

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA CITY OF PALATKA March 22, 2012

CALL TO ORDER:

- a. Invocation – The Reverend Chad Perry, Pastor; Dunns Creek Baptist Church
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 2/23/12 workshop meeting, 3/8/12 regular meeting

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION** – Tobacco Free Florida Week – Students Working Against Tobacco
- b. **EMPLOYEE RECOGNITION – Service Above Self:** Sissy Webber & Christy Wilkinson, Water Utilities
- c. **DISTINGUISHED LEADERSHIP RECOGNITION** – Dan McLean, CEO, PCMC
- c. **COMMUNITY RECOGNITION** – 2012 Azalea Festival Mayor's Reception Partners:
 1. **Sponsor – Prosperity Bank**
 2. **Volunteer Azalea Hosts/Hostesses**
 3. **Flo-Arts Students**

d. **STUDENT OF THE MONTH** – March, 2012 – Mayor Myers & Commissioner Leary

D'Tavia Givens	Beasley Middle School
Angel Soto	Browning Pearce Elementary School
Hunter Vaught	Children's Reading Center Charter School
Ja'kobi Dasher	E.H. Miller School
Tyler Lee	James A. Long Elementary School
Chelsea Welch	Jenkins Middle School
	Kelley Smith Elementary School
	Mellon Elementary School
	Moseley Elementary School
Mimi Ho	Palatka High School
Rebecca Brown	Peniel Baptist Academy

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

3. **CONSENT AGENDA:**

- *a. **Declare as Surplus** Fire, Parks & Police Vehicles and City Hall window a/c units for disposition
- *b. **Adopt Revised Public Records Policy** per staff recommendation
- *c. **Grant permission to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Abundant Life Ministries** for SE Permit #12-20 on March 25 from 1:30 p.m. – 4:30 p.m. to hold an outdoor church service at the Amphitheater, per Special Event Coordinator's recommendation
- *d. **Grant permission to exceed noise levels established by Chapter 30, Palatka Code of Ordinances to Kairos Sea Ministries** for SE Permit #12-19 on March 31, 1:00 p.m. – 4:00 p.m. for Spiritual Outreach event at the Amphitheater, per Special Events Coordinator's recommendation

AGENDA - CITY OF PALATKA

March 22, 2012

Page 2

3. CONSENT AGENDA (Continued):

*e. Grant permission to exceed allowable noise levels established by Chapter 30 of the Palatka Code of Ordinances for "4th Saturday Dancin' In The Street Downtown Cruise-In Block Party" SE Permit #12-06 from 5:00 p.m. to 9:00 p.m. on 4th Saturdays of April (28th), May (26th) and June (23rd), 2012 – Palatka Main Street, Applicant – per Special Events Coordinator's recommendation

*f. Approve special request items for Class B Special Events Permit #12-14, 2012 Wolfson's Children's Bass Tournament, May 17, 18 & 19, 2012, per Special Event Coordinator's recommendation:

1. Approve Noise Ordinance variance May 17, 18 & 19 from 6:00 a.m. to 7:00 a.m.
2. Close boat ramp to public from 6:00 p.m. Friday, 5/18 until 6:00 p.m. Saturday, 5/19

*g. Approve special request items for Palatka Yacht Club Class B Permit #12-13 for 59th Annual Mug Race from 5:00 p.m. – 9:30 p.m. Friday, May 4, 2012 as follows per Special Event Coordinator's recommendation:

1. Grant permission to exceed allowable noise levels
2. Grant permission to serve/consume alcoholic beverages on public property/street confined to Riverfront area as noted

* 4. PUBLIC HEARING/ORDINANCE – 320 Zeagler Drive – Planning Board Recommendation to amend the Future Land Use Map from RL (Residential, Low Density) to COM (Commercial) - Adopt

* 5. PUBLIC HEARING/ORDINANCE – Parcel immediately south of 320 Zeagler Drive – Planning Board Recommendation to amend the Future Land Use Map from RL (Residential, Low Density) to COM (Commercial) - Adopt

* 6. ORDINANCE repealing and readopting Section 38 of the Palatka Code of Ordinances to adopt new Flood Zone Rules, Regulations, Development & Variance Criteria and Maps – 2nd Reading, Adopt

7. ADMINISTRATIVE REPORTS

8. COMMISSIONER COMMENTS

9. ADJOURN

*Attachment **Separate Cover

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

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

Upcoming Events:

March, 2012 – Women's History Month
March 22, 2012 – City Commission Workshop, 4:00 p.m.
April 21, 2012 – MOD March for Babies
May 25 – 28, 2012 – Blue Crab Festival
May 28, 2012 – City Offices closed to observe Memorial Day
July 4, 2012 – City Offices closed to observe Independence Day

Board Openings:

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

CITY OF PALATKA



Proclamation

WHEREAS, secondhand smoke contains a deadly mix of more than 7,000 chemicals, hundreds of which are toxic and 69 that can cause cancer. Each year, approximately 2,520 non-smokers in Florida die primarily from exposure to secondhand smoke; and

WHEREAS, non-smokers who are exposed to secondhand smoke have an increased risk of developing heart disease by 25 to 30 percent and lung cancer by 20 to 30 percent; and

WHEREAS, children are more likely to have lung problems, ear infections and severe asthma from being around tobacco smoke, and more than 40 percent of children who go to the emergency room for asthma attacks live with a smoker, and a severe asthma attack can put a child's life in danger. Exposure to secondhand smoke doubles an infant's risk of Sudden Infant Death Syndrome (SIDS); and

WHEREAS, to alleviate the burden of secondhand smoke on the county, the Putnam County Tobacco Free Partnership and Students Working Against Tobacco work to reduce tobacco use in Putnam County; and

WHEREAS, Tobacco Free Florida is a statewide campaign which educates the public about the health issues secondhand smoke exposure, the importance of quitting tobacco use, promotes tobacco cessation and prevention, and strives for a smoke-free environment for future generations; and

WHEREAS, the focus of Tobacco Free Florida Week is to educate, empower and inspire Floridians to seek out smoke-free air for all and to understand the importance of creating a Tobacco Free Florida; and

WHEREAS, the state of Florida is committed to the goals and objectives of Tobacco Free Florida Week through a variety of public health activities and programs;

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby extend greetings and best wishes to all observing March 26 to April 1, 2012 AS

TOBACCO FREE FLORIDA WEEK

And urge all citizens to support the work of the Putnam County Tobacco Free Partnership and Students Working Against Tobacco in their mission to work towards a smoke-free environment for all.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the City of Palatka to be affixed this 22nd day of March, in the Year of Our Lord Two Thousand Twelve.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR



Rick Scott
Governor

H. Frank Farmer, Jr., M.D., Ph.D., F.A.C.P.
State Surgeon General

Fact Sheet on Secondhand Smoke

Secondhand Smoke in Florida

- In Florida alone, 2,520 non-smokers died from exposure to SHS in 2010.¹
- In 2011, 50.6 percent of Florida high school students and 41.7 percent of Florida middle school students were exposed to SHS in a room or car in the past week.²
 - Since 2007, 16 percent fewer Florida high school students were exposed to SHS in a room or a car.
 - Since 2007, 24 percent fewer Florida middle school students were exposed to SHS in a room or a car.
- In 2011, 10.1 percent of Florida high school students and 10.1 percent of Florida middle school students lived in a home where smoking was allowed inside.³
 - Since 2007, 29.3 percent fewer Florida high school students lived in a home where smoking was allowed inside.
 - Since 2007, 56.4 percent fewer Florida middle school students lived in a home where smoking was allowed inside.

Dangers of Secondhand Smoke

- There is no risk-free level of exposure to secondhand smoke (SHS). Breathing even small amounts of secondhand smoke can be dangerous.⁴
- SHS contains a deadly mix of more than 7,000 chemicals, hundreds of which are toxic and 69 that can cause cancer.⁵
- Each year, primarily due to exposure to SHS, an estimated 3,000 non-smoking Americans die of lung cancer.⁶
- Non-smokers who are exposed to secondhand smoke at home or at work increase their risk of developing lung cancer by 20 to 30 percent.⁷
- Each year, primarily because of exposure to SHS, more than 46,000 non-smoking Americans die of heart disease.^{8,9}
- Non-smokers who are exposed to SHS at home or at work increase their risk of developing heart disease by 25 to 30 percent.¹⁰
- Inhaling SHS could be enough to block arteries and trigger a heart attack in someone whose arteries are silently clogged.¹¹
- Tobacco smoke immediately seeps into the bloodstream and changes its chemistry so that it becomes stickier, allowing clots to form that can cause major blockages in already narrowed arteries.¹²

-more-



Rick Scott
Governor

H. Frank Farmer, Jr., M.D., Ph.D., F.A.C.P.
State Surgeon General

- Low levels of smoke exposure, including exposure to SHS, lead to a rapid and sharp increase in dysfunction and inflammation of the lining of the blood vessels, which are implicated in heart attacks and stroke.¹³
- Opening a window; sitting in a separate area; or using ventilation, air conditioning, or a fan cannot eliminate SHS exposure.¹⁴
- A resident who smokes in a single unit within a multi-unit residential building puts the residents of the other units at risk. Tobacco smoke can move along air ducts, through cracks in the walls and floors, through elevator shafts, and along plumbing and electrical lines to affect units on other floors.^{15,16}
- According to the World Health Organization (WHO), exposure to secondhand smoke kills estimated 600,000 people a year worldwide, about one in a hundred deaths.¹⁷
 - 379,000 deaths from heart disease
 - 165,000 from lower respiratory infections
 - 36,900 from asthma
 - 21,400 from lung cancer

Secondhand Smoke and Kids

- In the first two years of life, children exposed to SHS from their parent's smoking have more than a 50 percent increased risk of getting bronchitis and pneumonia.¹⁸
- Exposure to SHS doubles an infant's risk of Sudden Infant Death Syndrome (SIDS).¹⁹
- Infants who die from SIDS have higher concentrations of nicotine in their lungs and higher levels of cotinine (a biological marker for secondhand smoke) than infants who die from other causes.²⁰
- Children are more likely to have lung problems, ear infections, and severe asthma from being around tobacco smoke. In fact, more than 40 percent of children who go to the emergency room for asthma attacks live with smokers. A severe asthma attack can put a child's life in danger.²¹
- More than 300,000 children suffer each year from infections caused by tobacco smoke, including bronchitis, pneumonia, and ear infections.²²
- Each year, primarily because of exposure to SHS, about 150,000 to 300,000 children younger than 18 months have lower respiratory tract infections.²³
- The main place young children breathe secondhand smoke is in their homes. Almost 3 million children in the U.S. under the age of 6 years old breathe secondhand smoke at home at least 4 days per week.²⁴

For more information secondhand smoke, please visit www.tobaccofreeflorida.com/TFFWeek.

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*Agenda
Item*

3a

Memo

To: City Commission
From: Chief Mike Lambert
Department: Palatka Fire Dept.
CC: Matthew Reynolds, Finance Director
Date: 3-14-2012
Re: Surplus Property Request

Please declare the following property surplus:

	<u>Item/Description</u>	<u>Quantity</u>	<u>Inventory Control No.</u>
1.	2000 Chevrolet Impala	1	
2.	Tag# 140052 VIN# 2G1WF52E6Y9262677		
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Recommended Disposition:

Memo

To: City Commission
From: _____
Department: PD / Parks
CC: Matthew Reynolds, Finance Director
Date: 3-14-12
Re: Surplus Property Request

Please declare the following property surplus:

	<u>Item/Description</u>	<u>Quantity</u>	<u>Inventory Control No.</u>
1.	2002 Ford Crown Vic (PD)	1	2FATP71W92X132542
2.	1999 Ford Explorer (PD)	1	1FMZU32X9KZA4790
3.			
4.	1994 Ford F150 1/2-ton P/U	1	07085
5.	Cemetery		IFT0F154XRN106
6.			
7.			
8.			
9.			
10.			

Recommended Disposition:

Betsy Driggers

From: Cathy Anderson
Sent: Friday, March 09, 2012 9:23 AM
To: Betsy Driggers
Subject: Surplus Vehicles



Here is the information on the vehicles for the surplus auction:

1. 2002 Ford Crown Vic. White in color 51,667 miles. Vin: 2FAP71W92X132542. Vehicle does not run and needs engine repair. It is unknown what the problem is with the motor.
2. 1999 Ford Explorer white in color 88,647 miles. Vin: 1FMZU32X9XZA47990. Vehicle is operational.

Let me know if you need anything more from us.

Thanks.

Cathy Anderson

*Administrative Assistant to Chief of Police
Palatka Police Department
110 North 11th Street
Palatka, Fl. 32177
(386) 329-0110*

PUBLIC RECORDS NOTICE: Under Florida law, e-mail addresses are public record. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this public entity. Instead, contact this office by phone or in person. Section 668.6076, Florida Statutes.

This email message, including any attachments is for the sole use of intended recipients and may contain confidential and privileged information. Any unauthorized review, use, disclosure, or distribution is prohibited. If you are not the intended recipient, please contact the sender by reply email and destroy all copies of the original message.

Memorandum

To: Betsy Driggers

CC:

From: JEFF NORTON

Date: 03/14/12

Re: SURPLUS

The Cemetery Department is recommending the following items be declared as surplus;

<u>ITEM</u>	<u>PROPERTY #</u>	<u>CONDITION</u>
1. 1994 Ford F-150 ½ Ton Pick Up Truck	07085	Fair

Memo

To: City Commission
From: B. Deagier
Department: City Hall
CC: Matthew Reynolds, Finance Director
Date: 3-14-12
Re: Surplus Property Request

Please declare the following property surplus:

	<u>Item/Description</u>	<u>Quantity</u>	<u>Inventory Control No.</u>
1.	window a/c units	5	
2.			
3.	see attached list		
4.			
5.			
6.			
7.			
8.			
9.			
10.			

Recommended Disposition:

Donation

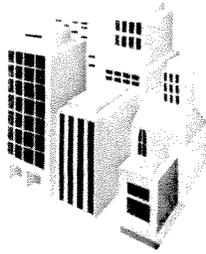
14 MAR 12

* CITY OF PALATKA CITY HALL -
WINDOW A/C UNITS

- GOLDSTAR - MODEL GL 5004 5,050 BTU'S
TRACEABILITY # 401TAD22512
- MAYTAG - MODEL # M3X05F20-A
MB 199892, 5000 BTU'S
- SAMSUNG - MODEL AN08ECBT, 8000 BTU
SERIAL # 802857
- FRIGIDAIRE #. MODEL FA4087S7A, 8000 BTU
SERIAL # KK84919742,
- MAYTAG - Model M3X05F2D-A
5,000 BTU

Agenda
Item

3b



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

Memorandum

To: Palatka City Commission & Staff
From: Betsy Driggers, City Clerk
Date: March 15, 2012
Re: Public Records Policy Update

Attached is the City's public records policy which has been revised to keep up with our changing technology. The following changes were made:

1. Certified Copy – amended to specify that the charge applies to each page to be certified.
2. Duplicate audio CD – citizen provided CD has been eliminated
3. Duplicate audio CD – price lowered from \$6.00 to \$5.00
4. Duplicate Video Cassette is now Duplicate DVD and the price has dropped from \$13.00 (this is the price we paid for a duplicate copy) to \$5.00
5. Duplicate DVD – citizen provided DVD has been eliminated
6. There has been a \$1.00 minimum charge added for credit card transactions, as there is a charge to the City associated with each credit card transaction.
7. On page 2, "credit card" has been added as an acceptable form of payment.

Please take action to approve the amended Public Records Policy.

CITY OF PALATKA

ADMINISTRATIVE POLICY/PROCEDURE

EFFECTIVE DATE <u>4-28-05/3/22/12</u>	POLICY NUMBER	PAGE NUMBER 1 of 2	SUPERSEDES POLICY Dated: <u>N/A4-28-05</u>
Subject: Public Records		Adopted by City Commission 4/28/05 <u>Amended by City Commission 3/22/12</u>	

It is the policy of the City of Palatka that all municipal records, with the exception of exempted records identified by Florida Statutes, §119.07, shall be open for personal inspection by any person.

“*Public records*” means all documents, papers, letters, maps, books, tapes, photographs, films, sound recordings, data processing software, or other material, regardless of the physical form, characteristics, or means of transmission, made or received pursuant to law or ordinance or in connection with the transaction of official business by the City. (F.S., §119.011(1)).

Florida Statutes, § 119.07(1)(a) provides “every person who has custody of a public record shall permit the record to be inspected and examined by any person desiring to do so, at any reasonable time, under reasonable conditions, and under supervision by the custodian of the public record or the custodian’s designee.”

For the purpose of this policy, “reasonable” time to provide access to public records is during normal working hours – Monday – Friday, 8:30 a.m. – 5:00 p.m. “Reasonable” as it relates to a time frame to retrieve records and/or complete a records request is not defined by the Florida Legislature, and for purposes of this policy, is dependent upon the complexity of the request, location of records, and the schedule of the custodian or designee. Public Records requests are customarily handled in the order they are received.

Upon request, the City will furnish copies of public records based on the following fee schedule:

- ◆ **Single-sided copies, up to 8 ½” x 14”** - **.15 each**
- ◆ **Double-sided copies, up to 8 ½” x 14”** - **.20 each**
- ◆ **Larger size copies** - **Based on actual cost of duplication**
- ◆ **Certified copy of a public record (ea pg)** - **\$ 1.00 in addition to actual copy cost**
- ◆ **Duplicate CD - Audio** - **\$ 56.00**
- ~~◆ Duplicate CD - Audio (citizen provided CD) - \$ 5.00~~
- ◆ **Duplicate DVD (video)** - **\$ 513.00 (formerly video cassette)**
- ~~◆ Duplicate DVD (citizen provided DVD) - \$ 12.00~~
- ◆ **Fax (per page)** - **\$ 0.07**
- ◆ **Code of Ordinances without binder/tabs** - **\$ 75.00**
- ◆ **Code of Ordinances with binder/tabs** - **\$125.00**
- ◆ **Code of Ordinances – Periodic Updates** - **\$ 30.00**

Note: Additional charges will be added to cover the cost of postage and packaging as necessary. There will be a \$1.00 minimum charge for all credit card transactions.

CITY OF PALATKA

ADMINISTRATIVE POLICY/PROCEDURE

POLICY NUMBER:

SUBJECT: Public Records

Page: 2 of 2

Florida Statutes, § 119.07(1)(b) provides “if the nature or volume of public records requested to be inspected, examined, or copied is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance by personnel of the agency involved, or both, the agency may charge, in addition to the actual cost of duplication, a special service charge, which shall be reasonable and shall be based on the cost incurred for such extensive use of information technology resources or the labor cost of the personnel providing the service that is actually incurred by the agency or attributable to the agency for the clerical and supervisory assistance required, or both.”

For the purpose of this policy, “extensive clerical or supervisory assistance” is determined to be requests that require **more than one-half hour of an employee’s time** to research, retrieve and copy the requested records. For public records requests requiring more than one-half hour, the requester will be required to pay the hourly salary of the employee doing the research, copying the records and/or supervising the requester’s research. This hourly fee will begin after the first half-hour of clerical or supervisory assistance is completed. For requests estimated to require more than one hour of a City employee’s time, a minimum deposit of \$25.00 will be required (Deposit will be adjusted dependent on the volume of records/research requested). The deposit will be applied to the final cost of the public records request.

The City of Palatka will accept cash, personal check on a local bank, money order, certified check or payment by credit card. All fees shall be paid prior to the delivery of the materials. Any check, money order, or certified check shall be made payable to “City of Palatka”.

*Agenda
Item*

3c

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 15th, 2012

Re: Abundant Life Ministry "Out Door Church Service"

Attached please find the Special Events Permit Application # 12-20 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:
March 25th, 2012 1:30pm-4:30pm

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

Jeff Norton
Special Events Coordinator

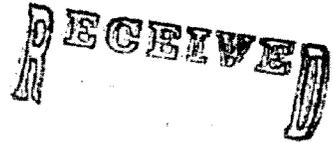
APPLICATION # 12-20

(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



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. Abundant Life Ministries 890 North St Rd 19 Palatka, 32177
b. CONTACT PERSON Alicia Milton TELEPHONE (386) 325-2795
c. (cell) 386-916-3138 FAX # (386) 325-6459

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

N/A
a. CONTACT PERSON N/A TELEPHONE N/A
b. N/A FAX # N/A

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY

Church Service
Abundant Life Ministries

4. * Were just wanting to have a church service outdoors.

5. DATE & HOURS OF DESIRED USE: March 25, 2012 @ 7am - 1pm

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.) 1:30pm - 4:30pm @ Amphitheater.

7. ROAD CLOSURES: None

8. REQUEST FOR NOISE VARIANCE (Dates and Times): March 25, 2012 Frm: 7am - 1pm - NO

9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): None

10. ESTIMATE OF ANTICIPATED ATTENDANCE 250-300

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT None, but SUV w/ trailer that will carry our portable sound system & instruments

12. 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: _____ \$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.

*Agenda
Item*

3d

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 13th, 2012

Re: Kairos Sea Ministries, Inc. "Spiritual Outreach"

Attached please find the Special Events Permit Application # 12-12 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:
March 31st, 2012 1pm-4pm

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

Jeff Norton
Special Events Coordinator

APPLICATION # 10-14

(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
FEB 24 2012

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. Kairos Sea Ministries, Inc.

b. CONTACT PERSON Rev. David Vance TELEPHONE 386-972-3303

c. _____ FAX # _____

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

a. CONTACT PERSON David Vance TELEPHONE 386-972-3303

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Spiritual Outreach

4. Live Music (1st Assembly Prais Band & Singers) Message after

5. DATE & HOURS OF DESIRED USE: 12:00 PM To 6:00 PM, March 31st, 2012

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

Amphitheater

7. ROAD CLOSURES: None

8. REQUEST FOR NOISE VARIANCE (Dates and Times): March 31st, 1:PM to 4:PM

9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): No

10. ESTIMATE OF ANTICIPATED ATTENDANCE 100-200

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT None

12. 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: _____ \$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 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.

02-21-12
DATE

Bar. David M. Vance
SIGNATURE OF APPLICANT

APPROVED:

[Signature] 2/24/2012
SPECIAL EVENTS COORDINATOR DATE

[Signature] 3/6/12
CHIEF OF POLICE DATE

Contingent on noise insurance

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

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

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



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

Site Sketch Provided
 Tentative Schedule of Events

Event Classification:
 Class A
 Class B
 Class C

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

Name of Special Event/Production: Spiritual Outreach to Palatka

Type of Event: Live Music and message after

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

Location of Event: Amphitheater by the river

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

	Date	Day	Begin	End
Event Day 1	<u>3-31-12</u>	<u>Saturday</u>	<u>2:00 AM/PM</u>	<u>4:00 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)	<u>3-31-12</u>		at (time) <u>12:00 PM</u>	
Break down will be completed by (Date)	<u>3-31-12</u>		at (time) <u>4:00 PM</u>	

EVENT Outdoor Concert & Revival EVENT SPONSOR/ORGANIZATION Kairos Sea Ministries INC.

Name of Promoter David Vance Tax Exempt No.: KSM is listed as a church
(NO Tax exempt yet.)

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

Special Event Permit fees	\$ _____ Per Day x _____ Days =	\$ _____
Law Enforcement (City Police)	\$23.00 per hour x _____ Officer(s) x _____ Hours =	\$ _____
Fire Personnel	\$23.00 per hour x _____ Personnel x _____ Hours =	\$ _____
Building Inspector	\$23.00 per hour x _____ x _____ Hours =	\$ _____
Sanitation Equipment fee	# Of Green Roll Out Containers _____ x \$ 15.00 per container =	\$ _____
Additional Charges (List)	_____ =	\$ _____
	_____ =	\$ _____
	_____ =	\$ _____
Refundable Deposit \$500.00	required (circle one) Yes No	\$ _____
Total Estimated Fees		\$ _____

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

APPLICANT INFORMATION:

Name: Rev. David Vance
Telephone: _____ Fax: _____ Cellular: 386-9223303
Address: 116 Dellwood Ave, Palatka FL 32177

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

Other contacts/Keyholders:

Name: Melanie Vance Telephone: _____
Cellular: 386-530-0759 Fax: _____

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

Estimated Peak Number of Participants (each day of event):
Day 2 _____ Day 3 _____ Day 4 _____ Day 1 200
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: 3-31-12 1:45pm

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

Number of EMS Personnel required: Ø

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

- 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) ∅
- 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): on the platform
- Staff Uniform Identification: ∅
- Main sound system location: 1st Center Seat Center Row of Amphitheater
- 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: 6 Small in Ground
Signs - 3 in the park - 3 out of park
- Number and location of promotional visual effects: Ø
- Watercraft: Ø
- Aircraft: Ø
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): _____
- Date(s) and times of setup/breakdown: Set up: 12:00 pm / Break Down 4:00pm
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): _____
1st Assembly Praise Band and Singers, Key Board, Bass Guitar
drums, lead guitar, and 3 or 4 Singers 3-31-12 / 2:00pm - 4:00pm
- Noise Abatement Requirements: ?
- Adjoining Properties Impacted (Notification needed?): _____
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: Ø
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): Ø
- Handicapped Accessibility: ?

Items Outstanding:

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

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

- Required permits (federal, state, local): _____
- Alcohol License (copy)
- Additional Meeting Required (Adjacent Properties, Special Events Committee, others)
- Musical Band Names/Times
- 1st Assembly Praise Band and Singers / 2:00pm - 4:00pm
- _____
- _____

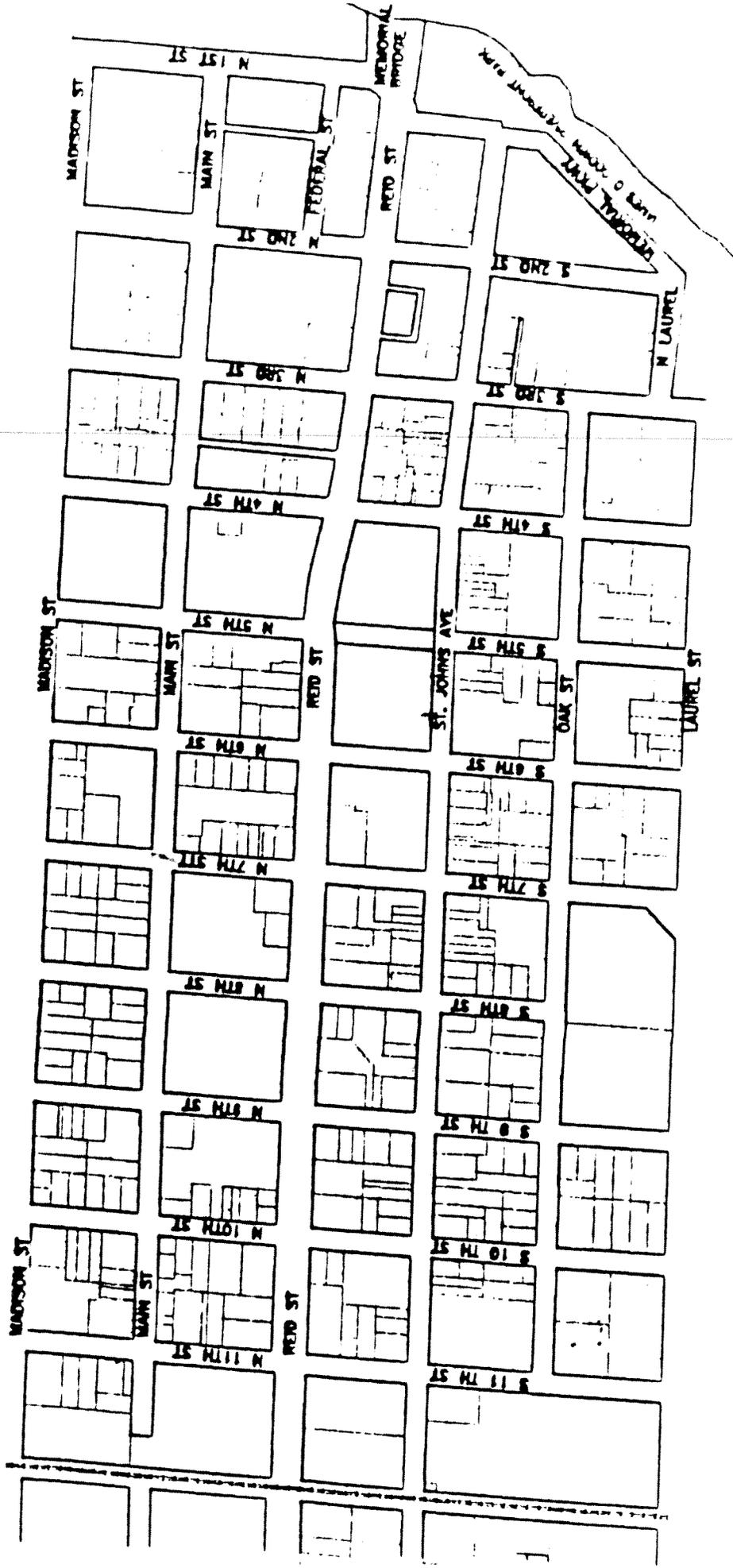
PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#

Downtown Palatka



State of Florida

Department of State

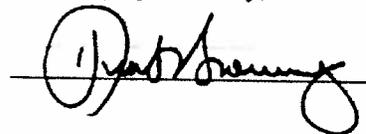
I certify from the records of this office that KAIROS SEA MINISTRIES, INC. is a corporation organized under the laws of the State of Florida, filed on November 20, 2000.

The document number of this corporation is N00000007724.

I further certify that said corporation has paid all fees due this office through December 31, 2012, that its most recent annual report was filed on January 17, 2012, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the Great Seal of Florida, at Tallahassee, the Capital, this the Nineteenth day of January, 2012



Secretary of State



Authentication ID: 100218663621-011912-N00000007724

To authenticate this certificate, visit the following site, enter this ID, and then follow the instructions displayed.

<https://efile.sunbiz.org/certauthver.html>

THE MISSION STATEMENT OF:
Kairos Sea Ministries Inc.

Even though we are listed as a church, we have no walls or boundaries. Our goal is to share the truth and the love of Jesus with as many people as possible in the city, on the streets, on the water ways, marinas, and anchorages and anywhere God leads us. We take serious what Christ commanded before He ascended into Heaven. The mission is clear. Jesus said,

18... "All authority in heaven and on earth has been given to me. 19 Therefore go and make disciples of all nations, baptizing them in the name of the Father and of the Son and of the Holy Spirit, 20 and teaching them to obey everything I have commanded you. And surely I am with you always, to the very end of the age." Matt. 28: 18-24

Our Mission Is To:

1. Go to the people who will never attend a typical church service, or enter a church building.
2. *Make disciples of all nations* (Evangelize)
3. *Baptize them (in the name of the Father and of the Son and of the Holy Spirit)*
4. *Teach them to obey* (Discipleship)

ARTICLES OF INCORPORATION

In Compliance with Chapter 617, F.S., (Not for Profit)

FILED

00 OCT 20 PM 2:09

ARTICLE I NAME

The name of the corporation shall be: **Kairos Sea Ministries, Inc.**

SECRETARY OF STATE
TALLAHASSEE, FLORIDA

ARTICLE II PRINCIPAL OFFICE

The principal place of business and mailing address of this corporation shall be:

**800 35th Street (ocean)
Marathon FL 33050-2393**

ARTICLE III PURPOSE

The purpose for which the corporation is organized is:

Religious/Church

ARTICLE IV MANNER OF ELECTION

The manner in which the directors are elected or appointed:

The officers are appointed by a board of elders, consisting of three men. They are:
① **Glen Romero**
3886 Daphne Ave
Palm Beach Gardens, FL
② **Ronald Wallin**
3058 Lychee St.
Lake Park, FL
③ **Ronald Bailey**
8633 Damascus Dr.
Palm Beach Gardens, FL

ARTICLE V INITIAL DIRECTORS/OFFICERS

The name and addresses:

President: **Rev. David M. Vance**
800 35th Street (ocean)
Marathon, FL 33050-2393
Vice President: **Glen Romero**
3886 Daphne Ave
Palm Beach Gardens FL 33410

Sec/Treas: **Melanie H. Vance**
800 35th Street (ocean)
Marathon, FL 33050-2393

ARTICLE VI INITIAL REGISTERED AGENT AND STREET ADDRESS

The name and Florida street address of the registered agent is:

Rev. David M. Vance
800 35th Street (ocean)
Marathon, FL 33050-2393

ARTICLE VII INCORPORATOR

The name and address of the Incorporator is:

Rev. David M. Vance
800 35th St (ocean)
Marathon, FL 33050-2393

Having been named as registered agent to accept service of process for the above stated corporation at the place designated in this certificate, I am familiar with and accept the appointment as registered agent and agree to act in this capacity.

David M. Vance
Signature/Registered Agent

10-26-2000
Date

David M. Vance
Signature/Incorporator

10-26-2000
Date

TRANSMITTAL LETTER

N00000007724

Department of State
Division of Corporations
P. O. Box 6327
Tallahassee, FL 32314

FILED
00 OCT 20 PM 2:09
SECRETARY OF STATE
TALLAHASSEE, FLORIDA

700003445937--3
-10/31/00--01057--002
*****78.75 *****78.75

SUBJECT: Kairos Sea Ministries, INC.
(PROPOSED CORPORATE NAME - MUST INCLUDE SUFFIX)

Enclosed is an original and one (1) copy of the articles of incorporation and a check for:

\$70.00
Filing Fee

\$78.75
Filing Fee &
Certificate of
Status

\$78.75
Filing Fee
& Certified Copy

\$87.50
Filing Fee,
Certified Copy
& Certificate

ADDITIONAL COPY REQUIRED

FROM: Rev. David M. Vance
Name (Printed or typed)

800 35th St. (ocean)
Address

Marathon, FL 33050-2393
City, State & Zip

1-305-731-0165
Daytime Telephone number

NOTE: Please provide the original and one copy of the articles.

107-656,3005,8
N00-26257

D. BROWN NOV 2 0 2000



FLORIDA DEPARTMENT OF STATE
Katherine Harris
Secretary of State

November 1, 2000

REV. DAVID M. VANCE
800 35TH STREET (OCEAN)
MARATHON, FL 33050-2393

SUBJECT: KAIROS SEA MINISTRIES, INC.
Ref. Number: W00000026257

We have received your document for KAIROS SEA MINISTRIES, INC. and your check(s) totaling \$78.75. However, the enclosed document has not been filed and is being returned for the following correction(s):

Section 617.0202(d), Florida Statutes, requires the manner in which directors are elected or appointed be contained in the articles of incorporation or a statement that the method of election of directors is as stated in the bylaws.

Section 617.0803, Florida Statutes, requires that the board of directors never have fewer than three directors.

Please return the original and one copy of your document, along with a copy of this letter, within 60 days or your filing will be considered abandoned.

If you have any questions concerning the filing of your document, please call (850) 487-6972.

Doris Brown
Document Specialist

Letter Number: 800A00056921

Requested Corrections have been made.

Thank you,

Rev. David M. Vance

PALATKA POLICE DEPARTMENT

Operation Plan / Detail Submission

Date: 03-01-2012

Submitted by: Sgt. Matt Newcomb

Program / Detail shall be submitted by Supervisor and responsible employee at weekly staff meeting or through chain of command in timely manner.

Problem / Crime / Special Event Description:

Kairos Sea Ministries Inc. is hosting a Spiritual Outreach. The amphitheater is being used for live music and sermon. The estimated amount of people to attend the event is 100 to 200. A noise variance is needed for this event.

Suggested Detail:

No detail is needed for this event. An email will be sent out to the on duty shift commander requesting extra patrol in the area during the time of the outreach.

Date(s) / Time(s):

March 31, 2012 from 1pm to 4pm

Personnel (number and explanation of assignment):

N/A

Equipment:

N/A

Approval:

[Signature] 3/6/12
Staff Rep. Signature

Staff Rep. Signature

Contingent on noise variance

2012 Spiritual Outreach Special Events Checklist

- XX Proper authorization from City of Palatka
- XX Assignment of Incident Commander or liaison from PPD
Sgt. Newcomb for ops plan – On Duty Shift Commander if needed.
- XX Formulate plan of action with input from all agencies
Attendance at planning meetings
- XX Review by Command Staff or designee
- N/A Command Post
Location _____
- N/A Communications
Secured radio channel
Designated Dispatch Operator(s)
All officers equipped properly
On-site / Off-site
- N/A Maps of area and facilities involved
Reconnaissance of routes
- XX Overall Incident Commander designated
On Duty shift Commander if needed
- XX Estimated Attendance 100 to 200.
- N/A Re-imbursement of cost to City or payment to officers
- N/A Outside support
Fire Department
Emergency Medical
- XX Traffic Control
Traffic posts
Street closures – city dock.
Access points for event staff / police / emergency services
- N/A Additional or specialized personnel needed
SWAT
K-9

- N/A Facility or area security
Special needs –
Roving or stationary patrols / times, etc.
Officer staging or rest area
- N/A Equipment needed
Vehicles (inspected prior to detail for security and presentation)
Officer uniforms
Armor
Special Weapons
Surveillance equipment
Traffic needs (cones, barricades, signage)
- XX Legal authority
Ordinances – variance granted on alcohol / noise?
Noise Variance is needed for 03-31-12 from 1pm to 4pm.
- N/A Arrests if occurring
Processing location
Transport
- N/A Medical Treatment
Emergency Services on-site
Location to transport for treatment
- N/A Transportation
Special vehicles being used such as carts, bikes (prep in advance)
Prisoner transport if necessary
- N/A Post Occurrence Duties
Command post breakdown
Traffic breakdown – assignments, transport, etc.
Equipment accountability
- N/A Debrief
With event staff
With PPD personnel
- TBD After Action Report
Incident Commander submit report to include personnel hours / cost / arrests /
Incidents of interest / needs

Matt Newcomb

From: Matt Newcomb
Sent: Thursday, March 01, 2012 11:15 AM
To: Scott Reinhold; Scott Mast; Mike Meredith; Chaz Kofler; Brian Hawkins; Toby Williams; Cornell Brown; Christopher Ashley
Cc: James Griffith
Subject: Kairos Sea Ministries Spritual Outreach event 03-31-12

Supervisors,

The Kairos Sea Ministries is hosting a Spritual Outreach at the river front on 03-31-12 from 1pm to 4pm. No officers are needed for the event but extra patrol is requested. The contact person for the event is Rev. David Vance 386-972-3303.

Matt Newcomb
Sergeant
Palatka Police Department
Px: 386-329-0115
Cell: 386-937-1579
E-mail: mnewcomb@palatka-fl.gov

Agenda Item

3e

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 13th, 2012

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

Attached please find the Special Events Permit Application # 12-06 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:
 - April 28th, 2012 5pm-10pm
 - May 26th, 2012 5pm-10pm
 - June 23rd, 2012 5pm-10pm

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

Jeff Norton
Special Events Coordinator

APPLICATION # 12-012

(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

**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

b. CONTACT PERSON Charles Rudd TELEPHONE 329-0100 EXT. 339

c. P.O. Box 1054 Palatka Fl. 32178 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 "Dancing in the Street

Downtown"

5. DATE & HOURS OF DESIRED USE: April 28, 2012; May 26, 2012, June 23, 2012

6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.) 600, 700, 800, 900 Block of St. Johns Avenue

7. ROAD CLOSURES: St. Johns Avenue From 7th to 9th

8. REQUEST FOR NOISE VARIANCE(Dates and Times): 5pm-9pm

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

10. ESTIMATE OF ANTICIPATED ATTENDANCE 700 people

11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. 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: _____ \$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.

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

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

11/28/11
DATE

Charles W.
SIGNATURE OF APPLICANT

APPROVED:

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

CHIEF OF POLICE DATE

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

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

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

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



RECEIVED
NOV 07 2011

CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

BY: K. Wright

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

Site Sketch Provided
 Tentative Schedule of Events

Event Classification:
 Class A
 Class B
 Class C

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

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

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

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

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

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

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

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

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

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

Fee Worksheet (to be completed by Special Events Coordinator)

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

Special Event Permit Fees \$ _____ Per day x _____ days \$ _____

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

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

Sanitation Equipment Fee
 # green roll-out containers of containers 6 x \$ 15.00 per container \$ 90⁰⁰

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

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

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

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

APPLICANT INFORMATION:

Name: Charles Ruid
Telephone: 329-0100 x333 Fax: _____ Cellular: 325-455-1180
Address: 205 N. 2nd St Pelican, AL 32177

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

Other contacts/Keyholders:

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

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

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

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

Number and proposed location of fire protection services: None

Inspection(s) – Date and time requested: 8

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

Number of EMS Personnel required: None

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

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

Number and location of temporary signs/banners: See map

Number and location of promotional visual effects: See map

Watercraft: None

Aircraft: None

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

Date(s) and times of setup/breakdown: 4-5pm set up 8-10pm break down

Name(s) and Type of Musical Bands to Perform (dates & times of performances): None unknown at this time - Rock, 50's, 60's, Blues

Noise Abatement Requirements: None

Adjoining Properties Impacted (Notification needed?): _____

Location, Dates and Times for Alcohol Ordinance Open Container Waiver: N/A

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

Handicapped Accessibility: _____

Items Outstanding:

Outstanding Fees: \$ _____

Site Plan Sketch

501(c)(3) Certificate of Exemption,

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

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#
_____	_____	_____	_____

City of Palatka
 Planning Meeting
 Pre-event Assessment List

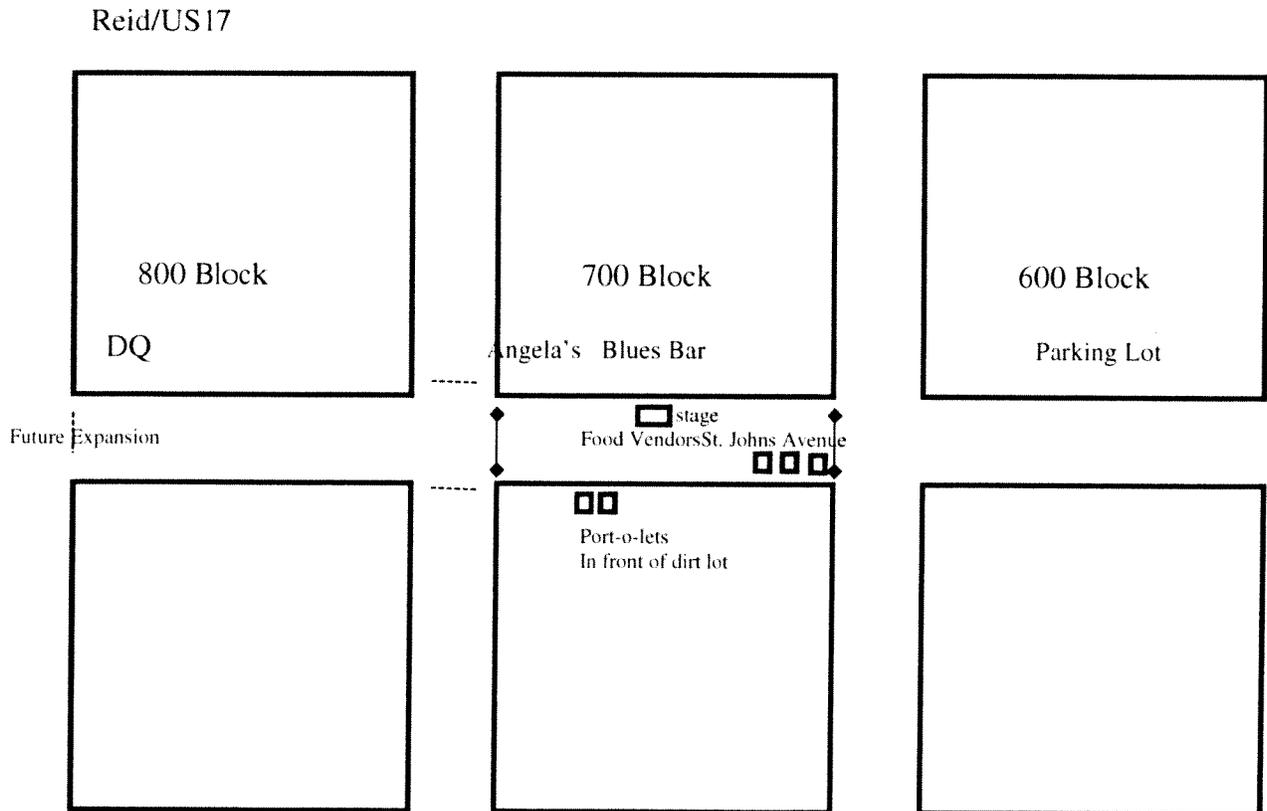
Addendum:

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

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

Event Map

Downtown Cruise-in



PRODUCER 386.328.1100 FAX 386.329.1100
Bates Hewett & Floyd Insurance Agency
 3400 Crill Avenue, Suite 2
 Palatka, FL 32177

Azalea City Cruisers Inc
 P O Box 1045
 East Palatka, FL 32131

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE	NAIC #
INSURER A: Owners Insurance Co	32700
INSURER B:	
INSURER C:	
INSURER D:	
INSURER E:	

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR ADD'L LTR INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	78503938-11	09/09/2011	09/09/2012	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	GARAGE LIABILITY <input type="checkbox"/> ANY AUTO				AUTO ONLY - EA ACCIDENT \$ OTHER THAN EA ACC \$ AUTO ONLY: AGG \$
	EXCESS / UMBRELLA LIABILITY <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DEDUCTIBLE RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under SPECIAL PROVISIONS below				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
	OTHER				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

CERTIFICATE HOLDER

City of Palatka
 220 N 11th Street
 Palatka, FL 32177

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE
Kelly M Fisher

Cruise In for 2012

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

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

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

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

Sergeant Brian Hawkins

*Agenda
Item*

3_f

MEMORANDUM

To: City of Palatka Commissioners

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 13th, 2012

Re: 23rd Annual Wolfson's Children Hospital Bass Tournament

Attached please find the Special Events Permit Application # 12-14 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Ordinance Variance during Special Event hours:

May 17th, 2012 4am-6pm

May 18th, 2012 4am-6pm

May 19th, 2012 4am-6pm

Noise Variance required due to National Anthem @ Launch and Afternoon Weigh In

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

Jeff Norton
Special Events Coordinator

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 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.

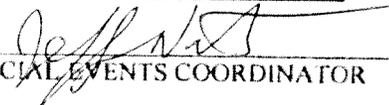
ARTICLE V NOISE CONTROL Sec. 30-101 – 30-109: Permission for use of city property does not grant an automatic exemption to exceed maximum allowable noise levels. Complaints of adverse effects upon the community or surrounding neighborhood may result in revoking permission for use of City property for 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 30, 2012
DATE


SIGNATURE OF APPLICANT

APPROVED:

 2-1-2012
SPECIAL EVENTS COORDINATOR DATE

CHIEF OF POLICE DATE

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

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

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



**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: Twenty Third Annual Wolfson Children's Bass Tournament

Type of Event: Open Boat Bass Tournament

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

Location of Event: Palatka City Docks, entire waterfront

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

	Date	Day	Begin	End
Event Day 1	<u>5/17/12</u>	<u>Thursday</u>	<u>4:00 AM</u> PM	<u>6:00 AM</u> PM
Event Day 2	<u>5/18/12</u>	<u>Friday</u>	<u>4:00 AM</u> PM	<u>6:00 PM</u> AM
Event Day 3	<u>5/19/12</u>	<u>Saturday</u>	<u>2:00 AM</u> PM	<u>7:00 PM</u> AM
Event Day 4	_____	_____	_____AM/PM	_____AM/PM

Set-up for event will begin on (Date) Wed., May 16, 2012 at (time) 8:00 AM

Break down will be completed by (Date) Sat., May 19, 2012 at (time) 8:30 PM

EVENT _____ EVENT SPONSOR/ORGANIZATION _____

Name of Promoter _____ Tax Exempt No.: _____

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

Special Event Permit fees \$ _____ Per Day x _____ Days = \$ _____

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

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

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

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

Additional Charges (List)

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

Total Estimated Fees \$ _____

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

APPLICANT INFORMATION:

Name: Brian Seay - Tournament Director
Telephone: 904-981-0276 Fax: 904-398-9856 Cellular: 904-509-9289
Address: 2251 Rosselle St. Jacksonville, FL 32204

Name: Melodie Cannon - Tournament Secretary
Telephone: 904-398-4744 Fax: 904-398-9856 Cellular: 904-468-0273
Address: _____

Other contacts/Keyholders:

Name: Kevin Hebert Telephone: 980-395-5297
Cellular: 904-226-2581 Fax: _____

Name: N/A Telephone: _____
Cellular: _____ Fax: _____

Estimated Peak Number of Participants (each day of event): Day 1 200
Day 2 160 Day 3 1000 Day 4 _____ Day 5 _____

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

Number and proposed location of fire protection services: N/A

Inspection(s) - Date and time requested: _____

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

Number of EMS Personnel required: None

Number and proposed location of portable toilets: (note location on site map)
20 plus 1 handicapped - various locations around park

- Carnival location (if any) (note location on site map) N/A
- Number of sanitation roll-out containers required: We will supply trash boxes
- Location of parking/transportation services, if any: Various lots around town
- Type Transport Vehicles (Van, buses, etc.): Trucks with boats/trailers and one shuttle van
- Location of security and emergency vehicle parking on site: _____
- Public street barricades/street closures/detours: (note locations on site map) Same as previous years
- Temporary Parking, directional Signage needed: _____
Same as previous years
- Main emergency vehicle access to site (location - also note on site map): _____
N/A
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) We need concession stand for registration, Amphitheater Area for weigh-ins
Same as previous years. Ramp area mornings and afternoons
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): 5+ Food vendors at Ampitheater Area
- Number and location of static/mobile displays (note on site map): _____
None
- Location of event staff management (headquarters): Quality Inn & Suites
(Riverfront)
- Staff Uniform Identification: N/A
- Main sound system location: Amphitheater Area in afternoon and ramp area in the mornings.
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): Launches at ramp area and weigh-in at amphitheater

- Number and location of temporary signs/banners: Sponsor banners around park
- Number and location of promotional visual effects: _____
Weigh-in trailer - Amphitheater
- Watercraft: Participants boats and 2 check boats
- Aircraft: None
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): Banners in various locations around park
- Date(s) and times of setup/breakdown: Set up Wed. May 16, 2012 - 8:00 AM
Breakdown Saturday, May 19, 2012 following weigh-in
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): _____
N/A
- Noise Abatement Requirements: _____
- Adjoining Properties Impacted (Notification needed?): Various parking lots in
area for anglers and spectators
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: _____
N/A
- Alcohol Sale Requirements (Temporary license, commercial establishment license, etc.): _____
N/A
- Handicapped Accessibility: Just those already on site

Items Outstanding:

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

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

- Required permits (federal, state, local): _____
- Alcohol License (copy)
- Additional Meeting Required (Adjacent Properties, Special Events Committee, others)
- Musical Band Names/Times
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event/Production: _____ Date _____

Persons Attending Planning Meeting:

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

*Agenda
Item*

3g

MEMORANDUM

To: City of Palatka Commissioners
From: Jeff Norton, Special Events Coordinator & Parks Supervisor
Date: March 13th, 2012
Re: Palatka Yacht Club "59th Annual Mug Race"

Attached please find the Special Events Permit Application # 12-13 for the above referenced event. Staff's recommendations are as follows:

1. Grant Noise Variance during the Special Event hours:
May 4th, 2012 5pm-9:30pm
2. Grant Alcohol Variance during the Special Event hours:
May 4th, 2012 5pm-9:30pm

Alcohol Variance from 2nd Street to Riverfront, Memorial Bridge to the South End of the Riverfront Park to include River Street from the South End of Riverfront Park to the Boat House Marina.

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

Jeff Norton
Special Events Coordinator

APPLICATION # 12-13

(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
JAN 31 2012
BY: K. Wright

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
 - a. Palatka Yacht Club 107 Marina Rd Palatka, FL 32178
 - b. CONTACT PERSON DAVID L. Girardin TELEPHONE 386-328-1774
 - c. Cell 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 59th Annual Mug Race
4. Sailboat Race From Palatka to Jacksonville
5. DATE & HOURS OF DESIRED USE: May 3rd until May 5th to allow tent set up & break down - or until tents are down
6. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, etc.)
City Boat Ramp to Memorial Bridge. The entire water front including the 100 block
7. ROAD CLOSURES: Reid St. & Memorial Pkwy, 2nd St. & Memorial Pkwy, 2nd St & St. Johns Ave
8. REQUEST FOR NOISE VARIANCE (Dates and Times): Friday May 4th 5:00pm - 9:30pm
9. REQUEST FOR ALCOHOL VARIANCE (Dates, Times, Location): Friday, May 4.
10. ESTIMATE OF ANTICIPATED ATTENDANCE 800
11. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT _____

12. 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: \$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 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.

Jan 25, 2012
DATE

Don H. Grande
SIGNATURE OF APPLICANT

APPROVED:

Jeff Norton
SPECIAL EVENTS COORDINATOR

1/31/2012
DATE

CHIEF OF POLICE

DATE

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

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

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



CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator

Meeting Date: _____ Special Events Coordinator: _____

- Site Sketch Provided
- Tentative Schedule of Events

- Event Classification:
- Class A
 - Class B
 - Class C

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

Name of Special Event/Production: _____

Type of Event: _____

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

Location of Event: _____

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

	Date	Day	Begin	End
Event Day 1	May 4	1	8:00 AM/PM	12:00 AM/PM
Event Day 2	May 5	2	12:00 AM/PM	12:00 AM/PM
Event Day 3				
Event Day 4				
Set-up for event will begin on (Date)			at (time)	
Break down will be completed by (Date)			at (time)	

EVENT May Race EVENT SPONSOR/ORGANIZATION Palatka Yacht Club
Name of Promoter _____ Tax Exempt No.: _____

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

Special Event Permit fees \$ 100⁰⁰ Per Day x 2 Days = \$ 200⁰⁰
Law Enforcement (City Police) \$23.00 per hour x 4.5 Officer(s) x 2 Hours = \$ 230⁰⁰
Fire Personnel \$23.00 per hour x _____ Personnel x _____ Hours = \$ _____
Building Inspector \$23.00 per hour x _____ x _____ Hours = \$ _____
Sanitation Equipment fee
Of Green Roll Out Containers 4 x \$ 15.00 per container = \$ 60⁰⁰
Additional Charges (List)

Refundable Deposit \$500.00 required (circle one) Yes No \$ _____
Total Estimated Fees \$ 490⁰⁰

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: 107 Marina Road, Palatka P.O. Box 2004 Palatka 32178

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

Other contacts/Keyholders:

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

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

Estimated Peak Number of Participants (each day of event):
Day 1 800 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: 4pm at Amphitheater

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

Number of EMS Personnel required: None

Number and proposed location of portable toilets: (note location on site map)
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: Grass at FCG apt lot grass beside boat Ramp, lot beside Tillman house, all parking at River front
- Type Transport Vehicles (Van, buses, etc.): Vans & buses
- Location of security and emergency vehicle parking on site: TBD
- Public street barricades/street closures/detours: (note locations on site map) on site map Noted
- Temporary Parking, directional Signage needed: 2nd & Memorial, Reid & Memorial,
2nd & St. Johns
- Main emergency vehicle access to site (location - also note on site map): Noted on Map
1st Street & Reid, Memorial Pkwy & Reid, Memorial Pkwy & 2nd St., 2nd St & St. John
- Location of proposed temporary structures, fences, grandstands, bandstands, judges stands, bleachers, hospitality tents, booths, etc.: (note on site map) Amphitheater
- Number and proposed location of vendors, concessions and/or Sponsor/Promoter(s) stands (note on site map): Amphitheater
- Number and location of static/mobile displays (note on site map): None
- Location of event staff management (headquarters): Quality Inn
- Staff Uniform Identification: T-shirts
- Main sound system location: Amphitheater
- Number and location of special activities (launching areas, animal attractions, amusements, car shows, parade routes, competition courses, etc.): All along the water front from Memorial Bridge to just south of the boat pumps

- Number and location of temporary signs/banners: None
- Number and location of promotional visual effects: None
- Watercraft: 125 sailboats and 10 powerboats
- Aircraft: None
- Types & Location of On-Site Advertising (banners, balloons, posters, flyers, air structures, signs, etc.): None
- Date(s) and times of setup/breakdown: Setup Friday / Take down Monday
- Name(s) and Type of Musical Bands to Perform (dates & times of performances): Billy Innis blues band Friday May 4 5:00 PM until 9:30 pm
- Noise Abatement Requirements: Band should stop playing at 9:00 to 9:15 pm
- Adjoining Properties Impacted (Notification needed?): None
- Location, Dates and Times for Alcohol Ordinance Open Container Waiver: Friday May 4 - Entire River front from Reid St. south to the Boathouse Marina including the 100 block Frank George George high rise & new parking lot along Reid St.
- 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 AND Charter AND Mission Statement
- Financial Statement (last audit period)
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabric, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided
- Special Event Certificate of Insurance – City as “Additional Insured” (if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
List Certificates required: _____
- Required permits (federal, state, local): _____
- Alcohol License (copy)
- Additional Meeting Required (Adjacent Properties, Special Events Committee, others)
- Musical Band Names/Times
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event/Production: 59th Annual May Race Date May 4-5, 2012

Persons Attending Planning Meeting:

Name	Representing	Position	Phone#

Downtown Palatka



See attached map

*Agenda
Item*

4

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: 1st Reading for Amendment to Future
Land Use Map for 320 Zeagler Dr.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Future Land Use Map Change Ordinance
2. Planning Board Minutes excerpts
3. Staff report excerpts

**MEETING
DATE:**

March 22, 2012

ISSUE: This is an administrative request to amend the Comprehensive Plan's Future Land Use Map (FLUM) from RL (Residential, Low Density) to COM (Commercial) for 1+ acre parcel located on Zeagler Dr., north of the hospital. This property and the neighboring property to the south are mismatched, with a underlying residential FLUM that conflicts with the properties' C-1A (Neighborhood Commercial) zoning. This property has an existing medical clinic, which is made nonconforming by the residential FLUM designation. This is an administrative amendment that follows up by amending the FLUM to match the current zoning.

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

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

ORDINANCE NO. 11 - 70

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 320 ZEAGLER DRIVE FROM RL (RESIDENTIAL, LOW DENSITY) TO COM (COMMERCIAL), PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

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

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

WHEREAS, the Planning Board conducted a public hearing on March 6, 2012 and recommended approval of this amendment to the City Commission, and

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

Section 1. Adopted Small Scale Amendment

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

**TABLE 1
ADOPTED SMALL SCALE AMENDMENT**

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Land Use</u>	<u>Future Land Use</u>	<u>Amended Land Use</u>	<u>Future Land Use</u>
10-10-26-0000-0200-0110	1.05	RL (Residential, Low Density)		COM (Commercial)	

DESCRIPTION OF PROPERTY:
PT OF NW1/4 OF NW1/4 OR646 P850

Section 2. Effect on the Comprehensive Plan

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

Section 3. Severability

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

Section 4. Effective date

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 22nd day of March, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

PLANNING BOARD

Meeting Minutes

February 7, 2012

Mr. Crowe presented the next two cases together, explaining that the two locations are in a single family land use category, and that these requests actually true-up the inappropriate residential land use designation that is currently assigned to them. He stated that the current zoning is compatible with similar zoning in the area. The applicant for the parcel immediately south of 320 Zeagler Dr. is planning to develop a kidney dialysis center at this location, which would be in keeping with all the other medical and commercial facilities along that section of Zeagler Dr. He recommended approval of both requests.

Case 12-13 Administrative request to amend the Future Land Use Map from RL (Residential Low-density) to COM (Commercial) in a C-1A zoning district.

Location: West side of Zeagler Dr. immediately south of 320 Zeagler Dr.

Owner: COP Palatka, LLC

Rudd Jones, 209 N. 4th St, Palatka, representative for the applicant was present and offered to answer any questions the Board might have.

Motion made by Mr. DeLoach and seconded by Mr. Sheffield to approve staff recommendation. All present voted affirmative, motion carried.

Case 12-14 Administrative request to amend the Future Land Use Map from RL (Residential Low-density) to COM (Commercial) in a C-1A zoning district.

Location: 320 Zeagler Dr.

Owner: Sin Les Inc.

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

5. OTHER BUSINESS

Election of Chairman & Vice-Chairman.

Motion made by Mr. Sheffield and seconded by Mr. Harwell to nominate Chairman Stewart to continue as Chair. All present voted affirmative, motion carried.

Motion made Mr. Sheffield and seconded by Mr. Pickens elect to Earl Wallace Vice-Chair. All present voted affirmative, motion carried.

Meeting adjourned at 5:43 pm.

Cases 12-13 & 12-14
Amend FLUM from RL to COM
320 Zeagler Dr. and property to the south
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: February 28, 2012
TO: Planning Board members
FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To amend FLUM from RL (Residential, Low) to COM (Commercial). Public notice included newspaper advertisement, property posting, and letters to nearby property owners (within 150 feet).

APPLICATION BACKGROUND

The application includes two adjacent properties, one being a developed property (medical clinic/320 Zeagler Dr.) located on the west side of Zeagler Dr., just south of the entrance to Cherry Tree Apartments, and the other an undeveloped lot just south of 320. As the table below shows, the properties have C-1A (Neighborhood Commercial) zoning, but the Future Land Use Map designation is RL (Residential, Low). This is an inconsistent pairing of land use and zoning. The Comprehensive Plan notes under the residential FLUM descriptions that “residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density.”

The table below shows subject sites and surrounding property use classifications (see also attached maps). It is not clear why properties along the west side of Zeagler Drive (including Cherry Tree Apartments) are in the RL land use category. Zeagler Road is a collector road serving the County’s principal hospital, and is not appropriate for single-family residential land use. It is also unclear why the hospital and other nearby developed properties are in the Residential High category – these inconsistencies will require FLUM amendments as well in the future.

Table 1: Use Classifications

	Actual Use	FLUM	Zoning
Sites	Undeveloped	RH (Residential, Low)	C-1A (Neighborhood Commercial)
North	Medical clinic	RL (Residential, Low)	R-3 (Multi-family Residential)
South	Medical Clinic	RH (Residential, High)	C-1A (Neighborhood Commercial)
West	Apartments (Cherry Tree)	RL (Residential, Low)	R-3 (Multi-family Residential)
East	Undeveloped	COM (Commercial)	C-2 (Intensive Commercial)



Figure 1 (top): Properties location
Figure 2 (middle): 320 Zeagler Dr.
Figure 3 (bottom): Property south of 320 Zeagler

PROJECT ANALYSIS

Future Land Use Analysis

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

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

Staff comment: the application is not in conflict with goals, objectives, and policies of the Comprehensive Plan.

Provide analysis of the availability of facilities and services.

Staff comment: The subject properties are in close proximity to a range of urban services and infrastructure, including water and sewer.

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

Staff comment: One property is already developed (320 Zeagler) and the other is suitable for development. The properties are not in a floodplain, and in fact are well-drained with sandy soils. On the undeveloped parcel there are a number of scrub oaks and evergreen trees on the site that will have to be preserved or mitigated.

Provide analysis of the minimum amount of land needed as determined by the local government.

Staff comment: Not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

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

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

Staff comment: Development along Zeagler Dr. includes a wide array of land uses including single-family residential, multi-family residential, and medical offices and clinics.

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

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

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

Staff comment: These lots and the two lots across the street already in the Commercial FLUM category form a distinct commercial node. This node is not isolated from the hospital and other medical-related uses to the south, despite much of this area being incorrectly placed in the RH (Residential, High) FLUM category.

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

Staff comment: The area is urbanized and not agricultural, and the City's tree preservation ordinance will assist in preserving and/or mitigating for the loss of trees on the property.

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

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

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

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

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

Staff comment: The properties are within an urban area.

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

Staff comment: the proposed commercial designation will in fact encourage infill development.

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

Staff comment: the proposed commercial designation allows for a wide variety of uses.

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

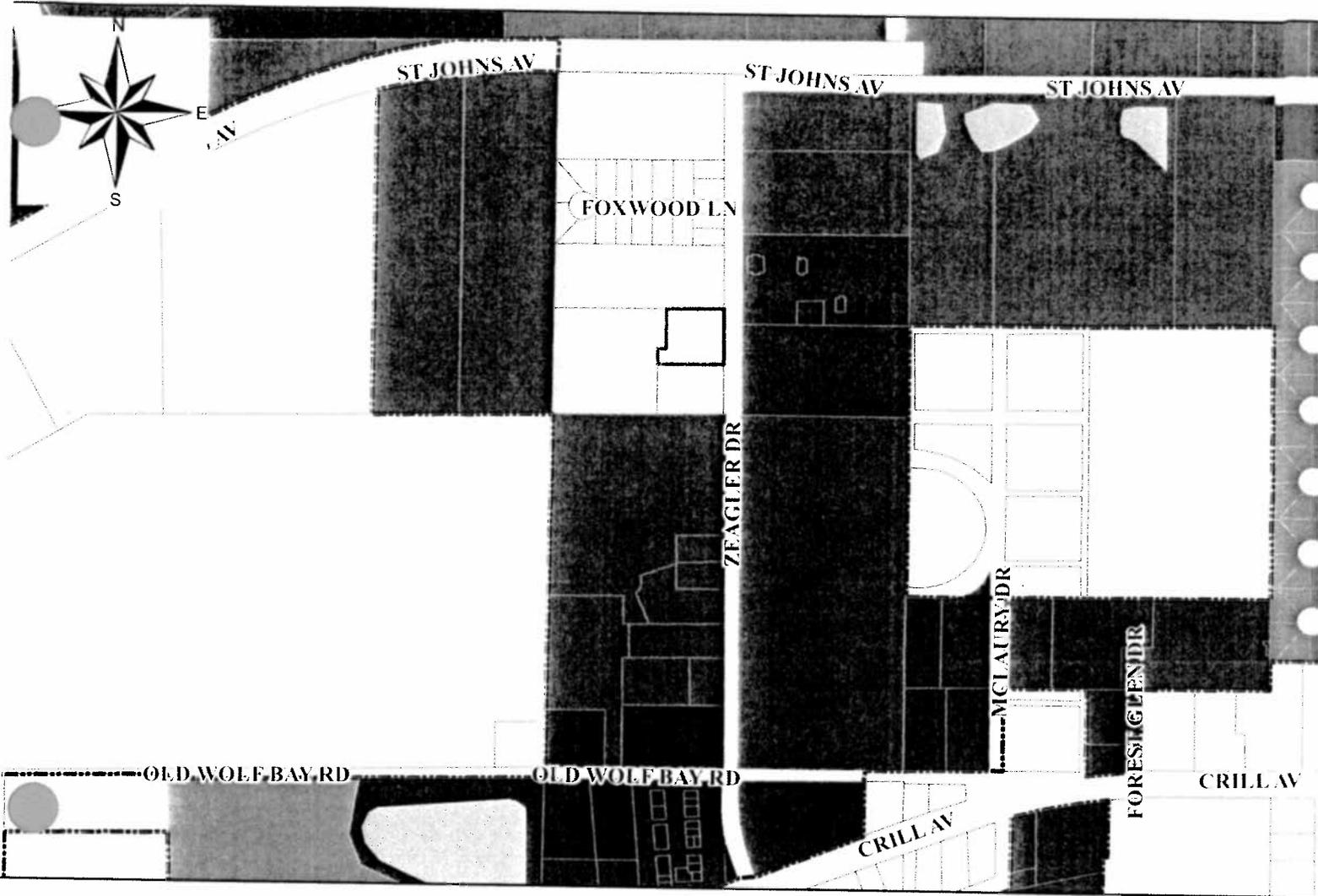
Staff comment: The proposed amendment would not result in poor accessibility between vicinity land uses.

STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable future land use amendment criteria. Staff recommends approval of Case 12-13 and 12-14: amendment of future land use map category to COM for 320 Zeagler Drive and the property to its south.

ATTACHMENTS: APPLICANT NARRATIVE
 FLUM AND ZONING MAPS

320 Zeagler Dr FLUM



Legend

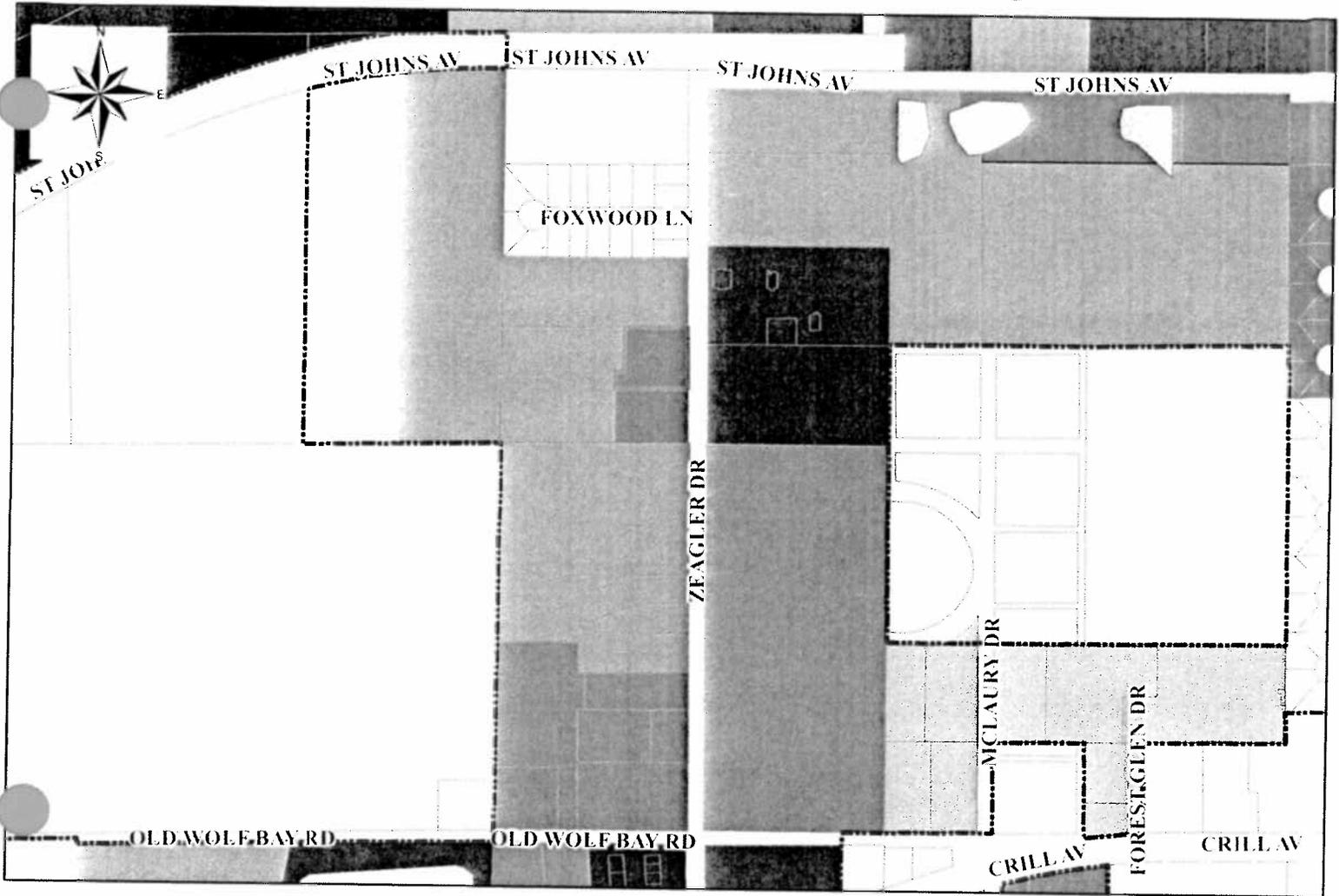
-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka FLUM

-  Commercial
-  Industrial
-  High Density Residential
-  Low Density Residential
-  Medium Density Residential

Site(s)	Current FLUM
320 Zeagler Dr	RL (Low Density Residential)

320 Zeagler Dr Zoning



Legend

-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka Zoning

-  General Commercial
-  Neighborhood Commercial
-  Intensive Commercial
-  COUNTY
-  Light Industrial
-  Single Family
-  Single Family
-  Multi-Family
-  Mobile Home District

Site(s)	Current Zoning
320 Zeagler Dr	C-1A (Neighborhood Commercial District)

*Agenda
Item*

5

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: 1st Reading for Amendment to Future Land Use Map for Parcel South of 320 Zeagler Dr. **DEPARTMENT:** Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Future Land Use Map Change Ordinance
2. Planning Board Minutes excerpts
3. Staff report excerpts

MEETING DATE: March 22, 2012

ISSUE: This is an administrative request to amend the Comprehensive Plan's Future Land Use Map (FLUM) from RL (Residential, Low Density) to COM (Commercial) for 1+ acre parcel located on Zeagler Dr., north of the hospital. This property and the neighboring property to the north are mismatched, with an underlying residential FLUM that conflicts with the properties' C-1A (Neighborhood Commercial) zoning. The property to the north has an existing medical clinic, which is made nonconforming by the residential FLUM designation.

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

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

ORDINANCE NO. 11 - 70

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO ONE PARCEL OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS THE PROPERTY SOUTH OF 320 ZEAGLER DRIVE FROM RL (RESIDENTIAL, LOW DENSITY) TO COM (COMMERCIAL), PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

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

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

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

WHEREAS, the Planning Board conducted a public hearing on March 6, 2012 and recommended approval of this amendment to the City Commission, and

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

Section 1. Adopted Small Scale Amendment

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

TABLE 1
ADOPTED SMALL SCALE AMENDMENT

<u>Property Tax Number</u>	<u>Acreage</u>	<u>Current Land Use</u>	<u>Future Land Use</u>	<u>Amended Land Use</u>	<u>Future Land Use</u>
10-10-26-0000-0200-0120	1.05	RL (Residential, Low Density)		COM (Commercial)	

DESCRIPTION OF PROPERTY:
PT OF NW1/4 OF NW1/4 OR658 P537

Section 2. Effect on the Comprehensive Plan

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

Section 3. Severability

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

Section 4. Effective date

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 22nd day of March, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

PLANNING BOARD

Meeting Minutes

February 7, 2012

Mr. Crowe presented the next two cases together, explaining that the two locations are in a single family land use category, and that these requests actually true-up the inappropriate residential land use designation that is currently assigned to them. He stated that the current zoning is compatible with similar zoning in the area. The applicant for the parcel immediately south of 320 Zeagler Dr. is planning to develop a kidney dialysis center at this location, which would be in keeping with all the other medical and commercial facilities along that section of Zeagler Dr. He recommended approval of both requests.

Case 12-13 Administrative request to amend the Future Land Use Map from RL (Residential Low-density) to COM (Commercial) in a C-1A zoning district.

Location: West side of Zeagler Dr. immediately south of 320 Zeagler Dr.

Owner: COP Palatka, LLC

Rudd Jones, 209 N. 4th St, Palatka, representative for the applicant was present and offered to answer any questions the Board might have.

Motion made by Mr. DeLoach and seconded by Mr. Sheffield to approve staff recommendation. All present voted affirmative, motion carried.

Case 12-14 Administrative request to amend the Future Land Use Map from RL (Residential Low-density) to COM (Commercial) in a C-1A zoning district.

Location: 320 Zeagler Dr.

Owner: Sin Les Inc.

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

5. OTHER BUSINESS

Election of Chairman & Vice-Chairman.

Motion made by Mr. Sheffield and seconded by Mr. Harwell to nominate Chairman Stewart to continue as Chair. All present voted affirmative, motion carried.

Motion made Mr. Sheffield and seconded by Mr. Pickens elect to Earl Wallace Vice-Chair. All present voted affirmative, motion carried.

Meeting adjourned at 5:43 pm.

Cases 12-13 & 12-14
Amend FLUM from RL to COM
320 Zeagler Dr. and property to the south
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: February 28, 2012
TO: Planning Board members
FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To amend FLUM from RL (Residential, Low) to COM (Commercial). Public notice included newspaper advertisement, property posting, and letters to nearby property owners (within 150 feet).

APPLICATION BACKGROUND

The application includes two adjacent properties, one being a developed property (medical clinic/320 Zeagler Dr.) located on the west side of Zeagler Dr., just south of the entrance to Cherry Tree Apartments, and the other an undeveloped lot just south of 320. As the table below shows, the properties have C-1A (Neighborhood Commercial) zoning, but the Future Land Use Map designation is RL (Residential, Low). This is an inconsistent pairing of land use and zoning. The Comprehensive Plan notes under the residential FLUM descriptions that “residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density.”

The table below shows subject sites and surrounding property use classifications (see also attached maps). It is not clear why properties along the west side of Zeagler Drive (including Cherry Tree Apartments) are in the RL land use category. Zeagler Road is a collector road serving the County’s principal hospital, and is not appropriate for single-family residential land use. It is also unclear why the hospital and other nearby developed properties are in the Residential High category – these inconsistencies will require FLUM amendments as well in the future.

Table 1: Use Classifications

	Actual Use	FLUM	Zoning
Sites	Undeveloped	RH (Residential, Low)	C-1A (Neighborhood Commercial)
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South	Medical Clinic	RH (Residential, High)	C-1A (Neighborhood Commercial)
West	Apartments (Cherry Tree)	RL (Residential, Low)	R-3 (Multi-family Residential)
East	Undeveloped	COM (Commercial)	C-2 (Intensive Commercial)



Figure 1 (top): Properties location
Figure 2 (middle): 320 Zeagler Dr.
Figure 3 (bottom): Property south of 320 Zeagler

PROJECT ANALYSIS

Future Land Use Analysis

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

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

Staff comment: the application is not in conflict with goals, objectives, and policies of the Comprehensive Plan.

Provide analysis of the availability of facilities and services.

Staff comment: The subject properties are in close proximity to a range of urban services and infrastructure, including water and sewer.

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

Staff comment: One property is already developed (320 Zeagler) and the other is suitable for development. The properties are not in a floodplain, and in fact are well-drained with sandy soils. On the undeveloped parcel there are a number of scrub oaks and evergreen trees on the site that will have to be preserved or mitigated.

Provide analysis of the minimum amount of land needed as determined by the local government.

Staff comment: Not applicable, as this is to be determined at the next revision of the overall Comprehensive Plan.

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

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

Staff comment: Development along Zeagler Dr. includes a wide array of land uses including single-family residential, multi-family residential, and medical offices and clinics.

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

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

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

Staff comment: These lots and the two lots across the street already in the Commercial FLUM category form a distinct commercial node. This node is not isolated from the hospital and other medical-related uses to the south, despite much of this area being incorrectly placed in the RH (Residential, High) FLUM category.

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

Staff comment: The area is urbanized and not agricultural, and the City's tree preservation ordinance will assist in preserving and/or mitigating for the loss of trees on the property.

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

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

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

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

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

Staff comment: The properties are within an urban area.

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

Staff comment: the proposed commercial designation will in fact encourage infill development.

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

Staff comment: the proposed commercial designation allows for a wide variety of uses.

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

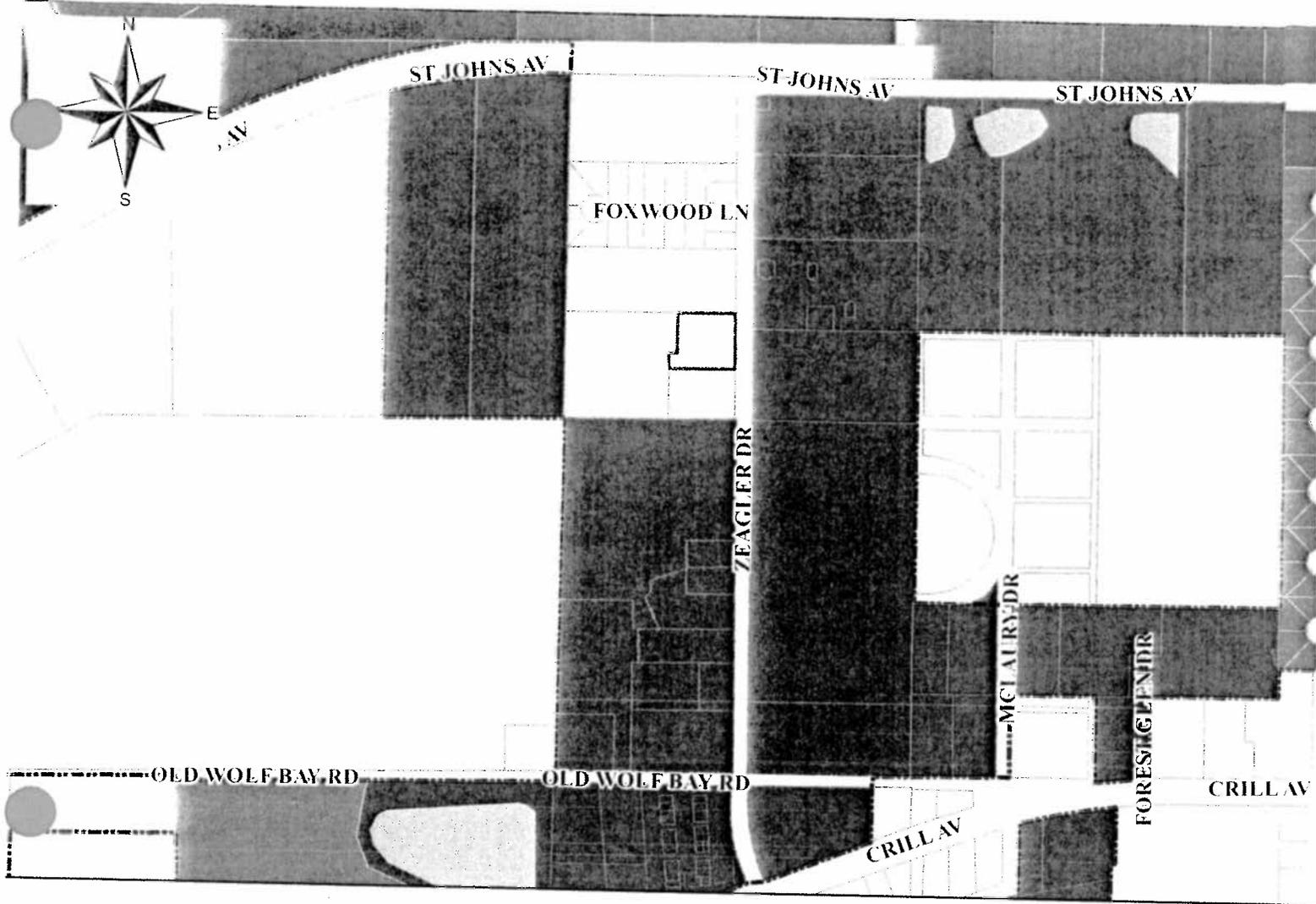
Staff comment: The proposed amendment would not result in poor accessibility between vicinity land uses.

STAFF RECOMMENDATION

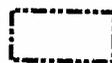
As demonstrated in this report, this application meets applicable future land use amendment criteria. Staff recommends approval of Case 12-13 and 12-14: amendment of future land use map category to COM for 320 Zeagler Drive and the property to its south.

ATTACHMENTS: APPLICANT NARRATIVE
 FLUM AND ZONING MAPS

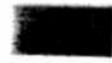
320 Zeagler Dr FLUM



Legend

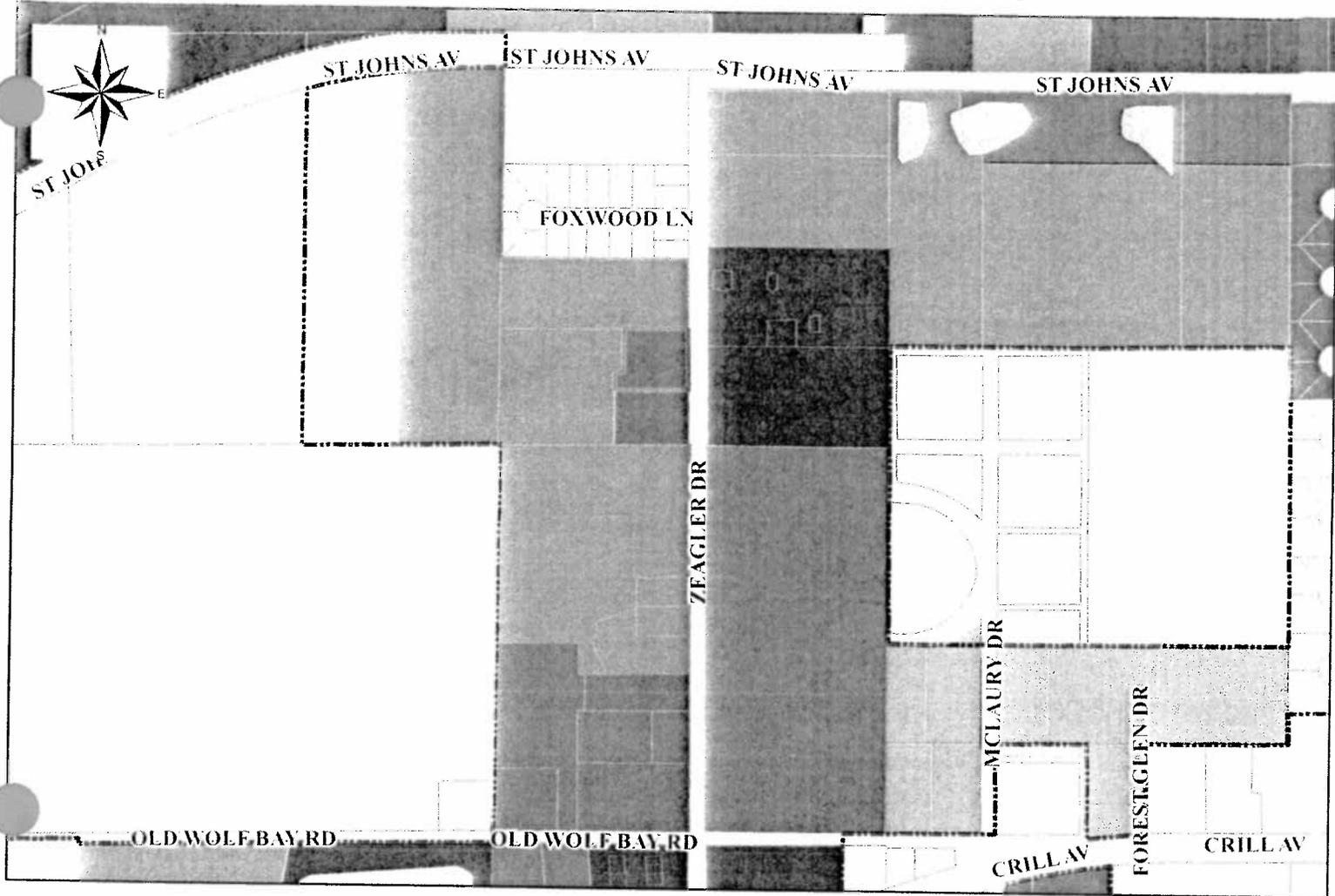
-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka FLUM

-  Commercial
-  Industrial
-  High Density Residential
-  Low Density Residential
-  Medium Density Residential

Site(s)	Current FLUM
320 Zeagler Dr	RL (Low Density Residential)

320 Zeagler Dr Zoning



Legend

-  City Limit
-  Parcels
-  Rivers, Lakes

Palatka Zoning

-  General Commercial
-  Neighborhood Commercial
-  Intensive Commercial
-  COUNTY
-  Light Industrial
-  Single Family
-  Single Family
-  Multi-Family
-  Mobile Home District

Site(s)	Current Zoning
320 Zeagler Dr	C-1A (Neighborhood Commercial District)

*Agenda
Item*

6

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

ORDINANCE NO. 12-

AN ORDINANCE OF THE CITY OF PALATKA AMENDING THE PALATKA CODE OF ORDINANCES TO REPEAL SECTION 38; TO ADOPT A NEW SECTION 38; TO ESTABLISH CONSISTENCY WITH THE 2010 BUILDING CODE; TO ADOPT FLOOD HAZARD MAPS, TO DEVELOP RULES OF INTERPRETATION AND DEFINE TERMINOLOGY; TO DESIGNATE A FLOODPLAIN ADMINISTRATOR, TO ESTABLISH VARIANCE PROCEDURES AND PENALTIES; AND TO ADOPT PROCEDURES AND CRITERIA FOR DEVELOPMENT IN FLOOD HAZARD AREAS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, the Legislature of the State of Florida has, in Chapter 166 - Municipalities, Florida Statutes, conferred upon local governments the authority to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Federal Emergency Management Agency has identified special flood hazard areas within the boundaries of the City of Palatka and such areas are subject to periodic inundation which may result in loss of life and property, health and safety hazards, disruption of commerce and governmental services, extraordinary public expenditures for flood protection and relief, and impairment of the tax base, all of which adversely affect the public health, safety and general welfare, and

WHEREAS, the City of Palatka participates in the National Flood Insurance Program and the City Commission desires to continue to meet the requirements of Title 44 Code of Federal Regulations, Sections 59 and 60, necessary for such participation; and

WHEREAS, Chapter 553, Florida Statutes, was adopted by the Florida Legislature to provide a mechanism for the uniform adoption, updating, amendment, interpretation and enforcement of a state building code, called the *Florida Building Code*; and

WHEREAS, Chapter 553, Florida Statutes, allows for local technical amendments to the *Florida Building Code* which provide for more stringent requirements than those specified in the Code; and

WHEREAS, section 553.73(5), Florida Statutes, allows adoption of local administrative and local technical amendments to the *Florida Building Code* to implement the National Flood Insurance Program and incentives; and

WHEREAS, the City Commission has determined that it is in the public interest to adopt the proposed floodplain management regulations that are coordinated with the *Florida Building Code*; and

WHEREAS, the City Commission has determined that it is in the public interest to adopt the proposed local technical amendments and proposed local administrative amendments to the 2010 *Florida Building Code* and that the proposed amendments are not more stringent than necessary to address the need identified, do not discriminate against materials, products or construction techniques of demonstrated capabilities, are in compliance with section 553.73(4)(a), Florida Statutes, where applicable, and the proposed amendments are in compliance with section 553.73(5), Florida Statutes, where applicable; and

WHEREAS, application has been made by the Building and Zoning Department, to the City for this repeal and replacement of the Floods Code of the City of Palatka, Florida; and

WHEREAS, all the necessary procedural steps have been accomplished, including two public hearings before the City Commission of the City of Palatka on March 8, 2012, and March 22, 2012; and

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

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

Section 1. That the portion of the City of Palatka Municipal Code designated as Chapter 38, Floods shall be repealed and replaced in its entirety by the attached Exhibit 1.

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

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

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

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 22nd day of March, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

EXHIBIT 1: NEW FLOODS CODE (SECTION 38, MUNICIPAL CODE)
ARTICLE I. - ADMINISTRATION

DIVISION 1 - GENERAL

Section 38-1. - Title. These regulations shall be known as the *Floodplain Management Ordinance* of the City of Palatka, hereinafter referred to as "this ordinance."

Section 38-2. - Scope. The provisions of this ordinance shall apply to all development that is wholly within or partially within any flood hazard area, including but not limited to the subdivision of land; filling, grading, and other site improvements and utility installations; construction, alteration, remodeling, enlargement, improvement, replacement, repair, relocation or demolition of structures that are exempt from the *Florida Building Code*; placement, installation, or replacement of manufactured homes and manufactured buildings; installation or replacement of tanks; placement of recreational vehicles; installation of swimming pools; and any other development.

Section 38-3. - Intent. The purposes of this ordinance and the flood load and flood resistant construction requirements of the *Florida Building Code* are to establish minimum requirements to safeguard the public health, safety, and general welfare and to minimize public and private losses due to flooding through regulation of development in flood hazard areas to:

1. Minimize unnecessary disruption of commerce, access and public service during times of flooding;
2. Require the use of appropriate construction practices in order to prevent or minimize future flood damage;
3. Manage filling, grading, dredging, mining, paving, excavation, drilling operations, storage of equipment or materials, and other development which may increase flood damage or erosion potential;
4. Manage the alteration of flood hazard areas, watercourses, and shorelines to minimize the impact of development on the natural and beneficial functions of the floodplain;
5. Minimize damage to public and private facilities and utilities;
6. Help maintain a stable tax base by providing for the sound use and development of flood hazard areas;
7. Minimize the need for future expenditure of public funds for flood control projects and response to and recovery from flood events; and
8. Meet the requirements of the National Flood Insurance Program for community participation as set forth in the

Title 44 Code of Federal Regulations, Section 59.22.

Section 38-4. - Coordination with the *Florida Building Code*.

Pursuant to the requirement established in state statute that local communities administer and enforce the *Florida Building Code*, the Palatka City Commission does hereby acknowledge that the *Florida Building Code* contains certain provisions that apply to the design and construction of structures in flood hazard areas. Therefore, this ordinance is intended to be administered and enforced in conjunction with the *Florida Building Code*. Where section numbers of the *Florida Building Code* are cited, the section numbers refer to the 2010 *Florida Building Code*. If cited section numbers are changed in subsequent editions of the code, then the section numbers shall refer to comparable sections. Where cited, ASCE 24 refers to the edition of the standard that is referenced by the *Florida Building Code*.

Section 38-5. - Disclaimer. The degree of flood protection required by this ordinance and the *Florida Building Code*, as amended by this community, is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur. Flood heights may be increased by man-made or natural causes. This ordinance does not imply that land outside of mapped special flood hazard areas, or that uses permitted within such flood hazard areas, will be free from flooding or flood damage. This ordinance shall not create liability on the part of the Palatka City Commission or by any officer or employee thereof for any flood damage that results from reliance on this ordinance or any administrative decision lawfully made thereunder.

Sections 38-6 - 38-16. - Reserved

DIVISION 2. - APPLICABILITY

Section 38-17. General. Where there is a conflict between a general requirement and a specific requirement, the specific requirement shall be applicable. Where, in any specific case, requirements of this ordinance conflict with the requirements of the *Florida Building Code*, the most restrictive shall govern.

Section 38-34. Geographical applicability. This ordinance shall apply to all flood hazard areas within the City of Palatka.

Section 38-19. Basis for establishing flood hazard areas. The Flood Insurance Study for Putnam County, Florida dated February

2, 2012, and all subsequent amendments and revisions, and the accompanying Flood Insurance Rate Maps (FIRM), and all subsequent amendments and revisions to such maps, are adopted by reference as a part of this ordinance and shall serve as the minimum basis for establishing flood hazard areas. Studies and maps that establish flood hazard areas are on file at the City of Palatka Building and Zoning Department office, 205 North Second Street, Palatka, Florida.

Section 38-20. Additional data required to verify flood hazard areas. To establish flood hazard areas and base flood elevations, pursuant to this ordinance the Floodplain Administrator may require submission of additional data. Where field surveyed topography prepared by a Florida licensed professional surveyor or digital topography accepted by the community indicates that ground elevations:

1. Are below the closest applicable base flood elevation, even in areas not delineated as a special flood hazard area on a FIRM, the area shall be considered as flood hazard area and subject to the requirements of this ordinance and, as applicable, the requirements of the *Florida Building Code*.
2. Are above the closest applicable base flood elevation, the area shall be regulated as special flood hazard area unless the applicant obtains a Letter of Map Change that removes the area from the special flood hazard area.

Section 38-21. Other laws. The provisions of this ordinance shall not be deemed to nullify any provisions of state or federal law.

Section 38-22. Abrogation and greater restrictions. This ordinance supersedes any ordinance in effect for management of development in flood hazard areas. However, it is not intended to repeal or abrogate any existing ordinances including land development regulations, zoning ordinances, stormwater management regulations, and the *Florida Building Code*. In the event of a conflict between this ordinance and any other ordinance, the more restrictive shall govern. This ordinance shall not impair any deed restriction, covenant or easement, but any land that is subject to such interests shall also be governed by this ordinance.

Section 38-23. Interpretation. In the interpretation and application of this ordinance, all provisions shall be:

1. Considered as minimum requirements;
2. Liberally construed in favor of the governing body; and
3. Deemed neither to limit nor repeal any other powers granted

under state statutes.

Sections 38-24 - 38-34. Reserved

DIVISION 3. - DEFINITIONS

Section 35. - Scope. Unless otherwise expressly stated, the following words and terms shall, for the purposes of this ordinance, have the meanings shown in this section.

Section 36. - Terms defined elsewhere. Where terms are not defined in this ordinance and are defined in the *Florida Building Code*, such terms shall have the meanings ascribed to them in that code. If such terms are not defined in the *Florida Building Code*, such terms shall have the meanings ascribed to them in the Municipal Code.

Section 37. - Terms not defined. Where terms are not defined in this ordinance, the *Florida Building Code*, or the Municipal Code, such terms shall have ordinarily accepted meanings such as the context implies.

Section 38. - Definitions. The following words, terms and phrases, when used in this chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning.

Alteration of a watercourse. A dam, impoundment, channel relocation, change in channel alignment, channelization, or change in cross-sectional area of the channel or the channel capacity, or any other form of modification which may alter, impede, retard or change the direction and/or velocity of the riverine flow of water during conditions of the base flood.

Appeal. A request for a review of the Floodplain Administrator or Building Official's interpretation of any provision of this ordinance or a request for a variance.

ASCE 24. A standard titled *Flood Resistant Design and Construction* that is referenced by the *Florida Building Code*. ASCE 24 is developed and published by the American Society of Civil Engineers, Reston, VA.

Base flood. A flood having a 1-percent chance of being equaled or exceeded in any given year. [Also defined in FBC, B, Section 1612.2.] The base flood is commonly referred to as the "100-year flood" or the "1-percent-annual chance flood."

Base flood elevation. The elevation of the base flood, including wave height, relative to the National Geodetic Vertical Datum (NGVD), North American Vertical Datum (NAVD) or other datum specified on the Flood Insurance Rate Map (FIRM). [Also defined in FBC, B, Section 1612.2.]

Basement. The portion of a building having its floor subgrade (below ground level) on all sides. [Also defined in FBC, B, Section 1612.2.]

Building Official. The officer or other designated authority charged with the administration and enforcement of the *Florida Building Code*, or a duly authorized representative. [Also defined in FBC, B, Section 1612.2.]

Building permit. An official document or certificate issued by the community which authorizes performance of specific activities that are determined to be compliant with the *Florida Building Code*.

Design flood. The flood associated with the greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

1. Area with a floodplain subject to a 1-percent or greater chance of flooding in any year; or
2. Area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Design flood elevation. The elevation of the "design flood," including wave height, relative to the datum specified on the community's legally designated flood hazard map. In areas designated as Zone AO, the design flood elevation shall be the elevation of the highest existing grade of the building's perimeter plus the depth number (in feet) specified on the flood hazard map. In areas designated as Zone AO where the depth number is not specified on the map, the depth number shall be taken as being equal to 2 feet. [Also defined in FBC, B, Section 1612.2.]

Development. Any man-made change to improved or unimproved real estate, including but not limited to, buildings or other structures, tanks, temporary structures, temporary or permanent storage of equipment or materials, mining, dredging, filling, grading, paving, excavations, drilling operations or any other land disturbing activities.

Encroachment. The advancement or infringement of fill,

excavation, buildings, permanent structures or other development into a flood hazard area which may impede or alter the flow capacity of riverine flood hazard areas.

Existing building and existing structure. Any structures for which the "start of construction" commenced before October 28, 2010. [Also defined in FBC, B, Section 1612.2.]

Existing manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including, at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed before October 28, 2010.

Expansion to an existing manufactured home park or subdivision. The preparation of additional sites by the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads).

Federal Emergency Management Agency (FEMA). The federal agency that, in addition to carrying out other functions, administers the National Flood Insurance Program.

Flood or flooding. A general and temporary condition of partial or complete inundation of normally dry land from: [Also defined in FBC, B, Section 1612.2.]

1. The overflow of inland or tidal waters.
2. The unusual and rapid accumulation or runoff of surface waters from any source.

Flood damage-resistant materials. Any construction material capable of withstanding direct and prolonged contact with floodwaters without sustaining any damage that requires more than cosmetic repair. [Also defined in FBC, B, Section 1612.2.]

Flood hazard area. The greater of the following two areas: [Also defined in FBC, B, Section 1612.2.]

1. The area within a floodplain subject to a 1-percent or greater chance of flooding in any year.
2. The area designated as a flood hazard area on the community's flood hazard map, or otherwise legally designated.

Flood Insurance Rate Map (FIRM). The official map of the community on which the Federal Emergency Management Agency has delineated both special flood hazard areas and the risk premium zones applicable to the community. [Also defined in FBC, B, Section 1612.2.]

Flood Insurance Study (FIS). The official report provided by the Federal Emergency Management Agency that contains the Flood Insurance Rate Map, the Flood Boundary and Floodway Map (if applicable), the water surface elevations of the base flood, and supporting technical data. [Also defined in FBC, B, Section 1612.2.]

Floodplain Administrator. The office or position designated and charged with the administration and enforcement of this ordinance (may be referred to as the Floodplain Manager). The Planning Director shall assume the responsibilities of this position.

Floodplain development permit. An official document or certificate issued by the community, or other evidence of approval or concurrence, which authorizes performance of specific development activities that are located in flood hazard areas and that are determined to be compliant with this ordinance.

Floodway. The channel of a river or other riverine watercourse and the adjacent land areas that must be reserved in order to discharge the base flood without cumulatively increasing the water surface elevation more than a designated height. [Also defined in FBC, B, Section 1612.2.]

Floodway encroachment analysis. An engineering analysis of the impact that a proposed encroachment into a floodway is expected to have on the floodway boundaries and base flood elevations; the evaluation shall be prepared by a qualified Florida licensed engineer using standard engineering methods and models.

Florida Building Code. The family of codes adopted by the Florida Building Commission, including: *Florida Building Code, Building*; *Florida Building Code, Residential*; *Florida Building Code, Existing Building*; *Florida Building Code, Mechanical*; *Florida Building Code, Plumbing*; *Florida Building Code, Fuel Gas*.

Functionally dependent use. A use which cannot perform its

intended purpose unless it is located or carried out in close proximity to water, including only docking facilities, port facilities that are necessary for the loading and unloading of cargo or passengers, and ship building and ship repair facilities; the term does not include long-term storage or related manufacturing facilities.

Highest adjacent grade. The highest natural elevation of the ground surface prior to construction next to the proposed walls or foundation of a structure.

Historic structure. Any structure that is determined eligible for the exception to the flood hazard area requirements of the *Florida Building Code, Existing Building*, Chapter 11 Historic Buildings.

Letter of Map Change (LOMC). An official determination issued by FEMA that amends or revises an effective Flood Insurance Rate Map or Flood Insurance Study. Letters of Map Change include:

Letter of Map Amendment (LOMA): An amendment based on technical data showing that a property was incorrectly included in a designated special flood hazard area. A LOMA amends the current effective Flood Insurance Rate Map and establishes that a specific property, portion of a property, or structure is not located in a special flood hazard area.

Letter of Map Revision (LOMR): A revision based on technical data that may show changes to flood zones, flood elevations, special flood hazard area boundaries and floodway delineations, and other planimetric features.

Letter of Map Revision Based on Fill (LOMR-F): A determination that a structure or parcel of land has been elevated by fill above the base flood elevation and is, therefore, no longer located within the special flood hazard area. In order to qualify for this determination, the fill must have been permitted and placed in accordance with the community's floodplain management regulations.

Conditional Letter of Map Revision (CLOMR): A formal review and comment as to whether a proposed flood protection project or other project complies with the minimum NFIP requirements for such projects with respect to delineation of special flood hazard areas. A CLOMR does not revise the effective Flood Insurance Rate Map or Flood Insurance Study; upon submission and approval of certified as-built documentation, a Letter of Map Revision may be issued by FEMA to revise the effective FIRM.

Light-duty truck. As defined in 40 C.F.R. 86.082-2, any motor vehicle rated at 8,500 pounds Gross Vehicular Weight Rating or less which has a vehicular curb weight of 6,000 pounds or less and which has a basic vehicle frontal area of 45 square feet or less, which is:

1. Designed primarily for purposes of transportation of property or is a derivation of such a vehicle, or
2. Designed primarily for transportation of persons and has a capacity of more than 12 persons; or
3. Available with special features enabling off-street or off-highway operation and use.

Lowest floor. The floor of the lowest enclosed area of a building or structure, including basement, but excluding any unfinished or flood-resistant enclosure, usable solely for vehicle parking, building access or limited storage provided that such enclosure is not built so as to render the structure in violation of the *Florida Building Code* or ASCE 24. [Also defined in FBC, B, Section 1612.2.]

Manufactured home. A structure, transportable in one or more sections, which is eight (8) feet or more in width and greater than four hundred (400) square feet, and which is built on a permanent, integral chassis and is designed for use with or without a permanent foundation when attached to the required utilities. The term "manufactured home" does not include a "recreational vehicle" or "park trailer." [Also defined in 15C-1.0101, F.A.C.]

Manufactured home park or subdivision. A parcel (or contiguous parcels) of land divided into two or more manufactured home lots for rent or sale.

Market value. The price at which a property will change hands between a willing buyer and a willing seller, neither party being under compulsion to buy or sell and both having reasonable knowledge of relevant facts. As used in this ordinance, the term refers to the market value of structures, excluding the land and other improvements on the parcel. Market value may be established by a qualified independent appraiser, Actual Cash Value (replacement cost depreciated for age and quality of construction), or tax assessment value adjusted to approximate market value by a factor provided by the Property Appraiser.

New construction. For the purposes of administration of

this ordinance and the building code, structures for which the "start of construction" commenced on or after October 28, 2010 and includes any subsequent improvements to such structures.

New manufactured home park or subdivision. A manufactured home park or subdivision for which the construction of facilities for servicing the lots on which the manufactured homes are to be affixed (including at a minimum, the installation of utilities, the construction of streets, and either final site grading or the pouring of concrete pads) is completed on or after October 28, 2010.

Nonresidential. Any building or structure or portion thereof that is not classified residential in accordance with the *Florida Building Code, Building* (Residential Group R or Institutional Group I) and ASCE 24. [Also see definition in ASCE 24.]

Park trailer. A transportable unit which has a body width not exceeding fourteen (14) feet and which is built on a single chassis and is designed to provide seasonal or temporary living quarters when connected to utilities necessary for operation of installed fixtures and appliances. [Defined in 15C-1.0101, F.A.C.]

Recreational vehicle. A vehicle, including a park trailer, which is: [Defined in section 320.01(b), F.S.)

1. Built on a single chassis;
2. Four hundred (400) square feet or less when measured at the largest horizontal projection;
3. Designed to be self-propelled or permanently towable by a light-duty truck; and
4. Designed primarily not for use as a permanent dwelling but as temporary living quarters for recreational, camping, travel, or seasonal use.

Special flood hazard area. An area in the floodplain subject to a 1 percent or greater chance of flooding in any given year. Special flood hazard areas are shown on FIRMs as Zone A, AO, A1-A30, AE, A99, AH, V1-V30, VE or V. The term also includes areas shown on other flood hazard maps, if such maps are adopted by the City of Palatka or otherwise legally designated. [Also defined in FBC, B Section 1612.2.]

Start of construction. The date of issuance for new construction and substantial improvements to existing structures, provided the actual start of construction, repair,

reconstruction, rehabilitation, addition, placement, or other improvement is within 180 days of the date of the issuance of a building permit. The actual start of construction means either the first placement of permanent construction of a building (including a manufactured home) on a site, such as the pouring of slab or footings, the installation of piles, the construction of columns.

Permanent construction does not include land preparation (such as clearing, grading, or filling), the installation of streets or walkways, excavation for a basement, footings, piers, or foundations, the erection of temporary forms or the installation of accessory buildings such as garages or sheds not occupied as dwelling units or not part of the main buildings. For a substantial improvement, the actual "start of construction" means the first alteration of any wall, ceiling, floor or other structural part of a building, whether or not that alteration affects the external dimensions of the building. [Also defined in FBC, B Section 1612.2.]

Substantial damage. Damage of any origin sustained by a building or structure whereby the cost of restoring the building or structure to its before-damaged condition would equal or exceed 50 percent of the market value of the building or structure before the damage occurred. [Also defined in FBC, B Section 1612.2.]

Substantial improvement. Any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred "substantial damage," any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: [Also defined in FBC, B, Section 1612.2.]

1. Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the building official and that are the minimum necessary to assure safe living conditions.
2. Any alteration of a historic structure provided the alteration will not preclude the structure's continued designation as a historic structure and the alteration is approved by variance issued pursuant to this ordinance.

Variance. A grant of relief from the requirements of this ordinance, or the flood load and flood resistant construction requirements of the *Florida Building Code*, which permits

construction in a manner that would not otherwise be permitted by this ordinance or the *Florida Building Code*.

Watercourse. A river, creek, stream, channel or other topographic feature in, on, through, or over which water flows at least periodically.

Sections 39 - 49. - Reserved.

DIVISION 4. - DUTIES AND POWERS OF THE FLOODPLAIN ADMINISTRATOR

Section 38-50. - Designation and responsibilities. The Planning Director is designated as the Floodplain Administrator. The Floodplain Administrator is authorized and directed to administer and enforce the provisions of this ordinance. The Floodplain Administrator shall have the authority to render interpretations of this ordinance consistent with the intent and purpose of this ordinance and may establish policies and procedures in order to clarify the application of its provisions. Such interpretations, policies, and procedures shall not have the effect of waiving requirements specifically provided in this ordinance without the granting of a variance pursuant to this ordinance.

Section 38-51. - Applications and permits. The Floodplain Administrator, in coordination with other pertinent offices of the community, shall:

1. Review applications and plans to determine whether proposed new development will be located in flood hazard areas;
2. Review applications for modification of any existing development in flood hazard areas for compliance with the requirements of this ordinance;
3. Interpret flood hazard area boundaries where such interpretation is necessary to determine the exact location of boundaries; a person contesting the determination shall have the opportunity to appeal the interpretation;
4. Provide available flood elevation and flood hazard information;
5. Determine whether additional flood hazard data shall be obtained from other sources or shall be developed by an applicant;
6. Review applications to determine whether proposed development will be reasonably safe from flooding;
7. Review applications to determine whether all necessary permits and approvals have been obtained from any federal, state, or local agencies from which prior or concurrent

approval is required, including but not limited to the following:

- a. The St. Johns River Water Management District; section 373.036, F.S.
 - b. Florida Department of Health for onsite sewage treatment and disposal systems; section 381.0065, F.S. and Chapter 64E-6, F.A.C.
 - c. Florida Department of Environmental Protection for activities that affect wetlands and alter surface water flows, in conjunction with the U.S. Army Corps of Engineers; Section 404 of the Clean Water Act.
8. Issue floodplain development permits for development other than structures that are subject to the *Florida Building Code*, when compliance with this ordinance is demonstrated, or disapprove the same in the event of noncompliance; and
 9. Coordinate with and provide comments to the Building Official to assure that applications for building permits for structures in flood hazard areas comply with the requirements of this ordinance.

Section 38-52. - Determinations for existing structures. For applications for building permits to improve structures, including alterations, movement, enlargement, replacement, repair, change of occupancy, additions, rehabilitations, renovations, and any other improvement of or work on such structures, the Floodplain Administrator, in coordination with the Building Official, shall:

1. Estimate the market value, or require the applicant to obtain an appraisal of the market value prepared by a qualified independent appraiser, of the building or structure before the start of construction of the proposed work; in the case of repair, the market value of the building or structure shall be the market value before the damage occurred and before any repairs are made;
2. Compare the cost to perform the improvement, the cost to repair a damaged building to its pre-damaged condition, or the combined costs of improvements and repairs, if applicable, to the market value of the building or structure;
3. Determine and document whether the proposed work constitutes substantial improvement or repair of substantial damage; and
4. Notify the applicant if it is determined that the work constitutes substantial improvement or repair of substantial damage and that compliance with the flood resistant provisions of the *Florida Building Code* and this ordinance is required.

Section 38-53. - Modification of strict building code application. The Floodplain Administrator shall review requests submitted to the Building Official that seek approval to modify the strict application of the flood load and flood resistant construction requirements of the *Florida Building Code* to determine whether such requests require the granting of a variance pursuant to this ordinance.

Section 38-54. - Coordination of Notices and orders. The Floodplain Administrator and the Building Official shall coordinate the issuance of all necessary notices or orders to ensure compliance with this ordinance and the flood resistant construction requirements of the *Florida Building Code*.

Section 38-55. - Inspections. The Floodplain Administrator shall make the required inspections as specified in this ordinance for development that is not subject to the *Florida Building Code*. For structures subject to the *Florida Building Code*, the Building Official shall make the required inspections of structures specified in this ordinance and *Florida Building Code, Building Section 110*. The Floodplain Administrator shall inspect flood hazard areas to determine if development is undertaken without issuance of a permit.

Section 38-56. - Other duties of the Floodplain Administrator. The Floodplain Administrator shall have other duties, including but not limited to:

1. Establish, in coordination with the Building Official, procedures for administering and documenting determinations of substantial improvement and substantial damage made pursuant to this ordinance;
2. Require that applicants proposing alteration of a watercourse notify adjacent communities and the Florida Division of Emergency Management, State Floodplain Management Office, and submit copies of such notifications to the Federal Emergency Management Agency (FEMA);
3. Require applicants who submit hydrologic and hydraulic engineering analyses to support permit applications to submit to FEMA the data and information necessary to maintain the Flood Insurance Rate Maps if the analyses propose to change base flood elevations, flood hazard area boundaries, or floodway designations; such submissions shall be made within six months of such data becoming available;
4. Review required design certifications and documentation of elevations specified by this ordinance and the *Florida*

- Building Code* and this ordinance to determine that such certifications and documentations are complete;
5. Notify the Federal Emergency Management Agency when the corporate boundaries of the City of Palatka are modified; and

Section 38-57. - Floodplain management records. Regardless of any limitation on the period required for retention of public records, the Floodplain Administrator shall maintain and permanently keep and make available for public inspection all records that are necessary for the administration of this ordinance and the flood resistant construction requirements of the *Florida Building Code*, including Flood Insurance Rate Maps; Letters of Change; records of issuance of permits and denial of permits; determinations of whether proposed work constitutes substantial improvement or repair of substantial damage; required design certifications and documentation of elevations specified by the *Florida Building Code* and this ordinance; notifications to adjacent communities, FEMA, and the state related to alterations of watercourses; assurances that the flood carrying capacity of altered watercourses will be maintained; documentation related to appeals and variances, including justification for issuance or denial; and records of enforcement actions taken pursuant to this ordinance and the flood resistant construction requirements of the *Florida Building Code*. These records shall be available for public inspection at the Building and Zoning Department, 205 North Second Street, Palatka, Florida.

Sections 58-68. - Reserved.

DIVISION 5. - PERMITS

Section 38-69. - Permits required. Any owner or owner's authorized agent (hereinafter "applicant") who intends to undertake any development activity within the scope of this ordinance which is wholly within or partially within any flood hazard area shall first make application to the Floodplain Administrator, and the Building Official if applicable, and shall obtain the required permit(s). No such permit shall be issued until compliance with the requirements of this ordinance and all other applicable codes and regulations has been satisfied.

Section 38-70. - Floodplain development permits. Floodplain development permits shall be issued pursuant to this ordinance for any development activities not subject to the requirements of the *Florida Building Code*. Depending on the nature and extent of

proposed development that includes a building or structure, the Floodplain Administrator may determine that a floodplain development permit is required in addition to a building permit.

Section 65-71. - Structures exempt from the Florida Building Code. Pursuant to the requirements of federal regulation for the National Flood Insurance Program (44 C.F.R. Section 60.3), floodplain development permits shall be required for the following structures that are exempt from the *Florida Building Code, Building Section 102.2* and any further exemptions provided by law, are subject to the requirements of this ordinance:

1. Railroads and ancillary facilities associated with the railroad.
2. Nonresidential farm buildings on farms, as provided in section 604.50, F.S.
3. Temporary buildings or sheds used exclusively for construction purposes.
4. Mobile or modular structures used as temporary offices.
5. Those structures or facilities of electric utilities, as defined in section 366.02, F.S., which are directly involved in the generation, transmission, or distribution of electricity.
6. Chickees constructed by the Miccosukee Tribe of Indians of Florida or the Seminole Tribe of Florida. As used in this paragraph, the term "chickee" means an open-sided wooden hut that has a thatched roof of palm or palmetto or other traditional materials, and that does not incorporate any electrical, plumbing, or other non-wood features.
7. Family mausoleums not exceeding 250 square feet in area which are prefabricated and assembled on site or preassembled and delivered on site and have walls, roofs, and a floor constructed of granite, marble, or reinforced concrete.
8. Temporary housing provided by the Department of Corrections to any prisoner in the state correctional system.

Section 65-72. - Application for permit. To obtain a floodplain development permit the applicant shall first file an application in writing on a form furnished by the community. The information provided shall:

1. Identify and describe the development to be covered by the permit.
2. Describe the land on which the proposed development is to be conducted by legal description, street address or similar description that will readily identify and definitively locate the site.
3. Indicate the use and occupancy for which the proposed

- development is intended.
4. Be accompanied by a site plan or construction documents as specified in this ordinance.
 5. State the valuation of the proposed work.
 6. Be signed by the applicant or the applicant's authorized agent.
 7. Give such other data and information as required by the Floodplain Administrator.

Section 65-73. - Validity of permit. The issuance of a floodplain development permit pursuant to this ordinance shall not be construed to be a permit for, or approval of, any violation of this ordinance, the *Florida Building Codes*, or any other ordinance of this community. The issuance of permits based on submitted applications, construction documents, and information shall not prevent the Floodplain Administrator from requiring the correction of errors and omissions.

Section 65-74. - Expiration. A floodplain development permit shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized is suspended or abandoned for a period of 180 days after the work commences. Extensions for periods of not more than 180 days each shall be requested in writing and justifiable cause shall be demonstrated.

Section 65-75. - Suspension or revocation. The Floodplain Administrator is authorized to suspend or revoke a floodplain development permit if the permit was issued in error, on the basis of incorrect, inaccurate or incomplete information, or in violation of this ordinance or any other ordinance, regulation or requirement of this community.

Sections 76-86. Reserved.

DIVISION 6. - SITE PLANS AND CONSTRUCTION DOCUMENTS

Section 87. - Required plan and document information. The site plan or construction documents for any development subject to the requirements of this ordinance shall be drawn to scale and shall include, as applicable to the proposed development:

1. Delineation of flood hazard areas, floodway boundaries and flood zone(s), and base flood elevation(s).
2. Where flood hazard areas, base flood elevations, or floodway data are not included on the FIRM or in the Flood Insurance Study, they shall be established in accordance with this ordinance.

3. Where the parcel on which the proposed development will take place will have more than 50 lots or is larger than 5 acres and the base flood elevations are not included on the FIRM or in the Flood Insurance Study, such elevations shall be established in accordance with this ordinance.
4. Location of the proposed activity and proposed structures, and locations of existing structures.
5. Location, extent, amount, and proposed final grades of any filling, grading, or excavation.
6. Where the placement of fill is proposed, the amount, type, and source of fill material; compaction specifications; a description of the intended purpose of the fill areas; and evidence that the proposed fill areas are the minimum necessary to achieve the intended purpose.
7. Existing and proposed alignment of any proposed alteration of a watercourse.

The Floodplain Administrator is authorized to waive the submission of site plans, construction documents, and other data not required to be prepared by a registered design professional if it is found that the nature of the proposed development is such that the review of such submissions is not necessary to ascertain compliance with this ordinance.

Section 88. - Information in flood hazard areas without base flood elevations (approximate Zone A). Where flood hazard areas are delineated on the FIRM and base flood elevation data have not been provided, the Floodplain Administrator shall:

1. Obtain, review, and provide to applicants base flood elevation data available from a federal or state agency or other source or require the applicant to obtain and use base flood elevation data available from a federal or state agency or other source; or
2. Require the applicant to develop base flood elevation data prepared in accordance with currently accepted engineering practices; or
3. Where base flood elevation data are not available from another source, assume the base flood elevation is not less than two (2) feet above the highest adjacent grade at the location of the development, provided there is no evidence indicating flood depths have been or may be greater than two (2) feet.
4. Where the base flood elevation data are to be used to support a Letter of Map Change from FEMA, advise the applicant that the analyses shall be prepared by a Florida licensed engineer in a format required by FEMA, and that it

shall be the responsibility of the applicant to satisfy the submittal requirements and pay the processing fees.

Section 89. - Additional analyses and certifications. As applicable to the location and nature of the proposed development activity, and in addition to the requirements of this section, the applicant shall have the following analyses prepared and sealed by a Florida licensed engineer for submission with the site plan and construction documents:

1. For development activities proposed to be located in a regulatory floodway, a floodway encroachment analysis that demonstrates that the encroachment of the proposed development will not cause any increase in base flood elevations; where the applicant proposes to undertake development activities that do increase base flood elevations, the applicant shall submit such analysis to FEMA as specified in this ordinance and shall submit the Conditional Letter of Map Revision, if issued by FEMA, with the site plan and construction documents.
2. For development activities proposed to be located in a riverine flood hazard area for which base flood elevations are included in the Flood Insurance Study or on the FIRM and floodways have not been designated, a floodway encroachment analysis which demonstrates that the cumulative effect of the proposed development, when combined with all other existing and anticipated flood hazard area encroachments, will not increase the base flood elevation more than one (1) foot at any point within the community. This requirement does not apply in isolated flood hazard areas not connected to a riverine flood hazard area or in flood hazard areas identified as Zone AO or Zone AH.
3. For alteration of a watercourse, an engineering analysis prepared in accordance with standard engineering practices which demonstrates that the flood-carrying capacity of the altered or relocated portion of the watercourse will not be decreased, and certification that the altered watercourse shall be maintained in a manner which preserves the channel's flood-carrying capacity; the applicant shall submit the analysis to FEMA as specified in this ordinance.

Section 90. - Submission of additional data. When additional hydrologic, hydraulic or other engineering data, studies, and additional analyses are submitted to support an application, the applicant has the right to seek a Letter of Map Change from FEMA to change the base flood elevations, change floodway boundaries, or change boundaries of flood hazard areas shown on FIRMs, and

to submit such data to FEMA for such purposes. The analyses shall be prepared by a Florida licensed engineer in a format required by FEMA. Submittal requirements and processing fees shall be the responsibility of the applicant.

Sections 91-101. - Reserved.

DIVISION 7. - INSPECTIONS

Section 102. - General. Development for which a permit is required shall be subject to inspection.

Section 103. - Development other than structures. The Floodplain Administrator shall inspect all development to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits.

Section 104. - Structures. The Building Official shall inspect structures subject to the *Florida Building Code* to determine compliance with the flood load and flood resistant construction requirements of issued building permits and the *Florida Building Code*. The Building Official shall inspect structures exempt from the *Florida Building Code* to determine compliance with the requirements of this ordinance and the conditions of issued floodplain development permits. Upon placement of the lowest floor, including basement, and prior to further vertical construction, the owner of a building or structure exempt from the *Florida Building Code*, or the owner's authorized agent, shall submit to the Building Official:

1. If a design flood elevation was used to determine the required elevation of the lowest floor, the certification of elevation of the lowest floor prepared and sealed by a Florida licensed professional surveyor; or
2. If the elevation used to determine the required elevation of the lowest floor was determined in accordance with this ordinance, the documentation of height of the lowest floor above highest adjacent grade, prepared by the owner or the owner's authorized agent.

As part of the final inspection, the owner or owner's authorized agent shall submit to the Building Official a final certification of elevation of the lowest floor or final documentation of the height of the lowest floor above the highest adjacent grade; such certifications and documentations shall be prepared as specified in this ordinance.

Section 106. - Manufactured homes. The Building Official shall inspect manufactured homes that are installed or replaced in

flood hazard areas to determine compliance with the requirements of this ordinance and the conditions of the issued permit. Upon placement of a manufactured home, certification of the elevation of the lowest floor shall be submitted to the Building Official.

Sections 107-117. - Reserved.

DIVISION 8. - VARIANCES AND APPEALS

Section 118. - General. Pursuant to section 553.73(5), F.S., the Zoning Board of Appeals shall hear and decide on requests for appeals and requests for variances from the strict application of the requirements of this ordinance and the flood resistant construction requirements of the *Florida Building Code*.

Section 119. - Appeals. The Zoning Board of Appeals shall hear and decide appeals when it is alleged there is an error in any requirement, decision, or determination made by the Floodplain Administrator or the Building Official in the administration and enforcement of this ordinance or the flood load and flood resistant construction requirements of the *Florida Building Code*. Any person aggrieved by the decision of the Zoning Board of Appeals may appeal such decision to the Circuit Court, as provided by Florida Statutes.

Section 120. - Limitations on authority to grant variances. The Zoning Board of Appeals shall base its decisions on variances on technical justifications submitted by applicants, the considerations for issuance in this ordinance, the conditions of issuance set forth in this ordinance, and the comments and recommendations of the Floodplain Administrator and the Building Official. The Zoning Board of Appeals has the right to attach such conditions as it deems necessary to further the purposes and objectives of this ordinance.

Section 121. - Restrictions in floodways. A variance shall not be issued for any proposed development in a floodway if any increase in base flood elevations would result, as evidenced by the applicable analyses and certifications required in this ordinance.

Section 122. - Historic buildings. A variance is authorized to be issued for the repair, improvement, or rehabilitation of a historic building that is determined eligible for the exception to the flood resistant construction requirements of the *Florida Building Code, Existing Building, Chapter 11 Historic Buildings*, upon a determination that the proposed repair, improvement, or

rehabilitation will not preclude the building's continued designation as a historic building and the variance is the minimum necessary to preserve the historic character and design of the building. If the proposed work precludes the building's continued designation as a historic building, a variance shall not be granted and the building and any repair, improvement, and rehabilitation shall be subject to the requirements of the *Florida Building Code*.

Section 123. - Functionally dependent uses. A variance is authorized to be issued for the construction or substantial improvement necessary for the conduct of a functionally dependent use, as defined in this ordinance, provided the variance meets the requirements of this ordinance, is the minimum necessary considering the flood hazard, and all due consideration has been given to use of methods and materials that minimize flood damage during occurrence of the base flood.

Section 124. - Variance criteria. In reviewing requests for variances, the Zoning Board of Appeals shall consider all technical evaluations, all relevant factors, all other applicable provisions of the *Florida Building Code*, this ordinance, and the following:

1. The danger that materials and debris may be swept onto other lands resulting in further injury or damage;
2. The danger to life and property due to flooding or erosion damage;
3. The susceptibility of the proposed development, including contents, to flood damage and the effect of such damage on current and future owners;
4. The importance of the services provided by the proposed development to the community;
5. The availability of alternate locations for the proposed development that are subject to lower risk of flooding or erosion;
6. The compatibility of the proposed development with existing and anticipated development;
7. The relationship of the proposed development to the comprehensive plan and floodplain management program for the area;
8. The safety of access to the property in times of flooding for ordinary and emergency vehicles;
9. The expected heights, velocity, duration, rate of rise and debris and sediment transport of the floodwaters and the effects of wave action, if applicable, expected at the site; and

10. The costs of providing governmental services during and after flood conditions including maintenance and repair of public utilities and facilities such as sewer, gas, electrical and water systems, streets and bridges.

Section 125. - Conditions for issuance of variances. Variances shall be issued only upon:

1. Submission by the applicant, of a showing of good and sufficient cause that the unique characteristics of the size, configuration, or topography of the site render any provision of this ordinance or the elevation standards of the *Florida Building Code* inappropriate;
2. Determination by the Zoning Board of Appeals that:
 - a. Failure to grant the variance would result in exceptional hardship due to the physical characteristics of the land that render the lot undevelopable; increased costs to satisfy the requirements or inconvenience do not constitute hardship;
 - b. The granting of a variance will not result in increased flood heights, additional threats to public safety, extraordinary public expense, nor create nuisances, cause fraud on or victimization of the public or conflict with existing local laws and ordinances; and
 - c. The variance is the minimum necessary, considering the flood hazard, to afford relief;
3. Receipt of a signed statement by the applicant that the variance, if granted, shall be recorded in the Office of the Clerk of the Court in such a manner that it appears in the chain of title of the affected parcel of land; and
4. If the request is for a variance to allow construction of the lowest floor of a building, or substantial improvement of a building, below the elevation required by the *Florida Building Code* or required by this ordinance, a copy in the record of a written notice from the Floodplain Administrator to the applicant for the variance, specifying the difference between the base flood elevation and the proposed elevation of the lowest floor, stating that the cost of federal flood insurance will be commensurate with the increased risk resulting from the reduced floor elevation (up to amounts as high as \$25 for \$100 of insurance coverage), and stating that construction below the base flood elevation increases risks to life and property.

Sections 126-136. - Reserved.

DIVISION 9. - VIOLATIONS

Section 137. - Violations. Any construction or development in a flood hazard area that is performed without an issued permit, that is in conflict with an issued permit, or that does not fully comply with this ordinance or the *Florida Building Code*, as applicable, shall be deemed a violation of this ordinance. A building or structure without the documentation of elevation of the lowest floor, other required design certifications, or other evidence of compliance required by this ordinance or the *Florida Building Code* is presumed to be a violation until such time as that documentation is provided.

Section 138. - Authority. For development that is not within the scope of the *Florida Building Code* but that is regulated by this ordinance and that is determined to be a violation, the Floodplain Administrator is authorized to serve notices of violation or stop work orders to owners of the property involved, to the owner's agent, or to the person or persons performing the work.

Section 139. - Unlawful continuance. Any person who shall continue any work after having been served with a notice of violation or a stop work order, except such work as that person is directed to perform to remove or remedy a violation or unsafe condition, shall be subject to penalties as provided in chapter 1, section 1-10 of the Municipal Code, and in addition, shall pay all costs and expenses involved in the case. Each day such violation continues shall be considered a separate offense.

Sections 140-150. - Reserved.

ARTICLE II. - FLOOD RESISTANT DEVELOPMENT STANDARDS

DIVISION 1. - SUBDIVISIONS

Section 151. - Minimum requirements. Subdivision proposals, including proposals for manufactured home parks and subdivisions, shall be reviewed to determine that:

1. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
2. All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
3. Adequate drainage is provided to reduce exposure to flood

hazards.

Section 152. - Subdivision plats. Where any portion of proposed subdivisions, including manufactured home parks and subdivisions, lies within a flood hazard area, the following shall be required:

1. Delineation of flood hazard areas, floodway boundaries and flood zones, and design flood elevations, as appropriate, shall be shown on preliminary plats and final plats;
2. Where the subdivision has more than 50 lots or is larger than 5 acres and base flood elevations are not included on the FIRM, the information required in this ordinance; and
3. Compliance with the site improvement and utilities requirements of this ordinance.

Section 153-163. - Reserved.

DIVISION 2. - SITE IMPROVEMENTS

Section 164. - Minimum requirements. All proposed new development shall be reviewed to determine that:

1. Such proposals are consistent with the need to minimize flood damage and will be reasonably safe from flooding;
2. All public utilities and facilities such as sewer, gas, electric, communications, and water systems are located and constructed to minimize or eliminate flood damage; and
3. Adequate drainage is provided to reduce exposure to flood hazards.

Section 165. - Design and construction of structures exempt from the *Florida Building Code*. Pursuant to this ordinance, structures that are exempt from the *Florida Building Code*, including substantial improvement or repair of substantial damage of such structures shall be designed and constructed in accordance with the flood load and flood resistant construction requirements of ASCE 24. Structures exempt from the *Florida Building Code* that are not walled and roofed buildings shall comply with the requirements of this ordinance.

Section 166. - Sanitary sewage facilities. All new and replacement sanitary sewage facilities, private sewage treatment plants (including all pumping stations and collector systems), and on-site waste disposal systems shall be designed in accordance with the standards for onsite sewage treatment and disposal systems in Chapter 64E-6, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the facilities and discharge from the facilities into flood waters,

and impairment of the facilities and systems.

Section 167. - Water supply facilities. All new and replacement water supply facilities shall be designed in accordance with the water well construction standards in Chapter 62-532.500, F.A.C. and ASCE 24 Chapter 7 to minimize or eliminate infiltration of floodwaters into the systems.

Section 168. - Limitations on sites in regulatory floodways. Development, site improvements, and land disturbing activity involving fill or regrading shall not be authorized in the regulatory floodway unless the floodway encroachment analysis required in this ordinance demonstrates that the proposed development or land disturbing activity will not result in any increase in the base flood elevation.

Section 169. - Limitations on placement of fill. Subject to the limitations of this ordinance, fill shall be designed to be stable under conditions of flooding including rapid rise and rapid drawdown of floodwaters, prolonged inundation, and protection against flood-related erosion and scour. In addition to these requirements, if intended to support structures, fill shall comply with the requirements of the *Florida Building Code*.

Sections 170-180. - Reserved.

DIVISION 3. - MANUFACTURED HOMES

Section 181. - General. All manufactured homes installed in flood hazard areas shall be installed by an installer that is licensed pursuant to section 320.8249, F.S., and shall comply with the requirements of Chapter 15C-1, F.A.C. and the requirements of this ordinance. Manufactured homes that are placed, replaced, or substantially improved shall comply with this ordinance, as applicable.

Section 182. - Foundations. All new manufactured homes and replacement manufactured homes installed in flood hazard areas shall be installed on permanent, reinforced foundations that:

1. Are designed in accordance the foundation requirements of the *Florida Building Code, Residential Section R322.2* and this ordinance.
2. In floodways, are designed in accordance with ASCE 24.

Section 183. - Anchoring. All new manufactured homes and replacement manufactured homes shall be installed using methods and practices which minimize flood damage and shall be securely

anchored to an adequately anchored foundation system to resist flotation, collapse or lateral movement. Methods of anchoring include, but are not limited to, use of over-the-top or frame ties to ground anchors. This anchoring requirement is in addition to applicable state and local anchoring requirements for wind resistance.

Section 184. - General elevation requirement. Unless subject to the requirements of this ordinance, all manufactured homes that are placed, replaced, or substantially improved on sites located: (a) outside of a manufactured home park or subdivision; (b) in a new manufactured home park or subdivision; (c) in an expansion to an existing manufactured home park or subdivision; or (d) in an existing manufactured home park or subdivision upon which a manufactured home has incurred "substantial damage" as the result of a flood, shall be elevated such that the bottom of the frame is at or above the elevation required, as applicable to the flood hazard area, in the *Florida Building Code, Residential Section R322.2 (Zone A)*.

Section 185. - Elevation requirement for certain existing manufactured home parks and subdivisions. Manufactured homes that are not subject to this ordinance, including manufactured homes that are placed, replaced, or substantially improved on sites located in an existing manufactured home park or subdivision, unless on a site where substantial damage as result of flooding has occurred, shall be elevated such that either the:

1. Bottom of the frame of the manufactured home is at or above the elevation required, as applicable to the flood hazard area, in the *Florida Building Code, Residential Section R322.2 (Zone A)*; or
2. Bottom of the frame is supported by reinforced piers or other foundation elements of at least equivalent strength that are not less than 36 inches in height above grade.

Section 186. - Enclosures. Fully enclosed areas below elevated manufactured homes shall comply with the requirements of the *Florida Building Code, Residential Section R322* for such enclosed areas, as applicable to the flood hazard area.

Section 187. - Utility equipment. Utility equipment that serves manufactured homes, including electric, heating, ventilation, plumbing, and air conditioning equipment and other service facilities, shall comply with the requirements of the *Florida Building Code, Residential Section R322*, as applicable to the flood hazard area.

Sections 188-198. - Reserved.

DIVISION 4. - RECREATIONAL VEHICLES AND PARK TRAILERS

Section 199. - Temporary placement. Recreational vehicles and park trailers placed temporarily in flood hazard areas shall:

1. Be on the site for fewer than 180 consecutive days; or
2. Be fully licensed and ready for highway use, which means the recreational vehicle or park model is on wheels or jacking system, is attached to the site only by quick-disconnect type utilities and security devices, and has no permanent attachments such as additions, rooms, stairs, decks and porches.

Section 200. - Permanent placement. Recreational vehicles and park trailers that do not meet the limitations in this ordinance for temporary placement shall meet the requirements of this ordinance for manufactured homes.

Sections 201-211. - Reserved.

DIVISION 5. - TANKS

Section 212. - Underground tanks. Underground tanks in flood hazard areas shall be anchored to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty.

Section 213. - Above-ground tanks, not elevated. Above-ground tanks that do not meet the elevation requirements of this ordinance shall be permitted provided the tanks are anchored or otherwise designed and constructed to prevent flotation, collapse or lateral movement resulting from hydrodynamic and hydrostatic loads during conditions of the design flood, including the effects of buoyancy assuming the tank is empty and the effects of flood-borne debris.

Section 214. - Above-ground tanks, elevated. Above-ground tanks in flood hazard areas shall be attached to and elevated to or above the design flood elevation on a supporting structure that is designed to prevent flotation, collapse or lateral movement during conditions of the design flood. Tank-supporting structures shall meet the foundation requirements of the applicable flood hazard area.

Section 215. - Tank inlets and vents. Tank inlets, fill openings, outlets and vents shall be:

1. At or above the design flood elevation or fitted with covers designed to prevent the inflow of floodwater or outflow of the contents of the tanks during conditions of the design flood; and
2. Anchored to prevent lateral movement resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy, during conditions of the design flood.

Sections 216-226. - Reserved.

DIVISION 6. - OTHER DEVELOPMENT

Section 227. - General requirements. All development, including man-made changes to improved or unimproved real estate for which specific provisions are not specified in this ordinance or the *Florida Building Code*, shall:

1. Be located and constructed to minimize flood damage;
2. Meet the limitations of this ordinance if located in a regulated floodway;
3. Be anchored to prevent flotation, collapse or lateral movement resulting from hydrostatic loads, including the effects of buoyancy, during conditions of the design flood;
4. Be constructed of flood damage-resistant materials; and
5. Have mechanical, plumbing, and electrical systems above the design flood elevation, except that minimum electric service required to address life safety and electric code requirements is permitted below the design flood elevation provided it conforms to the provisions of the electrical part of building code for wet locations.

Section 228. - Fences in regulated floodways. Fences in regulated floodways that have the potential to block the passage of floodwaters, such as stockade fences and wire mesh fences, shall meet the limitations of this ordinance.

Section 229. - Retaining walls, sidewalks and driveways in regulated floodways. Retaining walls and sidewalks and driveways that involve the placement of fill in regulated floodways shall meet the limitations of this ordinance.

Section 230. - Roads and watercourse crossings in regulated floodways. Roads and watercourse crossings, including roads, bridges, culverts, low-water crossings and similar means for vehicles or pedestrians to travel from one side of a watercourse to the other side, that encroach into regulated floodways shall

meet the limitations of this ordinance. Alteration of a watercourse that is part of a road or watercourse crossing shall meet the requirements of this ordinance.

Sections 231-241. - Reserved.