Single Buildings.* Signs located on a single storefront shall complement each other either with type (all awning signs for example), color, or design.

(7) *Wall Sign*

Location. Wall signs shall fit entirely within horizontal elements of buildings and should not cover up architectural treatments. Acceptable areas include sign bands, continuous flat wall surface free of window and other openings or architectural features, areas between the top of the storefront and the sill of second floor windows, sign boards already in place and designed for such use, and panels at the top and bottom of show windows. Signage will fit entirely within horizontal divisions to the extent feasible. Where no architectural divisions exist or are evident, signage will be proportionately scaled to the façade and placed to respect window and door openings.

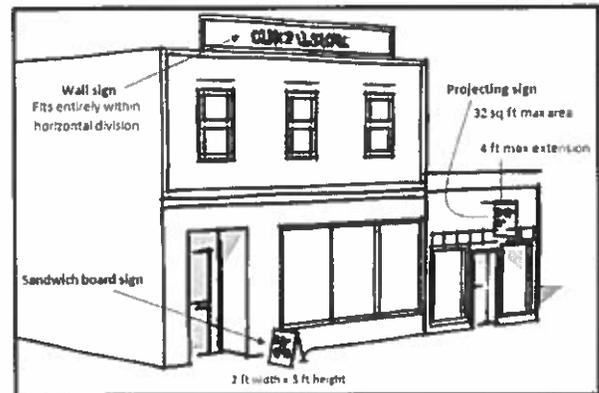


Fig. 5: Sign locations

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

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

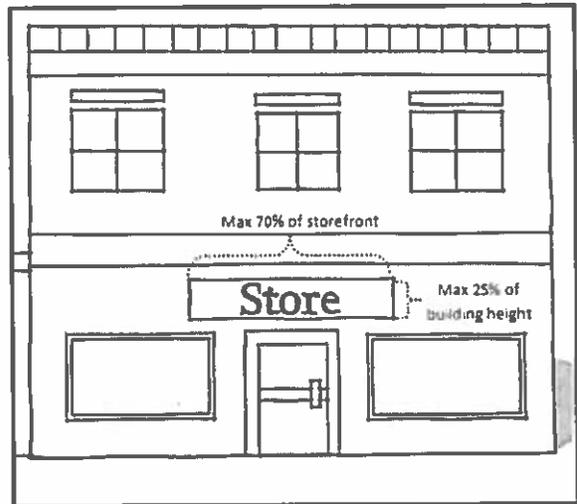


Fig. 6: Wall sign maximum height and width

(10) *Window Sign Area.* Window sign area shall not exceed 50% of storefront window area, although gold leaf window signs can account for an additional 15% of window area, and all-gold leaf lettering can account for up to 75% of window area.

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

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

(1) *First Floor Windows.* First floor facades shall include storefront windows to occupy at least 60% of first floor wall area.

(2) *Muntins.* Flush or snap-in muntins are historically inauthentic and are prohibited.

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

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

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

(6) *Upper Floor Windows Required.*

Upper floor windows shall comprise between 20% and 60% of the total building wall area. No more than 15 feet of horizontal distance of wall shall be provided without windows.

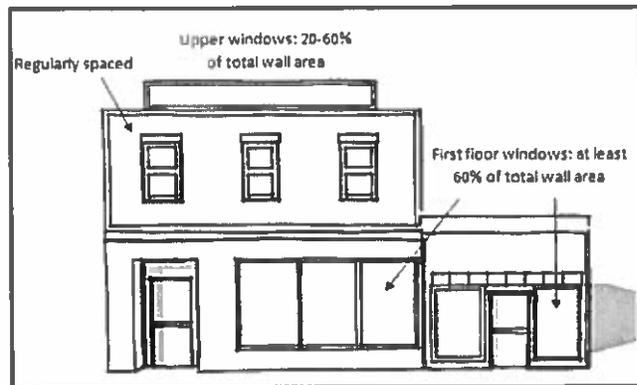


Fig. 7: Window spacing

(7) *Upper Floor Window Spacing.*

Upper floor windows shall be regularly spaced.

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

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

(k) **Streetwalls.** Streetwalls between two and three feet in height are required along the length of any parking lot,

vehicular use area, or other interruption between buildings, excluding driveways. The streetwall must be masonry or brick that complements adjacent buildings architecture. Alternatively, streetwalls may be low decorative metal fences with masonry columns. Streetwalls shall be installed within five years after the adoption of this ordinance.

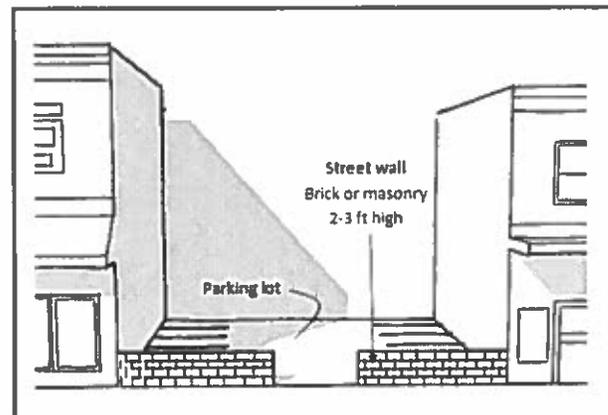


Fig. 8: Streetwall

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

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

The following standards are applicable to new construction, and redevelopment when improvement value exceeds 50% of property value within the Retail Core and are applicable to the Periphery if specifically noted.

(a) **Driveways and parking lots.** New driveways and parking lots are not allowed on St. Johns Avenue, and existing excess driveways shall be eliminated for new construction and also for property improvements that exceed 50% of the value of the property.

(b) **Entrances.** Buildings shall have front entrance designed to be attractive and prominent architectural feature. Buildings shall incorporate lighting and contrast in mass, surface detail, or finish to give emphasis to entrance.

(c) **Height.** Buildings height shall be similar to that of adjacent buildings, except that any new building may have a height up to 60 feet, with a limitation of four stories.

(d) **Parking garages.** Parking garages shall be located behind "liner stores" with minimum storefront depth of 30 feet; entrances shall be from side streets; architecture of parking garages fronting on public streets shall achieve an architectural unity with existing buildings; and

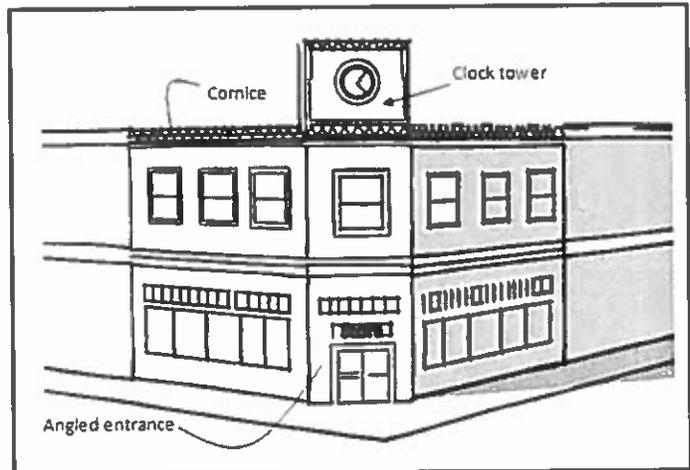


Fig. 9: Embellished corner building with angled entrance

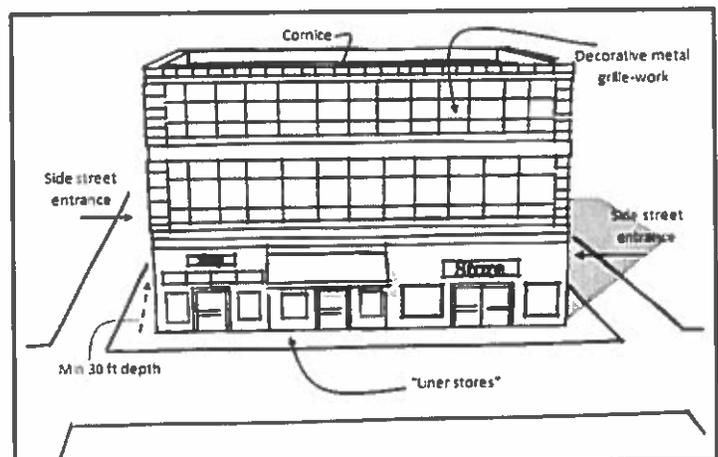


Fig. 10: Parking garage

design features shall include brick, stucco, cornices, or a combination of architectural features which enable the parking garage to better blend with the area. Exterior walls shall include decorative metal grille-work or similar detailing which provides texture and partially and/or fully covers the parking structure opening, or vertical trellis or other landscaping. (Also applicable for Periphery.)

- (e) **Proportion.** New construction and facade rehabilitation shall maintain horizontal and vertical spacing of elements similar to other buildings on the block.

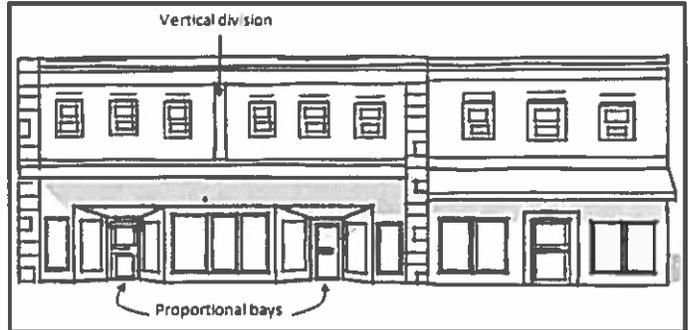


Fig. 11: Similar width and proportion of new construction

- (f) **Roofs.** ~~Flat roofs are required. Flat roofs shall be enclosed by parapets at least 24 inches high, or high enough to conceal~~ Parapets shall be required when necessary to shield rooftop equipment from view (also for Periphery).
- (g) **Setbacks.** Buildings shall form a consistent, distinct edge, spatially delineating the public street through maximum building setbacks that vary by no more than five feet from those of the adjacent building.
- (h) **Width.** Where new buildings will exceed the historical 30 to 40 feet in width, the facade shall be visually subdivided into proportional bays, similar in scale to the adjacent buildings. This can be done by varying roof heights, or applying vertical divisions, materials and detailing to the facade.

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

STAFF REPORT

DATE: December 27, 2013

TO: Planning Board Members

FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to amend Zoning Code Section 94-149, 94-161, and 94-162, applying overlay zoning standards to the Downtown zoning districts and adjacent areas within the C-2 zoning district. The Board considered this item at their November meeting and also held a public workshop on the item at their December meeting.

APPLICATION BACKGROUND

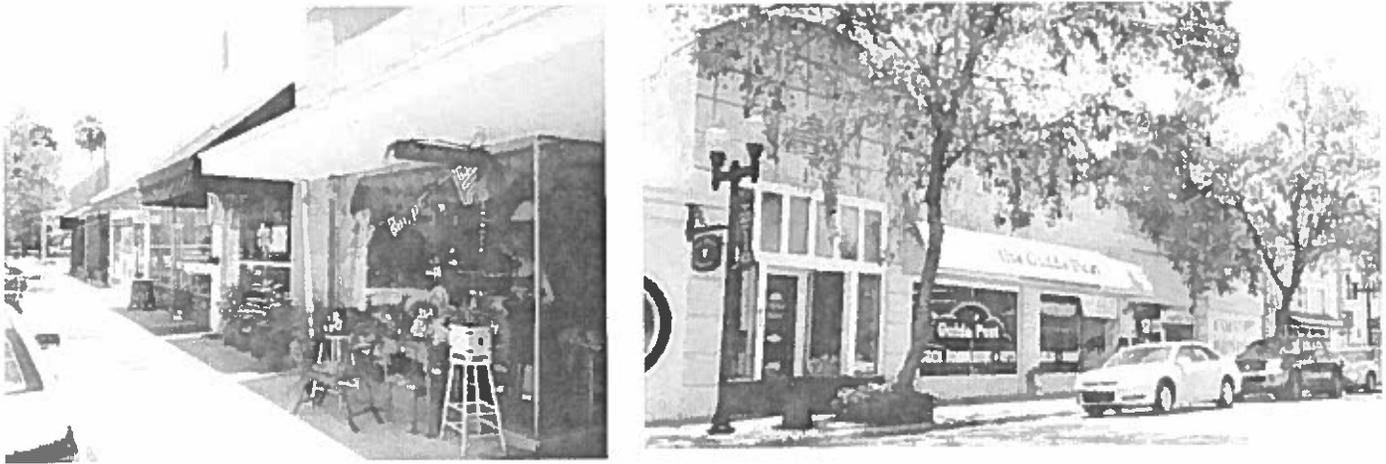
Like other Florida downtowns, downtown Palatka has a unique character as a result of its traditional architecture and historic development pattern. There are currently no design or development standards in place that protect downtown from incompatible development other than the following language in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

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

The standards provide a customized list of uses for the retail core that include retail, service, and professional office uses. In the retail core the following uses have been removed from the list of DB and DR zoning district allowable uses: bait and tackle shops, convenience stores (no gas pumps), grocery stores, marine hardware and supplies shops, package liquor stores (no drive through facilities), and houses of worship and accessory facilities. Also in the retail core the following uses were removed from the list of DB/DR allowable accessory uses: appurtenant structures that are accessory to existing residential dwellings and boat repair and sales associated with a marina have been removed from the list of accessory uses. Finally within the retail the DB/DR list of conditional uses would exclude car washes, dry cleaning and laundry, (freestanding) dwellings, marinas, parking lots, and outdoor amphitheatres.

Such use restrictions are intended to promote pedestrian activity as called for in the intent sections of the DB/DR zoning districts (to provide a “pedestrian oriented, retail/entertainment” that “discourage(s) uses that are likely to create friction with pedestrian movement”).

Staff has made the argument before to the Board that uses that are not retail, restaurant, or personal services uses lack the foot traffic and storefront window displays that promote a vibrant downtown pedestrian environment that “pulls” pedestrians down the street. Research has shown that empty lots, parking lots, and government/institutional uses do not consistently generate pedestrian activity that provides for needed downtown synergy and vitality. Such uses lack the activity and longer hours of operation that sustain street life. Other uses such as bait shops, convenience stores, grocery stores, car washes, marinas, etc. do not make sense in the context of a retail core for reasons of location or function.

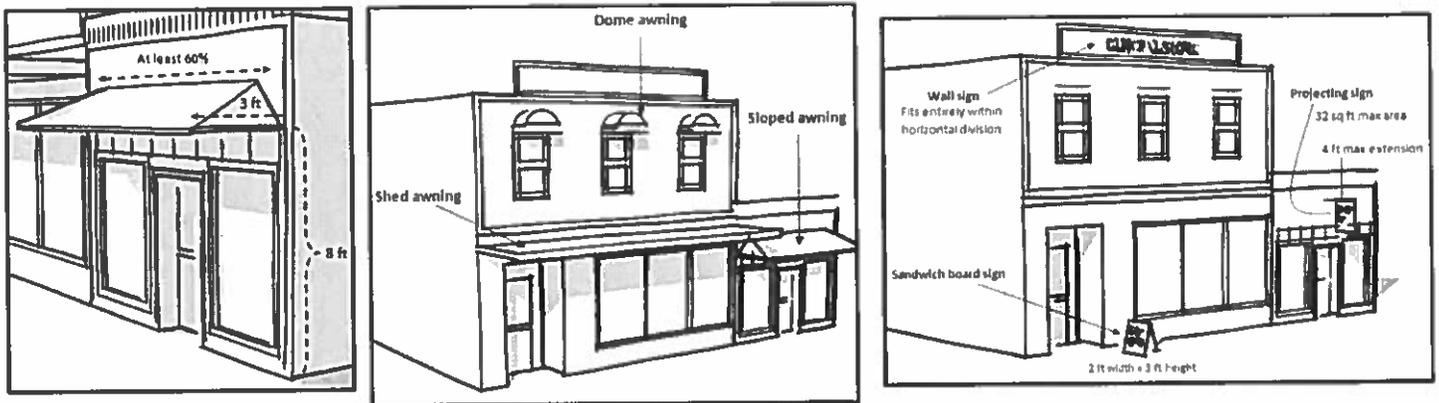


Figures 1 and 2: Retail and restaurant uses provide visual interest and pedestrian generation that entices more shoppers and visitors to the downtown area

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

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

New construction would meet color, exterior building material, and street tree standards and would also be subject to other regulations, including the prohibition of new driveways and parking lots on St. Johns Ave., recognizable building entrances, design protocols for parking garages, and compatibility standards pertaining to building massing/height/proportion/lot placement.



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

The standards would be administered by the Building and Zoning Department, with an avenue for appeal of staff decisions to the Planning Board.

PROJECT ANALYSIS

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

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: Palatka's downtown is a unique, historic area with tremendous potential for redevelopment. One benefit of decades of slow economic growth is the extent of historic resources in the downtown. Many historic commercial and residential buildings remain along St. Johns Ave., particularly in the 200-400 and 600-800 blocks. Outliers in the downtown periphery along a number of streets (Main St., Oak St., and Reid St.) add to the downtown's historic fabric. There are also numerous vacant lots in the downtown area, providing considerable redevelopment potential for the area. A successful downtown is dependent on ensuring that there is a critical mass of retail and restaurant uses with minimal interruption by low pedestrian-generating and incompatible uses. As noted below, numerous policies of the Comprehensive Plan support this application.

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

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

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

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

STAFF RECOMMENDATION

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

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

STAFF REPORT

DATE: January 28, 2014
TO: Planning Board Members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

A request to amend Zoning Code Section 94-149, 94-161, and 94-162, applying overlay zoning standards to the Downtown zoning districts and adjacent areas within the C-2 zoning district. The Board considered this item at their November meeting, held a public workshop on the item at their December meeting, and considered the item again at their January meeting. At the last meeting the Board requested that staff review comments made by Architect Robert Taylor pertaining to the design standards and re-visit some of the use prohibitions.

APPLICATION BACKGROUND

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

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

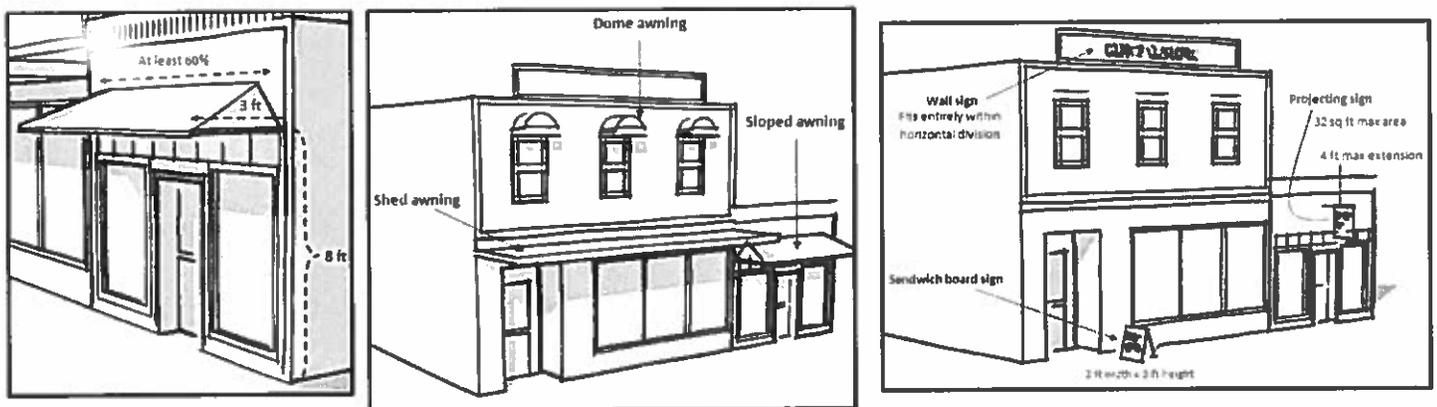
The standards provide a customized list of uses for the retail core that include retail, service, and professional office uses. In the retail core the following uses have been removed from the list of DB and DR zoning district allowable uses: ~~bait and tackle shops~~, convenience stores (no gas pumps), grocery stores, ~~marine hardware and supplies shops~~, package liquor stores (no drive through facilities), government uses, and houses of worship and accessory facilities. Staff has reversed the recommendation to prohibit bait and tackle shops and marine hardware and supplies stores, as these are retail uses that are germane to boaters who access the nearby city dock and marina. However Staff stands by the other use prohibitions, including houses or worship and government uses. While these uses are very important to the community fabric, and unlike most other uses they are allowed in the vast majority of city zoning districts, they do not support the stated Main Street

and Zoning Code goals of promoting downtown uses that generate daily pedestrian activity. It would raise false hopes and uncertainty to not clearly state this.

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

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

New construction would meet color, exterior building material, and street tree standards and would also be subject to other regulations, including the prohibition of new driveways and parking lots on St. Johns Ave., recognizable building entrances, design protocols for parking garages, and compatibility standards pertaining to building massing/height/proportion/lot placement.



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

The standards would be administered by the Building and Zoning Department, with an avenue for appeal of staff decisions to the Planning Board.

Following the direction of the Board, staff met with Architect Robert Taylor and Architect and Board member Anthony Harwell. The following revisions were made based on this input.

- Page 7: insertion of language clarifying that in general exterior alterations in retail core shall be in keeping with materials and appearance of historic period (1880s to 1940s).
- Page 8: addition of the following acceptable exterior materials: cast stone, terra cotta, granite, and marble; and the prohibition of faux finishes.
- Page 8: replacement of “hardiplank” with “cementitious fiberboard” as the former term is a product name and not a generic term.
- Page 8: elimination of the term “baked” as a modifier of enamel.

- Page 8: elimination of the requirement that roofs be flat, insertion of language that calls for rectangular presentations of buildings including rooflines, and requiring parapets when screening of rooftop equipment is needed.
- Page 10: allowance of decorative metal fencing with brick columns as an alternative streetwall type, and extension of required compliance from two to five years.
- Page 11: clarification that excess driveways (exceeding 24-feet in width) in retail core and periphery shall be removed for new construction.
- Page 11: repetition of roof language above for new construction.

PROJECT ANALYSIS

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

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: Palatka's downtown is a unique, historic area with tremendous potential for redevelopment. One benefit of decades of slow economic growth is the extent of historic resources in the downtown. Many historic commercial and residential buildings remain along St. Johns Ave., particularly in the 200-400 and 600-800 blocks. Outliers in the downtown periphery along a number of streets (Main St., Oak St., and Reid St.) add to the downtown's historic fabric. There are also numerous vacant lots in the downtown area, providing considerable redevelopment potential for the area. A successful downtown is dependent on ensuring that there is a critical mass of retail and restaurant uses with minimal interruption by low pedestrian-generating and incompatible uses. As noted below, numerous policies of the Comprehensive Plan support this application.

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

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

- Objective A.1.2 calls for the City to implement the policies to provide for redevelopment and renewal of blighted properties.
- Objective A.1.4 of the City's Comprehensive Plan Future Land Use Element notes that the City shall ensure the protection of natural resources and historic resources;
- Objective A.1.5 of the City's Comprehensive Plan Future Land Use Element notes that the City shall increase public awareness of the historic significance of the City and provide incentives to maintain and restore historically significant areas and structures within the City limits;
- Policy A.1.5.1 of the City's Comprehensive Plan Future Land Use Element notes that historic resources shall be protected through designation as historic sites by the State or City;

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

STAFF RECOMMENDATION

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



CITY OF PALATKA PLANNING BOARD MINUTES November 5, 2013

The meeting was called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Vice-Chairman Daniel Sheffield, Anthony Harwell, George DeLoach Lavinia Moody and Earl Wallace, (arrived after the 2nd case). **Members absent:** Joe Petrucci, Judith Gooding and Joe Pickens. **Also present:** Planning Director Thad Crowe and Recording Secretary Pam Sprouse.

Motion was made by Mr. DeLoach and seconded by Mr. Sheffield to approve the minutes for September 3, 2013 meeting. All present voted affirmative, motion carried.

Chairman Stewart read the appeal procedures and requested that disclosure of any ex parte communication be made prior to each case.

OLD BUSINESS – none

NEW BUSINESS

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

Mr. Crowe explained that application for this request is for the reduction of minimum size for permanent structures associated with non-temporary outdoor storage and sales, which is currently 1,500 sq. ft., and the applicant would like the Board to consider reducing the minimum to 1,200 sq. ft. to accommodate his business of non-temporary outdoor storage shed sales, proposed to be located at 3725 Reid St. and is a companion request to be considered next on the agenda. He reminded the Board of its April 2nd 2013 meeting's recommendation to the City Commission that non-temporary outdoor sales be allowed within C-2 zoning districts as a principal use, with the condition (among others) that there be a permanent building on the site that was at least 1,500 square feet in size. The reasoning behind the permanent structure rule was to ensure that a business had a permanent presence on the site instead of just a collection of outdoor sales items. Staff believes that there is not a substantive difference between a 1,500 and a 1,200 sq. ft. building, and that the smaller building will suffice in establishing a permanent presence for a business and accommodating the central office activities. In the interest of economic development and infill, important factors in the City's Comprehensive Plan, he recommended approval.

Motion made by Mr. Sheffield and seconded by Ms. Moody to recommend approval of the amendment as submitted. All present voted affirmative, motion carried.

Case 13-45: Conditional use request for non-temporary outdoor sales located in a C-2 zoning district, located at 3725 Reid Street.

Mr. Crowe gave an overview of the request and reviewed a sketch plan submitted by the applicant to show the general layout of parking, vendor spaces and proposed landscaping. He stated that the applicant has proposed the hours of operation to be Monday through Saturday 8:30 a.m. to 6:00 p.m. Mr. Crowe added that he believes

this application meets applicable non-temporary outdoor sales criteria and recommended approval in accordance with the revised site plan submitted by the applicant and subject to the following conditions:

- a Required buffering and screening shall occur at the time that residential development occurs to the rear.
- b The site plan must be revised to include six parking spaces adjacent to the building on the paved area, with one of those being a 15-foot wide and 20-foot long handicapped space with a five foot striped ramp on the passenger side, and the others being 10 by 20 foot spaces. The internal driveway shall be at least 22 feet in width. The parking row shall have parking-space-size landscape islands on either end with shade trees planted within them that are adjacent to the end of parking rows. Wheel stops are required.
- c Garbage cans must be stored in an area that is enclosed on three sides with a six-foot tall privacy fence or wall and on one side with a swinging gate.
- d Signs are allowed for individual vendors and displays, limited to each display area and not more than 20 square feet in size, otherwise the Sign Code shall apply.
- e Display items are to be arranged in an organized and neat manner and not in a haphazard arrangement.
- f No automobiles, motorcycles, boats, or other motorized vehicles; heavy equipment; live animals; or personal services shall be offered for sale.
- g Shed storage areas visible from the right-of-way shall be screened by fencing or vegetation that shall be maintained in an attractive and neat appearance. Sheds will be clustered together in an organized and attractive manner in several multiple display areas, and those visible from the public right-of-way shall be bounded by portable fences and large potted plants.
- h Exterior lighting shall be shielded and downcast to reduce glare.
- i Hours of operation are 8:30 AM to 6 PM Monday through Saturday.

Mr. Sheffield asked Mr. Hatcher if he had any problem with the restrictions recommended by staff as well as the hours of operation. Bob Hatcher with Florida Carports and Sheds, the applicant for this request, stated that he was amenable to the conditions recommended.

Ms. Moody commented that the City is trying to create some growth here but also address the problem of certain businesses violating zoning standards and presenting an unattractive appearance and strongly suggested that the applicant take the recommendations seriously and make the business look good. Mr. Hatcher indicated he would diligently comply with codes.

Motion made by Mr. DeLoach and seconded by Ms. Moody to approve the request subject to staff recommendations. All present voted affirmative, motion carried.

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

Mr. Crowe explained that what Staff is proposing is a kind of holistic and comprehensive set of guidelines governing downtown. Unlike many other Florida towns and cities of the City's size, Palatka's downtown does not have any design regulations or any special standards. There is some vague language in the zoning district's development standards section about creating a pedestrian oriented environment, but that is not very enforceable. The proposed overlay addresses the broad spectrum of issues that affect downtown and encourages the revitalization of downtown, using the Main Street approach. This approach generates pedestrian activity and brings more people downtown to restaurants, retail stores and personal service establishments. The overlay also addresses the current right to demolish any downtown building regardless of historic or architectural significance and the need for some basic design standards to ensure that new infill buildings and the renovation of existing buildings will blend with the fabric of the physical environment of Downtown Palatka so as not to present a jarring contrast with existing community character and architecture. The overlay also encourages uses that contribute to a vibrant and active shopping and business area. Mr. Crowe explained that there are two areas being proposed: 1) the retail core which would include properties fronting on St. Johns

Avenue from the Riverfront Park up to 11th St.; and 2) the Periphery area which includes all areas zoned DB (Downtown Business) and DR (Downtown Riverfront) excluding the retail core. He added that there are many communities that have these types of standards and protections in place. The overlay standards would not present a regulatory burden as they would be administered by staff with any appeal of staff's decision would then come to the Planning Board. He completed his PowerPoint presentation by graphically presenting the proposed design criteria for the building façades, signage and amendments to the allowed uses.

Mr. Sheffield asked if this was in essence creating a downtown historic district. Mr. Crowe explained that this was a step short of a historic district and was more of a design district that provided limited historic protection – in essence requiring historic preservation board review for the 16 individually significant downtown historic buildings but not for the 62 contributing buildings or the 29 noncontributing buildings. This measure is justified by Comprehensive Plan policies under Future Land Use Element Objective A.1.5 that compel the City to preserve historically significant buildings.

Robert Lemon, 111 Easement Lane, Interlachen, commended the City for taking these steps to have regulations for any area, historic buildings are extremely valuable and this is a wonderful way to preserve the history and add to the ambiance of the whole city. Zoning is also a very good way to separate incompatible uses, such as an industrial site right next to a residential use. He questioned mixing the two issues (architectural design and zoning) as they are both fairly complex issues. He said that he would encourage the City to separate the two issues and suggested workshops inviting input from the taxpaying community.

Reverend Don Hanna, St. James United Methodist Church and Vice President of the South Putnam Ministerial Association voiced concerns of putting restrictions on churches even though right now it is confined to St. Johns Ave. and then also restricting those specific churches on the periphery deemed historic. He read a letter from the South Putnam Ministerial Association urgently requesting the tabling of this proposed amendment to a time certain. Additionally, the Association requested that the Planning Director forward to them the interpretation of this proposed ordinance before the next meeting. He ended by saying that the appropriate action would be to table this request until additional review can be made.

Neal Chancey, 2615 Lane St., Palatka, commended Mr. Crowe for his detailed restructuring of the zoning code to really appeal to the commercial class (use), but expressed concerns for some of the items relating to compatibility. He agreed that revitalization for downtown as a base is very important, but this effort should not impact churches. To restrict the church is to restrict the church's ability to reach out to people in this community that are in need. He recommended taking out the emphasis on churches of this amendment, and also recommended that a questionnaire be sent out to the community about this particular code amendment.

Cynthia Aisa, 424 N. Fern St. San Mateo, stated that she attends church on 7th St. and Main St. and wanted to know if her church would be affected by this amendment which would be a problem for them, as the church is trying to grow. She agreed that this item should be tabled for a workshop discussion so that the community can better understand the proposed changes and how existing businesses and uses will be affected.

Kirby Kennedy, representative of First Baptist Church, 501 Oak St., agreed that Mr. Crowe and his group have done a tremendous job trying to figure out ways to make downtown an incredible place where people will gather. He stated that his church has been in Palatka since the early 1870s and on Oak Street since the early 1900's. He stated that they have a vested interest in downtown. He also requested that this item be tabled. He added that they have the ability to invest in downtown to bring people downtown. He said that his church had met with city officials in August and again in September regarding how they could invest in the property across the street from the church in building a \$3.5 to \$4 million-dollar family life center with a gymnasium and swimming facility with a façade on St. Johns Ave., possibly to include an art gallery as well. He said this would grow their congregation and added that city staff had made no mention of these proposed changes.

Charlie Rayburn agreed with the need for a workshop.

Bob Taylor, 241 Crystal Cove, commended Mr. Crowe and staff in their efforts on putting the guidelines together. He stated that there are some concerns (some that have already been voiced) and another one is with the 50 year historic rule (structures are eligible for local and national historic registration once they are 50 years old). He agreed that a workshop would be advisable to find compromises on some of the concerns that need to be worked out. One significant concern is with removing the allowance of some of the uses, as those that are existing will then become non-conforming, which could be troublesome.

Dawn Perry, 2370 Westover Dr., stated that a lot of her concerns have been brought up by the previous speakers and added her opposition to excluding churches from this area. Ms. Perry referenced excerpts from a federal statute protecting churches known as the R.E.L.U.P.I.A. act.

Alexander Altman, 5256 Silver Lake Dr., referred to a quote from Benjamin Franklin, stating that if you give up a little freedom for protection, you deserve neither freedom nor protection, as has been presented as “a sort of protection measure” with this proposal. He believes that it is clear this amendment will create a schism in the community that this particular issue and point will create division and conflict within the very community the Board is trying to serve.

Charles Rudd, Palatka Main St. Manager, referred to grants that are attracting people to the retail district and explained that the goal is to create a destination retail corridor of specialty boutiques and restaurants as that is the only way to compete with the big stores like Wal-Mart and K-mart, so the Downtown retail/entertainment district competes on specialization, customer service and attracting people to a retail destination, that brings an infusion of new dollars into the community. The statistics prove that when you buy local, more money stays in the community. Mr. Rudd added that all of the current uses that have been allowed, all this time are a big part of what has brought the City to this point today, adding that more than fifty percent of current use is office/non-retail and another twenty-five percent is vacant. Every space is extremely valuable and each space needs to support the next space, staff is just proposing the retail corridor for the proposed overlay zoning use restrictions. The goal is to create a destination retail corridor of specialty boutiques and restaurants as that is the only way to compete with the big stores like Wal-Mart and K-mart. He ended by saying this is just another tool for the City to use to where we can kind of tip that mouse, and change what we have been doing, because “we” people don’t like what we have been getting to where we preserve and create a retail corridor. These uses are allowed in the periphery of this district, as well as in other places all over town. He continued that there is probably not any use that is allowed in every district.

Motion made by Ms. Moody and seconded by George DeLoach to table this request until a workshop can be held. All present voted, resulting in 5 yeas and 1 nay (Mr. Harwell). Motion carried.

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

Mr. Crowe explained this request is for consideration of repealing the Public Schools Facilities Element of the Comprehensive Plan. The Florida legislature several years ago eliminated the requirement for this element within the Comprehensive Plan of local jurisdictions due to its basic “unworkability” and unnecessary red tape. Given that the school enrollment is declining and ample school capacity is available, significant residential development is unlikely to occur to create school capacity problems and the City has very little say about school boundary changes; and also 3) the process requires unnecessary investment of staff time on all fronts; Staff recommends repeal of the Element.

Staff recommended repeal of the School Facilities Element of the adopted Comprehensive Plan

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

Location : 1511 Washington Street
Owner: Church of God by Faith, Inc.

Mr. Crowe reviewed the staff report and recommendations for consideration. He recommended approval with the following conditions:

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

Mr. Sheffield asked if the building design would be in keeping with the existing building.

Robert Benjamin, agent and contractor for the owner advised that it would be in keeping with the existing church and that the construction documents are in review at the building department. He explained that this is a multipurpose room for activities for the existing congregation.

Motion made by Mr. Sheffield and seconded by Mr. DeLoach to approve the request as recommended by staff. All present voted affirmative. Motion carried.

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

Mr. Crowe recommended tabling this item to the December 3rd meeting for continued research and refinement of the ordinance.

Motion made by Mr. DeLoach and seconded by Ms. Moody to table the request until next month. All present voted affirmative.

With no further business, meeting adjourned.



CITY OF PALATKA PLANNING BOARD MINUTES December 3, 2013

The meeting was called to order by Vice-Chairman Daniel Sheffield at 4:10 pm. **Other members present:** Earl Wallace, Anthony Harwell, George DeLoach and Joseph Petrucci. **Members absent:** Chairman Carl Stewart, Lavinia Moody, Judith Gooding and Joe Pickens. **Also present:** Planning Director Thad Crowe, Recording Secretary Pam Sprouse and City Attorney Donald Holmes.

Motion was made by Mr. DeLoach and seconded by Mr. Harwell to approve the minutes for November 5, 2013 meeting. All present voted affirmative, motion carried.

Vice-Chairman Sheffield read the appeal procedures and requested that disclosure of any ex parte communication be made prior to each case.

NEW BUSINESS

Case 13-51: Request to annex, amend the Future Land Use Map to RL (Residential-Low Density) and rezone to R-1A (single-family residential).

Location: 2410 Tommy Ave.

Owner/Applicant: Vincent and Gloria Thompson

Mr. Crowe advised that this request was made due to the need for water and that the request meets all annexation Land Use and Rezoning requirements. Staff recommended approval of the request,

Motion made by Anthony Harwell and seconded by Mr. DeLoach. All present voted affirmative, motion carried.

Case 13-52: Request to annex, amend the Future Land Use to PB (Public Buildings and Grounds) and rezone to PB-2 (Public Buildings other).

Location: 1400 N. State Rd 19

Owner: Marc Spalding

Applicant: Putnam County School District

Mr. Crowe advised that this case was originally advertised for PB and PB-2 zoning but he is recommending industrial land use and zoning designations, which are comparable to the advertised request. The industrial zoning and land use will allow for more impervious surface, which is more suitable for the Applicant's needs to develop a school bus maintenance facility. He added that the current School Board facility is located in a residential neighborhood which is unsuitable for such a use.

Mr. Petrucci asked what other uses would be allowed in M-1 zoning, since the site was across the street from a park.

Mr. Harwell added that billboards and adult entertainment facilities are allowed in M-1.

Mr. Crowe advised that is true, but added that there are distance restrictions between adult entertainment facilities and parks in place that would prohibit such uses in this location.

Motion made by Mr. DeLoach and seconded by Mr. Petrucci to approve the request as recommended by Staff. All present voted affirmative, motion carried.

WORKSHOP DISCUSSION - Case 13-46: Workshop discussion regarding administrative request to amend Municipal Code Sec. 94-161 and 94-162 to establish an overlay zoning district to provide for design standards and use restrictions in Downtown zoning districts.

Vice-Chairman Sheffield explained that no action would be taken during this workshop, that this is an opportunity to share concerns and ideas for the proposed amendment. He added that due to the number of people here today, there will be a time limit of five minutes for each person in an effort to allow all to speak.

Mr. Crowe explained the rationale for the amendment, displaying maps of the historic buildings and vacant parcels within the downtown area. He said the proposed amendment follows the Main Street program's approach of encouraging pedestrian generated uses such as restaurants, retail and personal services and is designed to ensure that development and redevelopment is compatible with the historic downtown character. Of the buildings downtown, from St. Johns to Main St., there are 16 significant historical buildings (12%), 63 contributing historic buildings (45%) and 60 noncontributing (43%). He explained that significant structures include the train station, City Hall Larimer Center, St. James Methodist Church, Bethel A.M.E. Church, Dairy Queen, Moragne building, James Hotel, Shelley building, Atlantic National Bank, Putnam County Courthouse, 417, 617-627, 726 and 801 St. Johns Av. and Angels Diner. He added that the amendment would recognize and help to retain the rich historic architecture of downtown, complimenting the North and South historic districts. The amendment would also help to protect and provide certainty for downtown property owners and developers as well as enhance property value. Staff is proposing two zones for the downtown areas, the retail core (St. Johns Ave from the river to 11th St.) and the periphery (all other areas within the downtown zoning area). There are certain institutional and other uses that do not generate foot traffic. He said that the current code explains the intent of downtown zoning is intended to provide "pedestrian oriented retail/entertainment" that discourages uses likely to create friction with pedestrian movement. Mr. Crowe referenced Palatka's 1964 Comprehensive Plan, which expressed the need to free up parking for retail uses by eliminating non-retail uses. He also referenced a landmark 1962 Washington, DC study and a 1959 Cleveland study, both of which support the need for concentration of retail to stimulate pedestrian activity. Several other reports, surveys and analyses referenced including *2010 Downtown Naperville Pedestrian Gap Analysis*, *2009 Downtown Milwaukee Streetfront Retail Strategy*, *2004 Downtown Tallahassee Pedestrian Connectivity Plan* and *2003 Fort Lauderdale: Building a Livable Downtown*. He added that all of these studies and many more all say the same thing, which is that you must create an environment that is conducive to foot traffic and pedestrians, where you have uses that attract customers to support the retail core. He explained that the use restrictions were proposed for the retail core only and the current uses would still be allowed in the periphery areas. The list of restricted uses for the retail core include package liquor store, drive-through restaurants, accessory structures (such as garages, sheds, decks and boathouses), boat repairs/marinas, government uses, appliance store, arcade, auction houses, bait & tackle shops, convenience stores, grocery stores, marine hardware and supplies, dry cleaning, Laundromats, car washes, outdoor amphitheaters & parks, expansion of nonconforming uses and child care as an accessory use. These uses do not have any stigma attached to them - the City is simply trying to preserve the main shopping street for retail shopping and restaurants. He reiterated that uses such as institutional, government offices and churches are uses that generally attract specific and narrow segments of the population, as in the case of churches for example - churches vary across the board, with some having activities throughout the week and others being inactive for much of the week. There is no way to regulate activity. Institutional uses generally have vacant storefront windows which tend to stem the activity of foot traffic. He explained that the design

standards are also proposed for the retail core only. The proposed design standards are intended to be administered by staff to allow for expedited review and to provide for clear-cut standards while allowing some flexibility. There is an avenue for appeal of Staff's interpretation of the standards to the Planning Board of staff decision. Mr. Crowe added that his research included the review of several thriving nearby areas with downtown design standards in place, such as Apopka, Deland, Eustis, Gainesville, Mt. Dora, Ocala and St. Augustine. He stated that staff's research has found that to have a successful downtown you need to have certain safeguards in place that provide a certain base level protection of the core retail function and he believes that the City owes it to the businesses downtown to preserve the retail area. The Overlay would also include design standards that protect the historic architectural character of downtown while complimenting the North and South Historic Districts. He explained that the design standards are proposed to provide basic standards for alterations and new construction. The standards are intended to be flexible while providing a redevelopment-friendly district. The design standards are proposed for alteration of building exteriors and also for new construction. The standards address awnings and canopies, emphasize store entrances and storefront windows, and the protection of architectural features. Basic color standards prohibit fluorescent colors so as to not present a jarring contrast with downtown buildings. Exterior materials in the retail core and periphery must be brick or stucco. Retail core lighting shall resemble period lighting, particularly gooseneck light fixtures. The design standards also propose that all storefront windows be maintained, as this is considered critical in attracting foot traffic. Historic building roof lines shall be maintained in the retail core. The standards would require future signs along Reid Street be ground signs, in an effort to reduce sign clutter, which detracts from downtown revitalization.

Mr. Petrucci asked if the existing non-conforming buildings and uses would be exempt from the code amendment. Mr. Crowe answered that after being vacant for more than six months, uses must conform to the use standards.

Discussion ensued regarding the recommended design suggestions for the proposed Hampton Inn. Mr. Harwell said he met with the Planning Department as the Planning Board had requested to recommend some architectural design ideas for the proposed building, versus the boxed style that was submitted, and that he submitted some design elements that he thought would be appropriate. Mr. Wallace said that he has seen some of the suggested design ideas that Mr. Harwell put together and likes them better as it didn't appear to substantially change the building, but rather gave it more of an old time feeling. Mr. Crowe advised that staff's understanding of the Board's motion was to work with Mr. Harwell on some design suggestions and forward them to the developer, which Staff accomplished. He added that a corporate hotel like the Hampton Inn is bound by the Hilton Hotel's corporate design standards and, as previously discussed, there are certain parameters that have to be considered. Mr. Crowe stated that Staff believes that a lot of progress has been made from the boxy design originally submitted. Elements of interest have been added to the architecture, such as splitting the building into bays and adding faux balconies and alternating roof lines. He believes that the amended design will comply with the design standards for downtown.

Mr. Rudd, Palatka Main Street Manager stated that he wanted to focus his comments on looking at the results the City and the citizens want to get. Currently the City has a 25% vacancy rate and 50% of properties are non-retail on St. Johns Avenue. The first step is to quantify what is wanted for St. Johns Avenue. A mixed use central business district downtown with residential, offices, professional services, churches and shops is the desire, but to be successful, somewhere in there must be a core or concentration of retail. He presented some picture of what is currently along St. Johns Ave., pointing out the many spaces converted from retail to offices, churches and other non-retail and non-service type uses with closed and darkened windows. He showed those retail spaces that engage the sidewalk, with open display windows and tasteful sidewalk displays. Mr. Rudd stated that this is what helps the district to grow, that retail needs other retail to grow and share customers. It draws the pedestrian down the sidewalk, from the bakery to the book store and to next shop and so forth. This is what makes the pedestrian want to keep going to see what is next. When people get to an area where there is no more retail and or large gaps, studies have shown people tend to turn around and leave when they can no

longer see what comes next. Comparing photos of what is existing and what is desired for St. Johns Ave., he reiterated that current regulatory environment is not giving us what the City and the citizens have expressed a desire for and that is a thriving downtown. He ended by saying that he believes that the proposed changes will create a gradual point of change over time. As things change out we begin to move the district to a retail corridor, just one street, to strengthen the entire central business district which strengthens the entire community. If we want to get different results, we must do different things.

Vice-Chairman Sheffield invited public comment.

Gail White, 117 Rivers Edge Drive, East Palatka, stated that the plan looks great and asked for clarity of the overlay area. Mr. Crowe explained that the proposed use changes are for the retail core area (along St. Johns Ave.) only. The rest of the area within the Downtown Business and Downtown Riverfront districts are referred to as the periphery with different use restrictions but with some basic design standards for new construction and signage. Ms. White stated that her church, (First Baptist Church of Palatka) have met with staff and reviewed the proposed changes. She asked if there is a building loss, albeit hurricane, fire, etc...would the overlay prevent them from rebuilding and would a conditional use permit "before" this overlay provide protection to rebuild for the existing churches that are currently invested in Palatka. Mr. Crowe replied that the most all of the existing churches in the downtown zoning districts, with the exception of the 800 block, are outside the retail core and would not be affected by this amendment. The 800 block Holy Word church would be recognized as an approved conditional use, which is effectively zoned for the church use. St. Mary's Church is a legal nonconforming use, meaning it can continue indefinitely in its present state.

Bob Hartwig, 543 West River Rd., asked if the First Presbyterian Church is within the periphery area and if there were any type of catastrophe they would go through the normal procedures to rebuild. Mr. Crowe replied that is correct as this church is within the South Historic District which is not intended for inclusion in the overlay area.

Robert Lemon, 111 Easement Ln., Welaka, thanked the Board for having the workshop and staff for all of the hard work and thought into the overlay, rezoning and design standards and believes that they are necessary to have some continuity in a small town like Palatka. He added that the River front is Palatka's gem and main draw. He suggested that the city may want to look at having the proposed hotel reserve the first floor for retail. He added that all small towns down town areas across the country are hurting due to malls and the big box retail. A lot of other cities have created a retail environment with coffee shops, antique stores, retail to promote their "ace in the hole" be it beach or river etc... He asked if the proposed design standards would require existing businesses to upgrade. Mr. Lemon ended by recommending that the two items; the overlay zoning and the architectural review or design standards be considered separately. Vice-chairman Sheffield reiterated that Mr. Crowe had explained the standards would only be for new construction and major exterior improvements. Mr. Crowe added that the hotel will be facing Memorial Parkway and not the retail core of St. Johns Ave. (and thus not subject to the retail core standards), however in the purchase agreement there is a strip of land adjacent to St. Johns Ave. that is reserved for retail development.

John Poitevent, 269 River Dr., East Palatka, asked for confirmation that the First Presbyterian Church on 2nd street and the apartments on 3rd Street are not within the overlay zoning. Mr. Crowe answered in the affirmative.

Calin Lester, 695 Calin Rd., asked if storm water retention would be affected. Mr. Crowe advised that City and St. Johns River Water Management District requirements would have to be met.

Mr. Holmes referred to the Municipal code regarding distance restrictions as applied to adult entertainment facilities.

Mr. Petrucci asked how the existing county offices would be affected by this amendment. Mr. Crowe advised that such uses on the south side of St. Johns Ave. would be allowed to continue as legal nonconforming uses, but that any significant additions to these uses would not be allowed. Uses on the north side of this street in the 400 and 500 blocks would be excluded from the retail core and would be part of the periphery.

Neal Chancey, 2615 Lane St., commended the Board, Staff and Mr. Rudd for their efforts in doing a great job. He said that there is no doubt that we all want the City of Palatka to have economic growth and uniformity, whatever it takes to rejuvenate and reinvigorate is important to bring in new revenue, not by raising taxes, but new revenue. He spoke in support of the First Baptist Church of Palatka, as Chairman of Deacons, and their planned family life center. He questioned if this would be an allowable or grandfathered use, understanding that there may have to be negotiations of possible storefront uses along St. Johns Avenue. He asked what good is it if we gain economic value to our city but lose the hearts and minds of our young people. Adding that he believes that their multi-million dollar family life center will reach the hearts and minds of many, giving a source of encouragement of families, enhance a source of business in that area, and aesthetically will be state of the art.

Cynthia Benz, 4498 Summer Haven Blvd Jacksonville, stated that she agreed that plans for controls are necessary and that the proposed ideas sound reasonable but cautioned the Board against any extreme measures that based on old information and comparisons from dissimilar areas.

Kirby Kennedy, 106 Lisa Lane, thanked the Board for tabling this request, for a workshop and allowing the First Baptist Church time to work with city administrators. He said that the church has had two meetings with the city and believes that they are making great progress on being able to coming to some kind of compromise on allowing the church to move forward with Phase 1 and Phase 2 of the Church's expansion plans. He explained that Phase 1 is the purchase of the TD Bank building and the renovation of the two story building into educational space for preschoolers, children and some adults, leaving the one story building for workshops and such. Once that building is paid for (anticipated for 2018), Phase 2 will involve building a new family life center, demolishing the one-story building that is currently there. He read a letter from the Putnam County Ministerial Association requesting that the City of Palatka amend the proposed prohibition of churches in the downtown retail core, and recommend the language be amended to read that churches are discouraged but not prohibited from locating in the retail core area fronting St. Johns Avenue.

Roberta Correa withdrew her comment request.

Michael Gagnon withdrew his comment request.

Brian Hammons, Putnam County Planning and Development Director, stated that the public has a large investment in County-owned land and buildings downtown and asked if the use were non-conforming, the first time they were to apply for permit to work on that building what they would have to do. Secondly, he submitted that the government uses downtown are actually professional office uses and it appears the government use designation refers to who owns the property and not the actual use being conducted there. He urged staff to class governmental office in with the professional office designation. Mr. Crowe advised that a legal nonconforming use would be allowed to continue in that location indefinitely.

Mr. Holmes referenced section Sec. 94-114. Nonconforming lots, structures and uses;
§ (g) Repairs and maintenance: Nothing in this chapter shall be deemed to prevent the strengthening or restoring to a safe condition of any building or part thereof. Mr. Holmes added that there does not appear to be any mention of value cap or percentage for repairs and maintenance, however; §(d)(2) Nonconforming structures, states: Should such structure be destroyed by any means to an extent of 60 percent or more of its replacement cost at time of destruction, it shall not be reconstructed except in conformity with the provisions of this chapter.

Mr. Harwell asked why the Courthouse was being exempted and did it include the accessory buildings to the west of the courthouse. Mr. Crowe replied that the Courthouse and the accessory buildings have a significant presence and that the intent is to limit County agencies using storefront buildings downtown outside the government complex.

Robert Taylor, 241 Crystal Cove Dr., referred to a portion of staff report of Oct 22, 2013. He stated he is in support of the design guidelines. He believes that they are a bit aspirational and time will help heal some of the wounds. He commented that the guidelines are not historic design guidelines and 15 or so buildings are now being identified as significant. He said that there should be more than the Planning Director and a historic preservation student to decide what is historically significant. Mr. Taylor added that he believes that the public has a significant investment in the properties as a taxpayer and believes that the decision making body should be increased to possibly include be that taxpayer, a downtown building owner, and a member of the county. He believes in preserving and protecting our historic buildings, but is concerned with relegating that authority to a few people. The design guidelines in some areas appear to try to legislate or create historical features which he is opposed to, and believes that the buildings should stand on their own merit. Some of the standards have been in place for years and years and such as reflective glass and awnings below eight feet, yet there are several buildings that are not in compliance. He suggested that someone other than the Building Official should look at these plans to ensure the guidelines are enforced and the city map needs to be defined very clearly as it relates to the north and south historic districts, the central business district and how it relates to downtown business and riverfront as the lines overlay at times and create confusion.

Alex Altman said that there were an extreme number of restrictions and regularity standards which will be required for new business and create a hardship in an already tough economic time. He believes that what makes Palatka special is that it is different, and referred to Angel's Diner as with many others that are a prize for Palatka, that would not be allowed as they are under the proposed design standards.

Vernon Adams, 5262 Silver Lake Dr., referred to the Constitution and the protection of freedom of religion. He stated that churches are a vital part of our community and urged the Board not to restrict churches. He added that there are enough regulations and pressures choking existing business, and many of them are struggling and barely hanging on. He stated that he believes that the proposed standards would impose hardships on many of the existing businesses.

David Harrell 271 East River Rd., East Palatka, wants to know how the amendment can help him rent his spaces. He stated that he is opposed to the amendment.

Kenny Eubanks, 141 Ranch Rd. East Palatka, said he cosigned the check to get a main street manager, and expressed his wishes that some of these changes should not be made.

Dawn Perry, 2370 West River Dr., stated her objections to the overlay and referenced a federal law that prohibited discrimination against churches.

Mr. Crowe advised that the design regulations in the periphery areas would be much less restrictive than in the retail core and would allow new uses such as Angel's Diner.

Mr. Petrucci commented that in his opinion churches would be best served around the residential communities and commercial areas are best served for commercial uses. He added that he believes that the differences between Palatka and some surrounding communities like St. Augustine and Gainesville is that these towns create a feel or a theme to separate the downtown from the malls and big box stores.

Don Holmes commented that the decisions should not be based on feelings. The decision needs to be based on whether it is appropriate to put an overlay on one 11-block area of one street and restricting non-retail uses to create a retail entertainment district.

Vice-Chairman Sheffield questioned the issue of property rights for existing property owners. He asked if there were any considerations, or protections for existing building owners. Mr. Holmes advised that grandfathering does just that as it allows the use to continue until such time as it goes away. Mr. Crowe added that the State changes the Building Code minimum standards on occasion and all are required to meet these minimums.

Mr. Harwell asked Mr. Crowe questions regarding some of the design standards for existing and new construction.

Mr. Holmes asked Mr. Crowe if there were any considerations made for a variance. Mr. Crowe replied that if it pertains to a strict dimensional standard, a variance could be applied for, if it is related to more of an interpretational item, an appeal of Staff's decision would go to the Planning Board.

Mr. DeLoach said he was in retail for 35 years and agreed that retail thrives when near other retail, that one of the best things to happen to his business was when the furniture store moved in across the street from him. He added that for 12 of those years he was president of the Downtown Merchants Association, and they went to nearby downtowns to determine what could be done to improve downtown. He said that he believes that downtown Palatka can thrive again and stated that he supported the overlay.

OLD BUSINESS:

Case 13-50 Administrative requests to amend Municipal Code Sec. 94-295 Landscaping and Tree Protection (General landscape requirements) to provide standards for fencing; and amend Buffering and Screening Code Section 94-303 regarding landscape buffers applicable to conditional uses.

Mr. Crowe requested that this item be tabled to the next meeting.

Motion made by Mr. Deloach and seconded by Mr. Petrucci to table this item to the January, 2014 meeting. Motion passed unanimously.

OTHER BUSINESS

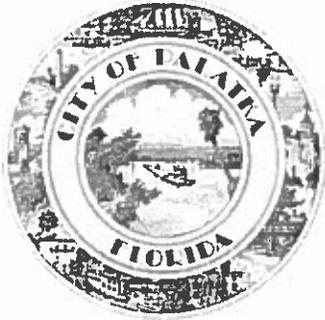
The 2014 meeting calendar was presented and approved by a consensus of the Board:

- | | |
|-----------------------------|--------------------------|
| January 7 th | February 4 th |
| March 4 th | April 1 st |
| May 6 th | June 3 rd |
| July 1 st | August 5 th |
| * September 9 th | October 7 th |
| November 4 th | December 2 nd |

* Note: September's regularly scheduled meeting date falls next to the Labor Day holiday; it is staff's recommendation that this meeting be held on the 2nd Tuesday of the month.

Vice-Chairman Sheffield advised of Chairman Stewart's resignation, and asked for the Board to consider a replacement for Chairman at the next meeting.

ADJOURNMENT - with no further business, meeting adjourned.



CITY OF PALATKA PLANNING BOARD MINUTES January 7, 2014

The meeting was called to order by member Joe Pickens at 4:05 pm. **Other members present:** Earl Wallace, Anthony Harwell, Lavinia Moody, Charles Douglas, Jr. and George DeLoach (who took his seat after roll was called). **Members absent:** Vice-Chairman Daniel Sheffield and Joseph Petrucci. **Also present:** Planning Director Thad Crowe, Recording Secretary and City Clerk Betsy Driggers, Recording Secretary KeOndra Wright, and City Attorney Donald Holmes.

Motion was made by Mr. Harwell and seconded by Mr. Wallace to approve the minutes for December 3, 2013 meeting. All present voted affirmative, motion carried.

Ms. Driggers read the appeal procedures and called for any ex-parte communications regarding any case.

Lavinia Moody expressed ex-parte communications with John Rowe and Lisa Parsons regarding the First Baptist Church issue.

Mr. Douglas said he spoke with members of First Baptist Church and is privy to confidential information for the First Baptist Church item on the agenda, which will require his recusal from that vote (Form 8B filed).

OTHER BUSINESS

Election of Chairman – **Motion** made by Mr. Wallace and seconded by Ms. Moody to elect Daniel Sheffield as Chairman. All present voted, motion carried unopposed.

Election of Vice-Chairman – **Motion** made by Mr. Wallace and seconded by Ms. Moody to elect Mr. Pickens as Vice-Chairman. All present voted, motion carried unopposed.

OLD BUSINESS:

Case 13-46: Administrative request to amend Municipal Code Sec. 94-161 and 94-162 to establish an overlay zoning district to provide for design standards and use restrictions in downtown zoning districts. Mr. Crowe presented a Powerpoint presentation (filed). He advised that the proposed Overlay has been revised with input received along the way and from the workshop that was held last month. He went over the boundaries of the geographical components of the Overlay, the retail core (properties fronting on St. Johns Ave.) and the periphery (the area between St. Johns Ave. and Main St, the railroad and the river). A main purpose of the Overlay is to support the Main Street program's efforts to encourage pedestrian-oriented uses, emphasizing restaurant, retail and personal service uses in the downtown core area. A second rationale was to ensure that development and redevelopment was compatible with historic downtown character, pointing out the concentration of historic buildings in the downtown area. An added justification was the increased certainty for property owners that incompatible development would not occur, and the property value enhancement that accompanied that. He added that the Overlay intent is to provide more specific standards for the retail core (those properties fronting St. Johns Ave. from the riverfront to 11th St.) and a minimal base level of regulation to the periphery area (all other parcels within the Downtown Business, Downtown Riverfront, and C-2 zoning

districts going up to Main St.). The Overlay would not allow institutional and other lower-activity uses in the retail core, with the exception being the Courthouse area between N. 4th and 6th Streets on the north side of St. Johns Ave.

Mr. Crowe said that the principal evaluation criteria for the Overlay amendment focused on implementing the intent of the downtown zoning districts, namely providing a “pedestrian oriented, retail/entertainment” environment that “discourages uses that are likely to create friction with pedestrian movement.” Research and studies have concluded that the lack of foot traffic and regular activity that stems from institutional and government uses hampers street life and downtown businesses. He noted that even going back to 1962, when the downtown was thriving, the City’s Comprehensive Plan made a clear case for working toward the gradual elimination of existing establishments of a public or semi-public nature from the area reserved for primary retail use. In those days the main intent behind this effort was to free up parking for downtown retail stores. Things haven’t changed in the last 50 years and he believes it is important to get back to the basics. He went over the list of proposed prohibited uses for the retail core and showed some pictures that illustrated the need for downtown design standards for exterior alteration and new construction. He emphasized that the Overlay would be geared toward expedited staff review and clear-cut standards that are common-sense and flexible. Appeals of the standards would go to the Planning Board. He presented a list of comparable Florida jurisdictions that had similar downtown design standards. He presented the types of exterior alterations and new construction activities that would be covered by the standards. He concluded the presentation and noted that Staff recommends approval of the Downtown Overlay zoning.

Vice-Chairman Pickens asked the board members if there were any questions for Mr. Crowe. Mr. Douglas asked for clarity as to the signage provisions on pages 8 & 9 of the staff report; Mr. Crowe provided an explanation of sign dimension standards and the reasoning behind the provisions. Mr. Douglas asked if there was a way to request a variance from the sign requirement. Mr. Crowe said variances to such dimensional standards would go to the Zoning Board of Appeals, and variances from non-dimensional interpretations would go to the Planning Board. Mr. Harwell asked if there is a maximum floor area ratio; Mr. Crowe answered that there is only a building height limit. Mr. Harwell asked why the government buildings on the north side of St. Johns Ave. are exempt; Mr. Crowe said the courthouse and buildings around it have been there historically so it was a reasonable accommodation to “carve” that area out of the retail core. In response to a question, Mr. Crowe replied that there are no design standards that protect the courthouse currently. Vice-Chairman Pickens asked how the Overlay would affect the conditional use request for First Baptist Church (Case No. 13-53) which will be heard after this matter. Mr. Crowe said the conditional use is a final action while the Overlay will go on to the City Commission for final action. Therefore the conditional use, if granted, would be in place and not affected by any future Overlay. Mr. Holmes agreed, noting that if a conditional use is granted it will run with the land not be subject to the Overlay that would not yet be final. He believes this scenario has been conveyed to First Baptist Church representatives by the City.

Vice-Chairman Pickens opened the floor for public comment and asked speakers to limit their remarks to three minutes. He noted that this Board is made up of appointed volunteers who are here to make a zoning decision and not political, business, or religious decisions.

The Reverend Kirby Kennedy, 106 Lisa Lane, Palatka and Pastor of First Baptist Church, Palatka said he represents the Putnam County Ministerial Association and that they have met with Mr. Crowe and Mr. Rudd who gave them a presentation on this item. He stated that the Association understands and shares the City’s concerns about rebuilding a retail corridor. He read a letter from the Association into the record providing their recommendation to amend the proposed code amendment to change the word “prohibit” to “discourage.” Prohibiting churches is too definitive.

Mr. Holmes asked Mr. Kennedy if the Association had any specific recommendations on how the City could discourage churches. Mr. Kennedy said they could meet with Mr. Crowe to discuss suggested language. Vice-Chairman Pickens said the language the Association proposes is very vague. Mr. Holmes stated the only way this can be done effectively to insert specific criteria that a church would have to meet to be allowed or that a church could not exceed... something along that nature, depending upon whether allowed or prohibited. A policy statement that churches are discouraged would be ineffective in his opinion, there would need to be a specific body of criteria. Mr. Kennedy said the members of the association understand and would be glad to help develop those criteria, possibly using the term "restricted" rather than "prohibited" or "discouraged."

Robert Taylor, 241 Crystal Cove Drive, Palatka, commended Mr. Crowe for updating the overlay uses, noting that this is a difficult ordinance to write. He objects to the provision that only flat roofs will be allowed, adding that historic buildings in the overlay area have other roof styles including pitched roofs, Spanish styled roofs, and mansard roofs. He stated the following comments and concerns:

- * the provision to require streetwalls within two years is not good;
- * it is not good to restrict new buildings materials to brick and stone, this leaves out precast, terracotta, wood and other viable materials;
- * he is concerned that only one individual is to interpret what is "historic;"
- * government buildings have been exempted and are not permitted as a conditional use, but there is a provision to allow existing buildings as a conditional use.

He suggested that Churches be considered on a case-by-case basis as a conditional use. He said that he was thankful that some of the prescriptive criteria have been eliminated from the ordinance, as it makes it easier for the designer when they know what is desired as an end result, and he thanked Mr. Crowe for those changes. He stated that he believes that storefront layout in a symmetrical design is not always a good thing and added that sometimes historical buildings are balanced but not necessarily symmetrical and said also that the signage provision needs some refinement. He said that he believes that the ordinance is moving in the right direction and would be happy to consult with Mr. Crowe on some architectural terminology.

Neal Chancey, 2615 Lane Street, Palatka, said that rules for allowing churches should be inserted.

Reverend Don Hanna, 2020 Country Club Terrace, Palatka, said if the City won't change the language from prohibiting to discouraging, he'd like to drop the language prohibiting churches altogether as churches are already discouraged due to current restrictions that restrict churches within 300 feet of alcohol serving establishments. Mr. Crowe said in this case a church must seek conditional use approval from the Planning Board. Rev. Hanna added that he understands the goals of establishing a retail core, as he sits on the Main Street Board but he believes that churches should fall under the conditional use provision instead of being prohibited. Vice-Chairman Pickens said the Board could change the ordinance to require churches to apply for a conditional use across the board and not leave it to chance that the church falls within 300 feet of an alcohol establishment. Rev. Hannah said that would satisfy his concerns.

Mr. Holmes cautioned the Board that the conditional use approach could raise false hopes that churches were allowed. Conditional use status is something the Board must consider based upon the defined criteria already within the Code. The Board utilized the same criteria with the River Community Church and concluded that the church was not compatible with vicinity retail uses. If that premise is valid, then the criteria won't be met anywhere in that corridor. Unless the City were to change the criteria for conditional uses to make a new set of criteria for churches, you'd either have to have a case-by-case consideration of whether or not a particular church was compatible with retail, or you'd have a blanket opposition for the use. Mr. Hanna said prohibiting churches seems wrong. They are no more likely to get an approval of churches under current conditions, but this will affect downtown long into the future. Prohibiting churches may not stand up. He'd just like them to drop the word "prohibited." Mr. Holmes said Staff felt it was more in keeping with the goal of establishing a downtown retail corridor to be upfront in setting forth uses that would be allowed or disallowed rather than

engaging in the exercise of conditional use for certain uses if they are going to boil down to that compatibility criteria anyway. They are only talking about 10 or 11 blocks. That downtown corridor prohibition was not just aimed at churches, but at a lot of other uses, with the goal being to establish that retail corridor. It is more honest and more straightforward to just say churches or any other use that is not retail in nature are prohibited from this one 10 or 11 block area on St. Johns Avenue. It excludes all non-retail uses in a consistent fashion.

Ms. Moody asked Rev. Hanna how he interprets the word "prohibition." She asked if churches were prohibited on the periphery if he would feel as strongly about this. He replied that he would feel even more strongly about it, when you limit these in a retail corridor it sets a precedent for another administration to ban all churches from downtown Palatka, even with an existing church expansion. It creates angst regarding precedents. It's the perception he's concerned about; he doesn't like the idea of prohibiting churches. He hates to see this added on top of what they've already done. She asked him if he feels any less important as to having influence in the community should churches be prohibited from this corridor of St. Johns Avenue; he said he does not. He understands the Main Street approach and he understands the Planner is supporting that approach through this ordinance. Prohibiting churches in this area will give them a black eye as people won't understand the parameters. He'd prefer churches having to meet certain conditions rather than prohibiting them. Mrs. Moody asked if he believes he is influential enough in the community to help overcome the perception, and if he would be willing to work at this. He replied that he doesn't know and is not sure.

Mr. Holmes said, for what it's worth regarding precedent, a widespread prohibition of churches won't withstand a federal court's constitutional scrutiny. He's never heard City staff say they wanted to prohibit churches in the community. Churches are not being singled out, if they are singled out it won't withstand federal scrutiny; however, if a City chooses a relatively small portion of its boundary to exclude certain uses, there is case law supporting the prohibition of certain uses, including churches. A broadening of that concept would not withstand any type of federal scrutiny at all. Vice-Chairman Pickens said it also strikes him as being more disingenuous by suggesting to the world that churches are allowed by conditional use, when the fact is they aren't. It's misleading to a sincere applicant who reads the Code and believes they have a legitimate ability to place a church in this corridor, when the fact is it will never be permitted in this corridor due to compatibility problems. The Board would not want to just appease the Ministerial Association by doing this; it may resolve this issue, but it will create an disadvantage to anyone who applies for a conditional use in the future. Rev. Hanna said if the thinking changes in the future and they realize churches can be a significant partner in the downtown corridor, the regulations prohibit any flexibility to allow churches. He suggested a variance process that would reverse the prohibition if the thinking changes. The Ministerial Association was willing to go with the word "discouraged" rather than "prohibited" for that reason. Vice-Chairman Pickens asked if it is his suggestion that, even if it is unlikely that a church would ever be approved, it is his hope that one could be approved in the future. Rev. Hanna said that is his rationale.

At the request of Mr. Douglas, the slide showing the geographic map was again shown. Mr. Douglas asked if the Overlay goes north of Hwy 17. Mr. Crowe and Mr. Holmes said this prohibition only applies along St. Johns Avenue in the retail core; this prohibition does not apply north of US 17. There are no use prohibitions in the larger area of the periphery - only the design standards will apply in the periphery.

The Reverend Karl Flagg, 1700 Oak Street, Sr. Pastor, Mt. Tabor First Baptist Church, District 3 Putnam County Commissioner, said everyone is extremely concerned with the economic conditions of the community. They do not want to be appeased. They don't need private, personal interpretations and moving targets on this revision. They need to be sure they understand that "one size does not fit all." These people have well established religious and governmental institutions in the Downtown. Professional uses are office uses which surround the government offices; government offices will require conditional use approval to locate within the overlay area. The City is making a distinction as to the ownership of a building, not the purpose of the building.

Government offices are the major use in the downtown area at this time. The County owns four buildings on the south side of St. Johns valued at \$2.47 million. There is also a substantial public investment in the area surrounding these buildings, which should be protected. The property owners and taxpayers are asking to be assured there is protection for existing uses. He suggested that the choice of words is very important. The City and County are not at odds, it seems that the religious institutions and retail establishments are at odds, but in reality they are the same people. Whether they are speaking of government or churches, they are looking for a balance that will cause Palatka to move past anemic. Downtown Palatka cannot be compared with other communities where this approach has worked. This city has had churches in downtown for over 140 years and government buildings for over 100 years. Vice-Chairman Pickens asked if he had specific recommendations for modifications to this ordinance. Rev. Flagg said before the Board recommends approval of the language, such language should be something that doesn't set the Church plans back. It's important that the City does not offend those who have caused downtown to be as vibrant as it is; they need to marry retail with religious establishments. Churches are also bringing pedestrian traffic downtown. Vice-Chairman Pickens asked him if he is requesting that this item be approved or tabled; what is he specifically asking this Board to do? Rev. Flagg said they want multiple choices and not the all-or-none rule. They need recommendations with options. Money has to flow back into businesses in order to have a successful downtown. Everyone knows religious institutions and government buildings don't pay taxes; they have pre-existing conditions and that the City should seek a balance. Mr. Wallace said they are not prohibiting churches downtown; they are prohibiting them on St. Johns Avenue. He attends a downtown church. Rev. Flagg said it is offensive to churches to segregate storefronts from churches. He does not want to see churches all along the retail corridor nor a bar on every block. Mr. Wallace said this only applies to St. Johns Avenue frontage. The Board is not voting against God or churches. Rev. Flagg said the City needs to clearly state the intent of these provisions. Downtown has been declining for a long time. Places to worship are important, but they don't need to downplay retail, either. Mr. Wallace said this ordinance specifically states those provisions and the City should not waltz around the issue by saying a church can get a conditional use.

Mrs. Moody said they are here today because the downtown is already out of balance. This ordinance will create balance in order to allow the downtown to prosper and flourish. Rev. Flagg said this is an over-correction, which is just as bad. He suggests the professional planner work with Staff to keep the City moving in the right direction.

Dawn Perry, 2370 Westover Drive, recommended they take the language of prohibiting churches out of the overlay. It made a lot of sense to Mr. Crowe to grandfather in the courthouse area since it's been there for a long time. The churches have been around longer than the courthouse. They should not prohibit God from any street. She has specific recommendations for how to allow a church in the area. Holy Word Revival Center is the storefront church near Dairy Queen. This Planning Board gave them a conditional use even though they are two doors down from a bar. This Board voted to allow them in because they had made a financial investment in the property, and had been there for over a year and no one even knew it. Mr. Crowe showed a photo of their church and said this is what they don't want in their downtown. They met each requirement the City asked them to meet. She agrees with increased open hours and not having closed windows. The language in the Code has allowed churches in this area since the Civil War. Churches are an allowable use. The Board has been granted the freedom to define compatibility, and they have decided that churches and retail are not compatible. Specifically she is speaking of not prohibiting churches, and to find ways the city and churches can work together. She stated that there are many churches that make up the community and believes it is wrong to prohibit them from any street.

Vice-Chairman Pickens closed the public comment portion of the meeting.

Motion made by Mrs. Moody and seconded by Mr. Douglas to table this item until the February meeting to allow Staff to look at addressing the word “prohibited.” Discussion: Mr. Douglas said he believes there are other issues with the wording used in the ordinance. For example, the exclusion of bait and tackle shops; they rely on the St. Johns River and he’s not sure they should be excluded. Making hotels or motels go through the conditional use process will discourage some developers. The language needs further scrutiny. Mrs. Moody said the things he noted can be easily explained. Mr. DeLoach said he also recommends the building materials issue be looked into further. Vice-Chairman Pickens said the Board has been looking at this for some time. They’ve heard these comments before and he was personally overwhelmed with the specificity and the list of items Mr. Taylor brought up and addressed in this ordinance; he is not looking forward to looking at this ordinance line by line but agreed that there are things that can be worked out with staff and the community that would prevent the Board from having to make a yes or no decision. Mr. Harwell said he agrees with Mr. Taylor’s comments regarding the design standards and doesn’t know why they are included in the Zoning Code (use standards). Mr. Crowe said Chapter 94 allowable and other uses are accompanied by supplementary regulations which are design standards, so it made sense to look at both at the same time for this area, as that is how they are treated in the Code. There being no further discussion on the motion, a vote was taken and the motion passed unopposed.

Vice-Chairman Pickens noted Edward Stith, who submitted a speaker card for this item, is invited back to speak on this issue next month.

Case 13-53: Request for a conditional use to expand an existing church use in the Downtown Business district.
Location: 511 St. Johns Ave.
Applicant: First Baptist Church of Palatka, Inc.

Mr. Crowe said First Baptist Church proposes expansion of the Church into an area that is within 300 feet of an alcohol serving establishment, which triggers the conditional use process. He narrated a PowerPoint presentation on the request including the proposed site plan, which includes demolition of a stand-alone building on St. Johns Ave. and the construction of a multi-purpose gym facility. Mr. Crowe went through the evaluation criteria and how the site plan meets the criteria. The city is trying to maintain some foothold of retail continuity in this case; the staff recommendations would continue the potential for retail along this block of St. Johns Avenue through the reservation of this mid-block section. Staff recommended approval with conditions as enumerated by Mr. Crowe:

1. Approval of the site plan shall be valid for a period not to exceed ten years after the approval of this application.
2. The Applicant shall reserve a mid-block section along St. Johns Ave., as shown on the site plan, for future retail use. This 60-foot wide by 65-foot deep strip of land will be conveyed to the City upon the City’s request following the demolition of the existing building located on the retail strip at no cost fair market value of the land, as determined by a certified appraiser within six months of application approval at the Church’s expense, with a provision that if the City (or a private partner working in conjunction with the City) does not develop the property for retail use within a 15-year period after the approval of this application, then the ownership of the property will revert back to the Church.
3. As an alternative to conveyance of the property to the City and should the City choose not to acquire and develop the property at any time during the 15-year period the Applicant may develop the retail strip for a standalone retail, personal service, or restaurant use(s). Such use(s) shall not be accessory uses to the Church but shall constitute separate and distinct uses.
4. The existing building which occupies the land area of the future retail strip shall not be used for church-related activities.
5. The Board shall relegate the responsibility of design review for the proposed building to the Historic Preservation Board.

6. The drive aisle width in the east parking lot shall be reduced to allow for landscaping along the east side of the new building, to provide for a more attractive appearance of the parking area and the building.
7. Plantings shall be provided along the part of the building facing Oak St.

In response to a question by Mr. Harwell, Mr. Crowe advised that the Historic District cuts right through the middle of the block; the south part of the building would fall under the purview of the Historic Preservation Board. For practical reasons Staff has determined that the entire building will fall under the purview of the Historical Preservation Board. He distributed the latest staff recommended conditions of approval which they have negotiated with First Baptist. Staff has not received any objections from anyone on these conditions; they have been working with the Church and its representatives.

Vice-Chairman Pickens noted he has four speaker cards from representatives of the Church. He asked if anyone is here in opposition; there was no response.

Robert Taylor, 241 Crystal Cove Drive, said the site plan provided to the Board is the Phase 2 site plan. The Church has been negotiating with Staff and Mr. Crowe to come up with a compatible solution that will meet the needs of both sides. They've been in negotiation right up until this meeting began. They submitted two different site plans; the first one showed Phase 1 development which showed an adaptive use of the buildings with no significant changes to the building, except for permitted signage to identify the property as First Baptist Church. The 2nd phase proposes placement of the new structure, demolition, parking, ingress and egress, and is the Church's ultimate goal. The only area in question is the 60 x 65' portion along St. Johns Ave. reserved for retail. First Baptist is willing to reserve that parcel of property for the City to allow the City to "use" that area as retail space. They stated the reservation is not a conveyance or sale of the property; that will be a separate negotiation. They would like to move forward with Phase 1 now. They project to be ready to move forward with Phase 2 in about four years, and will enter into negotiations with the City for conveyance of the property at that time. They would like the opportunity during the first phase to use the two-story building and on occasion the one story building prior to that for church purposes. If that is what is being offered, they are agreeable. Mr. Crowe said what is in front of them is their effort to take the "long view" and permit both phases with certain clear conditions that achieve the city's goals, which is to make sure that retail strip is to be preserved for retail use now and in the future, but not make that an appendage of the Church. Mr. Taylor stated that he thought the Church is in agreement with that.

Mr. Holmes said he is concerned about the staff recommendation that the Church has to commit to sell or grant first option of this property to the City. Mr. Crowe said the City will have 15 years in which to request to purchase the property from the Church. The Church can then either say they want to develop the property themselves for retail, or sell it to the City. Mr. Holmes said he has a problem with requiring a private property owner to grant the City an option to purchase the property. He stated that he has no problem with reserving the strip for retail use; he would have no qualms with the legality of that. He commends the Church and staff in their negotiations in trying to come up with a legitimate plan; he does not recall this option to purchase being part of the negotiations. Mr. Crowe said they were directed to work out a way to ensure it would remain a retail use. Mr. Holmes said he's not questioning requiring this to be retail use; it's the ownership requirement he has a problem with. Mr. Crowe said they can limit it to the specific use only and eliminate the language pertaining to who is going to own or develop it. Mr. Holmes said if the City ends up buying it, that's fine, but the City shouldn't require it. Vice-Chairman Pickens agreed and said anything that would purport to give a benefit to the City as a condition of the conditional use permit is not good. Mr. Holmes said the conditions of the conditional use permit should run with the land and that needs to be specifically stated in the motion. It is not a grandfathering and it cannot be taken away from them. Vice-Chairman Pickens said an option could be as simple as adjusting Condition #2 and eliminating the rest of paragraph 2 after the first sentence, and adding Paragraph 8 of the last distributed document. Discussion ensued regarding language; Mr. Holmes said instead of

“for retail use” it should read “which shall be designated for retail use.” More specifically, “the applicant shall reserve a 60 x 65 foot wide strip of land as shown on the site plan in the mid-block section on St. Johns Avenue for retail use.”

Kirby Kennedy said they did not agree to the Phase 1 prohibition of church use in the one-story building. Mr. Crowe said the corner/two-story classroom building is fine for church purposes; but Staff did not want to see the church use of the one-story building from the beginning. If Phase 2 never happens and the Church remains in both buildings, the retail strip is gone if the City chooses not to pursue Phase 2. There is no going back.

Mr. Holmes said the revised condition should state: “the 60 x 65 foot parcel on St. Johns Avenue as shown on the site plan shall be restricted to retail use.” Mr. Taylor said the strip is part of the two story building; the separate parcel won’t exist until this building is demolished. This is why the church objects to this. They would like to use the one-story building in the interim. Mr. Kirby said the Church won’t be able to use this for a preschool and nursery as it won’t be practical. Mr. Crowe said they don’t want any part of this portion of the building used for church purposes at any time, even temporarily while they are contemplating Phase II. He added that while not recommended the Board could add a temporary use provision noting the one-story building can be used for church uses for a specific period of time. Mr. Holmes said they have done that in the past. Vice-Chairman Pickens said he does not want the Church to make a decision under duress due to time constraints. Mr. Kennedy said they anticipate breaking ground on Phase 2 in 2018. They gave themselves 10 years in order to do that. Mr. Crowe said 10 years is too long; they want to reserve every bit of St. Johns Avenue they can for retail use. Mr. Taylor said four years is optimum, up to 10 years. Mr. Kennedy said they need to let TD Bank know what they are doing by January 27. Marc Spalding, Realtor, said TD Bank will need to make a decision by that date on whether to extend the contract or not.

Mr. Holmes asked for clarification that the major hang-up is the portion of the building along St. Johns Avenue. Mr. Crowe replied they don’t have a problem with the two-story classroom corner building they plan to use for day care and pre-K. Staff is concerned with the one-story building. Staff has no problem with them using the buildings outside of the dotted line (denoting the retail strip) shown on the diagram for classroom space for up to 10 years. This is the compromise. They’ve been a little rushed on negotiations and this is where communication has broken down. Mr. Holmes asked if it is the City’s understanding and stance that the Church has the right to use the two story building for church purposes for 10 years, but not the 60 x 65 foot parcel, which would be a shorter length of time. Mr. Crowe said there is essentially no restriction on time for the “classroom” building. Mr. Holmes said if the City is going to grant the Church a conditional use with no expiration on what they are calling the two-story classroom, he sees no problem with giving them a timed phase-out of the 60 x 65 foot parcel; he sees no reason not to give them a defined period of time. Mr. Taylor said it is their understanding that is from four to ten years. Vice-Chairman Pickens asked if the City and Church are in complete agreement except for the time limit on the 60 x 65 foot parcel reverting to retail use.

As to allowing the church to use the 60 x 65 foot parcel for church use for three years, Mr. Crowe said that from Staff’s perspective it is not preferable, but acceptable. Vice-Chairman Pickens said he is uncomfortable with trying to hammer out these details in this meeting. It would be good to know if TD Bank would be willing to extend the contract. Mr. Kennedy said they felt that the City and Church will come to an agreement. Mr. Holmes said he would have concerns for the Board to vote on a contract to agree, it is difficult to do even with good faith efforts. If they still can’t come to an agreement on time duration prior to the conditional use being passed, then they have not accomplished what they wanted to accomplished. Mr. Crowe said the City will accept three years with the option to come back before the City to apply for a two-year extension. Mr. Kennedy said they will agree to a four-year guarantee with an option to come back for a two-year extension. Mr. Crowe reluctantly said that is acceptable to Staff. As to the 60 x 65 foot parcel, Vice-Chairman Pickens said the church could develop it for retail, can allow private retail to develop it, or sell it to the City. Mr. Crowe said if the

property is sold, whatever is allowable in the current zoning at that time is what would be an allowable use. If a restaurant serving alcohol wanted to locate in the area, they could go through the conditional use process. If the church wants to restrict uses for the parcel, they should state those unacceptable uses now. The conditional use is on the land; another church could come in and purchase the parcel, and be subject to the same restrictions. The request for a conditional use was made by the Church; if the downtown Overlay is passed and the use of the building is ultimately restricted, the City has agreed to the conditional use for the protection of the church. They applied for the conditional use and made application before there was any Overlay. Mr. Taylor said in the current Overlay ordinance, conditional uses are allowed to continue as a permitted use. Mr. Crowe said an approved conditional use is like having zoning approval. If design standards went into place and the building became non-conforming, they can continue with the use of the building, but not expand.

Mr. Holmes suggested the following language take the place of paragraph #2, #3, and #4: "The 60 x 65 foot parcel along St. Johns Avenue as shown on the site plan shall be designated and restricted to retail use with the stipulation that the applicant can continue to use the parcel for non-retail use for a period of four years, with the ability to apply to the Planning Board at the expiration of said four years for a two-year extension." Paragraph 1 stands, Paragraphs 3-5 are eliminated, paragraph #5 stands and is now Paragraph #3. Mr. Taylor asked if they could work on paragraphs 6 and 7. Mr. Crowe recommended that in its place the following language be inserted: "planting strips or potted plants to be provided along east and walls of the building." This becomes Paragraph #4. Mr. Holmes said Paragraph #5 is now "The Conditional Use runs with the land."

Mr. Taylor asked that the letter he asked the Clerk to distribute prior to the meeting (filed) be disregarded, as those issues have now been resolved. Ms. Driggers said this was now part of the public record. Vice-Chairman Pickens said the City and Church have now agreed upon language; this does not mean the Planning Board has agreed upon it.

Vice-Chairman Pickens opened the floor for public comment.

Neal Chancey, 2614 Lane Street, thanked the Board for their negotiations tonight. Negotiations and comprises are important. As representative of the Deacons of First Baptist Church, he said they are in support of this as negotiated. His concern is a technicality on the retail spaces being compatible with what First Baptist Church wants if they are sold; they want compatible business in those if they are sold.

John Rowe said all of his concerns were addressed.

Dawn Perry, 2370 Westover Drive, said she support First Baptist and all churches. A city can work with a church to make something wonderful happen; this illustrates the points she made under the prior item. Her church has the same vision; they planned to rent their building on a temporary basis and there was no similar negotiation or agreement made. She believes it is possible with all churches. She hopes they will not prohibit churches from St. Johns Avenue. She hopes the City will offer to negotiate with her church.

Vice-Chairman Pickens closed the public hearing portion of the meeting.

Mrs. Moody noted that she lives on the corner of 6th & Oak, and asked for some clarity with regards to the second phase development, noting the building will go right up to a buffer area, which is not much of a buffer. Mr. Taylor said there will be a larger buffer than the current parking strip. It will be an improvement on the fence, which is encroaching on TD Bank property. Mrs. Moody said TD Bank put up the fence. Mr. Taylor said they have not yet discussed the fence and landscape issues with Staff. Mrs. Moody said she has concerns on the buffer and noise associated with the planned building, as well as the height of the building. Pastor Kennedy said the planned buffer exceeds the City's requirement. Mr. Harwell asked Mr. Taylor if there has been any other

consideration or exploration on the layout of Phase 2. The layout of the current building is poor architecture. Mr. Taylor said before they gave up the retail space they had other, grander plans. They didn't arbitrarily consider expanding the building; they changed the footprint and interior to work out the best design. Mr. Harwell said it seems odd to him to butt a new building up against a poorly constructed, laid out existing building.

Motion made by Mr. DeLoach and seconded by Ms. Moody to approve the Conditional Use for First Baptist Church Expansion at 511 St. Johns Avenue subject to conditions stated in the staff report to include the amendments by Mr. Holmes (shown below). A vote resulted in four in favor, one opposed (by Mr. Harwell), with one recusal (by Mr. Douglas, who filed Form 8B with the Clerk) motion carried.

1. Approval of the site plan shall be valid for a period not to exceed ten years after the approval of this application.
2. The 60 x 65 foot strip of land along St. Johns Avenue as shown on the site plan shall be designated and restricted to retail use with the stipulation that the applicant can continue to use the parcel for non-retail use for a period of four years, with the ability to apply to the Planning Board at the expiration of said four years for a two-year extension.
3. The Board shall relegate the responsibility of design review for the proposed building to the Historic Preservation Board.
4. Planting strips or potted plants shall be provided along the south and east walls of the new Phase 2 building.
5. The Conditional Use runs with the land.

With consensus of the Board, Vice-Chairman Pickens called a recess at 6:40 p.m.

Vice-Chairman Pickens reconvened the January 7, 2014 meeting of the Palatka Planning Board at 6:45 p.m.

Old Business:

Case 13-50: Administrative request to amend Municipal Code Sec. 94-295 Landscaping and Tree Protection (General landscape requirements) to provide standards for fencing; and amend Buffering and Screening Code Section 94-303 regarding landscape buffers applicable to conditional uses.

Mr. Crowe explained at the direction of the City Commission there will still be a public workshop on these ordinances in the spring. He added that another look at these codes revealed that there is a need for additional standards regarding an important component of landscaping, which is fencing. Also Staff has some concerns about the lack of applicable conditional use buffers, there are a lot of conditional uses and the intent was to incrementally bring properties associated with conditional uses up to the landscape code as new businesses come in, a slow process but the intent was to also have them work on the parking lot landscape and roadway buffers which might be one street tree, one parking lot tree at a time. The proposed amendment speaks to the fence changes and buffering, with the intent to improve the appearance of and beautify the commercial corridors, as directed by the Comprehensive Plan.

Ms. Moody asked how existing fences would be considered. Mr. Crowe advised that these are what are known as nonconforming characteristics of use, which can go on indefinitely.

Mr. Harwell asked if there was some provision for the owner to apply for a variance for any of these standards. Mr. Crowe advised that staff would make the interpretation, and an owner could then either apply for a code change or appeal staff decision to the Zoning Board of Appeals or the Planning Board. There are provisions for maintenance of existing fences that require that fences be maintained in an orderly fashion.

Motion made by George DeLoach and seconded by Anthony Harwell to approve staff's recommendations for case 13-50 as presented. All present voted affirmative, motion carried.

ADJOURNMENT – There being no further business to discuss, the meeting was adjourned at 6:55 p.m. upon a motion by Mr. DeLoach, seconded by Mr. Harwell. All present voted affirmative, motion carried.



CITY OF PALATKA PLANNING BOARD MINUTES February 4, 2014

The meeting was called to order by member Vice-Chairman Daniel Sheffield at 4:05 pm. **Other members present:** Anthony Harwell, Lavinia Moody, Charles Douglas, Jr., Joseph Petrucci and George DeLoach. **Members absent:** Joe Pickens and Earl Wallace. **Also present:** Planning Director Thad Crowe, Recording Secretary Pam Sprouse and City Attorney Donald Holmes.

Motion was made by Mr. Harwell and seconded by Mr. Wallace to approve the minutes for December 3, 2013 meeting. All present voted affirmative, motion carried.

Chairman Sheffield read the appeal procedures and called for any ex-parte communications regarding any case.

OLD BUSINESS:

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

(Public Hearing)

Mr. Crowe explained the rationale for this request is in support of the Main Street approach to encourage pedestrian generated uses, such as restaurants, retail and personal service oriented uses and to ensure that new development downtown is compatible with the historic architecture of downtown. He explained that the overlay design standards identify and apply to two downtown areas: the retail core, generally those fronting on St. Johns Avenue (minus the Courthouse complex in the middle), which is a bit more restrictive and the periphery being less restrictive. The retail core consists of properties fronting on St. Johns Ave. between the Riverfront Park and 11th St. and the periphery includes the remainder of the areas zoned DB (Downtown Business) and DR (Downtown Riverfront), generally the areas between Reid St. and St. Johns Ave. and between St. Johns Ave. and Laurel St., as well as areas zoned C-2 south of Main Street and along Reid St. between the riverfront and N. 11th St. He said that since the last meeting based on public input received, some uses have been removed from the prohibited uses, bait and tackle shops marine hardware store and small grocery stores and added a general statement that exterior alterations will be in keeping with the historic architectural character of downtown. Adding appropriate exterior finishes such as cast stone, terra cotta, granite, and marble and the prohibition of faux finishes. The word "hardiplank" was replaced with "cementitious fiberboard" and eliminated of the term "baked" as a modifier of enamel. Also eliminated was the requirement that roofs be flat, insertion of language that calls for rectangular presentations of buildings including rooflines, and requiring parapets when screening of rooftop equipment is needed. There is an allowance of decorative metal fencing with brick columns as an alternative streetwall type, and an extension of required compliance from two to five years. Clarification that excess driveways (exceeding 24-feet in width) in retail core and periphery shall be slimmed down to 24-feet when new construction occurs. A height limitation of 4 stories was added. He explained that staff stands by the other use prohibitions, including houses or worship and government uses as they do not ideally promote pedestrian activity to support a vibrant downtown. Staff recommended approval and added that the City has had four meetings with the Planning Board (3 public hearings and 1 public workshop). Staff has met with several architects; they have met with members of the

public and made modifications from suggestions made by and large. He requested that this proposal move forward by some recommendation made by the Board as we have been at this for some time now.

Mr. Douglas disclosure of ex-parte communications with Bob Taylor, Kirby Kennedy, John and Stanley Hodge, Thad Crowe, Ted Stackpole and Carl Flagg was made by.

Mr. Crowe added that the City has also had a number of meetings with the Ministerial Association, Downtown Palatka Inc. and the Main Street Board as well.

Mr. Rudd explained that the overlay is not a new thing that Main Street is trying in Palatka it is very common practice in cities across the country that are trying to revive their retail core. He wanted to focus on reality, stating that what we are trying to do is make a regulatory change now that will begin to yield results in the future, because the rules we have now has yielded what we currently have. In terms as to what we want and what we currently have downtown. He showed pictures of some of the current uses in the retail core; explaining that those retail uses have decorated and inviting windows, open and active to the street, sidewalk displays and how they pull down the street creating an inviting environment from one block to the next. He also showed examples of current non-contributing uses such as private and government offices and storefront churches, noting the closed off fronts, blank walls and closed off windows. He added the active and vibrant downtown is what is desired, then we need to establish something now that, over time as changes occur, will move us more and more towards a higher level of retail and a lower level of office & non-contributing uses.

Ms. Sprouse read into the record a letter received from the Central Putnam Ministerial Association dated February 4, 2014 supporting the need for establishing an overlay zoning district. In that letter the Association recognized “that the imminent success of downtown is primarily dependent upon a fully-occupied, prospering retail core,” further suggesting that the City focus the retail core be focused on the downtown riverfront district as it is currently defined Chapter 94-161. The also recommended that the zoning districts as defined in the Palatka Code Sec. 94-161 and 94-162 remain intact, that the City not re-classify houses of worship as prohibited uses, activities or structures.

Ms. Sprouse read into the record a letter received February 3, 2014, from Deena McCamey, a former City of Palatka Building Department employee, expressing her opposition to the allowance of churches in the downtown districts citing the use does not fit within in the downtown area.

Robert Taylor, 241 Crystal Cove Dr., explained that he has met with Mr. Crowe, Mr. Czymbor and Mr. Rudd on several occasions to try and come up with amicable solutions for all concerned, and stated that he believes that is going to be difficult. He said overall the overlay ordinance has made a lot of advances and it looks much better. He stated that he only had two concerns. One concern was regarding the proposed language to be inserted into Sec. 94-202 – Design standards for exterior alterations in downtown zoning districts to be in keeping with the materials and appearance of historic downtown Palatka as represented by the period of significance between the 1880’s and 1940’s, he does not want Palatka to look like an antiquated town. He suggested possibly preserve those materials and exemplify those architectural styles, but does not believe that we should held to a particular period. He said that the owner and the developer should be allowed to convey what they want to do downtown Palatka. Secondly, he stated his opposition to the prohibition of churches as an allowed use in the downtown zoning district and said that churches should be allowed by conditional use. He said that most land planning codes and ordinances allow churches as a special use or conditional use. Palatka’s current ordinance is unique because it allows churches in the downtown districts by right; the new ordinance prohibits churches in these districts, not even with a conditional use and with no opportunity to appeal. He

stated he believes that it is wrong and said that allowing churches by conditional use is a viable compromise, even though it may be chancy.

Mr. Holmes suggested adding a period at the end of prohibited and to capitalize the C of the next word; conditional uses to start a new sentence (page 6 item D 6; Conditional Uses, Activities or Structures). Mr. Crowe agreed, explaining that he believes that it is a typo in the existing code and intended to recommend that correction to the Board.

Sylvia M. Johnson, 757 State Rd. 100, spoke in support of allowing churches downtown, adding that churches minister to people in many ways, and God has been taken out of school and whittled away little by little everywhere you go. We have all seen what has happened since God has been taken out of school. She added that what she wants for her Palatka, her home town, is prosperity and growth, but that we need to stand up for our Christian values and make America what it once.

Kirby Kennedy, 106 Lisa Lane, stated that the last time the Planning Board met some recommendations were made and this item was tabled. He reiterated points from the letter previously read into the record by Ms. Sprouse from the Central Putnam Ministerial Association and asked that the retail core stay as it is in the existing code, he believes the city should focus and concentrate on the riverfront district for the retail core, which after some success could be expanded. He added that over the years, there really haven't been that many churches apply to locate downtown, and should not be prohibited.

Jerry Hafner, 122 Hilty Lane, East Palatka, Vice President of Palatka Main Street spoke in support of the overlay zoning district. He stated that the amendment is critical to the revitalization and preservation of downtown Palatka and will best serve the interest of all parties and all the citizens of Palatka and Putnam County. The establishment of the retail core and periphery areas as proposed will encourage the development of new business and help protect our current and new business owners' investments from undue loses caused by incompatible, unkempt and in some cases objectionable uses. He added that to be sustainable, the retail core must provide a conduit for foot traffic through retail and entertainment venues to the greatest extent possible, providing a shopping and dining experience that will attract folks from inside and outside the area.

Mr. Hafner spoke again as a private individual and stated that he is an ardent supporter of the people, always considering what is in the best interest of the people. He said that he is extremely perplexed by organizations and individuals who do not in any way consider what is in the best interest in the communities in which they live. Adding that when community governments invest time and money to determine what is in the best interest of the all people who live and pay taxes there, one would certainly think that each of us would be willing to support those interests. The City's Planning Staff and Palatka's Main Street have professionals trained in the areas of zoning and sustainable revitalization which warrants serious consideration by our elected officials and our citizens. Staff has researched the successes and failures of many other downtown districts and integrated the successful elements of the various plans into the current proposal. He ended by saying that it would be nice if for once, all individuals and groups would place the best interest of our community and the revitalization of our downtown.

Roberta Correa, 118 Dodge St., stated that she owns & rehabbed two homes in the South Side historic district, is an antiques dealer and runs City Antiques on St. Johns Avenue and sits on Palatka Historic Preservation Board. She added that she clearly has a vested interest in the revitalization of Downtown Palatka. She referenced a collection she has of old post cards from 1900's to 1940 of Downtown Palatka, pointing out that looking at the postcards or walking down St. Johns Ave., you see the same intent – buildings designed for retail, hospitality and personal service, intended to bring people downtown on a daily basis. She acknowledged that

this task is a difficult one but believes that the original intent for St. Johns Ave. needs to be respected as the retail hub of Palatka by supporting the Downtown Overlay district.

John P. Hutchings, P.O. Box 242 Lake Como Dr., thanked the Board for their efforts. He suggested that the Board look at this historically, that one of the big things about Palatka was that Billy Graham was baptized here which is something that Palatka can boast about. He added that he served as a marine for the freedom of speech and freedom of religion.

Stephen Rodrique, 305 Moseley Ave., he asked that God not be cut out of our community.

Linda Hutchings, 540 Lake Como Dr., Lake Como, thanked the Board for their hard work, and said that she understands the difficulty in making decisions sometimes, as she has served on similar boards in the past. There are many opinions, but the important opinion to her, is God's opinion. She added that many cities have been founded because churches were the first ones there. She said that she believes churches fit well with downtown and referred to the names of St. Johns Avenue and St. Johns River as both being named after a Saint. She stated that she believes that God had a big part in this area, Billy Graham preached under the big oak tree on St. Johns Ave., and that she is appreciative of the history of this area.

Dawn Perry, 2370 Westover Dr., thanked the Board and Staff for their work with the overlay zoning. She stated that she is here again to suggest that the prohibition of churches be kept out of the proposed overlay. She touched down on several points regarding new holocaust discoveries of genocide against the Jewish people from an article she shared. She further expressed that indifference remains our greatest challenge if we dare to hope for the survival of civilization and the revitalization of downtown.

Reverend Chad Perry, 2370 Westover Dr., Pastor of the River Community Church, thanked the board and Mr. Crowe & his office for all of the work they have to do, including the work on the overlay. He stated that his main objection has to do with the prohibition of churches. He suggested that a way that churches and the City could work together in the retail corridor, to allow churches either by conditional use or by allowed use, but establish certain guidelines, for example requiring attractive display windows, requiring certain business hours be kept to invite foot traffic etc., ensuring that they are attractive, inviting and a blessing to Palatka. He responded to the letter (read into the record) that mentioned him and name calling, and said that he is not a name caller and thanked city staff and the Board for their efforts. He added that they just want to be a blessing to the City of Palatka. He ended by saying that his Church is confident they can partner together with the City to accomplish great things, especially concerning St. Johns Avenue and a specific building that has been empty for 20 years.

Ann Marie Everson, 104 Shell Harbour Way, Satsuma, thanked the City for their hard work, and said that it is evident when you go downtown now, compared to when she was a child. She said that she was born and raised here, as are her children, and family of five generations. She stated that she against prohibiting churches on St. Johns Ave. and believes that it is important to stand up for our beliefs. She added that if you visit any historical city in the U.S. you will see churches, including our own riverfront. Ms. Everson said that our country was founded on the beliefs of our forefathers, which was God, and we cannot removed him from the equation – if you do we will be in serious trouble and no amount of paint or fancy lights will fix it.

Robert Lemon, 111 Easement Ln., Palatka recommended removing the architectural aspect of the overlay from permitted use as getting through either issue might be easier done if they were separate issues. He said that God should not be put in a box or keep out of a box and does not believe that there should be a vote as to where God should or should not be.

Alexander Altman, 5256 Silver Lake Dr., stated that he has concerns with demanding more restrictions on construction with the overlay and will cut into costs for development. He added that in regards to the religious aspect, of all of the uses being removed, only churches are under scrutiny and believes that this is a pointed attack on religious freedoms in this community. He reiterated his comments from previous meetings by saying that anything that creates a schism in the community will not be positive.

Laura Schoenberger, 214 S. 4th St., stated that she lives in the Hist. Dist. and owns two businesses on St. Johns Ave., downtown spoke in support of the overlay zoning. She added that she is a little confused at what she is hearing and does not believe that anyone here is trying to exclude God from our lives. There are three churches that she can see from her house, not to mention all of the others that are a part of the community. She added that it seems to her to be a logical thing, that churches exist in conjunction with downtown, but not necessarily right in the entertainment or retail core and does not believe that this is excluding God or religion from our lives or community, and should not become the predominant battle ground.

Christy Sanford, 312 Dodge St. stated that she has worked with City in grant writing and various other efforts. She added that she supports the City's effort to revitalize the downtown area and this amendment. She added that it is troubling to her, that one does not see this many of the faces at a regular Commission meeting participating in city events or regular business and that this appears to be an issue thing. She thanked City Staff for working on the overlay ordinance and stated her support of the amendment.

Ted Stackpole, 1 Putter Lane, Pastor of the First Assembly of God at the corner Palm Ave. and St. Johns Ave., stated that he is not directly affected by this amendment, but believes there is a fear, that churches are going to destroy the retail core or maybe it is that we do not have a retail core because of churches which of course is not the case. He said that he believes it is more of an architectural issue and not an occupancy issue downtown and believes that the fear can be removed. Not that that many new churches try to locate downtown. He said that this amendment is creating a fear in the church community of mistrust, and asked the Board to alleviate this by allowing church's in the overlay.

Mr. Taylor questioned the requirement for Streetwalls; found on page 10, subsection K as none of the standards are supposed to be retroactive, however the last sentence in that section states they shall be installed within five years of the adoption of this ordinance.

Mr. Crowe agreed that as these standards apply to new development, it should be within five years – period.

(Regular Meeting)

Mr. Petrucci stated that he supports the overlay. He understands people's passion and believes the Board shares that, but the intent of the overlay is to create a storefront area. He added that God is alive and well in this community; noting that there are over 50 churches in the Palatka area. It is not about being anti-church but pro-storefront.

Ms. Moody started by saying that she is a spiritual person and that God is alive and well in all of us. She is sensitive, as a Planning Board member, to how the audience is feeling because she knows it is felt deeply, and does not take it lightly, which is she asked to have it tabled twice so that there could be an opportunity to fully hear what it is that the audience is feeling. She wanted to reiterate what she had said before; that it is not about what the City is against, rather what it is for. There are things the City must do to be financially whole, at least have enough reserve to survive, and that there are things that need to be done for that to happen. Regardless of

how the Board votes, we each individually have a choice to promote good will, to keep God alive – as some of you say and to be good citizens. She recognized that the City has some extreme problems, specifically in the retail corridor, and sometimes it is not unusual when you have extreme situation to have to make an extraordinary decision. We are here because we are so out of balance with finances and small business owners which make America thrive.

Mr. Douglas said that he believes that all of us in this room know that our downtown is struggling and the experts that we rely on to revitalize our downtown say the way to do it is with a strong retail core. He said that he believes that the overlay is a good way to do it, but also believes that there may be less restrictive means that the Board can achieve this. He referenced an Eleventh Circuit case where a church wanted to occupy an area of the city that was zoned for the retail core. The city had said that it was not zoned for that use in the retail core, and the Court ruled that it was ok for a city to zone for retail, and for churches to try to have a comprehensive plan as to where all the different components of our city can be. He added that another aspect of this is that in an overlay or zoning ordinance, we must keep the religious and the secular on an equal footing. So, to exclude churches from an area, secular versions such as fraternal organizations and private clubs and those types of assemblies must also be excluded to survive constitutional scrutiny. He said that he believes that there might be room for compromise with the overlay district, such as making it shorter, say only to 5th street or maybe make it wider. If there is a way to find that middle ground, possibly incorporate a retail use with a church, or if foot traffic is most important, maybe allowing a church on the second or third floor might be a means incorporate the retail and allow a faith based use as well. An overlay is important to promote a vibrant downtown, but would like to find a way that everyone could be behind it.

Mr. Holmes said that he is not concerned about the constitutionality of having an overlay, but believes that there has to be a rational basis for uses that are excluded and it cannot be based on the fact that they have a religious basis or central theme. He asked Mr. Crowe for clarity in the differences between churches and the fraternal organizations. Mr. Crowe stated that zoning recognizes the activity more than anything else and agreed that fraternal organizations would be a similar type use and should be to the list of prohibited uses.

Mr. Harwell asked the difference between roadside vending versus mobile vending. Mr. Crowe advised roadside vending is generally viewed as stationary where mobile vending is just that mobile, such as food or ice cream truck. As mobile vending is allowed downtown, intended for non-motorized, push cart type vending, the code does not allowed for sales to occur in the public right-of-way. Mr. Harwell commented that item B (3) Balconies or Porches; on page 7 seemed a bit restrictive. Mr. Crowe explained that is current code, and the intent is for areas like St. Johns Ave., to allow the protrusion over the sidewalk up to a point that is three feet back to a curb, to allow for parking & pedestrian traffic. Mr. Holmes stated that if balconies or porches were intended for 2nd floor and above, while balconies were implicit for upper story, the word porches were not so implicit. Mr. Crowe agreed that the word “porches could be removed.” Discussion took place regarding the more specific and detailed design standards that apply to just the core area and those less detailed more basic design standards that apply to the outside or periphery areas of the downtown zoning district.

Mr. Harwell said that both the core and periphery area standards for new construction should have language that ensures compatibility with the late-nineteenth century architecture, not just the standards for exterior alteration. Mr. Crowe said that might present some problems with more modern uses along the Reid St. commercial corridor.

Motion made by Ms. Moody and seconded by Mr. Harwell to approve the amendment with the following recommended revisions. Discussion: None. Question called. All present voted, resulting in 5 yeas and 1 nay (Mr. Douglas vote against). Motion carried.

Recommended revisions:

1. Pg. 4 A. Retail Core allowable Uses; section (2) General service establishments, item h.; **remove Fraternal organizations.**
2. Pg. 6 D. **add period at the end of the word prohibited & capitalize Conditional Use**
3. Pg. 7 B. Balconies or Porches (**remove the words or porches**).

Chairman Sheffield called for recess.

NEW BUSINESS:

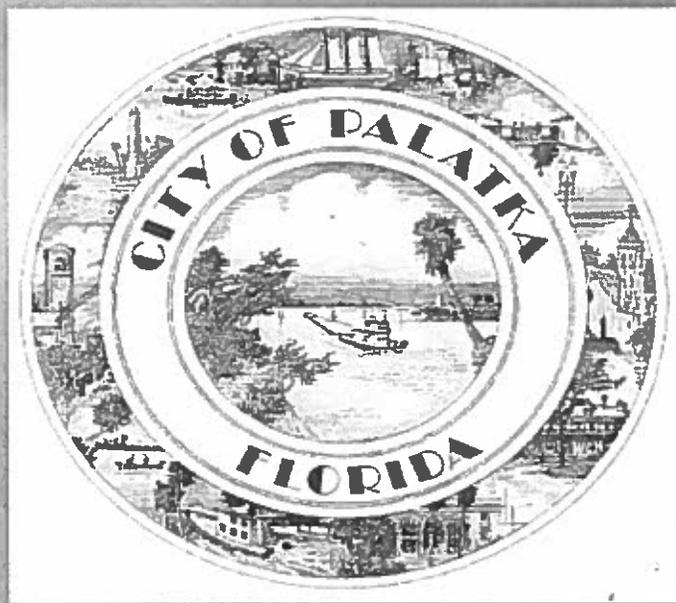
Case 14-01: Administrative request to amend Municipal Code to add Sec. 94-203 Supplementary District Regulations; building exterior standards for new construction along major thoroughfares.

Mr. Crowe added that this amendment is in keeping with the goals of the City to improve the appearance of the City, attracting new businesses and minimize future potential blight. He reviewed the proposed standards for new construction only and not applicable to single-family or duplex residential. He added that provision for appeals of these standards would be considered by the Planning Board. He recommended approval of the amendment. He believes that the community at large is going to suffer, without these design standards.

Discussion continued regarding the benefit of establishing some guidelines and standards for business owners and developers work with. Chairman Sheffield stated that as a contractor the cost is minimal, less than 5% additional cost. Mr. Crowe added that these standards are not retrofit, they apply to new construction.

Motion made by Mr. Harwell and seconded by DeLoach to approve the amendment as submitted. All present voted affirmative, motion carried unopposed.

Adjournment – There being no further business, the meeting was adjourned at 6:55 p.m. upon a motion by Mr. DeLoach, seconded by Ms. Moody. By Board consensus, Motion carried.



**PLANNING BOARD MEETING
FEBRUARY 4, 2014**



Case 13-46

Zoning Code Text Amendment

(Downtown Overlay Zoning)

RATIONALE

- UTILIZE MAIN STREET APPROACH OF ENCOURAGING PEDESTRIAN-GENERATING USES SUCH AS RESTAURANT, RETAIL, & PERSONAL SERVICES
- ENSURE DEVELOPMENT & REDEVELOPMENT IS COMPATIBLE WITH THE HISTORIC ARCHITECTURE OF DOWNTOWN

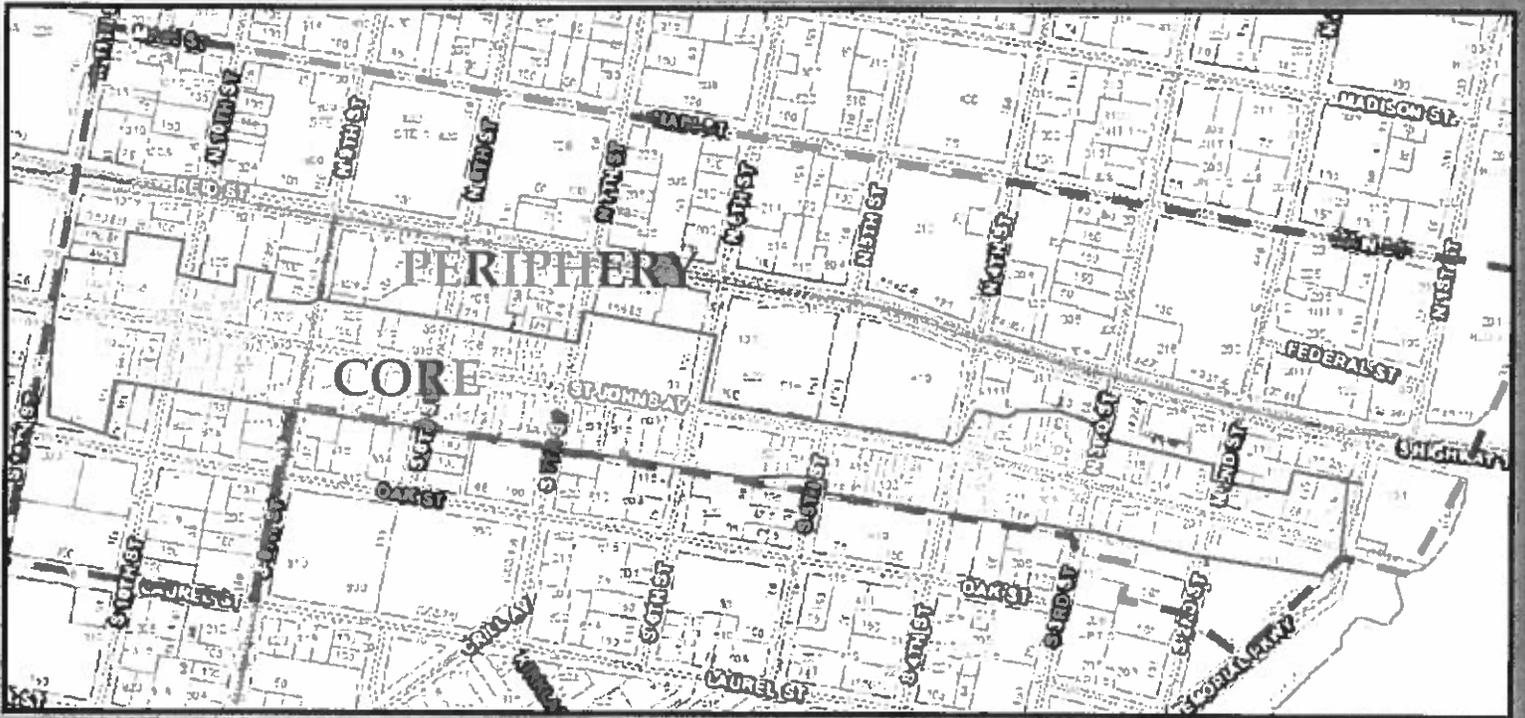


Case 13-46

Zoning Code Text Amendment

(Downtown Overlay Zoning)

CORE



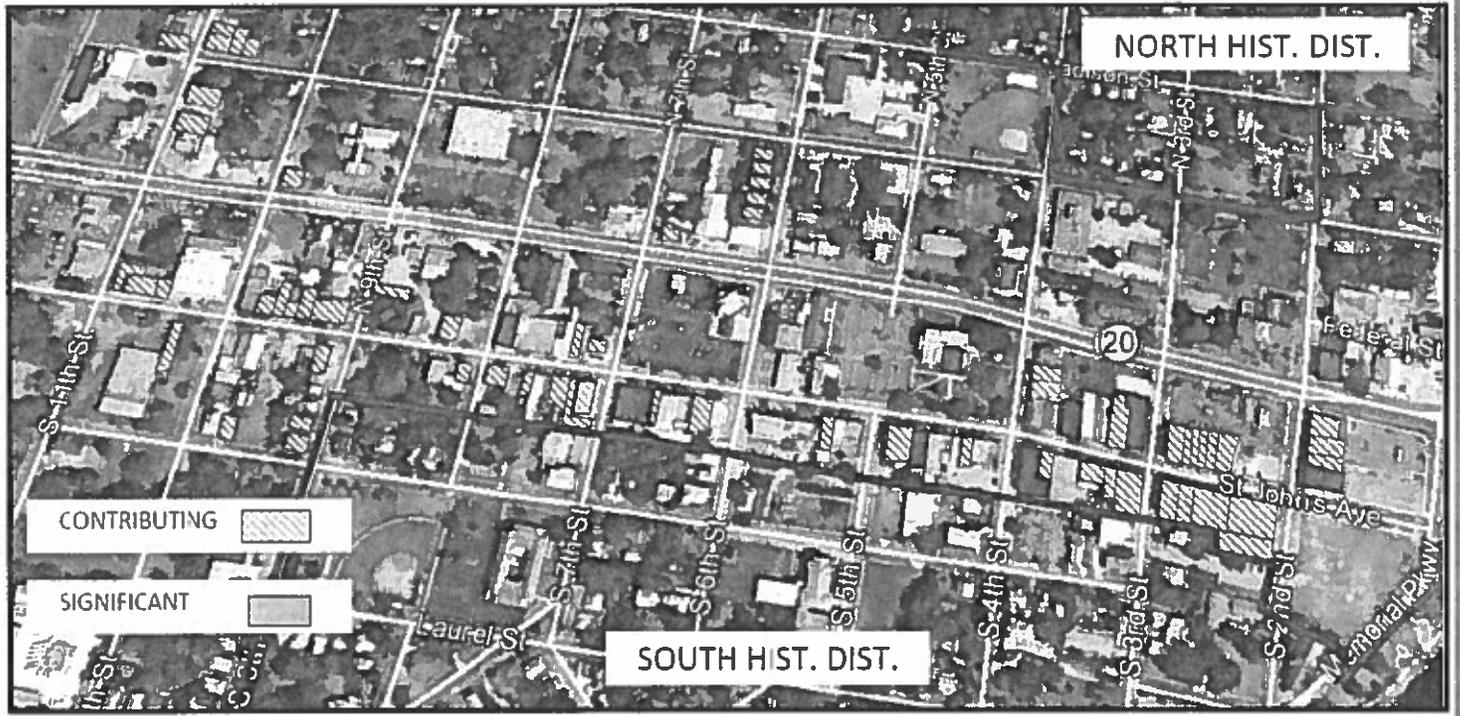


Case 13-46

Zoning Code Text Amendment

(Downtown Overlay Zoning)

DOWNTOWN HISTORIC BUILDINGS – 2013 RE-SURVEY





Case 13-46

Zoning Code Text Amendment

(Downtown Overlay Zoning)

CHANGES SINCE LAST MEETING

- REMOVED BAIT/TACKLE STORES, MARINE HARDWARE STORES, & GROCERY STORES GREATER THAN 30,000 SF FROM PROHIBITED LIST
- ADDED GENERAL STATEMENT THAT EXTERIOR ALTERATIONS TO BE IN KEEPING WITH HISTORIC ARCHITECTURAL CHARACTER OF DOWNTOWN
- ADDED CAST STONE, TERRA COTTA, GRANITE, AND MARBLE AS ACCEPTABLE EXTERIOR FINISHES, NO FAUX FINISHES



Case 13-46

Zoning Code Text Amendment

(Downtown Overlay Zoning)

CHANGES SINCE LAST MEETING

- TERM "HARDIPLANK" REPLACED BY "CEMENTIOUS FIBERBOARD."
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Case 13-46

Zoning Code Text Amendment (Downtown Overlay Zoning)

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**PLANNING BOARD MEETING
DECEMBER 3, 2013**



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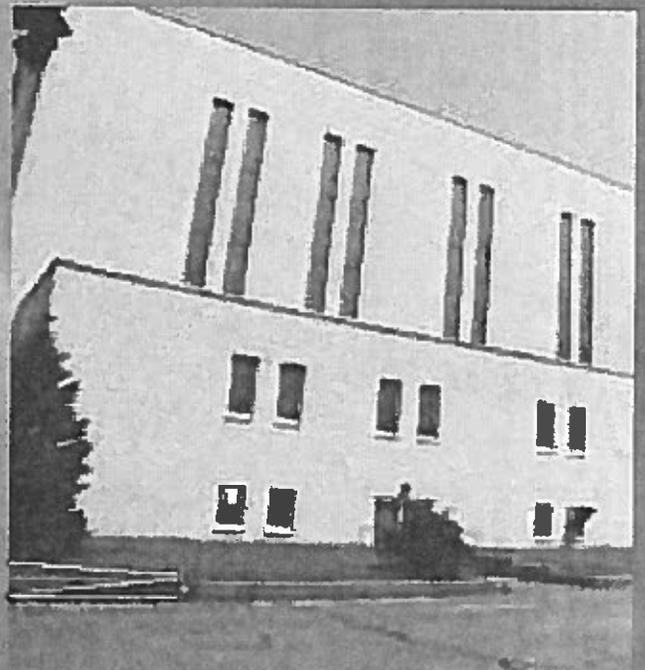
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WITHOUT DESIGN STANDARDS



Case 13-46

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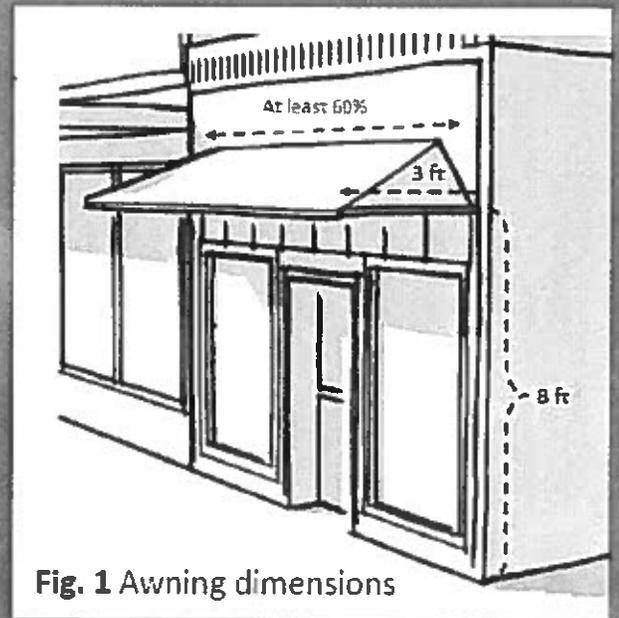


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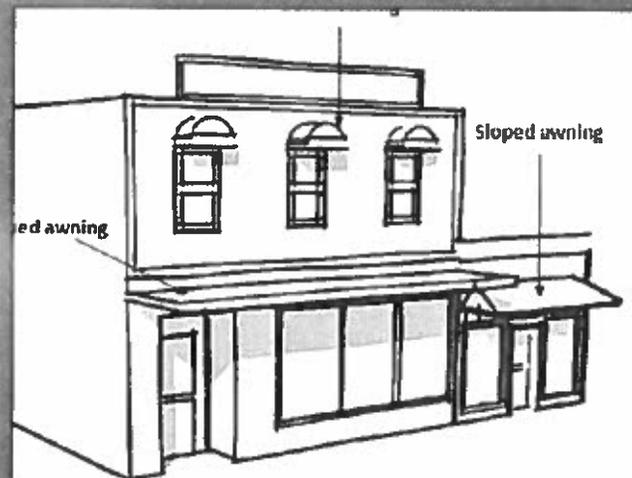


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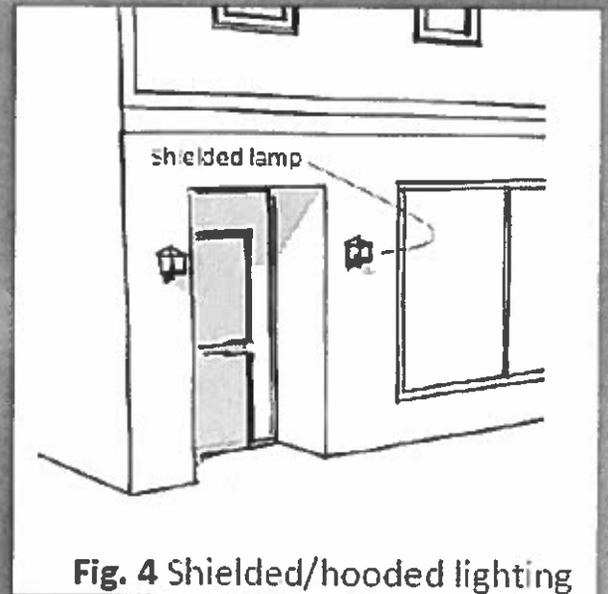


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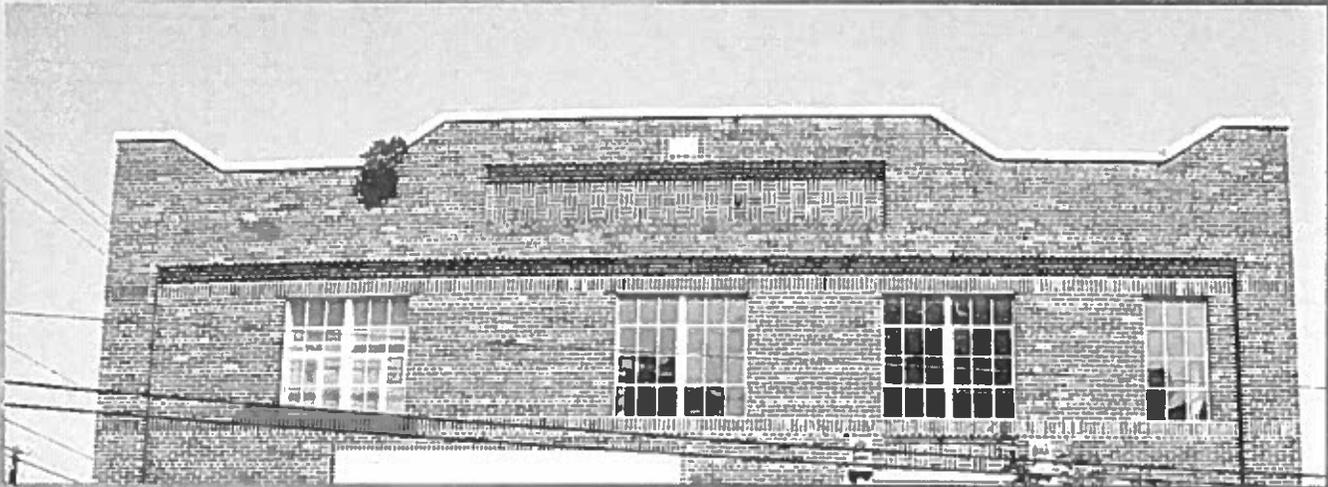
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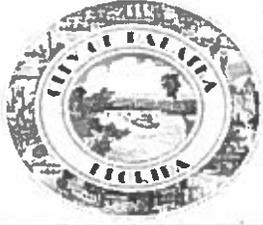
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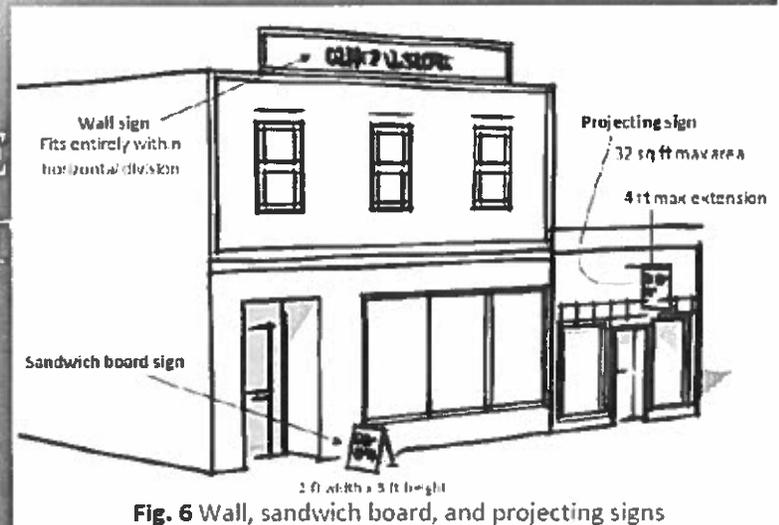


Fig. 6 Wall, sandwich board, and projecting signs



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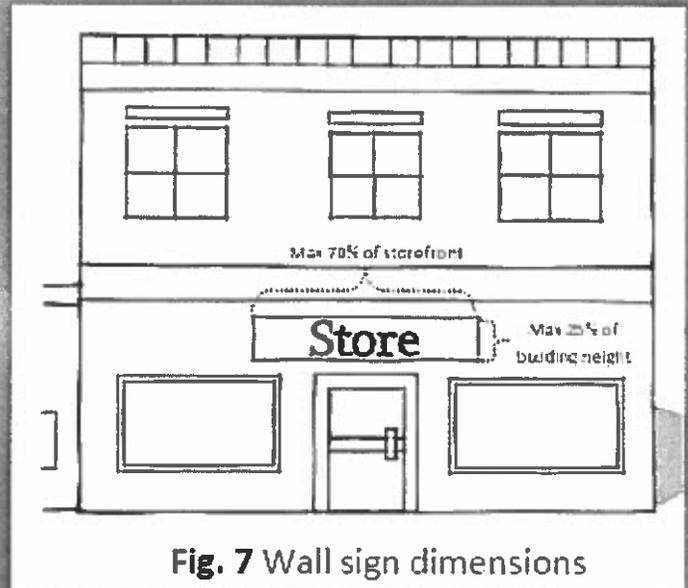
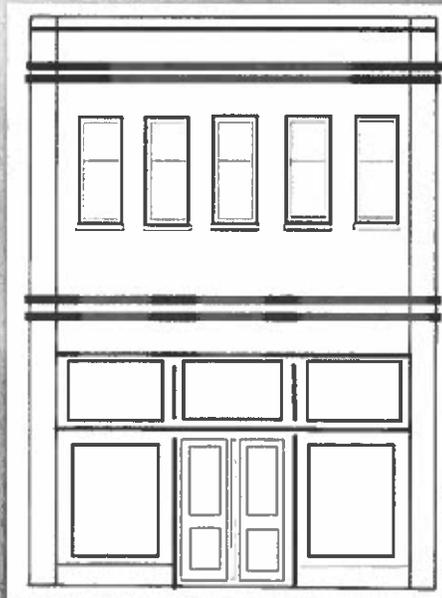


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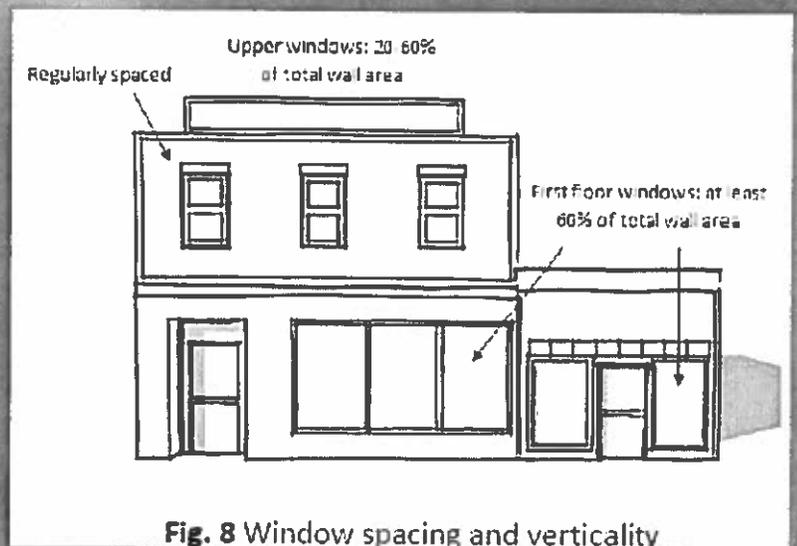
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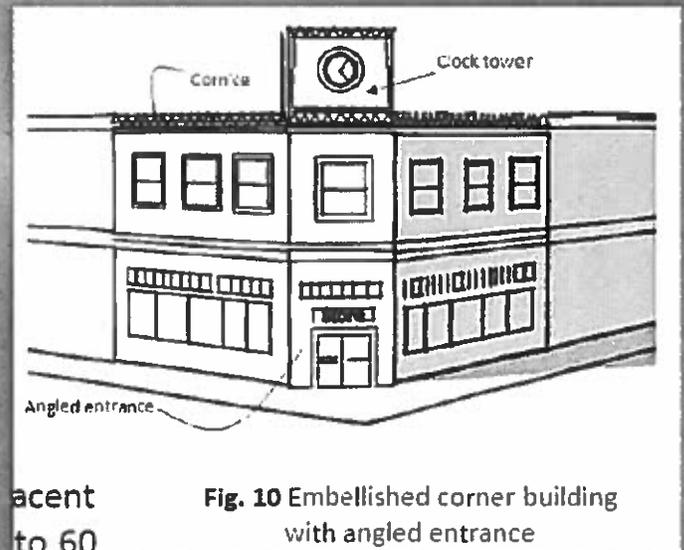
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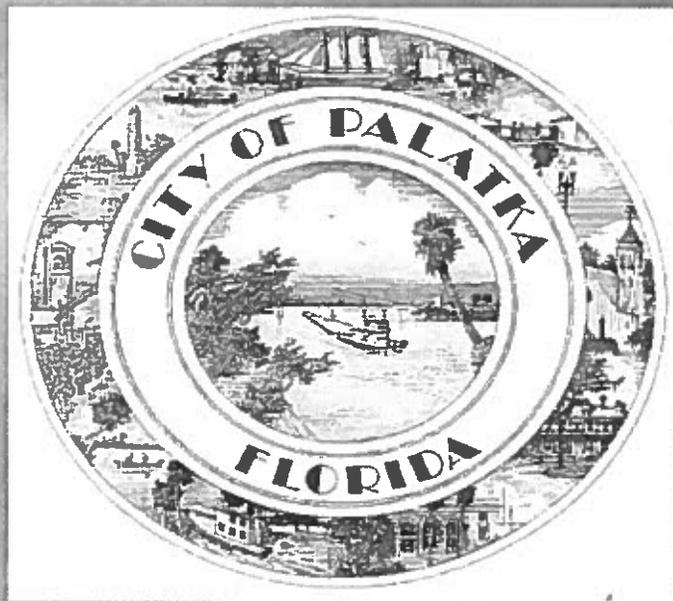


Case 13-46

Zoning Code Text Amendment

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RECOMMEND APPROVAL OF DOWNTOWN
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**PLANNING BOARD MEETING
FEBRUARY 4, 2014**



Case 13-46

Zoning Code Text Amendment (Downtown Overlay Zoning)

RATIONALE

- UTILIZE MAIN STREET APPROACH OF ENCOURAGING PEDESTRIAN-GENERATING USES SUCH AS RESTAURANT, RETAIL, & PERSONAL SERVICES
- ENSURE DEVELOPMENT & REDEVELOPMENT IS COMPATIBLE WITH THE HISTORIC ARCHITECTURE OF DOWNTOWN

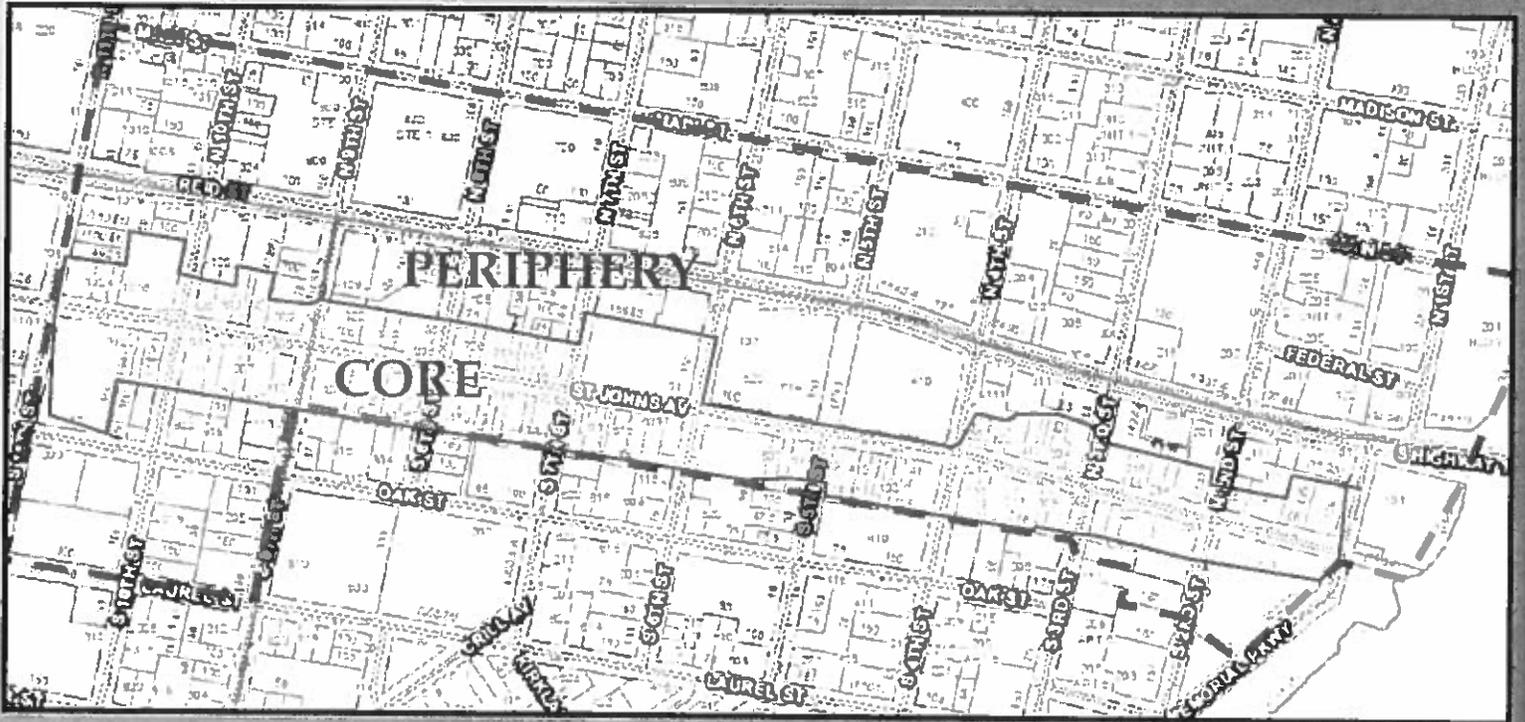


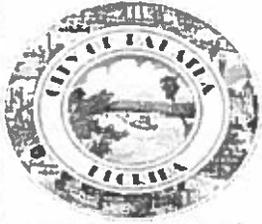
Case 13-46

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CORE





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CHANGES SINCE LAST MEETING

- REMOVED BAIT/TACKLE STORES, MARINE HARDWARE STORES, & GROCERY STORES GREATER THAN 30,000 SF FROM PROHIBITED LIST
- ADDED GENERAL STATEMENT THAT EXTERIOR ALTERATIONS TO BE IN KEEPING WITH HISTORIC ARCHITECTURAL CHARACTER OF DOWNTOWN
- ADDED CAST STONE, TERRA COTTA, GRANITE, AND MARBLE AS ACCEPTABLE EXTERIOR FINISHES, NO FAUX FINISHES



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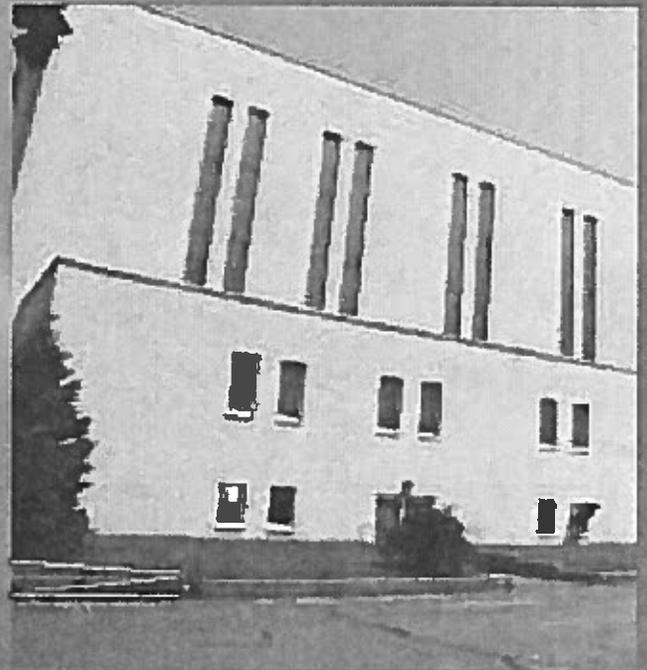
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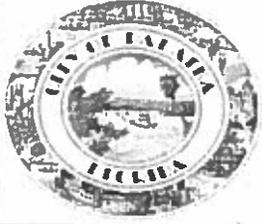
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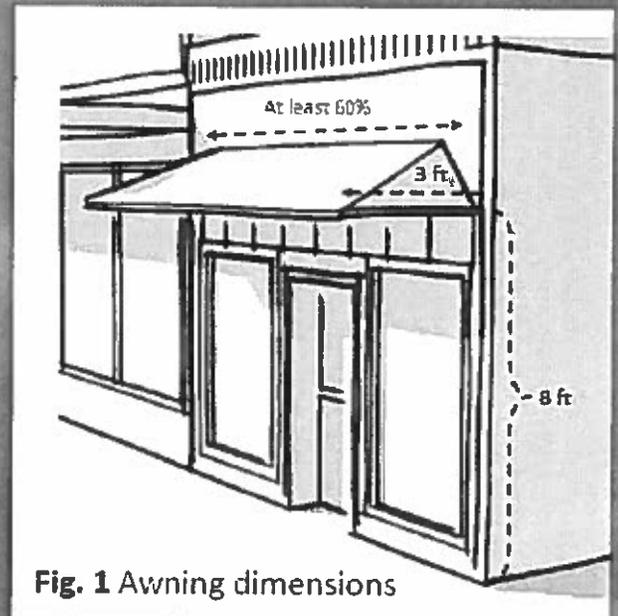


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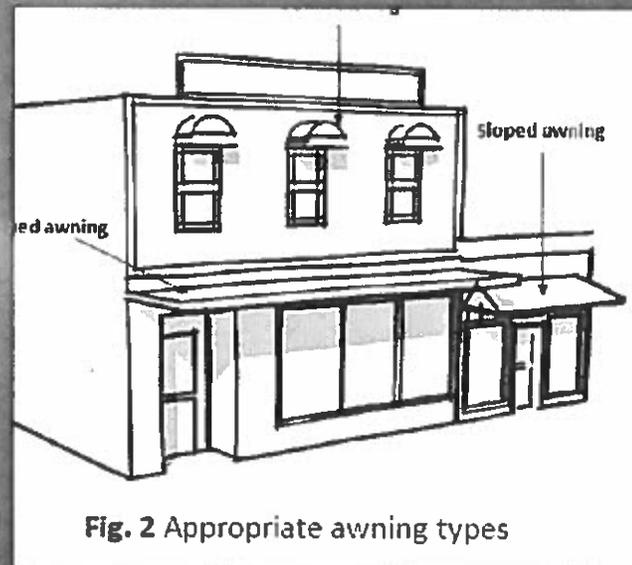


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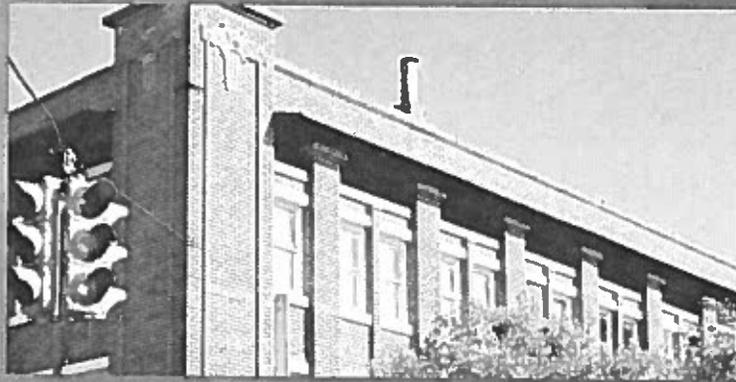
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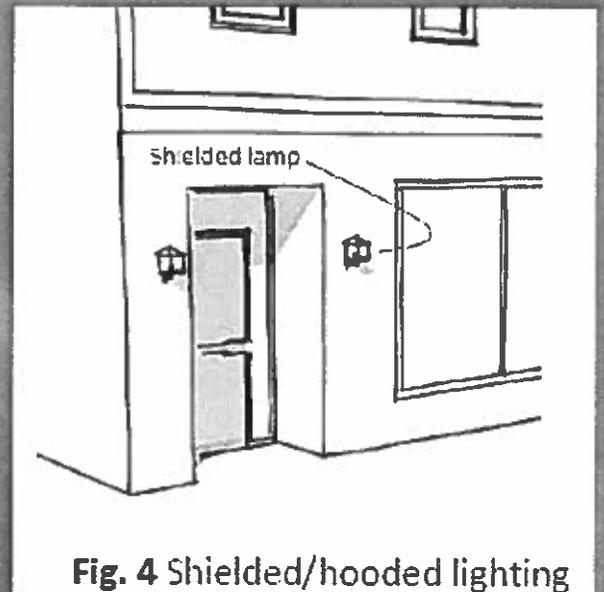


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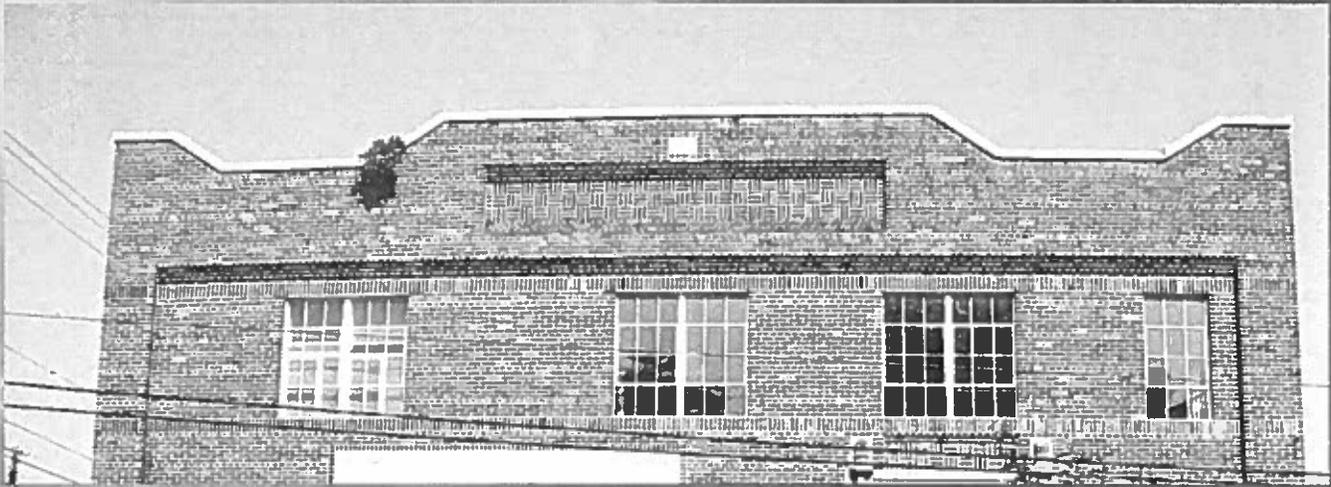
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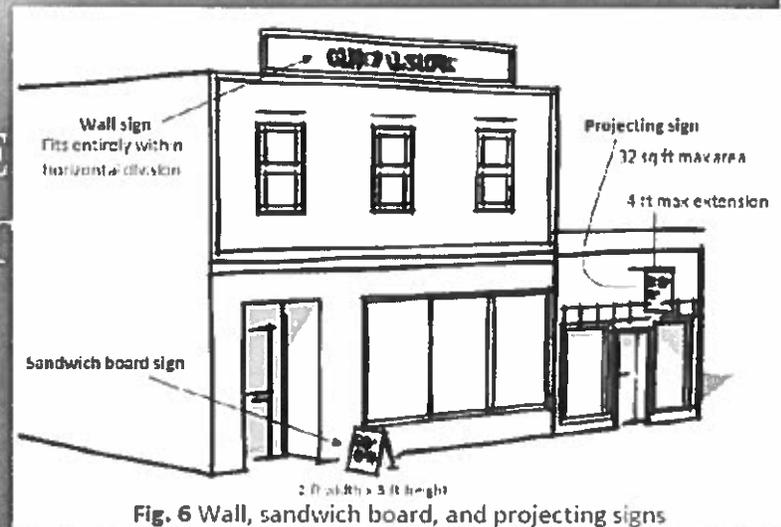
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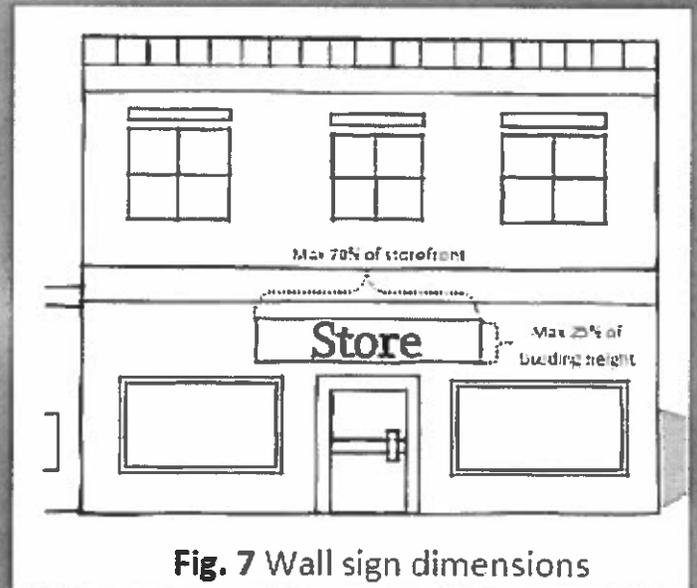
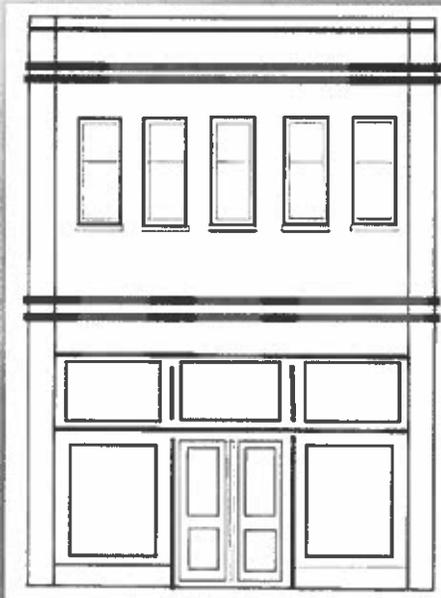


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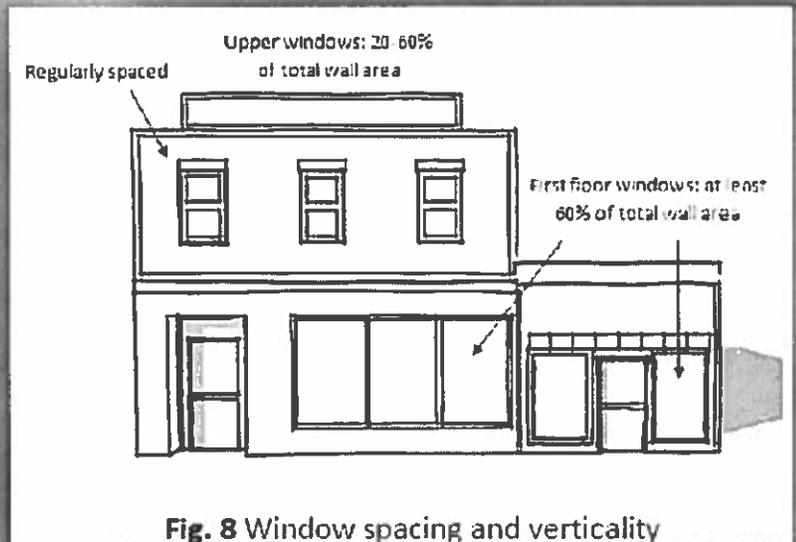
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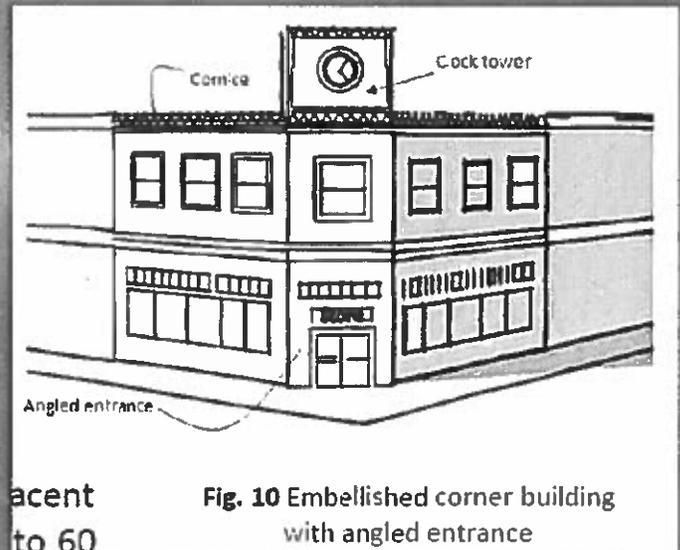
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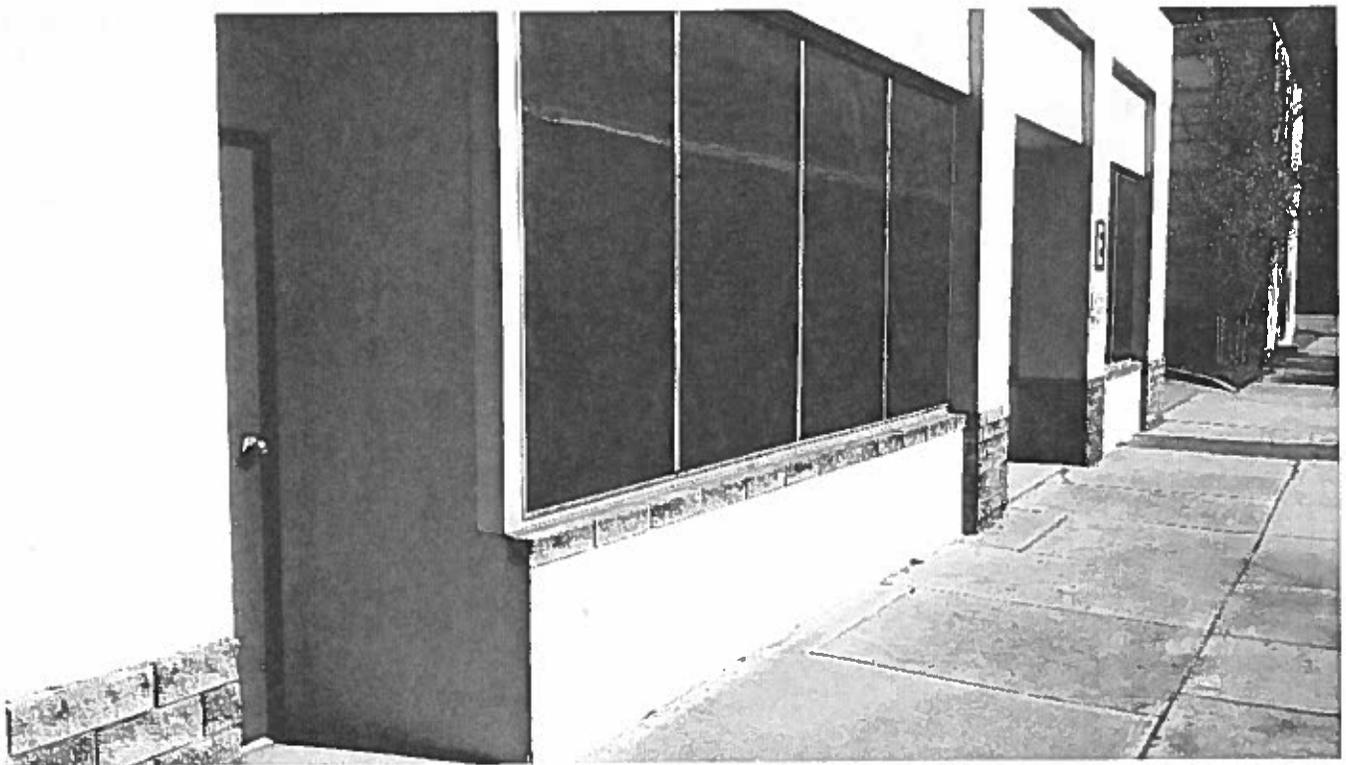
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What do we have?



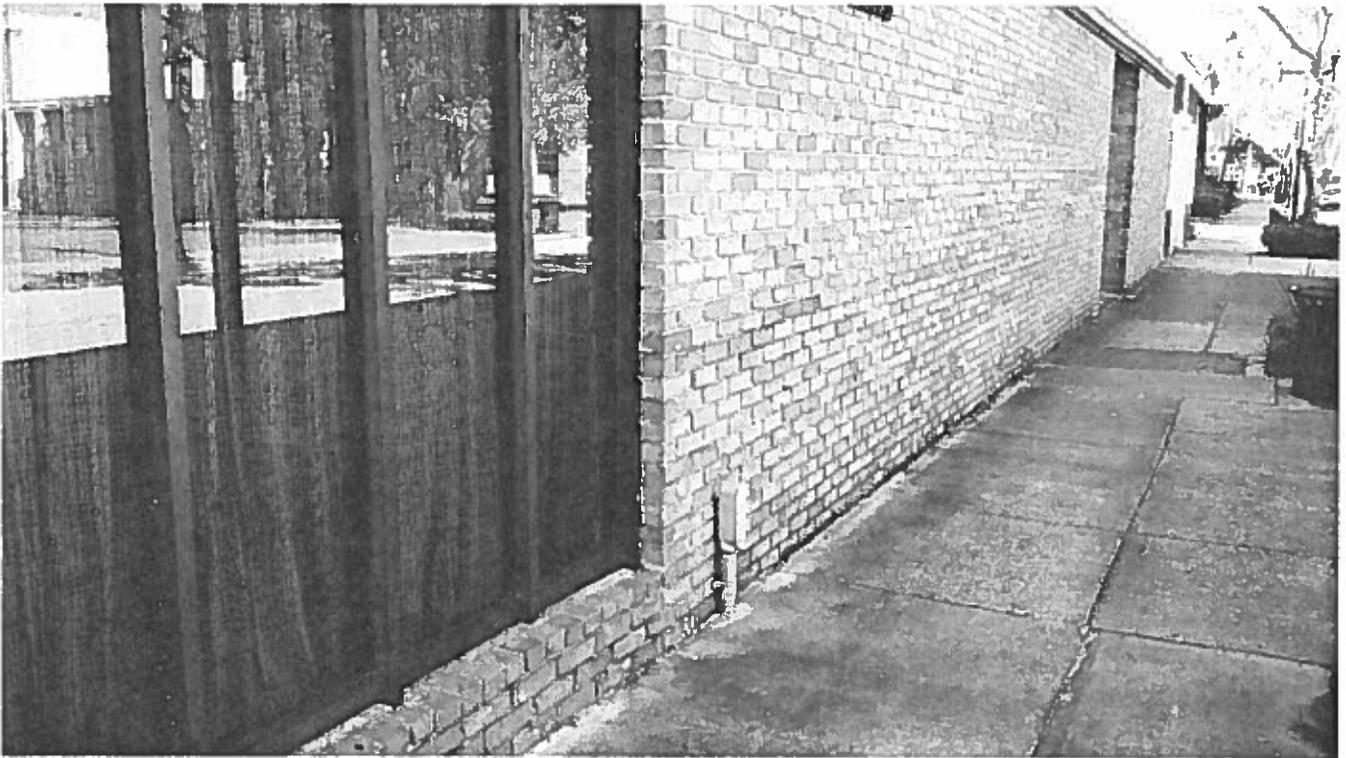
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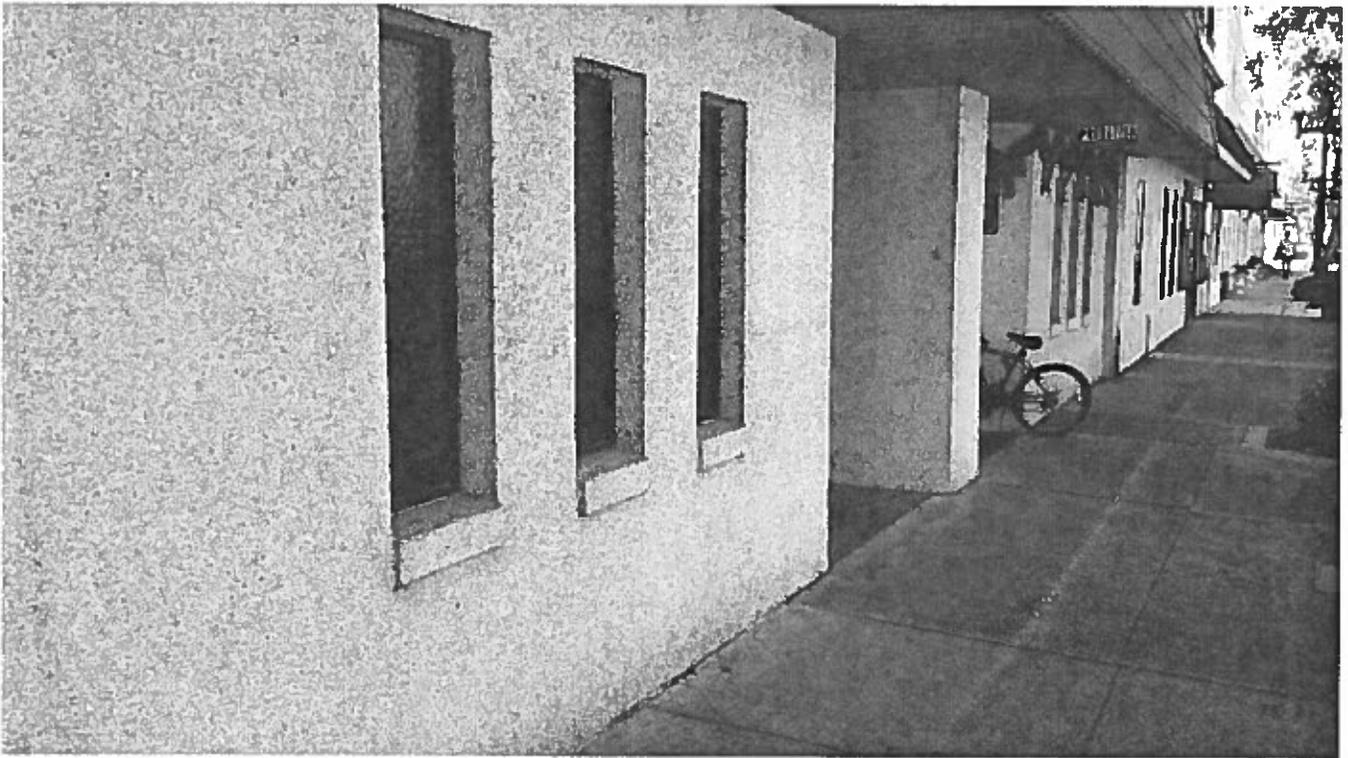
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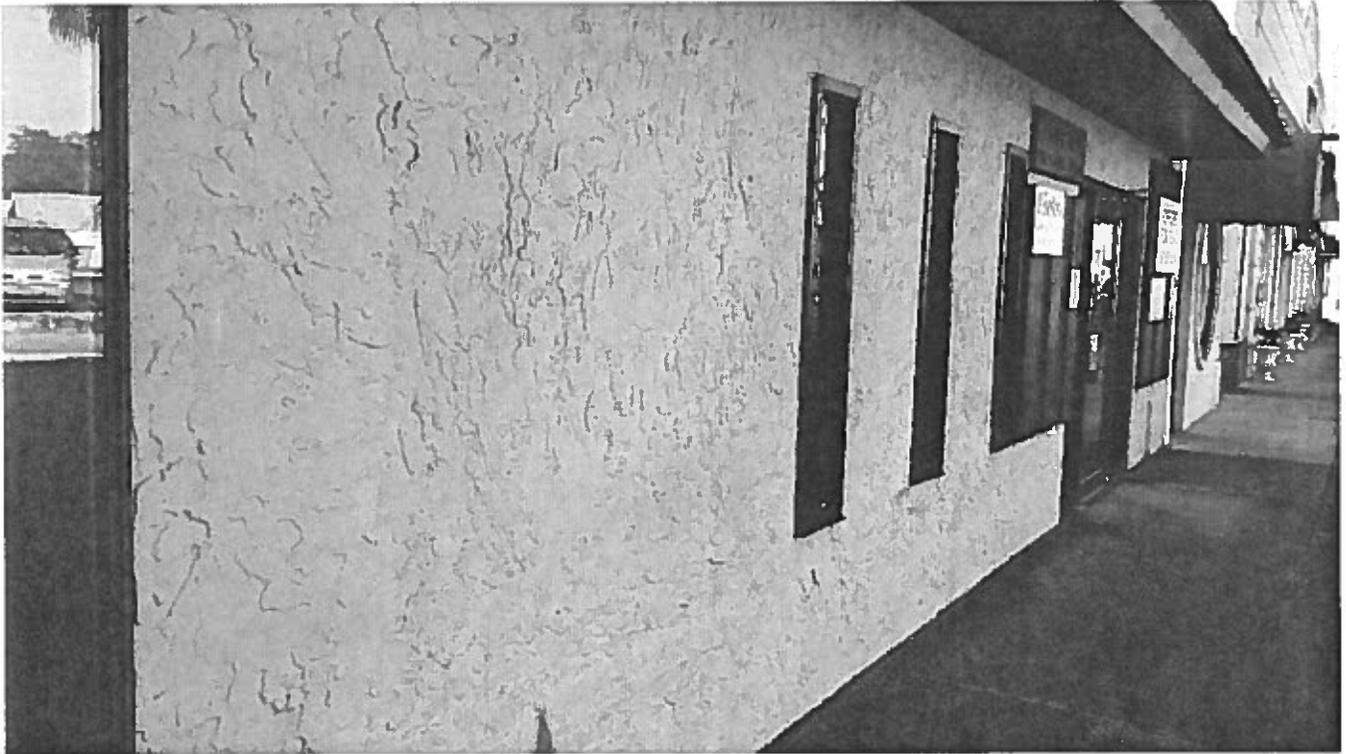
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What do we have?



What do we have?



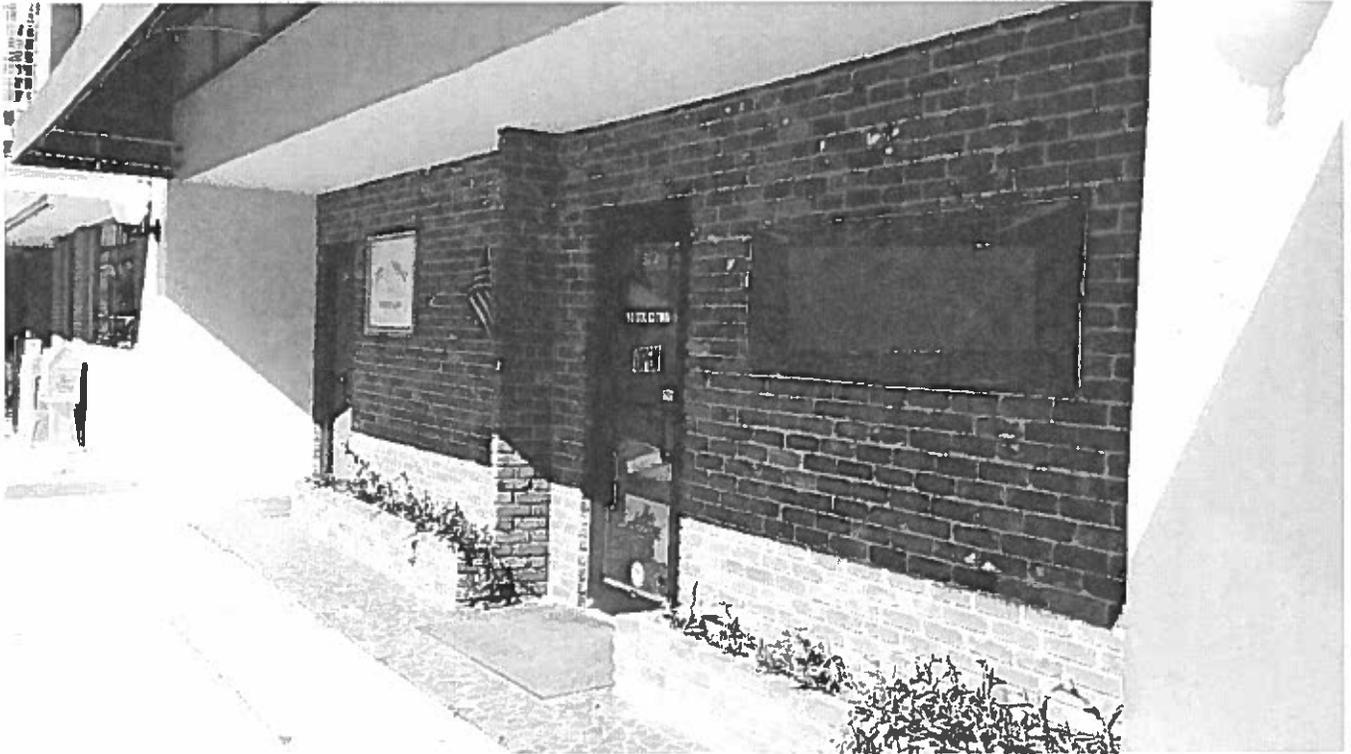
What do we have?



What do we have?



What do we have?



What do we want?



What do we want?



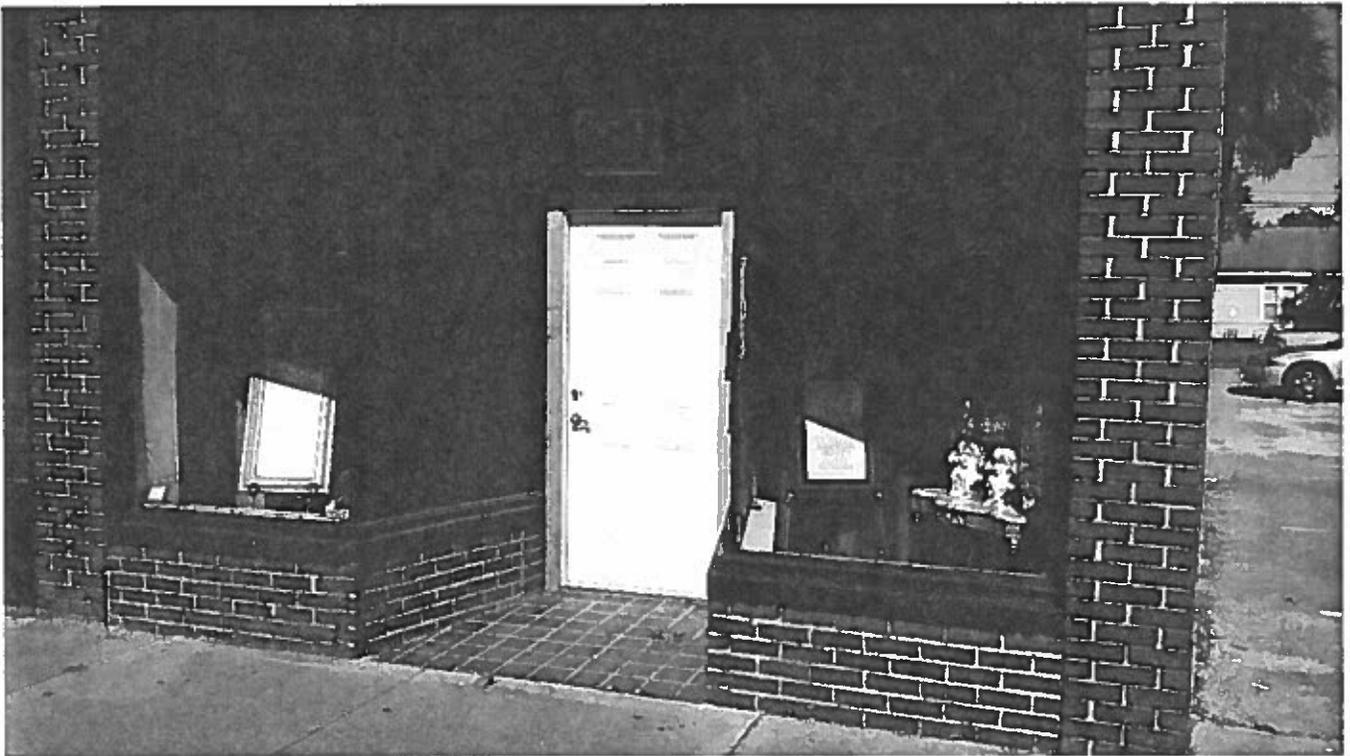
What do we have?



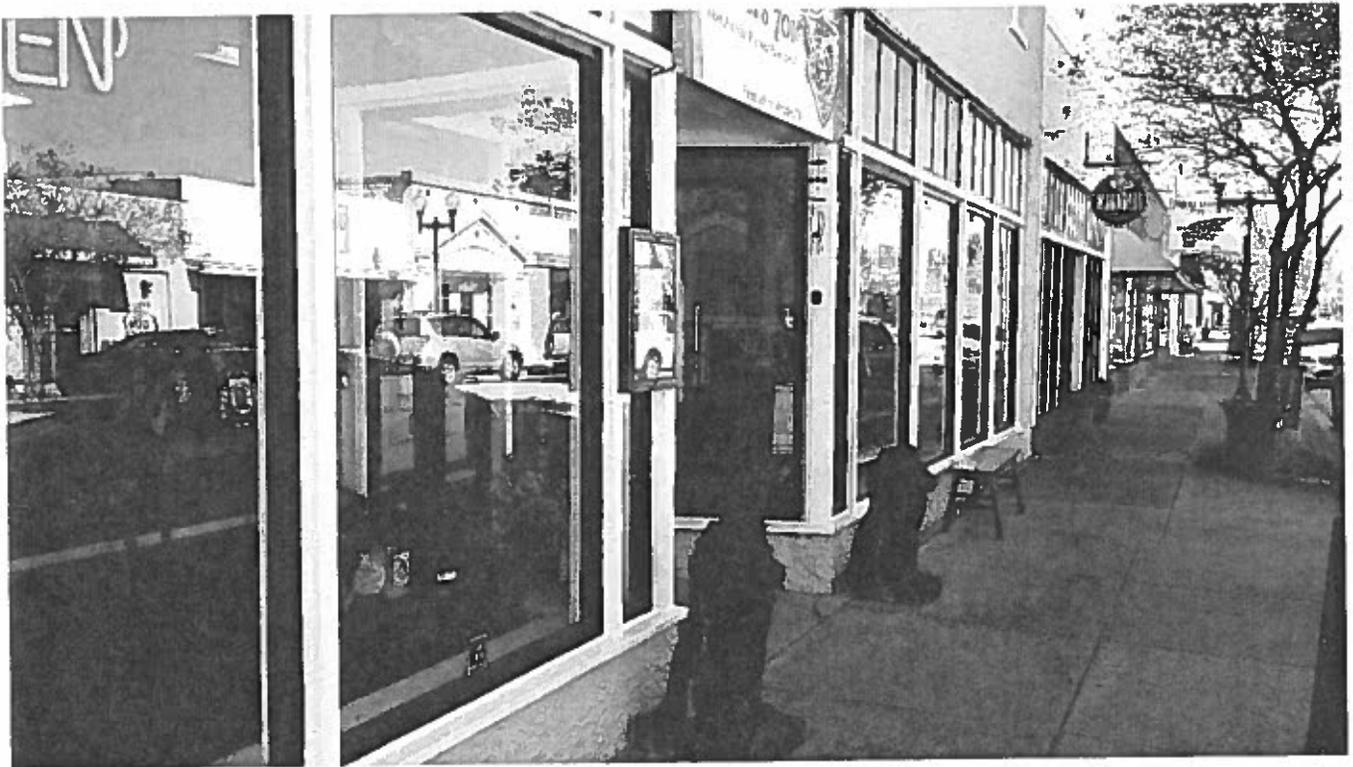
What do we have?



What do we have?



What do we want?



What do we want?





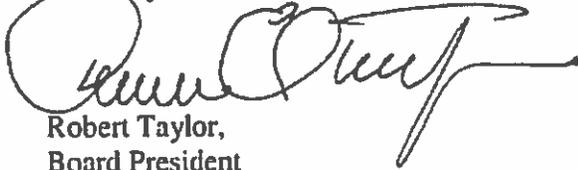
March 3, 2014

Palatka City Commission
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Dear Mayor and Commissioners,

I am writing to you on behalf of the Palatka Main Street Board of Directors to express our support of the Retail Overlay being proposed by Planning Director, Thad Crowe, and supported by the Palatka Planning Board. The Palatka Main Street Board of Directors voted at our February Directors meeting to support this change in the code. We feel that this is an important step in reestablishing the retail core of the Central Business District and that limiting uses in this way will help move us in the direction we need to go. Establishing the critical mass of retail necessary to be self-sustaining is difficult, at best, when competing, non-retail uses, already dominate over half of the available space on St. Johns Avenue. While non-retail uses are an important component of a healthy Central Business District, and downtown Palatka has an abundance of such uses on side streets, Oak Street and on Main Street; these non-retail uses create "occupied vacancies" on St. Johns Avenue and as such, cannot be filled and are not available for retail use. "Anything is better than nothing" is often the mantra to fill empty space in a struggling downtown but this approach exacerbates the problem as these non-retail uses gradually dominate the streetscape with no room left for retailers. We feel this is a "pro-retail" initiative and urge you to approve it as well.

Sincerely,



Robert Taylor,
Board President



Charles Rudd
Main Street Manager



Downtown Palatka, Inc.
P.O. Box 832
Palatka, FL 32178-0832

March 11, 2014

City of Palatka Planning Board
City of Palatka
201 N. 2nd Street
Palatka, FL 32177

Dear Board Members,

Downtown Palatka Inc. endorses, and supports the community vision for a revived retail corridor along St. Johns Ave, and the Downtown Overlay Ordinance which the City Commission is considering at their meeting on March 13.

The adoption of the ordinance is critical to the City in strengthening the retail/commercial corridor on St. Johns and promoting uses which enhance the economy, foot traffic, and compatible uses in the area.

Downtown Palatka, Inc.
Executive Board of Directors