

VERNON MYERS
MAYOR - COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

AGENDA CITY OF PALATKA May 10, 2012

CALL TO ORDER:

- a. Invocation – The Reverend John M. Miles, Pastor; First Church of God of Florahome
- b. Pledge of Allegiance
- c. Roll Call

APPROVAL OF MINUTES – 4/26/12

1. PUBLIC RECOGNITION/PRESENTATIONS:

- a. PROCLAMATION – National Public Works Week – May 20 – 26, 2012
- b. PROCLAMATION – National Safe Boating Week – May 19 – 25, 2012 – US Coast Guard Aux
- c. PROCLAMATION – Police Memorial Day – May 11, 2012 – Chief Gary Getchell

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

3. CONSENT AGENDA:

*a. Authorize PPD to submit the following grant applications:

1. Federal 2012 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation in the amount of \$11,118.00 (no match required)
2. Federal 2012 Edward Byrne Memorial Justice Assistance Grant Program – JAG Countywide - State Solicitation in amount of \$16,030.60 (no match required)

*b. Authorize execution of Change Order #4 to Masci Corp. contract in the amount of \$70,305.68, for a new total contract amount of \$ 1,011,509.05 to amend the scope of work to add a chlorination system to the Wastewater Treatment Plant Improvements project, per City Manager's recommendation.

- * 4. RESOLUTION extending the Community Redevelopment Area (CRA) Plan to December 27, 2043, per Community Redevelopment Agency Recommendation - Adopt
- * 5. PUBLIC HEARING/ORDINANCE – Planning Board Recommendation to amend the Large Scale Comprehensive Plan Future Land Use Element to add Policy A.1.2.2 extending the timeframe of the Community Redevelopment Area Plan through December 27, 2043 – **Authorize transmittal of Draft Ordinance to state agencies for review** – City of Palatka, Applicant
- * 6. PUBLIC HEARING/ORDINANCE – 1001 Husson Avenue - Planning Board Recommendation to deny request to rezone from R-1A (Residential) to PUD-PBG1 (Planned Unit Development/Public Buildings & Grounds) – Moseley School Warehouse – Putnam County School District, Applicant – 1st Reading

AGENDA - CITY OF PALATKA

May 10, 2012

Page 2

- * 7. **PUBLIC HEARING** – 3205 & 3209 Crill Avenue and 1108 S. Palm Avenue - Planning Board Recommendation to annex, rezone 3205 & 3209 Crill Avenue from Putnam County C-2 (Commercial, Light) to City of Palatka C-2 (Intensive Commercial) and rezone 1108 S. Palm Avenue from Putnam County R-1A (Residential, Single Family) to City of Palatka C-1A (Neighborhood Commercial) – Donald E. Holmes, J. Dale Hewitt Life Estate and Richard Richter, owners; Guy Parola, Applicant/Agent
 - a. **ORDINANCE** annexing 3205 & 3209 Crill Ave. & 1108 S. Palm Ave – 1st Reading
 - b. **ORDINANCE** rezoning 3205 & 3209 Crill Ave. & 1108 S. Palm Ave – 1st Reading
- * 8. **ORDINANCE** amending the Palatka Code of Ordinances to revise Section 2-250.185(b), Police Officer Benefit Group Pension Amount Formula, per Actuarial Evaluation Recommendation – 1st Reading
- * 9. **PUBLIC HEARING/ORDINANCE** – Planning Board Recommendation to revise the Comprehensive Plan to add a policy establishing Airport Protection Policies – Adopt
- * 10. **PUBLIC HEARING/ORDINANCE** – Planning Board Recommendation to amend Planned Unit Development requirements – Adopt
- * 11. **DISCUSSION/ACTION** - Request to Make Memorial Drive a One-Way Street – City Manager Woody Boynton
- * 12. **RECOMMENDATION TO ADOPT PALATKA BRANDING** – Charles Rudd, Main St. Manager
- 13. **ADMINISTRATIVE REPORTS**
 - a. City Manager Selection Update
- 14. **COMMISSIONER COMMENTS**
- 14. **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 25 – 28, 2012 – Blue Crab Festival
May 28, 2012 – City Offices closed to observe Memorial Day
July 4, 2012 – City Offices closed to observe Independence Day
Sept. 3, 2012 – City Offices closed to observe Labor Day

Board Openings:

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

CITY OF PALATKA



Proclamation

WHEREAS, public works services provided in our community are an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as water, sewers, streets and highways, public buildings, solid waste collection, parks and canal maintenance; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services. The quality and effectiveness of these facilities, as well as their planning, design, and construction, is vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel, who staff public works departments, is materially influenced by the people's attitude and understanding of the importance of the work they perform; and

WHEREAS, as we reflect upon this year's theme, "**Public Works: Creating A Lasting Impression,**" we are reminded that National Public Works Week (NPWW) is a celebration of the tens of thousands of men and women in North America who provide and maintain the infrastructure and services collectively known as public works, and celebrate the hard work and dedication of the many public works professional throughout the world.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, hereby proclaim the week of May 20 through May 22, 2012 as

NATIONAL PUBLIC WORKS WEEK

In the City of Palatka, and calls upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works, and to recognize the contributions which public works officials make every day to our health, safety, comfort, and quality of life.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of May, in the Year of Our Lord Two Thousand Twelve.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

CITY OF PALATKA



Proclamation

WHEREAS, As Americans anticipate the warm weather of the summer months, we look to our Nation's abundant outdoors and waterways for relaxation and recreation. America's lakes, rivers, and oceans are enjoyable, but can sometimes pose dangers to watergoers. National Safe Boating Week is an opportunity to highlight the importance of safety precautions and sensible behavior when spending time on the water; and

WHEREAS, safe boating is responsible boating. Individuals can prepare for excursions by taking boating safety courses and filing float plans with family members, relatives, or friends. To prevent accidents and drowning while on the water, boaters should remain aware of weather conditions, perform vessel safety checks, and ensure each passenger wears a life jacket and all required safety equipment is on board. Safe boating is also sober boating. Alcohol use is a leading factor in fatal boating accidents, so limiting alcohol use while on or operating a boat can save lives; and

WHEREAS, each year for National Safe Boating Week, the United States Coast Guard partners with boating organizations to raise awareness on the importance of taking proper precautions while boating. By embracing responsible boating practices, Americans can avoid preventable injuries and enjoy the majesty of our Nation's waterways; and

WHEREAS, in recognition of the importance of safe boating practices the 7-day period prior to Memorial Day weekend is annually dedicated to the start of the year-round effort to promote safe boating.

NOW, THEREFORE, I, Vernon Myers, Mayor of the City of Palatka, Florida, together with the members of the Palatka City Commission, do hereby proclaim May 19 – 25, 2012 as

NATIONAL SAFE BOATING WEEK

In the City of Palatka, and I encourage all citizens who participate in boating activities to observe this occasion by learning more about safe boating practices and taking advantage of boating education.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of May, in the Year of Our Lord Two Thousand Twelve.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

CITY OF PALATKA



Proclamation

WHEREAS, we are here today to recognize the dedication and selfless sacrifices of the men and women police officers who are part of a long and noble profession that reflects the highest degree of honor, strength, respect and distinction; and

WHEREAS, throughout our history, members of various law enforcement entities have proudly donned their uniforms and willingly risked their lives to carry out their duties and serve their communities with tireless effort, knowing full well the unforeseen dangers and challenges they might face each day, as they protect and serve their fellow man with the greatest degree of honor and dignity; and

WHEREAS, the citizens of Palatka and our nation remember today those men and women of such tremendous valor who have decided to follow a difficult and often life-altering path, as they have taken the oath to serve and protect the greater public by safeguarding life, liberty and property; and

WHEREAS, in commemoration of Police Memorial Day, we pause to remember and pay tribute to those officers who made the ultimate sacrifice and we likewise offer our support to their families and our respect to their fellow officers for their devotion, courage, pride and compassion; and

WHEREAS, this solemn day of observance is a time of poignant remembrance and provides an opportunity for reflection upon the lives and legacy of those revered citizens who answered the call to duty, as people across Palatka and this entire nation publicly observe the heroic efforts of our fallen officers and join with families, friends and comrades in a special salute to show gratitude and appreciation for the ultimate sacrifice they have made on our behalf;

NOW, THEREFORE, I, Vernon Meyers, Mayor of the City of Palatka, together with the members of the Palatka City Commission do hereby proclaim May 11, 2012 as

POLICE MEMORIAL DAY.

In the City of Palatka, and I call upon all citizens to honor those law enforcement officers who, through their courageous deeds, have made the ultimate sacrifice in service to their community or who have become disabled in the performance of duty, and let us recognize and pay respect to the survivors of our fallen heroes.

IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Seal of the City of Palatka, Florida on this 10th day of May, in the Year of Our Lord Two Thousand Twelve.

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

PALATKA CITY COMMISSION

By: Vernon Myers, MAYOR

Agenda
Item

3_{a-1}

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

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

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

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. _____ Fax _____

Requested meeting date for Agenda Item: May 10, 2012

Request for Commission Action or Presentation Only; no action required Subject Matter you wish to address:

Grant Application

Refer to attached announcement

Commission Action Requested, if any: Authorize department to submit application for 2012 Edward Byrne Memorial Justice Assistance Grant (JAG)

Program – Local Solicitation (\$11,118.00 with no match)

PLACE ON CONSENT AGENDA

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 329-01100 AT LEAST 24 HOURS IN ADVANCE TO REQUEST ACCOMMODATIONS.

**Palatka Police Department
110 North 11th Street**

Memorandum

Date: 04-30-12
To: Betsy Driggers, City Clerk
From: Chief Gary Getchell
Subject: Request to apply for grant – Edward Byrne Memorial Justice Assistance Grant – Local Solicitation

The Palatka Police Department wishes to submit an application to receive funding from the United States Department of Justice to assist our department in acquiring technological equipment and programs to be utilized by department personnel in the performance of their duties.

The funding is in the amount of \$11,184.00. There is no requirement for match funding from the City of Palatka.

Chief Gary Getchell

Cc;
City Manager Woody Boynton
Assistant Chief James Griffith

James Griffith

From: owner-bvp-list@ojp.usdoj.gov on behalf of Justice, BJA [bja.justice@usdoj.gov]
Sent: Wednesday, March 28, 2012 6:01 PM
To: Justice, BJA
Subject: Fiscal Year (FY) 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program announcement

The Bureau of Justice Assistance (BJA) is pleased to announce that Fiscal Year (FY) 2012 Edward Byrne Memorial Justice Assistance Grant (JAG) Program funding information is now available and appears on the [BJA JAG web page](#).

Please note that this email is being sent to all prior JAG recipients and **does not necessarily confirm your jurisdiction's eligibility under the FY 2012 Local JAG Program**.

Eligible jurisdictions under FY 2012 Local JAG are limited to units of local government appearing on the [FY 2012 Local JAG Allocations list](#). Please review this list and verify your eligibility, and **if eligible**, review the associated [FY 2012 Local JAG solicitation](#) and submit an application for funding through the Office of Justice Program's (OJP) [Grants Management System \(GMS\)](#) **by 8:00 p.m. Eastern Daylight Time (EDT) on May 14, 2012**.

Please contact the GMS Help Desk at 1-888-549-9901 (Option 3) prior to the deadline if you experience any technical difficulties with submission. Applications must be submitted by the stated deadline, regardless of whether the 30 day governing body review requirement has been satisfied. BJA will hold applications prior to processing until the 30 day governing body review requirement has been met OR attach a withholding of funds special condition to the award until the governing body requirement has been satisfied.

For questions related to the JAG solicitation, please contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com or by [live web chat](#).

For GMS assistance, please refer to: <http://www.ojp.usdoj.gov/gmscbt/> or contact the GMS Help Desk at 1-888-549-9901; Option 3.

Agenda Item

3a-2

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

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

Chief Gary Getchell / Palatka Police Department

Name of Individual making presentation or request, if different:

Chief Gary Getchell

Address: Palatka Police Department

Daytime Phone 329-0115 Home ph. _____ Fax _____

Requested meeting date for Agenda Item: May 10, 2012

Request for Commission Action or Presentation Only; no action required Subject Matter you wish to address:

Grant Application

Refer to attached announcement

Commission Action Requested, if any: Authorize department to submit application for 2011 Edward Byrne Memorial Justice Assistance Grant (JAG)

Program – JAG Countywide – State Solicitation (\$16,030.60 with no match)

PLACE ON CONSENT AGENDA

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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.

**Palatka Police Department
110 North 11th Street**

Memorandum

**Date: 04-30-12
To: Betsy Driggers, City Clerk
From: Chief Gary Getchell
Subject: Request to apply for grant – Edward Byrne Memorial Justice Assistance Grant – Countywide – State Solicitation**

The Palatka Police Department wishes to submit an application to receive funding from the United States Department of Justice to assist our department in acquiring technological equipment to be utilized to improve the department's wireless network.

The State of Florida has allocated \$106,824.00 to Putnam County. The money will be divided among 5 government entities, Palatka receiving \$16,030.60. There is no requirement for match funding from the City of Palatka. A copy of the grant announcement is attached for your review.

Chief Gary Getchell

Cc;
City Manager Woody Boynton
Assistant Chief James Griffith



Florida Department of
Law Enforcement

Gerald M. Bailey
Commissioner

Business Support Program
Post Office Box 1489
Tallahassee, Florida 32302-1489
(850) 410-7000
www.fdle.state.fl.us

Rick Scott, *Governor*
Pam Bondi, *Attorney General*
Jeff Atwater, *Chief Financial Officer*
Adam Putnam, *Commissioner of Agriculture*

JAMES

April 6, 2012

The Honorable Kenny Eubanks
Chairman, Putnam County
Board of Commissioners
P O Box 758
Palatka, FL 32178

Re: Federal Fiscal Year (FFY) 2012 Edward Byrne Memorial Justice Assistance
Grant (JAG) Program – JAG Countywide – State Solicitation

Dear Chairman Eubanks:

The Florida Department of Law Enforcement (FDLE) anticipates an award from the United States Department of Justice for FFY 2012 JAG funds. FDLE will distribute these funds in accordance with the JAG Countywide distribution provisions of Chapter 11D-9, Florida Administrative Code.

FDLE has set aside \$80,153 funds for use by all units of government within Putnam County. The enclosed Program Announcement provides an overview of these funds which can be used by local units of government to support a broad range of activities to prevent and control crime and to improve the criminal justice system. Please note that the Program Announcement includes information from the U.S. Department of Justice relating several areas of national focus and its priorities to help maximize the effectiveness of the Byrne/JAG funding.

As a condition of participation in this program, the units of government in each county must reach a consensus concerning the expenditure of these funds. This consensus must include the projects to be implemented as well as the agency responsible for such implementation.

Developing such consensus will require someone to exercise leadership and assume a coordinating role in the development of applications for these funds. FDLE recommends that the Board of County Commissioners assume this responsibility. In the event the county declines to serve in this capacity, the Department will request the governing body of each municipality in the county, in descending order of population, to serve as the coordinating unit of government.

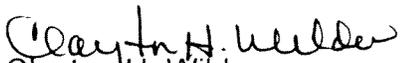
The Honorable Kenny Eubanks
April 6, 2012
Page Two

The enclosed Certificate of Participation form requests the identification of an individual coordinator. We will send this individual further information regarding the application process in FDLE's on-line grant management system. Please complete the enclosed Certificate of Participation and return it as soon as possible to:

Florida Department of Law Enforcement
Office of Criminal Justice Grants
2331 Phillips Road
Tallahassee, Florida 32308
Attention: Clayton H. Wilder, Administrator

We look forward to working with you. If you have any questions or if we can provide you with any assistance regarding the JAG Program, please contact me at (850) 617-1250.

Sincerely,


Clayton H. Wilder
Administrator

CHW/JP/st

Enclosures

cc: Mayors in Putnam County
Law Enforcement Agencies in Putnam County
Project Directors in Putnam County

*Agenda
Item*

3b

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

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: May 4, 2012

RE: Wastewater Treatment Plant Improvements Project Change Order #4- Masci Corporation

Attached for your review is a copy of change order #4 for the WWTP Improvements Project. This project is associated with the City's reuse expansion project and will allow for 100% of the plants reuse to be treated and made available for reuse. This change order represents changes associated with replacing the existing chlorination system associated with treating the wastewater. This change order also includes an additional chlorine sampler, electrical and instrumentation work necessary to ensure that the system is functional.

The cost of the chlorination system (approximately \$50,000) will be covered by the grant from the SJWMD. We recently met with representatives of the SJRWMD and negotiated a grant increase in this amount. The remainder of the change order (approximately \$20,000) will be covered by funds from the water fund.

Although the contractor is requesting an additional 45 days to complete work associated with the chlorination system, we are expecting to be pumping water to the golf course holding pond this week. We concur with the recommendation of the engineer and recommend approval of change order no. 4.

Should you have any questions, please call.

May 2, 2012

Mr. Elwin C. Boynton, PE
City Manager
City of Palatka
201 N. 2nd Street
Palatka, Florida 32177

Re: Wastewater Treatment Plant Improvements

Subject: Contract Change Order #4

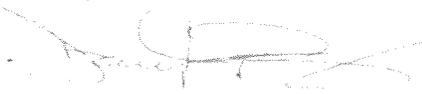
Dear Mr. Boynton:

Attached is change order #4 for the referenced project. This change order is for the cost increase associated with a new chlorination system that will be installed in addition to the ongoing improvements. Also included are costs for an additional chlorine sampler to monitor the chlorine levels in the reclaimed water portion of the project. Electrical / Control required for the new chlorination system and monitoring equipment are included as well. This change order also provides the contractor with a 45 day time extension due to the lead time for ordering and installing the new chlorination system.

Ayres Associates recommends approval of this change order. Please feel free to contact me should you have any questions.

Sincerely,

Ayres Associates Inc



Daryl R. Myers, PE
Project Leader I

Enclosure

cc:

**CITY OF PALATKA, FLORIDA
PUBLIC WORKS DEPARTMENT
CHANGE ORDER**

PROJECT: Wastewater Treatment Plant Improvements

DATED: February 24, 2011

CHANGE ORDER NO: 4

DATED: May 2, 2012

CONTRACTOR: Masci Corporation
5752 S. Ridgewood Avenue
Port Orange, FL 32127

JUSTIFICATION: This change order represents costs associated for a new chlorination system, monitoring equipment for the new chlorine system and electrical work associated with connections for both the chlorination system and the monitoring system.

CURRENT CONTRACT AMOUNT: \$941,203.37

INCREASE IN CONTRACT AMOUNT: \$70,305.68

NEW CONTRACT AMOUNT: \$1,011,509.05

CURRENT CONTRACT COMPLETION DATE: May 20, 2012

INCREASE IN CONTRACT TIME: 45 Days

NEW CONTRACT COMPLETION DATE: July 4, 2012

ORDERED BY CITY OF PALATKA

BY:

Elwin C. Boynton, Jr.
City Manager

ACCEPTED BY:

CONTRACTOR

BARRETT SUPPLY, INC.

Serving Florida Water & Wastewater Utilities Since 1982

SOUTHEAST OFFICE
727 S.E. Calmoso Drive
Port St. Lucie, FL 34983-2208
Phone 772 344-8227
Fax 772 344-8227

MAIN OFFICE
8110 Cypress Plaza Drive - Unit 101
Jacksonville, Florida 32256
Phone 904 296-1041
Fax 904 296-3651

SOUTHWEST OFFICE
25734 Aldus Drive
Land O' Lakes, Florida 34639
Phone 813 994-2400
Fax 813 994-1695

March 1, 2012

Platt Drew
City of Palatka WWTP
Browns Landing Road
Palatka, Florida 32177

Re: WWTP Chlorination up grade

QUOTATION

General Notes:

1. Provision and installation of the chlorination and sulfur dioxide equipment described herein and shown on the attached drawings.
2. Installation is limited to equipment and materials shown on drawings "SupDuoTn", "SupAv3", "SUEJSo", "SuTyEj20", "SuTyEjK0" and equipment described herein.
3. All field piping between chlorine building and injection assemblies as well as sulfur dioxide building and injection assembly is to be provided by others.
4. AC power and flow signal feed lines is to be brought to surge protection panels by other.

Chlorine Feed

- A. Two, Superior Model CI-5, 500 PPD vacuum regulators each with ton cylinder drip leg and heater, out of gas indicator and vent
- B. One, Superior Model SO-5, 500 PPD wall mounted automatic switchover module
- C. Scales, separate existing dual ton cylinder scale bases to provide two single ton cylinder scales. Provide two new Force Flow load cells for single cylinders and 12" diameter scale dials.

Notes:

1. See drawing "SupDuoTn".
2. We have separated the dual ton scales, provided individual load cells and mounted our vacuum regulators directly to the ton cylinders.
3. We will turn the ton cylinders around so that the cylinder valves will face the outside of the shelter. This allows more room for mounting regulators when you change cylinders.
4. The switchover module will mount on the wall of the building with a 1" PVC vacuum line running into the chlorine feed equipment room

Continued on Page 2

Chlorine Feed (continued)

- D. One, Eagle Micro Systems GD1000 two point chlorine gas detector.
One gas sensor is provided for the chemical storage area and one is provided for the chlorine feed equipment room.
- E. AV 2 control panel, Nema 4X corrosion resistant hinge cover enclosure with:
- * AC surge protection with EMI and RFI filtering
 - 5 Circuit breakers, one for control panel, each auto valve and gas detector
 - * Signal line surge protection for CCC and ReUse 4/20 milliamp flow inputs
 - * Signal isolators to provide isolated flow signals to CCC auto valve, ReUse auto valve and duplicated signals to Standby Auto Valve 2
 - * Selector switch to choose CCC Flow, ReUse Flow or Off for Auto Valve 2
- F. Two, Superior Model AV-5, 500 PPD auto valves each provided with 200 PPD rate valve and rotometer. Valves to be capable of manual feed, flow proportioned feed, residual control and compound loop control
- G. One, Superior Model AV-5, 500 PPD auto valve provided with 500 PPD rate valve and rotometer. Valve to be capable of manual feed, flow proportioned feed, residual control and compound loop control
- H. 1" Vacuum feed PVC piping between auto switchover module and auto valves. Ejector vacuum piping within chlorine room as shown on "SupAv3"

Notes:

1. *The control panel provides isolated output flow signals to each autovalve.*
 2. *Auto Valve 1 is provided for the CCC with a 200 PPD rotometer and rate valve which could be changed ot to 500 PPD if the need arises.*
 3. *Auto Valve 3 is provided for ReUse with a 200 PPD rotometer and rate valve which could be changed ot to 500 PPD if the need arises.*
 4. *Auto Valve 2 is provided with a 500 PPD rotometer and rate valve for use as either CCC or ReUse feed.*
 5. *All auto valves will provide flow paced chlorine feed in response to flow signal inputs*
- I. One, Superior Model EJ-5, 500 PPD ejector with isolation valve and y-strainer for chlorine feed at the influent of the CCC. *See drawing "SuTypEj" for ejector installation*
- J. One, PVC back panel mounted Reuse ejector feed system with schedule 80 PVC piping per drawing "SuEjSo" and:
- 3 Superior EJ-5 500 PPD ejectors
 - 3 Irritrol, 1" ejector water supply solenoid
 - 3 Plast-O-Matic, 1/2" chlorine gas solenoid valves
 - * Sch. 80 PVC piping as shown on drawing with isolation valves and Y-strainer

Note: See drawing "SuEjSo". This system will require 120 volt AC power to the solenoid valves from the Reuse pump control panel when each reuse pump is running.

Continued on Page 3

Sulfur Dioxide Feed

- A. Two, Superior Model SD-1, 100 PPD cylinder mounted vacuum regulators for 150 pound cylinders each with vent and out of gas indicator
- B. Force Flow Model 4D150-2, dual 150 pound sulfur dioxide cylinder scales with individual PVC platform bases, hydraulic load cells and dials
- C. One, Superior SO-1, 100 PPD wall mounted automatic switchover module
- D. One, Superior Model AV-1, 100 PPD auto valve provided with 100 PPD rate valve and rotometer. Valve to be capable of manual feed, flow proportioned feed, residual control and compound loop control
- E. One, Superior Model EJ-1, 100 PPD ejector with isolation valves for sulfur dioxide feed at the river effluent of the CCC
- F. One, Eagle Micro Systems GD1000 single point sulfur dioxide gas detector
- G. Surge protection panel with AC surge protection and signal line surge protection for auto valve

Note: See drawing "Superio3" for sulfur dioxide feed installation

1 Day Start-up Service & Operator Training

Price: \$ 49,879.00 plus applicable taxes

Submittals: 2 to 3 Weeks after receipt of order

Installation: 4 to 6 Weeks after approval of submittals

Terms: Net 30 days after receipt of invoice

Cogburn Bros., Inc.
3300 Faye Road
Jacksonville, Florida 32226
Ph: 904-358-7344 Fax: 904-358-2805

April 24, 2012

Ayres Associates
5220 Shad Road
Suite 200-3
Jacksonville, Florida 32257

Attn: Mr. Daryl Myers

Subject: Additional Residual Chlorine Analyzer System

Ref.: City of Palatka, Reuse System Extension

Gentlemen:

In reply to your request, this quotation is for an additional Hach CL2 analyzer assembly to be installed at the discharge pumps outlet.

The assembly includes an aluminum NEMA 12 enclosure similar to the one presently in use at the contact chamber, with the following installed:

- 1 pc. Hach Model CL17 CL2 analyzer

- 1 pc. sample pump

- Sample tubing and valving to provide a sample flow to the analyzer and bypass to the drain

- Electrical wiring in the panel for power, analog signal and surge protection.

- Calibration and start-up services after installation.

Our price includes delivery to the job site.

Price for the above \$ 10,916.00

We do not include installation of the enclosure at the job site

Thank you for your consideration.

Very truly yours,

John Goodson

MASCI CORPORATION

GENERAL CONTRACTORS

5752 S. Ridgewood Ave
Port Orange, FL 32127
Tel. (386) 322-4500 : General Fax (386) 322-4600
Estimators Fax: (386) 322-4543

April 18, 2012

Ayres Associates
5220 Shad Road Suite 200-3
Jacksonville, FL 32257
Attn: Daryl R. Myers

Project: City of Palatka - Wastewater Treatment Plant Improvements
Change Order No. 5

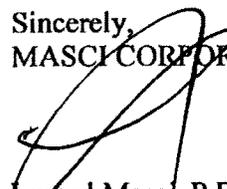
Dear Mr. Myers,

In reference to the above mentioned project, please see the attached Subcontractors quote for the additional work. The breakdown is as follows:

Provide Two Additional Filter Control Panels	\$ 4,508.33
Provide Additional Circuits & Control Conduits	\$ 3,761.82
15% Overhead & Profit	\$ 1,240.53
Total Costs:	\$ 9,510.68

Please advise if this price is acceptable.

Sincerely,
MASCI CORPORATION


Leonel Masci, P.E.
President

cc: Elwin C. "Woody" Boynton, Jr., City Manager – City of Palatka
File

Change Order Request



C.O.R. # 267-0003

G.C. #

Date: 3/19/2012

Project Name: Palatka Reuse Sys Ext

Project #: 267

To: Masci Corporation
Attn: Leo Masci
5752 S Ridgewood Avenue
Port Orange, FL 32127

From: Sharrer Electric Co., Inc.
Robert Sharrer
3507 SW 13th St.
Ocala, FL 34474

Phone: (386) 322-4500 Fax: (386) 322-4600

Phone: (352) 236-6650 Fax: (352) 236-6654

We hereby propose to make the following changes:

Provide Additional Circuits & Control Conduits

Scope of work:

Provide additional 120 volt circuits to McCrometer & Ultrasonic Flow Meters, and the Plant Re-Use Sample Pump. Install control conduits to these meters, also provide control conduits to three in-line pressure control/meters located near the Re-Use Pumps.

Change Order Price	\$3,761.82
Original Contract Amount	\$0.00

This price is good for 30 days. If conditions change, this price is void.

We are requesting a time extension of 5 days in conjunction with this change.

Robert Sharrer	3/19/2012
_____ Author	_____ Date Sent

Accepted The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance

Change Order Request



C.O.R. # 287-0003

G.C. #

Date: 3/19/2012

Project Name: Palatka Reuse Sys Ext

Project #: 287

Labor

Labor Type	Man Hrs	\$/Hr	Burden	Fringe	Total Tax	Total Labor
Journeyman	58.65	\$38.65	\$0.00	\$0.00	\$0.00	\$2,266.82
Sub Total						\$2,266.82
Grand Total						\$2,266.82

Materials

Materials	Quantity	Cost	Total Tax	Total Materials
General materials	1.00	\$800.53	\$48.03	\$848.56
Sub Total				\$848.56
Grand Total				\$848.56

Total Cost	\$3,115.38
Overhead	\$467.31
Profit	\$179.13
Total	\$3,761.82

SEC

	Description	Quantity	Total Material	Total Hours
1	3/4" STEEL LOCKNUT	14	1.07	0.70
2	1" STEEL LOCKNUT	10	1.07	0.63
3	3/4" MINRLAC W/BOLT	6	1.36	0.45
4	1" MINRLAC W/BOLT	4	1.20	0.38
5	3/4" PVC T.A.	14	4.03	1.76
6	1" PVC T.A.	10	3.60	1.50
7	1" PVC COUPLING	16	3.84	0.00
8	3/4" PLASTIC BUSHING	14	1.42	0.53
9	1" PLASTIC BUSHING	10	1.70	0.50
10	3/4" PVC SCH-80	330	102.96	17.39
11	1" PVC SCH-80	130	57.72	8.31
12	3/4" PVC 90 ELBOW SCH-80	18	15.12	7.90
13	1" PVC 90 ELBOW SCH-80	8	7.49	4.01
14	3/4" SS GRC STRUT CLAMP	8	17.76	0.50
15	1" SS GRC STRUT CLAMP	4	11.64	0.30
16	3/4" LT FLEX-UA	24	27.72	1.49
17	1" LT FLEX-UA	12	17.86	0.88
18	3/4" LT STRAIGHT CONN	12	46.66	2.56
19	1" LT STRAIGHT CONN	6	32.58	1.28
20	3/4" LT 90DEG CONN	4	26.26	0.85
21	1" LT 90DEG CONN	2	24.91	0.43
22	#12 THHN	430	72.24	0.43
23	#12 THHN GREEN	220	36.96	1.41
24	20A 1P BREAKER BOLT-ON	4	114.60	0.72
25	OLDCAS 4"X4"X8" CONCRETE POST	3	168.75	3.75
	Totals		800.53	58.65

Change Order Request



C.O.R. # 267-0002

G.C. #

Date: 3/19/2012

Project Name: Palatka Reuse Sys Ext

Project #: 267

To: Masci Corporation
Attn: Leo Masci
5752 S Ridgewood Avenue

Port Orange, FL 32127

From: Sharrer Electric Co., Inc.
Robert Sharrer
3507 SW 13th St.
Ocala, FL 34474

Phone: (386) 322-4500 Fax: (386) 322-4600

Phone: (352) 236-6650 Fax: (352) 236-6654

We hereby propose to make the following changes:

Change Order For Two Additional Filter Control Panels

Scope of work:

Provide circuitry for two additional Filter Control Panels. Includes expanding the mounting rack assembly for the panels, wiring and extra breakers.

Change Order Price	\$4,508.33
Original Contract Amount	\$0.00

This price is good for 10 days. If conditions change, this price is void.

We are requesting a time extension of 5 days in conjunction with this change.

Robert Sharrer	3/19/2012
_____ Author	_____ Date Sent

Accepted

The above prices and specifications of this Change Order request are satisfactory and are hereby accepted. All work to be performed under same terms and conditions as specified in original contract unless otherwise specified.

Authorized Signature

Date of Acceptance

Change Order Request



C.O.R. # 267-0002

G.C. #

Date: 3/19/2012

Project Name: Palatka Reuse Sys Ext

Project #: 267

Labor

Labor Type	Man Hrs	\$/Hr	Burden	Fringe	Total Tax	Total Labor
Journeyman	34.58	\$38.65	\$0.00	\$0.00	\$0.00	\$1,336.52
					Sub Total	\$1,336.52
					Grand Total	\$1,336.52

Materials

Materials	Quantity	Cost	Total Tax	Total Materials
General materials	1.00	\$1,041.15	\$62.47	\$1,103.62
Quoted materials - Breakers	1.00	\$1,220.25	\$73.22	\$1,293.47
			Sub Total	\$2,397.09
			Grand Total	\$2,397.09

Total Cost	\$3,733.61
Overhead	\$560.04
Profit	\$214.68
Total	\$4,508.33

SEC

	Description	Quantity	Total Material	Total Hours
1	3/4" STEEL LOCKNUT	12	0.91	0.72
2	3/4" PLASTIC BUSHING	6	0.45	0.27
3	3/4" PVC T.A.	6	1.73	0.90
4	3/4" PVC COUPLING	15	2.34	0.00
5	3/4" PVC SCH-80	50	15.60	3.15
6	3/4" PVC 90 ELBOW SCH-80	6	5.04	3.15
7	1/4" S/S NUT	12	19.80	0.36
8	3/8" S/S NUT	6	11.28	0.18
9	3/4" SS GRC STRUT CLAMP	6	13.32	0.45
10	1 5/8" STAINLESS STEEL STRUT	60	694.08	9.90
11	#10 THHN	150	38.70	1.27
12	#10 THHN GREEN	50	12.90	0.42
13	30A 3P BREAKER BOLT-ON	3	0.00	1.80
14	CONTROL PANEL 15 CONN OR LESS	2	0.00	6.00
15	OLDCAS 4"X4"X8' CONCRETE POST	4	225.00	6.00
	Totals		1,041.15	34.58

CED-OCALA
 CED/RAYBRO ELECTRIC SUPPLIES
 1729 NE 8TH ROAD
 OCALA FL 34470 USA
 TEL: (352)829-7991 FAX: (352)388-8884
 CONTACT: CHAD

QUOTE FOR: SHARRER ELECTRIC INC
 ACCT: 88-82008 PALATKA REUSE SYSTEMS EXT

PALATKA REUSE SYSTEMS EXT
 3507 SW 13TH ST
 OCALA, FL 34474
 TEL: (352)238-8860

QUOTATION			PAGE 1
QUOTE # 1032129	DATE 03/02/2012	REV # 0	REV DATE 03/02/2012
QUOTE EXPIRES 04/01/2012		PREPARED BY CR	
SLS 4590		INSL 1001	
FOB SHIPPING POINT		FREIGHT PREPAID	

CUST PO #
JOB NAME PALATKA

LN	QTY	PRODUCT CODE	DESCRIPTION	PRICE	PER	EXT AMT
01	3	SQD EDB34030	CIRC BRK	406.75	X	1220.25

TOTAL: 1220.25 **

PLEASE NOTE: This is not an offer to contract, but merely a quotation of current prices for your convenience and information. Orders based on this quotation are subject to your acceptance of C.E.D.'s terms and Conditions. We make no representation with respect to compliance with job specifications.

Agenda Item

4

Diettrich Planning LLC
1332 Avondale Avenue Jacksonville, Florida 32205
904-501-6622 laradiettrich@gmail.com

MEMORANDUM

DATE: May 4, 2012
TO: City of Palatka City Commission
FROM: Lara Diettrich, Diettrich Planning LLC
SUBJECT: CRA Plan Extension Resolution

The CRA Plan Extension Resolution has been presented to the Community Redevelopment Agency; has been transmitted to the Building and Zoning Department Director, Thad Crowe, for review and comment; and has been returned to the Community Redevelopment Agency for final discussion upon which, on April 12, 2012, was recommend for approval to the City Commission.

A presentation to the City Commission is scheduled, noticed and advertised for May 10, 2012 to hear the Resolution for the CRA Plan Extension as recommended for approval by the Community Redevelopment Agency. The City Commission is to make a determination as follows:

City Commission may either:

- (1) **Approve** the amendment as presented;
- (2) **Reject** the proposed amendment; or
- (3) **Return** the amendment to the CRA Board with directions **to make certain changes.**

If the Amendment is returned to make certain changes, then this **process is repeated** for the revised Amendment.

RESOLUTION No. 9 - 18

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,
AMENDING AND ADOPTING THE COMMUNITY
REDEVELOPMENT AREA PLAN AMENDMENT TO EXTEND
THE CRA PLAN TO DECEMBER 27, 2043 BY WAY OF THIS
RESOLUTION AS ATTACHED HERETO AS EXHIBIT "A";
PROVIDING SEVERABILITY AND AN EFFECTIVE DATE.**

WHEREAS, on September 8, 1983, the City Commission adopted Resolution 4-7 finding the existence of blighted areas in the City of Palatka; finding the need for rehabilitation, conservation or redevelopment; to establish a community redevelopment area as provided in Part III, Chapter 163, Florida Statutes (The "Redevelopment Act"); and establishing boundaries for the redevelopment area specified as the downtown Palatka area (NOTE: Now known in the Plan as the Central Business District); and

WHEREAS, on November 10, 1983, the City Commission adopted Resolution 4-11 finding the need for the creation of a Community Redevelopment Agency to carry out the Community Redevelopment purposes as provided in Part III, Chapter 163, Florida Statutes (The "Redevelopment Act"); and

WHEREAS, on November 10, 1983, the City Commission adopted Resolution 4-12 declaring itself to be the Community Redevelopment Agency and to carry out the Community Redevelopment purposes; and

WHEREAS, on December 27, 1983, the City of Palatka adopted Resolution 4-14 adopting the Community Redevelopment Area Plan (NOTE: original Plan referred to as the Center City Plan); and

WHEREAS, on March 22, 1984, the City of Palatka adopted Ordinance 84-4, which added Section 14-61 to the Code of Ordinances of the City of Palatka, that established the boundaries of the North Historic District and the South Historic District to be added to the Community Redevelopment Area; and

WHEREAS, on February 14, 1985, the City of Palatka adopted Resolution 4-38 for approval of the amended Community Redevelopment Area Plan (NOTE: original Plan referred to as the Center City Plan); and

WHEREAS, on September 10, 2009, the City of Palatka's Community Redevelopment Agency amended the Community Redevelopment Area Plan, expanding the Plan to incorporate more comprehensive Critical Elements and Recommendations; and Goals, Objectives and Implementation Items for Action Plan (NOTE: the original Plan name of Center City Plan has been removed as is now referred to as the Community Redevelopment Area Plan); and

WHEREAS, on December 10, 2009, the City Commission adopted the amended Community Redevelopment Area Plan; and

WHEREAS, the Community Redevelopment Agency has determined that the Amended Plan requires a further amendment; and

WHEREAS, the Community Redevelopment Agency has considered the proposed amendment to the Plan and the Building and Zoning Department comments, if any, and has recommended to the City Council that the proposed Plan amendment be approved; and

WHEREAS, the Palatka City Commission, upon the recommendation of the Community Redevelopment Agency, deems it necessary or desirable to amend the Palatka Community Redevelopment Area Plan;

NOW THEREFORE, BE IT RESOLVED BY THE CITY COMMISSION OF THE CITY OF PALATKA, FLORIDA, THAT THE COMMUNITY REDEVELOPMENT PLAN OF THE CITY OF PALATKA, FLORIDA IS HEREBY AMENDED TO EXTEND THE LIFE OF THE COMMUNITY REDEVELOPMENT PLAN THROUGH DECEMBER 27, 2043 AS SET FORTH IN EXHIBIT "A" ATTACHED HERETO, AND THE LANGUAGE CONTAINED IN "EXHIBIT A" SHALL BE INCORPORATED INTO THE PLAN.

SECTION 1. The City Commission does hereby find, based upon information presented to the City Commission at the public hearing, the proposed amendment to the Community Redevelopment Area Plan, a copy of which is attached hereto as Exhibit "A", that the Plan Amendment:

- a) Conforms to the Comprehensive Plan of the City of Palatka pursuant to the Local Government Comprehensive Planning and Land Development Regulation Act;
- b) The Plan Amendment conforms to the general plan of the municipality as a whole;
- c) The Plan Amendment will afford maximum opportunity, consistent with the sound needs of the municipality as a whole, for the rehabilitation or redevelopment of the Community Redevelopment Area by public and private enterprise.

SECTION 2. That the Community Redevelopment Agency recommended to the City Commission an amended Community Redevelopment Plan, and the Palatka City Commission, finding it necessary or desirable to amend such Plan, does hereby amend the Community Redevelopment Plan as attached hereto as Exhibit "A" and incorporated herein by reference. Said Amended Community Redevelopment Plan is hereby adopted as authorized by the Community Redevelopment Act, as amended, Chapter 163, Part III, Florida Statutes.

SECTION 3. The Community Redevelopment Agency is hereby authorized and directed to proceed with the implementation of the Plan Amendment.

SECTION 4. If it becomes necessary or desirable to subsequently amend or modify the Amended Plan, the City Commission may amend such plan upon the recommendation of the Community Redevelopment Agency. The City Commission shall hold a public hearing on the proposed modifications to the Community Redevelopment Plan after public notice thereof by publication in a newspaper having a general circulation in the

area of operation of the Community Redevelopment Agency. The City Commission may adopt an amended plan by ordinance or resolution. (NOTE: The original Community Redevelopment Area Plan was adopted by Resolution 4-14 on December 27, 1983, therefore, it must be amended by resolution).

SECTION 5. Severability. In the event that any portion or section of this resolution is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this resolution which shall remain in full force and effect.

SECTION 6. Effective Date. This resolution shall take effect immediately upon its adoption by the Palatka City Commission.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 10th day of May, 2012.

CITY OF PALATKA

BY: _____
It's MAYOR

ATTEST:

CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

CITY ATTORNEY

EXHIBIT "A"

The City has one Community Redevelopment Area that is comprised of three Tax Increment Finance (TIF) districts: North Historic District, the Central Business District, and the South Historic District. These three TIF districts are governed by the Community Redevelopment Agency and guided by the Community Redevelopment Area Plan. This plan's original sunset of December 27, 1983 has been extended by the Agency and the City Commission to continue with an amended sunset of December 27, 2043. [NOTE: 163.362(10); and 163.387(1)(a)(2), F.S.]

Excerpt from the Minutes of the 4/12/12 CRA Meeting:

3. **CRA EXTENSION** – Consider a Recommendation to the Palatka City Commission to Adopt a Resolution of the City of Palatka, Florida, Extending the Community Redevelopment Area Plan to December 27, 2043 – Lara Diettrich, Diettrich Planning, Agent, 1332 Avondale Avenue, Jacksonville, FL, said this is being presented to the CRA after extensive work with the County, TIF districts, citizens and different organizations. They are presenting a resolution to extend the CRA, which is comprised of the three TIF districts, for an additional 30 years. Statutes allow one extension of 30 years past the original 30 years. Page one runs through the creation and structure of the CRA, page 2 resolves to extend the resolution. The CRA will decide whether to make a recommendation to the Commission. The resolution will be considered by the Commission on May 10. It has been noticed to all taxing districts.

Commissioner Norwood asked if they should have a 30-year plan, because they are going to extend this Plan. There are certain projects they'd like to see come to fruition, and they know they will have a certain amount of funds available. This needs to be fluid. There are on-going programs. All these should be comprised within a Plan. The CRA needs a Plan to operate by. Commissioner Kitchens said they adopted a CRA Plan last year. Commissioner Leary said the Plan is that plan and the Comprehensive Plan, which outlines goals, objectives and policies. Ms. Murtagh said they are also working on a Master Plan. Mayor Myers said they have plans for Plans on top of Plans. They have a framework set up and this is fluid. They do a regular review of what is going on within the Plan. Commissioner Brown said they need to go ahead and move on this. They have enough plans. Mr. Holmes said the CRA plan is 135 pages in length and is updated from time to time, and sets forth in general terms the plans for the three districts within the CRA. This is complimented by the Comprehensive Plan. They have a broad framework, but it is flexible enough to fill in details as they go along. They can alter this if some of the goals and objectives need to be altered. It's a substantial document. Commissioner Norwood said they've talked about making the CBD a historic district and they need to incorporate that into the Plan. Mr. Boynton said they've talked about a lot of capital improvements projects and he discussed this with Commissioner Norwood. There are a lot of potential projects. He wants to know what sort of budgets they are looking at. They Plan will allow them to accomplish anything they need to do; he wants to know what will be accomplished during a certain time frame. Each year they identify needs, and in December they allocate money to accomplish those needs. Each year there is a different focus. The flexibility is there. The reason they did a complete re-write of the CRA Plan is because they were constantly amending the Plan to allow for projects. This is a well-written and flexible document now.

Ms. Diettrich said she concurs on what's been said and especially Mr. Boynton's comments. The Plan does include a historical component. Because the plan is so comprehensive, there are a lot of things can take place, and many businesses and residents have changed since 2009. They have talked about doing a workshop on the Plan to refresh peoples' memories on what the Plan involved. They've changed the title from 'Needs Assessment Report', and it now reads as the "Community Redevelopment Plan," This should be changed on the Website.

Commissioner Brown moved to recommend to the City Commission the adoption of a resolution extending the CRA Plan until December 27, 2043. Commissioner Leary seconded the motion, which passed unopposed.

Excerpt from the Minutes of the 10/13/11 CRA Meeting:

6. **INTRODUCTION OF RESOLUTION** adopting a CRA Plan Amendment to extend the life of the Community Redevelopment Plan through December 27, 2043 – Lara Diettrich, Deittrich Planning, LLC, Jacksonville, said this is being introduced to them, but is not agendaed for action today. The amended resolution was distributed prior to the meeting (filed). This draft is being taken in by the CRA, and is to be transmitted to B&Z for staff review and comments, and he will return the resolution to the CRA with comments, and she will receive those and any comments from the CRA. They will take action on the resolution at that future meeting.

Commissioner Kitchens said she'd had some questions put to her about the Sunset date, but she's contacted Mr. Holmes regarding these and her questions were answered. Mr. Holmes said they are within the law to ask for a 30-year extension. Ms. Diettrich said this is addressed by FS 163.387 and FS 163.361 in plain language. Ms. Diettrich read the statute. It can be amended to be extended to 60 years past the date first enacted. This CRA was established December 27, 1983; therefore, this CRA can be extended for an additional 30 years. Mayor Myers noted this requires no official action.

Attachments:

1. Draft Resolution of the City of Palatka to extend the CRA Plan to December 27, 2043
2. Copy of Certified Letter (and deliver receipts) to Local Taxing Authorities providing Notice of Intent with schedule of events:
 - a. 4/12/12: Resolution to CRA for approval & transmission to Palatka City Commision
 - b. 5/01/12: Ordinance inserting CRA Plan into Comp Plan to Planning Board for recommendation
 - c. 5/10/12: City Commission considers adoption of Resolution to extend CRA Plan to December 27, 2043;
 - d. 5/10/12: City Commission considers transmittal of Ordinance inserting CRA Plan into Comp Plan to State Agencies for Review
 - e. 6/28/12: City Commission to consider adoption of Ordinance inserting CRA Plan into Comp Plan after State Agency Review

VERNON MYERS
MAYOR / COMMISSIONER

MARY LAWSON BROWN
VICE MAYOR / COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT

DONALD E. HOLMES
CITY ATTORNEY

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

March 26, 2012

Putnam County
Board of County Commissioners
2509 Crill Avenue, Suite 200
Palatka FL 32177

VIA REGISTERED MAIL

ATTN: Kenny Eubanks, Chairman, Putnam County BOCC

To Whom It May Concern:

The City of Palatka hereby provides notice of its intent to hold a series of public hearings regarding the adoption of a resolution extending the Palatka Community Redevelopment Area (CRA) Plan to December 27, 2043, and an ordinance amending the Future Land Use Element of the Adopted Comprehensive Plan to allow for the extension of the Palatka CRA Plan through December 27, 2043 (Policy A.1.2.2) as follows:

<u>Date</u>	<u>Agency</u>	<u>Action to be Heard</u>
April 12, 2012	Community Redev. Agency	A Recommendation to transmit a Resolution extending the CRA Plan to 12/27/2043 to the Palatka City Commission for consideration and adoption
May 1, 2012	Palatka Planning Board	A Recommendation to the Palatka City Commission regarding the adoption of an ordinance amending the Future Land Use Element of the Adopted Comprehensive Plan to allow for the extension of the CRA Plan through 12/27/2043 (Policy A.1.2.2)
May 10, 2012	Palatka City Commission	A Resolution of the City of Palatka to extend the CRA Plan to 12/27/2043, for adoption
May 10, 2012	Palatka City Commission	A recommendation to transmit a draft ordinance of the City of Palatka to amend the Future Land Use Element of the Adopted Comprehensive Plan to allow for the extension of the CRA Plan through 12/27/2043 (Policy A.1.2.2) to state agencies for review and comments

<u>Date</u>	<u>Agency</u>	<u>Action to be Heard</u>
June 28, 2012	Palatka City Commission	Adoption of an Ordinance of the City of Palatka, Florida providing that the Future Land Use Element of the Adopted Comprehensive Plan be amended to allow for the Community Redevelopment Plan to be extended through 12/27/2043 (Policy A.1.2.2), providing for severability and providing an effective date.

Please see a copy of the public notice(s) attached, which will run in the Palatka Daily News on the dates noted on the ad copy. A copy of the Resolution and Ordinance described herein can be obtained from the Office of the City Clerk at City Hall, 201 N. 2nd Street, Palatka. This notice is being provided pursuant to FS 163.346. Should any of the above dates change, you will be provided with notice accordingly.

Please govern yourselves accordingly.

CITY OF PALATKA


Betsy J. Driggers, City Clerk

BJD

Attachments

Cc: Thad Crowe, Planning Director, City of Palatka
Lara Dietrich, Consultant, Dietrich Planning
The Honorable Tim Parker, Putnam County Property Appraiser
The Honorable Ken Mahaffey Putnam County Tax Collector

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

David Still, Executive Dir.
Suwannee River WMD
9225 CR 49
Live Oak FL 32060

2. Article Number

(Transfer from service label)

7007 0220 0001 1687 1154

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1546

COMPLETE THIS SECTION ON DELIVERY

A. Signature

David Still

-
- Agent
-
-
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

3/29/12

D. Is delivery address different from item 1? YesIf YES, enter delivery address below: No

3. Service Type

-
- Certified Mail
-
- Express Mail
-
-
- Registered
-
- Return Receipt for Merchandise
-
-
- Insured Mail
-
- C.O.D.

4. Restricted Delivery? (Extra Fee)

 Yes**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Putnam Co. District Schools
ATTN: Chairman
200 S. 7th Street
Palatka FL 32177

2. Article Number

(Transfer from service label)

7007 0220 0001 1687 1116

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature

D. Cirigliano

-
- Agent
-
-
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Cirigliano

3-28-12

D. Is delivery address different from item 1? YesIf YES, enter delivery address below: No

3. Service Type

-
- Certified Mail
-
- Express Mail
-
-
- Registered
-
- Return Receipt for Merchandise
-
-
- Insured Mail
-
- C.O.D.

4. Restricted Delivery? (Extra Fee)

 Yes**SENDER: COMPLETE THIS SECTION**

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

Hans Tanzler III, Exec. Dir.
St. Johns River WMD
P.O. Box 1429
Palatka FL 32178

2. Article Number

(Transfer from service label)

7007 0220 0001 1687 1147

PS Form 3811, February 2004

Domestic Return Receipt

102595-02-M-1540

COMPLETE THIS SECTION ON DELIVERY

A. Signature

Hans Tanzler III

-
- Agent
-
-
- Addressee

B. Received by (Printed Name)

C. Date of Delivery

Hans Tanzler III

3-28-12

D. Is delivery address different from item 1? YesIf YES, enter delivery address below: No

3. Service Type

-
- Certified Mail
-
- Express Mail
-
-
- Registered
-
- Return Receipt for Merchandise
-
-
- Insured Mail
-
- C.O.D.

4. Restricted Delivery? (Extra Fee)

 Yes

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Kenny Eubanks, Chairman
Putnam Co BOCC
2509 Crill Ave., Suite 200
Palatka FL 32177**

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee
Kathleen Lassiter

B. Received by (Printed Name) *Kathleen Lassiter* C. Date of Delivery *03/28/12*

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

2. Article Number (Transfer from service label) **7007 0220 0001 1687 1123**

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Lad Daniels, Chairman
St. Johns River WMD
P.O. Box 1429
Palatka FL 32178**

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee
Lad Daniels

B. Received by (Printed Name) *Lad Daniels* C. Date of Delivery *3/28*

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

2. Article Number (Transfer from service label) **7007 0220 0001 1687 1130**

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

**Donald Quincey, Chairman
Suwannee River WMD
9225 CR 49
Live Oak FL 32060**

COMPLETE THIS SECTION ON DELIVERY

A. Signature Agent
 Addressee
Donald Quincey

B. Received by (Printed Name) *Donald Quincey* C. Date of Delivery *3/29/12*

D. Is delivery address different from item 1? Yes
 If YES, enter delivery address below: No

3. Service Type
 Certified Mail Express Mail
 Registered Return Receipt for Merchandise
 Insured Mail C.O.D.

4. Restricted Delivery? (Extra Fee) Yes

2. Article Number (Transfer from service label) **7007 0220 0001 1687 1161**

PS Form 3811, February 2004 Domestic Return Receipt 102595-02-M-1540

*Agenda
Item*

5

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Transmittal to State Agencies of
Comprehensive Plan Amendment adding
Future Land Use Element policy extending
CRA through December 27, 2043

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance
2. Planning Board Minutes Excerpt
3. Planning Board Staff Report

MEETING DATE: May 10, 2012

ISSUE: The Community Redevelopment Agency (CRA) and Commission are also considering a companion resolution to extend the CRA timeframe for the same time period. The Planning Board reviewed the item and recommended approval. The proposal is in keeping with the City's Comprehensive Plan.

The ordinance will be transmitted to state agencies for review and will come back to the Commission for final adoption.

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

This instrument prepared by:
Thad Crowe, AICP
Planning Director
City of Palatka

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF
PALATKA, FLORIDA, PROVIDING FOR
NEW POLICY A.1.2.2 OF THE FUTURE
LAND USE ELEMENT OF THE ADOPTED
COMPREHENSIVE PLAN TO EXTEND THE
COMMUNITY REDEVELOPMENT AREA PLAN
THROUGH DECEMBER 27, 2043,
PROVIDING FOR SEVERABILITY AND
PROVIDING AN EFFECTIVE DATE.

WHEREAS, Subsection 163.3184(3), Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, the Planning Board conducted a public hearing on May 1, 2012, and recommended approval of this amendment to the City Commission, and

WHEREAS, Section 163.3184(3)(b)1., Florida Statutes, as amended, provides that the City Commission may transmit the proposed amendment ordinances and supporting data and analysis to state reviewing agencies and any other local government or governmental agency that has filed a written request with the governing body, and

WHEREAS, Section 163.3184(3)(b)2., Florida Statutes, as amended, provides that state agencies, in response to the City's transmittal, shall provide comments to the City of Palatka regarding adverse impacts on important state resources and facilities by the amendments, and

WHEREAS, the City Commission properly transmitted this amendment to state agencies and did not receive adverse comments from said agencies, and

WHEREAS, Section 163.3184(3)(c)1., Florida Statutes, as amended, provides that the City Commission shall hold a second public hearing to adopt the amendment within 180 days after receipt of agency comments,

Section 1. Adopted Amendment

That the creation of Policy A.1.2.2, to be inserted into the Future Land Use Element of the adopted Comprehensive Plan of the City of Palatka, is hereby created as shown below.

Policy A.1.2.2

The City has one Community Redevelopment Area that is comprised of three Tax Increment Finance (TIF) districts: North Historic District, the Central Business District, and the South Historic District. These three TIF districts are governed by the Community Redevelopment Agency and guided by the Community Redevelopment Area Plan. This plan's original sunset of December 27, 1983 has been extended by the Agency and the City Commission to continue with an amended sunset of December 27, 2043.

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

This Ordinance shall become effective thirty-one (31) days after notification by the state land planning agency notifies the City of Palatka that the plan amendment is complete, or if timely challenged when the state land planning agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this ___ day of ____, 2012.

CITY OF PALATKA

BY: _____
Its Mayor

ATTEST:

City Clerk

Case 11-49
Request to Amend Comprehensive Plan Text
(CRA Timeframe Extension)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: April 23, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider an administrative text amendment to the Comprehensive Plan that would add new Future Land Use Element Policy A.1.2.2 to extend the Community Redevelopment Area Plan through December 27, 2043. Public notice included legal advertisement.

APPLICATION BACKGROUND

The City Commission adopted its Community Redevelopment Area Plan through resolution for the central business district, North Historic District, and South Historic District in 1983-1984. At that time the Community Redevelopment Agency (CRA) was also established. The Community Redevelopment Plan was updated and adopted by the CRA in 2009. The CRA “sunsets” in 2013, and in order to approve and adopt an extension it is necessary to create a Comprehensive Plan amendment and a resolution. The proposed Comprehensive Plan amendment will be located in the **Future Land Use Element** identified as **Policy A.1.2.2**. Per Florida Statutes, since the CRA Plan was adopted by a resolution, any amendment to the CRA Plan must also be adopted by a resolution.

PROJECT ANALYSIS

The purpose of the CRA program is to revitalize downtown Palatka and the surrounding historic neighborhoods. An important funding source for the program is tax increment financing (TIF). TIF established a base year in which property value was determined, and increased tax revenues beyond that year went into the CRA’s TIF fund. TIF funds must be used for specific redevelopment purposes that are authorized in the CRA Plan including streetscape projects, signage, landscaping, parking improvements, park infrastructure, and assistance to property owners in the form of improvement grants and loans. CRA-funded programs include façade and building improvement grants and Riverfront Park improvements in the downtown and painting and other residential exterior improvement grants in the North and South Historic Districts.

Florida Statutes do not provide specific criteria for the review of text amendments, other than the requirement that amendments to the Future Land Use Element (FLUE) must discourage the proliferation of sprawl, and that any such amendments must be in keeping with other Goals, Objectives, and Policies of the Plan.

This text amendment represents the antithesis of sprawl as it encourages redevelopment in the City’s historic urban core. Furthermore, the amendment is in keeping with the following Objective and Policies of the Comprehensive Plan.

Objective A.1.6 9J-5.006(3)(b)7

Upon Plan adoption, the City shall discourage urban sprawl. Land Development Regulations shall be adopted that implement the following policies:

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.

These policies support the revitalization strategies of the CRA program.

STAFF RECOMMENDATION

This proposed text amendment is in keeping with the Comprehensive Plan. Staff recommends approval of Case 11-49, CRA Timeframe Extension.

Attachments: CRA Extension Ordinance and Resolution

*Agenda
Item*

6

CITY OF PALATKA CITY COMMISSION
AGENDA ITEM

ITEM: First Reading - request to amend the Official Zoning Map for 1001 Husson Ave. DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Annexation and Rezoning Ordinances
2. Planning Board minutes excerpt
3. Planning Board staff report

MEETING DATE: May 10, 2012

ISSUE: This is a request to rezone the School District Annex at the above address from R-1A (Single-Family Residential) to PUD/PBF-1 (Planned Unit Development/Public Buildings and Grounds). A companion amendment would change the Comprehensive Plan land use category from RL (Residential Low) to PB (Public Buildings and Grounds) - this action requires only one public hearing and if the rezoning is on the approval track the plan amendment would be scheduled at the same time as the rezoning adoption at the May 24th Commission meeting. **The Planning Board recommended denial of the request at their April 3, 2012 meeting.**

The proposed rezoning and land use amendments stem from the initial decision in 2009 by the School Board to close the school and reuse it for District-wide activities including purchasing, miscellaneous offices, warehousing, custodial services, groundskeeping, and training. District staff has maintained that they were not aware this was a zoning violation. The nature of this violation stems from the fact that while schools are allowed in residential zoning districts as conditional uses (the school that was on this site and other current schools predated this requirement so they are "grandfathered" from the conditional use requirement), other public uses like those occurring in the Annex are prohibited in the single-family zoning. City staff then including the land use amendment to PB in a series of "housekeeping" amendments that came before the Planning Board in June of 2011. Hearing concerns from neighborhood residents about the facility, the Board removed the amendment from the list. The City then sent the District a zoning violation letter, and the School District filed an application for this land use amendment and rezoning. These applications were put on hold while the Board and Commission considered and approved a series of changes to the Planned Unit Development standards that affected the applications. During this time the City sponsored several meetings with the residents and school district staff to work toward a compromise that would allow the Annex activities while addressing neighborhood concerns. While the Planning Board was supportive of such a compromise, members did not feel that either side had reached consensus and recommended denial of the applications based in particular on the incompatibility of the warehouse use with the adjacent residential neighborhood.

The denial of the applications would affect the entire Annex operations, not just the warehouse component, and would require that all activities cease on the site, with the only permissible land uses being single-family homes. The re-establishment of a school on the site would require a conditional use from the Planning Board. The only way to allow for the Annex uses currently operating, with or without the warehouse component, is through the land use amendment and rezoning.

Staff has met with the City Attorney and the Applicant and it is the Applicant's desire, supported by Staff and the Attorney, that the Commission remand this matter back to the Planning Board for re-consideration. In Staff's opinion the land use amendment and rezoning criteria support the Annex activities without the warehouse component, and the PUD can allow a shorter timeframe than was previously considered to phase out the warehouse function. **Recommend remanding to Planning Board.**

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 1001 HUSSON AVENUE FROM R-1A (SINGLE-FAMILY RESIDENTIAL) TO PUD/PBF-1 PLANNED UNIT DEVELOPMENT/PUBLIC BUILDINGS AND GROUNDS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by James Padgett on behalf of the Putnam County School District, owner of said property, to the City for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 3, 2011, and two public hearings before the City Commission of the City of Palatka on May 10, 2012, and May 24, 2012, and

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

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of R-1A (Single-Family Residential) to PUD/PBF-1 (Planned Unit Development/Public Buildings and Grounds) for 1001 Husson Avenue.

DESCRIPTION OF PROPERTY:

CENTER ST S/D MB3 P129 LOTS 1 TO 24 INCL BLK A, ALL OF BLKS D + E (EX E 1/2 OF LOT 5 BLK E) (PURCHASING DEPT OF PUTNAM COUNTY SCHOOL

DISTRICT) & PT OF ADJ CLOSED STREETS OR225 P351 (Being 1108 South Palm Avenue / tax parcel # 12-10-26-1370-0010-0010)

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. 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 May, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

OLD BUSINESS

Case 11-43 Request to amend the Future Land Use Map from RL (Residential Low-density) to PB (Public Buildings and Grounds) and to allow for a Planned Unit Development as an overlay district in the PB category and to rezone from R-1A (Single-family Residential) to PBG-1 (Public Buildings and Grounds).

Location: 1001 Husson Ave.

Owner: Putnam County District School Board

Applicant: James L. Padgett

Mr. Crowe referred the Board to a PowerPoint slide of an aerial photo of the site that showed the existing buildings, the current vehicular access points and the loading & unloading areas. He said that the property was in a residential land use and zoning district, both of which allow schools. He stated that this is a very complex subject, explaining that the city has been making an effort to put all schools and all public facilities into what is called the Public Buildings (PB) land use category. This property was included in a list of "housekeeping" comprehensive plan amendments developed last year by the former Planning Director. This property was removed from that list and from further consideration at the June, 2011 Planning Board meeting by the Board, based on testimony of nearby residents. He stated that public participation has been a strong element in this and briefly reviewed the following timeline of events;

- July 28, 2011 - the Mayor called a meeting with the residents and the Planning Director.
- August 1, 2011 - onsite meeting with the Mayor, the Schools Superintendent and the residents.
- August, 2011 - School District cited for zoning violation.
- October, 2011 - School District filed an application to change the land use and the zoning.
- February 27, 2012 Staff noticed property owners within 400 feet of the property for a meeting with the Mayor, Planning Director and School District staff to discuss the Planned Unit Development (PUD) and potential PUD conditions, asking for input from the residents as well.
- March 8, 2012 - City Commission, upon the Planning Board's recommendation, approved standards to the PUD Ordinance that would allow a PUD in the Public Buildings Future Land Use Map category, therefore, allowing this application to proceed.
- March 26, 2012 - follow-up neighborhood meeting on draft conditions presented by the School District.

Mr. Crowe said that the Board must use specific criteria in considering this item. He pointed out that within the City's Comprehensive Plan a Future Land Use goal requires that land uses are harmonious with surrounding neighborhoods and there is not conflict between land uses. He discussed compatibility and stated that in terms of impacts, looking at this objectively, the annex use has less of an impact than a school or comparable commercial use, in terms of trips. There are fewer people working there and it is an underutilized site, compared with an active school, a commercial or an office building. However, there are some intangibles that are still important. Some of what the residents have conveyed, and staff believes is legitimate, is that there is a difference between a school and a public facility like the Annex. A school is something that people tend to want in their neighborhood. Kids walk to school, there is kind of a neighborhood bond – a bond that doesn't seem to exist for a detached type of office/warehouse complex, where you don't have those kinds of physiological or aesthetic considerations. These perceptions are harder to quantify but are still important considerations. Some of the tangible issues are the 18 wheelers, the forklifts and the unloading that occurs where residents can see it from their front yards and porches, which create an incompatible land use arrangement. While the impacts may be less from the annex use than from a school or a comparable office use, the aesthetic considerations are important and can't be discounted. Unless there are some standards put in place that work, the office/warehouse would not be compatible. He reviewed the following proposed PUD conditions:

The following are previous commitments made by the School District to address neighbor concerns, activities that shall continue to occur as a requirement of the PUD)

1. No surplus vehicles on property.
2. No surplus sales on property.
3. All signs including front sign to use the language "Putnam County School District Annex."
4. Limit use of front paved area (along Prospect St).
5. Mute forklift alarm to the OSHA minimum sound level.
6. Upgraded alarm system to avoid false alarms.
7. No unused surplus playground equipment along Prospect St.
8. Storage shed behind warehouse continued to be utilized.
9. Modified schedules for deliveries.
10. Fenced in lawn crew's equipment and trailers with high privacy fence.
11. Limited storage of items in halls (only in case of emergency).

Additional conditions of the PUD proposed by the School District:

12. All delivery trucks shall enter and exit the facility from Husson Ave only.
13. The School District Annex is to be utilized primarily for school district offices and training, with accessory and ancillary uses of a warehouse and storage of equipment and materials for the District's custodial and landscaping maintenance functions. The use of a school is also allowable.
14. It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within 60 months of adoption of this ordinance.
15. Building uses and all other activities are limited to what is shown on site plan.
16. Operations limited to Monday-Friday, 7 AM to 6 PM, except that training activities may occasionally occur on the weekend.
17. All outdoor storage shall be fenced or screened from view from adjacent public rights-of-way.
18. The PUD should allow for a pocket park that would include playground equipment, picnic tables, and an informal ball field. Additional uses and location of such a pocket park would be determined at a future date following meetings with neighbors in the vicinity of the site.
19. Existing trees on the site shall be preserved.

Mr. Crowe noted that Staff recommended approval of the land use amendment and also of the PUD rezoning with the previously stated conditions, except with the revision of Conditions # 12 and 14 as follows (new language underlined), along with the addition of Condition # 20:

12. All delivery trucks shall enter and exit the facility from Husson Ave. using the loop driveway adjacent to Building # 6. No parking of non-delivery vehicles shall be allowed within this loop driveway. A sign shall be placed at the loop driveway entrance directing such delivery.
14. It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within 60 24 months of adoption of this ordinance, with the ability to apply to the Planning Board for not more than two 16 month extensions with conclusive findings by the Board that specific circumstances prevents relocation of the warehouse use and that the interim use as approved is not negatively impacting the neighborhood.
20. At the time of the first extension request the Board shall also evaluate the replacement of the Cleveland St. vehicle entrance with a Husson Ave. entrance and driveway.

Ms. Buck asked how the School District managed to not apply for this back in 2009, was there no due diligence in locating the warehouse there, and she also wanted to know why the City allowed this to go on for three years.

Mr. Crowe stated that he did not want to speak for the School District, and maybe that question could be posed to their representative. He explained that when he came here in February of 2011, his predecessor had composed a list of what was called "housekeeping items" of land use amendments for public properties, which included this property. Several residents including Mr. Cavuoti called him, and concurrently while learning about the warehouse and the violation, the housekeeping items had already been advertised and proceeding to the Planning Board. The Planning Board made what he thought was a rational decision to remove it from the list. At that point and time, the School District was clearly in violation of the Zoning Code and Comprehensive Plan, and Staff then sent a notice of violation. From that point the case was considered a code enforcement issue and handled as such.

Ms. Buck asked if the School Board was fined for being in violation.

Mr. Crowe explained that the violation notice allows for a 30 period where violators either have to come into compliance or file for an application to amend the land use and zoning. The process allows for a 30 day extension. The applicant did file the rezoning and land use amendment applications within that 60 day time period. At that time there was also a pending application to amend the PUD ordinance to allow PUDs in all land use districts, as is called for in the Comprehensive Plan. Since this action would allow for a PUD to be utilized in this case, the application and violation were both considered to be in abeyance until the PUD ordinance application was considered.

Mr. Holmes said that without advocating either side of this request, he wanted a clean record that is based on the legitimate factors that are appropriate for consideration of a land use request. He stated that he didn't believe that the School Board's knowledge or lack of knowledge could be considered, as this is purely a land use decision. He stated that he was a little perplexed about considering economic circumstances in a land use consideration, but if such factors are going to be considered in this case, then that would need to be a consideration from this point forward, for each case and not just for the school board. The factors in the report should be considered but the Board must base their decision on the factors in the code. He asked Mr. Crowe why he had made a recommendation for a time limitation, if it is an appropriate land use now why would it not also be appropriate in two or five years. He added that he would not want to lead off into an area that would allow someone a fruitful area for appeal. He also stated he would not want to see too much time spent on what the school board did in the past on this site, because it is not really relevant to the question of whether this is an appropriate use now and whether the application meets the criteria for the PUD rezoning.

Mr. Crowe commented that he agreed with Mr. Holmes that this request must be treated like any fresh application and that the rezoning decision should be focused on compatibility and the other criteria in the Code. The point of entry for discussion of economic circumstances was, in Staff's interpretation, item f. of the rezoning criteria: "whether changed or changing conditions make the passage of the proposed amendment necessary." In this case changed conditions are locational and funding constraints pertaining to the warehouse, constraints that were not present prior to the economic circumstances of the past four years.

Ms. Buck questioned the Staff analysis regarding impacts on page #8, item d. of the staff report stating that the site is currently underutilized, with relatively low traffic and other impacts. She wanted to know where the happy medium is, as it is generally either way too much or way too little.

Mr. Crowe said that there are a number of considerations on which a planner would base their assessment of impacts such as traffic counts - if this site was compared to an active school or an office complex, it would not generate the traffic of these uses.

Mr. Holmes stated that his concern would be how the time limitation for the warehouse would be justified. He wondered if this would be enforceable if nothing has changed in two years and there are no criteria in the land use code to support that limitation. If the warehouse is compatible now, why would it not be compatible in two years?

Mr. Crowe said that in no way did he believe the warehouse use in itself was a "good fit," adding that he believes that the PUD assigns some controlling factors that will mitigate impacts and thus lessen incompatibility. What is agreed upon is that the warehouse use should be relocated, what is not settled is the timeframe for the removal of the use. He said a sunset provision and certain conditions could be an acceptable compromise.

Ms. Buck asked what difference it would make to change the sign from Warehouse to Annex.

Mr. Crowe said that it is his understanding that this comes from the negotiations between the neighboring residents and School District staff. The residents did not want a sign with the word "warehouse."

Chairman Stewart asked the Applicant to come forward.

Scott Gattshall, 4400 N.W. 14th Place, Gainesville, introduced himself as the facilities director for Putnam County School District. He spoke of budget constraints since the market crash that have created extreme economic constraints for the district. He explained that operating the warehouse at this location was an effort to minimize laying people off and other drastic cuts that would have been required. Prior to establishing this warehouse it cost around \$67,000 per year for the warehouse function. Not having to rent warehouse space has allowed the District to save approximately \$220,000 to date and has also saved jobs. This site was not being used and it seemed like a good fit at the time. It is not the District's intention to permanently locate a warehouse here but in fact to eventually reestablish this facility as a school, which would benefit all of the community. The District is not a private business moving into Palatka, setting up shop and wanting to rezone something in a residential district. If the warehouse activities are not allowed to remain at this time there is no space available for storage and if relocation is required the District will have to rent warehouse space, which will come out of taxpayers' money. He said that the deliveries do not even average out to one per day and when the deliveries do come in, it may amount to one or two pallets, as big deliveries go directly to the schools. He also added that when it was a school, the semi-trucks would pull up to the front parking lot to unload but does agree with the suggestion to put an access road around to the back, to a true loading dock. This would assist operations when the Annex is turned back into a school, since the warehouse area would convert to a cafeteria.

Discussion among Board members continued regarding the recommended conditions including noise, the proposed rear driveway and the timeline for the warehouse. Mr. Gattshall said the 60 months is a more realistic timeframe for phasing out the warehouse.

Mr. Robert Cavuoti, 2206 Prosper Street, asked the Board to vote against the request. He said that in October of 2009 he spoke with Debbie Banks regarding his concerns, and she said that the property was not zoned for the warehouse use. He stated that he and his neighbors were not notified of the ordinance changing PUD standards. He referred to a memo between from Mr. Crowe to Elizabeth Hearn, Code Enforcement Officer, stating that while schools are compatible uses with residentially zoned property, the current utilization of this property is not in keeping with the Comprehensive Plan as well as the Zoning Code. Mr. Cavuoti stated that the bottom line is really that the way this was done and the way it has affected their neighborhood, has been a negative experience. He said that a PUD may not be a terrible thing, to kind of tweak the zoning a little bit in some circumstances, but if it negatively impacts the community such as in this case, it would just be wrong. He suggested a compromise could be to rezone the property to R-3 (Multiple-family Residential). This would allow for a low intensity office use (allowed by Conditional Use), but not a warehouse. He appreciated the efforts of the School District to mute

the sounds of the forklifts, and the rewording of the sign from warehouse to annex, but in regard to the sign change he said a duck is a duck. He also commented that the media center generates approximately 50 to 60 cars on any given day, and that traffic should be rerouted as recommended by Mr. Crowe.

Mr. Petrucci asked Mr. Cavuoti how many trucks has he sees delivering supplies and how that compares with when it was a school in terms of traffic.

Mr. Cavuoti explained that on some days there can be 3 to 6 trucks and then none for a day or two. He said there are certain things you would expect to see from a school being there, such as the busses in the morning and in the afternoon, children walking to and from school. When he bought his home the school was already there.

Mr. Pickens reiterated previous comments made by Mr. Holmes regarding the need to focus on the criteria to be considered for a land use consideration. He stated that it appears that with all staff has recommended and all that the School Board has talked about, it does not seem to appease the concerns of the neighbors.

Mr. Wallace asked Mr. Cavuoti what it would take to make the current use compatible.

Mr. Cavuoti replied that the offices and training center are acceptable, but the warehouse is not.

Rissi Cherie, 517 S. Francis Street, Interlachen introduced herself as president of Putnam Citizens Alliance explained that she is here to stand with the neighborhood. She spoke in opposition of the request and explained that Citizens Alliance is dedicated to a better Government, one that works for and protects the people. She stated that she believes that it took a lot of thought and planning to create a Comprehensive Plan for the City and this Plan should not be changed lightly. She believed that this action would be nothing more than spot zoning which is not appropriate in every way for this location. If the City approves to place a warehouse in an established neighborhood that has been there for thirty or more years, then where are the neighborhood's protections from more of this type of thing happening. This is a slippery slope, and if a warehouse is allowed there, then things that are sort of like a warehouse can go there. She urged the Board to vote no to protect these citizens and the rest of the City.

Betty Jean Bryant, 2016 Kirby St. stated that she lived in the neighborhood for over 50 years, and understands that these are tough times. She stated this is a big disturbance for the residential area and agreed that all the traffic should be rerouted off of Husson Ave. She does not believe the warehouse should stay there.

Motion made by Ms. Buck to approve the requests with staff conditions except that the warehouse must be terminated after two years, with no extension. Additionally during that two-year time frame, Staff's recommendation for requiring delivery to take place on the Husson Ave. u-shaped driveway should be utilized. Motion seconded by Mr. Petrucci.

Mr. Holmes said that the Board has two separate items before them and the motion must be couched in the framework of approving or denying those two separate requests.

Mr. Petrucci asked if the PUD would limit this use to what occurs on the site right now, as there were concerns that once the land use was changed the District could do other things. Mr. Crowe said that the PUD would definitely limit activities to the current uses as stated in the approval conditions.

Mr. Petrucci stated that he has driven by this facility several times and has never even realized that this was a warehouse, as there was not a significant amount of traffic to the warehouse at the times that he drove past. He saw this as being a good idea as a temporary place holder, until it could be used as a school again, as long as it did not get elevated to a different level.

Mr. Gattshall stated that the District has safety concerns with locating delivery at the loop driveway since Moseley Elementary School was just across the street.

Mr. Pickens stated that he wanted to explain why he would be voting against the requests, as he worked as the School Board Attorney for many years and has a great affinity for the school district and would want to accommodate them in any way legally possible, especially during these very difficult times. He said that he had an ex-parte communication with the Mr. Townsend. He believes that the decision the District made to do this was one in which the District did not knowingly violate codes and that it was a very frugal, prudent and practical fiscal move. He agreed with a lot of the things that Mr. Holmes has said in that the Board is here to make a land use and zoning decision, most specifically whether or not a warehouse is appropriate in a residential area. He thinks that staff has made a herculean effort at trying to bring the parties together through this mechanism and through dialogue and conversation, including the Mayor and the School District, and he applauded those efforts. He added that of all the things he wished, he wishes that the accommodations that the District was willing to make and the overlays that staff had put together, did appease the neighbors. But in the end the warehouse is not compatible and he will side with the residents that bought near a school. He understood the type of traffic associated with a neighborhood school is a positive thing and that of a warehouse is not and understands the psychological difference between the two.

Ms. Buck withdrew her motion after Mr. Petrucci withdrew his second.

Mr. Sheffield stated that he views this as strictly a land use issue and does not believe that this would be harmonious zoning, and for that reason he was against the request.

Charles Horner, 2019 Kate Street, spoke in opposition to the request, stating that what the School Board is asking the Board to do is to spot zone, this has been going on for years and we do not have quality growth in Putnam County.

Motion made by Mr. Sheffield and seconded by Ms. Buck to recommend denial of the application to amend the Future Land Use Map from RL (Residential Low-density) to PB (Public Buildings and Grounds) and to allow for a Planned Unit Development as an overlay district in the PB category and to rezone from R-1A (Single-family Residential) to PBG-1(Public Buildings and Grounds). All present voted affirmative, motion carried.

NEW BUSINESS

Case 12-19 A request for a Conditional Use for an indoor recreation facility in a C-1 (General Commercial) zoning district.

Location:	702 N. 19 th Street
Owner:	Makhlou Wasim
Applicant:	George E. Moore

Mr. Crowe gave an overview of the request, stating that this property is an existing retail building located on a commercially-zoned property within a residential neighborhood. In the C-1 (General Commercial) zoning district this use is allowed by conditional use. He stated that the request meets the criteria and does not conflict with the Comprehensive Plan. He spoke of some deficiencies with the parking striping, the dumpster screening and the fact that there really is no landscaping to speak of. In terms of compatibility with the surrounding neighborhood, Staff believes that a recreation center that serves children also serves the neighborhood. He also noted that the Police Chief departmental review reported crime problems at that commercial location. He said when evaluating this request, the Board should focus on the use and not the overall property, but once the issue of crime is brought into play, the potential concern is that kids may be impacted. The conditional use criteria

Case 11-43 1001 Husson Ave.

Request to Amend Comprehensive Plan Map from RL to PB, and Rezone to from R-1A to PUD

Applicant: James Padgett on behalf of Putnam County School District

STAFF REPORT

DATE: March 27, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To amend Comprehensive Plan Future Land Use Map (FLUM) from RL (Residential Low Density) to PB (Public Buildings and Grounds and rezone from R-1A (Residential, Single Family) to PUD (Planned Unit Development). Required public notice included legal advertisement, property posting, and letters to nearby property owners (within 150 feet).



Figure 1:
Property
Location

APPLICATION BACKGROUND

The Putnam County School Board made the decision to close the elementary school at this location due to declining enrollment in April, 2009, and in August of that year decided to use the facility for district offices and other functions. The complex was re-utilized for offices, training and for the District's warehousing function, which had formerly taken place at the Matthews Storage warehouse on Reid St. The property is referred to as the Annex in this report.

Schools are allowed by Conditional Use in residential land use and zoning districts (current schools predate this requirement and are considered legal nonconforming uses). The cessation of the school use and commencement of the office/warehouse activity constituted a violation of the Comprehensive Plan and Zoning Code. The principal office use of the property, with accessory uses of training and warehousing, requires nonresidential land use and zoning. School District staff have stated that at the time this change occurred they were not aware of the violation. The description of the RL FLUM category in the Comprehensive Plan's Future Land Use Element notes that lands within this land use category are "intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density." While schools are considered to be compatible with residential uses, office and warehouse uses are not.

Prior to this Planning Director's tenure, this property was included in a list of "housekeeping" comprehensive plan amendments developed last year by the former Director. At their June, 2011 meeting the Planning Board considered this and other amendments for School District properties that were designed to create Comprehensive Plan Map conformance, with school and other public properties to receive the PB (Public Buildings and Facilities) land use designation. At this meeting residents living near the Annex voiced objections to the land use change for the subject property and the Board voted to remove this property from the recommended list of FLUM changes that went on to the City Commission for consideration. Therefore the FLUM amendment that would have been the first step to legitimize the warehouse use went no further.

Shortly before the Planning Board action a formal Code Enforcement complaint was received on June 1, 2011 regarding the School District warehouse at 1001 Husson Ave. Staff visited the site on June 20th and observed that the site was being used for warehouse purposes. On that day an 18-wheeler and a smaller delivery truck were both parked in the driveway in front the building that faces Husson Ave. and Prosper St. and workers were unloading trucks using forklifts. This activity was occurring within around 130 feet of adjacent single-family homes along Prosper St. and the noise of the truck's idling engines and the beeping of a forklift was easily heard from those properties. There was also a sign in front of the building noting "School District Warehouse."

After reviewing applicable codes, Staff sent two code violation notice letters to the School District (see attached Aug. 5 & Aug 8, 2011 letters) and set a 60-day time period in which the School District either had to cease the warehouse use or file land use amendment and rezoning applications to allow the Annex activities. The School District's attorney filed an application for FLUM amendment to PB and a rezoning application to Planned Unit Development. The PUD zoning was chosen in order to provide the opportunity to reach agreement with the neighborhood on how the Annex might continue to operate with specific conditions of approval. At the time of application Staff was in the process of amending the Zoning Code to allow PUDs in a wider range of land use categories including PB and also to revise the PUD standards to provide for higher

quality development and neighborhood protection. The applications remained in a pending status and the code violations were stayed until the PUD changes were adopted by the City Commission on March 8, 2012. At that time the applications were scheduled for public hearings.

Public participation has been an important part of this process. Residents have attended Planning Board and City Commission meetings regarding the original Annex FLUM change and changes to the PUD standards. Twelve residents provided input at a meeting with the Mayor and Staff on July 28th, 2011 and following that meeting residents met with the Mayor and School Superintendent twice, once on the property. The Mayor, Planning Director, School District Facilities Director, and School District Attorney met with residents on February 27, 2012 – a letter noticing this meeting was sent to all property owners within 400 feet of the Annex. A final follow-up meeting was held on March 26, 2012 to present draft PUD conditions to residents. Meeting notes are attached with this report.

PROJECT ANALYSIS

This property is located in the Husson Ave. corridor in the southwestern part of the City, and comprises a full block bounded by Husson Ave. to the west, Prosper St. to the north, Cleveland Ave. to the east, and Twigg St. to the south.



*right
ground*



Table 1: Use Classifications

Property	FLUM	Zoning	Existing Use
Site	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	School District Annex
Property to North	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	Single-family residences
Property to South	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	Single-family residences
Property to West	RH (Residential, High Density)	R-3 (Residential, Multiple-Family)	Grand Pines Apts.
	PB (Public Buildings & Grounds)		Barry Manor Retirement Villas Moseley Elementary School
Property to East	RL (Residential, Low Density)	R-1A (Residential, Single-Family)	



dences



The Moseley Warehouse is in the RL (Residential, Low Density) comprehensive plan map (land use) category and the R-1A (Single-Family Residential) zoning district. As a standalone use the warehouse use would require the more intensive OPF (Other Public Facilities) or IN (Industrial) FLUM category. (Lands within the OPF category are intended for use as “potable water, sanitary sewer treatment facilities, transportation, stormwater/drainage control structures, etc.”) However as an accessory use to the main office use, the warehouse use is allowed in the COM or PB category, the latter being preferable as it is intended for public uses like a School District-owned facility.

Once within the PB FLUM category, the facility would require either the PBG-1 zoning accompanied by a conditional use for outdoor (warehouse activities), PBG-2 zoning which allows as permitted uses “public use and/or public service activities which are of a more intense level than the PBG-1 district,” or a PUD zoning classification. A PUD is a “negotiated”/customized zoning district that could provide for special provisions that addressed neighborhood concerns.

The issue of compatibility between the Annex and surrounding residential uses is important and should be defined and compared with other nonresidential uses. The compatibility of schools and residences is attributable to the connection of such facilities with surrounding neighborhoods. Neighborhood children often walk to school and residents view schools as familiar neighborhood institutions and as a public good, benefiting from the green space that school facilities provide. While hundreds of people travel to and spend time at schools, most of these aren’t driving and therefore traffic does not impact residential neighborhoods the way that commercial or industrial uses of a comparable size and scale would. The traffic that does occur is limited to peak hour times in the morning and mid-afternoon, and by 3:00 PM and over the weekend schools are empty and quiet, while many other commercial uses continue to function.

More specifically, the following additional elements are accepted elements of compatibility, some of which are more measurable than others.

- Development and building scale
- Vehicle and pedestrian impact
- Visual, noise, and other sensory impacts (noise, glare, odor)
- Aesthetic considerations
- Psychological factors
- Property values

The table below compares the school use and the annex use in regard to compatibility factors.

Table 2: Compatibility Table

Compatibility Indicator	School Use	Annex Use
Scale		Same
Vehicle trips - daily	388 ¹ – concentrated at AM & PM peak hours	125 ¹ occurring throughout the day
Pedestrian trips - daily	36 ¹	0 ¹
Employees/Students	60/400	25/0
Visual impacts	Bldgs/Grounds, School Buses, vehicles, employees, students	Bldgs/Grounds, vehicles, employees, 18-wheelers & delivery trucks
Aesthetic considerations	Neighbors do not seem to have concerns	Trucks and unloading present an industrial appearance that is out of context with neighborhood
Psychological factors	Neighbors view as positive neighborhood institution	Neighbors view warehouse use negatively, while not objecting to office & training use
Property values		Unknown

1. based on March 7, 2012 traffic counts and estimates by Staff – each trip is a round trip

Based on the comparison above the inference can be made that while a school use might present higher traffic impacts and have the appearance and impacts that are out of scale with a residential area, these factors are outweighed by positive perceptions of residents. However the warehouse use presents aesthetic and psychological impacts that negatively affect the neighborhood. Industrial activities such as the unloading of 18-wheelers and forklift loading, however sporadic these might be, are objectionable to residents. Another factor of neighborhood concern is the cut-through traffic on Prospect St. and Twigg St. by employees and visitors of the Annex, some of whom are traveling from Beasley Middle School two blocks to the west or are just avoiding Crill Ave. traffic when traveling from the downtown administration building or other areas. The point was made at one of the neighborhood meetings that while employees and students travel to a school in the morning and leave in the mid-afternoon and the time period between arrival and departure is relatively quiet with most in the schools staying on site, a use like the Annex generates traffic throughout the day that winds through the neighborhood. Now that the Annex functions as a use disconnected from the neighborhood, the traffic issues are amplified.

Future Land Use Analysis

F.S. 163-3187 provides amended criteria for consideration of small scale comprehensive plan amendments under, shown in italics below (staff response follows each criterion, and comprehensive plan extracts are underlined). Please note that while this property exceeds the small-scale amendment threshold of 10 acres, F.S. 163.3187(c)4 provides a Rural Economic Development Incentive for amendments that are up to 20 acres (the property is 12.4 acres in size).

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

The application is in keeping with the following objective and policies (underlined) of the comprehensive plan, and does not conflict with other plan elements.

Goal 1 9J-5.006(3)a; F.S.187.201(16)3

Preserve and protect the City's natural resources and quality of life by establishing a pattern of development that is harmonious with the City's natural environment and provides a desired lifestyle for City residents.

Staff Response: the residents living near the Annex have framed their objections to the Annex as quality of life issues and have made the case that this use is not harmonious with the surrounding neighborhood. School District staff have made the case that the use is less intense than the former school use due to the relatively small number of people working on this site and lower traffic levels, particularly school bus traffic and loading/unloading. The compatibility table presented in this report indicates that aesthetic and psychological impacts are the basis of the lack of harmony between the Annex use and surrounding residential uses.

Policy A.1.8.1 9J-5.006(3)(c)5

The Land Development Regulations shall include alternative available land use control techniques and programs such as Planned Unit Developments. Planned Unit Developments may be used to protect safety restricted or environmentally sensitive areas but also may be used to increase the potential for developing water/sewer systems and more effective drainage systems. PUDs also shall benefit from the potential of receiving "density bonuses" for incorporating benefits which serve a public good into the development (See Policy A.1.9.3.8 Overlays).

Staff Response: while parts of this policy are unclear ("protect safety restricted"), one can glean from this that PUDs provide an alternative development agreement intended to benefit the public. The proposed PUD

presents a dual public good of allowing a public function that saves taxpayer dollars while providing mitigation annexation impacts to the surrounding neighborhood.

Policy A.1.9.3

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

A. Land Use Districts

5. Public Buildings and Grounds (11 acres)

Lands designated in this category of use include a broad variety of public and quasi-public activities such as schools, churches, government buildings, hospitals, etc. The intensity of development in this land use category, as measured by impervious surface, shall not exceed 65 percent. The maximum height shall not exceed 40 feet.

Staff Response: this land use category is suitable for the Annex uses. Development on the property does not exceed the impervious surface and height limitations above.

Provide analysis of the availability of facilities and services.

Staff Response: The property is in close proximity to a range of urban services and infrastructure.

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

Staff Response: not applicable as the site is developed.

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

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

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

- *Low-intensity, low-density, or single-use development or uses*
- *Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*
- *Radial, strip, isolated, or ribbon development patterns.*
- *Development that fails to adequately protect and conserve natural resources and agricultural activities.*
- *Development that fails to maximize use of existing and future public facilities and services.*
- *Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.*
- *Development that fails to provide a clear separation between rural and urban uses.*
- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Response: the Annex’s location within the City’s urbanized area ensures that urban services are available and provides a centralized location for the County school system. This use does not represent urban sprawl.

Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board must study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff response follows each criterion).

1) When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:

a. Whether the proposed change is in conformity with the comprehensive plan.

Staff Response: as noted in the FLUM amendment analysis, rezoning to allow the Annex uses perpetuates a certain level of disharmony between this use and surrounding uses, the mitigation of which can be achieved through PUD conditions.

b. The existing land use pattern.

Staff Response: the school was more compatible with the adjacent residential neighborhood than the Annex uses due to neighborhood connections and the positive perception of the institution by nearby residents. Husson Ave. is an appropriate location for a more intense use like the Annex as it is a collector road with moderate traffic levels and higher density development, but the other adjacent streets are residential in nature and are not appropriate for nonresidential development.

c. Possible creation of an isolated district unrelated to adjacent and nearby districts.

Staff Response: this criterion is not necessarily problematic when applied to a PUD and a public use. A PUD is often by its nature an isolated district due to the need to fashion a customized development plan that allows unrelated uses to co-exist in a harmonious manner. Public uses are also often isolated uses as they occur relatively infrequently and are not always grouped together.

d. The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.

Staff Response: the site is currently underutilized, with relatively low traffic and other impacts.

e. Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.

Staff Response: The proposed boundaries, which comprise a city block, are appropriate.

f. Whether changed or changing conditions make the passage of the proposed amendment necessary.

Staff Response: School District staff have stated that the warehouse use at this location is necessitated by the lack of state funding, which is a product of changed conditions attributable to the economic slowdown.

g. Whether the proposed change will adversely influence living conditions in the neighborhood.

Staff Response: Staff recognizes the adverse impacts of the existing facility and believes that there are PUD development controls that can at least partially mitigate such impacts. Such controls can include restricting delivery access to the facility to Husson Ave. and moving warehouse activities away from adjacent residences.

h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.

Staff Response: as noted in the compatibility table, traffic for the Annex is less than that of a school or a nonresidential development on property of this size. However employee parking in particular noticeably impacts surrounding residential streets throughout the workday due to the main parking area entrance to the rear of the property on Cleveland St. This is a difficult problem to solve as replacing the Cleveland St. access with Husson Ave. access with a new driveway from the latter street is hampered by the presence of buildings along this street and the permitted stormwater retention area in the southwest part of the site. Putting a driveway from Husson Ave. through this part of the complex would require expensive site and building retrofitting and would present a hazard to pedestrians within the complex. The School District has proposed a future access point, unfunded at this point, from Twigg St. to the south, but this would present similar impacts to adjacent residences. The most feasible driveway route from Husson Ave. would be to use the northwest parking lot to access the unpaved driveway that runs behind and east of Building # 2 (warehouse). While preferable to the last two options this is a circuitous route with grade changes.

i. Whether the proposed change will create a drainage problem.

Staff Response: no drainage problem exists on the site and with no new development planned; no future drainage problems are anticipated.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.

Staff Response: as no new development is planned no impacts in this area will occur.

k. Whether the proposed change will adversely affect property values in the adjacent area.

Staff Response: some nearby residents have expressed concerns that the Annex could affect their property values. There are instances where intensive uses have negative effects on residential property values, but Staff has no documentation indicating impacts to property values from this use.

l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.

Staff Response: one can only speculate if the Annex will inhibit property improvement in the area due to the negative perception of the warehouse use.

m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.

Staff Response: the intent of the PUD is to meet the needs of the School District while mitigating impacts on the surrounding neighborhood, the result of which would not be a grant of special privilege.

n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.

Staff Response: only single-family homes would be allowed under the existing zoning. A substantial public investment has been made to the property in the form of a facility that can only be used as a school or as the Annex use of offices, training, and warehouse activities.

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.

Staff Response: as a school the facility met the needs of the neighborhood and the City, but as an office, training, and warehouse complex the property has no ties with the neighborhood.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.

Staff Response: School District staff have stated that no other school-owned facilities can allow for the warehouse function without considerable expense of public funds. Prior to the warehouse use at this location the School District storage occurred at a private facility at a cost exceeding \$60,000 per year.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

Staff Response: not applicable.

CONCLUSIONS AND STAFF RECOMMENDATIONS

The plan amendment and rezoning applications are at odds with several key criteria in the preceding analysis. Residents have identified the warehouse use specifically as an activity that is not harmonious or compatible with the quality of life of their residential neighborhood. However the large size of the property and location along a collector road provides some potential to re-locate problematic warehouse activities and accompanying traffic. It is also evident that changed conditions in the form of funding shortages attributable to the worsening economy have made it difficult for the School District to change the location of the warehouse function without substantial expenditures of public funds.

Based on the analysis of this report Staff has concluded that without development standards that mitigate impacts of this use, the request should not be approved due to the incompatibility of the use with the surrounding neighborhood. However Staff believes that such impacts are reduced with conditions that work to divert traffic and the warehouse function away from adjacent residences. Staff recommends approval with the following conditions as proposed by School District staff as shown in italics below.

The School District previously took the following steps to address neighbor concerns, and these activities shall continue to occur as a requirement of the PUD:

- 1. Discontinued locating surplus vehicles on property.*
- 2. Discontinued locating surplus sales on property.*
- 3. Reworded all signs, including front sign, from "Putnam County School District Warehouse" to "Putnam County School District Annex".*
- 4. Limited use of front paved area (along Prospect St).*
- 5. Muted forklift alarm to the OSHA minimum sound level.*
- 6. Upgraded alarm system to avoid false alarms.*
- 7. Removed unused surplus play area along Prospect St.*
- 8. Purchased storage shed, placed behind warehouse.*
- 9. Modified schedules for deliveries.*
- 10. Fenced in lawn crew's equipment and trailers with high privacy fence.*
- 11. Limited items stored in halls (only in case of emergency).*

The following are additional conditions of the PUD.

12. All delivery trucks shall enter and exit the facility from Husson Ave.
13. The School District Annex is to be utilized primarily for school district offices and training, with accessory and ancillary uses of a warehouse and storage of equipment and materials for the District's custodial and landscaping maintenance functions. The use of a school is also allowable.
14. It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within 60 months of adoption of this ordinance.
15. Building uses and all other activities are limited to what is shown on site plan.
16. Operations limited to Monday-Friday, 7 AM to 6 PM, except that training activities may occasionally occur on the weekend.
17. All outdoor storage shall be fenced or screened from view from adjacent public rights-of-way.
18. The PUD should allow for a pocket park that would include playground equipment, picnic tables, and an informal ball field. Additional uses and location of such a pocket park would be determined at a future date following meetings with neighbors in the vicinity of the site.
19. Existing trees on the site shall be preserved.

Staff is supportive of these conditions with the exception of # 12 and 14 above. Condition 12 merely requires delivery from Husson Ave. which would continue the practice of truck unloading in close proximity to Prosper St. residences. Furthermore with the understanding that the trucks cannot use Prosper St. they would then have to back out onto Husson Ave., which is a safety problem. Staff believes that the goal of moving the warehouse function away from residential areas would be accomplished by conducting unloading in the loop driveway that is adjacent to Building # 6 (see Figure 4 below). Staff can then move materials with the forklift internally through the building complex along the sidewalks located on the south side of each building, a practice that Staff has observed on several site visits. Condition # 14 provides what seems like an overly long (5-year) time period for cessation of the warehouse use. Staff recommends a shorter time period with the requirement that the School District then justify an extension based on ongoing budget problems.

Finally Staff recognizes the impact of employee traffic on the surrounding neighborhood and the potential solution of limiting access to a driveway from the northwest parking lot to the rear parking area, as discussed in Rezoning Criterion h. and shown in Figure 6 on the next page. However at this time site and budget constraints make this option impractical, but it should be re-examined at the time the School District applies for extension of the warehouse use, should the City require such an extension application as described in revised condition # 14 below.

Staff recommends approval of the land use amendment and also of the PUD rezoning with the previously stated conditions and with the revision of Conditions # 12 and 14 as follows, along with a new Condition # 20.

- 12. All delivery trucks shall enter and exit the facility from Husson Ave. using the loop driveway adjacent to Building # 6. No parking of non-delivery vehicles shall be allowed within this loop driveway. A sign shall be placed at the loop driveway entrance directing such delivery.
- 14. It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within ~~60~~ 24 months of adoption of this ordinance, with the ability to apply to the Planning Board for not more than two 16 month extensions with conclusive findings by the Board that specific circumstances prevents relocation of the warehouse use and that the interim use as approved is not negatively impacting the neighborhood.
- 20. At the time of the first extension request the Board shall also evaluate the replacement of the Cleveland St. vehicle entrance with a Husson Ave. entrance and driveway.

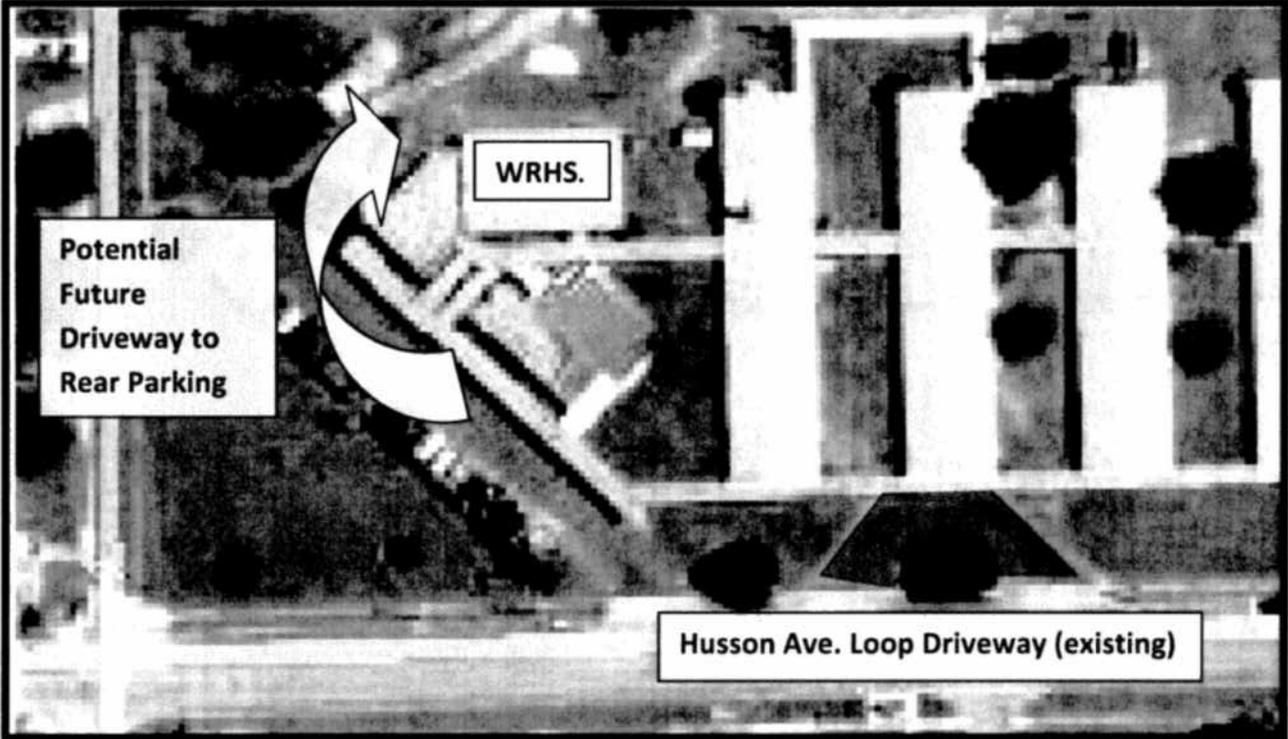
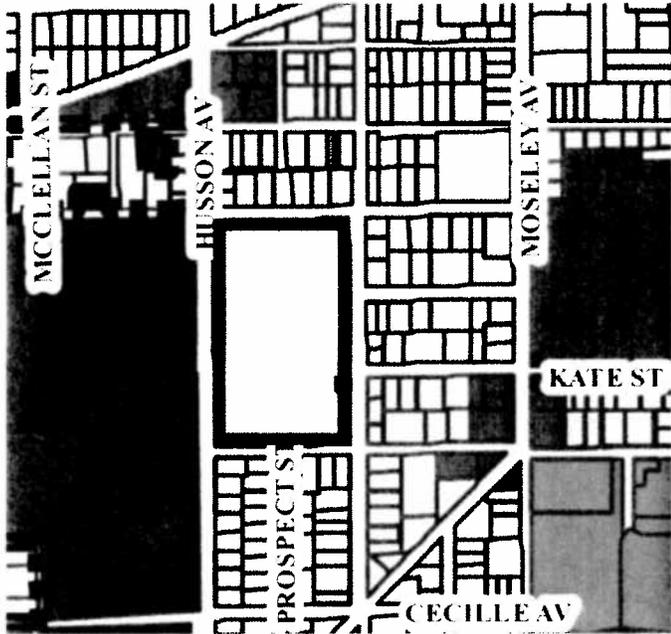


Figure 6: Recommended Current Delivery Location and Potential Future Employee Access

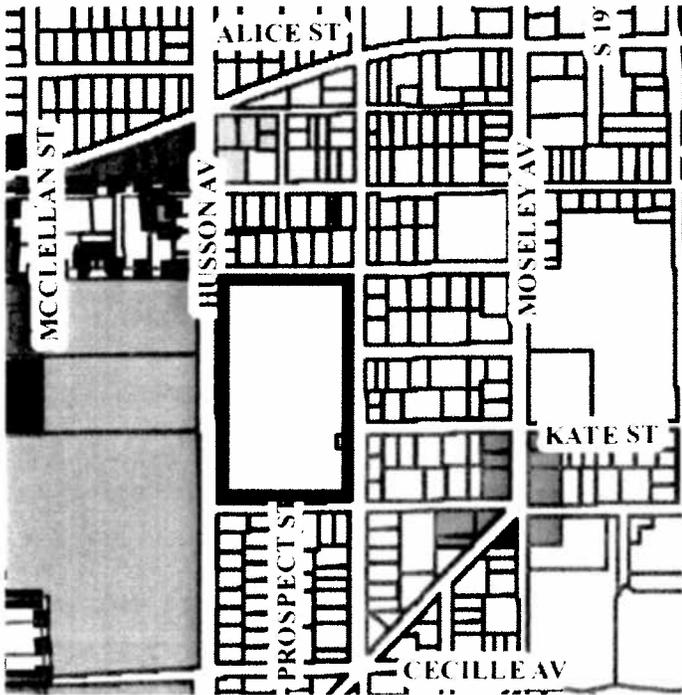
- ATTACHMENTS:
- FUTURE LAND USE AND ZONING MAP
 - BUILDING LAYOUT MAP
 - APPLICATION PROJECT NARRATIVE
 - AUG. 5 & 8 LETTERS TO SUPERINTENDANT
 - NEIGHBORHOOD MEETING NOTES

FUTURE LAND USE MAP



- COM
- PB
- REC
- RH
- RL
- RM

ZONING MAP



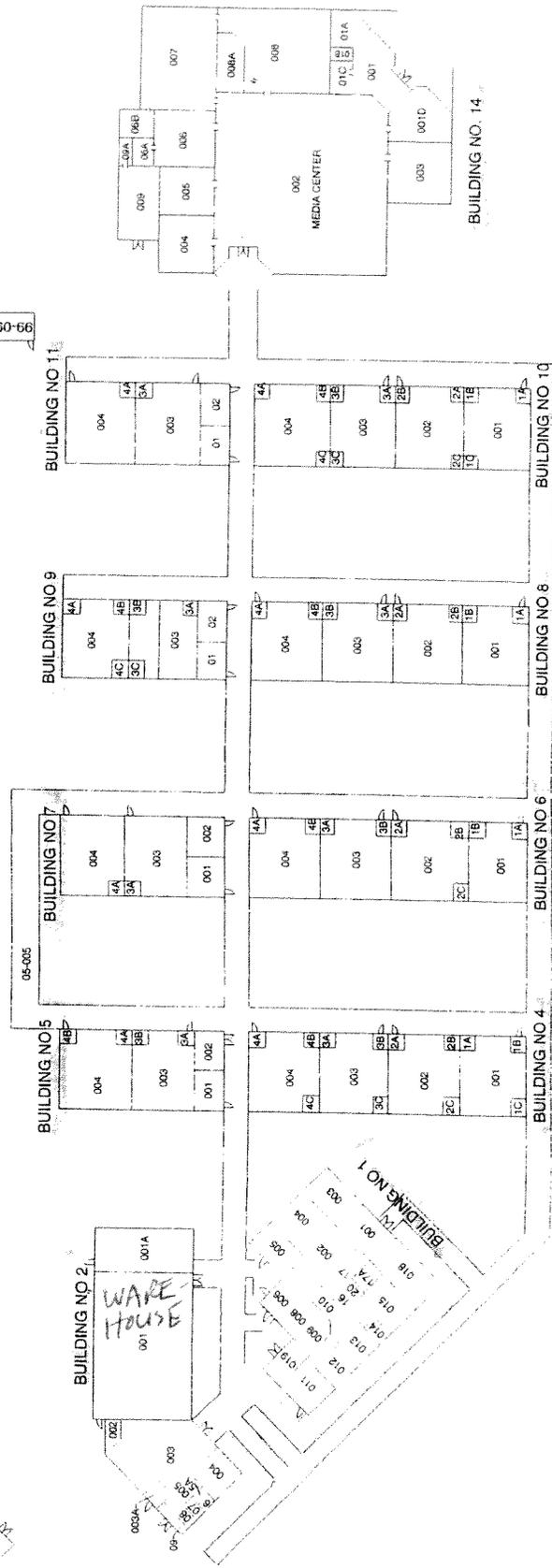
- C-2
- R-1A
- R-1A'
- R-2
- R-3
- R-4
- ROS

CLEVELAND

main entrance
for parking

PARKING

BLDG NO 13



98-097

99-093

F.P.S.P.R.

Hudson Ave

Moseley Elementary Thursday, September 15, 2011

Building #	Type	Net Square Feet
Building 1	Brick	5741
Building 2	Brick	5861
Building 3	Demolished	
Building 4	Brick	6836
Building 5	Brick	2188
Building 6	Brick	6316
Building 7	Brick	2355
Building 8	Brick	6371
Building 9	Brick	2252
Building 10	Brick	6304
Building 11	Brick	2216
Building 12	Demolished	
Building 13	Block	499
Building 14	Brick	7559
Portable 99 - 071	Wood -	745
Portable 99-093	Wood -	768
Portable 99-097	Wood -	768

PROJECT NARRATIVE

The immediate past use of the property was Moseley Elementary School. Due to distressed economic conditions it was necessary for the District to discontinue using the site as an elementary school and convert it to a facility for multiple uses. At the present time the District uses portions of the structures for office space for various District employees and the media center is used for training District employees. The Purchasing Department also maintains its offices at this location. The District also stores various items of personal property owned by the District at this location. Normal working hours are Monday through Friday 7 am to 4 pm. Activities are greatly reduced during the summer months due to limited deliveries and 10 month employees being off for summer break.



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



August 5, 2011

Mr. Tom Townsend
Superintendent, Putnam County Schools
200 South 7th Street
Palatka, FL 32177
(sent by US Mail and email)

RE: MOSELEY SCHOOL DISTRICT WAREHOUSE (1001 HUSSON AVENUE)

Dear Mr. Townsend:

We received a formal Code Enforcement complaint on June 1, 2011 regarding the School District warehouse at 1001 Husson Avenue. I visited this site on June 20th and observed an 18-wheeler and a smaller delivery truck, both parked in the driveway in front the building that faces Husson and Prosper streets. Workers were unloading trucks using forklifts. This activity was occurring within around 130 feet of adjacent single-family homes along Prosper Street and the noise of the truck's idling engines and the beeping of the forklifts was easily heard from those properties. There was also a sign in front of the building noting "School District Warehouse." The Code Enforcement Officer has also visited the site and observed warehouse activities.

The Moseley Warehouse is in the RL (Residential, Low Density) comprehensive plan map (land use) category and the R-1A (Single-Family Residential) zoning district. While schools are allowed in most residential land use and zoning districts, this property is no longer used as a school, in the sense of the word's meaning as a place of formalized instruction and learning. The principal use of the property is storage and warehousing, uses that require more intensive land use and zoning. The description of the RL FLUM category in the Comprehensive Plan's Future Land Use Element notes that lands within this land use category are "intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density." While schools are compatible with residential uses, uses with industrial characteristics of use like a warehouse are not.

The warehouse use would be allowed within the more intensive OPF (Other Public Facilities) or IN (Industrial) categories. Lands within the OPF category are intended for use as "potable water, sanitary sewer treatment facilities, transportation, stormwater / drainage control structures, etc." A warehouse use would be considered a transportation facility, given the distribution component of this use and the use of trucks to transport supplies to and from the property. The OPF category would have an accompanying zoning of PBG-2, which allows as permitted uses "public use and/or public service activities which are of a more intense level than the PBG-1 district" (the PBG-1 district allows "public buildings serving the city, county, state or federal government, museums, schools, hospitals, libraries and community centers.").

Mr. Tom Townsend

Page 2

The second alternative would be the IN land use category, which would only be useful because it allows for a Planned Unit Development (PUD) zoning (the OPF category does not allow a PUD). A PUD is a "negotiated"/customized zoning district that could provide for special provisions reflected in a potential agreement between the School District and the neighbors.

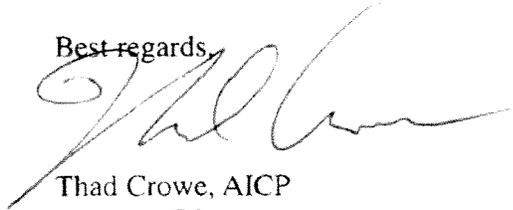
To provide some history, this property was included in the list of "housekeeping" comprehensive plan amendments developed last year by the former Director of Building and Zoning. At their June meeting the Planning Board considered this and other amendments for School District properties. The Board heard testimony from residents living near the warehouse and decided to not support the inclusion of this property in their recommended list of FLUM changes that went on to the City Commission for consideration. Therefore the FLUM amendment that would have been the first step to legitimize the warehouse use went no further.

Since there is no longer an active application to remedy the zoning and comprehensive plan violation that is occurring, we will need applications for a land use amendment to OPF and rezoning to PBG-2. These applications should be filed within a 60-day time period from the receipt of this letter. Once an application for land use and zoning change is filed, the City's Code Enforcement efforts will not proceed until resolution of the requests. Land use amendments and rezonings are acted upon by the City Commission, with a recommendation from the Planning Board.

Finally, it should be noted that at a recent meeting with residents living near the facility and the Mayor, those present agreed to participate in a meeting with School District staff to discuss the issue as well as potential resolutions to the problems. The meeting would be facilitated by the Mayor, and I believe that he will be in touch with you.

Please feel free to contact me anytime to discuss this.

Best regards,



Thad Crowe, AICP
Planning Director

cc: Nikki Cummings, School Board Member
Lisa Parsons, School Board Member
Terry Wright, School Board Member
Kathy Jorgensen, School Board Member
C.L. Overturf, Jr., School Board Member
James L. Padgett, School Board Attorney

Woody Boynton, City Manager
Vernon Myers, Mayor
Mary Lawson Brown, Vice-Mayor
Allegra Kitchens, Commissioner
Phil Leary, Commissioner
James Norwood, Commissioner
Don Holmes, City Attorney



City of Palatka

Building & Zoning

201 N. 2nd Street

Palatka, Florida 32177

386-329-0103 • Fax 386-329-0172



August 8, 2011

Mr. Tom Townsend, Superintendent, Putnam County Schools
200 South 7th Street
Palatka, FL 32177
(copies by email)

RE: MOSELEY SCHOOL DISTRICT WAREHOUSE (1001 HUSSON AVENUE)

Dear Mr. Townsend:

As a follow-up to the previous letter sent to you regarding this violation of the Zoning Code and Comprehensive Plan, I wanted to further clarify the options available to you given the recent interpretation of this department.

1. Cease warehouse operations within 60 days and utilize the property in accordance with its current land use and zoning, which only allows single-family uses (if the operations continue beyond the 60 days without any actions below taken to appeal the interpretation or remedy the violation the case will be remanded to the Code Enforcement Board and penalties will be assessed).
2. Appeal the administrative interpretation that the warehouse is in violation to the Board of Zoning Appeals.
3. Apply for a Conditional Use permit to re-utilize the property as a school.
4. Apply for the previously mentioned land use amendment and rezoning alternatives (to PB land use and PBG-2 zoning or to IN land use and PID zoning).
5. Apply for an alternative land use category and zoning (such as Residential, Medium Intensity land use and R-3 Multi-Family zoning), which would allow for less-intensive office uses under the Conditional Use permit process.

Please note that staff at this time does not support or oppose any of the applications described in # 4 and 5 above -- at the time of application (or before such time if you would prefer a pre-application meeting) Staff will develop positions on all potential alternatives. Of course Staff's position in such cases is merely a recommendation to the Planning Board, which in turn provides a recommendation to the City Commission for the final decision.

Respectfully,

Thad Crowe, AICP
Planning Director

cc: Nikki Cummings, School Board Member
Lisa Parsons, School Board Member
Terry Wright, School Board Member
Kathy Jorgensen, School Board Member
C.L. Overturf, Jr., School Board Member
James L. Padgett, School Board Attorney

Woody Boynton, City Manager
Vernon Myers, Mayor
Mary Lawson Brown, Vice-Mayor
Allegra Kitchens, Commissioner
Phil Leary, Commissioner
James Norwood, Commissioner
Don Holmes, City Attorney

Thad Crowe

From: Thad Crowe
Sent: Thursday, July 28, 2011 11:50 AM
To: Woody Boynton; 'Don Holmes'
Cc: 'vernonmyers@comcast.net'
Subject: School District Warehouse

Woody/Don:

Mayor Myers and I met with around a dozen residents who live around the warehouse. They expressed frustration at the noise and visual impacts on the neighborhood from the activity of 18-wheeler trucks and panel trucks loading and unloading and the storage of large trucks and equipment, including that of a local tree service company. I let them know that my review of the Comprehensive Plan and Zoning Code indicated that the operations of the warehouse was in violation of the Plan and Code. Our next step will be to send a letter to the School District noting the violation and informing them that they will need to cease the operations or file an application for a land use amendment and rezoning to either PB (Public Buildings and Grounds) land use and PBF-2 zoning, or to IN (Industrial) land use and M-1 (Light Industrial) zoning. This letter will more than likely go out next week. At the Mayor and my request, the residents were also agreeable to meeting with the Superintendent and other School District staff, which the Mayor will set up after the letter goes out. I will add that Mayor Myers did a very good job of listening to the residents and addressing their concerns.

Thad

Thad Crowe, AICP
Planning Director
City of Palatka
205 N. 2nd St.
Palatka, FL 32177
386-329-0103
<http://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.



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



February 10, 2012

RE: MOSELEY SCHOOL DISTRICT WAREHOUSE

Dear Property Owner:

On behalf of Palatka Mayor Vernon Myers I would like to invite you to a neighborhood meeting concerning the Moseley School District warehouse and office facility, located at 1001 Husson Avenue. This letter has gone to you as a property owner within 400 feet of this property. The City determined that the existing warehouse use is not allowed in a residential zoning district and as a result the School District has applied for a rezoning and comprehensive plan map change for the property to allow the warehouse and other current uses on the property. The rezoning would include a Planned Unit Development zoning designation, which would require that the School District include specific and binding conditions that deal with neighborhood concerns about the use and facility.

The purpose of this meeting is to inform nearby property owners of what the School District is proposing in the Planned Unit Development, and to receive input from those present. The meeting will be held on Monday, February 27 at 6 PM, at the Price Martin Center, located at 220 North 11th Street (next to the train station and chamber of commerce). We look forward to hearing from you at the meeting, and if you have any questions, please feel free to call me.

Sincerely,

Thad Crowe, AICP
Planning Director

Thad Crowe

From: Thad Crowe
Sent: Monday, March 05, 2012 5:02 PM
To: 'marula13@hotmail.com'; 'jcavuoti@bellsouth.net'; 'rwinters64@bellsouth.net'; 'shirl528@yahoo.com'; 'fgriswell@att.net'; Mark Lynady
Cc: 'Scott Gattshall'; 'padgettlaw1@aol.com'; 'ttownsend@putnamschools.org'; vernonmyers@comcast.net; Woody Boynton
Subject: Update on Husson Ave. School District Annex Rezoning

Thanks to all of you who attended last week's meeting. The following is a brief recap of the meeting and what will happen next (please let me know if I missed anything important or mis-spoke). We will mail this email to those who did not provide emails but provided addresses.

A neighborhood meeting was held on Monday, February 27 at the Price Martin Center to bring neighbors of the Annex up to speed on where the applications for comprehensive plan map amendment and rezoning of the property, and also to get input from neighbors. Letters were sent to property owners within 400 feet of the property. Eighteen residents attended.

Mayor Myers opened the meeting and stressed the importance of protecting and strengthening the City's neighborhoods. I said that the requested changes would allow the School District to continue the office, training, and warehouse use at the facility – this use is currently in violation of the Comp Plan Map and Zoning Code as the zoning and land use of the property only allows for residential uses. City staff has encouraged the use of a Planned Unit Development (PUD) overlay zoning for the property. A PUD would allow for a negotiated solution that would govern uses on the site. The PUD could include a variety of regulations tailored to the site, anything from where specific uses and activities occur, parking, hours of operation, etc.

Scott Gattshall, Facilities Director for the School District said that the District wanted to be good neighbors and had already done the following things in response to neighbor input:

- Discontinued locating surplus vehicles on property.
- Discontinued locating surplus sales on property.
- Front (swing) gates now kept open (to allow for resident parking in parking area fronting Prospect St. in off-hours).
- Reworded all signs, including front sign, from "Putnam County School District Warehouse" to "Putnam County School District Annex".
- Limited use of front paved area (along Prospect St).
- Muted forklift alarm to the OSHA minimum.
- Upgraded alarm system to avoid false alarms.
- Limited grass parking.
- Removed unused surplus play area along Prospect St.
- Purchased storage shed, placed behind warehouse.
- Modified schedules for deliveries.
- Fenced in lawn crew's equipment and trailers with high privacy fence.
- Limited items stored in halls (only in case of emergency).
- Allowed for the use of the right of way along Prospect St. adjacent to School Board property for resident yard debris disposal.

Several residents noted the warehouse use was never allowed there and the School District should face the consequences of violating zoning just like others. They have gotten themselves into a predicament of their own making, and the warehouse should just relocate. Another issue that was brought up several times was the traffic impacts – residents agreed that access should be only from Husson Ave. and the Cleveland Ave. vehicle access should be blocked. Other issues raised by residents included the following:

- What exactly occurs at the facility?
- Facility traffic impacts the surrounding neighborhood with employee and delivery traffic.
- An 18-wheeler enters the site every day before lunch from the rear/Cleveland St. entrance.
- Noise from trucks and forklifts disturb nearby neighbors – the warehouse operation (truck delivery and loading and unloading) should be moved away from the perimeter of the site that abuts residential areas to the site interior.
- Could soundproof walls be used to muffle noise?
- The Annex operations were not bad compared to nighttime noise and traffic generated by drug houses in the neighborhood – at least the facility was not operating evenings and weekends when people were home, unlike the drug houses and other problem properties.
- Part of the property should be used for a pocket park (along Husson) for neighborhood kids who now have to take a long trek to Bryant Park.

Mr. Gattshall responded that the School District never intended to use the facility for warehouse purposes except on a temporary basis, but the severe lack of funding due to poor economic circumstances and state support have not allowed them to move the warehousing somewhere else. The School District does want to move the operations when there is available funding. He said that the facility was used by Purchasing, Facilities, Home School Bookstore, Training, Media Center, and Custodial & Equipment. He noted that soundwalls would be prohibitively expensive. He said that he was not aware of any 18-wheeler delivery on the Cleveland St. side, but would look into it and stop it if it was occurring.

There was discussion about the operation being moved to another School District facility, but Mr. Gattshall noted that there was not any facility that would allow for the operations at this time.

Mr. Padgett, School District Attorney asked residents if they could agree to an “amortization” clause in the PUD that would require that the warehouse function cease within a specified timeframe. There seemed to be some interest in this on the residents’ part, and suggested time frames by the residents ranged from 60 days to one year.

Based on the discussion, it was agreed that more work was needed to examine how to better buffer the warehouse use from the neighborhood and reduce traffic impacts to the adjoining residential streets. Mr. Crowe suggested that the item be tabled to the Planning Board’s April meeting to give City and School District more time to work on the PUD negotiation. Residents requested that a final neighborhood meeting occur prior to the Planning Board meeting, and I agreed to this.

In order to give me a better understanding of the issues, I will be on the site for most of the day this Wednesday to observe operations and activities, including the warehouse operations, the movement of schoolchildren and delivery and employee traffic and parking. If there is anything you want me to observe in particular, please let me know.

Best regards,

Thad

Thad Crowe, AICP
Planning Director
City of Palatka
105 N. 2nd St.

SCHOOL DISTRICT ANNEX NEIGHBORHOOD MEETING
PRICE-MARTIN CENTER
MARCH 26, 2012, 6 PM

In attendance: Betty Jean Brian, Jimmy Bryan, Janet Cavouti, Robert Cavouti, Phyllis Criswell, Thad Crowe (City Building & Zoning Dept.), Chris Devito (Palatka Daily News), Stephen Euzor, Linda Freese, Scott Gottshall (Putnam Co. School District), Frances Griswell, Chuck Horner, Shirley Horner, Allegra Kitchens (City Commission) Fran Martin, Chelsea Merritt, Vernon Myers (City Commission), Bobby Richardson, Nyta Richardson, Shirley Saunders, Patty Sheffield, Danny Sheffield (Planning Board), Carl Steward (Planning Board).

Mayor Myers opened up the meeting and asked Mr. Crowe to bring everyone up to speed. Mr. Crowe said that the School District had drawn up a list of PUD conditions (shown in italics below). Staff was evaluating the conditions and finalizing the staff report for this item in preparation for next Tuesday's (April 3) Planning Board meeting. The Planning Board provides a recommendation of approval with conditions or denial to the City Commission, which makes the final decision. Mr. Gattshall then went over the PUD conditions.

It is understood that the School District took the following steps to address neighbor concerns, and these activities shall continue to occur as a requirement of the PUD:

- 1. Discontinued locating surplus vehicles on property.*
- 2. Discontinued locating surplus sales on property.*
- 3. Reworded all signs, including front sign, from "Putnam County School District Warehouse" to "Putnam County School District Annex".*
- 4. Limited use of front paved area (along ~~Prospect~~ Prosper St).*
- 5. Muted forklift alarm to the OSHA minimum sound level.*
- 6. Upgraded alarm system to avoid false alarms.*
- 7. Removed unused surplus play area along ~~Prospect~~ Prosper St.*
- 8. Purchased storage shed, placed behind warehouse.*
- 9. Modified schedules for deliveries.*
- 10. Fenced in lawn crew's equipment and trailers with high privacy fence.*
- 11. Limited items stored in halls (only in case of emergency).*

The following are conditions of the PUD.

- 1. All delivery trucks shall enter and exit the facility from Husson Ave.*
- 2. The School District Annex is to be utilized primarily for school district offices and training, with accessory and ancillary uses of a warehouse and storage of equipment and materials for the District's custodial and landscaping maintenance functions. The use of a school is also allowable.*
- 3. It is the intent of the School District to continue the warehouse use as an interim use, and when funding becomes available, the use shall be relocated to another property. The warehouse use shall cease within 60 months of adoption of this ordinance.*
- 4. Building uses and all other activities are limited to what is shown on site plan.*
- 5. Operations limited to Monday-Friday, 7 AM to 6 PM, except that training activities may occasionally occur on the weekend.*
- 6. All outdoor storage shall be fenced or screened from view from adjacent public rights-of-way.*
- 7. The PUD should allow for a pocket park that would include playground equipment, picnic tables, and an informal ball field. Additional uses and location of such a pocket park would be determined at a future date following meetings with neighbors in the vicinity of the site.*
- 8. Existing trees on the site shall be preserved.*

Ms. Cavouti pointed out that it should be Prosper St., not Prospect St.

Mr. Gattshall was asked what type of outdoor storage would occur. He answered mostly old school furniture.

Mr. Bryant noted that the five-year timeframe to allow for the warehouse use seemed long. Mr. Gattshall replied that this was the result of the poor economy and resulting lack of state funding, which he didn't see getting better soon. He discussed the District's plan for a new central warehouse and bus garage at a site near Jenkins Middle School, which had been partially funded in the past, but there were not sufficient funds to develop the facility.

Ms. Criswell asked what happened to past funding for the new warehouse approved by the previous School Board administration. Mr. Gattshall said that he believed these funds were withheld for a "safety net" for the District.

Mr. Cavuoti pointed out that the playground equipment that had been stored near Prosper Street had been auctioned off, but some fell apart while being removed and remained on the site for a period of time until it was finally cleaned up.

A resident made the point that five years was too long for the warehouse to remain and at the last meeting timeframes ranging between six months and two years were mentioned.

Mr. Cavuoti went over the history of this issue and noted that the Superintendent had told the residents that they would not do anything unless forced to by the City.

Ms. Bryan noted that for several days last week she counted 25 cars coming and going from the Annex back parking lot onto Cleveland Ave., and this was just part of the day. Mr. Gattshall pointed out that when it was a school there was more traffic from school employees. Ms. Bryan responded that when it was a school the traffic consisted of employees arriving at around 8 AM, and then leaving around 4 PM, with no activity between the two times. Now all through the day there is traffic coming and going from the Cleveland St. entrance, which she believes should be closed. Mr. Cavuoti added that the training center gets between 50 to 75 cars for events. He referenced a June 2011 email from Mr. Crowe that noted the presence of an 18-wheeler unloading in the front parking lot and noise of forklifts and the fact that this was a zoning violation. He said that all traffic should access the rear parking areas with a new driveway that could be located between Wings 2 and 3 – there was 30 or 40 feet of space that would allow for this. Mr. Gattshall responded that it would cost \$75,000 to \$100,000 to pave a new road into the back and there was no funding for this.

Mr. Cavuoti noted that the warehouse just should not be there. Mr. Gattshall said that it cost \$60,000-\$75,000 annually to use Matthews Storage for the warehouse, again there was no funding for this.

Mr. Bryant noted that the US Foods 18-wheeler truck was back and had been seen twice last week cutting through the neighborhood to get to the elementary school. Mr. Gattshall noted that the driver had been told not to do this and he would make sure the message got through.

Mr. Euzor said he used to deliver supplies to schools, which got regular deliveries of food, classroom supplies - each school had a warehouse function. A resident pointed out the difference was this warehouse is a central hub on a larger scale.

Mr. Cavuoti said that the neighbors did not want the pocket park and this was recommended by someone who lived two blocks away. Mr. Gattshall said the School District did not have the funding for this park. Mr. Crowe said that this was suggested for the PUD but would not happen unless the neighbors supported it.

Mr. Crowe was asked about some confusion about the PUD already being considered by the City. Mr. Crowe said that this was another issue that involved revamping the PUD ordinance to allow PUDs in public land use categories. This change did allow the use of a PUD for the warehouse. Commissioner Kitchens said that she had opposed this ordinance and had voted against it. Mayor Myers noted that this PUD ordinance change provided the City with more flexibility to deal with development issues and neighborhood protection.

Mr. Crowe again went over the next steps of the Planning Board meeting and then City Commission consideration of this item. Mayor Myers thanked everyone for attending and the meeting ended at 6:55 PM.

Meeting summary by Thad Crowe.

Putnam County School District Annex

The following adjustments have been implemented by the District at the request of Mr. and Mrs. Cavuoti who live at 2206 Prosper St., Palatka, FL 32177, and some neighbors they represent:

- Discontinued locating surplus vehicles on property.
- Discontinued locating surplus sales on property.
- Front (swing) gates are always kept open.
- Reworded front sign "Putnam County School District Warehouse" removed and changed to "Putnam County School District Annex".
- Reworded all signs.
- Limited use of front paved area.
- Muted forklift alarm to the OSHA minimum.
- Upgrade alarm system to avoid false alarms.
- Limited parking on grass.
- Removed surplus play area.
- Purchase storage shed, placed behind warehouse.
- Modified schedules for deliveries.
- Fenced in lawn crew's equipment and trailers (high privacy fence).
- Limited items stored in halls (only in case of emergency).
- The use of the right of way across the street from Mr. and Mrs. Cavuoti, located on School Board property, for yard debris disposal.

Agenda
Item

7a

**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: First Reading - request to annex and amend the Official Zoning Map for 3205 & 3209 Crill Ave. & 1108 S. Palm Ave.

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Annexation and Rezoning Ordinances
2. Planning Board minutes excerpt
3. Planning Board staff report

MEETING DATE: May 10, 2012

ISSUE: This is a request to annex property into the City and rezone from County to City zoning. The Planning Board recommended approval of the request at their April 3, 2012 meeting. The Crill Ave. properties are undeveloped, and the S. Palm Ave. property contains a single-family home (despite having County Commercial land use, as do surrounding properties). See staff report for more information.

The companion Future Land Use Map amendment is a one-time occurrence which is scheduled for the May 24, 2012 Commission meeting at the same time that the rezoning and annexation are scheduled for adoption.

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

This instrument prepared by:
Thad Crowe, AICP
City of Palatka
201 N. 2nd St.
Palatka, FL 32177

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3205 CRILL AVENUE, 3209 CRILL AVENUE, AND 1108 SOUTH PALM AVENUE, LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, Petition has been filed before the City Commission of the City of Palatka, Florida, which Petition is on file in the office of the City Clerk, signed by all of the freehold owners of the property sought to be annexed, to wit:

Donald E. Holmes, Jr., J. Dale Hewett Life Estate, and
Richard S. Richter

WHEREAS, Chapter 171.044, Florida Statutes, permits the voluntary annexation of unincorporated areas lying adjacent and contiguous to the boundaries of the City of Palatka, and

WHEREAS, the City Commission of the City of Palatka finds that it is in the best interest of the people of the City of Palatka, Florida, that said lands be annexed and become a part of the City of Palatka;

Section 2. NOW THEREFORE, be it enacted by the people of the City of Palatka, Florida, that the following described unincorporated

lands lying adjacent and contiguous to the boundaries of the City of Palatka, Florida shall henceforth be deemed and held to be within the corporate limits of the City of Palatka, Florida said lands being described as follows:

DESCRIPTION OF PROPERTIES:

W1/2 OF NE1/4 OF NE1/4 OF SE1/4 (EX BK207 P312)
(Being 3205 Crill Avenue/tax parcel # 11-10-26-0000-1110-0000)

PT OF NE1/4 OF SE1/4 BK207 P312
(Being 3209 Crill Avenue/tax parcel # 11-10-26-0000-1160-0000)

PT OF NE 1/4 OF SE 1/4 OR 191 P 555
(Being 1108 South Palm Avenue / tax parcel # 11-10-26-0000-1100-0000)

Section 3. The properties hereby annexed shall remain subject to the Putnam County Comprehensive Plan and Zoning Laws until changed by the City of Palatka.

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 ____ day of _____, 2012.

CITY OF PALATKA

BY: _____

Its Mayor
ATTEST:

City Clerk

APPROVED AS TO FORM AND CORRECTNESS:

City Attorney

Application for Annexation, Future Land Use amendment (small Scale – less than 10 acres) and Rezoning

PB Case #
Date Received:
Hearing date:

This application must be typed, legibly printed in ink, or completed electronically and submitted with any required attachments and application fee of \$1,130.00 (checks payable to City of Palatka) to:

City of Palatka Planning & Zoning
201 N 2nd Street
Palatka, FL 32177
psprouse@palatka-fl.gov

FOR INFORMATION REGARDING THIS FORM, CALL (386) 329-0103

TO BE COMPLETED BY APPLICANT		
1. Property Address: 3205 & 3209 Crill Avenue 1108 1106 S. Palm Avenue	2. Parcel Number: 11-10-26-0000-1160-0000, 11-10-26-0000-1110-0000, & 11-10-26-0000-1100-0000	3. Current Property Use: 3205 & 3209 Crill Avenue - Undeveloped 1106 S. Palm Avenue - Single-family
4. Current Land Use Designation: 3205 & 3209 Crill Avenue - County Commercial 1106 S. Palm Avenue - County Urban Reserve	5. Requested Land Use Designation: 3205 & 3209 Crill Avenue - Commercial 1106 S. Palm Avenue - Residential Low	6. Required Attachments: <input checked="" type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Letter of Authorization ¹ <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <input checked="" type="checkbox"/> Project Narrative ² <input checked="" type="checkbox"/> Supplementary Information ³ <input checked="" type="checkbox"/> Site Map ⁴ <input checked="" type="checkbox"/> Survey
7. Current Zoning Designation: 3205 & 3209 Crill Avenue - County C-2 1106 S. Palm Avenue - County R1-A	8. Requested Zoning Designation: 3205 & 3209 Crill Avenue - Commercial-2 1106 S. Palm Avenue - R1-A	
9. Acreage to be considered for request: +/-5.43	10. Number, types & square footage of structures on property: 3205 & 3209 Crill Avenue - Undeveloped 1106 S. Palm Avenue - 1,201sf single-family	
11. Reason for annexation request: Seeking to acquire City of Palatka sanitary sewer and potable water.		
12. Owner Name: Various - see Attachment 1 13. Owner Address: Various - see Attachment 1	14. Phone Number: Various - see Attachment 1 15. Email Address: Various - see Attachment 1	
16. Agent Name: Causseux, Hewett & Walpole, Inc. 17. Agent Address: 6011 NW 1st Place Gainesville, Florida 32607	18. Phone Number: (352) 331-1976 19. Email Address: guyp@chw-inc.com	

1. Letter of Authorization for Agent is required if any person other than the property owner makes the application and acts on behalf of the owner.
2. Project Narrative: Explain present and future use of the property in detail.
3. Supplementary information that may be required with application relative to the following factors where applicable: Soils, Natural Vegetation/Wildlife; Wetlands (type, location and amount of acreage to the nearest tenth acre), and Topography/Flood Prone Areas.
4. Site map with nearest intersecting streets shown and named.

20. This application submitted by:

Application Number: PB Case #
Hearing date:

Signature of owner(s):

Print owner(s) names(s):

Signature of Agent(s): Gerry Dedenback

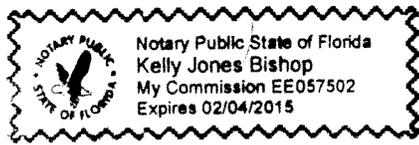
Print Agent(s) names: Causseaux, Hewett, & Walpole, Inc.

STATE OF Florida

County of Alachua

Before me this day personally appeared Gerry Dedenback who executed the foregoing application and acknowledged to and before me that he executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 5th day of March A.D. 2012.



Kelly Jones Bishop
Notary Public

My commission expires: 2/4/15 State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Confirm Zoning:	4. Confirm FLUM	5. Preliminary review by:
6. Date Notice sent to County:	7. Legal Ad Ran: 1 st Date: 2 nd Date:	8. Attachments Reviewed: <input type="checkbox"/> Legal Description <input type="checkbox"/> Letter of Authorization ¹ <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative ² <input type="checkbox"/> Supplementary Information ³ <input type="checkbox"/> Site Map ⁴ <input type="checkbox"/> Survey		
9. City Commission 1 st Reading Date:				
10. City Commission 2 nd Reading Date:				

AGENT AUTHORIZATION AND OWNERSHIP AFFIDAVIT

Don Holmes, J Dale Hewett, and Richard S Richter Life Estate
Owner(s)

Application Number

Causseaux, Hewett, & Walpole, Inc.

Appointed Agent(s)

11-10-26-0000-1160-0000, 11-10-26-0000-1110-0000, and
 11-10-26-0000-1100-0000

11

10 South

26 East

Parcel Number(s)

Section

Township

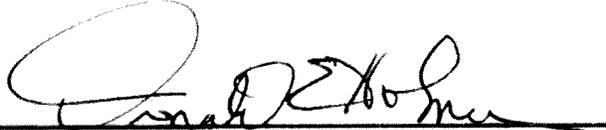
Range

Annexation, Small-scale Comprehensive Plan Amendment, and Rezoning

Type of Request:

I (we), the property owner(s) of the subject property, being duly sworn, depose and say the following:

1. That I am (we are) the owner(s) and record title holder(s) of the property described in the attached legal description(s);
2. That this property constitutes the property for which the above noted land use request is being made to the City of Palatka;
3. That I (we), the undersigned, have appointed, and do appoint, the above noted person(s) as my (our) agent(s) to execute any agreement(s), and other documents necessary to effectuate such agreement(s) in the process of pursuing the aforementioned land use request;
4. That this affidavit has been executed to induce the City of Palatka to consider and act on the subject request; and
5. That I (we), the undersigned authority, hereby certify that the foregoing statements are true and correct.



Owner (Signature)

Owner (Signature)

Owner (Signature)

Owner (Signature)

STATE OF FLORIDA
 COUNTY OF ~~ALACHUA~~ PUTNAM

SWORN AND SUBSCRIBED BEFORE ME THIS
22nd DAY OF February, 2012
 BY Donald E. Holmes



LINDA CASON
 Notary Public, State of Florida
 My Comm. Expires Oct. 10, 2015
 Commission No. EE 122581

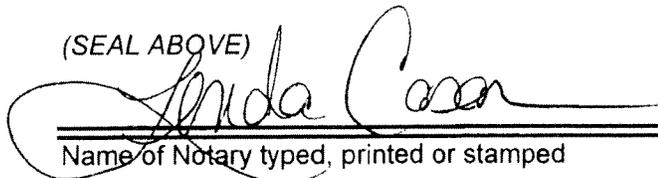
WHO IS/ARE PERSONALLY KNOWN TO ME OR
 HAS/HAVE
 PRODUCED _____

(TYPE OF IDENTIFICATION) AS

IDENTIFICATION.

EE 122581

(SEAL ABOVE)



Name of Notary typed, printed or stamped

Commission Number

AGENT AUTHORIZATION AND OWNERSHIP AFFIDAVIT

Don Holmes, Jr., J Dale Hewett, and Richard S Richter Life Estate
Owner(s)

Application Number

Causseaux, Hewett, & Walpole, Inc.
Appointed Agent(s)

11-10-26-0000-1160-0000, 11-10-26-0000-1110-0000, and
11-10-26-0000-1100-0000

11 Section 10 South Township 26 East Range

Parcel Number(s)

Annexation, Small-scale Comprehensive Plan Amendment, and Rezoning

Type of Request:

I (we), the property owner(s) of the subject property, being duly sworn, depose and say the following:

- 1. That I am (we are) the owner(s) and record title holder(s) of the property described in the attached legal description(s);
2. That this property constitutes the property for which the above noted land use request is being made to the City of Palatka;
3. That I (we), the undersigned, have appointed, and do appoint, the above noted person(s) as my (our) agent(s) to execute any agreement(s), and other documents necessary to effectuate such agreement(s) in the process of pursuing the aforementioned land use request;
4. That this affidavit has been executed to induce the City of Palatka to consider and act on the subject request; and
5. That I (we), the undersigned authority, hereby certify that the foregoing statements are true and correct.

Richard S. Richter
Owner (Signature)

Owner (Signature)

Owner (Signature)

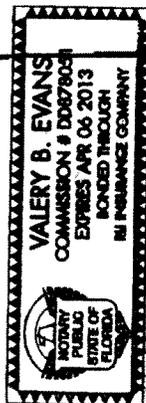
STATE OF FLORIDA
COUNTY OF ALACHUA Putnam



(SEAL ABOVE)

Valery B. Evans

Name of Notary typed, printed or stamped



Owner (Signature)

SWORN AND SUBSCRIBED BEFORE ME THIS
2nd DAY OF February, 2012
BY Richard S. Richter
WHO IS/ARE PERSONALLY KNOWN TO ME OR
HAS/HAVE
PRODUCED N/A

(TYPE OF IDENTIFICATION) AS
IDENTIFICATION.

Commission Number



*Focused on Excellence
Delivered with Integrity*

LEGAL DESCRIPTION

11-10-26-0000-1160-0000 Legal

Being a part of the W $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ of SE $\frac{1}{4}$ of Section 11, Township 10 South, Range 26 East, and described as commencing at a P.R.M. located at a point on the S right-of-way line of State Road #20, which point is the W line of the said W $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ of SE $\frac{1}{4}$ of aforesaid Section, and is 50 feet due S from the center line of said highway, thence run S and along the W line of said W $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ of SE $\frac{1}{4}$, a distance of 150 feet, to a P.R.M. thence run E and parallel with the said State Road #20 a distance of 150 feet, to a P.R.M. thence run N and parallel with the W line of said W $\frac{1}{2}$ of NE $\frac{1}{4}$ of NE $\frac{1}{4}$ of SE $\frac{1}{4}$ 150 feet to the S line of aforesaid highway, thence run Westerly and along the S line of said highway 150 feet to the point of beginning.

11-10-26-0000-1100-0000 Legal

Commencing at the Southeast corner of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 11, Township 10 South, Range 26 East and run thence Northerly along the East line of said Section, a distance of 100.00 feet. Thence Westerly, parallel with the South line of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of said Section 11, a distance of 33.41 feet to the Westerly right-of-way line of Palm Avenue and the POINT OF BEGINNING of this description. From POINT OF BEGINNING (1) continue Westerly parallel with said South line, a distance of 298.20 feet to the West line of the East $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 11. (2) THENCE Northerly along said West line, a distance of 100.00 feet. (3) THENCE Easterly, parallel with the South line of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of said Section 11, a distance of 296.51 feet to the Westerly right-of-way of Palm Avenue, being 35.12 feet Westerly from the East line of Section 11. (4) THENCE Southerly along said Westerly right-of-way, a distance of 100.01 feet to the POINT OF BEGINNING and to close.

11-10-26-1110-0000

The West $\frac{1}{2}$ of the Northeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$ of the Southeast $\frac{1}{4}$ of Section 11, Township 10 South, Township 10 South, Range 26 East, Putnam Count, Florida.

VERNON MYERS
MAYOR / COMMISSIONER

MARY LAWSON BROWN
DEPUTY MAYOR / COMMISSIONER

ALLEGRA KITCHENS
COMMISSIONER

PHIL LEARY
COMMISSIONER

JAMES NORWOOD, JR.
COMMISSIONER



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

BETSY JORDAN DRIGGERS
CITY CLERK

MATTHEW D. REYNOLDS
FINANCE DIRECTOR

GARY S. GETCHELL
CHIEF OF POLICE

MICHAEL LAMBERT
CHIEF FIRE DEPT.

DONALD E. HOLMES
CITY ATTORNEY

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

April 24, 2012

Putnam County Board of County Commissioners
2509 Crill Avenue, Suite 200
Palatka FL 32177

ATTN: Chairman, Putnam County BOCC

To Whom It May Concern:

The City of Palatka hereby provides notice of its intent to hold a public hearing on May 10, 2012 and May 24, 2012, concerning the adoption of a proposed ordinance annexing the following described property into its municipal boundaries:

Address	# of Acres	Sec/Township/Range	Ord. #
3205 Crill Avenue	4.22 +/-	11-10-26	12-20
3209 Crill Avenue	0.52 +/-	11-10-26	12-20
1108 S. Palm Avenue	0.69 +/-	11-10-26	12-20

Please see a copy of the public notice(s) attached, including a map of the property, which will run in the Palatka Daily News on May 4, 2012 and May 18, 2012. A copy of the Ordinance containing a copy of the legal description can be obtained from the Office of the City Clerk at City Hall. This notice is being provided pursuant to FS171.0446.

Please govern yourselves accordingly.

CITY OF PALATKA


Betsy J. Driggers, City Clerk

BJD
Attachments
Cc: Thad Crowe, Planning Director, City of Palatka

NOTICE OF ANNEXATION AND REZONING

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meetings to be held at 6:00 p.m. on the 10th and 24th days of May, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinances annexing and rezoning the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

1. CITY OF PALATKA, FLORIDA, ORDINANCE NO. 12-20 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3205 CRILL AVENUE, CONTAINING 4.22 ACRES OF LAND; 3209 CRILL AVENUE, CONTAINING .52 ACRES OF LAND; AND 1108 S. PALM AVENUE, CONTAINING .69 ACRES OF LAND; LOCATED IN SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND

Accompanied by the following entitled ordinance:

2. AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTY LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 3205 CRILL AVENUE, FROM PUTNAM CO. CR (COMMERCIAL, LIGHT) TO PALATKA C-2 (INTENSIVE COMMERCIAL); REZONING 3209 CRILL AVENUE FROM PUTNAM CO. C-2 (COMMERCIAL, LIGHT) TO PALATKA C-2 (INTENSIVE COMMERCIAL); AND REZONING 1108 S. PALM AVENUE FROM PUTNAM CO R-1A (SINGLE-FAMILY RESIDENTIAL) TO C-1A (NEIGHBORHOOD COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS

CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required -- run w/ attached map

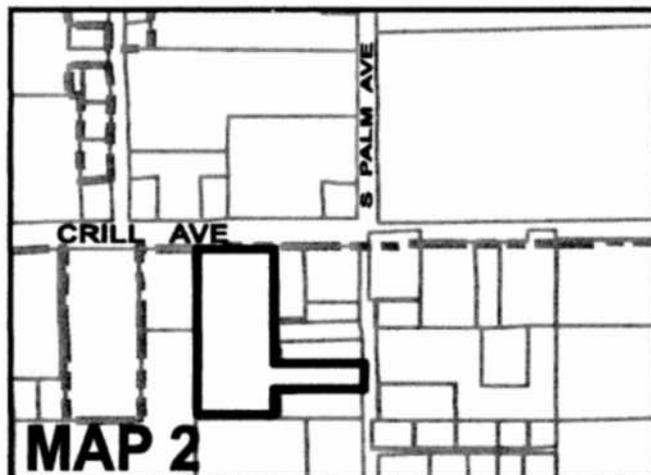
Run Dates: 5/4/12 - PROOF OF ADVERTISEMENT REQUESTED

Send editing proof with cost of advertisement to

Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka

Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov

MAP ATTACHMENT:



NOTICE OF ANNEXATION AND FUTURE LAND USE MAP AMENDMENT

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, at its next regular meeting to be held at 6:00 p.m. on the 24th day of May, 2012, at Palatka City Hall, 201 N. 2nd Street, Palatka, Florida, will consider the enactment of ordinances annexing and amending the Future Land Use Map of the Adopted Comprehensive Plan of the following described property into the corporate limits of the City and redefining the boundary lines of the City of Palatka to include said property as follows:

- 1. CITY OF PALATKA, FLORIDA, ORDINANCE NO. 12-20 ANNEXING INTO THE CORPORATE LIMITS OF THE CITY OF PALATKA, FLORIDA CERTAIN ADJACENT TERRITORY IDENTIFIED AS 3205 CRILL AVENUE, CONTAINING 4.22 ACRES OF LAND; 3209 CRILL AVENUE, CONTAINING .52 ACRES OF LAND; AND 1108 S. PALM AVENUE, CONTAINING .69 ACRES OF LAND; LOCATED IN SECTION 12, TOWNSHIP 10 SOUTH, RANGE 26 EAST, PUBLIC RECORDS OF PUTNAM COUNTY, FLORIDA, CONTIGUOUS TO THE BOUNDARIES OF THE CITY OF PALATKA; AND PROVIDING AN EFFECTIVE DATE; AND**

Accompanied by the following entitled ordinance:

- 2. AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE MAP OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED WITH RESPECT TO THREE PARCELS OF LAND (LESS THAN 10 ACRES IN SIZE) IDENTIFIED AS 3205 CRILL AVENUE FROM PUTNAM COUNTY CR (COMMERCIAL) TO CITY OF PALATKA COM (COMMERCIAL), 3209 CRILL AVENUE FROM PUTNAM COUNTY UR (URBAN RESERVE) TO CITY OF PALATKA COM (COMMERCIAL), AND 1108 S. PALM AVENUE FROM COUNTY CR (COMMERCIAL) TO CITY OF PALATKA COM (COMMERCIAL); PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE;**

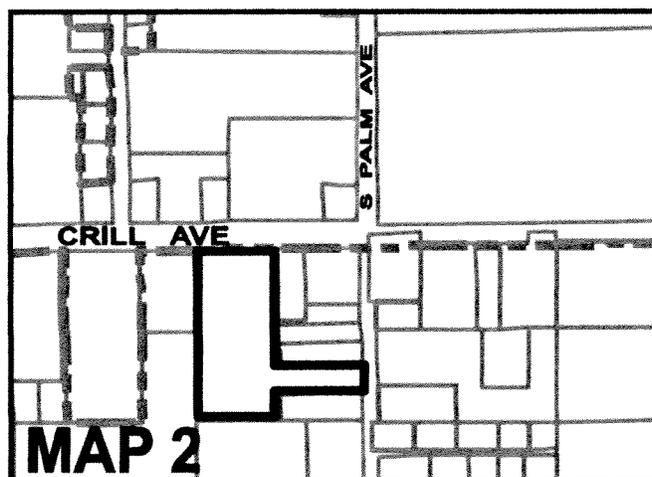
A map is attached hereto and a copy of the Ordinance containing the legal description can be obtained from the office of the City Clerk at City Hall. All interested persons are hereby advised of such consideration by the City Commission and all interested parties may appear at said meeting at said time and place and be heard with respect to the proposed ordinance. This notice is given in accordance with F.S. 171.044.

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS
CITY CLERK

DISPLAY ADVERTISEMENT – At least 2 x 6 or as required -- run w/ attached map
Run Dates: 5/18/12 - PROOF OF ADVERTISEMENT REQUESTED
Send editing proof with cost of advertisement to
Betsy J. Driggers, City of Palatka, 201 N. 2nd Street, Palatka
Ph: 386-329-0100; fax 386-329-0106; bdriggers@palatka-fl.gov

MAP ATTACHMENT:



Agenda
Item

7
b

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA PROVIDING THAT THE OFFICIAL ZONING MAP OF THE CITY OF PALATKA, FLORIDA BE AMENDED AS TO THAT CERTAIN PROPERTIES LOCATED IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST, LOCATED AT 3205 AND 3209 CRILL AVENUE AND 1108 SOUTH PALM AVENUE, FROM PUTNAM COUNTY C-2 (COMMERCIAL, LIGHT) TO CITY OF PALATKA C-2 (INTENSIVE COMMERCIAL) FOR 3205 AND 3209 CRILL AVENUE, AND FROM PUTNAM COUNTY R-1A (RESIDENTIAL SINGLE FAMILY) TO CITY OF PALATKA C-1A (NEIGHBORHOOD COMMERCIAL) FOR 1108 SOUTH PALM AVENUE; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, application has been made by Donald E. Holmes, Jr., J. Dale Hewett Life Estate, and Richard S. Richter, owners of said property, to the City for certain amendment to the Official Zoning Map of the City of Palatka, Florida, and

WHEREAS, all the necessary procedural steps have been accomplished, including a public hearing before the Planning Board of the City of Palatka on April 3, 2011, and two public hearings before the City Commission of the City of Palatka on May 10, 2012, and May 24, 2012, and

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

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

Section 1. The Official Zoning Map of the City of Palatka, Florida is hereby amended by rezoning the hereinafter described property from its present zoning classification of Putnam County C-2 (Commercial, Light) to City of Palatka C-2 (Intensive Commercial)

for 3205 and 3209 Crill Avenue, and from Putnam County R-1A (Residential Single Family) to City of Palatka C-1A (Neighborhood Commercial) for 1108 South Palm Avenue.

DESCRIPTION OF PROPERTIES:

W1/2 OF NE1/4 OF NE1/4 OF SE1/4 (EX BK207 P312)
(Being 3205 Crill Avenue/tax parcel # 11-10-26-0000-1110-0000)

PT OF NE1/4 OF SE1/4 BK207 P312
(Being 3209 Crill Avenue/tax parcel # 11-10-26-0000-1160-0000)

PT OF NE 1/4 OF SE 1/4 OR 191 P 555
(Being 1108 South Palm Avenue / tax parcel # 11-10-26-0000-1100-0000)

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. 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 ____ day of _____, 2012.

CITY OF PALATKA

BY: _____
Its MAYOR

ATTEST:

City Clerk

Mr. Holmes stated that the criteria call for consideration of the safety and welfare based on the information in the police report, but it is also not enough to consider a denial of the request.

Mr. Pickens said that he had an ex-parte communication with the Pastor of the Church located in that same commercial complex works with him at the College and that this gentleman did not have enough information about the nature of the request to have an opinion one way or the other. He stated that he also spoke with Mr. Holmes and shares his concerns that just because a criminal element has frequented this area in the past, this is not related to the Applicant and his potential customers, so he would agree that this is an appropriate request.

Terrill Hill, 206 N. 6th St., stated that he does a lot of work in this community, and he grew up four blocks from this property. He spoke of the positive impact that a similar use had on him when he was growing up called the Africano Club a teen club. This was a safe haven for kids with a game room, providing the opportunity for kids to go and gather until the curfew. This would be a structured environment and this is desperately needed now as a lot of programs have been cut back. He said that he understands the internet gaming thing and landscaping requirements but does not believe that it is the Board's place to limit what he sells or the hours of operation and that it is with great thought the City Commission has put a curfew in place. He asked that the Board allow this use, as idle hands are the devil's workshop.

Discussion took place regarding the current city curfew. Mr. Pickens asked if Mr. Moore was agreeable to his closing time matching that of the City curfew. Mr. Moore replied that would be fine.

Motion made by Mr. DeLoach and seconded by Ms. Buck to approve the request with staff recommendations, modifying condition item # 4; with closing hours of the operation to match the juvenile curfew in the municipal code, and to restrict the use as to not allow internet gaming. All present voted affirmative, motion carried.

Case 12-20 Request to annex properties located at 3205 & 3209 Crill Avenue and 1108 S Palm Ave. into the Palatka city limits, amend the Future Land Use Map for the Crill Avenue parcels from County CR (Commercial) and UR (Urban Reserve) to COM (Commercial) and rezone from County C-2 (Commercial, Light) to C-2 (Intensive Commercial); and amend the Future Land Use Map for 1108 S. Palm Avenue from County CR (Commercial) to COM (Commercial) and rezone from County R-1A (Residential, Single-family) to C-1A (Neighborhood Commercial).

Location:	3205 & 3209 Crill Avenue and 1108 S. Palm Avenue
Owner:	J. Dale Hewett Life Estate + Donald E. Holmes Jr. + Richard S Richter
Applicant:	Guy Parola, Causseux, Hewett & Walpole, Inc.

Mr. Holmes excused himself to leave the meeting, stating that he is one of the owners of record for this request.

Mr. Crowe said that the property facing the south side of Crill Avenue has County C-2 (General Commercial) zoning, which is less intensive than the City's C-2 (Intensive Commercial) zoning and the property on Palm Avenue and all the neighboring lots on along this street have County Commercial land use and residential zoning which is in conflict with the land use taking precedence. The request does comply with the Future Land Use and rezoning criteria and staff recommends approval.

Mr. Pickens wanted to confirm that the land use requested is comparable to the shopping center across the street on Crill and less intensive than the used car lot across on the Palm Ave. side.

Mr. Crowe replied yes.

Mr. Guy Parola, said that it will not be a gas station. He said there was an end user and it will be a small enclosed retail use. The idea of the Palm Ave. property would be to use this lot for a secondary driveway. He added that the current County zoning allows for a larger floor area, meaning that this action will reduce the allowable intensity.

Motion made by Mr. Pickens and seconded by Ms. Buck to annex the properties located at 3205 & 3209 Crill Avenue and 1108 S Palm Ave. into the Palatka city limits. All present voted affirmative, motion carried.

Motion made by Mr. Pickens and seconded by Ms. Buck to amend the Future Land Use map for 3205 and 3209 Crill Avenue from County Commercial and Urban Reserve to City Commercial. All present voted affirmative, motion carried.

Motion made by Mr. Pickens and seconded by Ms. Buck to amend the Future Land Use map for 1108 S. Palm Avenue from County Commercial to City Commercial. All present voted affirmative, motion carried.

Motion made by Mr. Pickens and seconded by Ms. Buck to rezone 3205 & 3209 Crill Avenue from County C-2 (Commercial, Light) to C-2 (Intensive Commercial). All present voted affirmative, motion carried.

Motion made by Mr. Pickens and seconded by Ms. Buck to rezone 1108 Palm Avenue from County R-1A (Residential, Single-family) to C-1A (Neighborhood Commercial). All present voted affirmative, motion carried.

OTHER BUSINESS – none.

With no further business, meeting adjourned at 7:30 pm.

**3205 & 3209 Crill Ave: Request to Annex,
Amend FLUM from County CR & UR to COM, &
Rezone from County C-2 to C-2**

**1108 S. Palm Ave: Request to Annex, Amend FLUM from County
CR to COM & Rezone from County R-1A to C-1A**

Applicant: Guy Parola

STAFF REPORT

DATE: March 27, 2012

TO: Planning Board members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To annex and make land use and zoning changes as follow:

Property	Current FLUM	Requested FLUM	Current Zoning	Requested Zoning
3205 Crill Ave.	Co. CR (Commercial)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
3209 Crill Ave.	Co. UR (Urban Reserve)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
1108 S. Palm Ave.	Co. CR (Commercial)	COM (Commercial)	Co. R-1A (Resid. Single Family)	C-1A (Neighborhood Commercial)

APPLICATION BACKGROUND

Two of these parcels are located on the south side of Crill Ave., approximately 450 feet west of S. Palm Ave., and the other S. Palm Ave. parcel backs up to the larger Crill Ave. parcel and is located approximately 450 feet south of Crill Ave. The larger parcel (3209 Crill Ave.) is undeveloped and the other two parcels have single-family homes.

The maps attached with this report shows site and surrounding property use classifications.

PROJECT ANALYSIS

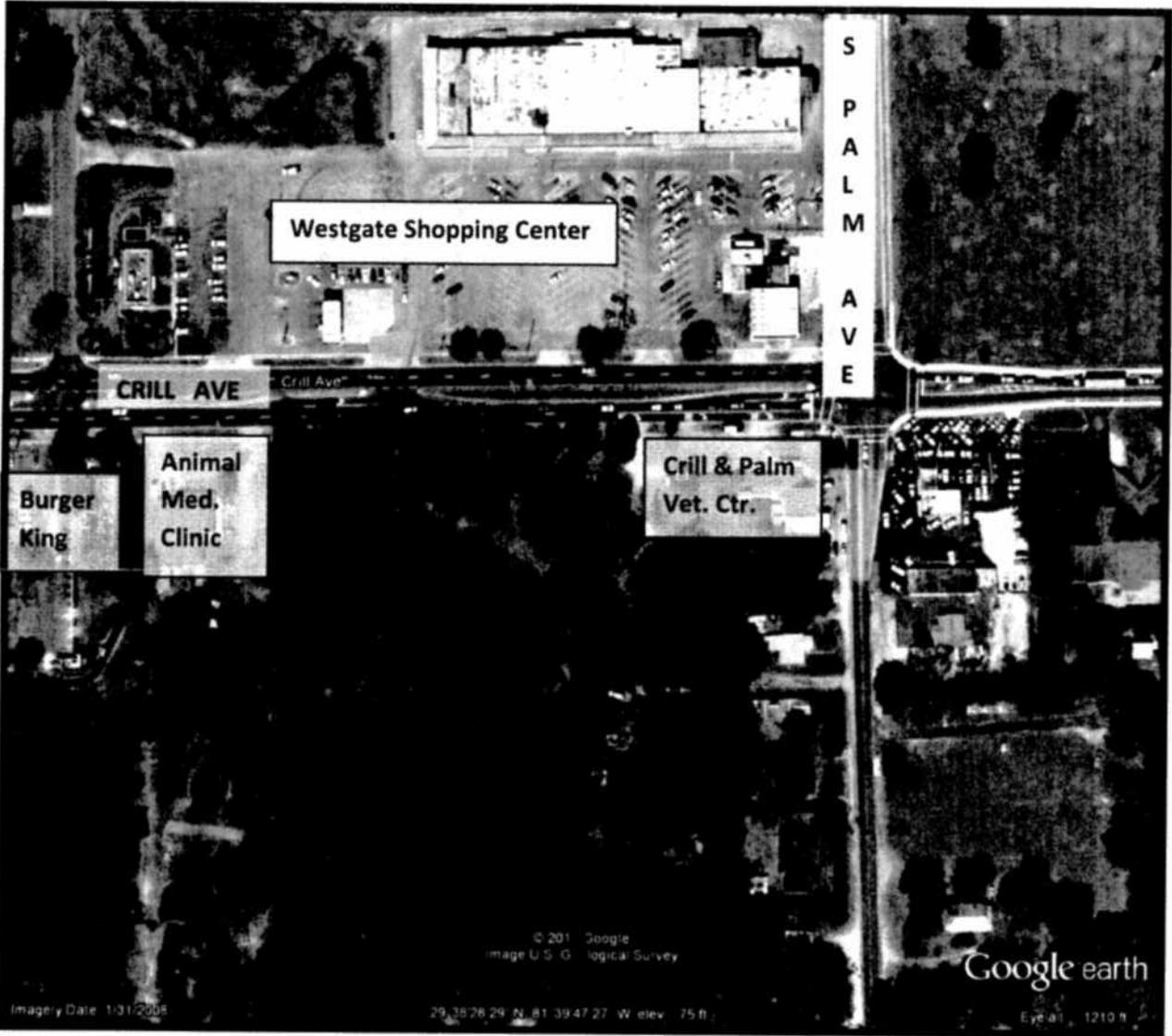
Annexation Analysis

Florida Statute 171.044 references voluntary annexation requirements and requires that property proposed for annexation must meet two tests. First, the property must be contiguous to the annexing municipality and second, the property must also be “reasonably compact.”

Contiguity. F.S. 171.031 provides a definition for contiguous and requires that the boundary of the property proposed for annexation must be coterminous with a part of the municipality’s boundary. The Crill Ave. parcels are contiguous to the city limits, which are located immediately to the north, and the larger Crill Ave. parcel is contiguous to the S. Palm Ave. parcel.

Case 12-2-
3205 & 3209 Crill Ave: Request to Annex,
Amend FLUM from County CR & UR to COM, &
Rezone from County C-2 to C-2

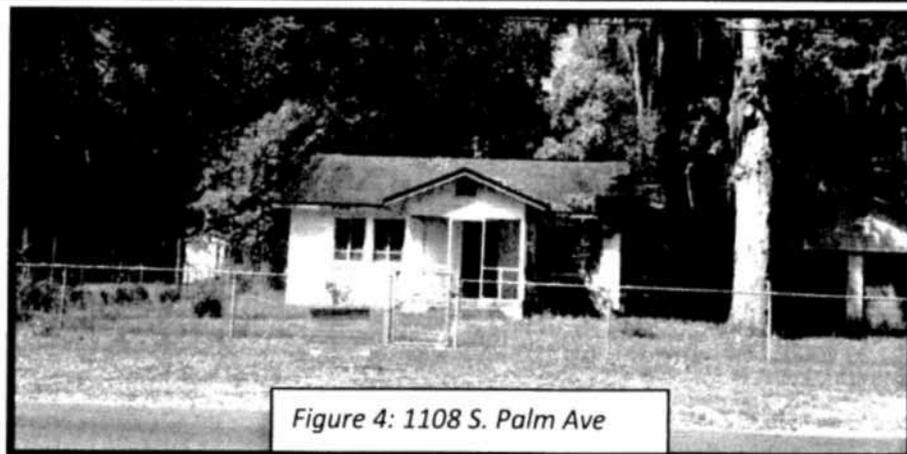
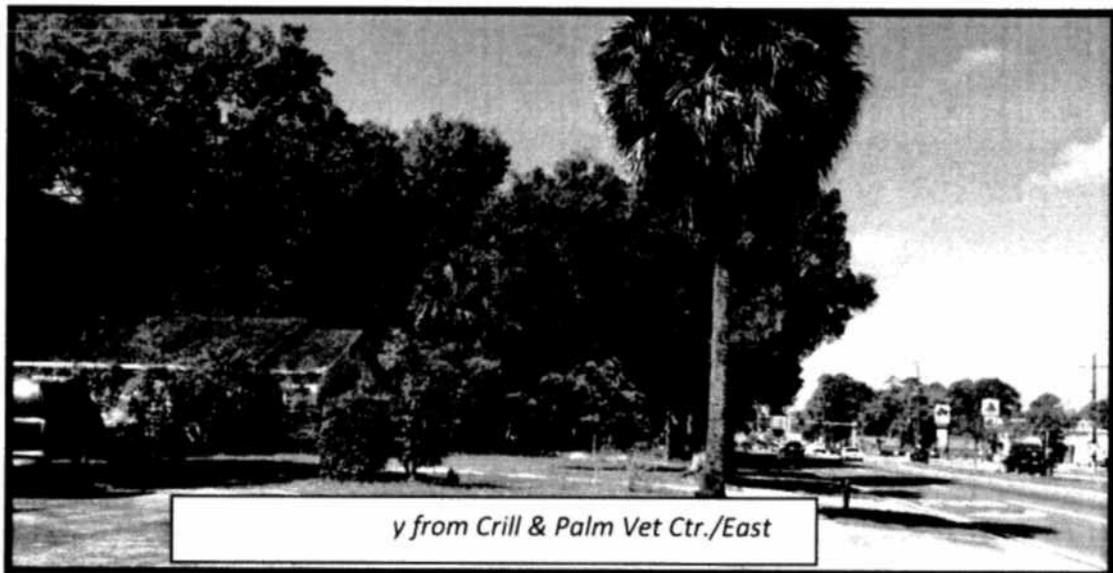
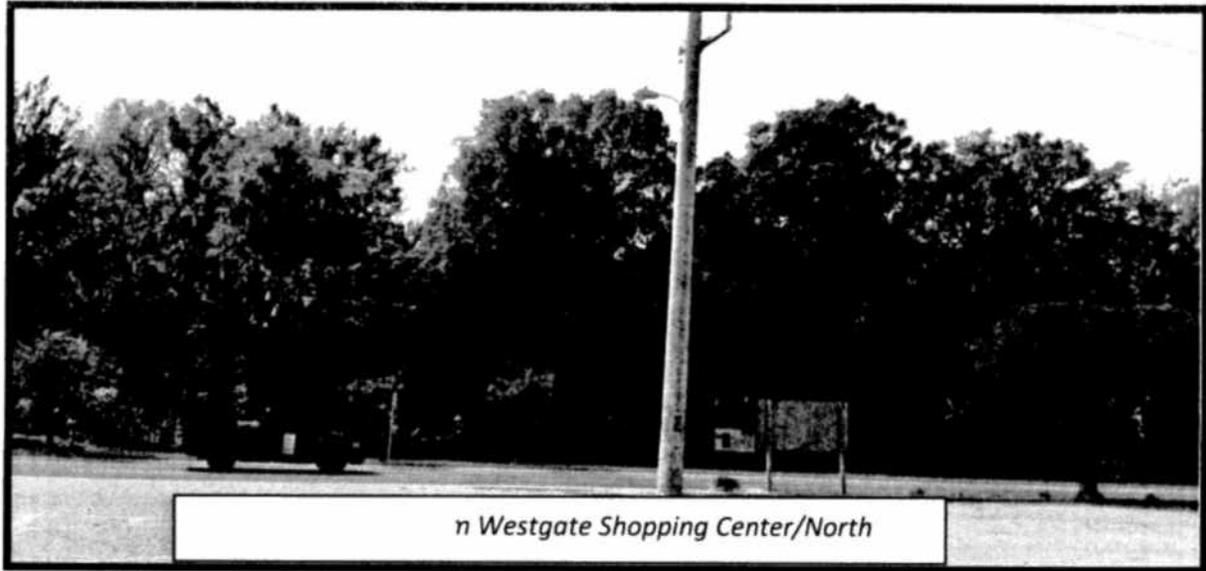
1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A



Compactness. The statute also provides a definition for compactness that requires an annexation to be for a piece of property in a single area, and also precludes any action which would create enclaves, pockets, or finger areas in serpentine patterns. Annexing this property meets the standard of compactness as the annexed area does not create an enclave, pocket or serpentine pattern finger area.

Case 12-2-
3205 & 3209 Crill Ave: Request to Annex,
Amend FLUM from County CR & UR to COM, &
Rezone from County C-2 to C-2

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A



1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A

Future Land Use Analysis

Criteria for consideration of comprehensive plan amendments under F.S. 163-3187 are shown in italics below (staff response follows each criterion, and comprehensive plan extracts are underlined).

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

The application is in keeping with the following objective and policies of the comprehensive plan, and does not conflict with other plan elements.

Policy A.1.9.3

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

A. Land Use Districts

2. Commercial (1,210 acres)

Land designated for commercial use is intended for activities that are predominantly associated with the sale, rental, and distribution of products or the performance of service. Commercial land use includes offices, retail, lodging, restaurants, services, commercial parks, shopping centers, or other similar business activities. Public/Institutional uses and recreational uses are allowed within the commercial land use category. The intensity of commercial use, as measured by impervious surface, should not exceed 70 percent of the parcel. The maximum height should not exceed 40 feet. Land Development Regulations shall provide requirements for buffering commercial land uses (i.e., sight access, noise) from adjacent land uses of lesser density or intensity of use. See Policy A.1.3.2.

Staff Response: given that the property fronts on a state highway with multiple commercial uses and general commercial land use and zoning along the road corridor, it is suited for the Commercial FLUM category.

Provide analysis of the availability of facilities and services.

Staff Response: the property is in close proximity to urban services and infrastructure including city water and sewer lines.

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

Staff Response: City FLUM designation carries with it the eventual connection to City sewer and water, which is not an option for County FLUMs.

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

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

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

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

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A

- *Development in rural areas at substantial distances from existing urban areas while not using undeveloped lands that are available and suitable for development.*
- *Radial, strip, isolated, or ribbon development patterns.*
- *Development that fails to adequately protect and conserve natural resources and agricultural activities.*
- *Development that fails to maximize use of existing and future public facilities and services.*
- *Development patterns or timing that will require disproportional increases in cost of time, money and energy in providing facilities and services.*
- *Development that fails to provide a clear separation between rural and urban uses.*
- *Development that discourages or inhibits infill development and redevelopment.*
- *Development that fails to encourage a functional mix of uses.*
- *Development that results in poor accessibility among linked or related land uses.*

Staff Response: the location of these properties immediately adjacent to the City's urbanized area ensures that urban services are available. This use does not represent urban sprawl.

Rezoning Analysis

Per Section 94-38 of the Zoning Code, the Planning Board shall study and consider the proposed zoning amendment in relation to the following criteria, which are shown in *italics* (staff response follows each criterion).

1) *When pertaining to the rezoning of land, the report and recommendations of the planning board to the city commission required by subsection (e) of this section shall show that the planning board has studied and considered the proposed change in relation to the following, where applicable:*

a. *Whether the proposed change is in conformity with the comprehensive plan.*

Staff Response: as previously noted, the application is in keeping with the Comprehensive Plan.

b. *The existing land use pattern.*

Staff Response: The property is located adjacent to an established commercial node that centers on the intersection of Crill Ave. and S. Palm Ave. Existing commercial uses are located to the north, east, and west.

c. *Possible creation of an isolated district unrelated to adjacent and nearby districts.*

As part of the larger commercial node around the Crill & Palm intersection, this property will not be an isolated district. It should be noted that the properties along the west side of S. Palm Ave. south of Crill Ave. are in County Commercial land use, which "trumps" the County residential zoning on these residential properties.

d. *The population density pattern and possible increase or overtaxing of the load on public facilities such as schools, utilities, streets, etc.*

Not applicable as the property will be utilized for nonresidential purposes.

e. *Whether existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.*

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A

See response to c. above.

f. Whether changed or changing conditions make the passage of the proposed amendment necessary.
Conditions have not changed.

g. Whether the proposed change will adversely influence living conditions in the neighborhood.

Staff Response: The single-family use of the Crill Ave. properties is less viable given its location on a major state road. The property will be required to provide buffering for adjacent residential development to the east. The S. Palm Ave. parcel is in commercial land use, but being aware of the existing residential uses north and south of it, Staff recommends the least intensive commercial zoning of C-1A (Neighborhood Commercial) for this parcel. It is likely that this property will only be utilized for a secondary driveway for commercial use on the main Crill parcels. If properly applied, the City's Tree Preservation standards will help to preserve some of the outstanding tree canopy on the overall site, and the size of the properties (5+ acres) lends itself well toward good buffering for adjacent properties.

h. Whether the proposed change will create or excessively increase traffic congestion or otherwise affect public safety.

Staff Response: in terms of concurrency, this roadway is not considered a failing roadway and has capacity for future development. Traffic sometimes backs up along Crill Ave. from the S. Palm Ave stop light, therefore it would be in the best interests of a future developer and the City for the S. Palm Ave. lot to serve as a secondary driveway and alternate route.

i. Whether the proposed change will create a drainage problem.

Staff Response: all development must meet City and water management district stormwater retention requirements.

j. Whether the proposed change will seriously reduce light and air to adjacent areas.

Staff Response: the size of these properties allows for a full measure of required buffering and screening from adjacent properties and general open space and tree preservation.

k. Whether the proposed change will adversely affect property values in the adjacent area.

Staff Response: see response to g. above.

l. Whether the proposed change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations.

Staff Response: based on the previous responses, the change will not negatively affect the development of adjacent properties.

m. Whether the proposed change will constitute a grant of special privilege to an individual owner as contrasted with the public welfare.

Staff Response: providing a FLUM and zoning designation to a property that is similar to surrounding properties and to the existing County FLUM and zoning is not a grant of special privilege.

1108 S. Palm Ave: Request to Annex, Amend FLUM from County CR to COM & Rezone from County R-1A to C-1A

n. Whether there are substantial reasons why the property cannot be used in accord with existing zoning.

Staff Response: Not applicable as the City commercial land use and zoning will be similar as the current County classification.

o. Whether the change suggested is out of scale with the needs of the neighborhood or the city.

Staff Response: the property is well-located to serve the neighborhood and the city with a general or neighborhood commercial use.

p. Whether it is impossible to find other adequate sites in the city for the proposed use in districts already permitting such use.

Staff Response: while it is not impossible to find other sites for commercial use in the City, it is appropriate for this property to have commercial FLUM and zoning.

q. The recommendation of the historical review board for any change to the boundaries of an HD zoning district or any change to a district underlying an HD zoning district.

Not applicable.

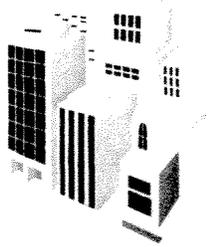
STAFF RECOMMENDATION

As demonstrated in this report, this application meets applicable annexation, future land use amendment, and rezoning criteria. Staff recommends approval of Case 12-2: annexation, land use amendment, and rezoning of the following properties as shown below.

Property	Current FLUM	Requested FLUM	Current Zoning	Requested Zoning
3205 Crill Ave.	Co. CR (Commercial)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
3209 Crill Ave.	Co. UR (Urban Reserve)	COM (Commercial)	Co. C-2 (Commercial, Light)	C-2 (Intensive Commercial)
1108 S. Palm Ave.	Co. CR (Commercial)	COM (Commercial)	Co. R-1A (Resid. Single Family)	C-1A (Neighborhood Commercial)

Agenda
Item

8



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

Memorandum

To: Palatka City Commission & Staff
From: Betsy Driggers, City Clerk
Date: 5/3/12
Re: Police Officer Pension Multiplier Adjustment

This memorandum accompanies an ordinance amending Section 2-250.185(b) of the Code of Ordinances which revises the extra benefits multiplier for the Police Officer Pension Benefit Group for the fiscal years beginning 10/1/11 and 10/1/12, setting the "extra benefit" multiplier at 0.54 and 0.59, respectively. This extra benefit is funded by Chapter 185 money received from the State each year and is in addition to the 2.50% base multiplier. This brings the multiplier in the Code in line with the actuarial reports compiled by Foster & Foster, as calculated and recommended by Patrick Donlan, Plan Actuary, and as presented and accepted by the Police Officers' Pension Board on 3/20/12.

Please pass this ordinance on first reading. Second reading for adoption is scheduled for May 24.

This instrument prepared by:
Betsy J. Driggers
201 North 2nd Street
Palatka, Florida 32177

ORDINANCE NO. 12 -

Entitled

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA,
REVISING THE CODE OF ORDINANCES OF THE CITY OF
PALATKA, FLORIDA, BY REVISING SECTION 2-250.185(b),
POLICE OFFICER BENEFIT GROUP PENSION AMOUNT
FORMULA; AND PROVIDING AN EFFECTIVE DATE.**

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

SECTION 1:

That the Code of Ordinances of the City of Palatka, Florida be amended by revising the following Section to read as follows:

Section 2-250.185(b): The police officer benefit group pension amount formula is as follows:

- (1) Two and fifty One-Hundredths Percent (2.50%) of final average compensation multiplied by credited service.
- (2) A F.S. ch. 185 percent of final average compensation multiplied by credited service, if the individual retires pursuant to Section 2-250.175. The F.S. ch. 185 percent shall be the percent which can be actuarially funded by the monies received pursuant to F.S. ch. 185 after deducting the actuarial cost of any earlier retirement opportunity provided in Section 2-250.175 to members of the police officers' retirement plan as compared to members of the general benefit group. The percent shall be redetermined annually following completion of the annual actuarial valuation and the redetermined amount shall become effective the first day of October following the redetermination. The redetermined percent shall be applied prospectively to retired members and beneficiaries of deceased retired members.

The percent effective October 1, 2011 has been redetermined to be fifty-four and zero-hundredths (0.54) percent. The percent effective October 1, 2012 has been redetermined to be fifty-nine and zero-hundredths (0.59) percent.

SECTION 2:

This ordinance shall become effective immediately upon its final passage by the City Commission of the City of Palatka, Florida.

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.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida, this 24th day of May, 2012.

CITY OF PALATKA

By: _____
Its **MAYOR**

ATTEST:

CITY CLERK

Betsy Driggers

From: Patrick Donlan [Patrick@Foster-Foster.com]
Sent: Thursday, May 03, 2012 4:45 PM
To: Betsy Driggers
Subject: RE: police pension multiplier

Looks good.

Patrick T. Donlan, ASA, EA, MAAA



FOSTER & FOSTER

Fort Myers, FL | Lincolnshire, IL | Oakbrook Terrace, IL

13420 Parker Commons Blvd., Suite 104
Fort Myers, FL 33912
239.433.5500 Phone
239.481.0634 Fax
www.foster-foster.com

From: Betsy Driggers [mailto:bdriggers@palatka-fl.gov]
Sent: Thursday, May 03, 2012 4:41 PM
To: Patrick Donlan
Subject: RE: police pension multiplier

Thanks! I've attached a copy of the ordinance going on 1st reading on May 10.

From: Patrick Donlan [mailto:Patrick@Foster-Foster.com]
Sent: Thursday, May 03, 2012 4:23 PM
To: Betsy Driggers
Subject:

Patrick T. Donlan, ASA, EA, MAAA



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Fort Myers, FL | Lincolnshire, IL | Oakbrook Terrace, IL

13420 Parker Commons Blvd., Suite 104
Fort Myers, FL 33912
239.433.5500 Phone
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www.foster-foster.com

DISCUSSION OF REQUIRED BENEFIT ADJUSTMENTS

The City's Code of Ordinances requires the annual determination of the Chapter 185 percent of Average Final Compensation that can be actuarially funded by the State Monies. It has been determined that as of October 1, 2011, recent turnover has resulted in a requirement to increase the benefit rate that can be funded from Chapter 185 Monies to 0.59%. Accordingly, the benefit rate (effective October 1, 2012) that is funded from each of the two funding sources described in Ordinance No. 05-49, is as follows:

City sources	2.50%	
Chapter 185 Monies	<u>0.59%</u>	- as of 10-1-12
Total	3.09%	

The funding impact of the proposed changes, determined as of October 1, 2011, and applicable to the City's fiscal year ending September 30, 2013, is as follows:

	3.04%	3.09%
	Before	After
Valuation Date	10/1/2011	10/1/2011
Applicable Fiscal Year	<u>9/30/2013</u>	<u>9/30/2013</u>
Total Required Contribution		
% of Total Annual Payroll	26.6%	27.5%
Expected Member Contributions	6.0%	6.0%
Estimated State Contribution	61,450	61,450
Balance From City		
% of Total Annual Payroll	16.4%	17.3%

February 4, 2011

VIA EMAIL AND MAIL

CONFIDENTIAL

Ms. Ruby Williams, Plan Administrator
City of Palatka
Police Officers' Retirement Plan
201 N. 2nd Street
Palatka, FL 32177

RE: Police Officers' Retirement Plan
Benefit Adjustment Schedule

Dear Ruby:

As you are aware, the City's Code of Ordinances requires the annual determination of the Chapter 185 percent of Average Final Compensation that can be actuarially funded by the State Monies that are received. Prior to October 1, 2009, the percentage amount that could be funded through the State Monies was equal to 0.65%. When adding that to the current benefit multiplier set forth in the Plan provisions (2.5%), the resulting effective multiplier is equal to 3.15% of Average Final Compensation.

Due to recent reductions in the amount of State Monies that have been received by the Plan, it has been required to slightly reduce the benefit multiplier that can be funded from Chapter 185 Monies. The first reduction was to take place effective October 1, 2009, when the effective multiplier realized by the Plan was to be reduced from 3.15% to 3.11%. At that time, the monthly benefits being received by Retirees and Beneficiaries should have been reduced proportionally to account for the drop in the effective multiplier. Unfortunately, as you know, the correct actions were not taken at that time and no benefit adjustments were made. Therefore, a number of Retirees and Beneficiaries of the Plan began to receive a higher benefit amount than they were entitled to.

The same scenario described above happened again the next year and the effective multiplier, as of October 1, 2010, was to be reduced from 3.11% to 3.06%. At that time, the benefits should have taken another proportional reduction to account for the change in the effective benefit rate. Again, as we have previously discussed, no adjustments were made to the necessary benefits, resulting in larger overpayments being paid out by the Plan.

In order to recover the overpayments that have been distributed, beginning with the October 1, 2009 benefit check through and including the February 1, 2011 benefit

Ms. Ruby Williams
February 4, 2011
Page 2

check, I have enclosed a benefit adjustment schedule. This schedule will effectively reduce the monthly benefits being received by current Retirees and Beneficiaries of the Plan, beginning with the March 1, 2011 benefit payment. At your direction, the benefits will be reduced for a period of 12 months, and the total amount of overpayments will be recovered over that time period. This reduced benefit amount is shown clearly on the enclosure as it is titled "New Benefit to Recover Overpayments (Payable 3/1/11 – 2/1/12)."

Fortunately, as we showed on page 29 of the most recent actuarial valuation report, we have already calculated the benefit multiplier that will be realized by the Plan effective October 1, 2011 (3.04%). Therefore, after applying the correct proportional reductions, we were able to compute the amounts that the Retirees and Beneficiaries will be entitled to receive once the overpayments have been fully recovered. This amount will become effective on March 1, 2012 and will be paid through and including the September 1, 2012 benefit payment. Depending on the amount of State Monies being used to calculate the effective benefit multiplier at that time, the benefit amounts could be adjusted again on October 1, 2012.

Please note that we have made a note internally to make sure that we provide the Board of Trustees with the annual benefit adjustment schedule by the end of August each year going forward, which will help ensure that the current situation does not take place again in the future. Since the enclosure covers the necessary benefit payments that are to be paid through September 1, 2012, we will not need to provide an adjustment schedule this upcoming August.

I hope that you find the enclosed benefit schedule very straightforward and easy to follow. If you have any questions at all regarding what is shown, please do not hesitate to contact me.

Sincerely,



Drew D. Ballard

DDB/lsw
Enclosure

0.5490

as of 10-1-11

per Patrick Donlan

*Agenda
Item*

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of Comprehensive Plan Amendment adding Future Land Use Element policies to protect municipal airport from incompatible uses

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS:

1. Draft Ordinance
2. Planning Board Minutes Excerpt
3. Planning Board Staff Report
4. Letter from FDOT

MEETING DATE: May 10, 2012

ISSUE: Florida HB 2012, passed in 2009, mandated that all jurisdictions revise comprehensive plans by July of this year to protect airports from incompatible uses. Specifically, the FDOT created zones of restriction for residential and educational development. Staff worked with the Putnam County School District, the St. Johns River State College, and Putnam County planning staff to develop policies that honored the intent of the legislation while not harming property rights and future county school and state college development.

In simple terms, the policies would not allow new medium and high density land use amendments in the residential restrictive zone, and would not allow new school development in the educational restrictive zone – except for colleges with state-approved campus master plans and aviation training facilities and for the ongoing improvement and expansion of existing county schools. More detail is provided in the attached staff report.

The Planning Board reviewed the item and recommended approval. The ordinance was transmitted to state agencies for review and received one comment from the Florida Department of Transportation, which oversees airport-related amendments like this (other agencies did not raise any objections). FDOT recommended that the educational restriction policy apply to both public and private educational facilities. Since this was staff's intent at the outset, Staff recommends that this change be made, as reflected in the attached ordinance.

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED TO AMEND POLICIES A.1.1.6 AND A.1.1.6E AND ADD NEW POLICIES A.1.1.6C, A.1.1.6D, RELATING TO PROTECTION OF MUNICIPAL AIRPORT FROM INCOMPATIBLE USES, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Section 163.3184, Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, the Planning Board conducted a public hearing on February 7, 2012, and recommended approval of this amendment to the City Commission, and

WHEREAS, Section 163.3184(3)(b)1., Florida Statutes, as amended, provides that the City Commission may transmit the proposed amendment ordinances and supporting data and analysis to state reviewing agencies and any other local government or governmental agency that has filed a written request with the governing body, and

WHEREAS, Section 163.3184(3)(b)2., Florida Statutes, as amended, provides that state agencies, in response to the City's transmittal, shall provide comments to the City of Palatka regarding adverse impacts on important state resources and facilities by the amendments, and

WHEREAS, the City Commission properly transmitted this amendment to state agencies and did not receive adverse comments from said agencies, and

WHEREAS, Section 163.3184(3)(c)1., Florida Statutes, as amended, provides that the City Commission shall hold a second public hearing to adopt the amendment within 180 days after receipt of agency comments,

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

Section 1. Adopted Large Scale Amendment

That the following policies of the Future Land Use Element of the adopted Comprehensive Plan of the City of Palatka are hereby amended as shown below to provide for the following text changes providing for protection of the Municipal Airport.

Policy A.1.1.6 9J-5.006(3)(c)2

The City shall maintain standards and procedures in accordance with Chapter 333 F.S., "airport zoning" to ensure that incompatible land uses will be restricted from placement in accident and noise zones surrounding the airport.

Policy A.1.1.6a 9J-5.006(3)(c)2

The City shall not permit the placement of tall structures such as high-rise buildings or radio/TV towers within areas that are take-off or landing zones or are otherwise defined as areas of special safety concern. In accordance with s. 333.025, F.S. the City shall require FDOT review and approval and, when applicable, the FCC and / or FAA prior to the issuance of any City permit.

Policy A.1.1.6b 9J-5.006(3)(c)2

The City shall coordinate with the county regarding land use issues that affect operations at Kay Larkin Airport.

Policy A.1.1.6c

The City shall not allow amendments that change the Future Land Use Map designation to Residential Medium and Residential High within the Residential Restricted Zone, as indicated by Map A-7 in the Future Land Use Map series. This shall not include the designation of lands with City land use categories comparable to existing County land use categories when such properties are annexed into the City.

Policy A.1.1.6d

The City shall not allow new public or private primary or secondary educational facilities within the Educational Restricted Zone, as indicated by Map A-8 in the Future Land Use Map series, except for

improvements and additions to existing facilities approved in a state college campus master plan as amended on an ongoing basis in the future, or aviation-related educational facilities.

Policy A.1.1.6e

The City shall maintain and regularly update the Kay Larkin Airport Master Plan (AMP) in accordance with s. 333.06, F.S.

Section 3. Effect on the Comprehensive Plan

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

Section 4. Severability

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

Section 5. Effective date

This Ordinance shall become effective thirty-one (31) days after notification by the state land planning agency notifies the City of Palatka that the plan amendment is complete, or if timely challenged when the state land planning agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of May, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk



PALATKA PLANNING BOARD MINUTES FEBRUARY 7, 2012

Meeting called to order by Chairman Carl Stewart at 4:00 pm. **Other members present:** Earl Wallace, Anthony Harwell, Daniel Sheffield, Joseph Petrucci and George DeLoach. **Members absent:** Kenneth Venables, Joe Pickens and Sharon Buck. **Also present:** Planning Director Thad Crowe, Recording Secretary Pam Sprouse and City Attorney Don Holmes.

Chairman Stewart welcomed new Board member George DeLoach.

Motion made by Mr. Sheffield and seconded by Mr. DeLoach to approve the minutes as submitted for the January 3, 2012 meeting. All present voted affirmative, motion carried.

Chairman Stewart read the appeal procedures and requested that disclosure of any ex parte communication be made prior to each case.

OLD BUSINESS

Case 11-54 Administrative request for a text amendment to the Comprehensive Plan Future Land Use Element to add policies pertaining to the protection of the municipal airport from incompatible uses (tabled from January meeting).

Mr. Crowe reminded Board members that this was tabled from the January meeting. It is required by the state that jurisdictions revise their comprehensive plans by July, 2012 to include criteria to achieve compatibility of land uses near airports when a formal noise study has not been conducted for a public airport. He added that one of the unique problems we have is that the city is not that big, therefore some of the zones tend to include large areas. He advised that he consulted with County Planning, School District, and St. Johns River College staff, as well as the City's Airport Consultants to come up with ideas on this. He explained that the residential restriction zone is an area measured outward directly from runways that is one-half the distance of the longest runway. This area, when measured out from the main east-west runway and the secondary north-south runway, comprises a zone that includes much of the northwest part of the City. In the restricted residential zone the City would essentially commit to no new land use changes going to medium or high density categories. He explained that the educational facilities exclusion zone comprises an even larger area that includes most of the City north of St. Johns Avenue and the area between Moody Road and Zeagler Drive. Staff is recommending that new school facilities not be allowed in the restricted zone, but that existing schools would be able to expand and maintain facilities in their current locations. He noted that the College is exempted because it has a required state-approved master plan, and this separate process can address airport compatibility issues. He recommended approval of the proposed amendment as submitted in the staff report.

No one was present to speak for or against the amendment.

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

Case 11-54

**Request to Amend Comprehensive Plan Text
(Airport Protection Policies)
Applicant: Building and Zoning Dept.**

STAFF REPORT

DATE: January 31, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider an administrative text amendment to the Comprehensive Plan that would add new Future Land Use Element policies intended to protect the municipal airport from incompatible uses (tabled from January meeting). Public notice included legal advertisement.

APPLICATION BACKGROUND

Florida HB 1021 was passed in 2009, requiring that all jurisdictions revise comprehensive plans by July, 2012 to include criteria to achieve compatibility of land uses near airports. As noted in Statute 333.02:

“Airport hazard endangers the lives and property of users of the airport and of occupants of land in its vicinity and also, if of the obstruction type, in effect reduces the size of the area available for the taking off, maneuvering, or landing of aircraft, thus tending to destroy or impair the utility of the airport and the public investment therein. It is further found that certain activities and uses of land in the immediate vicinity of airports as enumerated in s. 333.03(2) are not compatible with normal airport operations, and may, if not regulated, also endanger the lives of the participants, adversely affect their health, or otherwise limit the accomplishment of normal activities.”

Per Statute 333.03(2)(c) when a formal noise study has not been conducted for a public airport, residential construction and educational facilities (excluding aviation school facilities) are prohibited within a specified zone around airport runways.

The residential restriction zone is an area measured outward directly from runways that is one-half the distance of the longest runway. As Map A-7 indicates, this area when measured out from the main east-west runway and the secondary north-south runway comprises a zone that includes much of the northwest part of the City. Staff has discussed and researched the meaning of the exclusion of “new residential facilities” and believes this term to not refer to the development of residential property with existing development rights, but to the granting of increased densities to lands within this zone. This interpretation is based on the strong property rights legal basis found in the Statutes, including the “Bert Harris Act” which requires compensation to private property owners by local government when such a local government institutes actions that cause loss of fair market value. Based on these conclusions Staff recommends the inclusion of the following policy.

Policy A.1.1.6c

The City shall not allow amendments that change the Future Land Use Map designation to Residential Medium and Residential High within the Residential Restricted Zone, as indicated by Map A-7 in the Future Land Use

Map series. This shall not include the designation of lands with City land use categories comparable to existing County land use categories when such properties are annexed into the City.

The educational facilities exclusion zone comprises an even larger area that includes most of the City north of St. Johns Avenue and also the area between Moody Road and Zeagler Drive (shown on Map A-8). Statute 333.03(3) notes that the City can allow exceptions to this prohibition of new educational facilities in this zone on a case-by-case basis with the accompaniment of specific findings that public policy justifications for new construction outweigh health and safety concerns of this prohibition.

Staff has coordinated with County Planning staff, School District staff, St. Johns River College staff, and the City's Airport Consultants on this issue and is proposing the following policy for inclusion in the Comprehensive Plan's Future Land Use Element.

Policy A.1.1.6d

The City shall not allow new primary or secondary educational facilities within the Educational Restricted Zone, as indicated by Map A-8 in the Future Land Use Map series, except for improvements and additions to existing facilities, facilities approved in a state college campus master plan, or aviation-related educational facilities.

PROJECT ANALYSIS

Florida Statutes do not provide specific criteria for the review of text amendments, other than the requirement that amendments to the Future Land Use Element (FLUE) must discourage the proliferation of sprawl, and that any such amendments must be in keeping with other Goals, Objectives, and Policies of the Plan.

These policies would not further urban sprawl as there are other areas in the City where higher-density residential uses and educational uses can be located.

Furthermore, the amendment is in keeping with the following Objective and Policy of the Comprehensive Plan.

Objective A.1.1 *9J-5.006(3)(b)1; F.S. 187.201(16)1, 5*

Upon Plan adoption, the City shall coordinate future land uses with the appropriate topography, adjacent land uses, soil conditions, and the availability of facilities and services

Policy A.1.1.6 *9J-5.006(3)(c)2*

The City shall maintain standards and procedures in accordance with Chapter 333 F.S., "airport zoning" to ensure that incompatible land uses will be restricted from placement in accident and noise zones surrounding the airport. The City shall maintain and regularly update the Kay Larkin Airport Master Plan (AMP) in accordance with s. 333.06, F.S.

Finally, the amendment follows state statute as previously referenced.

STAFF RECOMMENDATION

Staff recommends the following revised and new policies.

Policy A.1.1.6 9J-5.006(3)(c)2

The City shall maintain standards and procedures in accordance with Chapter 333 F.S., "airport zoning" to ensure that incompatible land uses will be restricted from placement in accident and noise zones surrounding the airport. ~~The City shall maintain and regularly update the Kay Larkin Airport Master Plan (AMP) in accordance with s. 333.06, F.S.~~

Policies A.1.1.6a, b (no change)

Policy A.1.1.6c

The City shall not allow amendments that change the Future Land Use Map designation to Residential Medium and Residential High within the Residential Restricted Zone, as indicated by Map A-7 in the Future Land Use Map series. This shall not include the designation of lands with City land use categories comparable to existing County land use categories when such properties are annexed into the City.

Policy A.1.1.6d

The City shall not allow new primary or secondary educational facilities within the Educational Restricted Zone, as indicated by Map A-7 in the Future Land Use Map series, except for improvements and additions to existing facilities, facilities approved in a state college campus master plan, or aviation-related educational facilities.

Policy A.1.1.6e

The City shall maintain and regularly update the Kay Larkin Airport Master Plan (AMP) in accordance with s. 333.06, F.S. (formerly part of Policy A.1.1.6)

ATTACHMENTS: MAP A-7 RESIDENTIAL RESTRICTION ZONE
 MAP A-8 EDUCATIONAL RESTRICTION ZONE

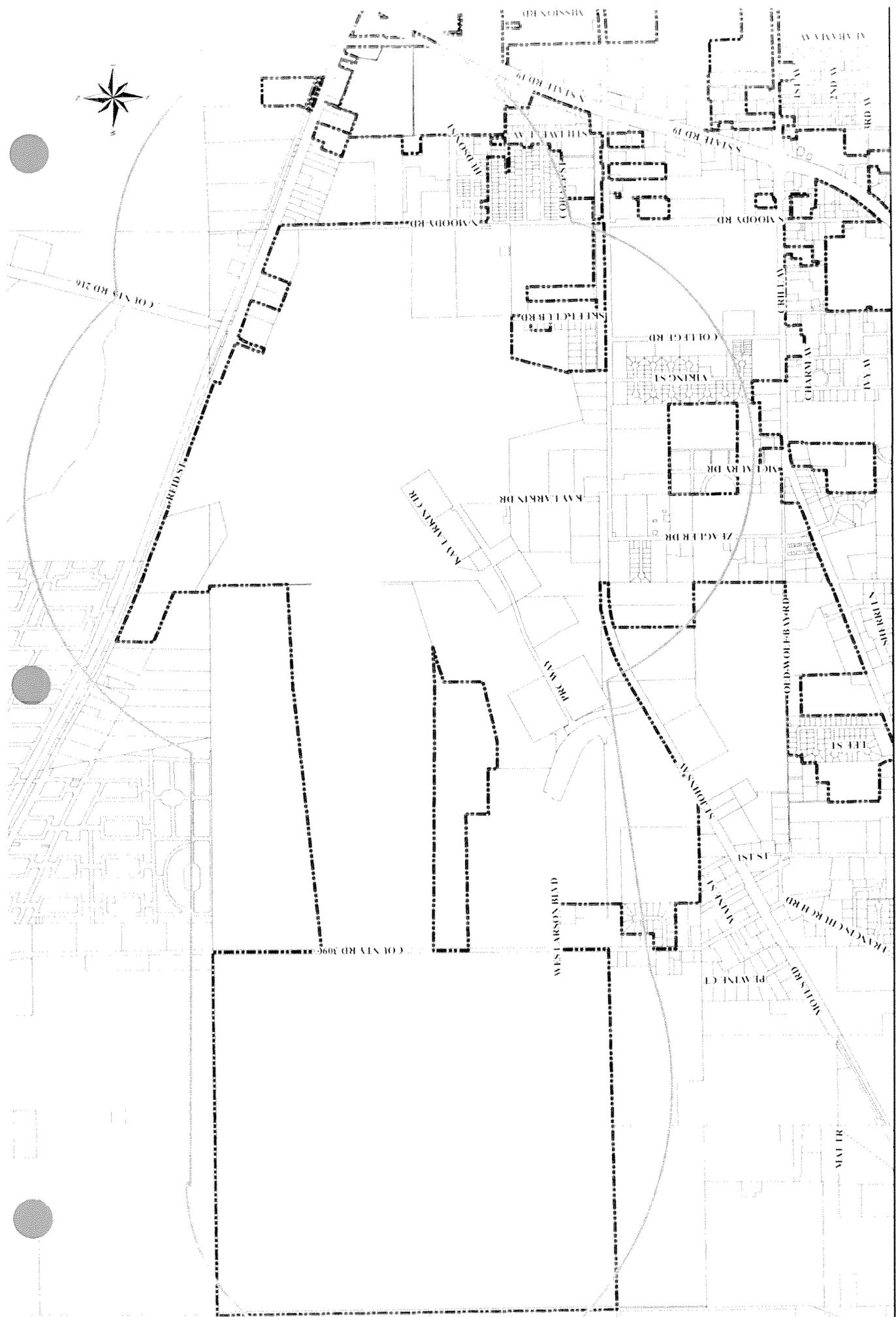


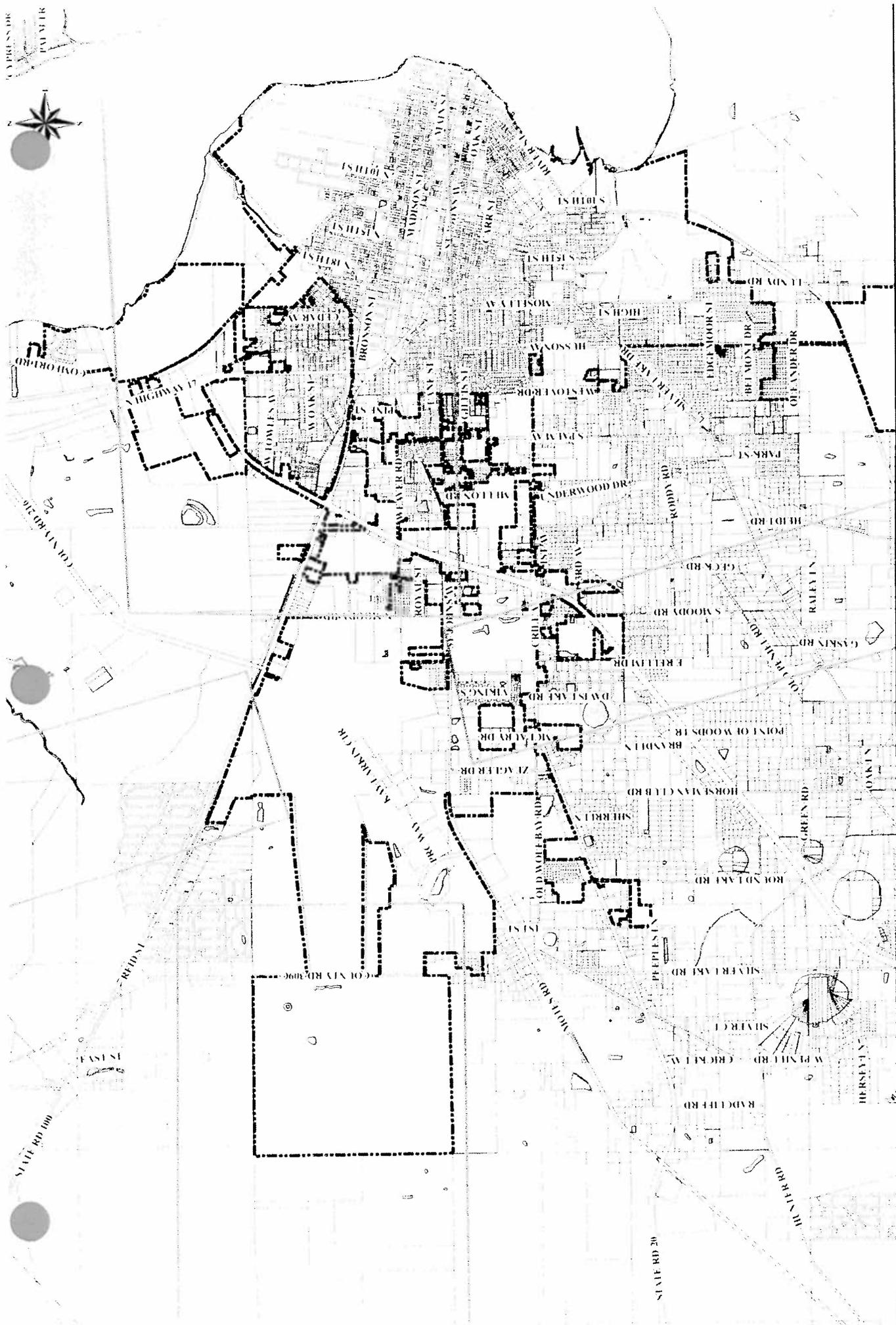
Map Date: FEB, 2012

2020 Comprehensive Plan Future Land Use Element Airport Residential Restriction Zone Map

FIGURE A-7

DISCLAIMER
This information is provided as a visual representation only and is not intended to be used as legal or official representation of legal boundaries. The City of Palatka assumes no responsibility associated with its use.





Map Date: FEB, 2012

2020 Comprehensive Plan Future Land Use Element Airport Educational Facilities Restriction Zone Map

FIGURE A-8

DISCLAIMER
This information is provided as a visual representation only and is not intended to be used as legal or official representation of legal boundaries. The City of Palatka assumes no responsibility associated with its use.



Florida Department of Transportation

2198 Edison Avenue
Jacksonville, FL 32204

RICK SCOTT
GOVERNOR

ANANTH PRASAD, P.E.
SECRETARY

April 17, 2012

Mr. Thad Crowe, Planning Director
City of Palatka Building and Zoning
201 N. 2nd Street
Palatka, Florida 32177

RE: City of Palatka 12-2ESR

Dear Mr. Crowe:

FDOT has reviewed the City of Palatka proposed amendment to the Comprehensive Plan for consistency with the requirements of Subsection 333.03 Florida Statutes. The amendment package includes four (4) airport related text amendments. The FDOT's review of the amendment to the Comprehensive Plan focused on the transportation related issues and offers the following recommendations and comments for your consideration:

City's proposed Policy A.1.1.6d: The City shall not allow new primary or secondary educational facilities within the Educational Restricted Zone, as indicated by Map A-8 in the Future land Use Map series, except for improvements and additions to existing facilities, facilities approved in a state college campus master plan, or aviation-related educational facilities.

FDOT Comments: For consistency with Subsection 333.03(3) Florida Statute the FDOT recommends the following additional language in **bold**: The City shall not allow new **public or private** primary or secondary educational facilities within the Educational Restricted Zone, as indicated by Map A-8 in the Future land Use Map series, except for improvements and additions to existing facilities, facilities approved in a state college campus master plan, or aviation-related educational facilities.

Thank you for coordinating the review of the City of Palatka amendment to the Comprehensive Plan with the FDOT. If you have any questions, please do not hesitate to contact me.

Sincerely,

Richard Prindiville, Traffic Analyst for:
Thomas Hill, Growth Management Administrator
Jacksonville Urban Office
2198 Edison Avenue, MS 2812
Jacksonville, FL 32204-2730
Phone: (904)360-5664
Email: richard.prindiville@dot.state.fl.us

Cc: Thomas Hill, FDOT District-2
Ray Eubanks, State Land Planning Agency
Gene Lamm, FDOT District-2 Aviation Specialist

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**CITY OF PALATKA CITY COMMISSION
AGENDA ITEM**

ITEM: Adoption of Comprehensive Plan Amendment eliminating requirements in Future Land Use Element that PUD rezoning be accompanied by land use amendment and that nonresidential uses in PUD be limited to those that serve residential component

DEPARTMENT: Building & Zoning

AGENDA SECTION: Regular Agenda, requiring Commission action

ATTACHMENTS: 1. Draft Ordinance
2. Planning Board Minutes Excerpt
3. Planning Board Staff Report

MEETING DATE: May 10, 2012

ISSUE: This is a staff-initiated amendment that has a companion Zoning Code amendment (already adopted by Commission). The Planning Board reviewed the item and recommended approval. The ordinance was transmitted to state agencies for review and received no objections.

Comprehensive Plan Future Land Use Element Policy A.1.9.3 is the policy that describes each land use category of the Future Land Use Map series. The policy also describes the PUD zoning category. Included in that description are the requirements that commercial and recreational uses in a PUD be limited to those uses that serve the PUD residential component and that PUD rezoning requires a land use amendment. The language indicates that the PUD-related land use amendment is required by Florida Statute Chapter 163.3187, which is not the case. Both requirements hamper the PUD process and do not present a public good.

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

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

ORDINANCE NO. 12 -

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, PROVIDING THAT THE FUTURE LAND USE ELEMENT OF THE ADOPTED COMPREHENSIVE PLAN BE AMENDED TO AMEND POLICY A.1.9.3, REMOVING THE REQUIREMENTS THAT A PLANNED UNIT DEVELOPMENT REZONING BE ACCOMPANIED BY A LAND USE AMENDMENT AND THAT NONRESIDENTIAL COMPONENTS OF A PLANNED UNIT DEVELOPMENTS ARE LIMITED TO THOSE USES THAT SERVE THE RESIDENTIAL PLANNED UNIT DEVELOPMENT COMPONENT, PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE

WHEREAS, Subsection 163.3184(3), Florida Statutes, as amended, provides for the amendment of an adopted comprehensive plan, and

WHEREAS, Section 163.3184(3)(b)1-4, Florida Statutes, as amended, provides that the City Commission shall transmit the proposed amendment ordinance and supporting data and analysis to state reviewing agencies and any other local government or governmental agency that has filed a written request with the governing body, and

WHEREAS, Section 163.3184(3)(b)2-4, Florida Statutes, as amended, provides that state agencies shall transmit to the City of Palatka comments regarding adverse impacts on important state resources and facilities by the amendment, and

WHEREAS, Section 163.3184(3)(c)1, Florida Statutes, as amended, provides that the City Commission shall hold a second public hearing to adopt the amendment within 180 days after receipt of agency comments, and

WHEREAS, the Planning Board conducted a public hearing on February 7, 2012, and recommended approval of this amendment to the City Commission, and

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

Section 1. Adopted Large Scale Amendment

That the following policies of the Future Land Use Element of the adopted Comprehensive Plan of the City of Palatka are hereby amended as shown below to provide for the following text changes providing for protection of the Municipal Airport.

Policy A.1.9.3

9J-5.006(3)(c)7

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

A. (no change)

B. Overlays

1. Planned Unit Developments

Typical uses of the PUD may be (1) to improve the use of land where topography does not permit the application of the standard grid pattern subdivision of land, (2) to introduce more than one land use within a development complex, for example, recreation and commercial activities within a mobile home park or (3) to cluster homes, businesses or other uses within a development in order to improve the efficiency of supporting infrastructure.

As noted above, the PUD may contain a mixture of residential, commercial, industrial, and recreational land uses so long as these uses are made compatible through spatial or buffering techniques. The acceptable mix of land uses within a PUD in the City is based upon the type and location of PUD under review.

References to residential, commercial, industrial and recreational land uses in the PUD shall carry the same density/intensity of use as defined in Policies A.1.9.3, A.1, 2, 3 and 4.

Section 3. Effect on the Comprehensive Plan

The remaining portions of said adopted comprehensive plan of

the City of Palatka, Florida, which are not in conflict with the provisions of this Ordinance, shall remain in full force and effect.

Section 4. Severability

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

Section 5. Effective date

This Ordinance shall become effective thirty-one (31) days after notification by the state land planning agency notifies the City of Palatka that the plan amendment is complete, or if timely challenged when the state land planning agency or the Administration Commission enters a final order determining the adopted amendment to be in compliance.

PASSED AND ADOPTED by the City Commission of the City of Palatka on this 10th day of May, 2012.

CITY OF PALATKA

By: _____
Its Mayor

ATTEST:

City Clerk

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within Planned Unit Development (PUD) serve only residents of that PUD; revise Sec. 94-157 to eliminate required amendment to Comprehensive Plan for PUDs; revise Sec. 94-233 to reduce the minimum PUD size of two acres; revise Sec. 94-233 to limit requirement for undergrounding utilities only to new development; revise Sec. 94-233 to link PUDs with a base zoning district; and revise Sec. 94-235 to eliminate requirement that PUD applicants confer with the Planning Board prior to application.

Mr. Crowe reminded the Board that these amendments were initiated by members at their last meeting. When Staff reviewed the PUD standards as requested there were a number of problematic elements that were flagged, all of which are part of this amendment package. He suggested the Board may want to vote on each item separately for discussion purposes.

1. Eliminate requirement that PUD nonresidential component only serve residents of PUD.

Mr. Crowe noted that this requirement prohibited standalone commercial or industrial PUDs, and he believed that the City needed the ability to consider such applications. Board members briefly discussed the amendment and agreed that this change was needed. No one was present to speak for or against the amendment.

Motion made by Mr. Sheffield and seconded by Mr. DeLoach to approve item no. 1 as submitted. All present voted affirmative, motion carried.

2. Eliminate requirement that PUD rezoning be accompanied by Comprehensive Plan amendment that allows the PUD.

Mr. Crowe explained that it did not make sense to tie a rezoning to a comprehensive plan amendment and that the statutes did not require such an action. No one was present to speak for or against the amendment.

Motion made by Mr. Petrucci and seconded by Mr. Sheffield to approve item no. 2 as submitted by staff. All present voted affirmative, motion carried.

3. Provide density and intensity thresholds, above which a PUD shall be required.

Mr. Crowe reminded the Board that they had requested at the last meeting that Staff come back with suggestions for thresholds above which a PUD would be required. He said that while it was unusual for jurisdictions to have such thresholds, he did find that Jacksonville Beach required all commercial rezonings with more than 50,000 square feet of building area and almost all development in northwest St. Johns County must come in as PUDs. He said that the Board was correct in believing that requiring PUDs for more intense and dense development would provide safeguards for the City and ensure higher quality development. In response to a question from Mr. Holmes, Mr. Crowe noted that the difference between a PUD and a regular rezoning was that a PUD required a scaled site plan and a justification, which usually makes applicants put more thought and care into their proposed development.

The Board discussed appropriate thresholds, and Mr. Wallace noted that Staff's thresholds looked to him to be high. He cited the example of a development with five homes that could have been a much better development with the use of a PUD.

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deviated from the base zoning districts. After discussion, Mr. Crowe suggested that this portion of the request be tabled to allow for him to confer with the City Attorney on this issue.

Item tabled per Board consensus.

7. Eliminate requirement that PUD applicants confer with Planning Board prior to application.

Mr. Crowe advised that this requirement was problematic and unnecessary – it was not appropriate for applicants to confer with the Planning Board at such an early stage, but preferred for coordination between the applicants and staff to occur. No one was present to speak for or against the amendment.

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

Case 12-05 Administrative request for a text amendment to the Comprehensive Plan Future Land Use Element to revise Policy A.1.9.3 to eliminate the requirement that Planned Unit Development overlays require a land use amendment and that nonresidential components of PUDs serve PUD residents.

Mr. Crowe advised that this plan amendment is a companion to the Zoning Code change the Board just approved, it eliminates the requirement that a land use amendment accompany a PUD rezoning and that PUDs must be a mixed use. He recommended removing the language. No one was present to speak for or against the amendment.

Motion made by Mr. Sheffield and seconded by Mr. DeLoach to revise the Code per staff recommendations. All present voted affirmative, motion carried.

Case 12-06 Administrative request for a text amendment to the Comprehensive Plan Future Land Use Element to revise Policy A.1.9.3 to allow for colleges and universities in the Public Buildings and Grounds (PB) land use category.

Mr. Crowe advised that the next two requests are companion housekeeping amendments to the Comprehensive Plan and the Zoning Code that would allow colleges and universities in the PB land use category and the PBG-1 zoning category. This will make the college conforming. No one was present to speak for or against the amendment.

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

Case 12-07 Administrative request to revise Sec. 94-153 to allow colleges and universities including associated student residences, administrative uses, sports facilities, and other ancillary uses associated with the principle use.

No one was present to speak for or against the amendment.

Case 12-05
Request to Amend Comprehensive Plan Text
(PUD Land Use Amendment)
Applicant: Building and Zoning Dept.

STAFF REPORT

DATE: January 31, 2012

TO: Planning Board Members

FROM: Thad Crowe, AICP, Planning Director

APPLICATION REQUEST

To consider an administrative text amendment to Comprehensive Plan Future Land Use Element (FLUE) Policy A.1.8.1 to eliminate requirement that Planned Unit Development (PUD) overlays require a land use amendment. Public notice included legal advertisement.

APPLICATION BACKGROUND

The FLUE policies below (italicized) pertain to PUDs. The shaded text represents language proposed for deletion by Staff. This application is related to a companion amendment to Zoning Code PUD standards, also an agenda item for the coming meeting.

Policy A.1.8.1 9J-5.006(3)(c)5

The Land Development Regulations shall include alternative available land use control techniques and programs such as Planned Unit Developments.

Planned Unit Developments may be used to protect safety restricted or environmentally sensitive areas but also may be used to increase the potential for developing water/sewer systems and more effective drainage systems. PUDs also shall benefit from the potential of receiving "density bonuses" for incorporating benefits which serve a public good into the development (See Policy A.1.9.3.8 Overlays).

Policy A.1.8.2 9J-5.006(3)(c)5

The Land Development Regulations shall include provisions for Planned Unit Developments as an optional overlay designation. PUDs shall be permitted within any land use area through land use amendment procedures defined in s. 163.3187, Florida Statutes.

Policy A.1.9.3 9J-5.006(3)(c)7

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

B. *Overlays*

1. *Planned Unit Developments*

Typical uses of the PUD may be (1) to improve the use of land where topography does not permit the application of the standard grid pattern subdivision of land, (2) to introduce more than one land use within a development complex, for example, recreation and commercial activities within a mobile home park or (3) to cluster homes, businesses or other uses within a development in order to improve the efficiency of supporting infrastructure.

As noted above, the PUD may contain a mixture of residential, commercial, industrial, and recreational land uses so long as these uses are made compatible through spatial or buffering techniques. The acceptable mix of land uses within a PUD in the City is based upon the type and location of PUD under review. **Commercial and recreational uses within a PUD shall be planned at a level no greater than that required to support the commercial and recreational needs of the residents of the PUD (in land area--approximately 4 percent commercial, 6 percent recreational).**

References to residential, commercial, industrial and recreational land uses in the PUD shall carry the same density/intensity of use as defined in Policies A.1.9.3, A.1, 2, 3 and 4. **Planned Unit Development may be applied as an optional overlay district over any underlying land use. Use of the PUD overlay will require a land use amendment in accordance with s. 163.3187, F.S.**

The second-to-the-last paragraph above only allows commercial or retail uses only for the purpose of serving the needs of PUD residents. This language effectively prohibits a commercial or any other nonresidential PUD unless such uses are subordinate to the principal residential use. Staff believes there is an advantage in allowing straight nonresidential PUDs, particularly when project impacts call for the use of site-specific development standards.

Additionally, Staff does not believe that the language in the last paragraph above that a PUD rezoning be accompanied by a land use amendment to the Comprehensive Plan. Florida Statutes include no such requirement – a PUD is purely a zoning amendment and should not involve a comprehensive plan change. The Comprehensive Plan is a broad vision statement and should not be cluttered with specific elements like PUDs.

PROJECT ANALYSIS

Florida Statutes do not provide specific criteria for the review of text amendments, other than the requirement that amendments to the Future Land Use Element (FLUE) must discourage the proliferation of sprawl, and that any such amendments must be in keeping with other Goals, Objectives, and Policies of the Plan.

These policies would not further urban sprawl but would in fact provide an improved tool of increased PUD usage to promote smart growth and infill. The amendment is in keeping with the Comprehensive Plan's intent to promote PUDs.

STAFF RECOMMENDATION

Staff recommends the following revised policies.

Policy A.1.9.3 9J-5.006(3)(c)7

Land Development Regulations adopted, to implement this Plan shall be based on the following land use standards:

B. *Overlays*

1. *Planned Unit Developments*

Typical uses of the PUD may be (1) to improve the use of land where topography does not permit the application of the standard grid pattern subdivision of land, (2) to introduce more than one land use within a development complex, for example, recreation and commercial activities within a mobile home park or (3) to cluster homes, businesses or other uses within a development in order to improve the efficiency of supporting infrastructure.

As noted above, the PUD may contain a mixture of residential, commercial, industrial, and recreational land uses so long as these uses are made compatible through spatial or buffering techniques. The acceptable mix of land uses within a PUD in the City is based upon the type and location of PUD under review. ~~Commercial and recreational uses within a PUD shall be planned at a level no greater than that required to support the commercial and recreational needs of the residents of the PUD (in land area approximately 4 percent commercial, 6 percent recreational).~~

References to residential, commercial, industrial and recreational land uses in the PUD shall carry the same density/intensity of use as defined in Policies A.1.9.3, A.1, 2, 3 and 4. ~~Planned Unit Development may be applied as an optional overlay district over any underlying land use. Use of the PUD overlay will require a land use amendment in accordance with s. 163.3187, F.S.~~

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

City of Palatka
Office of the City Manager

To: Mayor Myers, Commissioners

From: Woody Boynton, City Manager

Date: April 25, 2012

RE: Opening of Memorial Drive



As you are aware, Memorial Drive has been closed to traffic since construction began on the Riverfront Redevelopment project. With the paving now complete on Second Street; road closures associated with construction can now be minimized to single lane or temporary closures.

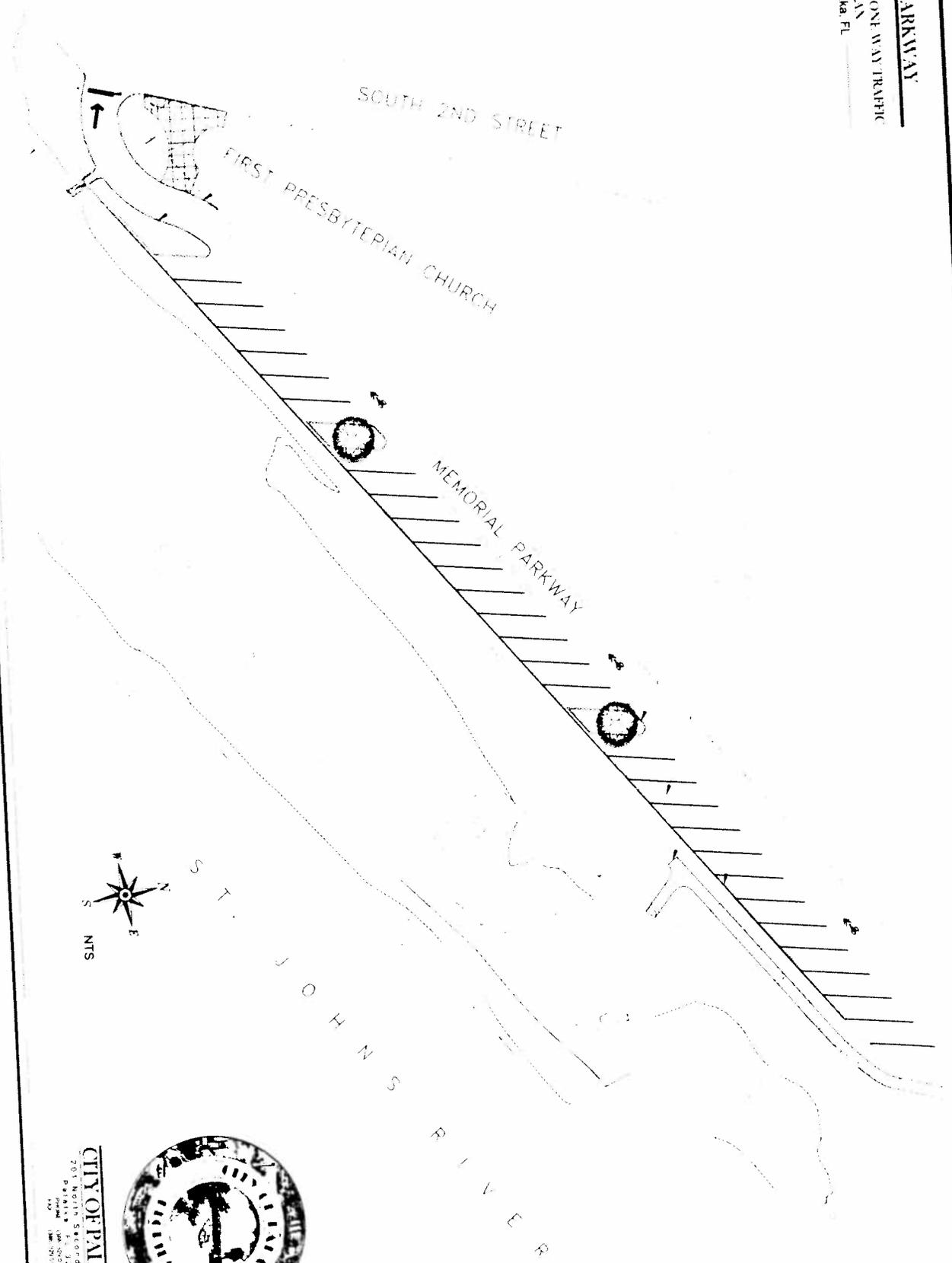
As we continue to move forward with the long range vision for the riverfront, we have spent a great deal of time contemplating the traffic movements on Memorial Drive. Since it has been closed for a long period of time, people's traffic movements have been redirected and we do not believe that Memorial Drive necessarily needs to be reopened to through traffic. We have contemplated several scenarios including closing it permanently and creating more park space to returning to two-way traffic movements. However, neither of these options presented us with the ultimate goal of creating a passive area adjacent to the riverfront and still allows traffic to access this roadway.

Given this roadways close proximity to the Presbyterian Church and the effects any changes might have on church functions, we met with representatives of the church to discuss our recommendation to make Memorial Drive one-way from St. Johns Ave to Second Street. Representatives of the church were in agreement that something should be done to minimize the vehicular and pedestrian conflicts in this area. The attached layout was developed with input from that meeting and then later approved by representatives of the church. In addition as a result of that meeting, additional traffic calming measures are being developed for Second Street in the area of the Church to ensure pedestrian safety.

The proposed layout depicts Memorial Drive as one-way from St. Johns Avenue to Second Street. As you can see from the drawing we have moved the roadway further away from the church's primary entrance to minimize pedestrian/vehicle interaction. In addition we will create parking along the eastern edge of Memorial Drive for people to better access the riverfront and the amenities it offers.

We have already begun the preparation for a new 6-inch curb to prevent vehicles from directly accessing the lawn areas. This improvement is necessary regardless of how traffic is routed along Memorial Drive. With your approval, additional curb will be constructed to align Memorial Drive with Short Laurel, the roadway will be striped and signage added to show one-way traffic direction and parking as shown on the drawing.

MEMORIAL PARKWAY
ENCLAD PARKING AND ONE WAY TRAFFIC
SITE PLAN
City of Palatka, FL



CITY OF PALATKA
701 NORTH SECOND STREET
PALATKA, FL 32909
TEL: 888-329-7274
WWW.PALATKAFL.COM

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TO: Palatka Mayor and City Commission

FROM: Charles Rudd, Main Street Manager

DATE: May 2, 2012

RE: Branding for Palatka

The result of our last branding presentation was a focus on one version of the proposed logo for Palatka. However, what we are proposing is an entire branding system, not a logo. This system is another tool for us to utilize to get our message out to the public. It is much more than just a logo. There is an entire book of material for this system called, "Palatka, Florida Community Branding Guide." This book includes the color palette, tagline, typeface, graphics, logo variations, brand extension, etc. There are dozens of sample ads, hundreds of photos, banner designs, wayfinding designs, brochure covers, organization and event logos, and so on. The system is designed to be adopted in part or in whole, as each organization or business ties into a unified message for Palatka.

I can also see that we need to better illustrate the community input for this process. In addition to two general public meetings, at least 50 organizations were contacted to participate in this process and nearly 100% sent representatives to give us their perspective. We anticipated that if one local group/individual produced the graphic or tagline, then others would automatically reject it or claim that the process was "fixed" and the outcome predetermined. It was important to invite everyone from the community to participate, to work with someone from outside the local dynamics, and to have no preset notions or agendas.

We feel strongly that the resulting system is very good and can unite our marketing efforts to showcase our community to our residents, the region and the state.