

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



MICHAEL J. CZYMBOR
CITY MANAGER

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA CITY OF PALATKA

April 24, 2014

CALL TO ORDER:

- a. **Invocation** – The Reverend Kirby Kennedy, DO, Pastor, First Baptist Church of Palatka
- b. **Pledge of Allegiance**
- c. **Roll Call**

APPROVAL OF MINUTES – 4/10/14

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. **PROCLAMATION:** Civility Month – May, 2014 – Florida Bar Association
- b. **PROCLAMATION:** National Law Enforcement Week May 5 – 10 and Memorial Day (May 5) and Putnam Co. Law Enforcement Officers' Memorial Day – May 8
- c. **PRESENTATION:** Palm Coast/Flagler Alumnae Chapter Delta Sigma Theta – Michaelyn Pitts
- d. **STUDENT OF THE MONTH – April, 2014** – Mayor Myers and Commissioner Norwood

Johnny Melwid	Browning-Pearce Elementary
Haiden Muse	C. L. Overturf, Jr. 6 th Grade Center
Elizabeth Soncrant	Children's Reading Center Charter School
Marian Webb	E. H. Miller School
Elissa Siverling	James A. Long Elementary School
Kacen Byrd	Jenkins Middle School (March Honoree)
Keslyn Hart	Jenkins Middle School (April Honoree)
Reginald Wiggins	Kelley Smith Elementary School
Sam Helms	Mellon Elementary School
Alazia Turner	Moseley Elementary School
Seth Parker	Palatka High School
John David Haring	Peniel Baptist Academy
Emmaline Shettel	Putnam Academy of Arts & Sciences
Rayeanne Streets	Putnam EDGE High School

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

3. CONSENT AGENDA:

- *a. **Adopt Resolution 2014-10-66** amending the FY 2013-14 Budget through 3/31/2014
- *b. **Adopt Resolution No. 2014-10-67** authorizing the execution of Passero Associates' Work Order #14045 in the amount of \$96,500.00 for architectural design services for hangar additions and building demolition at the Palatka Municipal Airport
- *c. **Adopt Resolution No. 2014-10-68** authorizing the execution of a Staging Area Agreement with FPL for storm and disaster staging on the west end of abandoned Airport Runway 9-24 at the Palatka Municipal Airport/Industrial Park
- *d. **Approve request items for Special Events Permit No. 14-32** – 25th Annual Wolfson Children's Hospital Bass Tournament – May 15 through 17, 2014; Brian Seay, Applicant
 1. Grant permission to exceed allowable noise levels throughout the duration of the event
 2. Allow closure of the City Dock Boat Ramp May 16 at 5:00 p.m. through May 17 at 7:00 p.m.

AGENDA - CITY OF PALATKA

April 24, 2014

Page 2

- ** 4. **ANNUAL REPORT** – Putnam Blueways & Trails – Kevin Sharbaugh and Gaye Esperson
- * 5. **RESOLUTION** authorizing the submittal of a Community Contribution Tax Credit Application to the Florida Dept. of Economic Opportunity on behalf of the G-P Wetlands Education Center and certifying that the Project is consistent with local plans and regulations, including the Adopted Comprehensive Plan – Adopt

PUBLIC HEARINGS:

- * 6. **ORDINANCE** amending Chapter 30 of the Municipal code to establish regulations for vacant, blighted, unsecured or abandoned structures - First Reading
- * 7. **ORDINANCE** amending Chapter 94, City of Palatka Zoning Code, Division 3, Article 3 to add building exterior standards on major city thoroughfares – Second Reading, Adopt
- 8. **CITY MANAGER & ADMINISTRATIVE REPORTS**
- 9. **COMMISSIONER COMMENTS**
- 10. **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:

May 23 – 26 – Blue Crab Festival
May 26 – City offices closed to observe Memorial Day
July 4 – City Offices closed to observe Independence Day
Aug 14 – 16 – FLC Annual Conference (Hollywood)
Sept. 1 – City offices closed to observe Labor Day

Board Openings:

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

CITY OF PALATKA



Proclamation

WHEREAS, the open exchange of public discourse is essential to the democratic system of government; and

WHEREAS, as a cornerstone of Democracy Americans have observed certain rules of behavior generally known as civility; and

WHEREAS, civility, derived from the Latin words “civitas” meaning city and “civis” meaning citizen, is behavior worthy of citizens living in a community or in common with others; and

WHEREAS, displays of anger, rudeness, ridicule, impatience, and a lack of respect and personal attacks detract from the open exchange of ideas, prevent fair discussion of the issues, and can discourage individuals from participation in government; and

WHEREAS, civility can assist in reaching consensus on diverse issues and allow for mutually respectful ongoing relationships; and

WHEREAS, civility can uplift our daily life and make it more pleasant to live in an organized society; and

WHEREAS, the City, County and Local Government Law Section of The Florida Bar urges the adoption of a pledge of civility by all citizens in the State of Florida.

NOW, THEREFORE, BE IT PROCLAIMED by the City Commission of the City of Palatka, Florida that the month of May is hereby known as

CIVILITY MONTH

In the City of Palatka, and all citizens are called upon to exercise civility toward each other.

IN WITNESS WHEREOF, I, Vernon Myers, Mayor of the City of Palatka, Florida, have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 24th day of April, in the Year of Our Lord Two Thousand Fourteen.

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

CITY OF PALATKA

Vernon Myers, MAYOR



VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS
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DONALD E. HOLMES
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Regular meeting 2nd and 4th Thursdays each month at 6:00 p.m.

REQUEST TO BE PLACED ON CITY COMMISSION AGENDA

NOTE: Regular City Commission meetings are held on the 2nd and 4th Thursdays of the month at 6:00 p.m. If you wish to appear on the Palatka City Commission meeting agenda, you should submit this request form, together with any attachments or backup material that would help the Commission to better consider your request, to the City Clerk's office either in person, by mail (201 N. 2nd Street, Palatka 32177), fax (386-329-0199) or e-mail (bdriggers@palatka-fl.gov). Please note that without adequate supporting documentation or information, the Commission may not be in a position to take any action on your request. Materials submitted for the Commission's review during the meeting may not be considered as this does not give the Commission or Staff adequate time to read or consider such material. If you plan to make a PowerPoint presentation, please submit your media (thumb drive, DVD, etc.) to the Clerk's Office in advance.

Meeting agendas close at 10:00 a.m. on the Friday two weeks prior to the next regularly scheduled Thursday City Commission meeting. Please verify the closing date for agenda items with the Clerk's office, as meeting dates are subject to change. Staff will make every attempt to accommodate a request for a specific agenda date, but all requests will be handled on a case-by-case basis and may be assigned to a commission meeting to be held at a future date. *If your request can typically be handled by a City department or staff member, you will be referred to the appropriate department or staff member.*

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

Palm Coast Flagler County Alumnae Chapter of Delta Sigma Theta

Address: PO Box 352835 Palm Coast 32135 e-mail: Michaelyn-Pitts@yahoo.com
palmcoastfc@yahoo.com

Daytime Phone (248) 470-6953 Other ph. (904) 209-1648 Fax _____

Requested meeting date: April 24, 2014 Meeting date assigned: _____
(For Clerk's Office Use Only)

Request for Commission Action; OR Presentation Only; no action required

Subject Matter you wish to address: Present what the Sorority does for the
community to the commissioners and attendees. Things such as health
fairs, scholarships, mentoring and voter registration (attach additional sheet if necessary)

Commission Action Requested, if any: _____

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

201 N. 2ND STREET • PALATKA, FLORIDA 32177

PHONE: (386) 329-0100

www.palatka-fl.gov

FAX: (386) 329-0106

March 12, 2014

Good Afternoon Madame Clerk,

My name is Michaelyn Pitts and I am a member of the Palm Coast Flagler County Alumnae Chapter of Delta Sigma Theta Sorority, Inc. We are a public service organization and our chapter is tri-county covering Flagler, St. Johns, and Putnam Counties. I am writing to make a formal request for our chapter to be present and speak at the April 24th meeting.

The purpose for this request is to introduce our organization/chapter to the Commissioners as well as to the community. During our presentation, I will briefly discuss our history and what our local chapter does for the community in all three counties; such things as health fairs, voting registration, mentoring youth and providing high school seniors scholarships for college. With this request, I have included flyers from our most recent and upcoming events that benefit the community and our educational development projects in all three counties to give a clearer picture of what our organization does.

I would also like to request that prior to the start of the meeting (at the convenience of the commissioners) if they would pose for a picture with our chapter for our historian.

I look forward to a favorable response and to share the great happenings of our chapter with the commissioners and attendees!

Thank you for your consideration,

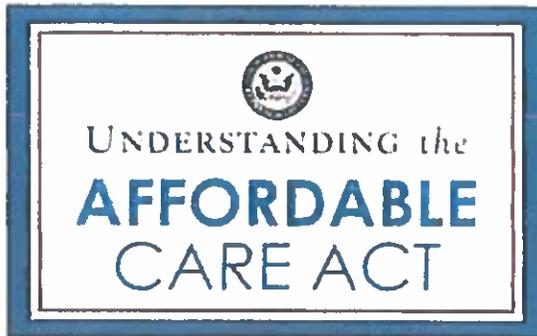
Michaelyn Pitts

For more information on our organization and chapter please visit the following links:

<http://www.deltasigmatheta.org/>

<http://www.palmcoastdst.com/>

"Obamacare"



Are you ready?

Affordable Care Act **Informational &** **Enrollment Event**

- ❖ What is the health insurance marketplace?
- ❖ I'm unemployed and can't afford health care, what does it mean for me?
- ❖ When does this go into effect? And what are the penalties for not applying?
- ❖ Will families be required to insure all members under the same plan?

Get these questions answered and..... GET ENROLLED!

Saturday, March 8, 2014

11am to 2pm

Jenkins Middle School, 1100 N 19th St, Palatka, FL 32177

Featuring presentations from ~

- ❖ **Richard Downing and Andrew Chen, DSD Insurance & Investments, PLLC**
Agents for Florida Blue



- ❖ **Dr. Loray Blair-Britt, MD Century Clinical Family Medicine**
Family Physician



Sponsored by

The Palm Coast Flagler County Alumnae Chapter of Delta Sigma Theta Sorority, Inc.

Lalita H. Thomas, Chapter President

Michaelyn Pitts, Social Action, Chair

This event is free and open to the public. For more information please email: palmcoastfc@yahoo.com

PALM COAST FLAGLER COUNTY ALUMNAE CHAPTER
DELTA SIGMA THETA SORORITY, INC.

EMBODI

Presents

Free Symposium for Young Males

AGES 12 – 18 with A FREE LUNCH!

Navigating the Game of Life

Saturday, March 15, 2014

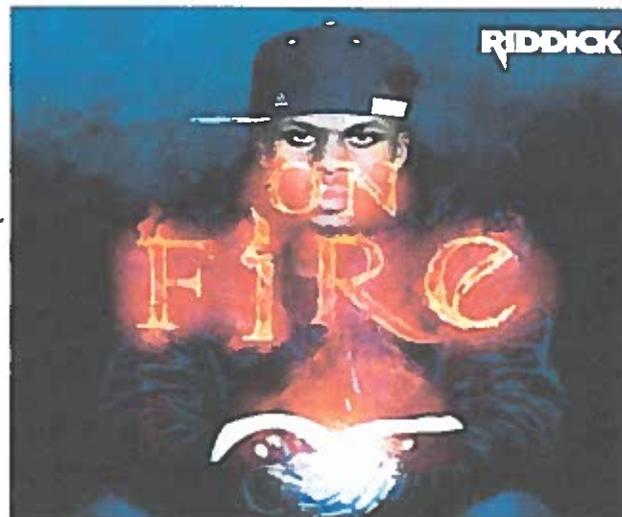
10:00 a.m. – 2:00 p.m.

Bunnell City Hall ~ 200 So. Church Street ~ Bunnell, FL

FEATURING

Debut Album - "On Fire"

"RIDDICK"
Recording
Artist &
Gospel Rapper
~
Courtesy of
Prestine
Records



Presenters:

Ken Jefferson
Expert Crime Analyst WJXT TV 4
President, Jefferson Consulting Group

Rev. Derwin R. Jackson, Sr.
Founder, Derwin R. Jackson Ministries
And The Experience Ministries

Joshua Williams
Bethune Cookman Univ., Class of 2013
Former Homeless College Student

A Collaborative Effort with

- Δ Department of Juvenile Justice
- Δ Flagler County Public Schools

~Community Service hours will be provided for participation~
For more info & registration contact (386) 527-4393 or (386) 437-7526 x3116

The Ladies of ΔΣΘ Present

Cream in the Spring

An Elegant Evening of Dinner & Dancing



featuring The Love Band

Saturday Evening

April 5, 2014

Cocktails~6:30 pm

Dinner Served~7:30 pm

Portuguese American Cultural Club

1200 Palm Harbor Parkway

Palm Coast, Florida 32137

Attire: Semi-Formal or Formal

Tickets: \$65.00

For tickets and information contact:

Kenya Ford - 386.846.2637

Caroel DeBose - candebose@hotmail.com

Teldra Jones - 386.864.0372

*Sponsored by the Palm Coast Flagler County Alumnae Chapter
of Delta Sigma Theta Sorority, Inc.*

Lalita Thomas, Chapter President

*Proceeds benefit College Scholarships and Educational Programs in our Service Area:
Flagler, Putnam and St. Johns Counties.*





Flagler! **Putnam!** **St. Johns!**
Sit back, Relax and WIN BIG
On a Casino Bus Trip
To the Seminole Hard Rock Casino, Tampa, Fl.

When: Saturday, April 26, 2014
Time: Departure 8am ~ Return 8pm
Cost: \$35.00 pp

Contact: Dr. Barbara Holley, Reservations & Details 571-232-3401

The luxury charter coach will pick-up at the Winn Dixie parking lot in Palm Coast at 8:00 a.m.

Open to Everyone! The More the Merrier!

Event sponsored by
Palm Coast Flagler County Alumnae Chapter
Delta Sigma Theta Sorority, Inc.



\$\$\$\$CH-CHING!\$\$\$\$

Proceeds will benefit the ΔΣΘ Educational Development Projects in Flagler, Putnam and St. Johns Counties.

The Palm Coast Flagler County Alumnae Chapter of
Delta Sigma Theta Sorority, Inc.

A CALL TO ACTION FED BY GRACE

Flagler County's Grace Community Food Pantry's new program "Fed by Grace" is geared towards feeding the Flagler County School district's homeless students on the weekends and it needs your support!

The **Social Action Committee** is **CALLING ALL SORORS** to donate non-perishable items to be brought to Chapter Meetings.

The goal is to collect 500 items and/or \$360 which can buy 1-ton of food!

The following list contains items the program is in need of:

- ✓ Canned Tuna, Ham, Chicken, and Beef
- ✓ Skillet Box Dinners for Tuna, Ham, Chicken and Beef
- ✓ Cereal of any kind: NutriGrain, Granola, and Cereal Bars, Oatmeal and Grits
- ✓ Canned Fruit
- ✓ Peanut Butter, Nutella, Jelly
- ✓ Pasta with Sauce
- ✓ Bags of Beans (black, lima, red (not pinto or lentil) with bag of brown rice
- ✓ Canned veggies to include diced tomatoes, corn, greens, carrots, and beans
- ✓ Big heavy plastic jars of applesauce (all flavors)
- ✓ Low sodium soups, stew, and chili too
- ✓ Sandwich thins, bagel thins, etc.
- ✓ Graham Crackers, Animal Cookies, etc.
- ✓ Dried Fruit

This is a goal that can be met! So share this flyer with your family, friends and co-workers and let's feed our kids!!

Grace Community Food Pantry is located on Education Way
at intersection of Hwy US1 and Royal Palm Blvd.

The hours of operation are Saturdays 10am-1pm and Sundays 1pm-3pm

For further information please call (386)586-2653

Checks and Money Orders should be made out to: Grace Community Food Pantry

Betsy Driggers

From: Michaelyn Pitts [michaelyn_pitts@yahoo.com]
Sent: Wednesday, March 12, 2014 4:03 PM
To: Betsy Driggers
Subject: Re: agenda request form
Attachments: Agenda Request Form.pdf

Ms. Driggers,

Thank you for sending the request form. Attached, you will find the completed form along with supporting documentation for my organizations request to be added to the April 24th agenda. I look forward to hearing from you.

Thank you,

Michaelyn Pitts

On Wednesday, March 5, 2014 3:44 PM, Betsy Driggers <bdriggers@palatka-fl.gov> wrote:
See form attached. Fill it out per the instructions and return it to me. The next Agenda date available is March 27.

Betsy Jordan Driggers, CMC
City Clerk
City of Palatka
201 N. 2nd Street
Palatka FL 32177
Ph. 386-329-0100 ext 211
Fax 386-329-0199
bdriggers@palatka-fl.gov

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 e-mail and any files transmitted with it are intended solely for the recipient(s) to whom it is addressed.

*Agenda
Item*

3a



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-66 amending the FY 2013-14 Budget through 3/31/2014

SUMMARY:

The City budget is governed by Chapter 166.241 and 200.065, Florida Statutes. These Statutes provide that the total budget at the fund level, once approved, cannot be exceeded unless a supplemental budget appropriation is enacted by the City Commission.

The Finance Department is requesting the attached budget amendments due to on-going requests from department heads to shift money from one line to another and to correct the Golf Course Fund revenue and expenditure lines to reflect on-going operation of the food and beverage department through the end of the fiscal year. Correction of grant revenues and expenditures were also need in the Airport and Better Place Funds.

RECOMMENDED ACTION:

Staff recommends adoption of the Resolution amending the FY 2013-14 Budget for amendments through March 2014 in order to be in compliance with Florida Statutes.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Budget Amendment Resolution	Resolution

REVIEWERS:

Department	Reviewer	Action	Date
Finance	Reynolds, Matt	Approved	4/17/2014 - 2:50 PM
City Clerk	Driggers, Betsy	Approved	4/17/2014 - 3:25 PM
City Manager	Czybor, Michael	Approved	4/17/2014 - 3:28 PM
Finance	Reynolds, Matt	Approved	4/18/2014 - 7:59 AM
City Clerk	Driggers, Betsy	Approved	4/18/2014 - 10:03 AM

RESOLUTION No. 2014-10-xx

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AMENDING THE FY 2013-2014 BUDGET**

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

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

1. That the expenditures of the City of Palatka General Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<i>Expenditure Number</i>	<i>Description</i>	Approved	Amendments	Amended
001-07-521-1-1200	REGULAR SALARIES	\$ 1,174,844	\$ (20,000)	\$ 1,154,844
001-07-521-3-4630	VEHICLE MAINTENANCE	\$ 35,000	\$ 20,000	\$ 55,000
TOTAL EXPENDITURES AMENDED:		\$ 1,209,844	\$ -	\$ 1,209,844

2. That the revenues of the City of Palatka Airport Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

REVENUES:		Last	Recommended	As
<i>Revenue Number</i>	<i>Description</i>	Approved	Amendments	Amended
005-00-389-2-8102	FAA GENERAL AVIATION	\$ 234,000	\$ (234,000)	\$ -
005-00-389-3-8902	FDOT AQS81 SOUTH AIRPORT DRAIN	\$ -	\$ 80,000	\$ 80,000
005-00-389-3-8903	FDOT GENERAL AVIATION	\$ 12,999	\$ (12,999)	\$ -
TOTAL REVENUES AMENDED:		\$ 246,999	\$ (166,999)	\$ 80,000

3. That the expenditures of the City of Palatka Airport Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<i>Expenditure Number</i>	<i>Description</i>	Approved	Amendments	Amended
005-05-542-6-6292	SOUTH AIRPORT DRAINAGE AQS81	\$ -	\$ 100,000	\$ 100,000
005-05-542-6-6293	GENERAL AVIATION PROJECT	\$ 260,000	\$ (260,000)	\$ -
005-05-542-9-9900	CONTINGENCY/RESERVE	\$ (313,150)	\$ (6,999)	\$ (320,149)
TOTAL EXPENDITURES AMENDED:		\$ (53,150)	\$ (166,999)	\$ (220,149)

4. That the revenues of the City of Palatka Golf Course Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

REVENUES:		Last	Recommended	As
<i>Revenue Number</i>	<i>Description</i>	Approved	Amendments	Amended
003-00-347-2-6500	SNACK BAR SALES	\$ 16,601	\$ 48,172	\$ 64,773

042-00-347-2-7000	BEER SALES	\$ 7,361	\$ 24,085	\$ 31,446
042-00-347-2-7500	LIQUOR SALES	\$ 3,681	\$ 10,537	\$ 14,218
TOTAL REVENUES AMENDED:		\$ 27,643	\$ 82,794	\$ 110,437

5. That the expenditures of the City of Palatka Golf Course Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
042-24-572-3-3400	CONTRACTUAL SERVICES	\$ 169,720	\$ 37,589	\$ 207,309
042-24-572-3-5150	PAPER PRODUCTS	\$ 840	\$ 3,160	\$ 4,000
042-24-572-3-5190	LIQUOR AND WINE	\$ 1,282	\$ 3,694	\$ 4,976
042-24-572-3-5240	SNACK BAR MERCHANDISE	\$ 9,910	\$ 28,953	\$ 38,863
042-24-572-3-5280	OPERATING SUPPLIES	\$ 5,000	\$ 1,000	\$ 6,000
042-24-572-3-5290	BEER	\$ 3,295	\$ 10,856	\$ 14,151
042-24-572-9-9900	CONTINGENCY/RESERVE	\$ (1,662,666)	\$ (2,458)	\$ (1,665,124)
TOTAL EXPENDITURES AMENDED:		\$ (1,472,619)	\$ 82,794	\$ (1,389,825)

6. That the revenues of the City of Palatka Better Place Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

REVENUES:		Last	Recommended	As
<u>Revenue Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
101-00-331-2-5502	USDA PRICE MARTIN RESTROOMS	\$ -	\$ 6,290	\$ 6,290
TOTAL REVENUES AMENDED:		\$ -	\$ 6,290	\$ 6,290

7. That the expenditures of the City of Palatka Better Place Fund Budget for the Fiscal Year 2013-2014 are amended as follows:

EXPENDITURES:		Last	Recommended	As
<u>Expenditure Number</u>	<u>Description</u>	<u>Approved</u>	<u>Amendments</u>	<u>Amended</u>
101-18-519-8-8920	PRICE MARTIN RESTROOM USDA GRA	\$ -	\$ 6,290	\$ 6,290
TOTAL EXPENDITURES AMENDED:		\$ -	\$ 6,290	\$ 6,290

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of April, 2014.

CITY OF PALATKA

By: _____
Its **MAYOR**

ATTEST:

*Agenda
Item*

3b



CITY COMMISSION AGENDA ITEM

SUBJECT:

Adopt Resolution No. 2014-10-xx authorizing the execution of Passero Associates Work Order #14-45 in the amount of \$96,500.00 for architectural design services for hangar additions and building demolition at the Palatka Municipal Airport

SUMMARY:

See attached work order 14-45 from Passero & Associates for the architectural/engineering design, storm water permitting, topographic survey, geotechnical investigation & bidding assistance for a three(3) unit box hangar on W-11, one (1) corporate hangar adjacent to W-4, six (6) to ten (10) unit T-hangars in the area east of the Terminal, one (1) box hangar addition to existing T-hangar E-4 and two (2) unit T-hangar to existing T-hangar E-7. The City originally authorized work order 13-40T for five (5) to eight (8) T-hangars. In an effort to identify long term revenue generating projects, the City and Passero have identified additional hangar projects. This project is 100% Rural Economic Development Initiative (REDI) funded by Florida Department of Transportation (FDOT) Joint Participation Agreement (JPA) # 43474819414. The box hangars and corporate hangar are to be 100% REDI funded under separate JPA's.

The City hopes to take advantage of greater economies of scale and bid the construction for all of the hangars in the Fall of 2014. It is expected that the additional funding will be released sometime this summer. The Palatka Municipal Airport currently has a waiting list for hangars. This project is crucial in the City's efforts to ensure a financially sustainable airport operation.

RECOMMENDED ACTION:

Adopt the resolution authorizing the execution of Passero Associates Work Order #14-45 in an amount not to exceed \$96,500 for the architectural/engineering design, storm water permitting, topographic survey, geotechnical investigation & bidding assistance for hangar additions and building projects.

ATTACHMENTS:

Description	Type
<u>Resolution - Passero TH WO #14-45</u>	Resolution
<u>Passero Work Order 14-45</u>	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Grants & Projects	Griffith, Jonathan	Approved	4/15/2014 - 6:26 PM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 9:51 AM
City Manager	Czymbor, Michael	Approved	4/16/2014 - 10:23 AM
Finance	Reynolds, Matt	Approved	4/16/2014 - 2:33 PM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 2:35 PM

RESOLUTION No. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE EXECUTION OF PASSERO &
ASSOCIATES WORK ORDER # 14-45 FOR ARCHITECTURAL
DESIGN SERVICES FOR HANGAR ADDITIONS AND BUILDING
DEMOLITION AT THE PALATKA MUNICIPAL AIRPORT.**

WHEREAS, on 10/26/13 the Palatka City Commission (the **City**) adopted Resolution No. 2013-10-10 entering into a Joint Participation Agreement with the Florida Department of Transportation in the amount of \$400,000, identified as F.P. Number 43474819414 to fund 100% of the design and construction of T-hangars, drainage, permitting, surveying, testing, project management and administration (the **Project**), and

WHEREAS, on 2/10/2011 the Palatka City Commission (the **City**) entered into a contract with Passero & Associates, for master consulting services for the Palatka Municipal Airport (Kay Larkin Field); and

WHEREAS, the City adopted Resolution 2014-10- authorizing the execution of Passero & Associates Works Order 13-40T for the architectural/engineering design, storm water permitting, topographic survey, geotechnical investigation & bidding assistance for five (5) to eight (8) unit T-hangars; and

WHEREAS, the City and Passero have identified additional hangar locations and wish to pursue the architectural/engineering design, storm water permitting, topographic survey, geotechnical investigation & bidding assistance for a three(3) unit box hangar on W-11, one (1) corporate hangar adjacent to W-4, six (6) to ten (10) unit T-hangars in the area east of the Terminal, one (1) box hangar addition to T-hangar E-4 and two (2) unit T-hangar to existing T-hangar E-7; and

WHEREAS, Passero Associates, the City's designated Airport Engineers, has proposed work order # 14-45T for the architectural/engineering design, storm water permitting, topographic survey, geotechnical investigation & bidding assistance of the **Project**; and

WHEREAS, the **City** deems it reasonable and necessary to enter into a Supplemental Agreement with Passero & Associates for the architectural/engineering design, storm water permitting, topographic survey, geotechnical investigation & bidding assistance for said **Project**.

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

1. That the City Manager and City Clerk are hereby authorized to execute and attest Passero & Associates supplemental agreement 14-45 in an amount not to exceed \$96,500 for the architectural/engineering design, stormwater permitting, topographic survey, geotechnical investigation & bidding assistance for hangar additions and building projects.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of April, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

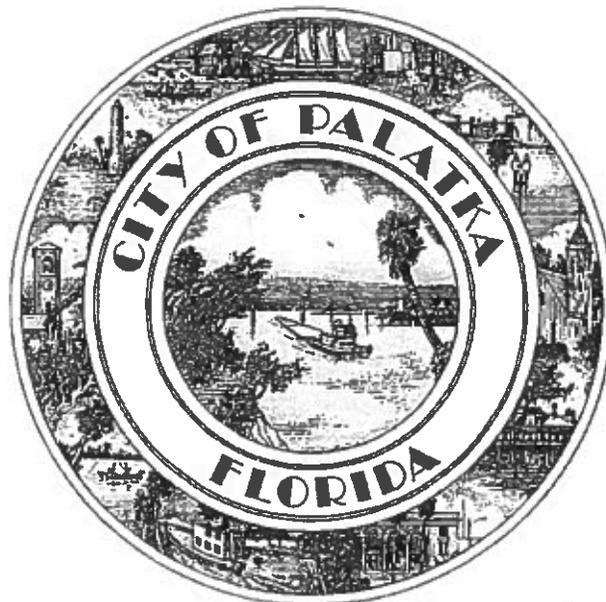
CITY ATTORNEY

**Palatka Municipal Airport (Kay Larkin Field)
City of Palatka**

**Architectural / Engineering Design, Topographic
Survey, Geotechnical Investigation, Stormwater
Permitting and Bidding**

**Box/Corporate Hangar(s), Access / Gates,
Hangar Additions and Building Demolition,
Design, Permitting, Bidding**

(Supplemental Agreement 14-45)



PASSERO-WO NO. 14 -- 45

New Hangar (Supporting W-4) and Access Road/Gate, New Box Hangar (W-11), Storage Bunker Demolition for New East T-Hangars Expansion: Box Hangar and two (2) Unit T-Hangar Addition at Existing East T-Hangars (E-4 & E-7); Architectural / Engineering Design, Stormwater Permitting, Topographic Survey, Geotechnical Investigation & Bidding Assistance

PASSERO ASSOCIATES (PA) agrees to perform the following services, in accordance with the terms and conditions of this Work Order and the Master Consulting Services Agreement with the City of Palatka (dated February 10, 2011), all of which terms and conditions are incorporated herein by reference:

Project Location: Palatka Municipal Airport - Kay Larkin Field (28J), Palatka, Florida.

Project Description: Services in this work order will allow the City to move forward with Architectural / Engineering Design, Stormwater Permitting, Topographical Survey, Geotechnical Investigation and Bidding Assistance for a New Hangar (Supporting Building W-4) and Access Road / Gate, New 3-unit Box Hangar (W-11) (with shade hangar alternative) and Storage Bunker Demolition for new East T-Hangars Expansion. Box Hangar and two (2) Unit T-Hangar Addition at existing East T-Hangars (E-4 & E-7). (See project sketch attached.)
Note: The FDOT is scheduled to provide REDI funding (100% funding) for this project's construction (and design) after July 1, 2014.

Scope of Basic Services: Architectural / Engineering Design & Construction Documents for permitting of the hangar(s), access and Hangar Additions project. Note: The Contractor shall be responsible for the final building permitting process with the City of Palatka for this project.

Scope of Special Services: Provide Topographical Survey, Geotechnical Investigation including assisting the City with bidding, review of prospective bidder proposals and negotiation with bidders for the project. Note: Fire Suppression System Design services are not included in this work order and if required, it shall be the responsibility of the Contractor.

Client Manager: Mr. Michael Czymbor, City Manager.

Client Project Manager: Mr. Jonathan Griffith.

PA Program Manager: Mr. Andrew Holesko, CM.

PA Project Manager: Mr. Christopher Nardone, RA

<u>Basic Services Compensation and Method of Payment:</u>	Arch/Eng & Stormwater	\$ 54,500.00
	MEP / Structural	\$ 20,000.00
<u>Special Services Compensation and Method of Payment:</u>	Bid Phase	\$ 10,000.00
	Topographical	\$ 7,000.00
	Geotechnical	\$ 5,000.00
<u>Total Project Cost:</u>	Not-to-Exceed	\$ 96,500.00

Schedule: To be determined as soon as Notice-to-Proceed is issued.

Meetings: As needed and directed by the City.

Deliverables:

1. Architectural / Engineering Design as required for Building Permit.
2. SJRWMD Environmental Resource Permit.
3. Topographical Survey and Geotechnical testing and report.
4. Bid documents (and bid process).
5. Project meetings and presentations as directed by the City.

"Consultant" – Passero Associates, LLC

"Client" – City of Palatka

BY: _____

BY: _____

Andrew M. Holesko, (Program Manager)
Typed Name, (Title)

Michael Czymbor, (City Manager)
Typed Name, (Title)

ATTEST BY: _____

ATTEST BY: _____

Scope of Work

New Hangar (Supporting W-4) and Access Road/Gate, New Box Hangar (W-11), Storage Bunker Demolition for New East T-Hangars Expansion: Box Hangar and two (2) Unit T-Hangar Addition at Existing East T-Hangars (E-4 & E-7); Architectural / Engineering Design, Stormwater Permitting, Topographic Survey, Geotechnical Investigation & Bidding Assistance

Palatka Municipal Airport Palatka, Florida

I. PROJECT DESCRIPTION

Prepare engineering/architectural design, stormwater permitting and complete construction documents for the hangar, access and hangar additions project, including the following:

- New corporate hangar (two aircraft storage units and flight planning areas), ground access and gate relocation adjacent to Building W4;
- New 3-unit Box Hangar (W11), including shade hangar alternative;
- Demolition of storage bunker adjacent to new east T-Hangars, allowing expansion for additional hangars from approximately six (6) Units to ten (10) Units in East Area, and providing for dry storage within the new east area t-hangar (in place of the aging storage bunker).
- Box Hangar Addition to existing T-Hangar (E-4).
- Two (2) Unit T-Hangar Addition to existing T-Hangar (E-7).

II. SCOPE OF BASIC SERVICES

Passero Associates (CONSULTANT) will provide the following services to assist the CITY OF PALATKA (SPONSOR) with the Architectural / Engineering Design and Stormwater Permitting for the proposed hangar-access-Hangar Addition project at Palatka Municipal Airport - Kay Larkin Field (28J).

A. ARCHITECTURAL / ENGINEERING DESIGN

1. Review existing documents such as record drawings, specifications, studies and reports to become familiar with project data.
2. Visit the site to observe field conditions and validate the existing database.
3. Contact the SPONSOR, to review scope of work and clarify project design requirements, construction sequencing and operational concerns.
4. Preliminary Design Development Documents as required for Approvals to include:
 - Floor Plan
 - Ceiling Plan
 - Exterior Elevations (Note: Passero staff anticipates that these elevations will be required for local Code and Zoning Review, and may not be offered by a building supplier prior to bid award.)
5. Conduct Engineering / Site Design:
 - Prepare preliminary plans identifying areas requiring topographic field survey, geotechnical investigations and other field reconnaissance that may be required. CONSULTANT will supervise the field investigations, as required.
 - Perform field survey of topographic and utility data. Field information will be mapped and provided to the CONSULTANT design team.
 - Prepare preliminary grading, utility, access and drainage design.

6. Construction Documents as required for Permitting to include:
 - Demolition Plan
 - Foundation Plan
 - Floor Plan
 - Ceiling Plan
 - Roof Plan
 - Exterior Elevations
 - Building Sections
 - Typical Wall Sections
 - Details and Schedules
 - Structural Documents (Fee assumes typical shallow foundation)
 - Mechanical, Electrical and Plumbing Documents
 - Preparation of Technical Specifications
 - All other building design components (including coordination with the hangar door supplier) will be requested from the selected bidder (building contractor / supplier).
7. Prepare Construction Documents for 30% and 60% design review meetings to discuss and resolve content, cost and other comments including sign-offs.
8. Prepare a preliminary probable construction cost estimate utilizing the 60% design review documents.
9. Prepare Construction Documents for 90% completed plans with modifications for final review meeting with Design Team and SPONSOR to review, discuss and resolve final comments prior to 100% completion.
10. Prepare final Construction Documents to include Drawings, Contract Agreements, Supplemental Documents and Technical Specifications for 100% completion for Build Permitting and Bid purposes.
11. Prepare final quantity takeoffs for the bid schedule that will include items shown on the drawings and/or described in the Technical Specifications.
12. Prepare final probable construction costs utilizing the quantity takeoff and bid items previously developed.

B. STORMWATER DESIGN / PERMITTING PHASE

1. Review St. Johns River Water Management District (SJRWMD) Handbook: "Regulation of Stormwater Management Systems" for applicability to project.
2. Meet with SJRWMD staff (as needed) to review project requirements
3. Identify existing pervious and impervious surfaces, as well as existing drainage system components and function.
4. Identify proposed pervious and impervious surfaces, as well as proposed drainage system components and function.
5. Design and recommend an acceptable set of stormwater treatment measures for the proposed drainage system.
6. Submit application to SJRWMD for "Standard General Environmental Resource Stormwater Permit".
7. Respond to Request for Additional Information from SJRWMD.

III. SCOPE OF SPECIAL SERVICES

A. BID ASSISTANCE PHASE

1. CONSULTANT will prepare advertisement for bids, contract document log and assist the SPONSOR in the legal advertisement of the project and tracking of outstanding contract document sets.
2. Questions from potential bidders will be directed to and answered by addendum (if required).
3. A pre-bid conference will be scheduled at least ten (10) days prior to the scheduled bid opening. Minutes of the pre-bid conference will be prepared by CONSULTANT and supplied to all meeting attendees and contract document holders.
4. CONSULTANT will assist the SPONSOR at the bid opening. CONSULTANT will review the bids received for conformance with the contract documents. CONSULTANT will review the contractor's personnel, equipment lists, and financial statement to verify the contractor's qualifications and financial responsibility. Note: If the contractor has no past working relationship with CONSULTANT, the SPONSOR, FDOT, or FAA, the contractor's references will be checked.
5. Prepare bid tabulation and, if approved by the SPONSOR, send it to all bidders.
6. Recommendation of award or rejection of bids, if appropriate, to the SPONSOR. Concurrence of the award by FDOT and FAA will be requested, as needed.
7. Prepare conformed copies of the contract and coordinate contractor execution of the contract. The attachments to the contract such as bonds and insurance will be review by CONSULTANT.
8. Review the contractor executed documents with the SPONSOR prior to execution by the SPONSOR. After the contracts have been executed by the SPONSOR, the construction administration department will assist in distributing copies of the contracts to the contractor, FDOT, and FAA, as needed.
9. Contact SPONSOR, (FDOT and FAA, as needed) for permission to issue a Notice to Proceed (NTP). After receiving FDOT and FAA permission, a sample NTP letter will be sent to the SPONSOR and CONSULTANT will coordinate the transmittal of the NTP to the contractor.

B. TOPOGRAPHICAL SURVEY

Topographical Survey provided for this project shall include all existing features and utilities within designated building site area.

C. GEOTECHNICAL INVESTIGATION

Geotechnical Investigation provided for this project shall include (SPT) Borings of various depths and locations and Soil Survey within the designated building site area.

D. OTHER

Other special services (such as environmental studies or other special studies, etc.) are services that often cannot be defined at the beginning of the project, but still may be required before the project is complete. If needed, other special services shall be performed as approved by the City in writing.

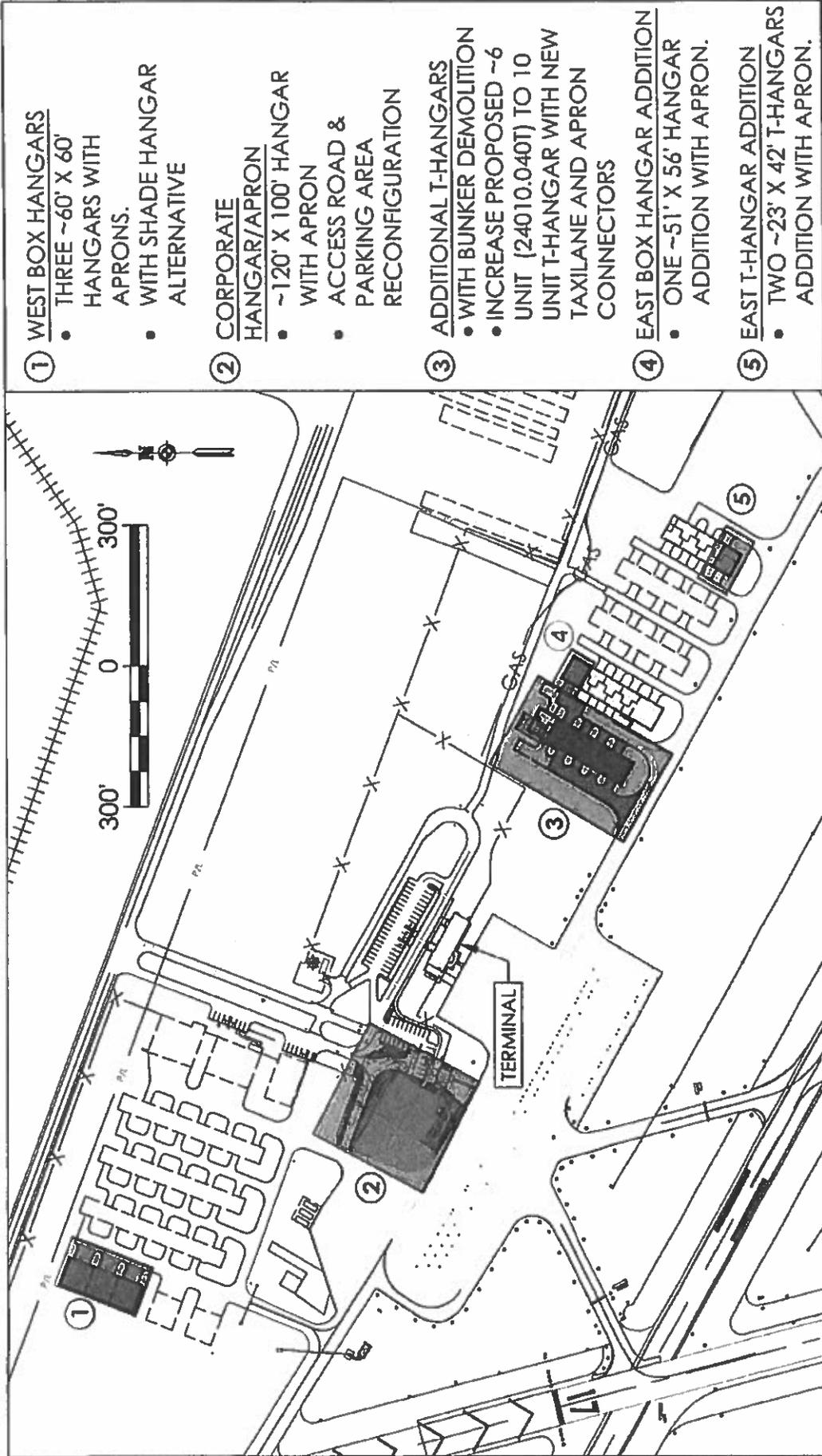
IV. SCOPE OF CONSTRUCTION SERVICES

Note: Contract Administration Phase and Periodic Inspection Phase are not included within this Work Order, at this time.

V. OTHER CONSIDERATIONS

1. This project does not include any form of special services, (other than as specified above). For example, the project does **not** include the following:
 - Any Additional Permitting (All permitting shall be the responsibility of the Contractor.)
 - Preparation of additional related Design, Construction Plans, and Specifications
 - Other special services (such as environmental studies, permitting, traffic study or other special studies, etc.) that may be desired or requested
 - Fire Suppression System Design if required by the local Fire Marshall shall be provided by the Contractor.
 - Structural Design for Piles and Grade Beam Foundation
2. The City is responsible for providing complete and thorough data in a timely fashion as requested by Passero, including all necessary data from City archives. Passero is not responsible for data that is not provided for in the course of this Agreement.

END OF SCOPE OF SERVICES.



- ① WEST BOX HANGARS
 - THREE ~60' X 60' HANGARS WITH APRONS.
 - WITH SHADE HANGAR ALTERNATIVE
- ② CORPORATE HANGAR/APRON
 - ~120' X 100' HANGAR WITH APRON
 - ACCESS ROAD & PARKING AREA RECONFIGURATION
- ③ ADDITIONAL T-HANGARS
 - WITH BUNKER DEMOLITION
 - INCREASE PROPOSED ~6 UNIT (24010.040T) TO 10 UNIT T-HANGAR WITH NEW TAXILANE AND APRON CONNECTORS
- ④ EAST BOX HANGAR ADDITION
 - ONE ~51' X 56' HANGAR ADDITION WITH APRON.
- ⑤ EAST T-HANGAR ADDITION
 - TWO ~23' X 42' T-HANGARS ADDITION WITH APRON.

PROJECT SKETCH
HANGARS, ACCESS/GATES, & DEMOLITION
 PA PROJECT NO. 24010.45
 APRIL, 2014

PA
PASSERO ASSOCIATES
 engineering architecture
 13453 N. MAIN ST., STE. 104
 JACKSONVILLE, FL 32218
 904-757-6106 FAX 904-757-6107

PALATKA MUNICIPAL AIRPORT

 4015 REID ST.
 PALATKA, FL 32177

CITY OF PALATKA

 201 N. 2ND ST.
 PALATKA, FL 32177

*Agenda
Item*

3c



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION authorizing the execution of a Staging Area Agreement with FPL for storm and disaster staging on Abandoned Runway 6-24 at the Palatka Municipal Airport - Adopt

SUMMARY:

For many years Florida Power & Light has used a portion of Abandoned Runway 6-24 to temporarily stage equipment and manpower during storms and other disasters. There has been no formal agreement for FPL's use of this property before now. FPL has requested the City execute a formal agreement allowing use of this property for temporary staging purposes. As part of this Agreement, FPL agrees to hold the City harmless against 3rd party claims arising from the use of the property and agrees to reimburse the City for any damages caused by FPL or its contractors and employees or other utilities assisting FPL.

FPL has a similar agreement in place with Shoremaster LLC, the adjacent property owner.

RECOMMENDED ACTION:

Adopt the resolution authorizing the execution of a Staging Area Agreement with FPL for a portion of the abandoned Runway 6-24/Kay Larkin Circle at Palatka Municipal Airport.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Staging Area Agreement	Exhibit
<input type="checkbox"/> Attachment to Staging Area Agreement	Exhibit
<input type="checkbox"/> Shoremaster Agreement (adjacent)	Attachment

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/15/2014 - 4:12 PM
City Clerk	Driggers, Betsy	Approved	4/15/2014 - 4:12 PM
City Manager	Czymbor, Michael	Approved	4/15/2014 - 4:20 PM
Finance	Reynolds, Matt	Approved	4/16/2014 - 2:32 PM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 2:44 PM

RESOLUTION No. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE ADOPTION AND EXECUTION OF A
STAGING AREA AGREEMENT WITH FPL FOR DISASTER
PREPAREDNESS FOR USE OF THE SITE KNOWN AS THE
WEST ONE-HALF OF ABANDONED AIRPORT RUNWAY 9-24,
THROUGH WHICH KAY LARKIN CIRCLE NOW RUNS, AT THE
PALATKA MUNICIPAL AIRPORT/INDUSTRIAL PARK**

WHEREAS, the City of Palatka has had a longstanding agreement with Florida Power & Light Company (FPL) to allow FPL the use of the west one-half of abandoned Airport Runway 9-24, upon and through which Kay Larkin Circle now runs, for use as a temporary site to stage equipment and manpower in the event of disasters such as storms and hurricanes; and

WHEREAS, the parties now wish to enter into a mutually acceptable formal Agreement setting forth the agreement and responsibilities under said Agreement for both FPL and the City of Palatka, including use of the property, indemnity and reimbursement for damages sustained during FPL's use of the property by its employees or contractors; and

WHEREAS, the parties have developed and have tentatively agreed to such an agreement which was subject to review and final acceptance by the respective parties; and

WHEREAS, the City deems it reasonable and necessary to enter into a Staging Area Agreement with FPL for disaster preparedness purposes.

NOW, THEREFORE, BE IT RESOLVED by the City Commission of the City of Palatka, Florida, that the City Manager and City Clerk are hereby authorized to execute and attest to the Staging Area Agreement attached hereto as Exhibit A to allow FPL to temporarily stage equipment and manpower on a portion of what is known as the west one-half of abandoned Runway 9-24, through which Kay Larkin Circle now runs, located at the Palatka Municipal Airport/Industrial Park.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 10th day of January, 2013.

CITY OF PALATKA

By: Its **MAYOR**

ATTEST:

CITY CLERK

STAGING AREA AGREEMENT

THIS STAGING AREA AGREEMENT is made and entered into as of the ____ day of April (“**Agreement**”) by and between City of Palatka, a municipality incorporated under the Laws of the State of Florida, with an address of 201 N. 2nd Street, Palatka, Florida, 32177 (“**Grantor**”) and Florida Power & Light Company, a Florida corporation with an address at 700 Universe Blvd., Juno Beach, FL 33408 (“**FPL**”)

WITNESSETH:

WHEREAS, in the event of disasters such as major storms, hurricanes, other natural disasters, and military or civil disturbances, FPL will require temporary staging areas from time to time in the communities to park trucks and stage employee vehicles and to act as show-up sites for employees of FPL, its contractors, and other utilities assisting FPL, and

WHEREAS, the staging areas will be secured by FPL against theft, vandalism, and site abuse, and temporary lighting will be provided by FPL and used during darkness, and

WHEREAS, Grantor is willing to provide a staging area for as long as reasonably necessary for FPL to reinstall electric service, and

WHEREAS, FPL agrees that upon the completion of the company’s storm restoration, the staging area will be returned to its previous condition.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants, agreements and promises contained herein, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Grantor hereby grants to FPL the use and control of the staging area described in **Exhibit “A”** to perform the functions described in the recitals above on an “as needed” basis and that no compensation or other consideration is to be provided by either party.

2. FPL agrees to protect, defend, indemnify and hold Grantor, its tenants, and their officers, directors, partners, affiliates, subsidiaries, employees, agents, and servants (“**Grantor Entities**”) free and unharmed from and against any and all third party claims (including employees of FPL, other utilities assisting FPL, and its contractors), claims, liabilities, losses, costs, property damage, personal injury, bodily injury or death or damages whatsoever, including court costs and reasonable attorneys’ fees resulting from or in connection with the use of the staging area by FPL and its contractors, including ingress and egress thereto, unless such claims are caused by Grantor’s intentional acts or negligence. FPL will also reimburse Grantor Entities for damages sustained as a result of the negligence of its employees or the employees of its contractors or other utilities assisting FPL.

3. FPL will provide at its sole cost any surface improvements it deems necessary for the effective use of the area, required utility services, sanitation facilities, fuel dispensing for its equipment, mobile office facilities, tents, eating facilities, and upon termination of use, FPL will restore at its sole cost the property to at least its original condition. If Grantor shall elect to supply water, gas, electricity, or any other utility service, FPL agrees to purchase same from Grantor and to pay the reasonable charges therefor when bills are rendered at the applicable rates. FPL shall use reasonable diligence in the conservation of these utilities.

4. This Agreement shall be for a term of one (1) year commencing on the date set forth above and automatically renewed from year to year thereafter until one party gives the other party ninety (90) days written notice prior to the anniversary date that the Agreement will not be renewed for the following year.

5. The parties knowingly, voluntarily and intentionally waive the right they may have to a trial by jury in respect of any litigation based hereon, or arising out of, under or in connection with this Agreement, or any document contemplated to be executed in conjunction herewith, or any course of conduct, course of dealing, statement (whether oral or written) or action of either party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers or representatives effective as of the date first above written.

Grantor:
CITY OF PALATKA, FLORIDA

FPL:
Florida Power & Light Company
A Florida corporation

By: _____
Name: Michael J. Czymbor
Title: City Manager

By: _____
Name: _____
Title: _____

ATTEST:

City Clerk

WITNESS/ATTEST for FPL:

Name/title

(Seal)

EXHIBIT "A"

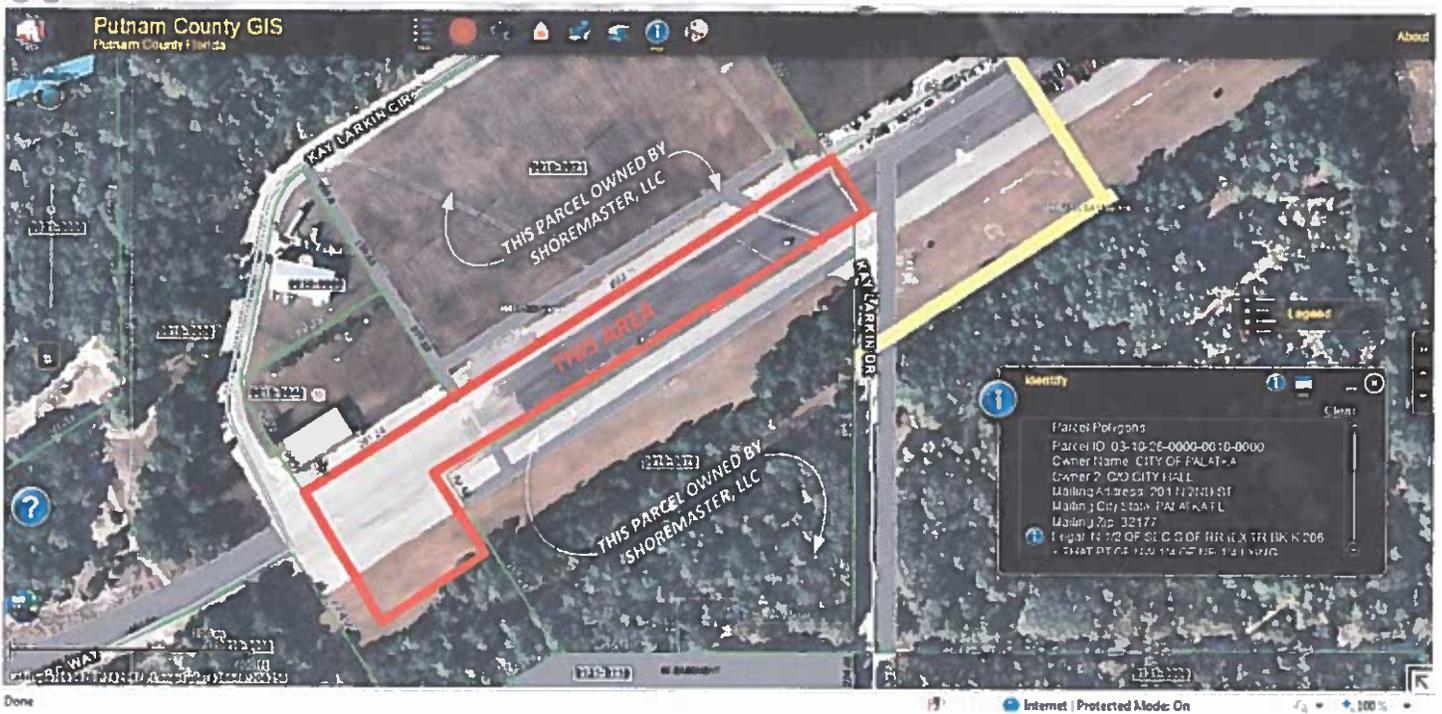
Description of Staging Area

As an attachment to the Staging Area Agreement between made and entered into as of the ____ day of April by and between City of Palatka, a municipality duly chartered under the laws of the State of Florida, ("Grantor") and Florida Power & Light Company, a Florida corporation ("FPL").

An area described on this date as Western ½ of abandoned Runway 6-24, on which a portion of Kay Larkin Circle is now located, and adjacent to the Shoremaster, LLC Property, as shown in Attachment A to this Description, located at Palatka Municipal Airport/Kay Larkin Field, 4015 Reid Street, Palatka, Putnam County, Florida

EXHIBIT A

CITY OF PALATKA-KAY LARKIN AIRPORT AREA (SECTION NO LONGER PART OF AIRPORT)



STAGING AREA AGREEMENT

THIS STAGING AREA AGREEMENT is made and entered into as of the 1st day of September, 2009 ("Agreement") by and between ShoreMaster, Inc., a Minnesota corporation with an address of 1025 International Drive, Fergus Falls, MN 56537 (Grantor") and Florida Power & Light Company, a Florida corporation with an address at 7110 Universe Blvd., Juno Beach, FL 33408 ("FPL")

WITNESSETH:

WHEREAS, in the event of disasters such as major storms, hurricanes, other natural disasters, and military or civil disturbances (the "Severe Event"), FPL will require temporary staging areas from time to time in the communities to park trucks and stage employee vehicles and to act as show-up sites for employees of FPL, its contractors, and other utilities assisting FPL, and

WHEREAS, the staging areas will be secured by FPL against theft, vandalism, and site abuse, and temporary lighting will be provided by FPL and used during darkness, and

WHEREAS, Grantor is willing to provide a staging area for as long as reasonably necessary for FPL to reinstall electric service, and

WHEREAS, FPL agrees that upon the completion of the company's storm restoration, the staging area will be returned to its previous condition.

NOW, THEREFORE, in consideration of the above recitals, the mutual covenants, agreements and promises contained herein, and other good and valuable consideration, the receipt, adequacy, and sufficiency of which are hereby acknowledged, the parties agree as follows:

1. Grantor hereby grants to FPL the use and control of the staging area described in Exhibit "A" to perform the functions described in the recitals above on an "as needed" basis and that no compensation or other consideration is to be provided by either party.

2. FPL agrees to protect, defend, indemnify and hold Grantor, its tenants, and their officers, directors, partners, affiliates, subsidiaries, employees, agents, and servants ("Grantor Entities") free and unharmed from and against any and all third party claims (including employees of FPL, other utilities assisting FPL, and its contractors), claims, liabilities, fines, penalties, losses, costs, property damage, personal injury, bodily injury or death or damages whatsoever, including court costs and reasonable attorneys' fees resulting from or in connection with the use of the staging area by FPL and its contractors, including ingress and egress thereto, unless such claims are caused solely by Grantor's intentional acts or negligence. Within thirty (30) days after receiving a written request from Grantor, FPL will fully reimburse Grantor Entities for damages, losses, expenses, costs, fines, penalties, and liabilities whatsoever sustained as a result of the acts

or omissions of FPL's employees or the employees of its contractors or other utilities assisting FPL.

3. FPL will provide at its sole cost any surface improvements it deems necessary for the effective use of the area, required utility services, sanitation facilities, fuel dispensing for its equipment, mobile office facilities, tents, eating facilities, and upon termination of use, FPL will restore at its sole cost the property to at least its original condition. FPL shall complete such restoration promptly and without delay, but in no event later than ten (10) business days of FPL's termination of use. If Grantor shall elect to supply water, gas, electricity, or any other utility service, FPL agrees to purchase same from Grantor and to pay the reasonable charges therefor when bills are rendered at the applicable rates. FPL shall use reasonable diligence in the conservation of these utilities.

4. This Agreement shall be for a term of one (1) year commencing on the date set forth above and automatically renewed from year to year thereafter until one party gives the other party not less than ninety (90) days advance written notice (the "Notice Period") of termination, provided that if a Severe Event occurs during the Notice Period the effective date of termination by Grantor shall be extended for as long as reasonably necessary for FPL to reinstall electric service. Sections 2, 3 and 5 shall survive termination of this Agreement.

5. Grantor makes no representations concerning the suitability and safety of the staging area for FPL's use, and FPL assumes all risks thereof.

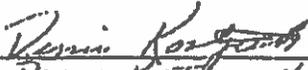
6. This grant hereunder is specific to FPL and its intended use. Except as otherwise provided herein, FPL may not assign, pledge, transfer or sell all or any part of this Agreement without Grantor's advance written consent. FPL shall be permitted to assign the Agreement to an Affiliate without the prior written consent of Grantor. "Affiliate" shall mean and refer to any person or entity controlling, controlled by, or under common control with another such person or entity.

7. Grantor's grant of temporary use and control of the staging to FPL is intended to allow FPL to efficiently reinstall electrical service to an area in reasonable proximity to the staging area. FPL's use shall at all time be consistent with such intent.

8. The parties knowingly, voluntarily and intentionally waive the right they may have to a trial by jury in respect of any litigation based hereon, or arising out of, under or in connection with this Agreement, or any document contemplated to be executed in conjunction herewith, or any course of conduct, course of dealing, statement (whether oral or written) or action of either party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be signed by their duly authorized officers or representatives effective as of the date first above written.

Grantor:
ShoreMaster, Inc.
A Minnesota corporation

By: 
Name: Dennis Kostelanski
Title: PRESIDENT

FPL:
Florida Power & Light Company
A Florida corporation

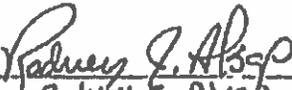
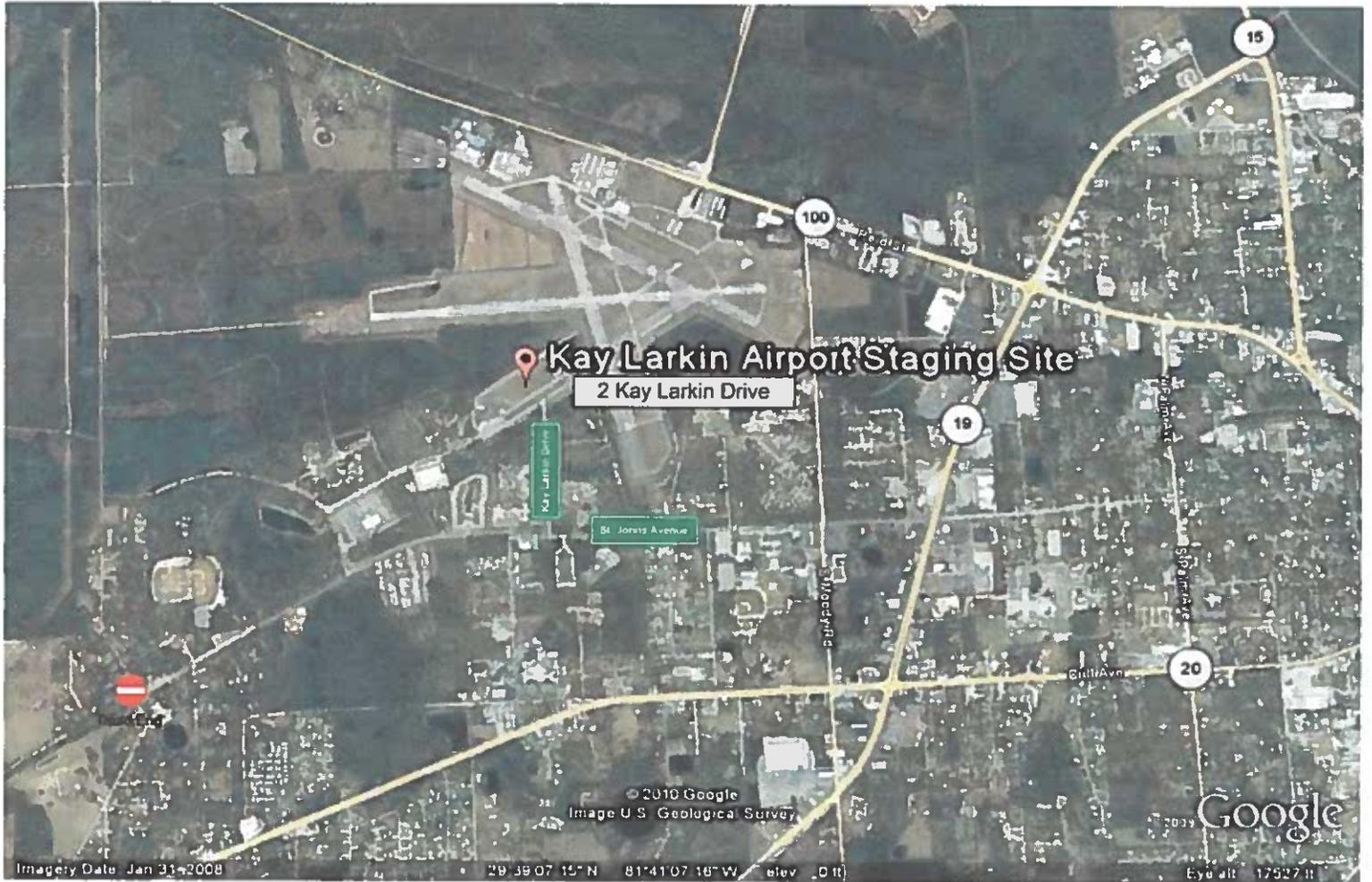
By: 
Name: RODNEY J. ALSOP
Title: LOGISTICS MANAGER

EXHIBIT "A"

Description of Staging Area

As an attachment to the Staging Area Agreement between made and entered into as of the 15th day of September, 2009 by and between ShoreMaster, Inc., a Minnesota corporation ("Grantor") and Florida Power & Light Company, a Florida corporation ("FPL").

An area described on this date as Kay Larkin Field located in Putnam County, Florida with an address of





2 Kay Larkin Cir, Palatka, FL

Parking for CDR

Property allocated to FPE for staging during emergency response events

Additional barricade to allow local traffic only

Additional barricade to allow local traffic only

Image U.S. Geological Survey ©2011 Google

Google

Imagery Date 1/31/2008

29°39'14.13" N 81°41'38.31" W elev. 39 ft

Eye alt 3352 ft

Betsy Driggers

From: Garman, Mike G [Mike.G.Garman@fpl.com]
Sent: Tuesday, April 15, 2014 1:48 PM
To: Betsy Driggers
Subject: Kay Larkin Site for Storm Staging Area
Attachments: FPL storm staging area agreement.doc; Kay Larkin Staging Site Exhibit A.pdf

Betsy:

Great talking with you earlier. I was trying to locate an agreement between FPL and the City of Palatka for the use of a staging area adjacent to Kay Larkin airport. It's the west section of the old runway where CDR Systems has their business. I did find the agreement with the adjacent property owners to the north and south (Shoremaster, LLC), but nothing for the City of Palatka. It's been about 10 years since FPL staged crews at this site during the hurricanes of 2004 and 2005. Most of the individuals involved with that conversation/agreement are no longer with the city or FPL. An agreement may not exist. I would think the city would require something from FPL if crews were staged here in a future event. While unrealistic, the hope is that the site would never need to be used, but we need to be prepared to bring in crews to restore power to the city and the county quickly in a hurricane/disaster scenario. I have attached a boiler plate agreement for your review. It essentially says that the city is held harmless and that FPL will restore/fix anything at the site following the event. This is the same agreement we have in place with Shoremaster LLC. Let me know if this is suitable.

If we need to meet, please let me know when and where and we can review.

Thank you.

Mike Garman

Mike Garman
Senior Account Manager
Florida Power and Light Company
2900 Catherine Street
Palatka, FL 32177
Office: 386-329-5102
Cell: 904-509-4817
mike.g.garman@fpl.com

This document contains non-public transmission information and must be treated in accordance with the FERC Standards of Conduct and CE II. This message may contain confidential and/or privileged information of Florida Power & Light Company. If you are not the intended recipient please: 1.) do not disclose, copy, distribute or use this information, 2.) advise the sender by return e-mail and 3.) delete all copies from your computer. Your cooperation is greatly appreciated.

*Agenda
Item*

3d



CITY COMMISSION AGENDA ITEM

SUBJECT:

Approve request for Special Events Permit No. 14-32 - 25th Annual Wolfson Children's Hospital Bass Tournament - May 15 - 17, 2014 Brain Seay, Applicant;

1. Grant permission to exceed allowable noise levels through the duration of event.
2. Allow the closure of the City boat ramp, May 16 at 5:00 p.m. until May 17 at 7:00 p.m.

SUMMARY:

Brian Seay, Wolfson Children's Hospital Bass Tournament, has made application for this special event scheduled for May 15 - 17, 2014. Although Class B special events can be approved by the Special Events Coordinator, this application contains variance requests that must go to the City Commission for approval.

RECOMMENDED ACTION:

Grant permission to exceed allowable noise levels during the 25th Annual Wolfson Children's Hospital Bass Tournament (May 15 - 16, 2014 from 4:00 a.m. until 6:00 p.m., and May 17, 2014 from 2:00 a.m. until 7:00 p.m.); and the closure of the City boat ramp from May 16, 2014 at 5:00 p.m. through May 17, 2014 at 7:00 p.m.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Application	Backup Material
<input type="checkbox"/> Site Plan	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Special Events	Crowe, Thad	Approved	4/15/2014 - 3:32 PM
City Clerk	Driggers, Betsy	Approved	4/15/2014 - 4:12 PM
City Manager	Czymbor, Michael	Approved	4/15/2014 - 4:17 PM
Finance	Reynolds, Matt	Approved	4/16/2014 - 2:31 PM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 2:33 PM

APPLICATION # 14-32

(circle one below)

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

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

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

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

1. NAME AND ADDRESS OF APPLICANT/ORGANIZER Wolfson Children's Hospital Bass Tournament

a. Brian Seay 2251 Rosselle St. Jacksonville, FL 32201

b. CONTACT PERSON Brian Seay TELEPHONE 904-509-9289

c. _____ FAX # 904-398-9856

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

Same

a. CONTACT PERSON Same TELEPHONE _____

b. _____ FAX # _____

3. DESCRIPTION AND/OR NAME OF PROPOSED ACTIVITY Open Boat Bass Tournaments

4. _____

5. DATE & HOURS OF DESIRED USE: 24 hours per day May 15 - 17, 2014

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

7. ROAD CLOSURES: None

8. REQUEST FOR NOISE VARIANCE(Dates and Times): None

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

10. ESTIMATE OF ANTICIPATED ATTENDANCE 2000-3000, Sat. May 17, 2014

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

12. ARTICLE IV SPECIAL EVENT ORDINANCE: FEES

a. CLASS A: _____ \$300.00- 1,001 to 80,000 in attendance per day

b. CLASS B: \$100.00 per day Up to 1,000 persons per day

c. CLASS C: _____ \$50.00 per day (Limited impact on traffic, parking etc.) Events such as Weddings, Fishing
tournaments with less than 40 boats. Etc.

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

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

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

IMPORTANT INFORMATION

THIS FORM IS INTENDED FOR RESERVATION PURPOSES ONLY AND DOES NOT CONSTITUTE PERMISSION FOR USES DISALLOWED UNDER PALATKA'S MUNICIPAL CODE. PERMISSION GRANTED FOR USE OF PUBLIC PROPERTY COVERS MUNICIPAL PARK AREAS AND OTHER AREAS WITHIN THE CITY LIMITS. IT DOES NOT INCLUDE PERMISSION TO CLOSE PUBLIC STREETS OR HINDER PRIVATE PROPERTY. Organizers are required to contact the City of Palatka Building & Zoning Department office at 386-329-0103 for pre-planning purposes. ORGANIZERS/APPLICANTS WILL BE NOTIFIED WITHIN 30 DAYS OF ANY COMMENTS THEY MAY HAVE PERTAINING TO THIS EVENT'S ANTICIPATED IMPACT WITHIN THE CITY LIMITS. Acceptance of your application should in no way be construed as final approval or confirmation of your request.

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

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

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

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

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

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

10 Feb 2014
DATE

Jama B. Seay
SIGNATURE OF APPLICANT

[Signature]
APPROVED:
SPECIAL EVENTS COORDINATOR

X *[Signature]* 3/26/14
CHIEF OF POLICE DATE

RETURN TO:
THAD CROWE
SPECIAL EVENTS COORDINATOR
205 N. 2nd Street
Palatka, FL 32177
(FOR ADDITIONAL INFORMATION PLEASE CALL THE BUILDING & ZONING OFFICE AT 386-329-0103.)

Revised: 2/28/13

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CITY OF PALATKA PLANNING MEETING PRE-EVENT ASSESSMENT LIST

To be completed by Special Events Coordinator:

Meeting Date: March 25, 2014 Special Events Coordinator: Thad Crowe

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

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

Name of Special Event/ Production: Twenty Fifth Annual Wolfson Children's Hospital 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 time of events (not including set-up and break down):

	Date	Day	Begin	End
Event Day 1	<u>5/15/14</u>	<u>Thursday</u>	<u>4:00</u> AM/PM	<u>6:00</u> AM/PM
Event Day 2	<u>5/16/14</u>	<u>Friday</u>	<u>4:00</u> AM/PM	<u>6:00</u> AM/PM
Event Day 3	<u>5/17/14</u>	<u>Saturday</u>	<u>2:00</u> AM/PM	<u>7:00</u> AM/PM
Event Day 4	_____	_____	_____ AM/PM	_____ AM/PM

Set-up for event will begin on (Date) Wed., May 14, 2014 at (time) 8:00 AM

Break down will be completed by (Date) Sat., May 17, 2014 at (time) 8:30 PM

Revised: 2/28/13

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Event Sponsor/Organization: 25th Annual Wolfson Children Hospital Buss Tour.

Name of Promoter: Brian Gray, Tax Exempt No.: _____

Fee Worksheet (to be completed by Special Events Coordinator)

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

Special Events Permit Fees \$ 100 Per day X 3 Days \$ 300.00

Law Enforcement (City) Police Officer(s) \$ 23.00 Per hour X _____ Officers X 64 Hours \$ 1,472.00

Fire Personnel \$ 23.00 Per hour X 8 Hours \$ 184.00

Building Inspector \$ 23.00 Per hour X 4 Hours \$ 92.00

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

Public Works Personnel # Personnel _____ X _____ Hours @ \$23/hour \$ 0

Electrician Services (only-no charge during regular working hours)

Electrician Personnel \$ 23.00 Per hour X _____ Hours \$ 0

Sanitation Equipment Fee

Green Roll-Out Containers _____ X \$15.00 Per Container \$ 0

Additional Charges (List)

- _____ \$ _____
- _____ \$ _____
- _____ \$ _____
- _____ \$ _____

TOTAL SPECIAL EVENT FEES (Sponsor/Promoter) \$ 2,048.00

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
Telephone: 904-981-0276 Fax: 904-398-9856 Cellular: 904-509-9289
Address: 2251 Rosselle St. Jacksonville, FL 32201

Name: Paul Hamilton
Telephone: 904-202-1215 Fax: _____ Cellular: 904-686-5746
Address: 800 Prudential Dr. Jacksonville, FL 32207

Other Contacts/ Key Holders:

Name: Angela Holden
Telephone: 904-202-1525 Fax: _____ Cellular: _____

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

Estimated Peak Number of Participants (each day of event):
Day 1 200 Day 2 200 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 Locations(s) (note on site map): _____

Number of EMS Personnel required: None

Number and proposed location for 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 picnic table areas for registrations, grassy area for weigh-ins (same as last year). 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 around park. Same as previous years.
- 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: Grassy area next to Amphitheater (same as last year) in afternoon
- 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 grassy area next to amphitheater

- Number and location of temporary signs/banners: Sponsor banners around park

- Number and location of promotional visual effects: Weigh-in trailer

- 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 14, 2014 - 8 a.m.
Breakdown - Saturday, May 17, 2014 following weigh-in

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

Revised: 2/28/13

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- Nonprofit Articles of Incorporation, Charter and Mission Statement
- Consent Letter (event property): property owners on which Special Event location is held (if not held on city property)
- Fire resistive rating certificates (tents, fabrics, etc.)
- Schedule Fire, Building/Electrical Inspections
- Schedule Pre/Post Sanitation Inspections
- Example of Special Event vendor permits provided
- Special Event Certificate of Insurance- City as "Additional Insured"
(if carnival, aircraft or watercraft rides are planned, need certificates from those vendors)
List Certificates required, _____
- Required Permits (federal, state, local): _____
- Alcohol License (copy)
- _____
- _____
- _____

PRE-PLANNING MEETING

Name of Special Event: 25th Annual Wolfson Children's Hospital Date 3/25/14
Base Tournament

Persons Attending Planning Meeting:

Name	Representing	Position	Phone #
<u>See attached sign in sheet</u>			

Sign in Sheet Special Events Meeting

Date 3/7/14

Name	Department / Organization	Phone	Email	Initial
Keondra Wright	B & Z	329-0103	kwright@palatka-fl.gov	KW
Thad Crowe	B & Z	329-0103	tcrowe@palatka-fl.gov	TC
Mark Lynady	Fire Department	329-0122	mlynady@palatka-fl.gov	ML
James Griffith	Police Department	329-0115 ext 219	jgriffith@palatka-fl.gov	JG
Bruce Nelsen	B & Z	329-0103	bnelsen@palatka-fl.gov	BN
Charles Rudd	Palatka Main Street	329-0100 ext 333	palatkamainstreet@gmail.com	CR
Ed Chandler	Public Works	329-0107	echandler@palatka-fl.gov	E.C.
Jonathan Griffith	Projects Manager	329-0103	jcgriffith@palatka-fl.gov	JG
Joff Filion	B & Z	329-0103	jfalion@palatka-fl.gov	JF
<i>Patricia Nelsen</i>	<i>W. C. H. B. S.</i>	<i>546 7482</i>	<i>patricia.nelsen@palatka-fl.gov</i>	<i>PN</i>
<i>Larry Cant</i>	<i>Palatka City Hall</i>	<i>329-0103</i>	<i>Larry.Cant@palatka-fl.gov</i>	<i>LC</i>
Jakita Brinson		983-7371	Jakita.Poole30@hotmail.com	JTB
George Calloway		386 546 3099	georgecalloway@yahoo.com	GC
Paul Hamilton	W. C. H. B. S.	904-202-1215	(phone conference)	

KeOndra Wright

From: James Griffith
Sent: Wednesday, March 26, 2014 4:21 PM
To: KeOndra Wright
Subject: RE: Estimated of Fees

KeOndra,

Estimated hours for the Blue Crab I will get to you Friday. Sgt. Reinhold already gave an estimate to Charles.
Estimated hours for the Wolfsons Bass Tournament – 64 hours at \$23.00 an hour = \$1,472.00 this is subject to change based on detail specifics that Sgt. Hawkins will discuss with organizer next week.

Thanks
James

James A. Griffith
Palatka Police Department
110 North 11th Street
Palatka, FL 32177
Office (386) 329-0115 ext. 219
Cell Phone (386) 937-1703

From: KeOndra Wright
Sent: Wednesday, March 26, 2014 10:55 AM
To: Bruce Nelsen; Ed Chandler; Mark Lynady; James Griffith; Jonathan Griffith; Charles Rudd
Subject: Estimated of Fees
Importance: High

Just a reminder that I will need everyone's estimated fees and/ or invoices no later than **Thursday March 28, 2014 at 3pm** for the following Special Events:

- Blue Crab Festival, Inc. "Blue Crab Festival" on May 23-26, 2014.
- Brain Seay "25th Annual Wolfson Children's Hospital Bass Tournament" on Saturday May 15-17, 2014.
-

If there are no fees associated with the following Special Events for your department just email me back that states there are no fees associated the Special Events.

Ke'Ondra Wright
City of Palatka
Building & Zoning
201 N. 2nd St.
Palatka Florida 32177
Phone 386-329-0103 Fax 386-329-0172
kwright@palatka-fl.gov

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released

KeOndra Wright

From: Jonathan Griffith
Sent: Wednesday, March 26, 2014 1:03 PM
To: KeOndra Wright
Subject: RE: Estimated of Fees

KeOndra:

Based upon what was submitted in the applications the estimates for electrical services are as follows:

- **Blue Crab - \$996** This is assuming one person for all of the event hours listed. No fees will be charged for setup, as it is during normal working hours.
- **Wolfson's - \$0** This is assuming they require no electrical assistance on Saturday when they start to break everything down.

Jonathan C. Griffith

City of Palatka
201 North Second Street
Palatka, FL 32177
Phone: 386 329 0103 ext 325

www.palatka-fl.gov



From: KeOndra Wright
Sent: Wednesday, March 26, 2014 10:55 AM
To: Bruce Nelsen; Ed Chandler; Mark Lynady; James Griffith; Jonathan Griffith; Charles Rudd
Subject: Estimated of Fees
Importance: High

Just a reminder that I will need everyone's estimated fees and/ or invoices no later than **Thursday March 28, 2014 at 3pm** for the following Special Events:

- Blue Crab Festival, Inc. "Blue Crab Festival" on May 23-26, 2014.
- Brain Seay "25th Annual Wolfson Children's Hospital Bass Tournament" on Saturday May 15-17, 2014.
-

If there are no fees associated with the following Special Events for your department just email me back that states there are no fees associated the Special Events.

Ke'Ondra Wright
City of Palatka
Building & Zoning

KeOndra Wright

From: Bruce Nelsen
Sent: Friday, March 28, 2014 8:29 AM
To: KeOndra Wright
Subject: RE: Estimated of Fees

Building Officials estimated inspection time for the 2014 Brain Seay "25th Annual Wolfson Children's Hospital Bass Tournament" on Saturday May 15-17, 2014.

Thursday and Friday, Inspection of the following /Time 12:00 p.m. to 2:00 p.m. each day x 2-days / 4 hours

- Inspection of tents and tie-downs
- Inspection of electrical services and outlets
- Inspection of food vender tents and electrical connections
- Inspection of electrical distribution boxes
- Inspection of safety hazards

Total estimated hours for this event is 4 hours @ \$23.00 per hour, equals \$92.00 total cost.

Hope this helps,

From: KeOndra Wright
Sent: Thursday, March 27, 2014 8:24 AM
To: Bruce Nelsen
Subject: RE: Estimated of Fees

Thanks

Ke'Ondra Wright
City of Palatka
Building & Zoning
201 N. 2nd St.
Palatka Florida 32177
Phone 386-329-0103 Fax 386-329-0172
kwright@palatka-fl.gov

Florida has a very broad public records law. Under Florida law, both the content of emails and email addresses are public records. If you do not want the content of your email or your email address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in person.



Please consider the environment - print only if necessary.

From: Bruce Nelsen
Sent: Thursday, March 27, 2014 8:05 AM

Palatka Fire Department

Blue Crab Festival

Day	Date	Schedule	Hours
Friday	May 23, 2013	1700 – 1200 midnight	7
Saturday	May 24, 2013	1000 – 1200 midnight	14
Sunday	May 25 2013	1300 – 1200 midnight	11
Monday	May 26, 2013	1000 – 05:00 pm	7

Date	Firefighter/EMT	Scheduled hours/ rate	Daily Total
May 23, 2014	2 Firefighter/ EMT	7 hours/per FF - 14 hours @ \$23.00 =	\$ 322.00
May 24, 2014	2 Firefighter/ EMT	14 hours/ per FF - 28 hours @ \$23.00 =	\$ 644.00
May 25, 2014	2 Firefighters/ EMT	11 hours/ per FF - 22 hours @ \$23.00 =	\$ 506.00
May 26, 2014	2 Firefighter/ EMT	7 hours / per FF - 14 hours @ \$23.00 =	<u>\$ 322.00</u>
Total hours: 78 hours @ \$23.00 per hour =			\$1794.00

The Firefighter/ EMT's will be dedicated to the Blue Crab Festival for the entire scheduled hours. Palatka Fire Department will schedule 2 on duty Firefighter/ EMT's, to assist with the fire rescue operations.

Wolfson's tournament:

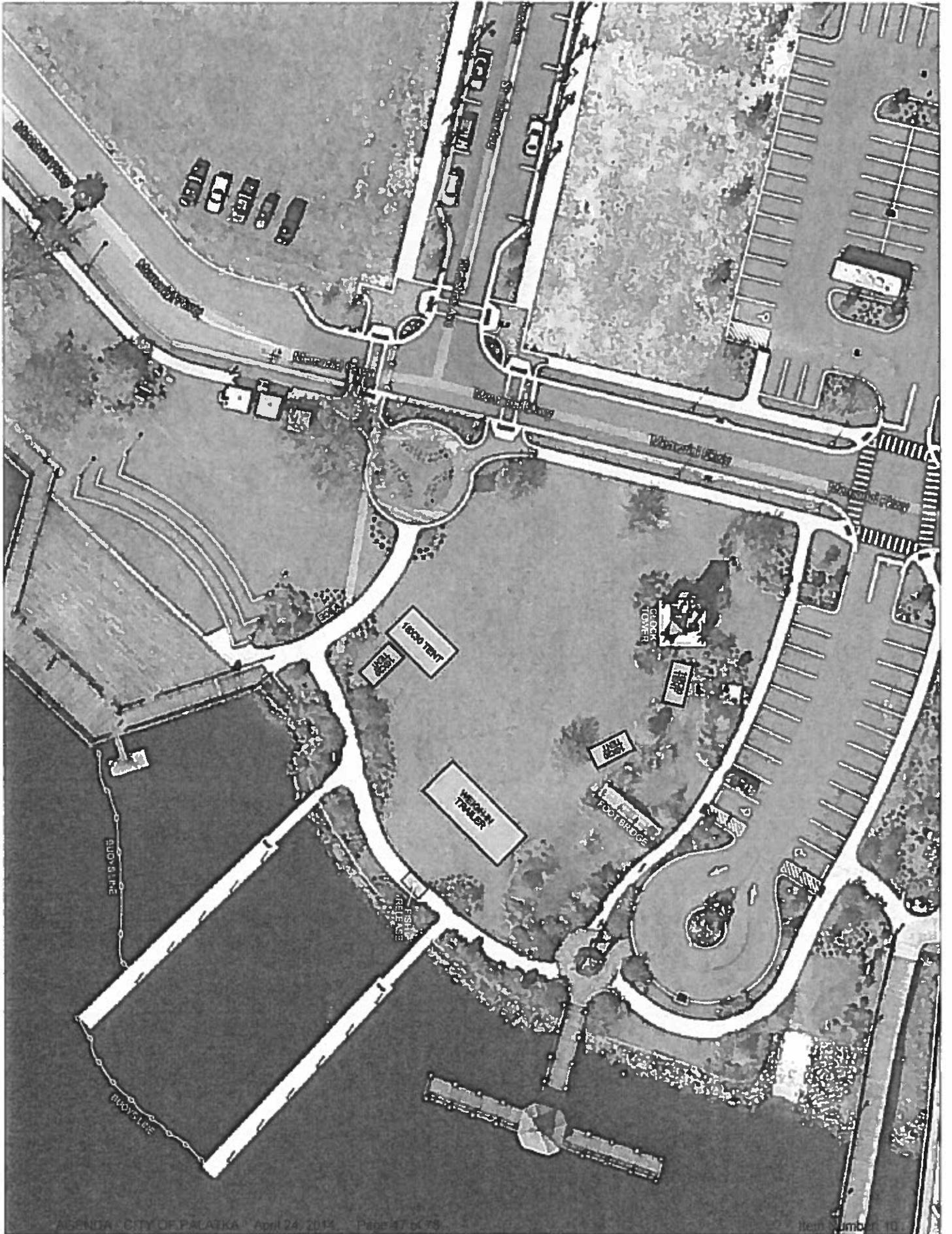
May 17, 2014

2 firefighter/ EMT's – 2:00pm to 6:00pm. 2- FF 4 hours – Total 8 hours @ \$23.00 = \$184.00

KeOndra Wright

From: Ed Chandler
Sent: Friday, March 28, 2014 1:53 PM
To: KeOndra Wright
Cc: Thad Crowe
Subject: Blue Crab/ Wolfson

Blue Crab 75 Cans \$1,125.00 Personnel (2) \$23.00hr (4) hrs each day 5/30/14-6/2/14 \$736.00 I do not have anything for Wolfson Sent from my iPhone





*Agenda
Item*

4



CITY COMMISSION AGENDA ITEM

SUBJECT:

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

SUMMARY:

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

RECOMMENDED ACTION:

No action required. For information only.

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	3/31/2014 - 9:35 AM
City Clerk	Driggers, Betsy	Approved	3/31/2014 - 9:35 AM
City Manager	Czymbor, Michael	Approved	3/31/2014 - 10:13 AM
Finance	Reynolds, Matt	Approved	3/31/2014 - 11:29 AM
City Clerk	Driggers, Betsy	Approved	3/31/2014 - 11:38 AM

*Agenda
Item*

5



CITY COMMISSION AGENDA ITEM

SUBJECT:

RESOLUTION authorizing the submittal of a Community Contribution Tax Credit Application to Florida Dept. of Economic Opportunity on behalf of the G-P Wetlands Education Center and certifying that the Project is consistent with local plans and regulations, including the Comprehensive Plan - Adopt

SUMMARY:

Georgia-Pacific Corporation has approached the City about applying for a Community Contributions Tax Credit for its expenditure on the construction of the Wetlands Education Center and curriculum development. This project is eligible for these tax credits as it is located in a state of Florida designated Enterprise Zone Development Area.

Following this summary is the resolution and application the City intends to submit to the Florida Department of Economic Development. This resolution not only authorizes the submittal of the application, it also certifies that the project is "consistent with local plans and regulations (including comprehensive plans) per the requirement in Section IV of the application.

RECOMMENDED ACTION:

Adopt the resolution authorizing the submittal of a Community Contributions Tax Credit application on behalf of the G-P Wetlands Education Center Project and certifying its consistency with local plans and regulations, including the Comprehensive Plan

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Resolution	Resolution
<input type="checkbox"/> Project Application & Description	Exhibit

REVIEWERS:

Department	Reviewer	Action	Date
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 9:30 AM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 9:30 AM
City Manager	Czymbor, Michael	Approved	4/16/2014 - 10:24 AM
Finance	Reynolds, Matt	Approved	4/16/2014 - 2:32 PM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 2:44 PM

RESOLUTION No. 2014-10-

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AUTHORIZING THE SUBMISSION OF A COMMUNITY
CONTRIBUTIONS TAX CREDIT APPLICATION TO THE
FLORIDA DEPARTMENT OF ECONOMIC OPPORTUNITY
DIVISION OF STRATEGIC BUSINESS DEVELOPMENT FOR
THE ST. JOHNS RIVER CENTER: ADVENTURES IN A
WETLANDS ECOLOGY PROJECT AND CERTIFYING THAT
THE PROPOSED PROJECT IS CONSISTENT WITH LOCAL
PLANS AND REGULATIONS, INCLUDING THE CITY OF
PALATKA ADOPTED COMPREHENSIVE PLAN**

WHEREAS, on July 12, 2012 the Palatka City Commission (the City), a municipality chartered under the laws of the State of Florida, adopted a non-binding Memorandum of Understanding with Georgia-Pacific Corporation to construct and operate an environmental education center in Palatka, FL; and

WHEREAS, on January 10, 2013 the parties entered into a Memorandum of Agreement for the construction and operation of a wetlands center on property owned by the City of Palatka, which is to be owned and operated by the City of Palatka for the benefit of citizens and visitors; and

WHEREAS, the project building design has reached 60% completion and the interior exhibits and displays are at 50% completion, and a curriculum for upper elementary school aged children is currently under final review, as reviewed and vetted by a Community Advisory Committee formed for that purpose as well as the City of Palatka City Commission, and conforms with and is consistent with local plans and regulations including the City's adopted Comprehensive Plan; and

WHEREAS, the project will be constructed in a state-designated Enterprise Zone and is therefore eligible for Community Contributions Tax Credits; therefore, the Palatka City Commission deems it reasonable to submit an application to the Department of Economic Opportunity for said tax credits.

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

1. That the City Manager is hereby authorized to submit an application for Community Tax Credits to the Florida Department of Economic Opportunity, Division of Strategic Economic Opportunity for the St. Johns River Center: Adventures in a Wetlands Ecology project; and

2. That the City of Palatka hereby certifies and states that the Project as described in Exhibit A, Proposed Sponsor Project Outline, which is attached hereto and made a part hereof, is consistent with local plans and regulations, including the City of Palatka Adopted Comprehensive Plan.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida this 24th day of April, 2014.

CITY OF PALATKA

By: Its MAYOR

ATTEST:

CITY CLERK

**APPROVED AS TO FORM
AND CORRECTNESS:**

CITY ATTORNEY

PROPOSED SPONSOR PROJECT OUTLINE

Please mail this Project Outline, Checklist and attachments to:

Burt Von Hoff
Florida Department of Economic Opportunity
Division of Strategic Business Development
107 East Madison Street; MSC 80
Tallahassee, Florida 32399
PHONE: 850/717-8974; Fax: 850/410-4770
E-MAIL: "BURT.VONHOFF@DEO.MYFLORIDA.COM"

NAME OF AGENCY: City of Palatka

NAME OF PROJECT: St. Johns River Center: Adventures In A Wetlands Ecology

CONTACT PERSON: Mr. Michael Czymbor

TITLE: City Manager

MAILING ADDRESS: 201 N. 2nd Street _____

Palatka FL 32177

PHONE: 386-329-0100 **FAX:** 386-329-0106

E-MAIL: mczymbor@palatka-fl.gov

TYPE OF PROPOSED PROJECT:

Provide, construct, improve or substantially rehabilitate:

- Housing;**
 Homeownership Opportunities;
 All Other Housing
 Commercial resources and facilities;
 Industrial resources and facilities; or
 Public resources and facilities.

Improve entrepreneurial & job development opportunities for low-income persons.

Increase access to high-speed broadband capability in rural communities with an EZ

PROJECT LOCATION:

- Florida Enterprise Zone**
 Front Porch Community
 Housing for Low-Income Persons (Enterprise Zone location)
 Housing for Low-Income Persons (non Enterprise Zone location)

PROJECT NARRATIVE

Historically, employees of Georgia-Pacific's Palatka, Florida Pulp and Paper Operations conducted classroom study for area elementary school students about the ecology of the local environment, particularly the wetlands environment that surrounds the manufacturing operation. The program continued for years with employees hosting thousands of Palatka elementary school students. This particular education outreach program was conducted for a number of years and was extremely popular with local students and educators. Unfortunately, the program had to be ceased due to lack of staffing to handle it.

During the 1990s and the 2000s, Georgia-Pacific's Palatka mill worked extensively with the Florida Department of Environmental Protection to renew its permit for release of treated wastewater. Ultimately, it was determined that the effluent would need to be diverted from Rice Creek, where the mill had historically released its treated wastewater, to the St. Johns River via a pipeline which would be constructed over the distance between the mill and the river. Originally, the project was estimated to displace a certain quantity of wetlands and the mill agreed to mitigate the loss of those wetlands. One measure the mill agreed to pursue was the expenditure of \$1.2 million for the construction of a Wetlands Education Classroom. Originally the classroom was to consist of a boardwalk to a platform over an existing wetland, which would contain educational stations that could be visited by area school children to learn about the importance of wetlands in the Northeast Florida ecosystem.

Eventually, the pipeline was completed and began operation. Meanwhile, Georgia-Pacific's Palatka Pulp and Paper Operations returned all affected wetlands to their original natural state. However, the FDEP permit requiring the \$1.2 million wetlands classroom expenditure remained in effect. Having already made the commitment to the wetlands classroom concept Georgia-Pacific declined to have the requirement removed and requested that it be allowed to join with the City of Palatka to provide a wetlands education center in a downtown location near the St. Johns River front, which is better suited for access by students and casual tourists alike.

Planning and development for the wetlands education center began in 2013 with an agreement between Georgia-Pacific Palatka Operations and the City of Palatka. The city would supply the land ready for building, and Georgia-Pacific would pay the city for construction of a 4,500 sq. ft. building to be located in downtown Palatka facing the St. Johns River. Georgia-Pacific would develop a professional curriculum for the facility and would have that curriculum developed into the displays and exhibits illustrating the St. Johns River Center and its wetlands ecosystem. The FDEP endorsed the project and its guiding principles (Attached), which are incorporated as part of the GP/Palatka contract.

Currently, design of the center building is at 60 percent completion. Design of interior exhibits and displays is currently at 50 percent completion. A professionally written eight-unit curriculum for students at fourth and fifth grade levels is in final review. The curriculum also includes lesson extensions for two grades above and below these levels.

All facets of the center's development are under the supervision of a representative of the Georgia-Pacific Palatka Mill senior management and the city's special projects director. All plans for the building design, curriculum and interior displays and exhibits are reviewed for comment and input from an eight-person Community Advisory Committee consisting of scientists, environmentalists, historical scholars, educators, and government managers of local water and natural resources organizations.

The advisory committee recently agreed to name the new center, The St. Johns River Center: Adventures In A Wetlands Ecology. The name recognizes the river as the core of the center's focus and the call to education and understanding of its importance to local life and culture.

Groundbreaking for the center is anticipated in June-July of 2014, and the center is expected to be completed by February of 2015. The City of Palatka will manage the center on an ongoing basis, and Georgia-Pacific will provide regular annual curriculum upgrades for 10 years.

GUIDING PRINCIPLES WETLANDS EDUCATION CENTER

The St Johns River Wetlands Center (working title) is a joint effort between the City of Palatka, Fla., and Georgia-Pacific's Palatka Pulp and Paper Operations. The center focuses exclusively on the wetlands areas associated with the St. Johns River system. It educates regarding the ecological significance of wetlands, but also the need for restoration, conservation and sustainability of these areas and the need for a balanced approach to usage among all communities.

The center serves several specific purposes. It:

- celebrates the unique and varied ecosystems of the St. Johns River and its related wetlands areas;
- educates the general public, especially students, about the physical characteristics and ecology of the St Johns River wetlands areas.
- interprets the natural contribution of these wetlands areas to ecological diversity in terms of the St. Johns River systems flora, fauna, lakes, rivers and streams.
- relates the connection between the river system and its wetlands to the development of the unique history, culture, recreation, commerce and industry of our people.

Curricula for the center, to be contracted by Georgia-Pacific, is based on current, best available, peer reviewed science, presented from a point of view which balances environmental protection with private property rights and the needs for economic development. The curriculum is updated regularly.

Located on the corner of Memorial Drive and St. Johns Avenue in Palatka, the center serves as a prominent location for promoting additional individual study of area wetlands by visitors, tourists, academics and others interested in our natural environment. It provides a central location for distribution of information about other river- and wetlands-related education and eco-tourism opportunities in the area.



Building and Zoning Department
201 N. 2nd Street
Palatka, FL 32177
(386)
329-0103

MEMORANDUM

TO: Michael J. Czymbor
City Manager

FROM: Thad Crowe, AICP *TZ*
Planning Director

DATE: April 18, 2014

RE: Consistency of Proposed St. Johns River Center with City Codes and Plans

Please be advised that I have reviewed the project referenced above and have found that it is consistent with all applicable codes and plans of the City of Palatka, including its adopted Comprehensive Plan.

TC/tc

*Agenda
Item*

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CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE Amending Chapter 30 of the Code of Ordinances establishing regulations for vacant, blighted, unsecured or abandoned structures - 1st Reading

SUMMARY:

BACKGROUND:

Staff was directed to present an ordinance to establish and regulate a vacant/abandoned/foreclosed property registration program. Many cities throughout Florida have adopted such programs to address issues related to property abandonment.

According to US Census Bureau data, non-seasonal vacant properties have increased 51 percent nationally from nearly 7 million in 2000 to 10 million in April 2010, with 10 states seeing increases of 70 percent or more. High foreclosure rates have contributed to the additional vacancies. Population declines in certain cities and high unemployment also may have contributed to increased vacancies. However, this data does not indicate the number of vacant properties that are inadequately maintained and imposing costs on local governments.

If an owner abandons a property, servicers may have the right under typical mortgage agreements to conduct certain maintenance, although they generally are not obligated to do so until they assume ownership on behalf of the loan owner after foreclosure. According to the US Government Accountability Office local governments reported spending millions of dollars—including federal funds—on vacant properties that are not adequately maintained. Costs range from general maintenance to complete demolition. Unattended vacant properties produce public safety costs and lower communities' tax revenues due to the decline in value of surrounding properties, with some studies finding that vacant foreclosed properties may have reduced prices of nearby homes by \$8,600 to \$17,000 per property in specific cities.

Cities and states are implementing a variety of strategies to minimize the negative impacts of vacant properties but face various challenges. For example, some local governments are creating special entities called land banks that acquire and hold vacant properties for later development, sale, or demolition. However, difficulty obtaining adequate and sustained funding and finding buyers for the properties can hamper these local efforts. Some cities have passed ordinances that require servicers to notify the city when a property they are managing becomes vacant and attempt to hold them responsible for maintenance. However, localities often lack resources or staff to enforce these requirements fully. Some suggest fewer properties would become vacant if servicers had to account for communities' costs—such as for policing and fires—when considering whether to modify loans or foreclose, but servicers and others questioned the feasibility and effectiveness of such an approach. Local officials and community groups said they need more funds and increased oversight by federal regulators to ensure that servicers comply with local property maintenance codes.

As a result of the protracted global recession and drop in the economy, cities are experiencing an increase in the number of neglected, foreclosed and/or vacant residential and commercial properties within their communities. In many cases, the vacant, abandoned, and foreclosed properties are owned by financial institutions or absentee owners. Vacant, abandoned, and foreclosed properties within a community, threatens the economic stability of the neighborhood with diminished aesthetics, and property values.

In recent years the costly problems these distressed properties create have been exacerbated by the nation's mortgage foreclosure crisis. Homeowners in unprecedented numbers have been forced to abandon properties in neighborhoods scattered across our cities, and the greatly increased numbers of these properties have caused problems for greatly increased numbers of neighbors. They detract from their quality of life, depress their property values and, ultimately, can limit their economic opportunities. For city

governments, these properties represent increased demands for services to maintain them physically, to secure them and, in many cases, to keep them from attracting the kind of criminal activity that further distresses neighborhoods and adds even more to city costs. And over the past year, obviously, cities have had to meet these demands in an environment in which a dramatic national economic downturn has translated into a dramatic drop in local revenues.

In a report published by the U.S. Conference of Mayors, cities across the nation are attempting to minimize the problems that vacant and abandoned properties are creating. The most successful response to the increasing vacant and abandoned properties issues are neighborhood stabilization programs designed to stop diminishing property values and restore efforts to invest in city neighborhoods. One such program implemented by many cities across the nation and throughout Florida is a "Vacant, Abandoned, and Foreclosed Property Registry Program.

A Vacant, Abandoned, and Foreclosed Property Registry is designed to (1) formally identify vacant, abandoned, and foreclosed properties throughout the city, (2) require property owners to register their properties, and (3) provides city departments with a registry to utilize when properties require enforcement of city codes; thereby, assisting code enforcement, police, and city government in reducing the problems associated with vacant and/or abandoned structures. These ordinances apply to residential (single family and multi-family dwellings) and commercial properties that are abandoned, vacant, or foreclosed.

A Vacant/Abandoned/Foreclosed Registration Program is established through the adoption of an ordinance that requires property owners, including lenders to register with the city, pay a registration fee, conduct monthly inspections, perform maintenance and repair, and post the property with contact information.

DISCUSSION:

The City of Palatka has a large volume of vacant, abandoned, and foreclosed structures throughout the City. Based on a windshield survey conducted by City Code Enforcement staff, vacant and abandoned properties are estimated to exceed 400+ structures throughout the city; while recent data compiled by RealtyTrac for period ending March 2014, Palatka shows a total of 263 homes for sale and 247 homes in foreclosure. This information illustrates the data calls for action by the city to stabilize neighborhoods from further abandonment and diminished property values.

The City of Palatka's current method of handling code violations associated with vacant, abandoned, or foreclosed properties is through the standard code enforcement process. Code officers research Property Appraiser and Courthouse records to determine legal ownership and a Notice of Violation (NOV) is sent to the owner. When properties are in the foreclosure process a copy of the NOV is also sent to the lender. Properties that do not comply proceed to a Code Enforcement Board hearing and the process may eventually lead to liens on the property.

City staff researched two (2) mandatory methods of enacting a vacant property registration. One method is a vendor run, fee-based, Vacant Property Registry Program and the other is a City run, no fee, Registry Program. Example programs and ordinances were obtained from the following Florida cities: **Boynton Beach, Fort Myers, Green Acres, Ocala, Jacksonville, St Petersburg, Miami, Melbourne, Tampa, Lakeland, Sarasota, West Palm Beach, North Miami Beach, and West Melbourne.**

A method implemented by many cities is a fee-based registration program utilizing the services of city staff or a contract company to manage the program. This program operates or is triggered by the filing of a Lis Pendens (Notice of Intent to Foreclose) on a property which triggers the requirement for the property to register. The City or contract company maintains databases of homes that are bank owned or have a Lis Pendens filed on them. The database can be used by city employees to expedite the identification of the responsible party for a distressed property. Registration notification letters are sent by the company to the property owners and the lenders. Through the registration process, contact information for the owner of a registered property and who is responsible for the maintenance of that property is provided. Registered

properties will also be required to post this information at the property. The City or contract company collects registration fees. If a contract company is used to manage the program, revenues are split between the City and contractor. The average annual fees for vacant/abandoned/foreclosed properties range from \$100 to \$200 per year.

Statistics from one example, City of Boynton Beach, Florida, indicates they have approximately 5,700 properties in the foreclosure process, with 936 properties registered, or a 16% compliance rate and gross fees of \$140,000 collected (split 50/50 between the city and the private contractor).

A second method regulates and requires registration of all vacant/abandoned/foreclosed properties. While some registrations would be triggered by the filing of a Lis Pendens (Notice of Foreclosure), other registrations would be required for all vacant abandoned real properties. The management of the program would be administration either by city staff or a contract company.

If approved by the City Commission, it would be the purpose and intent of the City to establish a process to address the amount of abandoned real property within the city. It is the City’s further intent to specifically establish a vacant/abandoned/foreclosed property program as a mechanism to protect neighborhoods from becoming blighted through the lack of adequate maintenance and security of abandoned properties.

STAFF RECCOMENDATIONS:

1. Staff recommends the City Commission adopt an ordinance for the purpose of stabilizing neighborhoods throughout the City as part of the general municipal responsibilities to ensure the overall health, welfare, and safety of the community.
2. Further, staff recommends the City contract with a private company to manage the day-to-day activities associated with this ordinance, including collections of required fees.
3. Staff recommends a transition period of ninety days from date of final approval to request written proposals from interested service companies, develop internal operate procedures, and conduct appropriate public notification of new requirements.

RECOMMENDED ACTION:

Pass on first reading the ordinance establishing regulations for vacant, blighted, unsecured or abandoned structures.

ATTACHMENTS:

Description	Type
D Ordinance	Ordinance

REVIEWERS:

Department	Reviewer	Action	Date
Police	Getchell, Gary	Approved	4/17/2014 - 3:20 PM
City Clerk	Driggers, Betsy	Approved	4/18/2014 - 10:05 AM
City Manager	Czymbor, Michael	Approved	4/18/2014 - 10:22 AM

ORDINANCE No. 2014-

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 30, ENVIRONMENT, BY CREATING AN ARTICLE ENTITLED "REGISTRATION OF VACANT, BLIGHTED, UNSECURED OR ABANDONED STRUCTURES;" ADDING PROVISIONS REQUIRING THE REGISTRATION OF VACANT AND ABANDONED STRUCTURES; PROVIDING FOR PURPOSE AND INTENT, DEFINITIONS, RESPONSIBILITIES OF OWNERS AND/OR MORTGAGEES; REGISTRATION AND FEES, PENALTIES, AND ENFORCEMENT; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is important for the City of Palatka to establish a process to address the amount of abandoned real property within the City; and

WHEREAS, the City recognizes an increase in the number of vacant and abandoned properties located throughout the City; and

WHEREAS, the presence of vacant and abandoned properties can lead to a decline in property value, create aesthetic nuisances, and lead to general decrease in neighborhood and community aesthetics; and

WHEREAS, the current conditions of vacant and abandoned properties present a serious threat to the public health and safety of the community; and

WHEREAS, the presence of vacant and abandoned properties may discourage buyers from purchasing property within the City; and

WHEREAS, many vacant and abandoned properties are the responsibility of lenders and trustees who fail to adequately secure and maintain such properties; and

WHEREAS, the City has a vested interest in protecting the City against the decay caused by vacant and abandoned properties and concludes that it is in the best interest of the residents to amend the Code of Ordinances and impose registration and maintenance requirements on such properties located within the City;

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

Section I. Recitals. The above-listed recitals are hereby ratified and confirmed as being true and correct and are hereby rendered a specific part of this Ordinance upon adoption and shall serve as its legislative history.

Section II. That a new Article shall be added to Palatka Municipal Code, Chapter 30, Environment, entitled "Registration of Vacant, Blighted, Unsecured or Abandoned Structures" and shall contain the following sections, sub-sections and provisions:

Intent.

The purpose of this article is to protect the public health, safety and welfare by:

- (1) Establishing a program for identification and registration of real property located within the City that the mortgagee files a Lis Pendes (intent to foreclose) or become vacant, blighted, unsecured and abandoned.
- (2) Establishing the responsibilities of owners of foreclosed, vacant, blighted, unsecured and abandoned real property.
- (3) Providing for administration, enforcement and penalties.
- (4) Allowing the City Police Department to enforce the trespassing penalties described in F.S. § 810.08 on vacant, blighted, unsecured, and abandoned structures.
- (5) Providing a fair, equitable, and efficient method of allocating and apportioning the assessed service costs, which constitute a special benefit to residential and commercial properties, among property owners within the city.

Definitions.

Unless otherwise expressly stated, the following terms shall, for the purpose of this article, have the meanings indicated in this section:

Abandoned / vacant real property means any real property or building, as defined herein, or portion thereof, which may have multiple housing, code enforcement or building code violations, or may be illegally occupied and is:

- (1) under a public notice of default, evidenced by the filing of a Lis Pendes;
- (2) is the subject of a pending mortgage foreclosure;
- (3) is the subject of a mortgagee's sale or lien sale;
- (4) has been the subject of a mortgage foreclosure sale where title is retained by the mortgagee;
- (5) is property transferred under a deed-in-lieu of foreclosure sale, a short sale or other legal means;
- (6) the property is unsecured and abandoned;
- (2) Unsafe as defined herein or as in the City of Palatka, Florida Code of Ordinances, Chapter 8 entitled Building Code, as amended;

- (3) Condemned as defined by City of Palatka, Florida Code of Ordinances, as amended;
- (4) Vacant for a period of time over 30 days, beginning from the date of city inspection and during which time the enforcement officer has issued an order to correct violations, abate a nuisance, or remove an attractive nuisance;
- (5) Vacant for a period of time over 30 days without evidence of functioning water, electric and/or gas utilities;
- (6) Boarded up, partially destroyed, or partially constructed or incomplete after the building permit authorizing its construction has expired; and,
- (7) Accessible to trespassers, criminals or other unauthorized persons.

Approved materials means all city approved materials used to secure a structure.

Blighted property means:

- (1) Structures that have broken or severely damaged windows, doors, walls, or roofs which create hazardous conditions and encourage trespassing or malicious mischief;
- (2) Structures whose maintenance is so out of harmony and conformity with the maintenance and quality of adjacent or nearby properties as to cause substantial diminution in the use or property value of such adjacent or nearby properties;
- (3) A structure defined as a public nuisance pursuant to section 46-1, as amended or pursuant to state statute;
- (4) Any individual, commercial, industrial, or residential structure or improvement that endangers the public's health, safety or welfare because the structure or improvement upon the property is dilapidated, deteriorated, or violates minimum health and safety standards, and lacks maintenance as defined by the Florida Building Code; or
- (5) A structure which exhibits objectively determinable signs of deterioration sufficient to constitute a threat to human health, safety, and public welfare.

Codes means all applicable codes, including but not limited to, National Fire Prevention Code, Florida Building Code, the Putnam County Code and the City Code.

Code violations means violations of any code adopted and enforced by the city, which may include but not be limited to, the National Fire Prevention Code, Florida Building Code, the Palatka Municipal Code.

Enforcement officer means code enforcement inspector, code enforcement officer, police officer, building inspector, or manager's designee.

Evidence of vacancy means any condition, on its own or combined with other conditions present, which would lead a reasonable person to believe the property is vacant. Such conditions may include, but are not limited to, overgrown and/or dead vegetation, electricity, water or other utilities turned off; stagnant swimming pool; or statements by neighbors, passer-by, delivery agents or government agents.

Foreclosure means any judicial process by which the property, placed as security for a mortgage loan, is to be sold pursuant to judicial order at an auction to satisfy a debt upon which the borrower has defaulted.

Mortgagee means the creditor, including but not limited to, service companies, lenders in a mortgage agreement, and any agent or employee of the mortgagee, or any successor or assignee to the mortgagee's rights, interest or obligations under the mortgage agreement, the mortgagee or beneficiary of the mortgage foreclosure action obtaining title pursuant to a foreclosure sale. For purposes of this ordinance, real estate brokers and agents, solely marketing or selling real property on behalf of the mortgagee will not be deemed an agent or employee of the mortgagee.

Nuisance means any condition, including but not limited to, an abandoned, unsafe, unsecured residence, building, structure or real property with code violations that constitute a menace to life, property, public health or public welfare, or create a fire hazard; any conditions that may be injurious to the health, safety or welfare of the public; or, any conditions that constitute an attractive nuisance or otherwise endanger the public's safety while in the vicinity thereof.

Owner means any person, legal entity or other party having any ownership interest in real property, including but not limited to, owners identified on the blighted, unsecured or abandoned structures registration form; or a purchaser, devisee, lessee, fiduciary, or holder of an unrecorded deed. This term shall also apply to any person, legal entity or agent responsible for the construction, maintenance or operation of the structure involved, as well any person, legal entity or agent authorized to initiate a foreclosure or collection proceeding against the property, whether or not such proceeding has in fact been initiated. This term shall not apply to the city.

Plan means a city approved proposal required to be submitted by the owner to bring a structure into compliance pursuant to all applicable codes.

Structure means a structure or building as defined by the Florida Building Code.

Unsafe structure means a structure or building which is potentially hazardous to persons or surrounding structures, including, but not limited to:

- (1) A structure which has collapsed, that is in danger of partial or complete collapse, or unable to support the weight of normally imposed loads;
- (2) A structure with any exterior parts which are loose or in danger of falling;
- (3) A structure which is vacant, unguarded and open at doors or windows;
- (4) A structure with an accumulation of debris or other material therein representing a hazard of combustion;
- (5) A structure in a condition that creates hazards with respect to means of ingress and egress and fire protection as provided herein for the particular occupancy;
- (6) A structure or structural parts that are in deterioration;
- (7) A structure that is partially destroyed;
- (8) A structure with electrical or mechanical installations or systems creating a hazardous condition contrary to the standards of the Florida Building Code; or
- (9) A structure that by reasons of use or occupancy, the area, height, type of construction, fire-resistivity, means of ingress and egress, electrical equipment, plumbing, air conditioning or other features regulated by this Code do not comply with this Code for the use and group of occupancy.

Unsecured means an unoccupied structure or a structure without a lawful tenant or occupant which is open to entry by unauthorized persons or covered with unapproved materials and that are not in conformity with the nearby structures or materials not in compliance with the Florida Building Code.

Vacant means a structure that is unoccupied and is not actively used as a place of residence or business by human beings.

Responsibilities of mortgagee and owners of vacant, blighted, unsecured or abandoned structures.

Mortgagee or owner of a foreclosed, blighted, unsecured or abandoned structure shall maintain said structure and shall comply with the requirements of subsections (1) through (6) as follows:

- (1) A mortgage or owner of a blighted, unsecured or abandoned structure shall secure and maintain all entrances and all other openings of the

structure, including but not limited to windows and doorways. Such blighted, unsecured or abandoned structure shall be secured as follows:

- a. All entrances, windows and other openings shall be secured with approved materials, provided that such materials completely seal all entrances, windows and other openings, thereby protecting the interior of the structure from wind, rain, and other naturally occurring elements. Entrances and windows above the ground floor shall be regarded as secure if the entrances and windows are locked and not otherwise open to entry and the windows contain glass that is not cracked or broken or shutters that prevent entry.
 - b. If a violation of this section is discovered by a code enforcement officer, said officer is authorized to issue a notice of violation (NOV) requiring the structure to be secured within the time period enumerated in the NOV. If the structure remains unsecured after the time period enumerated in the notice, the city shall present a case based on the violation to the code enforcement board pursuant to chapter 2, article V of this Code. As part of its case, or at any subsequent properly noticed hearing, the city may present evidence showing that criminal activities or incidents presenting a threat to life and safety are occurring on the property where the unsecured structure is located. If such evidence is presented and the code enforcement board determines that this section has been violated, the owner of the structure at issue may be required to secure all openings with commercial quality, 14-gauge, and rust proof metallic coverings.
 - c. Such metallic coverings shall consist of steel sheet metal, excluding aluminum and copper, which allow for ventilation. Said metallic coverings must have an exterior finish that allows for easy graffiti removal, and be designed to prevent removal from the exterior with a crowbar or other prying device. In addition, the metallic coverings must consist of threaded rods or cables attached on the interior of the structure to a steel cross-brace that spans the opening.
 - d. Failure to comply with the requirements of this section of this article shall subject the owner to code enforcement action, as provided in Article II, Section 30-34 of this Chapter.
- (2) All mortgagee or owners of a vacant, blighted, unsecured or abandoned structure shall be responsible for removing unauthorized signs, posters and graffiti from the structure's exterior unless exempted by this article or the city's zoning ordinance.

- (3) Every mortgage or owner of a vacant, blighted, unsecured or abandoned structure shall keep the premises free from rodents, insects, vermin, and other wild animals.
- (4) The roof of every structure shall be well drained of rain water.
- (5) All materials used to secure blighted, unsecured or abandoned structures shall be painted in a workmanlike fashion in the same color as its other exterior walls.
- (6) When a property subject to this section becomes vacant and/or abandoned, the owner shall be responsible to post the name and contact information for a local property manager that is available 24 hours a day. The posting shall be placed near the main entrance to the structure and shall contain language consistent with the following: "This property is managed by (name of local property manager). To report problems or concerns, call (telephone number of local property manager)".

Vacant structure registration.

- (a) Every mortgagee owner of a commercial or single-family vacant structure shall, at no cost to the owner, register said structure with the city. Such registration shall include:
 - (1) A description of the premises including address, legal description, and folio number;
 - (2) The names, addresses, e-mail addresses and contact telephone numbers of the owner, or agents, or local agents that can be contacted 24 hours a day; and
 - (3) Written consent by the owner allowing the City of Palatka Police Department to enforce the trespassing penalties described in F.S. § 810.08.
- (b) Mortgage or owners of vacant structures located within a multi-family building shall not have to comply with this section if:
 - (1) The multi-family structure has a property manager on the premises;
 - (2) The multi-family structure has a homeowners' association responsible for the management and maintenance of the property;
 - (3) The multi-family structure has security located on or responsible for the property; and
 - (4) The property manager of the multi-family building, at no costs to the property manager, registers the following information with the city:
 - a. A description of the property including address and unit number of all vacant structures within the multi-family building;

- b. The names, addresses, e-mail addresses and telephone contact number of the property manager or agent who can be contacted within 24 hours;
 - c. Written consent by the owner allowing the city police department to enforce the trespassing penalties described in F.S. § 810.08.
- (c) If any of the requirements of subsections (b) (1)—(4) are not complied with, the individual owner of the vacant structure located within a multi-family building shall register pursuant to subsection 30-196(a).
- (d) This registration must be done upon any transfer of the property and every October 1st thereafter.
- (e) Any person that has registered a vacant real property under this subsection must report any change of information contained in the registration within 10 days of the change.

Foreclosed, Blighted, unsecured or abandoned structure registration.

- (a) After any owner of real property allows his/her property to become blighted, unsecured or abandoned structure, as defined in this article, within 48 hours, the owner shall register the property with the enforcement officer.
- (b) The registration shall be submitted on designated forms and shall, at a minimum, include the following information supplied by the owner:
 - (1) A description of the premises, including address, legal description and folio number;
 - (2) The names, addresses, e-mail addresses and contact telephone numbers of the owner, or agents that can be contacted within 24 hours;
 - (3) The names, addresses and contact numbers of all known lien holders and all other parties with an ownership interest in the structure;
 - (4) A plan and timeline for bringing the structure into compliance; and
 - (5) Written consent by the owner allowing the city police department to enforce the trespassing penalties described in F.S. § 810.08.
- (c) The owner shall comply with all applicable laws and codes and close all outstanding City Code violations, unless waived by the appropriate department or agency.
- (d) The owner shall submit a plan and timeline, as described in subsection (b) (4) to be approved by the enforcement officer. The enforcement officer shall require completion of the plan within a reasonable time, not to exceed ninety (90) days. Any repairs, improvements or alterations to structures must comply with any applicable housing and/or building codes.
- (e) The owner shall notify the enforcement officer of any changes to the information supplied on the registration immediately. All plan and timeline revisions and

extensions must be approved by the enforcement officer or the city manager's designee.

- (f) The owner of a vacant, blighted, unsecured or abandoned structure shall pay a registration fee:
- (1) Once a mortgage company files a Les Pens (attempt to foreclose) or the owner of a blighted, unsecured or abandoned structure shall initially register the property with the city and pay an annual registration fee. The schedule is as follows:
 - a. \$200.00 for the first year and each subsequent consecutive year the building remains a blighted, unsecured or abandoned structure.
 - (2) The fee for the first year of registration shall be due and payable, in full, 30 days after the structure is registered as a blighted, unsecured or abandoned structure. If the fee is not paid within 30 days of being due, the owner shall be subject to prosecution as prescribed in section 30-197
 - (3) The registration fee shall be paid in full prior to the issuance of any permits to repair or rehabilitate with the exception of a demolition permit.
 - (4) All delinquent registration fees, including interest, shall be paid by the owner prior to any transfer of ownership interest. If the fees are not paid prior to transfer, the new owner shall be responsible for all outstanding fees no later than 30 days after the transfer of ownership and subsequent registration fees shall be due and payable in accordance with this article.
 - (5) The registration fee is reasonably related to the administrative costs for processing the registrations and monitoring of the blighted, unsecured, or abandoned structures. Increasing fees reflect growing costs of identifying, regulating, monitoring and policing of deteriorating structures.
- (g) The enforcement officer shall keep a file for all registered blighted, unsecured or abandoned structures, which shall include any information from interested parties or citizens regarding the history, problems, status or blighting influence of such structure.

Enforcement.

Failure to comply with the requirements of this article shall subject the owner to code enforcement action, pursuant to F.S. Ch. 162, as well as Chapter 2, article V of the City Code, and specifically section 2-314.

If the mortgagee or owner fails to comply with the requirements of this article, the city may, pursuant to F.S. ch. 170, secure or cause to be secured and make all reasonable repairs to such blighted, unsecured or abandoned structures, which are required to bring the property into compliance and charge the violator with the reasonable cost of the repairs along with the fine imposed pursuant to this article. Making such repairs does not create a continuing obligation on the part of the local

governing body to make further repairs or to maintain the property and does not create any liability against the local governing body for any damages to the property if such repairs were completed in good faith.

If the work is done or caused to be done by the city, the enforcement officer shall keep an itemized accounting of expenses of the work done and the cost thereof and notify the owner of said expenses. If the statement is not paid within ten days after the owner is notified, interest shall begin to accrue annually at the statutory rate until paid in full.

Under the lawful authority granted to municipalities pursuant to F.S. chs. 170 and 166, the city hereby authorizes the levy and collection of special assessments to fund the costs of any work done by the city to enforce compliance with the requirements of this article.

Costs resulting from any work undertaken by the city pursuant to this section shall be levied as a special assessment lien against the real property where the violation existed. Said special assessment lien, until fully paid and released, shall remain a lien equal in rank and dignity with the lien of ad valorem taxes, and shall be superior in rank and dignity to all other liens, encumbrances, titles and claims in, to or against the real property involved. Interest upon such special assessment liens shall accrue pursuant to F.S. § 170.09, as amended. Special assessment liens shall be enforced by any method authorized by law to enforce payment thereof with all accrued interest and costs, including legal costs, or may be subject to foreclosure, pursuant to F.S. ch. 173, as amended. The property owner shall pay all costs of collection, including reasonable attorney's fees, incurred by the collection of fees, service charges, penalties and liens imposed by virtue of this section.

Exemptions

This article shall not apply to any structures protected by federal, state, or local law or any structures owned by the federal government, state government, Putnam County, or the city.

Penalties

Penalties under any provision of this article shall be assessed pursuant to sections 2-314 and 2-315.

Alternative procedures.

Nothing in this article shall be deemed to preempt existing remedies of the city authorized under existing law.

Section III. That all ordinances or parts of ordinances in conflict therewith are hereby repealed to the extent of such conflict.

Section IV. That if any section or portion of a section or subsection of this ordinance proves to be invalid, unlawful, or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section, subsection, or part of this ordinance.

Section V. That this ordinance shall take effect upon its passage as provided by law.

Section VI. 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.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 8th day of May, 2014.

CITY OF PALATKA

By: _____
Its MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

*Agenda
Item*

7



CITY COMMISSION AGENDA ITEM

SUBJECT:

ORDINANCE amending Chapter 94, Zoning Code, Div. 3, Article 3 to add building exterior standards on major city thoroughfares - 2nd Reading, Adopt

SUMMARY:

This is for the adoption of an ordinance amending the Zoning Code which adds building exterior standards to buildings located on major thoroughfares (arterial roadways as defined in the standards). These basic exterior design standards require a finished exterior (stucco, brick, or other exterior application), break up blank walls, and screen loading docks and garage doors. The intent is to improve the appearance of the City's road corridors and enhance property values. The standards are not applicable to single-family uses, historic districts, and the downtown overlay zone. Appeals of standards would go to the Planning Board. The Planning Board recommended approval of the proposed ordinance at there March 2014 meeting (see attached).

RECOMMENDED ACTION:

Adopt ordinance providing exterior design standards for new construction on major city thoroughfares.

ATTACHMENTS:

Description	Type
<input type="checkbox"/> Ordinance	Ordinance
<input type="checkbox"/> Staff Report	Backup Material
<input type="checkbox"/> Planning Board Minutes	Backup Material

REVIEWERS:

Department	Reviewer	Action	Date
Planning	Crowe, Thad	Approved	4/15/2014 - 3:05 PM
City Clerk	Driggers, Betsy	Approved	4/15/2014 - 3:25 PM
City Manager	Czymbor, Michael	Approved	4/15/2014 - 3:27 PM
Finance	Reynolds, Matt	Approved	4/16/2014 - 2:31 PM
City Clerk	Driggers, Betsy	Approved	4/16/2014 - 2:34 PM

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

ORDINANCE NO. 14 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 94 OF THE CODE OF ORDINANCES, DIV. III, ARTICLE 3, SUPPLEMENTAL DISTRICT REGULATIONS, TO ADD PROVISIONS FOR EXTERIOR BUILDING STANDARDS FOR NEW CONSTRUCTION ALONG MAJOR CITY THOROUGHFARES; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

WHEREAS, all the necessary procedural steps have been accomplished, including public hearings before the Planning Board of the City of Palatka on February 4, 2014; and two public hearings before the City Commission of the City of Palatka on April 10, 2014, and April 24, 2014; and

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

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

Section 1. That Zoning Code Article III, Division 3, *Supplementary District Regulations* shall be amended to add a new section creating provisions for Exterior Building Standards on major thoroughfares as follows:

Building exterior standards on major city thoroughfares:

- (a) Intent and purpose. The purpose of these regulations is to protect the city's appearance for residents and visitors; enhance desirability of property investment; foster civic pride and community spirit; and stabilize and improve property values and prevent potentially blighting influences.

- (b) Applicability. All new development on property abutting a major city thoroughfare (defined as 19th

Street, Crill Avenue, Husson Avenue, Madison Street, Main Street, Moody Road, Moseley Avenue, Palm Avenue, Reid Street, St. Johns Avenue, State Road 19, US 17, and Zeagler Drive) shall conform to the requirements of this section. Single family detached and duplex units, properties in locally designated historic districts and sites, properties in a downtown overlay zone, and walls or roofs that are not visible from major city thoroughfares are not subject to the requirements of this section.

An appeal for waiver or modification may be taken to the planning board, which shall have authority to grant such waiver or modification to the extent necessary based on the finding that such a waiver or modification would accomplish the intent of the standards or present a significant economic or practical hardship to a property owner.

(c) Building exterior standards.

- (1) Walls shall be staggered by changes in surface planes and architectural features to avoid a monolithic "box" appearance by integrating at least one of the following architectural features no less than every 50 horizontal feet:
 - a. Porches;
 - b. Sun-shading devices, such as awnings, canopies, and similar devices;
 - c. Covered stairwells;
 - d. Doors;
 - e. Windows;
 - f. Chimneys; or
 - g. Columns or pilasters, inset or freestanding.
- (2) Walls shall not be comprised of aluminum, metal, or flat-faced concrete block, unless such materials are used for minor accents comprising less than 20% percent of the wall.
- (3) Walls shall have windows that make up at least 15 percent of the wall.
- (4) Roofs shall have multiple rooflines if the building is more than 50 feet wide.
- (5) Architecture as signage is prohibited. Buildings shall not be designed in a way in which the building's wall surface, through color or appearance, is a sign. All areas for signage shall

- be part of the site or building design.
- (6) Dumpsters and mechanical equipment such as air conditioners and compressors shall be screened from public view. The screening design shall be compatible with and part of the building design.
 - (7) Building entrances shall be protected from the elements and give clear identity to the entrance.
 - (8) If the use requires loading docks, garage doors, or mini-storage buildings and site conditions require them to be located along a major city thoroughfare, then they shall be screened using landscaping or architectural features.

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 24th day of April, 2014.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Case 14-01
Request to Amend Zoning Code
(Building Exterior Standards for Major City Thoroughfares)
Applicant: Building & Zoning Dept.

STAFF REPORT

DATE: January 23, 2014
TO: Planning Board Members
FROM: Thad Crowe, AICP
Planning Director

APPLICATION REQUEST

Addition of a section regarding building exterior standards to the Supplementary District Regulations of the Zoning Code (Division 3).

APPLICATION BACKGROUND

The City's main road corridors exhibit symptoms and direct signs of blight including unattractive buildings, barren paved areas, decrepit chain link fences, and overly large and excessive signage. Staff has proposed a variety of tactics to address such blight including landscaping and fencing standards that would be gradually implemented in time. The Zoning Code has no design standards for new construction outside of historic districts. This means that new construction along the City's very visible roadway corridors can present unattractive features such as blank walls, unfinished metal exteriors.

PROJECT ANALYSIS

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

The planning board shall consider and study:

a. The need and justification for the change.

Staff comments: the following justifications are applicable.

- Improved appearance of commercial corridors
- Increase in property value of commercial corridors

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

Staff comments: the following Comprehensive Plan or Community Redevelopment Area Plan policies (shown in *italics*) are applicable to this amendment. This amendment is in keeping with the goals, objectives, and policies of both plans. In regard to the policies listed below, the amendment is in line with stated purposes of promoting infill and mixed-use development, renewing blighted properties, encouraging the use of existing commercial areas, and practicing innovative development planning.

FUTURE LAND USE ELEMENT

Objective A.1.2 9J-5.006(3)(b)2

Upon Plan Adoption, the City shall implement the following policies in order to provide the means for redevelopment and renewal of blighted properties.

Policy A.1.6.1 9J-5.006(3)(c)

Provide incentives which direct development to infill in areas of the City with in-place water/sewer lines and paved road. These incentives may include, but not be limited to providing additional permitted land uses through special use designations under the City Zoning Code such as approved "mother-in-law" units with separate kitchens or home office operations for limited business activities.

Policy A.1.6.2 9J-5.006(3)(c)3

Minimize scattered and highway strip commercial by directing commercial development to occur in a planned and compact manner through in-filling within already developed commercial areas as identified on the Future Land Use Map.

Objective A.1.8 9J-5.006(3)(b)9; F.S. 187.201(16)(b)3

Upon Plan adoption, The City shall establish a program that provides the means for innovative development planning. The end goals of the program are to provide:

- *Flexibility and efficiency in site design to reduce infrastructure costs, improve interior circulation patterns, and promote open space;*
- *Development that is adapted to natural features in the landscape such as wetlands, vegetation and habitat, and which avoids the disruption of natural drainage patterns; and*
- *A mix of land use to promote convenience in the location of related uses and to reduce travel congestion and costs.*

LANDSCAPING AND TREE PROTECTION (ZONING CODE ARTICLE VI)

- (1) *Improve the aesthetic appearance of commercial, governmental, industrial and residential areas through the incorporation of landscaping into development in ways that harmonize and enhance the natural and manmade environment.*
- (3) *Provide direct and important physical and psychological benefits to human beings through the use of landscaping to reduce noise and glare, and to break up the monotony and soften the harsher aspects of urban development.*

STAFF RECOMMENDATION

Staff recommends approval of Case 13-50 revising specific sections of Zoning Code Article VI and VII as paraphrased below:

1. conditional use eventual compliance with parking lot landscaping and vehicular use and roadway buffers; and
2. fencing standards as outlined on pages 1 and 2.

Recommended revisions:

1. Pg. 4 A. Retail Core allowable Uses; section (2) General service establishments, item h.; remove **Fraternal organizations.**
2. Pg. 6 D. add period at the end of the word **prohibited** & capitalize **Conditional Use**
3. Pg. 7 B. Balconies or Porches (remove the words or porches).

Chairman Sheffield called for recess.

NEW BUSINESS:

Case 14-01: Administrative request to amend Municipal Code to add Sec. 94-203 Supplementary District Regulations; building exterior standards for new construction along major thoroughfares.

Mr. Crowe added that this amendment is in keeping with the goals of the City to improve the appearance of the City, attracting new businesses and minimize future potential blight. He reviewed the proposed standards for new construction only and not applicable to single-family or duplex residential. He added that provision for appeals of these standards would be considered by the Planning Board. He recommended approval of the amendment. He believes that the community at large is going to suffer, without these design standards.

Discussion continued regarding the benefit of establishing some guidelines and standards for business owners and developers work with. Chairman Sheffield stated that as a contractor the cost is minimal, less than 5% additional cost. Mr. Crowe added that these standards are not retrofit, they apply to new construction.

Motion made by Mr. Harwell and seconded by DeLoach to approve the amendment as submitted. All present voted affirmative, motion carried unopposed.

Adjournment – There being no further business, the meeting was adjourned at 6:55 p.m. upon a motion by Mr. DeLoach, seconded by Ms. Moody. By Board consensus, Motion carried.