

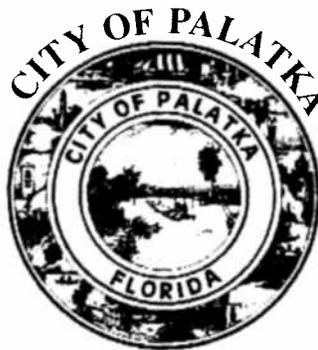
KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
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**  
**PRICE-MARTIN COMMUNITY CENTER**  
**March 25, 2010**

**CALL TO ORDER:**

- a. Invocation – The Reverend Zion Djatar, Emmanuel United Methodist Church
- b. Pledge of Allegiance
- c. Roll Call

**APPROVAL OF MINUTES – 3/11/10**

**1. PUBLIC RECOGNITION/PRESENTATIONS:**

- a. **MICHAEL REDD & ASSOCIATES** – Riverfront Master Plan Presentation Part 1 of 2 (Video)
- b. **PROCLAMATION:** Day of Service – April 24, 2010
- c. **PROCLAMATION:** Putnam County Census Day – April 1, 2010
- d. **COMMUNITY RECOGNITION** – 2010 Azalea Festival Mayor's Reception Partners:
  1. **Sponsor** – First Coast Community Credit Union
  2. **Hostesses** – "Azalea Girls"
- e. **WOMEN'S HISTORY MONTH RECOGNITIONS** - 2010 Women of Distinction
  1. **Tiffany Scranton**, Putnam County Teacher of the Year
  2. **Latima Fells**, Putnam County School-Related Employee of the Year
- f. **STUDENT OF THE MONTH – March, 2010** – Mayor Flagg & Commissioner Kitchens

Megan Beach	Beasley Middle School
Kayley Adkins	Browning Pearce Elementary School
Jose' Mullen	Children's Reading Center Charter School
Melissa Deel	E.H. Miller School
Shana Middleton	James A. Long Elementary School
Brooke Glasford	Jenkins Middle School
Kendell Moody	Kelley Smith Elementary School
Lindsey Stillword	Mellon Elementary School
Sonya Flathmann	Moseley Elementary School
Deja Walton	Palatka High School
Sabrielle Melton	Peniel Baptist Academy

2. **PUBLIC COMMENTS** - (Speakers limited to three minutes – no action taken on items)
  - a. **REQUEST FOR DONATIONS for Haiti Earthquake Victims** – Boy Scout Troop #342

**3. CONSENT AGENDA:**

- \*a. **Authorize execution of Change Order #2 to Anglin Construction Co. Contract #G701-2001 in the amount of \$512.00, for a total contract amount of \$75,112.00, for Larimer Handicapped Access Project**
- \*b. **Approve execution of addendum #1 in the amount of \$35,728.00 to Utility Service Co. Service Contract to replace the riser pipe in the elevated water tank, per WTP Supt.'s recommendation**
- \*c. **Reappoint Annie Mae Spells to the Palatka Housing Authority Board for a four-year term to expire April 15, 2014 (sole applicant – incumbent) per recommendation of PHA Executive Director**

**AGENDA - CITY OF PALATKA**  
**March 25, 2010**  
**Page 2**

**3. CONSENT AGENDA (Continued)**

**\*d. Reappoint John Jones to the General Employees' Pension Board as City Commission Appointee for a two-year term to expire January, 2012 (sole applicant – incumbent)**

**\*e. Issue and Approve special request items for Class B Special Events Permit #10-11, 2010 Wolfson's Children's Bass Tournament, May – 12 thru 15, 2010, per staff recommendation:**

- 1. Approve Noise Ordinance variance for Saturday, May 15 from 6:00 a.m. to 7:00 a.m.**
- 2. Close boat ramp to public from 6:00 p.m. Friday, 5/14 until 6:00 p.m. Saturday, 5/15**

**\* 4. PRESENTATION and Request to Adopt Riverfront Park Conceptual Master Plan (Part 2 of 2) – Michael Redd and Associates**

**\* 5. ORDINANCE amending the Palatka Municipal Code, Section 94, to add a section and article entitled Planned Industrial Development under M-1 Light Industrial District Conditional Uses, Activities or Structures – 1<sup>st</sup> Reading – *STAFF RECOMMENDS MOTION TO CONTINUE TO A TIME CERTAIN OF APRIL 8, 2010***

**6. ADMINISTRATIVE REPORTS**

**7. COMMISSIONER COMMENTS**

**8. 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 27, 2010 – Annual Fire Prevention Golf Tournament  
April, 2010 – CENSUS MONTH  
April 10, 2010 – MOD March for Babies  
May 28 – 31, 2010 – Blue Crab Festival

**Board Openings:**

Code Enforcement Board: 1 alternate (at large)  
Tree Committee: 1 Vacancy (at large)  
Historic Preservation Board: 1 member with Legal Experience

# CITY OF PALATKA



## Proclamation

**WHEREAS**, volunteer action is a powerful force for solving problems both large and small. The banding together, in the spirit of giving, of dedicated individuals can transform lives and entire communities; and

**WHEREAS**, the City of Palatka esteems service to be an integral part of exceptional community living and highly valued by linking arms of community organizations in service; and

**WHEREAS**, the City of Palatka recognizes that unselfish service provides benefits to both the giver and the receiver; and that unselfish service unites citizens while easing the distress of community members and bringing hope to all; and

**WHEREAS**, the Northeast Florida Red Cross, the Blood Alliance, Second Harvest North Florida, LifeSouth Community Blood Center, Heart of Putnam Food Pantry, Hands On Jacksonville, and The Church of Jesus Christ of Latter-day Saints have partnered to link arms with other citizens, churches, civic organizations and government agencies in Duval, Clay, Putnam, and St. Johns Counties to participate in an event to make significant contributions in two areas (blood and food) that are critically needed, especially during this period of world-wide emergencies;

**NOW, THEREFORE**, I Karl N. Flagg, Mayor of the City of Palatka, Florida, together with the members of the City Commission, do hereby proclaim Saturday, April 24, 2010 as

### **A DAY OF SERVICE – HELPING HANDS AND LINKING ARMS TO FILL THE BLOOD AND FOOD BANKS**

In the City of Palatka, and urge all to take up the challenge and do their part to “Fill the Banks” with blood and food donations to help the needy of our community.

**IN WITNESS WHEREOF**, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 25<sup>th</sup> day of March, in the Year of Our Lord Two Thousand Ten.

**PALATKA CITY COMMISSION**

  
By: Karl N. Flagg, MAYOR

**Commissioners:**  
Mary Lawson Brown  
Allegra Kitchens  
Vernon Myers  
James Norwood, Jr.



# **CERTIFICATE OF APPRECIATION**

*From*

THE CITY OF PALATKA  
CITY COMMISSION  
TO

**Azalea Girl  
CATIE BOPP**

In Recognition of Your Participation as an Official Hostess for the 2010 Azalea  
Festival Mayor's Reception

Awarded this 25<sup>th</sup> day of March, A.D. 2010

ATTEST:

*Betsy J. Driggers*  
**Betsy J. Driggers, CITY CLERK**

\_\_\_\_\_  
**Karl N. Flagg, MAYOR**

Commissioners Mary Lawson Brown ~ Allegra Kitchens ~ Vernon Myers ~ James Norwood, Jr.

# **CERTIFICATE OF APPRECIATION**

*From*

THE CITY OF PALATKA  
CITY COMMISSION  
TO

**Azalea Girl  
MANDI CONNOR**

In Recognition of Your Participation as an Official Hostess for the 2010 Azalea  
Festival Mayor's Reception

Awarded this 25<sup>th</sup> day of March, A.D. 2010

ATTEST:

*Betsy J. Duggers*  
Betsy J. Duggers, CITY CLERK

\_\_\_\_\_  
Karl N. Flagg, MAYOR

Commissioners Mary Lawson Brown ~ Allegra Kitchens ~ Vernon Myers ~ James Norwood, Jr.

# **CERTIFICATE OF APPRECIATION**

*From*

THE CITY OF PALATKA  
CITY COMMISSION  
TO

**Azalea Girl  
ASHLEY SCHOENDORF**

In Recognition of Your Participation as an Official Hostess for the 2010 Azalea  
Festival Mayor's Reception

Awarded this 25<sup>th</sup> day of March, A.D. 2010

ATTEST:

*Betsy J. Duggers*  
**Betsy J. Duggers, CITY CLERK**

\_\_\_\_\_  
**Karl N. Flagg, MAYOR**

Commissioners Mary Lawson Brown ~ Allegra Kitchens ~ Vernon Myers ~ James Norwood, Jr.

# **CERTIFICATE OF APPRECIATION**

*From*

THE CITY OF PALATKA  
CITY COMMISSION  
TO

**Azalea Girl  
EMILY TAYLOR**

In Recognition of Your Participation as an Official Hostess for the 2010 Azalea  
Festival Mayor's Reception

Awarded this 25<sup>th</sup> day of March, A.D. 2010

ATTEST:

*Betsy J. Briggers*  
**Betsy J. Briggers, CITY CLERK**

\_\_\_\_\_  
**Karl N. Flagg, MAYOR**

Commissioners Mary Lawson Brown ~ Allegra Kitchens ~ Vernon Myers ~ James Norwood, Jr.

# WOMEN OF DISTINCTION

*Women's History Month 2010: Writing Women Back into History*

THE CITY OF PALATKA

City Commission

Hereby Presents This Award to

**TIFFANY SCRANTON**

***Celebrating the hope and sense of possibility you  
have brought to the lives of others through your  
pioneering spirit and inspirational work***

*Awarded this 25<sup>TH</sup> day of March, A.D. 2010*

ATTEST:

*Betsy J. Driggers*

Betsy Jordan Driggers, CITY CLERK

Karl N. Flagg, MAYOR

Commissioners Mary Lawson Brown ~~ Allegra Kitchens ~~ Vernon Myers, Jr. ~~ James Norwood, Jr.  
City Manager Elwin C. "Woody" Boynton

# WOMEN OF DISTINCTION

*Women's History Month 2010: Writing Women Back into History*

THE CITY OF PALATKA

City Commission

Hereby Presents This Award to

LATIMA FELLS

**Celebrating the hope and sense of possibility you  
have brought to the lives of others through your  
pioneering spirit and inspirational work**

*Awarded this 25<sup>TH</sup> day of March, A.D. 2010*

ATTEST:

*Betsy Jordan Driggers*

Betsy Jordan Driggers, CITY CLERK

Karl N. Flagg, MAYOR

Commissioners Mary Lawson Brown ~ Allegra Kitchens ~ Vernon Myers, Jr. ~ James Norwood, Jr.  
City Manager Elwin C. "Woody" Boynton

*Agenda  
Item*

2

## *Our Mission*

- Mission Driven to assist the Homeless and their families.. We will fulfill our Mission in this manner: To help with donations, food, clothing, and money donations. We Support our community involvement and help
- provide our leadership in times when needed to help others who are suffering the loss of love ones and prayers for the families of Haiti, to help rebuild family structure.
- "TheyLost All..Let's Give Back"

# *Purpose*

● To promote confidence, develop leadership, build character and help others in service..

"As Boy Scouts of America", This is our mission to help others in time of need to spread the word to the World

● that we care..Haiti needs and depend on the World Support..Telling everyone of the struggle that Haiti faces.Everyone to lend a helping hand, people have lost their lives and families are trying to recover what

● they have lost..

# Donations list.

Below is a list of items, please pick the type of donations:

Fill a bag \_\_\_\_\_ Fill a box \_\_\_\_\_

Cash \_\_\_\_\_ Stuff animals \_\_\_\_\_

All items must be clean and perishable items needed can beans, can meats, rice, can fruits..

clothing of all kinds men, women and children (must be clean and not torn..

Thanks for all your donations..a signature be required for records..Troop 342

Contact:

Drop off Location:

*Agenda  
Item*

*3a*

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

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

**Date:** 11 March 2010

**Job No.:** 0910

**Attention:** Mr. Woody Boynton

**To:** City of Palatka  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

**Subject:** Handicapped Access  
Larimer Arts Center  
Arts Council of Greater Palatka  
216 Reid Street  
Palatka, Florida

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

<u>Copies</u>	<u>Date</u>	<u>Description</u>
3	01 Mar 10	AIA Document G701 - 2001 Change Order No 2

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

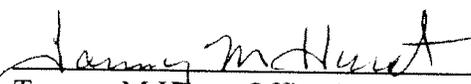
*If enclosures are not delivered as indicated, please call us immediately.*

**Remarks:**

Please review and sign all three copies of Change Order No 2. Retain one "Highlighted" Owner and return the other two for our files and forwarding to the Contractor.

Thank you

cc:

**Signed:**   
Tammy M Hurst, Office Manager

# **AIA<sup>®</sup> Document G701<sup>™</sup> – 2001**

## Change Order

<b>PROJECT</b> <i>(Name and address):</i> HC Access Larimer Arts Center 216 Reid Street Palatka, Florida 32177	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> 01 March 2010	OWNER: <input type="checkbox"/> ARCHITECT: <input type="checkbox"/> CONTRACTOR: <input type="checkbox"/> FIELD: <input type="checkbox"/> OTHER: <input type="checkbox"/>
<b>TO CONTRACTOR</b> <i>(Name and address):</i> Anglin Construction Company 622 S.E. 2nd Street Gainesville, Florida 32601	<b>ARCHITECT'S PROJECT NUMBER:</b> 0910 <b>CONTRACT DATE:</b> 28 October 2009 <b>CONTRACT FOR:</b> General Construction	

**THE CONTRACT IS CHANGED AS FOLLOWS:**

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

See Attached Change Order Breakdown.

The original Contract Sum was	\$		37,300.00
The net change by previously authorized Change Orders	\$		37,300.00
The Contract Sum prior to this Change Order was	\$		74,600.00
The Contract Sum will be increased by this Change Order in the amount of	\$		512.00
The new Contract Sum including this Change Order will be	\$		75,112.00

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

The date of Substantial Completion as of the date of this Change Order therefore is 18 April 2010

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

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

Robert E. Taylor, A. I. A., Architect, P. A. <b>ARCHITECT</b> <i>(Firm name)</i> P.O. Box 267, Palatka, Florida 32178 <b>ADDRESS</b>  BY <i>(Signature)</i> Mr. Robert E. Taylor, A. I. A. _____ <i>(Typed name)</i> MARCH 10 _____ DATE	Anglin Construction Company <b>CONTRACTOR</b> <i>(Firm name)</i> 622 S.E. 2nd Street, Gainesville, Florida 32601 <b>ADDRESS</b>  BY <i>(Signature)</i> Mr. Gary L. Anglin, President _____ <i>(Typed name)</i> 3/8/10 _____ DATE	City of Palatka <b>OWNER</b> <i>(Firm name)</i> 201 North Second Street, Palatka, FL 32177 <b>ADDRESS</b> _____ BY <i>(Signature)</i> Mr. E.C. 'Woody' Boynton, Jr., City Manager _____ <i>(Typed name)</i> _____ DATE
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## CHANGE ORDER NO. 2

**Project:** HC Access Larimer Arts Center  
**Architect:** Robert E. Taylor, A. I. A., Architect, P. A.  
**Contractor:** Anglin Construction Company

**Project No. 0910**  
**1 March 2010**  
**Page 1 of 1**

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**CPR No. 2**      **Provide labor, material, and equipment necessary to re-route existing roof drains, as well as remove/replace additional curb & gutter.**

**Description:** 1 Feb 10, Field Report No. 1 - Rain drainage piping had also been encountered and excavated at the east and northeast sides of the Building. Review of existing conditions determined rain drainage piping could easily be restored by connecting down spout piping at north-westernmost down spout, run directly northward and connecting center-most piping to the new line. Near new sidewalk, piping to be turned and run westward toward and connected to existing catch basin. As well as, remove and replace additional curb and gutter at NE corner of Site.

**Cost:** 22 Feb 10 - Anglin Construction Company Change Order Estimate 921-002 cited a cost of \$1,012.00.

**Action:** 1 Mar 10 Monthly Meeting - Approved

**CPR No. 3**      **Tree Removal**

**Description:** Labor, Materials, and Supervision to Remove and dispose of trees noted on Drawings dated 11 Sept 09.

**Cost:** 7 Dec 09 - Anglin Construction Company Change Order Estimate #921-001 cited a cost of \$1,815.00 less Contract Allowance of \$500.00 = \$1,315.00.

11 Dec 09 - Owner's to remove. Decrease in Contract Sum of \$500.00 for allowance in Contract Documents.

**Action:** 11 Dec 09 - Email from Mr. Woody Boynton advised Owner's to remove trees after Contractor completes his utility locates.



**CONSTRUCTION COMPANY**

622 S.E. 2nd Street  
 Gainesville, Florida 32601  
 (352) 376 - 4089  
 (352) 377-0037

**ANGLIN CONSTRUCTION COMPANY**

**Change Order Estimate 921-002**

JOB #: 921 date: 2/22/2010

NAME: Larimer Arts H/C Access

CODE	DESCRIPTION	QTY	HRS	LABOR	MATL	SUB	TOTAL
1100	Supply labor materials and supervision to reroute the existing roof drains that are in conflict with the new canopy and walkway. as well as the removal and replacement of additional curb and gutter.	1 ea	4	120	0	0	
3130	Remove and replace additional curb and gutter @ the NE corner of the site	7 lf	4	105	85	0	
7610	4" pvc schedule 40 pipe	100 lf	4	80	90	0	
7610	4" PVC Tee	1 ea	1	20	12	0	
7610	4" Couplings	10 ea	1	20	20	0	
7610	4" PVC elbow	3 ea	1	20	27	0	
2320	Excavate trench for new roof drain	100 ls	6	120	0	0	
				485	234	0	
	Tax	0.0675		0	16	0	
	Burden	0.30		146	0	0	
				631	250	0	880
	Markup	0.15					132
	Total						1,012

# AIA<sup>®</sup> Document G701<sup>™</sup> – 2001

## Change Order

<b>PROJECT</b> (Name and address): HC Access Larimer Arts Center 216 Reid Street Palatka, Florida 32177	<b>CHANGE ORDER NUMBER:</b> 002 <b>DATE:</b> 01 March 2010	<b>OWNER:</b> <input type="checkbox"/> <b>ARCHITECT:</b> <input type="checkbox"/> <b>CONTRACTOR:</b> <input type="checkbox"/> <b>FIELD:</b> <input type="checkbox"/> <b>OTHER:</b> <input type="checkbox"/>
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Robert E. Taylor, A. I. A., Architect, P. A.  
**ARCHITECT** (Firm name)

P.O. Box 267, Palatka, Florida 32178

**ADDRESS**

BY (Signature)

Mr. Robert E. Taylor, A. I. A.

(Typed name)

**DATE**

Anglin Construction Company

**CONTRACTOR** (Firm name)

622 S.E. 2nd Street, Gainesville,  
Florida 32601

**ADDRESS**

BY (Signature)

Mr. Gary L. Anglin, President

(Typed name)

**DATE**

City of Palatka

**OWNER** (Firm name)

201 North Second Street, Palatka, FL  
32177

**ADDRESS**

BY (Signature)

Mr. E.C. 'Woody' Boynton, Jr., City  
Manager

(Typed name)

**DATE**

## CHANGE ORDER NO. 2

**Project:** HC Access Larimer Arts Center  
**Architect:** Robert E. Taylor, A. I. A., Architect, P. A.  
**Contractor:** Anglin Construction Company

**Project No. 0910**  
**1 March 2010**  
**Page 1 of 1**

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### CPR No. 2

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**CONSTRUCTION COMPANY**

622 S.E. 2nd Street  
 Gainesville, Florida 32601  
 (352) 376 - 4089  
 (352) 377-0037

**ANGLIN CONSTRUCTION COMPANY**

**Change Order Estimate 921-002**

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NAME: Larimer Arts H/C Access

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7610	4" PVC Tee	1 ea	1	20	12	0	
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				631	250	0	880
	Markup	0.15					132
	Total						1,012



*Agenda  
Item*

*3b*

320 North Moody Rd.  
Palatka, FL 32177  
Tel. (386) 329-0144  
Fax (386) 329-0106

*City of Palatka*  
*R. C. Willis Water Plant*

**To:** Mayor, City Commissioners, and City Manager

**From:** Melvin Register, Water Plant Superintendent

**Date:** March 16, 2010

**RE:** Elevated Water Storage Tank Repairs

---

Over the last several years the 16" riser pipe that carries water to the top of our elevated water storage tank has developed numerous pin-hole leaks. Each time a leak develops we call out our tank service contractor to patch the riser.

During their last major inspection of the tank in 2008 our service contractor, Utility Services, determined that the riser pipe was badly corroded on the inside and that is what is causing the pin-hole leaks. They indicated that they are concerned the riser will have a catastrophic failure. This could possibly undermine the structure of the tank. They feel that the metal riser has deteriorated to a point that it is no longer safe or practical to continue patching each leak that forms. Their recommendation was to replace the riser.

After the 2008 inspection we requested that Utility Services give us a cost for the replacement of the riser. They gave us a price of \$32,480.00. It was our intention to budget the replacement of the riser in the 2009 Fiscal Year budget, however, due to budgetary constraints we have not been able to budget any Capital Improvement projects for the last two years.

In January of this year the riser developed another leak. Utility Services agreed to do a temporary patch but strongly recommended that we have the riser replaced. When we informed them of our budgetary situation, they offered us the following deal for the replacing the riser.

Utility Services will replace the riser at a cost of \$35,728.00 which will be spread out over the next five years, 2011-2015, and added to our annual Maintenance fee which is currently \$15,800.00. This would make our annual Maintenance fee \$22,945.00 for the next five years. After that, in 2016, our annual Maintenance fee would return to our current contract rate and the riser would become part of the existing maintenance program.

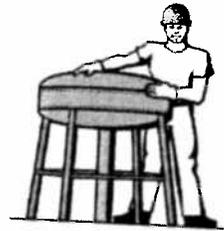
It is our recommendation that the City approve this work. Should the riser experience a major failure, the City would be forced to spend many times more than the cost of this work to repair or replace the tank.



Proposal From:

# Utility Service Co.

I N C O R P O R A T E D



P. O. Box 1350  
535 Courtney Hodges Blvd.  
Perry, Georgia 31069

Phone: 800-223-3695 Fax: 478-987-2991

[www.utilityservice.com](http://www.utilityservice.com)

Date

February 23, 2010

Page No. 1 of 1

Proposal Submitted to <b>City of Palatka</b>		Attn <b>Mr. Melvin Register</b>		Phone: <b>386-329-0144</b>	
Address <b>201 North Main Street</b>		Job Name <b>Fill Pipe Installation</b>		Fax: <b>386-329-0106</b>	
City <b>Palatka</b>	State <b>FL</b>	Zip Code <b>32177</b>	Job Location <b>Westover Drive</b>		
Tank Name <b>Town Elevated</b>		Tank Size & Style <b>750kg Elevated</b>		Est. Start Date <b>Upon Approval</b>	County <b>Putnam</b>
				Submitted by <b>T. McDaniel</b>	

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:  
A current certificate of insurance will be provided upon request.

1. A time will be coordinated between contractor and owner to access site.
2. The existing 16 inch Riser pipe will be removed from tank.
3. A new 16 inch flanged Riser pipe will be installed from Bowl to grade.
4. The new Riser pipe shall be coated on interior with 2 coats of NSF approved epoxy.
5. Exterior of pipe will be coated in color as close as possible with existing coatings.
6. The new Riser pipe will become part of the existing Maintenance Program.
7. The cost will be added to the Maintenance fee for the next five years, starting with February 2011 to 2015 invoicing and shall be billed at base fee starting in 2016. Additional total cost of Riser Pipe is \$35,728.00

Please sign and date both copies of this proposal and return one copy to our office.

Thirty-Five, Seven Hundred and Twenty-Eight and 00/100-----

Payment to be made as follows:

**Equal Payments to be added to Base fee for five years in amount of \$7,145.60 – plus all applicable taxes**

\_\_\_\_\_ dollars ( \$35,728.00 )

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Sales

Note: This proposal may be withdrawn by us if not accepted within

Sixty (60)

days

**Acceptance of Proposal** — The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

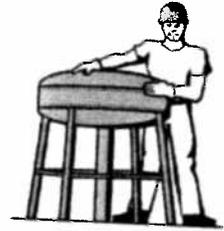
Customer Approval  
Signature \_\_\_\_\_



Proposal From:

# Utility Service Co.

I N C O R P O R A T E D



P. O. Box 1350  
535 Courtney Hodges Blvd.  
Perry, Georgia 31069

Phone: 800-223-3695 Fax: 478-987-2991

[www.utilityservice.com](http://www.utilityservice.com)

Date

**February 23, 2010**

Page No. 1 of 1

Proposal Submitted to <b>City of Palatka</b>			Attn <b>Mr. Melvin Register</b>		Phone: <b>386-329-0144</b>	
Address <b>201 North Main Street</b>			Job Name <b>Fill Pipe Installation</b>		Fax: <b>386-329-0106</b>	
City <b>Palatka</b>	State <b>FL</b>	Zip Code <b>32177</b>	Job Location <b>Westover Drive</b>		County <b>Putnam</b>	
Tank Name <b>Town Elevated</b>		Tank Size & Style <b>750kg Elevated</b>		Est. Start Date <b>Upon Approval</b>	Submitted by <b>T. McDaniel</b>	

Utility Service Co., Inc. agrees to provide all labor, equipment, and materials needed to complete the following:  
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1. A time will be coordinated between contractor and owner to access site.
2. The existing 16 inch Riser pipe will be removed from tank.
3. A new 16 inch flanged Riser pipe will be installed from Bowl to grade.
4. The new Riser pipe shall be coated on interior with 2 coats of NSF approved epoxy.
5. Exterior of pipe will be coated in color as close as possible with existing coatings.
6. The new Riser pipe will become part of the existing Maintenance Program.
7. The cost will be added to the Maintenance fee for the next five years, starting with February 2011 to 2015 invoicing and shall be billed at base fee starting in 2016.  
Additional total cost of Riser Pipe is \$35,728.00

Please sign and date both copies of this proposal and return one copy to our office.

**Thirty-Five, Seven Hundred and Twenty-Eight and 00/100-----**

Payment to be made as follows: \_\_\_\_\_ dollars ( **\$35,728.00** )

**Equal Payments to be added to Base fee for five years in amount of \$7,145.60 – plus all applicable taxes**

All material is guaranteed to be as specified. All work to be completed in a substantial workmanlike manner according to specifications submitted, per standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and other necessary insurance. Our workers are fully covered by Workmen's Compensation Insurance.

Authorized Signature \_\_\_\_\_

Sales

Note: This proposal may be withdrawn by us if not accepted within Sixty (60) days

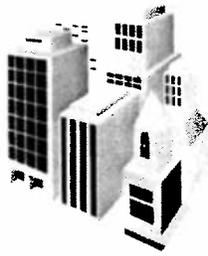
**Acceptance of Proposal** – The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance \_\_\_\_\_

Customer Approval  
Signature \_\_\_\_\_

*Agenda  
Item*

*3c*



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

# Memorandum

**To:** City Commission & Staff  
**From:** Betsy Driggers, City Clerk  
**Date:** 3/18/2010  
**Re:** Palatka Housing Authority Board Appointment

---

Annie Mae Spell's term on the Palatka Housing Authority Board will expired on April 12, 2010. She has returned her application indicating her desire and willingness to serve another 4-year term in this capacity. John Nelson, Executive Director of the PHA, has endorsed her reappointment. This position was advertised in the PDN on 3/9/10 and no other applications were received.

Mrs. Spell's application for reappointment and Mr. Nelson's letter are attached.

Per the Statute, the Mayor is authorized to appoint members of this Board. ***Mayor Flagg is requesting concurrence from the Commission on the re-appointment of Annie Mae Spells to the Palatka Housing Authority Board to a serve four-year terms, to expire on April 12, 2014.***

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



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

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

### CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the Palatka Housing Authority Board.  
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: Annie M. Spell # of years' prior service: + 8 yrs.  
Residence 5019 Crill Ave, Palatka, FL 32177 Phone: (386) 328-0062  
(911 Address) 5019 Crill Ave, Palatka, FL 32177 Fax: (386) 329-9167  
Business Name Spells Bail Bonds Phone: (386) 336-6070  
& Address 5019 Crill Ave, Palatka, FL 32177 Fax: \_\_\_\_\_  
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)  
Preferred Mailing Address: 5019 Crill Ave, Palatka, FL 32177

E-mail: saspelle@comcast.net Daytime Phone: (386) 328-0062

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

Annie M. Spell  
SIGNATURE OF APPLICANT

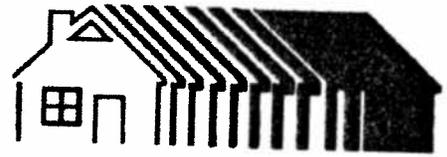
03-12-10  
DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman's/Director's Signature \_\_\_\_\_

**PALATKA  
HOUSING  
AUTHORITY**



*Serving Palatka's Housing Needs Since 1962*

**MEMORANDUM**

Date: March 18, 2010

To: The Honorable Karl N. Flagg, Mayor

From: John Nelson, Jr., Executive Director *JN*

---

We received your reminder that Commissioner Annie M. Spell's term will expire on April 12, 2010. Mrs. Spell has been a valuable and insightful member of our Board and expressed an interest in reappointment. She has missed a few meetings due to a recent medical issue, but is recuperating and we don't want to discourage her commitment. I'm pleased to recommend her reappointment at the convenience of the Palatka City Commissioners. If you have any additional questions, please let me know.

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



*Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.*  
**April 7, 2009**

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

BETSY JORDAN DRIGGER  
CITY CLERK

MATTHEW D. REYNOLDS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

Mr. John Nelson, Executive Director  
Palatka Housing Authority  
P.O. Box 1277  
Palatka FL 32178-1277

Dear John:

The following Housing Authority Board Members' term will expire on April 12, 2010:

Annie M. Spell

The City Commission requests that either you or the Board Chairman have this member complete the enclosed Appointment Renewal Request Form indicating their continued interest in serving in this capacity. Please return these forms to me at City Hall by Friday, April 9, 2010, along with attendance records for this member, so that the Commission can consider their reappointment to another four-year term to expire April 12, 2014. If this member does not wish to be appointed to another term, please so advise in writing.

The reappointment will be on the City Commission agenda for consideration on April 22, 2010 at 6:00 P.M. The Commission requests that the member be present for their reappointment.

Sincerely,

Karen M. Venables  
Assistant City Clerk

cc: Annie M. Spell  
Mayor Karl N. Flagg

Enclosure



Karen M. Venables, Asst. City Clerk  
City of Palatka  
201 N. 2<sup>nd</sup> Street  
Palatka, Florida 32177  
386-329-0100 // Fax 386-329-0106  
e-mail: kvenables@palatka-fl.gov

# Fax Transmittal

<b>To:</b> Local Press	<b>Fax:</b> N/A
<b>From:</b> Karen M Venables	<b>Date:</b> 03/08/10
<b>Re:</b> PHA Commission Seat Opening	<b>Pages:</b> 1

FOR IMMEDIATE RELEASE

The Palatka Housing Authority is taking applications to its Board of Directors. Its members are appointed by the Mayor with concurrence of the Palatka City Commission. To qualify for this appointment, you must reside within 5 miles of Palatka City limits. Applications to fill these vacancies will be accepted until 4:00 p.m. Friday, April 9, 2010. Applicants will be required to attend the April 22, 2010 Commission Meeting in order to be considered for appointment.

PHA Commissioners serve as the governing officers of a public-corporate entity that functions as a developer and landlord of local low-income housing programs. Some of the principal responsibilities are:

- Providing leadership and advocacy for public housing
- Setting policies governing the operations of the PHA
- Ensuring that the PHA operates within the law and according to HUD regulations;
- Adopting operating budgets
- Assisting in establishing policies to prevent fraud, abuse, mismanagement and discrimination.

Commissioners help keep the community focused on the PHA's mission to provide decent, safe and sanitary housing for residents, and help set goals for assisted housing. The Board holds six regular bimonthly meetings per year at the PHA offices, and also meets periodically to address time-sensitive issues.

Applications can be picked up from the Executive Offices of the PHA, 400 N. 15<sup>th</sup> Street, Palatka, or Palatka's City Hall, 201 N. 2<sup>nd</sup> Street, Palatka, or can be downloaded from the City's website at [www.cityofpalatka.com](http://www.cityofpalatka.com). For more information, please contact Betsy Driggers, City Clerk, at 386-329-0100, or John Nelson, Executive Director of the PHA, at 386-329-0132.

01/04/10

PALATKA HOUSING AUTHORITY

5 Members - 4-Yr. Terms  
(Created by Legislative Act)

RESOLUTION DECLARING THE NEED FOR A HOUSING AUTHORITY  
DATED 4/12/62

<u>Orig. Appt. Date</u>		<u>Term Expires</u>	<u>Phone #</u>
1/10/02	Annie M. Spell 5019 Crill Avenue Palatka FL 32177	4/12/2010	328-0062
12-10-09	Christine Bolden P.O. Box 2484 Palatka, FL 32178	4/14/2011	972-4738 336-4102
3/23/06	Marshall Fulghum P.O. Box 1012 Palatka, FL 32178	4/12/2012	312-9804 wk 937-7904 cell
3/25/04	Dr. Gilbert L. Evans 5001 St. Johns Avenue (wk)	4/12/2013	312-4127 wk 698-2662
6/14/07	Emily Blevins 126 Eagerton Trail Palatka FL 32177	4/12/2013	(h)329-9800 (w)328-0457 (f)328-0459

day phone 937-6260

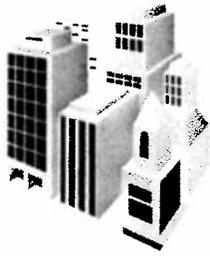
Executive Dir. John Nelson  
Palatka Housing Authority  
P. O. Box 1277

Regular meetings - Bimonthly on the 3rd Thursday at 12:15 P.M. at PHA office,  
400 N. 15th St. (July 1985) February, April, June, August,  
October, December

\*Resident Representative

*Agenda  
Item*

*3d*



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

# Memorandum

**To:** City Commission & Staff  
**From:** Betsy Driggers, City Clerk  
**Date:** 3/18/2010  
**Re:** Palatka General Employees' Pension Board Appointment

---

John Jones' term on the General Employees' Pension Board expired on January 31, 2010. Per City Commission policy, a courtesy advertisement seeking applications for appointment to this position appeared in the Palatka Daily News.

Mr. Jones has returned his application indicating his desire and willingness to serve another 2-year term in this capacity. There were no other applicants.

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

Commission Policy calls for applicants' interviews at the commission meeting prior to appointments. **Since only one application was received, it is Staff's recommendation to waive the '2<sup>nd</sup> meeting requirement' and reappoint Mr. John Jones as one of two City Commission Appointees to the Palatka General Employees' Pension Board for a two-year term expiring Jan 31, 2012.**

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD B. HOLMES  
CITY ATTORNEY

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

### CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the General Employee's Pension Board.  
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: John Jones # of years' prior service: 4  
Residence 120 Riverbend Road Phone: 386-467-3602  
(911 Address) Welaka, FL 32193 Fax:  
Business Name Putnam County Clerk of Courts Phone: 386-326-7610  
& Address 514 St Johns Ave, Palatka, FL 32177 Fax: 386-329-0473  
*(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)*  
Preferred Mailing Address: P.O. Box 776, Welaka, FL 32193

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

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

[Signature]  
SIGNATURE OF APPLICANT

3/16/10  
DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Chairman's/Director's Signature \_\_\_\_\_

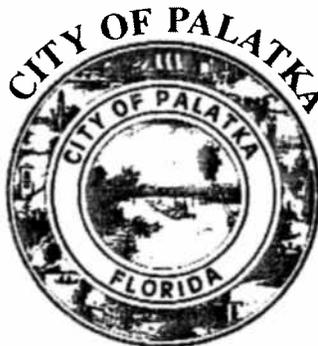
KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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

February 17, 2010

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

Mr. John H. Jones  
P. O. Box 776  
Welaka, FL 32193

Dear John:

This is to notify you that your term on the General Employees' Pension Board expired at the end of January, 2010. The City Commission would like to know if you are interested in serving on this board for another 2-year term to expire January, 2012.

Please fill out the enclosed reappointment application and return it to me at City Hall (or you can fax it to me at 329-0199) prior to March 2 so that your reappointment can be taken up by the City Commission at its 6:00 p.m. meeting on March 11, 2010. The Commission requests that you be present at this meeting.

If you have any questions, please give me a call. We look forward to working with you on this most important board for another successful term!

Sincerely,

Betsy Jordan Driggers  
City Clerk

Bjd/s

Enclosure

cc: City Commission  
Chairman, General Employees' Pension Board

## **General Employees' Pension Board**

**5 members; 2-yr. Terms for Trustees**

<u>Name/Address</u>		<u>Term Expires</u>
Melvin Register General Employees' Rep 201 N. 2 <sup>nd</sup> Street Palatka FL 32177	Elected 1/09 & WTP Supt. 329-0144	Dec. 2010
John H. Jones Financial Rep P.O. Box 776 Welaka, FL 32193	Appointed 01/06	Jan. 2010
James Norwood (Chairman) Commission Rep 201 N. 2 <sup>nd</sup> Street Palatka FL 32177	Appointed 1/04	Jan. 2011
Skip Lorenzen 2501 Fairway Dr. Palatka FL 3177	Appointed 02/02	Jan. 2011
Elwin C. Boynton, Jr. (Secretary) as set forth in Pension Plan Ordinance City Manager 201 N. 2 <sup>nd</sup> Street Palatka FL 32177		

Meets Quarterly – 3<sup>rd</sup> Tuesday of Mo.  
March, June, Sept., Dec.

# *Agenda Item*

*3e*

## MEMORANDUM

To: City Commission

From: Jeff Norton, Special Events Coordinator & Parks Supervisor

Date: March 17, 2010

Re: 2010 Wolfson Children's Hospital Bass Tournament; May 12<sup>th</sup> thru May 15<sup>th</sup>, 2010

---

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

1. Riverfront Fees established at \$200.00
2. Request to close boat ramp at the Riverfront Park from Friday, May 14<sup>th</sup>, 6:00p.m. to 6:00 p.m. Saturday May 15<sup>th</sup>, 2010.
3. Will work with police department to provide police & security & traffic control for Saturday, May \_\_\_\_, 2010. Police fees have been established at \_\_\_\_ man-hours X \$18/hour = \$\_\_\_\_.00.
4. Mr. Kevin Herbert will notify the Church in regard to this event.
5. Noise ordinance waiver for: Saturday May 15<sup>th</sup>, 2010 from 6:00 a.m. to 7:00 a.m.
6. Total Special Event Permit fees will be: \$\_\_\_\_.00

CITY OF PALATKA  
SPECIAL EVENTS COMMITTEE  
MINUTES OF March 10<sup>th</sup>, 2010

Members

Jeff Norton

Present

Ke'Ondra Wright

Present

Fred Lumpkin

Present

Mark Lynady,

Present

Debbie Banks

Present

Andrew Snyder

Present

Ed Chandler

Absent

Betsy Driggers

Present

Larry Starling

Present

Rhonda Herbert

Present

Representing

Parks Depart/ Special Events  
Coordinator

Parks Department

Parks Department

Fire Marshall

Planning/Building/Zoning

Police

Sanitation, Streets, Maint.

City Hall

Wolfson's Children Bass Tour

Wolfson's Children Bass Tour

**Wolfson's Children Hospital Bass Tournament Permit # 10-11**

- Everything is the same as last year. No changes
- OPS Plan will be the same as last years also. Snyder will get with Hawkins for a new OPS Plan. Snyder will make sure Jeff Norton get a copy of this year OPS Plan.
- Same amount of barricades as last year also.
- Noise variance from the City Commission.
- Close Boat Ramp on Wednesday March 12, 2010 thru Saturday March 15, 2010.
- Will notify the church in regards to this event as always done in the previous years.

**Rudder Club of Jacksonville Permit # 10-05**

- Everything is the same as last years also.
- Police to park decoy cars at the riverfront and will schedule extra patrol for the area.

**St. Patrick's Day Parade Permit # 10-14**

- Jeff Norton will meet with Sam Deputy on the parade and the route of the parade.
- After the meeting Jeff will notify Snyder on the parade and the route of the parade.

(circle one below)

APPLICATION # 10-11

CLASS A PERMIT - Filing Deadline: 90 days prior to event  
CLASS B 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 Wolfson Children's Hospital  
Bass Tournaments  
Kevin or Rhonda Hebert 11353 King Ruise Road Glen St. Mary, FL 32040  
CONTACT PERSON Kevin or Rhonda Hebert TELEPHONE 904 360-4531  
FAX # 904 389-8653

2. NAME AND ADDRESS OF PERSON, CORPORATION OR ASSOCIATION SPONSORING THE ACTIVITY,  
IF DIFFERENT FROM ABOVE  
Same  
CONTACT PERSON Same TELEPHONE \_\_\_\_\_  
FAX # \_\_\_\_\_

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Open Boat Bass Tournaments  
DATE & HOURS OF DESIRED USE: 24 hours per day May 12 - 15, 2010

5. PORTION FOR WHICH PERMISSION IS DESIRED (City Dock, Amphitheater, Gazebo, Road Closure etc.)  
Entire Park-City Docks Amphitheater, Gazebo, Concession Stand

6. ESTIMATE OF ANTICIPATED ATTENDANCE 2000-3000 on Saturday May 15, 2010

7. NUMBER AND TYPE OF AUXILIARY VEHICLES/EQUIPMENT One Weigh-in trailer  
400-500 trucks and bass boat trailers (Saturday only)

8. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

CLASS A: \_\_\_\_\_ \$100.00 up to 10,000 in attendance per day (plus tax in not a non-profit at current Fla rate)  
          \_\_\_\_\_ \$150.00 10,000 - 40,000 in attendance per day (plus tax in not a non-profit at current Fla rate)  
CLASS B: \_\_\_\_\_ \$200.00 - 40,000 - 80,000 in attendance per day (plus tax in not a non-profit at current Fla rate )  
          \_\_\_\_\_ \$75.00 per day (plus tax in not a non-profit at current Fla rate)

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.

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

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

**IMPORTANT INFORMATION**

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR 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 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.

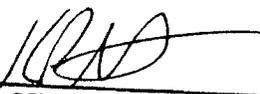
Sec. 50-145. Any person or organization granted permission shall be bound by all park/city rules and regulations and all applicable ordinances as fully as though the same were inserted in this document, except for such rules and regulations as may be waived by such document or the City Commission.

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.

January 13, 2010  
DATE

  
SIGNATURE OF APPLICANT

**APPROVED:**

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DATE

\*\* If you want to use the concession stand, please contact Len Freeman of Downtown Palatka, Inc. at 386-328-8688.

RETURN TO:  
City of Palatka  
Parks Department  
201 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

COPIES TO:  
Police Department  
Fire Department  
Sanitation Department  
Downtown Palatka, Inc.

City Clerk  
Chamber of Commerce  
Keep Putnam Beautiful  
Palatka Daily News  
Mary Murphy, WebMaster

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

Revised 10/09/06)



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

**APPLICANT INFORMATION:**

Name: Kevin Hebert-Tournament Director Wolfson Children's Hospital  
Telephone: 904 981-0298 Fax: 904 389-8653 Cellular: 904 591-5410  
Address: Post Office Box 5964 Jax., FL 32247 or  
11353 King Ruise Road Glen St. Mary, FL 32040

Name: Rhonda Hebert - Tournament Secretary  
Telephone: 904 275-2039 Fax: \_\_\_\_\_ Cellular: 904 226-2581  
Address: Post Office Box 5964 Jax., FL 32247

**Other contacts/Keyholders:**

Name: Brian Seay Telephone: 904 981-0276  
Cellular: 904 509-9289 Fax: 904 389-8653

Name: N/A Telephone: \_\_\_\_\_  
Cellular: \_\_\_\_\_ Fax: \_\_\_\_\_

Estimated Peak Number of Participants (each day of event):  
Day 2 160 Day 3 1000 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 :  
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 12, 2010 8:00 AM  
Breakdown Saturday May 15, 2010 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#
_____			

Event Sponsor/Organization \_\_\_\_\_

Name of Promoter: \_\_\_\_\_ Tax Exempt No.: \_\_\_\_\_

**Fee Worksheet (to be completed by Special Events Coordinator)**

<b>"Class A" Event</b> Daily Fees (see fee schedule) \$ _____ Security Fees @ \$18.00/hr/officer Green Container Fees @ 15.00/container Refundable Deposit \$500.00	<b>"Class B" Event</b> 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 \_\_\_\_\_ x \$ 15.00 per container \$ \_\_\_\_\_

Additional Charges (list)  
\_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_  
\_\_\_\_\_ \$ \_\_\_\_\_

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

**TOTAL SPECIAL EVENT FEES (Sponsor/Promoter)** \$ \_\_\_\_\_

KARI N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

## Special Events Vendor Requirements

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

### Food Vendors

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

laden vapors will also be required to have a hood and suppression system installed in accordance with NAPA 96.

5. The Department of Business and Professional Regulation will inspect all vendors prior to opening for business. Event Staff will coordinate the overall inspection time.

**Exceptions:**

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

**Vendor RV Camping**

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

# *Agenda Item*

**4**

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

*City of Palatka*  
*Office of the City Manager*

**To:** Members, Palatka City Commission  
**From:** Woody Boynton, City Manager  
**Date:** March 19, 2010  
**RE:** Michael Redd & Associates Presentation of Riverfront Park & Pier Improvements Conceptual Master Plan

---

On August 18, 2009 the City of Palatka entered into an agreement with Michael Redd & Associates for professional services for data collection, site analysis & investigation, infrastructure review, engineering, budgeting, surveying and permitting services for the City of Palatka Riverfront Park & City Pier Improvements. If you recall, the Commission agreed to enter into a two-phased agreement, the first phase of which is now underway. According to the contract, Mr. Redd's group has been gathering data, performing site and environmental analysis, and held public meetings to develop a consensus/visioning/program development strategy. Mr. Redd presented his preliminary master plan findings to the community on December 8<sup>th</sup> at the Price Martin Center. Members of the City Commission, who attended that presentation, unanimously voiced their support of those preliminary findings.

Per Section 1.6 of Michael Redd's contract, a copy of which I have attached, Mr. Redd's group will present the Final Riverfront Park & Pier Improvements Master Plan to the City Commission on March 25, 2009. This plan is as described in the contract document and contains elements of the overall plan as discussed during his preliminary presentation in December, but also includes details such as site analysis, program lists, and programs developed as well as color drawings, elevations and detailed plans. A cost estimate and budget will also be presented for construction of the park sites and piers in accordance with the Master Plan, itemized by major facility type, construction category, etc.

This Master Plan is conceptual and serves as a "tool box" for the Commission to choose projects and prioritize them by need, feasibility and preference. Not all of these projects may come to fruition; completion of these components will depend upon permitting, economic factors and availability of long-term financing. This Master Plan constitutes a "shared vision" and by no means is a commitment on the part of the City to construct any or all of its components. It can be revised as needed and/or necessary.

If the City is to seek financing, appropriations and grant money to complete these projects, it will be necessary for the City Commission to adopt this conceptual master plan. This is a crucial step in the process of moving these plans forward. We have momentum on this project and it has the support of our local, state and federal legislative delegations. Your staff recommends continuing the forward momentum on this project. Please take action tonight to accept my recommendation to approve and adopt the Michael Redd & Associates Final Riverfront Park & Pier Improvements Master Plan.

## Palatka Riverfront Park & Pier Improvements

**1.5.4 Preliminary Master Plan:** Based on information and comments gathered from CITY review and the public meeting, the CONSULTANT shall prepare a preliminary master plan.

**1.5.5 Public Meeting:** The CONSULTANT shall conduct a public meeting to present the proposed master plan to the City Commission. The CONSULTANT shall collect input and comments for consideration.

### 1.6 FINAL RIVERFRONT PARK & PIER IMPROVEMENTS MASTER PLAN

**1.6.1 Final Master Plan:** The CONSULTANT shall synthesize the data collected from the public meeting, the CITY staff reviews and comments and the preliminary master plan into a Final Master Plan. The final plan shall also reflect the CONSULTANT'S analysis of applicable factors including site suitability, parking requirements, project phasing and project budget. The CONSULTANT shall provide printed copies of the Final Master Plan and digital files in suitable formats. Elements of the master plan to be delineated include, but are not limited to the following:

- Children's play area
- Open lawn areas
- Shelters
- Fountains/water features
- Event tent areas w/ electric
- Pedestrian walkways
- Shoreline treatment
- Slope and embankment treatments
- Planting and vegetation patterns
- Hard and soft surfaces
- Boardwalks
- Street & Pier furniture
- Surface materials including paving patterns
- Parking at standard ratios
- Mounding or grading
- Edge treatments
- Lighting
- Signage & graphics
- Other design elements as discovered in the design process

**1.6.2 Presentation:** The CONSULTANT shall present status, including Site Analysis, Program List, Final Master Plan, and Programs Developed to Board of City Commissioners for their information and input. Presentation methods to include conventional full color plan drawings, elevations and detailed plans. Also included will be a 3D video presentation created specifically for this project illustrating the waterside and landside park design.

**1.6.3 Preliminary Cost Estimate:** The CONSULTANT shall prepare and submit a budget estimate for construction of the park sites and piers in accordance with the Final Master Plan, itemized by major facility type, construction category, etc.

# *Agenda Item*

5



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



March 18, 2010

TO: Mayor Flagg, vice Mayor Brown, Commissioners Kitchens, Myers, and Norwood

FROM: Debbie Banks, Director of Building & Zoning

A handwritten signature in black ink, appearing to be "DB", written over the name "Debbie Banks".

RE: Planned Industrial Development (PID)

The Planning Board will hear the PID request on April 6, 2010. Due to a miscalculation on my part, this was advertised for 1<sup>st</sup> reading at the Commission's March 25<sup>th</sup> meeting when it should have been for the April 8<sup>th</sup> Commission agenda with second reading on April 22<sup>nd</sup>. Please table this request until the April 8, 2010 meeting for 1<sup>st</sup> reading.

Thank you

**CITY OF PALATKA CITY COMMISSION**

**AGENDA ITEM**

**ITEM:** A public hearing amending SECTION 94-141, M-1 LIGHT INDUSTRIAL DISTRICT CONDITIONAL USES, ACTIVITIES OR STRUCTURES to add a section and an article entitled Planned Industrial Development to the zoning code. **DEPARTMENT:** Building & Zoning

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**AGENDA SECTION:** Regular agenda requiring Commission action

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**ATTACHMENTS:** 1. Planned Industrial Development ordinance **DATE:** March 25, 2010

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**SUMMARY HIGHLIGHTS:**

It was determined by the City Attorney that the City's zoning code did not allow a "Planned Unit Development" (PUD) in the industrial zoning district. The existing PUD overlay is written for residential developments that may wish to have light commercial uses included so it was not conducive to an industrial development. The ordinance attached addresses the industrial type of development with the flexibility allowed in our PUD. This will be in the M-1 zoning district as a conditional use for the Planned Industrial Development overlay.

---

**RECOMMENDED ACTION:**

Staff recommends approval of the Planned Industrial Development overlay.

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**AGENDA ITEM NUMBER:**

**AGENDA PAGE NUMBER:**

This instrument prepared by:  
Debbie Banks  
201 N 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. \_\_\_\_\_

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA  
AMENDING THE OFFICIAL ZONING REGULATIONS OF THE CITY  
OF PALATKA, FLORIDA, BY AMENDING SECTION 94-141, M-1  
LIGHT INDUSTRIAL DISTRICT CONDITIONAL USES, ACTIVITIES  
OR STRUCTURES TO ADD A SECTION ENTITLED PLANNED  
INDUSTRIAL DEVELOPMENTS; AND TO AMEND CHAPTER 94 TO ADD  
A NEW ARTICLE ENTITLED PLANNED INDUSTRIAL DEVELOPMENT;  
PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE  
DATE,

WHEREAS, the City Commission of the City of Palatka, Florida, is authorized by Chapter 166, Florida Statutes, to adopt ordinances and resolutions necessary for the exercise of its powers to protect the health, safety, and general welfare of its citizens and to prescribe fines and penalties for the violations of ordinances in accordance with law, and

WHEREAS, the City Commission has recognized the need to revise the zoning regulations for industrial zoning of the City of Palatka, and

WHEREAS, the City Commission desires to provide a means to encourage the development of land as planned developments, encourage flexible and creative concepts of site planning; preserve the natural amenities of the land by encouraging scenic and functional open areas; accomplish a more desirable environment that would not be possible through the strict application of the minimum requirements of these regulations; provide for an efficient use of land resulting in smaller networks of streets and utilities where access to regional systems is impractical and thereby lowering development costs; and provide a stable environmental character compatible with surrounding areas, and

WHEREAS, the Planning Board conducted a duly advertised public hearing on April 6, 2010, and recommended approval of the amendments to the conditional uses allowed in the M-1 zoning district to the City Commission, and

WHEREAS, the City Commission conducted duly advertised public hearings on March 25, 2010, and April 8, 2010,

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

**Section 1.** Section 94-151 M-1 LIGHT INDUSTRIAL ZONING DISTRICT

(a) *Intent.* The M-1 district is intended for light manufacturing, processing, storage and warehousing, wholesaling and distribution. Residential uses are prohibited as not in character with the activities conducted in this district. Service and commercial activities relating to the character of the district and in support of activities conducted in the district are permitted. Certain commercial uses relating to automotive and heavy equipment sales and repair are permitted, but this district is not to be deemed commercial in character. Regulations are intended to prevent or reduce friction between uses in this district and also to protect nearby residential and commercial districts.

(b) *Permitted principal uses and structures.* Permitted principal uses and structures in the M-1 district are as follows:

- (1) Wholesaling, warehousing, storage or distribution establishments and similar uses.
- (2) Light manufacturing, processing (including food processing, but not slaughterhouse), packaging or fabricating in completely enclosed buildings.
- (3) Printing, lithographing, publishing or similar establishments.
- (4) Bulk storage yards, not including bulk storage of flammable liquids, subject to the provisions of the city or state fire codes.
- (5) Outdoor storage yards and lots; provided that such outdoor storage yard shall not be located closer than 25 feet to any public street and that such yard shall be completely enclosed, except for necessary ingress and egress, by an opaque fence or wall not less than six feet high; and provided further that this provision shall not permit wrecking yards (including automobile wrecking yards), junkyards, or yards used in whole or in part for scrap or salvage operations or for processing, storage, display or sales of any scrap, salvage or secondhand building materials, junk automotive vehicles, or secondhand automotive vehicle parts.
- (6) Retail and repair establishments for sale and repair of new and used automobiles, motorcycles, trucks and tractors, mobile homes, boats, automotive vehicle parts and accessories (but not junkyards or automotive vehicle wrecking yards), heavy machinery and equipment, and farm equipment, and retail establishments for sale of farm supplies, lumber and building supplies, or monuments, and similar uses.
- (7) Service establishments catering to commerce and industry, including linen supply, freight movers, building trades contractors, communication services, business machine services, canteen services, restaurants (including drive-in restaurants), hiring and union halls, employment agencies, sign companies and similar uses.
- (8) Vocational, technical, trade or industrial schools and similar uses.
- (9) Medical clinics in connection only with industrial activities.
- (10) Miscellaneous uses such as express offices, telephone exchanges, commercial parking lots and parking garages, motorbus, truck, railroad or other transportation terminals, and related uses.
- (11) Radio and television stations and transmitters.
- (12) Railroad rights-of-way and sidings.

(c) *Permitted accessory uses and structures.* Permitted accessory uses and structures in the M-1 district are as follows: Uses, including retail sales, and structures which are customarily accessory and clearly incidental and subordinate to permitted principal uses and structures; provided, however, that no residential facilities shall be permitted in the district except for watchmen or caretakers whose work requires residence on the premises or for owners or employees who will be quartered on the premises.

(d) *Prohibited uses and structures.* The following uses and structures are prohibited in the M-1 district: Any use or structure not specifically, provisionally or by reasonable

implication permitted in this section, including the following, which are listed for emphasis:

- (1) Dwelling units (including motels and hotels), except as provided under accessory uses.
- (2) Yards or lots for scrap or salvage operations or for processing, storage, display or sale of any scrap, salvage or secondhand building materials and automotive vehicle parts, including wrecking yards and junkyards.
- (3) Chemical and fertilizer manufacture.
- (4) Explosives manufacturing or storage.
- (5) Paper and pulp manufacture.
- (6) Petroleum refining.
- (7) Stockyards or feeding pens.
- (8) Slaughter of animals.
- (9) Tanneries, or the curing or storage of raw hides.
- (10) Roadside vending.

(e) *Conditional uses.* (Conditional uses are permissible after public notice and hearing and subject to the provisions of section 94-3.) Conditional uses in the M-1 district are as follows:

- (1) Automotive service stations and truckstops, provided that all structures, including underground storage tanks, are placed not less than 30 feet from any property line. Points of access and egress shall be located not less than 20 feet from the intersection of street lines.
- (2) Bulk storage of flammable liquids subject to the provisions of city or state fire codes.
- (3) Radio and television transmitting towers.
- (4) Temporary storage yards for materials to be recycled; provided such storage yard shall not be located closer than 25 feet to any public street and that such yard shall be completely enclosed, except for necessary ingress and egress, by an opaque fence or wall not less than six feet high.
- (5) Any industrial use not specifically permitted or prohibited which is otherwise lawful.
- (6) Child care facilities.

(7) Planned Industrial Developments (PID)

Section 2. An article entitled Planned Industrial Developments shall be added:

***Planned Industrial Development District (PID)***

**A. Purpose:** It is the purpose of this article to permit PID's which are intended to encourage the development of land as planned developments, encourage flexible and creative concepts of site planning; preserve the natural amenities of the land by encouraging scenic and functional open areas; accomplish a more desirable environment that would not be possible through the strict application of the minimum requirements of these regulations; provide for an efficient use of land resulting in smaller networks of streets and utilities where access to regional systems is impractical and thereby lowering development costs; and provide a stable environmental

character compatible with surrounding areas. This district is designed to accommodate a wide range of industrial uses while providing certainty to the public regarding permitted uses and site design. A written plan of development and a master plan detailing the potential uses of the site must be approved as part of any rezoning to PID. All subsequent development will be required to be consistent with the approved written plan of development and master plan.

**B. Permitted Uses:** Any use permitted in C-1A, C-1, C-2, C-3 or M-1 may be allowed; however, the specific proposed use(s) must be specifically listed as permitted in the written plan of development and the general location identified on the approved master plan.

**C. Building height:** No building or structure shall exceed forty-five (45) feet in height above the required minimum finished floor elevation.

**D. Performance Standards:**

1. Lot Coverage: The maximum combined area occupied by all principle and accessory structures shall not exceed seventy (70) percent of the total area. Also, the amount of impervious surface shall not exceed eighty (80) percent of the lot area.
2. All development must meet the following criteria:
  - a. The site must be two (2) acres or more in size.
  - b. The operation shall not utilize ingress and egress through any residential subdivision or residentially zoned land. Routes shall be chosen as to have the least impact on residential areas.
3. All development shall provide paved ingress/egress entrances from the right-of-way to all parking and shall pave all vehicular circulation on the site to reduce the impact of noise on the surrounding community.
4. All activity within two hundred (200) feet of a residential district boundary shall be conducted within completely enclosed buildings. All storage within two hundred (200) feet of a residential district boundary may be outdoors but shall be effectively screened by a solid wall, fence or planting so that the materials shall not be visible from the residential district. This requirement shall not apply to outside storage of aircraft.
5. Tree protection, landscaping and buffering shall comply with the provisions of Article VI of the City Municipal Code.
6. **Setbacks along collector or arterial roads:** The minimum required building setback along a collector or arterial road shall be as follows:
  - a. Along a collector road, the minimum required building setback shall be twenty-five (25) feet.
  - b. Along an arterial road, the minimum required building setback shall be fifty (50) feet.

If any other setback requirement of this Code conflicts with the above requirements, the more restrictive requirement will apply.

**E. Procedure for Approval of a Planned Industrial Development:**

- The procedure for obtaining approval for a Planned Industrial Development shall be as follows:
1. Preliminary Planned Industrial Development and Master Plan Approval: The applicant shall submit to the Planning Director, an application for the approval of the Planned Industrial Development and shall submit the following exhibits at the same time.
    - a. A written plan of development describing the general purpose and character of the proposed development including:
      - i. Total gross acreage.
      - ii. Total square footage of buildings.
      - iii. All building setbacks.

- iv. Permitted accessory uses and structures.
- v. General location and total amount of open space including wetland preservation and upland buffers.
- vi. Total amount of passive recreation space.
- vii. Maximum building coverage and impervious surface coverage.
- viii. Maximum height of structures.
- ix. Points of ingress and egress and vehicular and non-vehicular circulation
- x. Requirements for landscaping and buffering.
- xi. Proposed signage.
- xii. A description of the type and location of infrastructure needed to serve the project such as water, sewer, stormwater management facilities, fire protection, solid waste collection, and roadway improvements.
- xiii. A phasing schedule including commencement and completion dates.

b. A Vicinity Map showing the location of the proposed Planned Development.

c. A legal description of the property.

d. A Topographic survey. The most recent U.S.G.S. topographic survey may be utilized if no better topographic information is available

e. Aerial photograph of the subject property.

f. A Master Plan, drawn at a scale suitable for presentation, showing and/or describing the following:

- (1) General Location of Proposed Land Uses;
- (2) General layout of internal street system and any necessary off-site road improvements such as turn lanes;
- (3) Building Setbacks: Proposed building setbacks shall be noted and shall define the distance buildings will be setback from:
  - (a) Surrounding property lines.
  - (b) Proposed and existing streets and highways.
  - (c) Other proposed buildings.
  - (d) The high water line of lakes, rivers, streams, and canals.
  - (e) Other man-made or natural features which would be affected by development.
- (4) Proposed Maximum Height of Buildings
- (5) Open Spaces:
  - (a) Natural areas to be conserved/preserved.
- (6) Points of Ingress and egress and connectivity to adjoining properties and uses, if applicable;
- (7) Screening, Buffering and Landscaped Areas;

**F. Processing the PID:** A written plan of development and Master Plan Map must accompany Rezoning Applications. The PID rezoning application will be reviewed as any other rezoning application prior to scheduling the rezoning application for public hearing. Staff comments related to the PID Master Plan must be addressed prior to processing the rezoning application.

**G. Action by Planning Board.** After a public hearing, the Planning Board may recommend to the city commission that the planned industrial development request be granted, be granted subject to stated stipulations and conditions, or be disapproved. In making its recommendation, the Planning Board shall find that the plans, maps and documents submitted by the applicant and presented at the public hearing do or do not establish that the applicant has met the requirements of the Municipal Code and in addition that:

- (1) The tract for the proposed planned industrial development is suitable in terms of its relationship to the comprehensive plan and that the area surrounding the proposed planned industrial development can continue to be developed in

coordination and substantial compatibility with the planned industrial development proposed.

(2) The requested planned industrial development meets the regulations set forth in this Article, based on the design and amenities incorporated in the site development plan.

**H. Binding nature of approval.** All terms, conditions, safeguards and stipulations made at the time of approval for planned industrial development shall be binding upon the applicant or any successors in interest. Deviations from approved plans not approved as a minor or substantial change as set forth in this ordinance or failure to comply with any requirement, condition or safeguard shall constitute a violation of these zoning regulations.

**I. Final PID Site Plan:** If approval for the PID is granted, the applicant shall submit a Final PID Site Plan covering all or part of the approved Master Plan within, five (5) years to the Planning Director.

**J. Building Permits:** No building permit shall be issued for any portion of a proposed Planned Development until the Final Development Plan has been approved.

**K. Revision of an Approved PID:** Any proposed major change in the approved PID which affects the intent and character of the development, permitted use, density or land use pattern, or similar substantial changes, shall be reviewed in the same manner as the initial PID approval. A request for a revision of the PID shall be supported by a written statement and by revised plans demonstrating why the revisions are necessary or desirable.

Minor changes, and/or deviations from the PID master plan, which do not affect the Intent or character of the development, shall be reviewed and identified by the Planning Director and administratively approved by the same. Upon approval of the revisions, the applicant shall make revisions to the plans and submittals and file with the Planning Director.

**Examples of substantial and/or minor changes are:**

Substantial changes;  
Permitted uses;  
Perimeter changes;  
Major street relocation;  
Change in building height, density, or land use pattern.

Minor changes;  
Change in alignment, location, direction, or length of a local street;  
Reorientation or slight shifts in building locations.

**L. Identification of district on official zoning map**

The boundaries of all land approved for development as a planned industrial development shall, after such approval, be indicated on the official zoning map, and the appropriate zoning district designation, together with the symbol "PID," shall be indicated therein. (e.g., M-1/PID)

**M. Time limit for commencement of construction; lapse of approval.**

If construction has not been commenced, as determined by the Planning Director or as described in the PID, within five (5) years after approval of the PID or if the applicant fails to maintain the approved development plan phasing schedule, the approval of the development plan shall lapse and be of no further effect.

At its discretion and for good cause, the city commission may

extend the phasing schedule, including commencement and completion dates, for one additional two year period for beginning construction. If the approval of a development plan lapses under this section, then a new rezoning petition will be required.

**N. Subdivision approval.**

(1) At the option of the applicant, a preliminary subdivision plat may be filed with the development plan for a planned industrial development in order that tentative approval of the subdivision by the Planning Board may be granted.

(2) In no case shall subdivision approval precede approval of the development plan.

**Section 3.** 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.** This Ordinance shall become effective upon passage as provided by law.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 25<sup>th</sup> day of March, 2010.

**CITY OF PALATKA**

**BY:** \_\_\_\_\_  
                    **Its Mayor**

**ATTEST:**

\_\_\_\_\_  
City Clerk

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
City Attorney