

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

DEBRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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

BETSY JORDAN DRIGGERS  
CITY CLERK

MATTHEW D. REYNOLDS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

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

## AGENDA

### CITY OF PALATKA

June 24, 2010

#### CALL TO ORDER:

- a. Invocation – The Reverend Ben Tippet, Founding Pastor, Victory Christian Fellowship
- b. Pledge of Allegiance
- c. Roll Call

#### APPROVAL OF MINUTES – 6/10/10

#### 1. PUBLIC RECOGNITION/PRESENTATIONS:

**PROCLAMATION** – Designation of Kathy Cantwell Trails Hub - City of Palatka, Putnam County BOCC, Water Works Committee, Putnam Land Conservancy and Putnam County Environmental Council

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

#### 3. CONSENT AGENDA:

- \*a. **Authorize expenditure of Law Enforcement Trust Funds in the amount of \$49,302.00** for the purchase of traffic unit equipment and training, \$34,500.00. of which will be used to purchase 2 motorcycles at Florida Sheriffs' Bid Award price (\$17,250.00 each), per Police Chief's recommendation
- \*b. **Declare as Police Dept. Surplus for disposition** at auction one (1) 1993 Lincoln Continental (acquired as forfeiture item) per recommendation of Police Chief
- \*c. **Recommend Reappointment of Ruth E. Benjamin and Sara D. Pines** to the Putnam County Library Board for a three year term to expire June, 2013 (incumbents – sole applicants)
- \*d. **Appoint Palatka Historic Preservation Board Members as follows:**
  1. **Reappoint Robert C. Goodwin as member with Architectural Experience and Roberta Correa as S. Historic District Property Owner** to the Palatka Historic Preservation Board for three-year terms to expire June, 2013 (incumbents – sole applicants)
  2. **Appoint Elizabeth Van Rensburg to the Palatka Historic Preservation Board** as N. Historic District Property Owner Rep for a three-year term to expire June, 2013 (sole applicant)

#### \*\*4. PRESENTATION – Golf Course 90-Day Observation Report – Bobby Weed, BWGD – Palatka, Inc.

- \*a. Commission Consideration of Private Employment Organization (PEO) for Staffing Options at Golf Course

#### 5. PUBLIC HEARINGS:

- \*a. **MAIN STREET FAÇADE GRANT AWARDS** – 2010 Application Cycle 6/1/10 through 8/1/10 – Bob Taylor, Main Street Design Committee
- \*b. **2009 NEIGHBORHOOD REVITALIZATION CDBG Application for Larimer Arts Center/Price Martin Center improvements & City Hall Handicapped Accessibility** – 2<sup>nd</sup> Public Hearing - Fred Fox, Fred Fox & Associates
- \*c. **2009 COMMERCIAL REVITALIZATION CDBG Application for Downtown Parking & Streetscape Improvements** – 2<sup>nd</sup> Public Hearing - Fred Fox, Fred Fox & Associates

## AGENDA - CITY OF PALATKA

June 24, 2010

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- \* 6. **RESOLUTION** authorizing the submission of two Small Cities Community Development Block Grants to DCA for Federal Fiscal Year 2009 – Adopt
- \* 7. **RESOLUTION** authorizing the implementation of Community Development Plan long and short term objectives - Adopt
- \* 8. **RESOLUTION** adopting the Putnam County Local Mitigation Strategy Plan – Emergency Management Preparedness Coordinator Ryan Simpson and Fire Chief Mike Lambert - Adopt
- \* 9. **ORDINANCE** – 3310 Crill Avenue – Application to Rezone from Putnam Co. R-1 (Single-Family Residential) to City of Palatka R-3 (Multi-Family Residential) – Palatka Housing Authority, applicant; John Nelson, Executive Director, Agent – 2nd Reading, Adopt
- \* 10. **ORDINANCE** – Plum Creek Industrial Parcel #05-10-26-0000-0010-0000 – 680.12 acres on CR309-C between SR 20 & SR 100 – Planning Board Recommendation to Rezone from County AG (Agricultural) to City M-1/PID (Light Industrial/Planned Industrial Development) – Plum Creek Timberlands, LP – 2<sup>nd</sup> Reading, Adopt
- \* 11. **ORDINANCE** amending Chapter 70 of the Code of Ordinances to amend the requirements of the premises numbering system - 2<sup>nd</sup> Reading, Adopt
- \* 12. **ORDINANCE** amending the Zoning Regulations of the City of Palatka to allow balconies extending beyond property lines in DB (Downtown Business) and DR (Downtown Riverfront) zoning districts – 2<sup>nd</sup> Reading, Adopt
- \* 13. **UPDATE** - Downtown Palatka Sidewalk Sales – Debbie Banks, Planning & Zoning Administrator
- 14. **ADMINISTRATIVE REPORTS**
  - a. **Utilities Dept. Budget Update** – Matt Reynolds, Finance Director
- 15. **COMMISSIONER COMMENTS**
- 16. **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:

July 5 – City Offices closed for observation of Independence Day  
August 19 – 21 – FLC Annual Conference, Hollywood, FL  
September 6 – City Offices closed for observation of Labor Day  
September 16 – Palatka hosts NEFLC  
October 1 – Employee Safety Luncheon

### Board Openings:

Tree Committee:	1 Vacancy (at large)
Fire Pension Board	1 Vacancy (“5 <sup>th</sup> member”)
Code Enforcement Board:	1 alternate/1 w/Engineering exp.
Historic Preservation Board:	1 alternate/1 w/ Legal Experience



# PROCLAMATION

**WHEREAS,** Kathy Cantwell has been an inspiration to the residents of Palatka and Putnam County in overcoming hardship in life and accomplishing great things for the public good; and

**WHEREAS,** Kathy Cantwell has promoted the importance of providing universal access to public lands and facilities; and

**WHEREAS,** Kathy Cantwell has worked thousands of volunteer hours in the protection and acquisition of greenways and trails in Palatka and Putnam County; and

**WHEREAS,** Kathy Cantwell led the Putnam Land Conservancy Project Committee that worked for acquisition of Little Orange Creek Conservation, Historical, and Educational Center and 9 Mile Swamp Park and Trail, which are lands that are to provide for recreation for Putnam County residents and movement of wildlife in the region; and

**WHEREAS,** Kathy Cantwell has served as a member of the Water Works Advisory Group and Chair of the Trail Connections Subcommittee, of the Water Works Committee;

**NOW, THEREFORE, BE IT PROCLAIMED** by the Palatka City Commission, Putnam County Board of County Commissioners, Water Works Committee, Putnam Land Conservancy and Putnam County Environmental Council:

That the Palatka City Commission, Putnam County Board of County Commissioners, Water Works Committee, Putnam Land Conservancy, and Putnam County Environmental Council hereby express their gratitude for Kathy Cantwell's exemplary efforts to benefit their citizens and natural resources, and concur that the trails center at the Water Works Environmental Education Center shall be henceforth called *The Kathy Cantwell Trails Hub*.

\_\_\_\_\_  
**Karl N. Flagg, Mayor**  
City of Palatka

\_\_\_\_\_  
**Chip Laibl, Chairperson**  
Putnam County BOCC

\_\_\_\_\_  
**Tommy Clay, President**  
Putnam Land Conservancy

\_\_\_\_\_  
**Shann Purinton, Co-Chair**  
Water Works Committee

\_\_\_\_\_  
**Sandra Kokernoot, Co-Chair**  
Water Works Committee

\_\_\_\_\_  
**Karen Ahlers, President**  
Putnam County  
Environmental Council

*Agenda  
Item*

*3a*

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

**NOTE:** Regular City Commission meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> 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 4:00 p.m. on the Friday 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: June 24, 2010

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

The Palatka Police Department proposes to expend law enforcement trust fund monies to purchase equipment (police motorcycles, uniforms, radar units, uniforms and equipment for two personnel assigned) for a Traffic Unit. The total cost is \$49,302.00.

(see attached documentation for justification of expenditure)

**Commission Action Requested, if any:**

**Approve expenditure from Law Enforcement Trust Fund Monies for purchase of equipment and training for Traffic Unit in the amount of \$49,302.00.**

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

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**Palatka Police Department  
110 North 11<sup>th</sup> Street**

## **Memorandum**

**Date:** 06-16-10  
**To:** Betsy Driggers, City Clerk  
**From:** Chief Gary Getchell  
**Subject:** Request to expend Law Enforcement Trust Fund Monies – Traffic Enforcement Unit

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### **Background:**

The City of Palatka experiences a high volume of vehicular traffic. The traffic count on the major thoroughfares in Palatka exceeds 80,000 vehicles on a daily basis. There are a high number of traffic violations that go undetected and many of those violations result in traffic accidents. The performance of traffic enforcement is currently limited to standard Patrol Operations personnel who are subject to other types of calls for service and have little time for any proactive traffic enforcement. Traffic violations are a constant source of complaints to the Palatka Police Department and other City of Palatka officials.

### **Discussion:**

The problems created for the City of Palatka by the high volume of vehicular traffic on our roadways and the resulting number of traffic law violations needs to be addressed. The Palatka Police Department has looked for solutions to lessen the negative impact on City of Palatka resources and the community's safety. Traffic enforcement has been proven to positively affect traffic safety on roadways. Consistent enforcement for common types of violations helps prevent future traffic violations and vehicular accidents.

### **Recommendation(s):**

The Palatka Police Department proposes to create a Traffic Enforcement Unit. The Traffic Unit will be comprised of two police officers drawn from existing staff. The officers will be equipped with the specialized equipment and will receive additional training. The Traffic Unit will have the primary responsibility of enforcing the traffic laws within the City of Palatka and performing drug interdiction on the roadways in Palatka.

Specialized equipment needed for the Traffic Unit includes police motorcycles, radar units, uniforms and other assorted equipment. A list of the equipment to be purchased is attached. The cost of the equipment will be \$46,102.00. Specialized training for the officers assigned will include motorcycle

training and radar operation certification. The cost of the training will be \$3,200.00

We propose expending monies from the Special Law Enforcement Trust Fund (Forfeiture Monies). This is an allowable expense under F.S. 932.7055.

**Equipment and training to be purchased for Traffic Unit**

Police Motorcycles (fully equipped)	2 @ \$17,550.00	\$35,100.00
Helmets	2 @ \$250.00	500.00
Radar Units	2 @ \$3,280.00	6,560.00
Uniforms		3,560.00
Radio Equipment	2 @ \$135.00	270.00
Training (Motorcycle)	2 @ \$1,600.00	3,200.00
Total cost		\$49,302.00

**Chief Gary Getchell**

Sign below for approval

\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Commission Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

**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: June 24, 2010

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

The Palatka Police Department proposes to purchase police motorcycles, Harley Davidson Roadking from Bruce Rossmeyer Harley Davidson –

2 motorcycles @ \$17, 250.00 each Total of \$34,500.00

Bruce Rossmeyer Harley Davidson has the current Florida Sheriffs Association bid award (see attached documentation for justification of expenditure)

**Commission Action Requested, if any:**

**Approve purchase of 2 police motorcycles from Bruce Rossmeyer Harley**

**Davidson for \$34,500.00**

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Included in 449, 302. Request

**Palatka Police Department  
110 North 11<sup>th</sup> Street**

**Memorandum**

**Date:** 06-16-10  
**To:** Betsy Driggers, City Clerk  
**From:** Chief Gary Getchell  
**Subject:** Bid Award for Police Motorcycles to Bruce Rossmeyer Harley Davidson

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**Background:**

The Palatka Police Department requested and received approval to purchase two (2) police motorcycles.

**Discussion:**

Through research it was decided that the appropriate motorcycle to purchase was the Harley Davidson Roadking equipped for police. The current Florida Sheriffs Association bid has been awarded to Bruce Rossmeyer Harley Davidson, Ormond Beach, Florida.

**Recommendation(s):**

Due to Bruce Rossmeyer Harley Davidson holding the current contract and there being no local Harley Davidson dealer, we recommend purchasing the motorcycles from Bruce Rossmeyer Harley Davidson.  
Price per motorcycle \$17,250

**Chief Gary Getchell**

Sign below for approval

\_\_\_\_\_  
**City Manager**

\_\_\_\_\_  
**Commission Representative**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Date**

# **BID AWARD ANNOUNCEMENT**

**09-17-0908**

**PURSUIT,  
ADMINISTRATIVE NON-PURSUIT,  
UTILITY VEHICLES, TRUCKS & VANS,  
& OTHER FLEET EQUIPMENT**  
*Participating Sheriffs Offices & Local Governmental  
Agencies of the State of Florida*

*Coordinated By*

**The  
Florida Sheriffs Association,  
Florida Association of Counties &  
Florida Fire Chiefs' Association**





**FLORIDA SHERIFFS ASSOCIATION,  
FLORIDA ASSOCIATION OF COUNTIES &  
FLORIDA FIRE CHIEFS' ASSOCIATION**

**POLICE MOTORCYCLE (Specification #17)**

Name of Dealership	Type Vehicle	Zone	Base Unit Price
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Road King (FLHP)	★ Western	\$14,750.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Road King (FLHP)	★ Northern	\$14,750.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Road King (FLHP)	★ Central	\$14,750.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Road King (FLHP)	★ Southern	\$14,750.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Electra Glide (FLHTP)	Western	\$15,000.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Electra Glide (FLHTP)	Northern	\$15,000.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Electra Glide (FLHTP)	Central	\$15,000.00
Bruce Rossmeyer's Harley-Davidson	2010 Harley Davidson Electra Glide (FLHTP)	Southern	\$15,000.00



# FLORIDA SHERIFFS ASSOCIATION, FLORIDA ASSOCIATION OF COUNTIES & FLORIDA FIRE CHIEFS' ASSOCIATION

## POLICE MOTORCYCLE SPECIFICATION #17

2010 Harley Davidson Road King (FLHP)  
2010 Harley Davidson Electra Glide (FLHTP)

**ALL ITEMS FACTORY INSTALLED UNLESS OTHERWISE INDICATED**

**INSTRUCTIONS:** Listed above, you will find the model numbers of the vehicles that will be included in this year's contract.

1. ENGINE:

- a. Piston displacement of not less than 1690cc OHV Twin Cam 103® Vibration Isolated V-Twin, air-cooled with two cylinders equipped with overhead valves and featuring EITMS (Engine Idle Temperature Management System), producing minimal vibration frequencies and magnitudes. Engine and transmission isolated from motorcycle frame utilizing a rubber mounting system.
- b. Powertrain deluxe chrome group designed for low maintenance; black powder coat finish on engine; chrome rocker boxes, timer cover, outer primary housing & transmission covers.
- c. Compression ratio: 9:6:1
- d. Electronic Sequential Port Fuel Injection System (ESPFI)
- e. Chain Drive Twin Cams
- f. Hydraulic Lifters requiring no maintenance service adjustments

2. CLUTCH/TRANSMISSION:

- a. Clutch shall be of the latest multiple nine (9) plate design, wet.
- b. Transmission to be of latest design, manual type, with not less than six (6) forward speeds.
- c. Clutch disengage for starter motor operation.
- d. Primary Drive, double-row chain, 34/46 ratio.
- e. Greaseless shifter shaft with "anti-vibration" rubber spacers.
- f. Gear Ratios: 1st: 9.593; 2nd: 6.650; 3rd: 4.938; 4th: 4.000; 5th: 3.407; 6th: 2.875

3. BRAKES:

- a. Hydraulic disc brakes for both front and rear wheels. Front brake having dual 11.81-inch diameter drilled discs; rear brake shall be single disc. Brakes shall be relatively free of heat fade, with four (4) piston calipers and uniform expanding rotors. Note: Optional Anti-Lock Braking System available (Independent Anti-Lock System).

4. SUSPENSION:

- a. Motorcycles shall be provided with a suspension system to permit optimum handling conditions as required in law enforcement.
- b. 41.3 mm telescopic front forks. Rear air-adjustable shocks.
- c. Rear suspension swing arm bearings shall require no lubrication for life of the motorcycle.

5. WHEELS/TIRES:

- a. Black Slotted Disc Cast Aluminum wheels, rim material to be impermeable to compressed air.
- b. Tubeless type tires to have non-skid tread, designed to operate on paved highways and shall have a full, four-ply fabric reinforcement. Bead-retention tires designed to remain on wheel during sudden loss of pressure.

- c. Sealed automotive style wheel bearings requiring no end play adjustment and service interval of 100,000 miles (160,000 km).

6. FUEL TANK:

- a. Fuel tank to have a capacity of six (6) U.S. gallons (or 22.71 liters). Must provide a minimum of 1 gal (3.8 L) reserve fuel capacity when main supply is exhausted.
- b. Electric fuel pump.

7. ELECTRICAL SYSTEM:

- a. Battery. Sealed, heavy-duty maintenance-free, 12-volt, minimum rated capacity – 28 ampere hours (Battery Council International rating), 270 cold cranking amps.
- b. Ignition. Non-waste spark, alpha control.
- c. Charging System. Three-phase, 50-amp high output alternator, solid state regulator.
- d. Connectors. Industrial grade throughout, provided with electrical accessory connection.
- e. Hand Controls. Water-resistant, integrated switches.
- f. Starting System. 12-volt starter, solenoid operated engagement, relay required.
- g. Horn. Sound level audible above motorcycle and traffic-generated noise.

8. LIGHTING SYSTEM:

- a. Quartz Halogen Headlight, 55 watt low beam and 60 watt high beam.
- b. Pursuit lamps front mounted PAR-36, one red and one blue (incandescent).
- c. Tail light.
- d. Turn Signals, self-canceling system.
- e. Flashers, four-way, integrated into turn signal switches.
- f. License plate lighting, two blue indicator lamps.
- g. Fender tip running lights, amber in front, red in the rear.

9. VISUAL DISPLAYS:

- a. Speedometer. Analog speedometer, range 0-120mph (or kph equivalent), (2) re-settable trip meters.
- b. Odometer. Calibrated, cumulative.
- c. Tachometer. Analog.
- d. Fuel level gauge.
- e. Emergency Light Activation Indicator.
- f. Sight glass on brake master cylinders.
- g. Fuel Mileage countdown till empty displayed in odometer window when Low fuel indicator lamp is lit.
- h. Turn Signal Indicators
- i. Neutral Indicator
- j. High beam Indicator
- k. Low Oil pressure Indicator
- l. Engine diagnostic light
- m. ABS indicator lamp (if equipped with optional ABS)
- n. Security Lamp (if equipped with optional security system)

10. FEATURE REQUIREMENTS:

- a. Seat. Deluxe solo air saddle, special police type, breathable material covering, single air bladder suspension with reservoir and integral gauge.
- b. Side Stand. Jiffy stand with electronic disengage to prevent drive off with jiffy stand deployed.
- c. Foot Boards. pivoting type with non-skid rubber pads.
- d. Guards. Front engine guard bar and rear saddlebag guard bars.
- e. Saddlebags. Factory installed, law enforcement type Injection Molded GTX saddlebags, approximately 2000 cubic inches of storage space per bag, water-resistant, utilizing police style speed latches.
- f. Drive. Final belt drive with a rubber isolated 68 tooth rear drive sprocket.
- g. Chrome, two into one into two exhaust system
- h. Windshield
- i. FLHP - Constructed of Lexan or clear polycarbonate, designed to break away with minimal force.
- j. FLHTP – Fork mounted fairing with windshield of Lexan or clear polycarbonate, designed to break away with minimal force.
- k. Mirrors. Two (2) long stem true image mirrors.
- l. Key. One key fits all locks.

- m. Wheelbase. 63.5 inches (1613.9 mm).
- n. Laden Seat Height. 27.3 in. (693.4 mm).
- o. Gross Vehicle Weight Rating. 1360 lbs. (616.8 kg.)
- p. Dry Weight. 791 lbs. (358.7 kg.)
- q. Running Order. 828 lbs. (375.5 kg.)

11. WARRANTY:

- a. Warranty: 24 months (unlimited mileage)
- b. Service Interval: First 1000 miles; every 5000 miles thereafter – both models.

12. CONDITIONS

In addition to equipment specified, vehicle shall be equipped with all standard equipment as specified by the manufacturer for this model and shall comply with all EPA Emission Standards and all Motor Vehicle Safety Standards as established by the U.S. Department of Transportation regarding the manufacture of motor vehicles.

The successful bidder shall be responsible for delivering vehicles that are properly serviced, clean and in first class operating condition. Pre-delivery service, at a minimum, shall include the following:

- a. Complete lubrication.
- b. Check all fluid levels to assure proper fill.
- c. Adjustment of engine to proper operating condition.
- d. Inflate tires to proper pressure.
- e. Check to assure proper operation of all accessories, gauges, lights, and mechanical features.
- f. Focusing of headlights.
- g. Cleaning of vehicles, if necessary, and removal of all unnecessary tags, stickers, papers, etc. **DO NOT** remove window price sticker or supplied line sheet.



**FLORIDA SHERIFFS ASSOCIATION,  
FLORIDA ASSOCIATION OF COUNTIES &  
FLORIDA FIRE CHIEFS' ASSOCIATION**

**POLICE MOTORCYCLE  
SPECIFICATION #17**

**2010 Harley Davidson Road King (FLHP)**

The Harley Davidson Road King (FLHP) purchased through this contract comes with all the standard equipment as specified by the manufacturer for this model and FSA's base vehicle specification(s) requirements which are included and made a part of this contract's vehicle base price as awarded by specification by zone.

ZONE:	★ Western	★ Northern	★ Central	★ Southern
BASE PRICE:	\$14,750.00	\$14,750.00	\$14,750.00	\$14,750.00

While the Florida Sheriffs Association, Florida Association of Counties and Florida Fire Chiefs' Association have attempted to identify and include those equipment items most often requested by participating agencies for full size vehicles, we realize equipment needs and preferences are going to vary from agency to agency. In an effort to incorporate flexibility into our program, we have created specific add/delete options which allow the purchaser to tailor the vehicle to their particular wants or needs.

The following equipment delete and add options and their related cost are provided here to assist you in approximating the total cost of the type vehicle(s) you wish to order through this program. Simply deduct the cost of any of the following equipment items you wish deleted from the base unit cost and/or add the cost of any equipment items you wish added to the base unit cost to determine the approximate cost of the type vehicle(s) you wish to order.

NOTE: An official listing of all add/delete options and their prices should be obtained from the appropriate dealer in your zone when preparing your order. Additional add/delete options other than those listed here may be available through the dealers, however, those listed here must be honored by the dealers in your zone at the stated prices.

<b>VEHICLE:</b>	Road King (FLHP)	Road King (FLHP)	Road King (FLHP)	Road King (FLHP)
<b>DEALER:</b>	Bruce Rossmeyer's Harley-Davidson	Bruce Rossmeyer's Harley-Davidson	Bruce Rossmeyer's Harley-Davidson	Bruce Rossmeyer's Harley-Davidson
<b>ZONE:</b>	★ Western	★ Northern	★ Central	★ Southern
<b>BASE PRICE:</b>	\$14,750.00	\$14,750.00	\$14,750.00	\$14,750.00

<b>Order Code</b>	<b>Add Options</b>	<b>All Zones</b>
91453-00A <sup>1</sup>	Whelen electric siren, speaker and microphone.	\$950.00 <sup>1</sup>
91448-00 <sup>1</sup>	Police Microphone Kit	\$175.00 <sup>1</sup>
53631-04 <sup>1</sup>	Black pre-drilled Tour Pak for LEDs	\$1,400.00 <sup>1</sup>
53632-04 <sup>1</sup>	White pre-drilled Tour Pak for LEDs	\$1,400.00 <sup>1</sup>
53634-04 <sup>1</sup>	Tour Pak without Holes (Black)	\$750.00 <sup>1</sup>
53647-04 <sup>1</sup>	Tour Pak without Holes (White)	\$750.00 <sup>1</sup>
70672-04 <sup>1</sup>	Ballast (for LEDs)	\$350.00 <sup>1</sup>
67634-04 <sup>1</sup>	LED Lights for Tour Pak (Red)	\$725.00 <sup>1</sup>
67638-04 <sup>1</sup>	LED Lights for Tour Pak (Blue)	\$725.00 <sup>1</sup>
67650-04 <sup>1</sup>	LED Lights for Tour Pak (One red/blue, one red, one blue)	\$725.00 <sup>1</sup>
69251-04 <sup>1</sup>	LED Engine Guard Lights (Red, Blue, or Red/Blue)	\$700.00 <sup>1</sup>
91270-92 <sup>1</sup>	Headlamp Cut Off Switch	\$350.00 <sup>1</sup>
98990-02 <sup>1</sup>	Saddlebag Mounted Fire Extinguisher	\$130.00 <sup>1</sup>
93510-02 <sup>1</sup>	Motorcycle First Aid Kit	NA <sup>1</sup>
93511-02 <sup>1</sup>	Sheriffs First Aid Kit	NA <sup>1</sup>
	Solid color paint (other than birch white or vivid black)	\$500.00
	Two-tone paint	\$750.00
	Anti-lock brakes	\$1,000.00
	Security System	\$350.00
	Temporary tag	\$25.00
	Transfer existing registration (must provide tag number)	\$75.00
	New state tag (specify state, county, city, sheriff, etc.)	\$125.00

*Agenda  
Item*

*3b*

**Palatka Police Department  
110 North 11<sup>th</sup> Street**

**Memorandum**

**Date: 06-16-10  
To: Betsy Driggers, City Clerk  
From: Chief Gary S. Getchell  
Subject: Place on City Commission Agenda - Surplus Vehicle  
(Special Provisions for proceeds from sale)**

---

The Palatka Police Department has one vehicle that we wish to surplus, 1993 Lincoln Town Car. The vehicle has been forfeited to the Police Department from an illegal drug case. Any money from the sale of this vehicle must be deposited into the Special Police Trust Fund.

1993 Lincoln Town Car (tan in color) VIN – 1LNLM83W8PY673545

Chief Gary S. Getchell

*Agenda  
Item*

*3c*



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

# Memorandum

**To:** Commission & Staff  
**From:** Betsy Driggers, City Clerk  
**Date:** 6/17/2010  
**Re:** Putnam County Library Board Appointments

---

There are two positions up for reappointment on this Board. Ruth E. Benjamin and Sara D. Pines, both appointed to this Board for partial terms in 2008, have applied for reappointment for three-year terms to expire June, 2013. These are at-large positions. Term limits apply to this board and members can only serve two consecutive complete terms. As both members' initial terms were only partial terms, both can serve two additional full terms. Steve Crowley, Library Director, has endorsed their reappointments.

As both applicants are the sole applicants and incumbent members, Staff requests that the Commission waive the 2<sup>nd</sup> meeting requirement and recommend to the County the appointment of Ruth E. Benjamin and Sara D. Pines its Library Board to represent the Palatka City Commission for a three year term to expire June, 2013.

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, II  
CITY MANAGER

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

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

**CITY OF PALATKA  
BOARD REAPPOINTMENT REQUEST**

I wish to apply for reappointment to the Putnam County Library Board.  
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: RUTH E. BENJAMIN # of years' prior service: 1  
 Residence 2113 Geary Ave. Phone: 386 325-9901  
 (911 Address) 2113 Geary Ave. Fax: \_\_\_\_\_  
 Business Name Retired Phone: \_\_\_\_\_  
 & Address \_\_\_\_\_ Fax: \_\_\_\_\_  
 (City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)

Preferred Mailing Address: \_\_\_\_\_  
 E-mail: rebenjay2003@yahoo.com Daytime Phone: 386 325-9901

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

Ruth Benjamin  
SIGNATURE OF APPLICANT

June 7, 2010  
DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Ms Benjamin has regular & Faithful attendance at the meetings I strongly support her reappointment

Chairman's/Director's Signature

[Signature]  
STEPHEN CROWLEY

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



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

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

### CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the Putnam County Library Board Board.  
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: SARA D Pines # of years' prior service: \_\_\_\_\_  
Residence \_\_\_\_\_ Phone: 386-530-2177  
(911 Address) 215 Fern Street, Palatka, FL 32177 Fax: \_\_\_\_\_  
Business Name \_\_\_\_\_ Phone: \_\_\_\_\_  
& Address n/a Fax: \_\_\_\_\_  
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)  
Preferred Mailing Address: PO Box 2165, Palatka, FL 32178-2165

E-mail: sarapines@hotmail.com Daytime Phone: 386-530-2177 Cell #: 904-228-816

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

[Signature]  
SIGNATURE OF APPLICANT  
DATE 7 June 2010

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any) Ms Pines has regular and faithful at the meetings. I strongly support her reappointment

Chairman's/Director's Signature

[Signature]  
STEPHEN CROWLEY

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

LEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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

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

June 2, 2010

Steve Crowley  
Director of Libraries  
601 College Rd.  
Palatka FL 32177

Dear Steve:

The following Putnam County Library Board Members term will expire at the end of June, 2010:

Ruth E. Benjamin  
Sara D. Pines

The City Commission requests that the Board Chairman or Director have the members complete the enclosed Appointment Renewal Form indicating their continued interest in serving in this capacity. Please return these forms to City Hall by Tuesday, June 15, 2010, along with attendance records for this member, so that the Commission can consider the reappointment, term to expire June, 2013.

The City Commission will consider these appointments at their meeting on June 24, 2010 meeting which begins at 6:00 p.m. at the Palatka City Hall. **The Commission requests that this member be present for reappointment interviews.**

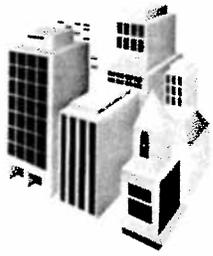
Sincerely,

Karen M. Venables  
Assistant City Clerk

KMV/s  
cc: Ruth E. Benjamin  
Sara D. Pines

# *Agenda Item*

*3d-1*



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

# Memorandum

**To:** City Commission  
**From:** Betsy Driggers, City Clerk  
**Date:** 6/17/2010  
**Re:** Palatka Historic Preservation Board Appointments

---

Per City Commission policy, the City advertised that the Commission was seeking applicants for open and/or term expiration positions on the Palatka Historic Preservation Board. Those positions are (1) a member with Architectural experience (2) a South Historic District Property Owner and (3) a North Historic District property owner. These are for term expirations.

Robert Goodwin, member with architectural experience, and Roberta Correa, South Historic District Property Owner, both incumbents, have applied for reappointment to this Board. They are the sole applicants.

Vicky Mast, the North Historic Property Owner member, chose not to apply to reappointment to this Board; therefore, this position is vacant. One applicant, Elizabeth Van Rensburg, has applied for appointment to this position.

Policy calls for applicants' interviews at the commission meeting prior to appointments. Since Mr. Goodwin and Mrs. Correa are the incumbents and sole applicants for their positions, and Mrs. Van Rensburg is the sole applicant for the remaining position, it is Staff's recommendation to waive the 2<sup>nd</sup> meeting requirement and appoint as follows:

1. Reappoint Robert Goodwin as member with Architectural experience and Roberta Correa as South Historic District Property Owner Member to the Palatka Historic Preservation Board for three-year terms, to expire June, 2013; and
2. Appoint Elizabeth Van Rensburg as North Historic District Property Owner Member to the Palatka Historic Preservation Board for a three- year term to expire June, 2013.

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



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

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

### CITY OF PALATKA BOARD REAPPOINTMENT REQUEST

I wish to apply for reappointment to the PALATKA HISTORIC PRESERVATION Board.  
I understand that I will continue to serve in a volunteer capacity on this advisory board.

MEMBER: ROBERT C. GOODWIN # of years' prior service: 3  
Residence 111 JAFFA RD CRESCENT CITY Phone: (386) 698-1522  
(911 Address) 111 JAFFA RD CRESCENT CITY Fax: N/A  
Business Name CRG ARCHITECTS/PALATKA, INC. Phone: 325-0213  
& Address 216A ST. JOHNS AVE, PALATKA Fax: 328-1401  
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)  
Preferred Mailing Address: P.O. BOX 1863, PALATKA, FL 32178  
E-mail: crgarchitects@comcast.net Daytime Phone: 325-0213

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

*Robert C. Goodwin*

SIGNATURE OF APPLICANT

6/8/10  
DATE

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

CHAIRMAN/DIRECTOR'S COMMENTS (if any)

Chairman's/Director's Signature

KARL N. FLAGG  
MAYOR-COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER



ELWIN C. "WOODY" BOYNTON, II  
CITY MANAGER

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD E. HOLMES  
CITY ATTORNEY

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

**CITY OF PALATKA  
BOARD REAPPOINTMENT REQUEST**

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

MEMBER: Roberta M. Correa # of years' prior service: 2  
 Residence 703 Emmett Street Phone: (386) 325-9418  
 (911 Address) Palatka, FL 32177 Fax: (860) 377-8936  
 Business Name & Address Palatka, FL 32177 Phone: (860) 377-8936  
 Fax: (860) 377-8936  
 (City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance)  
 Preferred Mailing Address: See above

E-mail: rmi.correa@palatka.com Daytime Phone: (860) 377-8936

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

Roberta M. Correa  
SIGNATURE OF APPLICANT DATE June 3, 2010

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

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

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



KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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.*

June 2, 2010

Mrs. Debbie Banks, Building & Zoning Administrator  
205 N. 2<sup>nd</sup> Street  
Palatka FL 32177

Dear Debbie:

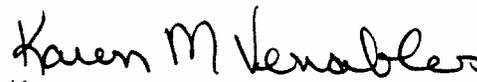
The following Palatka Historic Preservation Board Members' terms will expire in June, 2010:

Robert Goodwin (Architect)  
Roberta Correa (Property Owner-South Historic District)  
Vicki Mast (Property Owner-North Historic District)

The City Commission requests that the Board Chairman or Director have these members complete the enclosed Appointment Renewal Form indicating their continued interest in serving in this capacity. Please return these forms to City Hall by Tuesday, June 15, 2010, along with attendance records for these members, so that the Commission can consider their reappointment to another three-year term to expire June, 2013.

These reappointments will be on the City Commission agenda for consideration on June 24, 2010 at 6:00 p.m. at Palatka City Hall. **The Commission requests that these members be present for interview.**

Sincerely,

  
Karen M. Venables  
Assistant City Clerk

cc: City Commission  
Robert Goodwin  
Roberta Correa  
Vicki Mast

DeVey

June 11, 2010

RE: Historic Preservation Board Re-Appointment

Deena McCamey  
City of Palatka  
201 N. 2<sup>nd</sup> Street  
Palatka, Florida 32177

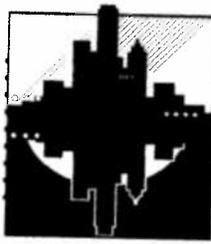
Dear Deena:

This is to follow up our recent conversation concerning my Re-Appointment to the Historic Preservation Board. My term will expire at the end of June, 2010.

I have enjoyed serving on the Historic Board, but at this time I will not be seeking Re-Appointment. It is my hope that I will be able to seek another term in the future.

Thank you and the City Commission for your consideration.

Sincerely,  
  
Vicki E. Vaughn-Mast



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

# Fax Transmittal

**To:** Local Press & Interested Parties      **Fax:** e-mail round

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**From:** Karen Venables, Asst. City Clerk      **Date:** 5-25-10

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**Re:** Historic Preservation Board      **Pages:** 1  
Vacancy

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Urgent       For Review       Please Comment       Please Reply       Please Recycle

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•      •      •      •      •      •      •      •      •

### FOR IMMEDIATE RELEASE:

The City of Palatka is now accepting applications for appointment to its Historic Preservation Board for (1) member with a legal background and (1) property owner - North Historic District. These members are appointed by the Palatka City Commission. Applications will be accepted until the position is filled. Applicants who reside within the corporate limits of the City of Palatka will be given preference.

The purpose of this Board is to preserve and enhance the character of the historic districts. Historic Preservation Board Members serve three-year terms and meet at City Hall on the 1<sup>st</sup> Thursday of each month at 4:00 p.m. Members enforce and have jurisdiction over certain provisions of the Palatka Municipal Code, which relate to issuing certificates of appropriateness on construction and/or renovations, and monitoring for compliance with building codes. A complete description of this Board's mission and duties is available at City Hall.

Applications can be picked up at Palatka City Hall, 201 N. 2<sup>nd</sup> Street, Palatka. For more information, please contact Betsy Driggers, City Hall, at 386-329-0100, or Debbie Banks, Building & Zoning, at 386-329-0103.

• • • • •

May 29, 2009

PALATKA HISTORIC PRESERVATION BOARD  
Orig. Board Appointed June 23, 1983  
3-Year Terms  
Meets 1st Thursdays - 4:00 P.M.

Appt. Date			TERM
5/28/09 (Remainder of 3 yr.) Resigned 11-12-09	Attorney Vacant		June 2011
5/24/07	Architect Robert C. Goodwin P.O. Box 1863 Palatka, FL 32178	<a href="mailto:CRGARCHITECTS@SE.RR.COM">CRGARCHITECTS@SE.RR.COM</a> hm698-1522 / wk325-0213 328-1401 fax	June 2010
10/23/08	Property Owner - So. Hist. Dist. Roberta Correa 703 Emmett Street Palatka, FL 32177	<a href="mailto:rmicorrea@yahoo.com">rmicorrea@yahoo.com</a> hm328-9418 / wk860-377-8936	June 2010
7/31/07	Property Owner – No. Hist. Dist. Vacant		June 2010
6/23/05	Real Estate Broker Lynda Little Crabill P. O. Box 163 Palatka, FL 32178-0163	<a href="mailto:lflc61223@gbso.net">lflc61223@gbso.net</a> hm 326-1537 / cell 546-2400	June 2011
6/23/05	Alternate Lynn H. Braddy 614 River Street Palatka, FL 32177	<a href="mailto:lynnbraddy@bellsouth.net">lynnbraddy@bellsouth.net</a> hm 328-9878 / cell 386-916-6883 day# 328-7170 / fax 328-7323	June 2011
5/22/03	Member Putnam County Historical Society Larry F. Beaton 627 Crill Avenue Palatka, FL 32177	<a href="mailto:beaton@flcin.net">beaton@flcin.net</a> wk 329-0811 / hm 325-7624 fax 329-0893	June 2012
2-14-08	Contractor Mark Miles 3132 Fortune Way, #D-30 Wellington, FL 33414	<a href="mailto:M6039@aol.com">M6039@aol.com</a> cell 561-722-7195 / fax 561-798-3416 day# 561-722-7195 / wk 329-9669	June 2012

Ord. #82-8 adopted 4/23/82 (orig. ord.)

Ord. #83-7 adopted 3/24/83 (established board)

Ord. #83-27 adopted 11/10/83 (changed name of board)

Ord. #87-22 adopted 8/27/87 (added an alternate to board)

Ord. #89-7 adopted 7/13/89 (increased members to eight)

Ord # 02-01 adopted 1/10/02 (decreased members to seven plus one alternate – removed beautification council member)

*Agenda  
Item*

*3d-2*

KARL N. FLAGG  
MAYOR - COMMISSIONER

MARY LAWSON BROWN  
VICE MAYOR - COMMISSIONER

ALLEGRA KITCHENS  
COMMISSIONER

VERNON MYERS  
COMMISSIONER

JAMES NORWOOD, JR.  
COMMISSIONER



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

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

BETSY JORDAN DRIGGERS  
CITY CLERK

RUBY M. WILLIAMS  
FINANCE DIRECTOR

GARY S. GETCHELL  
CHIEF OF POLICE

MICHAEL LAMBERT  
CHIEF FIRE DEPT.

DONALD B. HOLMES  
CITY ATTORNEY

### CITY OF PALATKA ADVISORY BOARD APPLICATION

I wish to apply for appointment to the Palatka Historical Board.  
I understand that, if appointed, I will serve in a volunteer capacity on this advisory board.

APPLICANT: Elizabeth M. van Rensburg (Must be at least 18 yrs. old)  
Residence 310 North 3rd Street. Palatka Phone: 904-377-5044  
(911 Address) 310 North 3rd Street. Palatka Fax: 386-328-6890

Business Name Latitudes N.E. Florida P.O. Box 4034  
& Address St. Augustine 32085 Phone: 904-819-0801  
(City Residents or business/property owners will be given preference when board member residency is not specified by statute or city ordinance) Fax: 386-328-6890

Preferred Mailing Address: 310 North 3rd St. Palatka Florida 32177  
E-mail: elizabeth@latitudes  
ne.florida.com Daytime Phone: 904-377-5044

PROFESSIONAL QUALIFICATIONS (Include occupation - attach additional sheet if necessary)  
co. owner Latitudes N.E. Florida General Contracting  
North Historic District Property Owner  
see attached.

OTHER COMMENTS OR INFORMATION:  
see attached.

AGREEMENT: by filling this document, I agree and understand that this document becomes a part of the official records of the City of Palatka, and I hereby certify that all the information contained herein is true, to the best of my knowledge. I also understand that, if appointed, the State of Florida may require me to file a financial disclosure with the Putnam Co. Supervisor of Elections within thirty (30) days of my appointment, and each year thereafter, covering my term of appointment.

Elizabeth M. van Rensburg  
SIGNATURE OF APPLICANT DATE 6/16/10

Applicants will be interviewed by the Palatka City Commission during regular public meetings.

## Elizabeth M. van Rensburg - Community Involvement

### Palatka Code Enforcement Board

-Member Fall 2009-current

### Palatka Historic Northside Neighborhood Association (PHNNA)

-President 2010-2011

-Northside Chairman; Holiday Tour of Homes 2009 & 2010

### Putnam County Historical Society Board of Directors

- Society Secretary (2<sup>ND</sup> term)

-House Committee Co-Chair

-Museum Volunteer

### Woman's Club of Palatka Board of Directors

- Club Secretary (3<sup>rd</sup> term)

- Chair Reporting

-District 4 LEADS Representative

-Club Liaison to Palatka Police Department

### St. Johns County Friends of the Library

-Special Events Coordinator

### Florida Trust for Historic Preservation

### National Trust for Historic Preservation

### Friends of the Ximenez-Fatio House Museum

-Sustaining Member

**ELIZABETH M. VAN RENSBURG**

**310 NORTH THIRD STREET \* PALATKA, FLORIDA 32177**

16 June 2010

City of Palatka; Betsy Driggers

201 North 2<sup>nd</sup> Street

Palatka, Florida 32177

Dear Ms. Driggers,

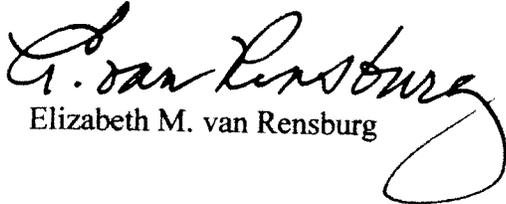
Please find enclosed my application and resume I submit for the position of North Historic District Representative on the Palatka Historic Board. I first expressed an interest in serving on this board last Fall. At that time, no position was available. At your suggestion I instead applied to serve on the Palatka Code Enforcement Board and was accepted.

I have enjoyed my time on the Code Enforcement Board and feel as though it has been a positive learning experience. My calling, however, lies in historical restoration and preservation.

Should I be appointed to serve on the Palatka Historical Board, please consider this letter to be my resignation from the Code Enforcement Board.

Thank you for your consideration.

Sincerely,

  
Elizabeth M. van Rensburg

Agenda  
Item

\*\*4

See  
Separate  
Cover

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

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

**To:** Mayor Flagg, City Commissioners

**From:** Woody Boynton, City Manager

**Date:** June 21, 2010

**RE:** Palatka Golf Club 90-Day Reorganization Submittal

---

Attached you will find the Palatka Golf Club 90-Day Reorganization Submittal from the Bobby Weed Golf Design Group (BWGD). This submittal/report was required as part of the Service Agreement we signed with BWGD in March 2010. At the time of the negotiations and discussions held with the commission in open session, it was determined that the BWDG should have 90-days to evaluate all facets of the golf course operations including an overview of personnel and report these findings to the commission.

Having been actively involved with the BWDG during these past 90-days, the golf course has undergone many cosmetic and aesthetic changes in and around the clubhouse. The capital improvements that were discussed regarding the golf course itself have started and as you can see from the report the cost of these improvements should cost significantly less than what was originally estimated in March 2010. In addition, after reviewing the scope of services in the Agreement and evaluating the items completed by the BWDG on page 10 of the report, it is my opinion that positive significant progress is being made at the golf course. This is validated by comments I receive from time to time when at the golf course or here at City Hall.

One of the major concerns that we needed to address at the golf course in addition to the above was the existing monetary losses associated with operating the golf course. I commend the BWDG for maintaining the golf course (while improving play) within the budget that was set in October 2009, however, as we knew during discussions with the BWDG that the Golf Club had lost money in the first quarter of the budget cycle and it was discussed that it would take at least 3-years for the Golf Club to show a net profit. To that end the BWDG has begun to look at ways to reduce operating costs during this 3-year transition. Their first finding is that the city could save approximately \$44,000 by switching from the current staffing to a Professional Employer Organization (PEO). This idea was also discussed during negotiations and identified as a viable option if the 90-Day Report confirmed that a PEO was economically feasible.

As you see from the report and as I mention above switching to a PEO will save the City money and would justify over 40% of the Service Agreement signed with the BWDG. In addition, the BWDG is looking at other cost saving ideas to further reduce recurring operating costs. Matt Reynolds is still working with SunTrust to determine if the loan can be restructured and conversations are still ongoing with the County and Chamber to determine what if any role they can play at the Golf Course. With the capital improvements being made, it is also my opinion that we should meet our goal of a self sustaining golf course in 6-years. However, to assist the City in this endeavor, it is my opinion that we accept the BWDG's recommendation and switch to a PEO.

I know for some (including myself) this is a hard decision, but it is also the right decision if we are sincere in making the golf course a self-sustaining enterprise. When we entered into the Agreement with the BWDG, we knew at that time, we did not have the expertise to evaluate all aspects of the golf course operations and that professional services were required to make these evaluations and recommend to the City staff and the City Commission on a new direction. It is my understanding that all current staff members will be allowed to apply for the proposed positions and if qualified will be retained by the PEO. In addition and if a position becomes available within the City we will look to hire current golf course employees in those positions should they decide that they do not want to apply through the PEO. I will note that at this time no positions are currently open.

I apologize for not being at the meeting to answer any administrative questions that may arise, however as I discussed with the Mayor I will stand by a phone should it be necessary. I fully supported the decision we made in March 2010 to enter into Agreement with the BWDG and I support there recommendation to move forward with a PEO.

Should you have any questions please call.

# PALATKA GOLF CLUB

90-DAY REORGANIZATION SUBMITTAL

MAY 31, 2010



BOBBY  
WEED  
GOLF  
DESIGN



T2 Golf  
SOLUTIONS

May 31, 2010

Elwin C. "Woody" Boynton, Jr., City Manager  
City of Palatka  
201 N. 2<sup>nd</sup> St.  
Palatka, FL 32177

Dear Woody:

Pursuant our March 1, 2010 agreement, this letter serves as our formal response and conclusion to our obligations as outlined in Article 3.2. We are using this contractual milestone to offer the following information:

1. Present the highlights, positive and negative, of the last 90 days.
2. Present definitive recommendations on the restructuring of staffing positions within the current departments and the opportunity offered by the use of a PEO in that process,
  - a. Restructuring the staff into a PEO will allow us to maximize the efficiency of our management, give additional support to the personnel working within its structure and provide an opportunity to reduce the cash loss of the facility by an estimated \$44,000 annually, as compared to the existing payroll.
  - b. Present AlphaStaff as BWGD-Palatka, Inc's selection as the preferred PEO for all human resource needs of the Palatka Golf Club.
    - i. AlphaStaff is a Florida based company.
    - ii. AlphaStaff is only 1 of 23 firms that are ESAC and EPLI accredited firms of the thousands of PEO's around the nation.
    - iii. AlphaStaff is licensed and bonded in the State of Florida which gives the City of Palatka the assurances of a reputable and competent company.

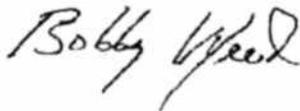
- iv. Supporting documents are attached for your review.
4. Present the current status of recommendations related to the capital improvement of the course. This work has begun and will add value to the asset, offering an opportunity to grow revenue, rounds and marketing attention. We continue to work with the City Manager to complete the work with austere resources that are already available to the City.

We are excited to move forward and believe AlphaStaff is the best company to fit all our needs. They will provide the security, assurances and the protection the City of Palatka desires to successfully transition to this new model and reduce the cash losses of the facility.

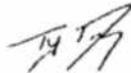
Following your review of these materials, we will seek approval from the commission on the opportunity to improve our position toward profitability by the direct use of a PEO.

With regards,

**BWGD-Palatka, Inc.**



Bobby Weed, ASGCA



Ty Day, PGA

Enc.

**Palatka Golf Club**  
90-Day Analysis and Recommendations

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**I. Last 90 day Highlights**

**Revenue \$203,000 vs. \$202,000 a year ago** – As a benchmark, PGA PerformanceTRAC, which monitors golf course revenue in conjunction with the National Golf Course Owners Association of America, reports that Municipal/Military and University courses in the North Florida region reported revenue declines of 8.4% over this same period as compared to 2009.

- **March \$88,000 vs. \$92,000 (2009)**
  - Initiated procedures to increase revenue, improve aesthetics of the clubhouse interior and exterior, and implement procedures to collect data about the facility's operation. Staff was excited, motivated and executed directives as referenced in Site Visit Reports in the month of March.
  - Azalea & Sr. Azalea participation was at a high point and the comments about green conditions were favorable.
- **April \$67,000 vs. \$60,000 (2009)**
  - Implemented a comprehensive fertilization and cultural practices program on tees, greens and fairways, resulting in improved the playing conditions of the facility, continued to implement procedures that improved the play and revenues over 2009.
  - Staff was very excited with the execution of various directives that were improving the facility on a daily basis.
- **May \$48,000 vs. \$50,000 (2009)**
  - Realized significantly improved playing conditions, installed a new, up-to-date Point Of Sale system to help market and track play, leading to increase rounds and revenue.
  - As the expectations for the staff and the complexity of their tasks increase, there is reduced execution of the directives issued to improve the facility. Corrective and/or disciplinary actions have been taken. Staff is resisting additional directives to improve the facility.

**On-site presence** – Bobby Weed has been on-site 26 days or an average 2 days/week.  
Ty Day has been on-site 22 days, or an average of 1.7 days/week.  
Ted Hunker has been on-site 10 days.

**Course Conditions** – The oversight of Bobby Weed & Ted Hunker and the implementation of new, regular cultural practices on the golf course has noticeably improved playing conditions. Specific steps included:

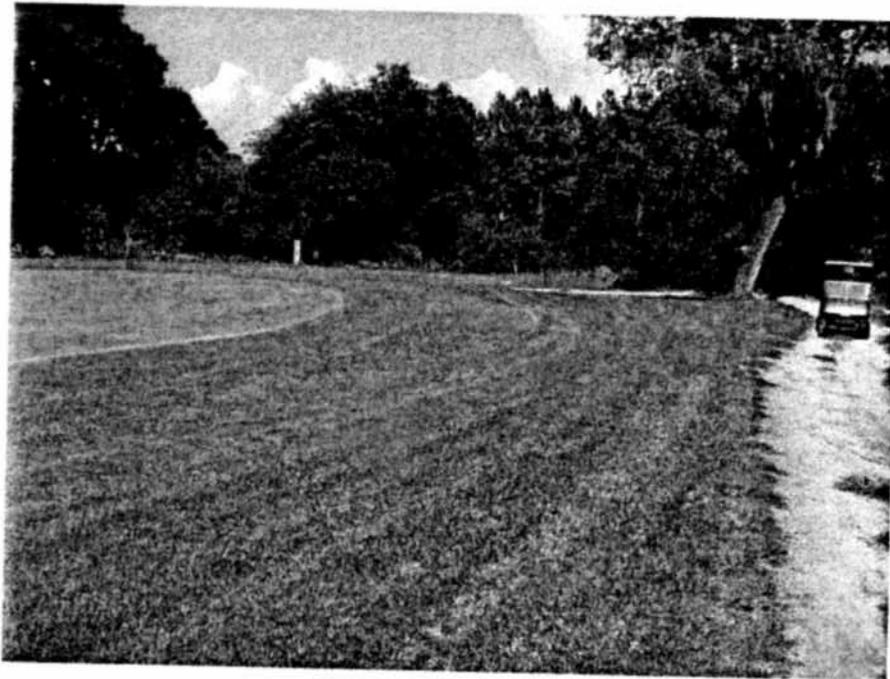
- Comprehensive soil and water tests to develop a site-specific fertilization program
- Regular, weekly applications of fertilizer on all in-play areas, incorporated Agricultural grade fertilizers where possible to be cost conscious.
- Incorporated a more curative based program for pesticides, rather than a broad, preventative one.
- Weekly topdressing and verticutting of greens.
- Aerified the greens

The principals and staff have received favorable comments directly,

- *"This is the best the course has been in 10 years"* – Ronnie Tumlin
- *"The fairways are now as good as any private course in Jacksonville"* - Dr. John Wolfendon



*Here is the condition of the right side of #15 green when management began....*



*....and here is the condition today.*

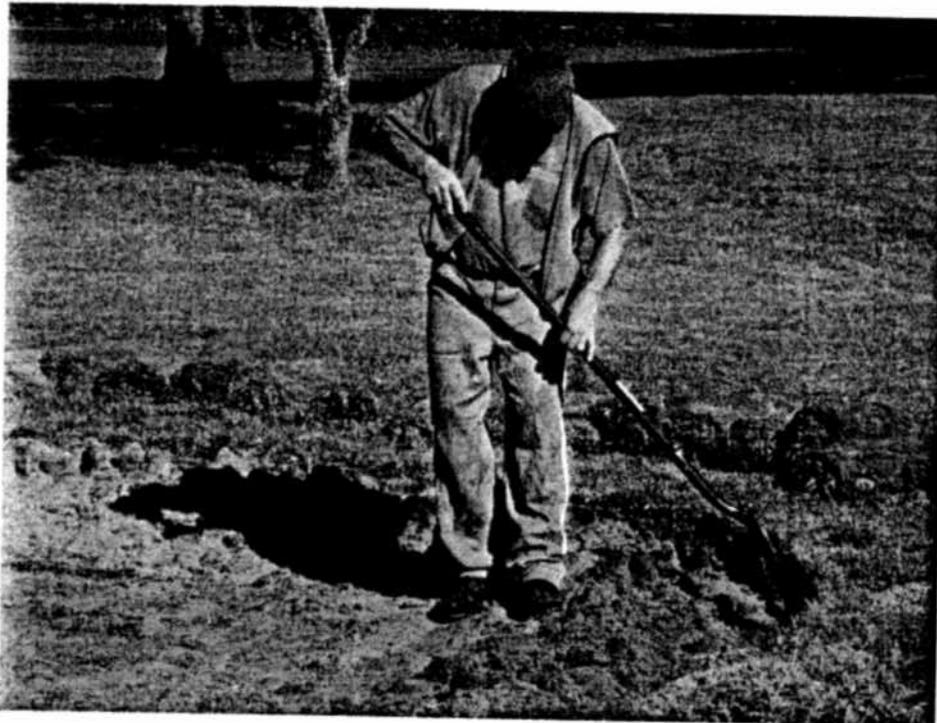
**Capital Improvement Work** – The reconstruction of the golf course bunkers has begun (hole #18), and a complete plan for capital improvements has been prepared and is included in this report. An experienced golf course shaper has been hired as project foreman.



*Removing the sod.*



*Harvesting the subsurface sand – a precious and significantly valuable asset.*



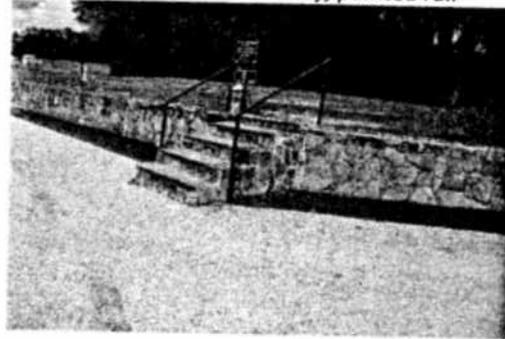
*Cutting in the edge at the limit of the newly expanded bunker.*

**Clubhouse area work** – The aesthetics of the clubhouse area have been improved, repainting the Clubhouse has begun, non-functioning items have been removed and the general condition of the asset has improved.

#6 Tee Before

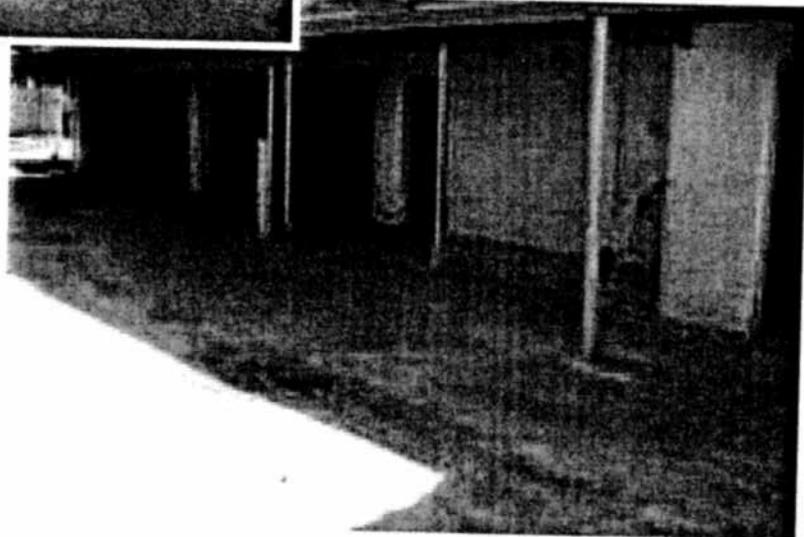


#6 Tee After – debris cleaned, garbage pail removed  
new overlay, painted rail



*One of our early observations concerned the appearance in and around the cart barn (above).*

*Today, with new trim paint and new protocols that staff maintains, the area is kept swept and is free from debris & clutter.*



**Staff Meetings** - Now being conducted weekly with the department heads of the facility. Minutes are being taken and the actions of the site visits are being communicated to the employees. During these meetings, weekly goals are being set and communication among the department heads will hopefully facilitate better service at the facility.

**Benchmarking** has been started and collection of data will allow us to make better decisions going forward. Daily revenue reports are produced showing when, and how revenue is recorded.

**Golf Car Manual** – Installed a comprehensive Golf Car program that will allow us track expenses and maintenance records on each car. This will also serve as a training manual to improve customer service and protect one of the largest expenditures a club will make.

**Staffing** – Implemented manager staffing on the weekends at the facility. Previously the largest volume day (Saturday per our Rounds by Day Report) was being operated by an hourly employee and clubhouse managers were not on site during this day. Managers must be on duty during the highest demand days of the facility (Fri –Sun) and during the highest demand hours of the facility (9am – 6pm).

**Website** – In the coming month we will have a new website that will allow us to better communicate and market the facility with no additional costs.

**Projection Report** – Implemented a projection report filled out by staff, which will allow us to forecast our revenues and expenses to ensure the facility is being managed profitably on a day to day basis.

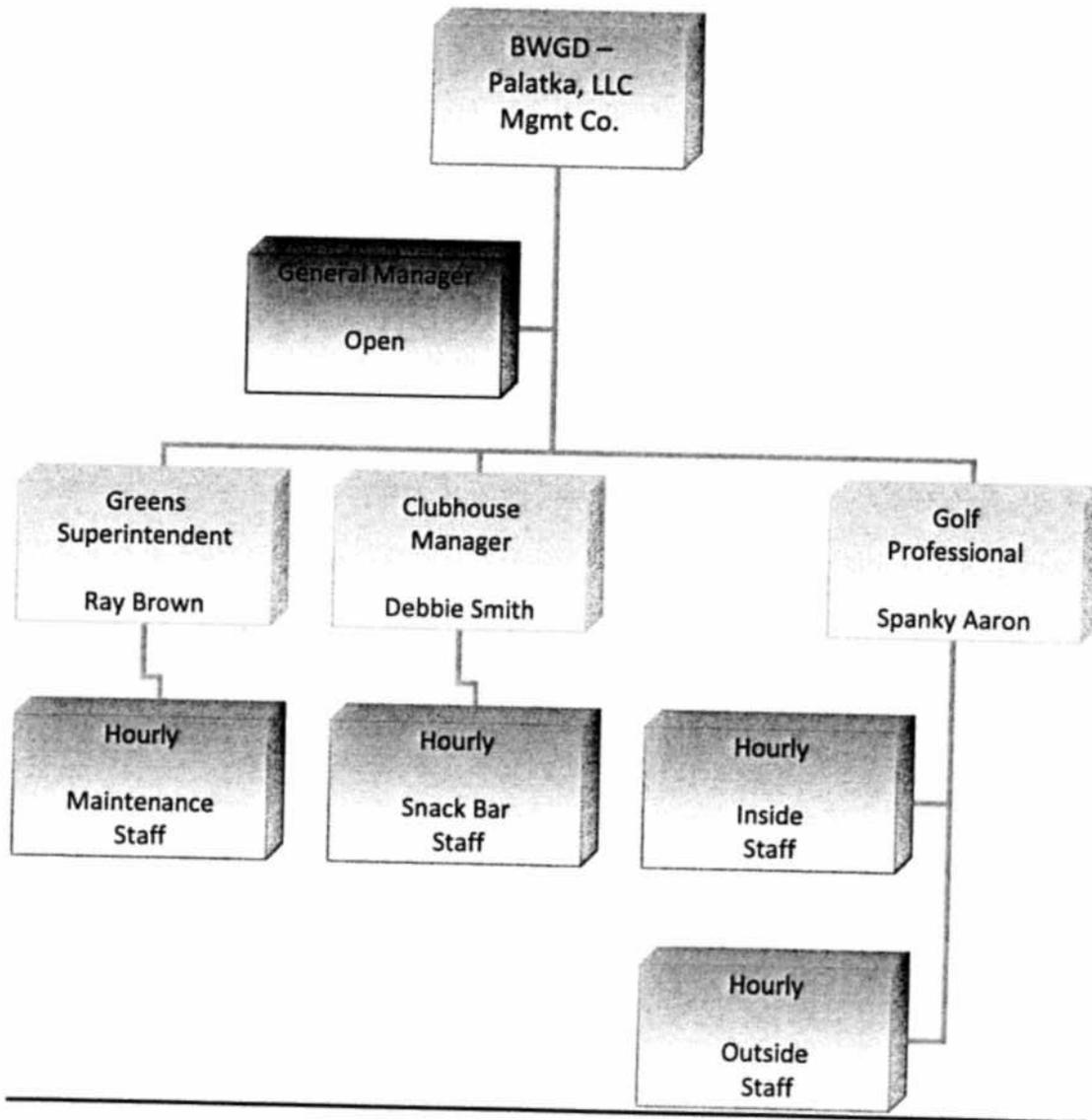
**POS** – Successfully implemented the new POS System, which is working without incident. Staff is trained and working on improving their training as we go along. Data is being collected with over 1000 full names, address and emails in the first two months of operation. Coordinated the set-up of and staff training for the system, resulting in an estimated savings to the City of \$5,000.

**Physical Inventory** – Now conducting physical inventories monthly to ensure the security and reduction of costs per department.

**Customer Database** – Collected over 1000 customers in our database in the last 45 days. Previously, not 1 customers information was collected in the previous 4 years of management.

**Marketing** – Gave out over 800 opportunities to bring a twosome out to the golf course over two days at the Blue Crab Festival. Previously the Palatka Golf Club has had not representation or marketing during this event.

**II. Organization Chart of Current Personnel Positions**



### **III. Description of Current Personnel and Positions**

#### *General Manager*

The general manager is responsible for the entire operation and the leadership of the other department heads at the facility on a daily basis. The certification, accreditation or prior experience expected from someone in this position would range from CMAA (Club Managers Association of America), PGA (Professional Golfers Association of America) or prior general managerial experience. The position is effectively open, although certain duties are performed by Mike "Spanky" Aaron.

Spanky has the perception from the customer as the responsible party at the facility, but currently does not perform many of the duties generally associated with the position of general manager. Until our management of the facility, there were no staff meetings conducted on a weekly basis and the form of management was based on delegating "to do" lists to the other department heads. The other department heads made their own schedules and reported to themselves with little to no oversight by Spanky.

Spanky has not had any prior work experience as a general manager, formalized training, nor has he any extensive experience in managing multiple employees. He currently holds no certifications, accreditations or prior experience that would likely qualify him to hold a similar position at another facility.

#### *Head Golf Professional*

The head golf professional position is typically responsible for the entire inside golf operation and reports directly to the general manager of the facility. The certification, accreditation or prior experience of someone in this position would range from PGA (Professional Golfers' Association of America), PGCC (Professional Golfers' Career College) or some prior head golf professional experience. At Palatka Golf Club, this position is currently being filled by Mike "Spanky" Aaron, who has served 4 years in this role, commencing in April 2006.

Spanky oversees the golf operation. Industry standards and best practices were not being implemented. There has been little to no documented training or standardization of the golf facility's operation. No operating benchmarks had been established, and for the exception of the Men's Golf Association, customer demographic information has not been collected in the years of his management. The management of the current golf car fleet is indicative of the typical results: the non-adherence to best practices such as golf car rotation, maintenance and recordkeeping has led to uneven wear on the fleet, non-

functioning chargers and voided warranties on items leading to additional costs that could have been avoided by the use of best practices.

Spanky's execution of the golf professional's role is based primarily on his soft (people) skills. He is familiar and has a welcoming presence to the regular patrons of the course. Spanky's hard (technical) skills are limited. His ability to play the game and his experience in this position are his chief attributes. He currently holds no certifications, accreditations or formalized training. He does provide a good tournament/outing experience from his knowledge as a fellow player and his know-how from previous events.

#### *Golf Course Superintendent*

The golf course superintendent is responsible for the entire golf course operation and reports directly to the general manager of the facility. The certification, accreditation or prior experience of someone in this position would range from GCSAA (Golf Course Superintendent Association of America), ASA (American Society of Agronomy) or some prior head greens superintendent experience. This position at Palatka Golf Club is currently filled by Ray Brown.

As the head greens superintendent, Ray oversees the current agronomy operation and delegates routine maintenance tasks on a daily basis. During our management of the facility, we have begun to implement industry standards and best practices, including a regular schedule of cultural practices. Ray is putting in the necessary hard work to overcome his limited skill set as well as the limitations of the size and skills of his hourly staff.

Ray's execution of this position is above average due to his hard work, mechanical skills and limited knowledge of agronomy from his job experience. He currently holds no certifications, accreditations or formalized training in the agronomy industry. Ray has an ability to generally grasp onto and adapt to basic agronomic practices. He has been taking our direction very well, but does not synthesize this direction into more critical and independent thinking that leads to his direction and management of the operation.

#### *Clubhouse Manager*

The clubhouse manager is responsible for the entire clubhouse operation (including food and beverage) and reports directly to the general manager of the facility. The certification, accreditation or prior experience would range from CMAA (Club Managers Association of America), CIA (Culinary Institute of America) or some prior clubhouse or

food and beverage managerial experience. This position is currently being filled by Debbie Smith.

Debbie oversees the food and beverage operation, scheduling of employees and sometimes splits time behind the golf shop counter. Most industry standards and best practices are not being conducted in the food and beverage operation. There has been little to no documented training or standardization of the food and beverage operation. No benchmarks have been established for the comparison of monthly sales, expenses or trends. There is an absence of goals and a lack of general promotion or innovation in the food and beverage operation. Further, we do not believe that the time demands of this position require an exclusive focus on the F&B operation. However - in our opinion - shared duties with the Pro Shop staff is not the highest or best use of the capabilities of the department head in this position.

Debbie's execution of this position is based primarily on her limited hard (technical) skills which stem from her experience in this position, and the support of the other F&B employees. Debbie's soft (people) skills are limited and the atmosphere that is created is not the most customer or service oriented. She has not expressed significant motivation to change the mode of service and thinking. She currently holds no certifications, accreditations or formalized training in this industry other than a ServeSafe Handler's License. The work environment for her employees and customers is safe and clean. Food quality is above average for the price point, but sales and training is average to below average.

#### *Other Hourly Staff*

The remaining inside operation staff is generally motivated and earnest. Andrea in particular has exhibited a high level of motivation and capability, and we believe that employees like her can blossom under the right guidance system.

The hourly maintenance employees are also honest and earnest, but golf course conditions are hampered by the frailty and health issues exhibited by this staff. The result is that Ray is performing nearly all the functions that require any level of technical skill or oversight. The removal of the hourly Works Plus labor has exacerbated this issue, right at the height of the growing season. There is no one responsible for upkeep of the equipment fleet.

The retention of the current hourly maintenance staff in the same functions will not likely result in improved course conditions, even under better management. We are motivated to increase the size of the staff over time and to replace and/or move the current staff into less significant roles that do not impact course conditions directly or do not require the same level of technical skill or oversight.

#### **IV. Current Payroll by Position**

##### ***Administrative***

<b>Position</b>	<b>Employee Name</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>2009 Wages</b>
GM	Open	Salary - Exempt	\$0	
CH Manager	Debbie Smith	Hourly - Non-Exempt	\$12.25	\$25,482

##### ***Golf Operations Hours: 7:00am - 5:00pm***

<b>Position</b>	<b>Employee Name</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>2009 Wages</b>
GM	Mike Aaron	Salary - Exempt	\$18.81	\$39,124
Pro Shop	Andrea Yagecic	Hourly - Non-Exempt	\$ 7.93	\$16,505
Pro Shop	Debbie Smith	Hourly - Non-Exempt	\$12.25	See Above
Carts	Phillip Young	Hourly - Non-Exempt	\$ 7.75	
Carts	Kenneth Johnson	Hourly - Non-Exempt	\$ 7.75	
Carts	Volunteer		\$0	

##### ***F & B Operations Hours: 10:00am - 8:00pm***

<b>Position</b>	<b>Employee Name</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>2009 Wages</b>
F & B Manager	Debbie Smith	Hourly - Non-Exempt	\$11.75	See Above
F & B Counter	Necia Bohannan	Hourly - Non-Exempt	\$10.12	\$21,053
F & B Counter	Andrea Yagecic	Hourly - Non-Exempt	\$ 7.93	\$16,505
F & B Counter	Marian Vitale	Hourly - Non-Exempt	\$0	Works Plus

##### ***Maintenance Operations Hours: 6:30am - 2:30pm***

<b>Position</b>	<b>Employee Name</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>2009 Wages</b>
Superintendent	Ray Brown	Salary - Exempt	\$15.83	\$31,364
Laborer	Robert Wyche	Hourly - Non-Exempt	\$ 9.19	\$19,130
Laborer	Lori Porter	Hourly - Non-Exempt	\$ 7.75	\$16,122
Laborer	Glenn Simmons	Hourly - Non-Exempt	\$ 7.75	\$15,355
Laborer		Hourly - Non-Exempt	\$0	Works Plus

## V. Current Typical Staffing Schedule

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<b>Golf Shop Hours</b>	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm
<b>Golf Shop</b>							
Spanky	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	Off	7am – 10am
Debbie	7am – 5pm			7am – 2pm	7am – 1pm	7am – 5pm	
Andrea		11am-5pm					10am – 5pm
<b>Carts</b>							
<b>Volunteer</b>	Spanky	7am – 12pm	7am – 12pm	7am – 12pm	7am – 12pm		
Phillip			1pm - 9pm	1pm - 9pm	1pm - 9pm	7am – 3pm	7am – 3pm
Kenneth	3pm – 9pm	3pm – 9pm				3pm – 9pm	3pm – 9pm
<b>F &amp; B Hours</b>	10am–9pm	10am–9pm	10am–9pm	10am–9pm	10am–9pm	10am–9pm	10am–9pm
<b>F &amp; B</b>							
Debbie		10am-5pm					
Necia	10am-5pm			10am-5pm	10am-5pm	10am-5pm	10am-5pm
Mariam		3pm – 9pm	3pm – 9pm				3pm – 9pm
Andrea			10am-5pm	3pm – 9pm	3pm – 9pm	1pm - 9pm	
<b>Agronomy</b>							
Ray	6am- 3pm	6am- 3pm	6am- 3pm	6am- 3pm	6am- 3pm		
Robert	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 10am	
Glenn	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 10am	
Lori	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm		6am – 10am

### Comments:

1. Current wages are competitive, but the capabilities and/or motivation of the current department heads relative to what is available at the same total cost (wages & benefits) in the private sector is a point of weakness.
2. Key staff is off on the weekend, which is our busiest day and when conditions should be the best. Current staffing levels are based on level of events, not level of play.
3. Staffing is predicated on the needs of the staff, not the facility.

## **VI. Summary of Staff Restructuring**

Based on our analysis, it is our recommendation that the organizational structure of Palatka Golf Club be changed to accomplish two goals:

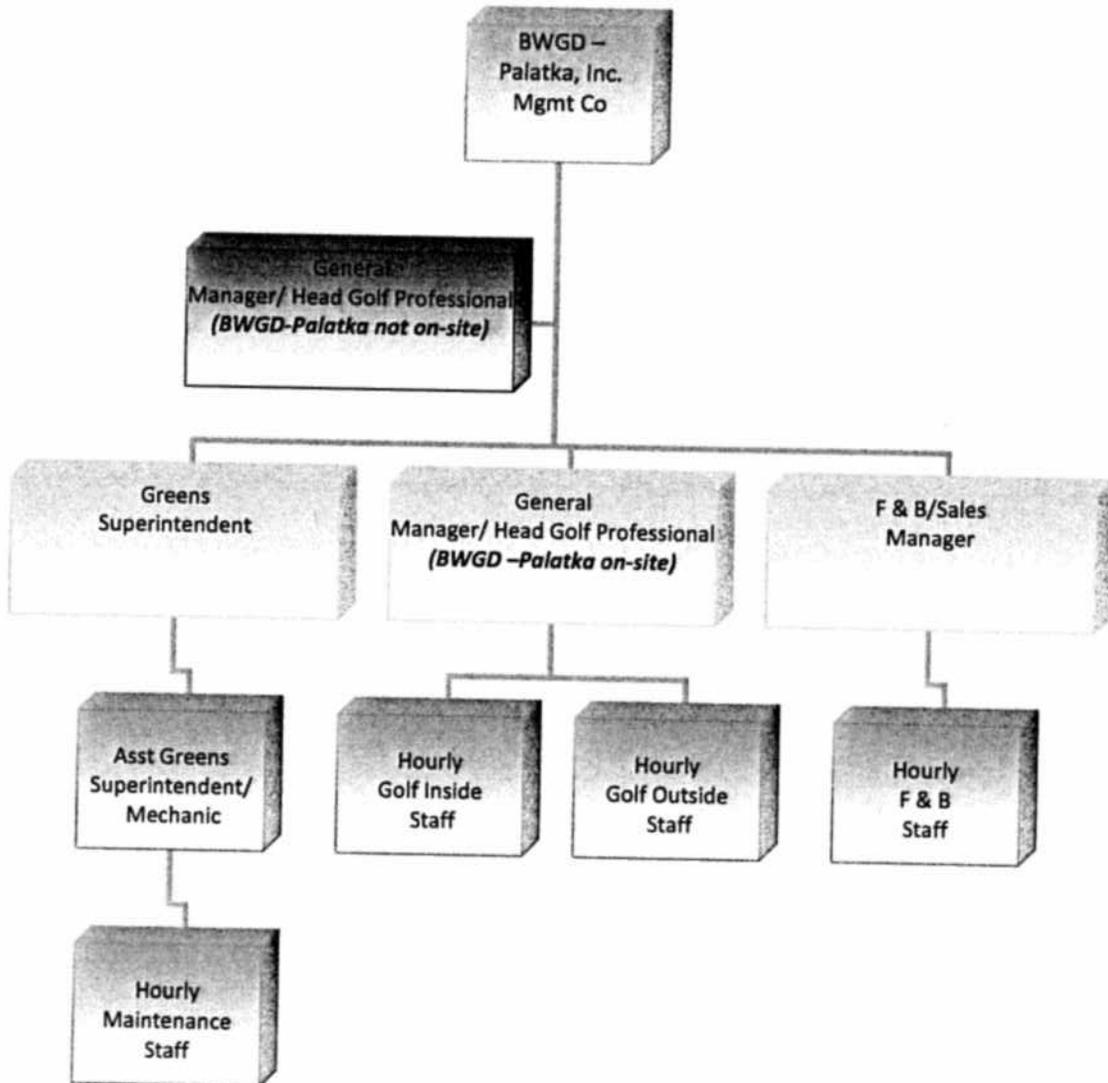
- (i) Develop positions with job descriptions, specific duties and preferred qualifications to ensure department heads possess the technical skills and leadership skills necessary to move the facility to profitability,
- (ii) Align current employees with positions that are more commensurate with their abilities and offer them opportunities for growth, as practicable.

Some employees will be moved into positions that better fit their skill sets and meet the qualifications of the position. Some employees may be eliminated due to (i) their skill set doesn't match the necessary job description or (ii) the employee will choose not to continue their employment based on the new requirements of their position. Existing employees that remain motivated will find themselves in a position to develop their professional skills and become a better asset for the City.

The basic steps that we recommend include:

1. Formation of a dual General Manager/Head Golf Professional position that is (i) directly accountable to BWGD-Palatka, Inc. for all aspects of the operation, (ii) has direct responsibility for operations on a daily basis and (iii) direct, mandated oversight over other department heads when BWGD-Palatka, Inc. is not present.
2. Formation of a dual F&B Manager/Sales Manager position that becomes the primary point of responsibility for enhancing the F&B operation, raising the profile/awareness of the facility through specific marketing and outreach efforts.
3. Formation of a new, dual Assistant Superintendent/Mechanics position that has direct responsibility for the upkeep and maintenance of the equipment.
4. Structuring the compensation package of new positions in an incentive-based manner so that department heads participate in the positive revenue growth of the facility.
5. Establish a mechanism to supplement the maintenance staff with volunteer and college level interns.

**VII. Organizational Chart of Proposed Personnel Positions**



## **VIII. Job Description of Proposed Personnel and Positions**

### **General Manager/Head Golf Professional**

**Position Concept:** To install a versatile, experienced, accredited and highly capable staff member that becomes the sole source of responsibility for all facility operations, golf operations, sales and marketing. The general manager /head golf professional would be responsible for all aspects of the golf operation while working cooperatively with other department managers. The GM/Head Golf Professional coordinates and administers BWGD-Palatka, Inc. policies and directives, develops operating policies and procedures in conjunction with BWGD-Palatka, Inc. and directs the work of all employees. The GM/Head Golf Professional implements and monitors the budget, monitors the quality of products and services and ensures maximum guest satisfaction. The GM/Head Golf Professional secures and protects assets, including financial, facilities and equipment.

This position would report directly to BWGD-Palatka, Inc.. In addition, the compensation package for this position should be highly incentivized, such that the General Manager/Head Golf Professional shares in the success of driving sales and revenue, including, (i) higher compensation for exceeding established benchmarks for rounds of golf, (ii) incentives for collecting and inputting guest data, (iii) and incentives for collecting website and corporate sponsors

#### **Specific Responsibilities (in conjunction with BWGD-Palatka, Inc.):**

- Develops / coordinates the development of long range and annual business plans.
- Develops / implements general policies.
- Approves specific operational policies, programs, and procedures in harmony with the mission and general policies.
- Monitors the performance of all daily operations, functions and services; assures high standards and total customer satisfaction.
- Establishes personnel policies; ensures proper hiring, training, supervising, personal development and corrective action in accordance with fair labor standards, safety and established policy.
- Ensures accurate recording of hourly labor and timely, accurate payroll processing.
- Oversees the development of operating procedures and training manuals.
- Develops emergency and safety procedures.
- Maintains active memberships in appropriate professional organizations.
- Coordinates the development of operating and capital budgets; monitors financial statements, reviews income and expenses relative to plans, implements corrective measures as needed, and reports status on a monthly basis.
- Manages and oversees all accounting, inventories, banking, audit procedures, cash flow, and establishes controls to safeguard funds and assets.
- Meets, greets, and welcomes prospective customers/ patrons.
- Oversee the rental and maintenance of golf cars.
- Oversee the reservation system, starting, and monitoring of play.
- Track and verify all players and guests, golf cars, club care, lockers, handicap fees, and other charges necessary, and facilitate proper controls.
- Oversee the administration of the handicap program.
- Enforce all rules and regulations governing golf course usage.
- Develop and manage an innovative tournament program that services all customer segments.
- Develop and oversee the golf instruction and golfer development programs for all customer segments.
- Oversee the operations of a well-managed practice facility.
- Assist in the marketing and promotion of new memberships and programmed play.

- Maintain and oversee a profitable merchandise concession that is consistent with patron demographics and needs.
- Establish sales goals and forecasts for all golf programs and services, monitor and analyze reports.
- Oversee all golf-related purchasing.
- Implement cash and systems controls to ensure the safekeeping of assets, inventory and resources.
- Oversee and approve all weekly golf staff time sheets /payroll, purchase orders, and invoices.
- Supervise physical inventories and the display of merchandise. Assist in the development of necessary systems to safeguard inventories
- Makes recommendations for capital improvements, supplies and equipment.
- Assures operational compliance with local, state, and federal laws.
- Maintains knowledge and compliance with all lease terms and contractual obligations.
- Oversees the care and maintenance of all physical assets and facilities.
- Coordinates the club's marketing and promotional programs to recruit members/patrons.
- Ensures the highest standards for golf services and programs, golf course and practice area, food and beverage, sports and recreation, entertainment and other club services.
- Establishes and monitors compliance with all purchasing policies and procedures.
- Compile information from market competition for comparison studies to properly position the facility in the marketplace.
- Ensures and initiates programs to provide members with a variety of innovative functions, programs and events.
- Oversees and works with department heads to schedule and supervise staffing.
- Conducts regularly scheduled staff meetings.

**Preferred Qualifications:**

- 4-year College Degree preferred (business management, finance, management, hospitality)
- Member in Good Standing: PGA, CMAA or comparable professional organization.
- Minimum 3 years prior experience as a head golf professional and hospitality management.
- Solid understanding of business fundamentals in a business environment.
- Successful in managing P&L's, budgets and the progressive financial management of facility.
- Proficient in computer knowledge and use of Microsoft applications.
- Experience with POS and tee time systems.
- Excellent time management, organization and prioritization skills.
- Excellent communication, leadership and employee development skills.
- Valid Driver's License.

## **F & B and Sales Manager**

**Position Concept:** This position will work cooperatively with other departments while reporting directly to the General Manager. The F & B and Sales Manager will oversee and manage all aspects of the F & B operation. This position is responsible for the development and performance of all sales activities in assigned market. The Sales Manager provides leadership towards the achievement of sales goals and establishes plans and strategies to expand the customer base in the marketing area through specific outreach efforts, including programmed play, leagues, and sponsorships.

In addition, the compensation package for this position should be highly incentivized, such that the Sales Managers in the success of driving sales and revenue, including, (i) higher compensation for exceeding established benchmarks related to tournament packages and programmed play, (ii) incentives for collecting and inputting guest data, (iii) and incentives for collecting website and corporate sponsors.

### **Specific Responsibilities:**

- Recruitment, hiring, training, and supervision of all staff including front and back of the house employees.
- Implementation of policies and procedures.
- Oversee all F & B services and operations.
- Ensures that all safety, sanitation and other standards are consistently met.
- Assures that all standard operating procedures for sales and cost control are in place and consistently utilized.
- Helps plan and approve external and internal marketing and sales promotion activities for the food and beverage operation.
- Manages the long-range staffing needs of the department.
- Approves all menus, product and pricing of department.
- Establishes quantity and quality of product standards are being met.
- Ensures that all legal requirements are consistently adhered to, including wage and hour and federal, state and/or local laws pertaining to alcoholic beverages.
- Researches and develops new products and the analysis of the cost/profit benefits.
- Implements policies and procedures for food and beverage department.
- Monitors the ordering and receiving program for products and supplies to ensure the proper quantity and price on all purchases.
- Reviews new techniques for food preparation and presentation in a manner and variety to maximize member and guest satisfaction and to minimize cost.
- Greets guests and oversees actual service on a routine, random basis.
- Develops on-going training programs for food production, service and bar production/service personnel.
- Continually works to ensure correct handling procedures to minimize china and glassware breakage and food waste.
- Personally handles guest complaints and advises the general manager about appropriate corrective actions taken.
- Develops interesting ways to promoting club functions.
- Maintains responsibility for sales, expenses and profit goals outlined in the Food and Beverage Department's operating plans/budgets.
- Responsible for the planning and implementing of procedures for special events and banquet functions. Solicit new and existing accounts to meet and exceed revenue goals
- Develop contacts and network in the community through corporations, associations and hospitality industry
- Membership sales and promotions
- Accurate log of all contacts and sales that include totals for each category

- Sales and promotion of banquet business
- Follow and adhere to the Marketing Plan and Budget
- Develop and conduct client satisfaction surveys
- Responsible for entertaining potential customers in order to sell product
- Responsible for promoting Club to area businesses
- Maintain appropriate documentation of regular sales activities including call reports, account maintenance and contractual obligations
- Maintain adequate inventory of promotional materials
- Track competitors products, rates and pricing on a semi-annual basis
- Appropriate attendance at member/nonmember events
- Occupy the sales office on a regular basis and insure that the premise is presentable to the clients and general public
- Responsible for production of various ongoing reports necessary to publish the performance of the sales office
- Work with Chef to design, implement and market menu packages that maximize revenue
- Be thoroughly familiar with all aspects of the various club membership options and sell the options to interested prospects
- Work with marketing and advertising groups in the design and development of promotional/sales/marketing data
- Other duties and responsibilities as assigned.
- Have input in the annual operating budget pertaining to sales and expenses.

**Preferred Qualifications:**

- 4-year College Degree preferred (management, hospitality).
- Preferred member in Good Standing: CMAA, CIA or comparable professional organization.
- Minimum 2 years prior experience in responsible food and beverage industry management.
- Minimum of 2 years experience in personnel management in golf/hospitality/service industry.
- Solid understanding of business fundamentals.
- Experience in resolving customer issues and delivering excellent customer service programs.
- Proficient in computer knowledge and use of Microsoft applications.
- Experience with POS and dining software.
- Excellent time management, organization and prioritization skills.
- Excellent communication, leadership and employee development skills.
- Serve Safe certification required within 90 days of employment.
- Valid Driver's License

## **Greens Superintendent**

### **Position Concept**

This position is responsible for maintaining the golf course, club house grounds, and the oversight of the golf course maintenance department. This position reports directly to BWGD-PALATKA, INC. and is tasked with the suitable presentation of the course in a condition that meets or exceeds customer expectations.

### **Specific Responsibilities:**

- Responsible for the esthetic and technical qualities of the entire playing surface of the course, greens, tees, fairway, roughs and surrounding areas.
- Hire, train and supervise maintenance staff and dismiss as necessary according to guidelines put forth by the BWGD-PALATKA, INC..
- Enforce OSHA regulations.
- Ensure that employees are informed on what protective equipment and/or clothing is required and when it is required.
- Schedule and supervise work of golf course maintenance crew and be responsible for their work quality and actions as pertained to the job.
- Ensure that all new employees are properly trained.
- Hold safety meetings with employees on an ongoing basis as required by worker's compensation.
- Prepare, present and execute maintenance budget.
- Prepare, present and execute capital equipment budget under the guidance of BWGD-PALATKA, INC..
- Present long range plans.
- Supervise special projects such as renovation, sod work, tree trimming and removal of debris.
- Keep accurate records of expenses, weather, chemical applications, and inventories.
- Conduct chemical inventories as required and keep accurate records of same.
- Furnish accounting department with payroll information in a timely manner according to guidelines furnished by accounting.
- Prepare daily job assignments for grounds maintenance crews.
- Plan, plant and maintain landscaping material, add and remove as needed.
- Responsible for building and maintaining fences, bridges and shelters on or adjacent to the golf course.
- Purchase, store, inventory and maintain equipment.
- Schedule repairs and maintenance of equipment.
- Keep accurate inventory records of equipment and parts.
- Keep accurate fuel consumption reports and other records of expenses.
- Schedule repair and maintenance of irrigation components, pump station, fertigation stations.
- Record rainfall amounts and water usage reports on a monthly basis.
- Identify and control ornamental pests on golf course and grounds foliage.
- Must be able to operate all maintenance equipment.
- Assure that anyone handling any equipment has been thoroughly trained and that the employee has signed a statement he/she has been trained which is in their file.
- Attend continuing education classes to update the knowledge of golf course maintenance.
- Attend local meeting, field days, etc
- Communicate on an ongoing basis with supervisors, staff and golfers on golf course conditions.

**Preferred Qualifications:**

- 4-year College Degree preferred (agronomy, turf management).
- Preferred member in Good Standing: GCSAA or comparable professional organization.
- Minimum 2 years prior experience in turfgrass management.
- Minimum of 2 years experience in personnel management in golf/agronomy/service industry.
- Solid understanding of business fundamentals (budgeting and expense management)
- Proficient in computer knowledge and use of Microsoft applications.
- Excellent time management, organization and prioritization skills.
- Excellent communication, leadership and employee development skills.
- Applicator's License and certification required within 90 days of employment.
- Valid Driver's License

## **Assistant Greens Superintendent/ Mechanic**

**Position Concept:** The assistant greens superintendent/mechanic is the key position in the absence of the head greens superintendent. This position assists in supervising, scheduling and training of new employees. This position would also be the dedicated staff member responsible for the repair, upkeep and regular maintenance of the fleet of maintenance equipment at the facility.

It is our intent to locate a motivated individual that would effectively apprentice under the head superintendent, such that we can establish a culture of "promoting from within" at Palatka Golf Club.

### **Specific Responsibilities:**

- Assist the head greens superintendent in this position.
- Schedule and supervise daily job assignments for golf course maintenance crew.
- Train new employees in equipment, procedures, safety, required safety equipment and safety clothing.
- Take inventory of chemicals.
- Supervise special projects, ie. renovations, sod work, tree trimming and removal, as necessary.
- Report crew hours worked to superintendent.
- Schedules repairs and maintenance of all equipment.
- Keeps inventory and all records of equipment and parts.
- Keeps regular check of fuel consumption levels.
- Keeps records of shop expenses, fuel, lubricants and parts.
- Checks operation of equipment out in field.
- Monitors the employees' work habits toward keeping the equipment clean, lubricated and gassed.
- Assists superintendent in proper maintenance for operators.
- Keeps within the department's budget relating to equipment parts and mechanics supplies.

### **Preferred Qualifications:**

- 4-year College Degree preferred (agronomy, turf management).
- Preferred member or apprentice in Good Standing: GCSAA or comparable professional organization.
- Minimum 2 years prior experience in turfgrass management.
- Minimum of 2 years experience in personnel management in golf/agronomy/service industry.
- Minimum of 2 years experience of prior mechanics position and/or knowledge.
- Ability to work on and repair all equipment used in golf course maintenance.
- An understanding of business fundamentals (budgeting and expense management)
- Proficient in computer knowledge and use of Microsoft applications.
- Excellent time management, organization and prioritization skills.
- Excellent communication, leadership and employee development skills.
- Applicator's License and certification required within 90 days of employment.
- Valid Driver's License

**IX. Proposed Payroll by Position**

**Golf Operations Hours: 7:00am – 5:00pm**

<b>Position</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>Yearly Wage</b>
GM/Head Golf Pro	Salary – Exempt	-	\$35,000 + Incent
Pro Shop	Hourly – Non-Exempt	\$ 7.93	
Outside Golf	Hourly – Non-Exempt	\$ 7.75	
Outside Golf	Volunteer	\$0	

**F & B Operations Hours: 10:00am – 8:00pm**

<b>Position</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>Yearly Wage</b>
F & B\Sales Manager	Salary – Exempt	\$12.50	\$25,000 + incent
F & B Counter	Hourly – Non-Exempt	\$ 7.75	

**Maintenance Operations Hours: 6:30am – 2:30pm**

<b>Position</b>	<b>Wage Type</b>	<b>Hrly</b>	<b>Yearly Wage</b>
Superintendent	Salary – Exempt	\$14.42	\$30,000
Asst Supt./Mech.	Hourly – Non-Exempt	\$12.50	\$26,000
Laborer	Hourly – Non-Exempt	\$7.75 - \$9.19	
Volunteer/Intern		\$0	

**X. Proposed Typical Staffing Schedule**

	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>	<u>Saturday</u>	<u>Sunday</u>
<b>Golf Shop Hours</b>	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm
<b>Golf Shop</b>							
GM/Head Golf	Off	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 5pm	7am – 12pm
Pro Shop	7am – 5pm	Off	12pm -5pm	12pm -9pm	7am – 1pm	7am – 2pm	12pm –5pm
Pro Shop		1pm -5pm			1pm -5pm	10am –5pm	10am –5pm
<b>Carts</b>							
Volunteer 1	7am –10am	7am –10am	7am –11am	7am –11am	7am –11am		
Volunteer 2	11am –2pm	11am –2pm					
Outside Golf				1pm -9pm	1pm -5pm	7am – 3pm	7am – 3pm
Outside Golf	3pm – 9pm					3pm – 9pm	3pm – 9pm
Shop Staff		5pm -9pm	5pm -9pm		5pm -9pm		
<b>F &amp; B Hours</b>	10am–9pm	10am–9pm	10am–9pm	10am–9pm	10am–9pm	10am–9pm	10am–9pm
<b>F &amp; B</b>							
F&B Mgr/Sales	10am-5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	10am-5pm	Off
F&B Counter				3pm – 9pm	10am-5pm	1pm – 9pm	10am-5pm
F&B Counter	10am-4pm	1pm – 9pm		10am-5pm		10am-5pm	1pm – 9pm
F&B Counter	3pm – 9pm		10am-5pm		3pm – 9pm		
<b>Agronomy</b>							
Superintendent	6am- 4pm	6am- 4pm	6am- 4pm	6am- 4pm	6am- 4pm	6am – 8am	
Asst Supt/Mech	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am –10am	6am –10am	
Laborer	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am –10am		6am –10am
Laborer	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm		
Intern/Volunteer	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm	6am – 2pm		

**Schedule Notes:**

1. Places manager on-site during all weekend and heavy play times.
2. As the facility is benchmarked, the schedule will be adjusted based on the needs of the facility and busier play times.

**XI. Use of a Professional Employment Organization (PEO)**

The primary alternative to the City's existing policies and procedures is to move the payroll to a PEO. A PEO is a single source provider of integrated services which enable business owners to outsource the management of human resources, employee benefits, payroll and workers' compensation and other strategic services, such as, risk/safety management, and training and development.

It does this by hiring a client's employees, thus becoming their employer of record for tax purposes and insurance purposes. It then leases them back under contract to the original employer. Entering into a PEO agreement will allow the transfer and ownership of the employees to BWGD Palatka, LLC. The PEO will become the employer of record, but the managing entity (BWGD-Palatka, Llc) will have full ownership, liability and disciplinary actions of its employees. Currently the City of Palatka is the employer of record and maintains the liability of the employees while not directly under their management.

Use of a PEO would offer us complete discretion to job descriptions, policies, procedures, staffing, scheduling, hiring/firing, wages and benefits. We would compete in the marketplace with the same flexibility as a private employer and hasten the financial improvement of the golf course, which in turn enhances the possibility of adding positions to the staff.

**XII. Selected PEO Provider and Price Comparison**

The primary consideration would be the selection of the PEO to utilize. There are a number of these organizations, and relying on strict stability is important. We established several criteria through which to evaluate quotes: (i) ESAC (Employee Services Assurance Corporation) Accredited, (ii) Licensed and Bonded in the State of Florida, (iii) Years of service and ongoing experience in the golf industry, (iv) Successful reference check into existing clubs doing business with named PEO.

First we established the general payroll and compensation burden to the City of Palatka, and then we solicited competitive quotations from six reputable PEO's and have selected AlphaStaff to compare the costs under the existing payroll structure:

Baseline	# EE's	Gross Wages	Taxable Wages	FICA	FUTA	SUTA	WC Rate	Current Admin Costs	Cost Burden before Cut-Offs	Cost Burden after Cut-Offs	Total Annual Burden
City of Palatka	13	\$242,000	\$91,000	7.65%	0.80%	0.00%	2.65%	5.00%	16.10%	15.30%	\$37,754*
Pension Fund											\$36,300
Insurance											\$40,402
<b>Total Costs</b>											<b>\$114,456</b>

Company	# EE's	Gross Wages	Taxable Wages	FICA	FUTA	SUTA	WC Rate	Proposed Admin	Cost Burden before Cut-Offs	Cost Burden after Cut-Offs	Total Annual Burden
Alpha Staff	13	\$242,000	\$91,000	7.65%	0.80%	1.55%	1.73%	3.3%	15.33%	12.68%	\$36,372*
Insurance											\$33,669
<b>Total Costs</b>											<b>\$70,041</b>

**Notes on received quotes:**

1. WC Code: 9060; State: FL
2. Alpha Staff is an ESAC Accredited agency & EPLI Licensed
3. Assumes City administrative costs at 5% which is industry standard
4. Reduction in insurance costs by employee participating at 50% vs 25% level.

It is our recommendation to engage AlphaStaff to fill all the needs of Human Resources at Palatka Golf Club.

Based on these quotations, the use of a PEO could save the City of Palatka nearly \$44,000 in annualized savings depending on the annual wages, the insurance carrier and employee participation level in the benefit package.

**XIII. Financial Comparison of Current Payroll vs. Proposed Payroll**

	<b><u>Current</u></b>	<b><u>Proposed</u></b>
Golf Operations	\$98,000	\$93,000
Food & Beverage Operations	\$61,000	\$61,000
Maintenance Operations	\$82,000	\$92,000
<b>Subtotal</b>	<b>\$241,000</b>	<b>\$247,000</b>
Difference in payrolls		\$6,000
<i>Approximate savings on benefits from use of PEO</i>		(\$44,415)
<b>Net savings from implementing recommendations</b>		<b>(\$38,415)</b>

**Notes:**

1. Numbers are gross wages and do not include taxes and benefits.
2. Reduction of inside operations payroll accomplished through use of incentive based structure. Increase in maintenance payroll costs stems from the new position of assistant superintendent/mechanic and a laborer position.

#### **XIV. Capital Improvements**

Pursuant to the attached overall master improvement plan, we recommend that the following improvements be carried out on the golf course:

- Expansion, re-grassing, and re-lasering of the tees, with select construction of new forward tees.
- Reconstruction of the bunkers, with expansion of some and introduction of others, in keeping with the original Donald Ross design intent.
- Expansion of the putting surfaces, largely within the perimeters of the existing irrigation loop.
- Installation of select landscaping for screening purposes and mulching under some tree copses to eliminate mowed and maintained turf area.
- Construction of a new sod nursery area for both the 419 and TifDwarf.
- Select resurfacing and extension of the cart paths with coquina, with an expanded coquina area around the existing BBQ pavilion.

The completion of these improvements is dependant on the addition of a dedicated and versatile capital improvement foreman that can accomplish the completion of the above tasks using the inmate crew, Lake City Community College interns or other volunteers that serve as a dedicated labor resource. In those periods that a labor force is not available, this foreman can operate mechanized equipment to accomplish certain tasks single handedly, or switch over to supplement the maintenance staff.

Based on the completed capital improvement budget, there are certain equipment and material resources available from both the County and the City that we can utilize in the completion of these improvements. This scope and methodology represents the most efficient and austere level of effort required to improve the appearance and playability of the golf course.

We have assumed (i) the City or County will provide all equipment that we may seek to utilize in the completion of the work, and (ii) that material purchased from third-party vendors will be minimized to the fullest extent possible.

**XV. Overall Plan for Improvements**

Please see attached plan.

**XVI. Capital Improvement Budget**

Palatka Golf Club - Golf Course Capital Improvements

DATE May 31, 2010

ITEM	DESCRIPTION	2010	2011	Notes:
<b>LABOR:</b>				
	Salaried Foreman	\$ -	\$ -	Included in revised payroll structure
	In House Capital Improvement Crew	\$ -	\$ -	Utilize inmate labor or college interns only
<b>SUBTOTAL LABOR:</b>		<b>\$0</b>	<b>\$0</b>	
<b>EQUIPMENT:</b>				
	Cat 277 Positrac	\$ -	\$ -	Use of county/City equipment
	Cat 307 excavator	\$ -	\$ -	Use of county/City equipment
	Kubota 4310 tractor w/ dump trailer	\$ -	\$ -	Use maintenance vehicles
	Utility Carts	\$ -	\$ -	Use maintenance vehicles
	Sod Cutter	\$ -	\$ -	Purchase included in Maintenance Equipment budget
<b>SUBTOTAL EQUIPMENT RENTAL:</b>		<b>\$ -</b>	<b>\$ -</b>	
<b>MATERIALS:</b>				
	4" solid and perforated drainage pipe	\$ 2,160.00	\$ -	.80/ lf; 500 hbone + 1 ac of bunkers @ 50 lf/ 1000 sf = 2,700 lf pipe
	Pipe fittings	\$ 216.00	\$ -	
	Hardwood mulch	\$ -	\$ -	Use county mulch only
	Coquina shell	\$ 1,600.00	\$ 1,600.00	For cart path extensions and overlay & BBQ area around pavilion. \$355 plus tax per load from Arrow Materials, 18 CY per load; assume 10% material loss in handling, each load should cover 1,300 sf at 4"; allocate 4,500 sf for pavilion, 1,000 lf of cart path @ 7' = 9 loads total
	Live Oak trees	\$ 4,500.00	\$ 4,500.00	(150) 30 gal @ \$40/ea plus irrigation & delivery = \$60/tree; will use trees in City/County nursery as possible
	East Palatka Hollies	\$ 2,500.00	\$ 2,500.00	Allocation for additional screening landscape; will use material in City/County nursery stock as necessary
	419 sprigs	\$ 3,500.00	\$ 3,500.00	<b>FOR REBUILT TEES.</b> 100,000sf @ 40 bu/1000 = 4,800 bu; \$1.75/bu

419 sod	\$	6,600.00	\$	6,600.00
Tifdwarf sprigs	\$	1,550.00	\$	-
Fumigation of nursery green	\$	1,500.00	\$	-
57 gravel	\$	260.00	\$	260.00
Sales tax on Materials	\$	1,707.02	\$	1,327.20
Misc. Material (duct tape, irrigation wire, hand tools, filter cloth, etc.)	\$	1,000.00	\$	1,000.00
Fuel	\$	-	\$	-
<b>SUBTOTAL MATERIALS:</b>	\$	<b>27,093.02</b>	\$	<b>21,287.20</b>

**FOR AROUND REBUILT BUNKERS** .20/sf dev'd.;  
33,000 sf (3 loads) each year  
For nursery green. 7,500 sf, 40 bu/ 1000 = 300 bu;  
\$5.00 bu plus \$26.50 per box; assumes pick-up  
from Pike Creek farm

7,500 sf @ .20 sf  
\$35/ ton. For bunker sumps, Assume 2' x 2' x 2'  
sump in each bunker. Approx. 35 bunkers; +/- 15  
tons

7.00%

Use fuel from maintenance compound

**SUBCONTRACTORS:**

Tee Lasering	\$	9,000.00	\$	9,000.00	100,000 sf, do 50,000 each year @ .18/ sf
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**CONTINGENCY**

5% Contingency	\$	1,804.65	\$	1,514.36
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**TOTAL GOLF COURSE CAPITAL IMPROVEMENTS**

\$	37,897.67	\$	31,801.56	\$	69,699.23
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## **XVII. Maintenance Equipment**

Based on our analysis of the maintenance operation and turf needs, we have concluded that the current inventory of turf equipment needs to be supplemented with better basic mowing units in order to ensure a high-level of turf conditions on a daily basis.

Most of the existing equipment is worn out and dates from the 1990's. Little to no preventative maintenance or record-keeping appears to have been done. Most significantly, there are no back-up units, such that if a repair is needed, a vital maintenance task simply does not occur until the repair is completed. Exacerbating this problem is the lack of a dedicated, on-staff mechanic.

We recommend that the City seek to add the following pieces of equipment:

1. Fairway unit
2. Triplex mower (3)
3. Utility vehicle (2)
4. Pull-behind rough mower

A pricing quote from John Deere was obtained for pre-owned, refurbished equipment that is issued with a one-year powertrain warranty. This is not as preferred as new equipment, but it is a very cost effective solution.

A copy of this proposal is attached. This quotation reflected only 2 triplex units and would need to be revised to 3. We are obtaining a revised quote reflecting such. The quoted cost to purchase is \$55,180. A 36-month lease with \$1 buyout is approximately \$1,664.23 per month.

Additionally, there are 7 Jacobsen PGM walk-behind greens mowers that will not be utilized in the maintenance regime moving forward. They are in reasonably good condition and may have some trade-in value. We are exploring this possibility.

Improvements to the maintenance equipment are best accomplished in conjunction with the staffing changes – especially with the installment of a dedicated assistant/mechanic.

It is our intent to gradually introduce the new equipment - with the City's assistance and approval - as we begin to roll over the maintenance staff.

## Appendix A – What is a PEO?

### **What is a Professional Employer Organization (PEO)?**

There is a creative and low risk human resource solution to your Florida business's growing pains. The answer to your businesses administrative nightmare may be a Florida PEO, (professional employer organization). The addition of a Florida PEO's service to your business will help keep growth plans on track. In addition, PEOs usually cost no more than you are already spending and in some cases save a considerable amount of money.

A Florida PEO is an organization that hires your employees. The Florida PEO generates paychecks for your employees and administers the filing of all related payroll tax deposits and monthly, quarterly and annual returns. The Florida PEO bills your company for payroll, tax liabilities and fees for health, worker's compensation and unemployment insurance premiums in addition to the Florida PEO's administration fee. With such a large pool of employees from various companies, the economies of scale allow for a vast array of benefits and services at a significantly reduced cost.

Interestingly enough, the Internal Revenue Service views the Florida PEO as the employer of record and is liable to pay the federal income and unemployment taxes, whether or not the client company pays the Florida PEO. Most (but not all) states recognize the PEO as the responsible entity for payment of state unemployment taxes. Florida PEOs also provide employees with coverage under all employment laws and regulations including federal, state and local discrimination laws. This includes Title VII of the 1964 Civil Rights Act, Age Discrimination in Employment Act, ADA, FMLA, HIPAA, Equal Pay Act and Cobra

There are several advantages to entering into a business relationship with a Florida PEO. Some of them are;

- 1) potential significant cost savings in hiring a Florida PEO versus a full-time employee,
- 2) significant reduction in paperwork volume,
- 3) a wider array of employee benefits,
- 4) full-time compliance of payroll, EEOC, etc.and
- 5) worker's and unemployment claims management.

According to the National Association of Professional Employer Organizations (NAPEO), NAPEO members report an average of 14 worksite employees per client company with an average gross pay of \$19,659. The average annual cost of regulation, paperwork, workers compensation and tax compliance for firms with fewer than 500 employees is about \$5,000 per employee, and \$3,400 per employee for firms with more than 500

employees. The average small business owner spends between 7 percent and 25 percent of his or her time handling employee related paperwork.

The disadvantages of a Florida PEO include having an employer's potential perceived loss of control of his or her employees. Although the employer continues to have the ultimate authority in maintaining employee efficiency and output, the Florida PEO shares and retains the right to hire, reassign and fire the employees. This sharing of responsibility may make an employer feel that he or she has lost some control in the management of his/her workforce.

In examining the potential benefits of a Florida PEO and whether this type of relationship would be right for your company, you must consider several factors. For instance, does your company need a Florida PEO to perform these human resource tasks? In answering this question, consider whether your company suffers from a high turnover rate. Do your employees frequently complain about the company's below average benefit plan? Do you spend a significant amount of time handling unemployment and worker's compensation claims and administration? If you answer yes to these questions you should research the possibility of hiring a Florida PEO to handle the human resource function for you. A Florida PEO may offer you significant cost savings via reduced personnel requirements and reduced paperwork.

### PEO Services

Some industry members have tried to define each of these terms differently in an attempt to differentiate their company's offerings. Unfortunately, this has left consumers of PEO services confused about the PEO arrangement and its value for business owners. *We define a PEO as any company offering to assist businesses with:*

- Payroll Services
- Workers' Compensation Insurance
- Safety and Risk Management
- Employee Benefits
- Health Plans
- Human Resources
- Employment Related Regulatory Compliance

### Classic PEO Responsibilities Outline

	"Classic" PEO		
Employer of Record Responsibilities	Employee taxes reported and deposited under the PEO's FEIN.		
Workers' Compensation Insurance	Coverage provided under PEO's master policy.		
Safety and Risk Management	Claims management provided by PEO. Safety programs compliance administered by PEO.		
Health Plans	Coverage offered under PEOs master policy.		

Employee Benefits	Supplemental benefits offered under PEO's master policy. 401K provided by policy in client's name.	
Human Resources	Multitude of services offered in either "a la carte" or bundled pricing.	
Regulatory Compliance	Provided by PEO.	

## PEO Administrative Relief

### PEO Payroll Administration

Prepare and distribute payroll checks	Direct deposit of wages to bank accounts	Year end W2s and W3s
Payroll data maintenance	Federal, state and local withholding and tax deposits	Payroll related record keeping, audits, inquiries and verifications.
Response to I-9 inquiries	Reporting and job costing	Time clock management
Vacation and sick leave tracking	Payroll software management and accounting (GL) entries	Tax changes administration

*Managing company payroll consists of two main elements: payroll accounting and payroll distribution. If only it were that easy to make sure each employee's hours were calculated correctly and distributed punctually. The multitude of sub-elements, and the fact that there is a business to be run besides payroll, is what tends to create time consuming obstacles for businesses. But a PEO or Professional Employer Organization can fulfill any of these obligations on behalf of their clients. Businesses that hire PEO payroll services allow more time and energy to be spent on profit-seeking activities to increase productivity and competitiveness. PEO services are flexible with the goal of fulfilling the changing needs of their clients and offer varying levels of assistance.*

### PEO Workers' Compensation Administration

Claims review and administration	Safety plan creation, administration and training	Report and document accidents
Work Comp billing reconciliation	Safety audits and reviews	OSHA Compliance
Annual policy cost reviews	Dividend plan reviews and audits	NCCI mod rate reviews

PEOs bring unique advantages to the table for small employers. First, PEOs will have workers compensation experts handling your employee workers compensation matters. Second, PEOs have a vested interest in properly managing claims quickly to reduce the PEOs costs and in turn the employer's costs. A PEO will introduce risk management practices into the employer's workplace that is conducive to reducing claims and costs. This is achieved by implementing improved hiring practices, loss control and safety programs, employee safety training, quick management of workplace injuries and reliable return to work programs. Further, it is in the PEOs interest to control workers compensation costs, since the PEOs are the ones taking on the liability of worksite employees.

*PEO Benefits Administration*

Plan communications to employees	Benefits handbook creation and distribution	Annual enrollments and adds/drops
Eligibility tracking	COBRA compliance and administration	Plan discrimination testing
Flexible spending accounts (FSA) administration	Carrier payments and account audits	Annual plan cost reviews
401K administration, company matching and plan testing (highly compensated)	Section 125 (pretax) premium audits	Life Insurance (if offered) plan administration
Employee assistance plans (EAP) administration	Short term disability plan administration	Long term disability plan administration

PEOs provide business compliance service to ensure that employees are in compliance with current laws and regulations. PEOs provide employee handbooks; safety charts and ensures your employees are working in a safe environment.

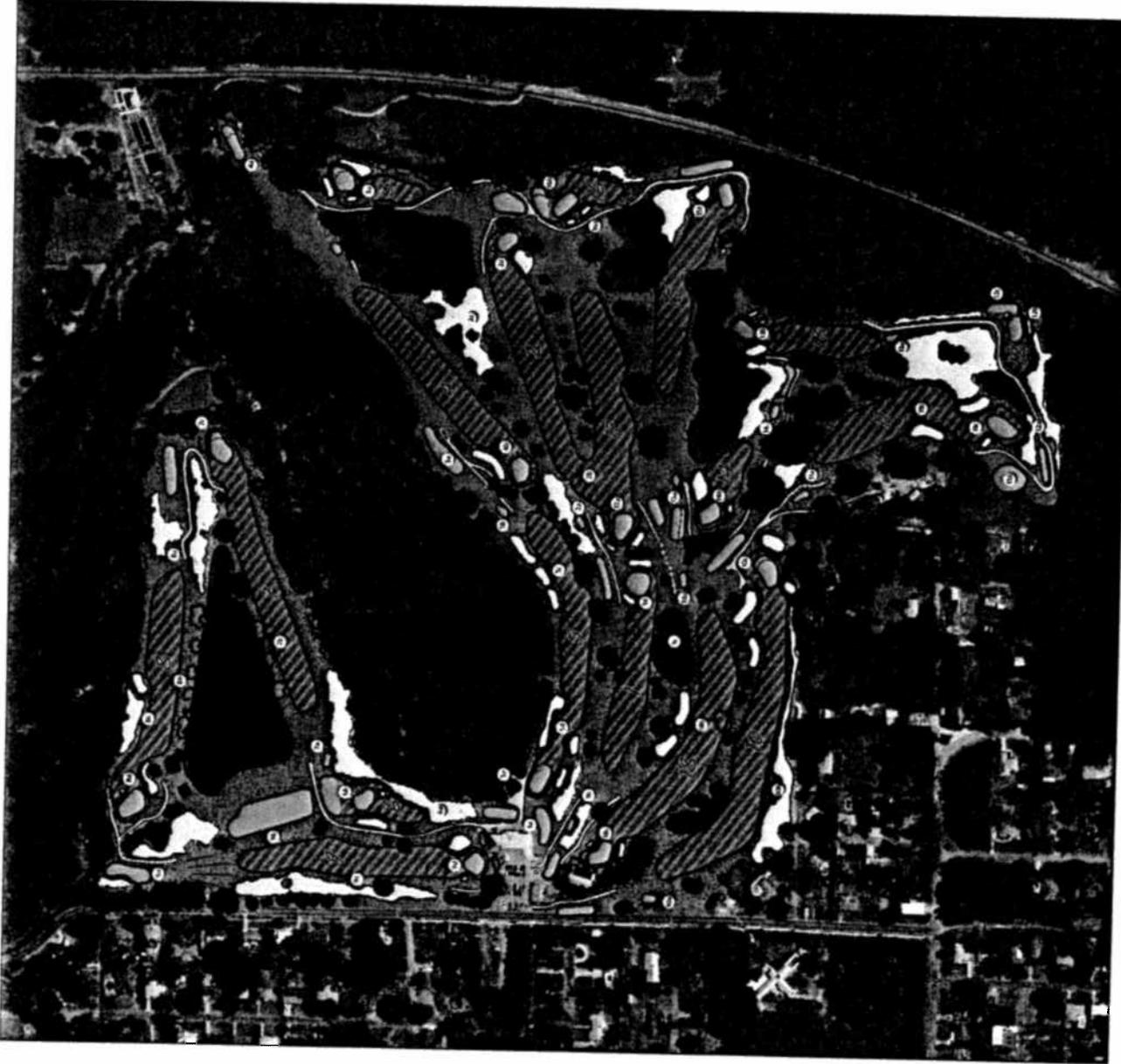
*PEO - Human Resources Administration*

Legal assistance establishment and retainers	Review, draft and communicate employment policies	Create and publish legally valid employee handbooks
Manage insurance for Employment Practices Liability (EPLI)	Employment posters and notices	Unemployment claims administration
Background checks	Audit compliance with Wage and Hour (FLSA)	Audit compliance with ADA – Disability Act
Audit compliance with EEOC	Audit compliance with OSHA	Attendance audits
Employment applications	Applicant interviewer training practices	19 compliance

There are several advantages for businesses that take advantage of the unemployment service a PEO or Professional Employment Organization offers.

1. All unemployment taxes and paperwork are handled by the PEO.
2. PEOs handle your employee unemployment claims from start to finish.
3. It is the burden of the PEO to provide proper representation and lawyers at legal hearings.

The Federal State Unemployment Insurance Program provides unemployment benefits to eligible employees who are unemployed through no fault of their own (as determined under State law), and meet other eligibility requirements of State law. PEOs provide a scale of employee health benefits. Each PEO uses different employee health insurance carriers, all offering different employee health plans. However, in most cases a PEO can provide fortune 500 style employee health benefits that usually would not be available to smaller businesses. Further, PEOs usually can offer better health care rates because they are buying for a large group of employees and economic scale advantage can be passed to employers and employees.



**HOLE-BY-HOLE NOTES:**

- 1. Amend green to be wider.
- 2. Add new bunker to the left.
- 3. Add new bunker to the right.
- 4. Amend bunker to be wider.
- 5. Amend bunker to be wider.
- 6. Amend bunker to be wider.
- 7. Amend bunker to be wider.
- 8. Amend bunker to be wider.
- 9. Amend bunker to be wider.
- 10. Amend bunker to be wider.
- 11. Amend bunker to be wider.
- 12. Amend bunker to be wider.
- 13. Amend bunker to be wider.
- 14. Amend bunker to be wider.
- 15. Amend bunker to be wider.
- 16. Amend bunker to be wider.
- 17. Amend bunker to be wider.
- 18. Amend bunker to be wider.

**GENERAL NOTES:**

- 1. All green numbers to be repeated on the right side of the hole.
- 2. All hole numbers to be repeated on the right side of the hole.
- 3. All hole numbers to be repeated on the right side of the hole.
- 4. All hole numbers to be repeated on the right side of the hole.

**BOBBY WEED GOLF DESIGN**

11000 S. W. 11th St., Suite 100  
 Palatka, FL 32909  
 Phone: (888) 888-8888  
 Fax: (888) 888-8888  
 Email: bobbyweed@bobbyweed.com

**PALATKA GOLF CLUB**  
 PALATKA, FL  
 CONCEPTUAL IMPROVEMENT  
 PLAN

SCALE: 1" = 100'  
 DATE: 10/1/10  
 SHEET: 1 OF 1



**JOHN DEERE**

Quote Id : 4442434

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Prepared For:  
**Palatka Golf Club**

Proposal For:  
**Palatka Golf Club**

Prepared By: **CHRIS MCRAE**  
BEARD EQUIPMENT COMPANY  
2480 EAST I-65 SERVICE RD N  
MOBILE, AL 366175160  
Phone: 800-848-8563  
Fax: 251-452-2309  
Work Email: [cmcrae@beardequipment.com](mailto:cmcrae@beardequipment.com)

Date: May 28, 2010

Offer Expires: June 28, 2010



**JOHN DEERE**

**BEARD EQUIPMENT COMPANY**  
2480 EAST I-65 SERVICE RD N  
MOBILE ,AL 366175160  
Phone: 800-848-8563  
Fax: 251-452-2309

**Quote Id : 4442434**

**Quote Summary**

<b>Prepared For:</b> Palatka Golf Club AL Home: 904-910-2876	<b>Prepared By:</b> CHRIS MCRAE 2480 EAST I-65 SERVICE RD N MOBILE ,AL 366175160 cmcrae@beardequipment.com	<b>Quote ID:</b> 4442434 <b>Created On:</b> May 28, 2010 <b>Last Modified On:</b> May 28, 2010 <b>Expiration Date:</b> June 28, 2010
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<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
John Deere Pre-Owned 3235C Fairway Mower	\$ 14,990.00 X	1 =	\$ 14,990.00
John Deere Pre-Owned 2500E Hybrid Triplex Mower	\$ 10,500.00 X	2 =	\$ 21,000.00
John Deere Pre-Owned TX Turf Gator	\$ 4,500.00 X	1 =	\$ 4,500.00
PROGRESSIVE 12 Ft. Pull-Behind Rotaty Rough Mower	\$ 14,690.00 X	1 =	\$ 14,690.00
<b>Equipment Total</b>			<b>\$ 55,180.00</b>

<b>Quote Summary</b>	
Equipment	\$ 55,180.00
Trade In	
Subtotal	\$ 55,180.00
Total	\$ 55,180.00
Down Payment	
Rental Applied	
<b>Balance Due</b>	<b>\$ 55,180.00</b>

**Salesperson: X** \_\_\_\_\_

**Accepted By: X** \_\_\_\_\_



# Selling Equipment

**JOHN DEERE**

Quote Id : 4442434

## John Deere Pre-Owned 3235C Fairway Mower

Code	Description	Qty
3255C	Pre-Owned John Deere 3235C Fairway Mower - Heavy Duty 8-Blade ESP Cutting Units - Spiral Grooved Front Rollers - Micro-Lap Backlap Valve - Light Kit - Approx. Hrs. 1200 - EPG 1 Year Powertrain Warranty	1

## John Deere Pre-Owned 2500E Hybrid Triplex Mower

Code	Description	Qty
2500E	Pre-Owned John Deere 2500E Hybrid Triplex Mower - 11-Blade; 7-Blade Cutting Units - Machined Grooved Rollers - Micro-Lap Backlap Valve - Light Kit - Approx. Hrs. 900 - EPG 1 Year Powertrain Warranty	2

## John Deere Pre-Owned TX Turf Gator

Code	Description	Qty
TXG	Pre-Owned John Deere TX Turf Gator - Front Brush Guard - Bedliner - Power Lift Kit - Rear Hitch - Lights - Approx. Hrs 850 - EPG 1 Year Powertrain Warranty	1

## PROGRESSIVE 12 Ft. Pull-Behind Rotary Rough Mower

Code	Description	Qty
P12	Progressive Pull-Behind 12 Ft. Tri-Deck Rotary Rough Mower	1

*Agenda  
Item*

*5a*

## PUBLIC NOTICE

Notice is hereby given that the Palatka City Commission, at the request of the Palatka Main Street Design Committee, will hold a public Hearing on June 24, 2010 regarding grant awards for the 2010 Façade Grant program, for the application period opening June 1, 2010 and closing August 1, 2010. The hearing will be held at City Commission Chambers, 201 N. 2<sup>nd</sup> Street, and will commence at 6:15 or as soon as possible thereafter.

Please govern yourselves accordingly.

/s/ Betsy J. Driggers  
City Clerk

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LEGAL ADVERTISEMENT – Run 6/18/10  
PROOF OF PUBLICATION REQUESTED  
FAX editing proof with cost of advertisement to 329-0199  
Betsy Driggers, City of Palatka  
201 N. 2<sup>nd</sup> Street, Palatka FL 32177  
[bdriggers@palatka-fl.gov](mailto:bdriggers@palatka-fl.gov) 386-329-0100 ext 211



# FAÇADE GRANT

## MAIN STREET DESIGN COMMITTEE

6/10/2010

### 1. ANGEL'S DINER:

**Project Description:**

Work will include restoration and installation of the historic Angel's Diner sign and neon lighting.

**Funding Breakdown:**

**Project Cost:** \$14,870.00

**Amount of Funds Requested:** \$10,000

**Award:**

Approved & Notified

### 2. KIDDIE KAMPUS:

**Project Description:**

Work will include painting the front façade and neon sign with original colors and repair of the existing neon signage.

**Funding Breakdown:**

**Project Cost:** \$3,770

**Amount of Funds Requested:** \$3,770

**Award:**

Approved & Notified

### 3. LAIBL TIRE:

**Project Description:**

Work will include preparation of the brick and metal surfaces for new paint. Paint colors will be changed to a dark taupe and blue accent color to be approved by the Main Street Design Committee. Changes to the façade structure include extending the horizontal



# FAÇADE GRANT

## MAIN STREET DESIGN COMMITTEE

6/10/2010

band across to conceal the metal structure and unify the appearance of Mr. Laibl's building. Mr. Laibl's proposal called for replacement of the existing garage doors with a commercial grade steel door. The design committee will be working with Mr. Laibl to ensure that a suitable commercial grade door is selected.

### Funding Breakdown:

<b>Project Cost:</b>	\$14,500
<b>Amount of Funds Requested:</b>	\$10,000

### Award:

Approved & Notified

#### 4. PIZZA BOYZ & MONOHAN CHIROPRACTIC:

### Project Description:

Work would include the construction of a brick column monument identical to what was recently constructed at the Southeast Corner of Reid and 3<sup>rd</sup> Street. In addition, this sign proposes a gooseneck angle shade light to be mounted on the top side of the monument. Panels advertising Pizza Boyz and Monohan Chiropractic would be mounted in a similar fashion to that on the Reid and 3<sup>rd</sup> Street sign.

### Funding Breakdown:

<b>Project Cost:</b>	Approximately \$9,650 (TBD)
<b>Amount of Funds Requested:</b>	Approximately \$8,487.50 (TBD)
	<b>Award Not to Exceed \$10,000.00</b>

### Award:

We are currently working with the applicant to determine the type of sign panel to ensure quality of construction. Once this is resolved we foresee approving this application.



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

5/11/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

**Present:** Joff Fillion, David Church, Bob Taylor, Robbi Correa, Mike Gagnon, and Angela Murtagh

B. Taylor called meeting to order at 5:30 p.m.

### REPORTS AND MATTERS REQUIRING ACTION

**Building Improvement Grant Program:** D.Church explained that individuals were contacting him for bids. These individuals are hoping to submit for a Building Improvement Grant. On numerous occasions, he has not been given a bid package or any plans to go off of. Mr. Church believes this is not fair to the contractors and that these individuals must be required to solicit uniform bids, by means of a bid package or, at least, a blueprint. Mr. Church referenced a letter that he is preparing to be submitted to the committee responsible for the program and hopes that his concerns will be addressed.

**Downtown Design Standards:** B. Taylor explained to the committee the series of events that led to the recent approval of the Design Standards for Downtown Palatka. It has come to his attention that the document was never work-shopped to determine how the public would receive such a document. The first step will be to work-shop the document and or the idea of design standards for Downtown Palatka. Then, it would be necessary to present the idea to the Commission. From these two meetings, the degree of support will be determined.

M. Gagnon concurred that, without having knowledge of how the public and commission accepts this document the committee cannot move forward any way with this document.

R. Correa suggested that overlays tend to be the best solution for areas without a large number of contributing buildings. It is also unknown if this document was ever presented to downtown after the initial request for the document. The first two blocks from the river west on St. Johns Avenue would be ideal for an overlay and design standards, but the majority of buildings farther west along St. Johns Avenue should only have to comply with simpler standards.

J. Fillion stated that he has met with downtown merchants regarding an overlay. At that time they were receptive to such an idea. The problem is that these standards are just standards with no relationship to a long range plan. In addition, a survey was conducted to determine contributing buildings. No buildings were determined to be contributing. If and when these standards are endorsed /proposed to the commission for approval, community support must be shown.

D. Church explained that a group of people have been pursuing a historic downtown for a long time. No significant progress has been made.



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

5/11/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

A. Murtagh replied to D. Church's comment by saying that newer businesses are in favor of guidelines, because they see the benefit in them.

B. Taylor reminded the committee that they were there to make a recommendation on these guidelines. If the committee is to make a well-substantiated recommendation, the committee must and will be responsible for work-shopping the idea.

R. Correa proposed using the Secretary of the Interior's Standards for Historic Preservation.

**Action:** Motion A. Murtagh to rescind motion to endorse standards, second R. Correa.

**Motion Carried**

B. Taylor asked the committee what the new direction should be.

J. Fillion said it would be beneficial to present three options to everyone. First, is to do nothing. Second, would be an overlay for the entire downtown. Third, would be the use of a buffered overlay over contributing structures.

M. Gagnon said without a realistic look at each property, these options cannot be prepared.

B. Taylor stressed that each option has benefits and constraints. These must be clearly outlined any presentation to the community and commission.

R. Correa explained that there are historic and non-historic buildings downtown.

J. Fillion said Downtown Palatka has to reinvent itself.

### **ACTION ITEMS:**

1. Define Areas
  - i. Contributing
  - ii. Non-Contributing
  - iii. New Construction
2. Application of Guidelines Based on Areas
  - i. Buffered Overlay
  - ii. Comprehensive Overlay
3. Workshop Ideas & Options



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

5/11/2010  
5:30 PM to 6:30 PM  
City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

### FAÇADE GRANT REVIEW:

#### 1. Angel's Diner:

- a. Copy of occupational license needed
- b. Clarify:
  - i. Are the colors of the sign going to be original? Please provide samples.
  - ii. What will the height of the sign be?
  - iii. Will the neon color signs be original?
  - iv. What will the placement of the sign be in relation to Reid Street and Angel's dining car?

**Action:** Motion A. Murtagh to approve funding for Angel's, dependent on questions raised, second J. Fillion.

**Motion Carried**

#### 2. Kiddie Kampus:

- a. Copy of occupational license needed

**Action:** Motion J. Fillion to fund Kiddie Kampus once a copy of the occupational license is provided, second R. Correa.

**Motion Carried**

#### 3. Laibl Tire:

- a. Is the storage/service area going to be concealed from Reid Street?
- b. Does the work include cleanup of existing facilities?
- c. Copy of occupational license needed
- d. Reconsider color selections and resubmit

**Action:** Motion A. Murtagh to ask the applicant to address concerns of the committee and then resubmit, second R. Correa.

**Motion Carried**



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

5/11/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

#### 4. Pizza Boyz & Monohan Chiropractic:

- a. Need to see actual design for sign panel
- b. What will the sign panel be constructed of?
- c. Will you consider a routed sign?
- d. Will you consider lighting?
- e. Copy of occupational license needed

**Action:** Motion A. Murtagh to ask the applicant to address concerns of the committee and then resubmit, second R. Correa.

**Motion Carried**

**Action:** Motion A. Murtagh to advertise second cycle of façade grants, seconded R. Correa.

**Motion Carried**

Next meeting to be held on June 1, 2010 at 5:30 p.m. in the Mayor's office.

Meeting adjourned at 7:03 p.m.

Respectfully Submitted,

Jonathan Griffith

City of Palatka



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

5/11/2010  
5:30 PM to 6:30 PM  
City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

6/8/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

**Present:** David Church, Bob Taylor, Robbi Correa, Norm Jutras, and Angela Murtagh

B. Taylor called meeting to order at 5:40 p.m.

### FAÇADE GRANT REVIEW:

#### 1. Angel's Diner:

- a. Copy of occupational license needed
  - i. Provided
- b. Are the colors of the sign going to be original? Please provide samples.
  - i. Yes
- c. What will the height of the sign be?
  - i. Approximately 2'-3' higher than the sign presently there
- d. Will the neon color signs be original?
  - i. All neon colors will be original and as shown in the photograph
- e. What will the placement of the sign be in relation to Reid Street and Angel's dining car?
  - i. The sign will replace the plastic sign currently there and will be positioned in the same manner. Sign orientation to Reid Street will be perpendicular.

**Action:** Motion R. Correa to approve funding for Angel's, second A. Murtagh.

**Motion Carried**

#### 2. Kiddie Kampus:

- a. Copy of occupational license needed
  - i. Provided

No action was taken. The applicant has already been notified of award.

#### 3. Laibl Tire:

- a. Are the storage and service areas going to be concealed from Reid Street?
  - i. Yes, the storage and service areas will be concealed from Reid Street.
- b. Does the work include cleanup of existing facilities?
  - i. Mr. Laibl has already taken action to clean up the front of his business. Prior to the 2010 Blue Crab Festival, all tires and equipment were moved from the front of the store. Some service still occurs in front of the store, but he does not want to store tires and equipment out in front of his business anymore.
  - ii. NOTE: Mr. Laibl stated that he would be open to any suggestions the design committee might have.



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

6/8/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

- iii. NOTE: He would have liked to expand his proposal to include resurfacing of his parking lot. In the process of resurfacing his lot, the amount of paving could be decreased and space for street trees could be made in front of Laibl Tire. In addition, he is willing to work with the City of Palatka to allow for street tree plantings along his property. His property includes the entire block frontage on Reid Street adjacent to Laibl Tire.
- c. Copy of occupational license needed
  - i. Provided
- d. Reconsider color selections and resubmit
  - i. Mr. Laibl stated that he would be open to any suggestions the design committee might have. The color selections he has in mind are not what was depicted in the rendering. The color selections he is proposing are Dark Taupe for the main façade color, and a Brilliant Blue as an accent color.
  - ii. NOTE: The renovation calls for the removal of the glazed panel garage doors.

**Action:** Motion R. Correa to approve funding if the applicant agrees to; paint the existing sign support structure, provide actual paint swatches for approval prior to painting, move the A/C window unit from the front of the store to the side, and discuss alternative garage doors with committee members, seconded D. Church.

### Motion Carried

#### 4. **Pizza Boyz & Monohan Chiropractic:**

- a. Need to see actual design for sign panel
  - i. Will be Pizza Boyz Text, typical, Monohan will the same as what is currently on the building.
- b. What will the sign panel be constructed of?
  - i. Medium Density Overlay Board
- c. Will you consider a routed sign?
  - i. Would consider, but feel it is not practical for what they are proposing.
- d. Will you consider lighting?
  - i. Yes, the new design calls for an Angle Shade Goose Neck Lighting Fixture on Both sides of the sign monument.
- e. Copy of occupational license needed
  - i. Provided



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

6/8/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

**Action:** Motion A. Murtagh to ask the applicant to reconsider a better constructed sign (i.e. vinyl wrapped metal or routed sign), seconded R. Correa.

**Motion Carried**

### REPORTS AND MATTERS REQUIRING ACTION

**Downtown Design Standards:** B. Taylor explained that committee is still tasked with deciding the next appropriate steps for implementing or determining the reception/necessity of a historical overlay for Downtown Palatka.

N. Jutras said that a master plan usually encompasses these types of overlays and districts. Currently, Palatka does not have a master plan that outlines such an area. In his experience, a professional has always been hired to conduct these studies and subsequent plans. The Newberry Port Redevelopment Agency purchased buildings, taking them off the tax-roll, and sold them to developers and entrepreneurs who had a concrete plan. These sales were at a reduced rate, understanding that the concrete development plans and capital investment in the structures would increase the property value of the buildings. This, in turn, increases the tax roll.

B. Taylor added that the focus must be on a core area. Also, that a key part of their success was that they had an acting authority in a C.R.A..

R. Correa said that a lot of the problem is that a person needs to be hired to run the C.R.A.. A lot of progress is stopped by the association by City Hall.

B. Taylor agreed that a professional must be hired to head up the historic overlay process. He mentioned Stephanie Ferrell from the Florida Trust.

R. Correa suggested that in some instances a professional is hired and transitions out of the administrative position over the district or area. The responsibility is then left to an individual who was informed by the hired professional. This person must have excellent interpersonal skills and extensive local knowledge to make the program sustain.

B. Taylor said that this committee as slender as it is must spear head this issue if it is deemed necessary.

D. Church voiced his support for a vacancy tax.



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

6/8/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

A. Murtagh said the possibility of a tax abatement program was one of the contributing factors for bringing her to Palatka. This was never realized and she expressed her disappointment. J. Trendler had at one time put this program together.

B. Taylor told the committee that without a public groundswell of support this will fail.

N. Jutras said a soft sell of the program and its benefits will help in creating such a groundswell.

The committee under the direction of B. Taylor listed what they believed were the key points of their discussion. They were:

1. Tax Abatement
2. Vacancy Tax
3. Overlay District
4. Hire a Professional
5. Groundswell of Public Support
6. Certified Local Government

**Action:** Motion R. Correa to seek pro-bono services from a qualified professional to facilitate in work shopping the idea of "Downtown Historic Overlay Design Standards", seconded A. Murtagh.

**Motion Carried**

### **ACTION ITEMS:**

Meeting adjourned at 6:50 p.m.

Respectfully Submitted,

Jonathan Griffith

City of Palatka



# MEETING NOTES

## MAIN STREET DESIGN COMMITTEE

6/8/2010

5:30 PM to 6:30 PM

City of Palatka Mayor's Office, 205 N. 2<sup>nd</sup> St.

# MATCHING GRANT PROGRAM FOR BUILDING EXTERIOR, FASCAD, ACCESSIBILITY and SIGN IMPROVEMENTS

## Project Guidelines

The purpose of the incentive grant program is to restore, improve, or create historic architectural features to facades of commercial buildings anywhere within the Palatka Main Street District. The Palatka Main Street District boundaries are from the Riverfront west on St. Johns Avenue to 11<sup>th</sup> Street, the north side of Oak Street and short Laurel, Reid Street and the south side of Main Street to include all side streets within these boundaries.

Upon approval to receive funding from the City of Palatka, Community Redevelopment Agency (CRA) Board, the time frame for this grant project is as follows:

- \_\_\_\_\_ (31 days) to advertise and notify downtown building owners within the Main Street District
- \_\_\_\_\_ (60 days) for submittal of applications
- A Review Committee will review and rank all applications prior to a Public Hearing which will be established at a later date
- The Review Committee will make recommendations of qualified applicants to the full Main Street Board for final approval
- Six months to complete the project after the grant is awarded

The project guidelines are as follows:

- A. Where practical, all building facades shall be restored to the original period design. If it is deemed not practical by the Review Committee, then a similar architectural design shall be used.
- B. If a building does not have a historically significant architectural design or feature, then a proposed historic design may be submitted to qualify for the grant program.
- C. All storefronts shall be designed, constructed, and maintained to compliment and accept the architectural features of the building. All accessories, signs, and awnings shall likewise harmonize with the overall character of the building.
- D. All color schemes shall accent the building as well as harmonize with adjacent buildings. Colors must be chosen from the historical color palette.
- E. One grant shall be awarded per owner annually. Multiple applications will be accepted. However only one will be approved per year unless there are residual funds available at the end of the filing deadline date. Funds may be awarded as follows:

- Reimbursable grants may be awarded up to a maximum of \$100,000 for 2010;
- A maximum of \$10,000 per owner will be allowed from the Community Redevelopment Agency B Tax Increment Funds; of which Palatka Main Street, Inc. will administer;
- The first \$ 5,000 will have no Owner matching requirement.
- The second \$ 5,000 will have an Owner matching requirement of 25%.
- Example: Grantee may receive up to \$10,000. for a Project which cost \$11,250.

F. The Owner of a structure that has undergone recent qualifying renovations within the last eighteen months from the onset of this program is eligible to apply.

G. To qualify for grant funds, an application including appropriate drawings and data must be submitted to the Palatka Main Street office at 1100 Reid Street.

When Building renovations, funded in part by this grant, if the Building is sold within the first five years after the grant award, the grant is to be repaid on a pro-rata basis as follows:

- Sold within the first year of the first five years, rebate 80 % of grant.
- Sold within the second year of the five years, rebate 60 % of grant.
- Sold within the third year of the five years, rebate 40 % of grant.
- Sold within the fourth year of the five years, rebate 20 % of grant.
- Sold within the fifth year of the five years, rebate 0 % of grant.

H. No grants will be made to government-owned properties or to tenants in government- owned properties.

I. No proposed work for which a grant is sought should begin until authorized by the Review Committee (with the exception of retroactive project).

J. In the case of a tie-breaker (ie: more applicants qualify than there may be funds to support), a lottery selection will be made. However, those that do not make the lottery selection will be considered for the following year including retroactive applicants.

**MATCHING GRANT PROGRAM FOR  
BUILDING EXTERIOR, FACADE, ACCESSIBILITY and SIGN  
IMPROVEMENTS**

**Application**

Applicant Name: \_\_\_\_\_  
Business Name: \_\_\_\_\_  
Property Address: \_\_\_\_\_  
Applicant's Phone Number: \_\_\_\_\_

Type of Façade Improvement Planned (note all that apply). Please attach Supporting Data Checklist.

Sign Removal     NewSign     Awning     Façade Repairs     Bldg. Renovations  
Exterior Painting (Approximate Sq. Ft. area) Colors must be chosen from the historical color palette:

Structural Alterations: \_\_\_\_\_  
Cosmetic Alterations (Moldings, etc.): \_\_\_\_\_  
Other work (Please specify, Awnings, etc.): \_\_\_\_\_  
\_\_\_\_\_

Total Cost of Project: \_\_\_\_\_  
Amount Requested: \$ \_\_\_\_\_

I hereby submit the attached plans, specifications and color samples for the proposed project and understand that these must be approved by the Review Committee. No work should begin until I have received written approval from Review Committee. **I further understand that the project must be completed within six (6) months and that grant monies will not be paid until the project is complete.**

Signature of Property Owner

\_\_\_\_\_  
Signature of Business Owner

Date: \_\_\_\_\_

Date: \_\_\_\_\_

---

**MATCHING GRANT PROGRAM FOR  
BUILDING EXTERIOR, FASCADE, ACCESSIBILITY and SIGN  
IMPROVEMENTS**

**Supporting Data Checklist for Applicants**

**Please submit this checklist as part of your application**

**SUBMITTALS:**

Provide a rendering (drawing) of proposed alterations, scope of work, and all applicable materials

- Provide plans and/ or elevation drawing of proposed alterations
- Provide bill of materials for proposed alterations
- Provide a written estimate from a licensed contractor

**SIGNS:**

- Provide a color rendering of the design chosen
- Include specifications as to the size and width of the sign

**PAINT:**

- Provide samples of the colors chosen. Colors must be chosen from the historical color palette.
- Mark which color will be body color and which will be accent colors
- Note where each color will be used

**AWNINGS:**

- Provide information about color and style of awning chosen
- Note where awning will be placed on building
- Submit written estimate

***Awning selection must take into account the architectural style of the building.***

**ALL PROJECTS PROPOSED BY TENANTS**

- To be eligible for a direct grant, tenants need to provide a notarized Authorization for Work from the property owner
  - Submit signed Release and Hold Harmless Agreement (see attached)
  - Submit copy of current Occupational License if operating a business
-

**MATCHING GRANT PROGRAM FOR  
BUILDING EXTERIOR, FASCADE, ACCESSIBILITY and SIGN  
IMPROVEMENTS**

**Grant Procedures**

Fill out application and checklist and submit one copy with supporting data between \_\_\_\_\_ (see attached sheet for required Supporting Data Checklist). Applications should be submitted to Palatka Main Street c/o City Manager's Office 201 North Second Street Palatka, FL 32177.

The Review Committee will review the project and submit the package to the Palatka Main Street Board with its recommendation.

Once the Board has approved the project, written notice will be delivered to the grantee and work can begin. No work is to start until written notice is received (with the exception of a retroactive project).

Grantee is responsible for obtaining any permits required to do the project. Cost of permitting cannot be part of grant funding.

When the project is complete, an inspection for compliance will be made by the City Building Department. Once approved, Palatka Main Street, Inc. will submit the required information to the Community Redevelopment Agency for payment of the grant amount to the grantee. A single check will be issued jointly to the Contractor and Owner.

Grantee must submit an invoice for payment together with an affidavit from the Contractor certifying the work, as submitted, is complete. Any unapproved changes will not be reimbursed. Grantee must also provide proof of the required 20% match. If grantee decides to change the project after approval, they must contact the Palatka Main Street office.

All work performed must be contracted to a single Contractor who shall be a registered or certified Contractor as required by the State of Florida. Only qualified Contractors from Putnam County are eligible.

All work performed must meet the State of Florida Building Code and Design Guidelines of this program.

---

**MATCHING GRANT PROGRAM FOR  
BUILDING EXTERIOR, FASCADE, ACCESSIBILITY and SIGN  
IMPROVEMENTS**

**RELEASE AND HOLD HARMLESS AGREEMENT**

Release executed on the \_\_\_\_ day of \_\_\_\_\_, 2010, by (Property Owner) \_\_\_\_\_ and (Tenant if Applicable) \_\_\_\_\_, of (street address of tenant and owner address if different)

---

City of Palatka, County of Putnam, State of Florida, referred to as Releasor(s).

In consideration of being granted monies for restoration, modifications, signage, or other physical changes to the property located at the above address, the Releasor(s), understands that they are solely responsible for providing their own contractors, and to assure that those contractors are fully insured and licensed and have obtained all necessary permits in accordance with City (State) regulations. The Releasor(s) waives, releases, discharges, and covenants not to sue the Palatka Main Street Program or the City of Palatka for loss or damage, and claims or damages, on account of any work that has been performed in accordance with City or State guidelines.

Releasor(s) agrees that this release, waiver, and indemnity agreement is intended to be as broad and inclusive as permitted by the laws of the State of Florida and that if any portion of the agreement is held invalid, it is agreed that the balance shall notwithstanding, continue in full legal force and effect.

Releasor(s) further states that it has carefully read the above release and knows the contents of the release and signs this release as its own free act.

Releasor=s obligations and duties hereunder shall in no manner be limited or restricted by the maintaining of any insurance coverage related to the above referenced event.

This release contains the entire agreement between the parties to this agreement and the terms of this release are contractual and not a mere recital.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2009.

*Property Owner Signature*

\_\_\_\_\_  
*Witness*

*Please Print Name*

*Tenant Signature (if applicable)*

\_\_\_\_\_  
*Witness*

*Please Print*

\_\_\_\_\_

---



*Agenda  
Item*

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# SECOND PUBLIC HEARING NOTICE

The City of Palatka is applying to the Florida Department of Community Affairs (DCA) for a \$750,000.00 grant in the Neighborhood Revitalization category under the FFY 2009 Small Cities Community Development Block Grant (CDBG) program. If this application is not funded under the FFY 2009 cycle, the application may be resubmitted under the FFY 2010 cycle. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons. The activities, dollar amounts and estimated percentage benefit to low and moderate income persons for which the City of Palatka is applying are:

Activity Number and Name	Budget	LMI% Benefit
03E – Recreation/Neighborhood Center	\$605,505.00	At Least 51%
10 – Removal of Architectural Barriers	\$ 49,495.00	At Least 51%
Engineering	\$ 35,000.00	N/A
Administration	<u>\$ 60,000.00</u>	N/A
Total	\$750,000.00	

The project will undertake improvements to the Larimer Arts Center and the Price Martin Center and the construction of a handicapped accessible entrance to City Hall.

The City of Palatka plans to minimize displacement of persons as a result of planned CDBG funded activities; if any persons are displaced as a result of these planned activities the City of Palatka will assist with relocation payments based on uniform act requirements.

The public hearing to provide citizens an opportunity to comment on the application will be held at the City of Palatka City Hall, Thursday, June 24, 2010 at 6:00 p.m. or as soon thereafter as possible. A draft copy of parts of the application will be available for review at that time. A final copy of the application will be made available at the City of Palatka, City Hall, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. no more than five (5) working days after July 22, 2010. To obtain additional information concerning the application and the public hearing contact Ms. Betsy Driggers, City Clerk, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177. Telephone (904) 329-0100.

The public hearing is being conducted in a handicapped accessible location. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact Ms. Driggers at least five calendar days prior to the meeting and an interpreter will be provided. Any non-English speaking person wishing to attend the public hearing should contact Ms. Driggers at least five calendar days prior to the meeting and a language interpreter will be provided. Any handicapped person requiring special accommodation at this meeting should contact Ms. Driggers at least five calendar days prior to the meeting.

Pursuant to Section 102 of the HUD Reform Act of 1989, the following disclosures will be submitted to DCA with the application. The disclosures will be made available by the City of Palatka and DCA for public inspection upon request. These disclosures will be made available for a minimum period of six years.

1. Other Government (federal, state, and local) assistance to the project in the form of a gift, grant, loan, guarantee, insurance payment, rebate, subsidy, credit, tax, benefit or any other form of direct or indirect benefits by source and amount;
2. The identities and pecuniary interests of all developers, contractors, or consultants involved in the application for assistance or in the planning or development of the project or activity;
3. The identities and pecuniary interests of any other persons with a pecuniary interest in the project that can reasonably be expected to exceed \$50,000.00 or 10% of the grant request (whichever is lower);
4. For those developers, contractors, consultants, property owners, or others listed in two (2) or three (3) above which are corporations, or other entities, the identification and pecuniary interest by corporation or entity of each officer, director, principal stockholder, or other official of the entity;
5. The expected sources of all funds to be provided to the project by each of the providers of those funds and the amount provided; and
6. The expected uses of all funds by activities and amount.

*Agenda  
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*5c*

# SECOND PUBLIC HEARING NOTICE

The City of Palatka is applying to the Florida Department of Community Affairs (DCA) for a \$750,000.00 grant in the Commercial Revitalization category under the FFY 2009 Small Cities Community Development Block Grant (CDBG) program. If this application is not funded under the FFY 2009 cycle, the application may be resubmitted under the FFY 2010 cycle. For each activity that is proposed, at least 70% of the funds must benefit low and moderate income persons. The activities, dollar amounts and estimated percentage benefit to low and moderate income persons for which the City of Palatka is applying are:

Activity Number and Name	Budget	LMI% Benefit
03G – Parking Facilities	\$327,500.00	At Least 51%
03L – Sidewalks/Pedestrian Malls	\$327,500.00	At Least 51%
Engineering	\$ 35,000.00	N/A
Administration	<u>\$ 60,000.00</u>	N/A
Total	\$750,000.00	

The project will undertake parking lot and streetscape improvements in the downtown area near the St. Johns Riverfront in the City of Palatka.

The City of Palatka plans to minimize displacement of persons as a result of planned CDBG funded activities; if any persons are displaced as a result of these planned activities the City of Palatka will assist with relocation payments based on uniform act requirements.

The public hearing to provide citizens an opportunity to comment on the application will be held at the City of Palatka City Hall, Thursday, June 24, 2010 at 6:15 p.m. or as soon thereafter as possible. A draft copy of parts of the application will be available for review at that time. A final copy of the application will be made available at the City of Palatka, City Hall, Monday through Friday between the hours of 8:30 a.m. and 5:00 p.m. no more than five (5) working days after July 22, 2010. To obtain additional information concerning the application and the public hearing contact Ms. Betsy Driggers, City Clerk, City of Palatka, 201 North 2nd Street, Palatka, Florida 32177. Telephone (904) 329-0100.

The public hearing is being conducted in a handicapped accessible location. Any handicapped person requiring an interpreter for the hearing impaired or the visually impaired should contact Ms. Driggers at least five calendar days prior to the meeting and an interpreter will be provided. Any non-English speaking person wishing to attend the public hearing should contact Ms. Driggers at least five calendar days prior to the meeting and a language interpreter will be provided. Any handicapped person requiring special accommodation at this meeting should contact Ms. Driggers at least five calendar days prior to the meeting.

Pursuant to Section 102 of the HUD Reform Act of 1989, the following disclosures will be submitted to DCA with the application. The disclosures will be made available by the City of Palatka and DCA for public inspection upon request. These disclosures will be made available for a minimum period of six years.

1. Other Government (federal, state, and local) assistance to the project in the form of a gift, grant, loan, guarantee, insurance payment, rebate, subsidy, credit, tax, benefit or any other form of direct or indirect benefits by source and amount;
2. The identities and pecuniary interests of all developers, contractors, or consultants involved in the application for assistance or in the planning or development of the project or activity;
3. The identities and pecuniary interests of any other persons with a pecuniary interest in the project that can reasonably be expected to exceed \$50,000.00 or 10% of the grant request (whichever is lower);
4. For those developers, contractors, consultants, property owners, or others listed in two (2) or three (3) above which are corporations, or other entities, the identification and pecuniary interest by corporation or entity of each officer, director, principal stockholder, or other official of the entity;
5. The expected sources of all funds to be provided to the project by each of the providers of those funds and the amount provided; and

6. The expected use of all funds to be provided to the project;

*Agenda  
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**RESOLUTION NO. 8 - 71**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA  
AUTHORIZING THE SUBMISSION OF TWO (2)  
APPLICATIONS FOR THE SMALL CITIES  
COMMUNITY DEVELOPMENT BLOCK GRANT TO  
THE FLORIDA DEPARTMENT OF COMMUNITY  
AFFAIRS FOR FEDERAL FISCAL YEAR 2009.**

WHEREAS, the City of Palatka desires to submit two (2) applications to the Florida Department of Community Affairs for a Small Cities Community Development Block Grant to benefit persons of low and moderate income.

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

1. That the City of Palatka hereby authorizes the filing of an application for a Commercial Revitalization Community Development Block Grant, and an application for a Neighborhood Revitalization Community Development Block Grant.
2. That the Mayor of the City of Palatka is hereby authorized to execute all documents required in connection with the filing of said applications to be submitted on July 22, 2010.

PASSED AND ADOPTED by the City Commission of the City of Palatka, Florida on this 24<sup>th</sup> day of June, 2010.

**CITY OF PALATKA**

\_\_\_\_\_  
By: Its MAYOR

ATTEST:

\_\_\_\_\_  
CITY CLERK

APPROVED AS TO FORM AND CORRECTNESS:

*Agenda  
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**RESOLUTION NO. 8 - 72**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA,  
ADOPTING LONG TERM AND SHORT TERM  
OBJECTIVES OF THE COMMUNITY DEVELOPMENT  
PLAN FOR THE CITY OF PALATKA, FLORIDA.**

**WHEREAS**, the City of Palatka is located in Putnam County; and

**WHEREAS**, based on the 2000 US Census, the City's population is 10,033. Of the 10,033 residents, 3,251 or 32.1% are below the poverty level; and

**NOW, THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka that the following long term and short term objectives are hereby adopted:

**LONG TERM OBJECTIVES:**

1. To improve the physical environment of the community to make it more functional, safe, and efficient and to preserve the integrity of existing neighborhoods.
2. To promote the public interest.
3. To inject long range considerations into the determination of short range decisions.
4. To bring professional and technical knowledge to bear on issues concerning social, economical, or physical development.
5. To facilitate effective cooperation and coordination between all concerned with community development.
6. To identify all available resources for major opportunities and to improve the way of life for all in the community.

**SHORT TERM OBJECTIVES:**

1. To apply for Community Development Block grant funds in the Commercial Revitalization Category to undertake parking lot and streetscape improvements in the downtown area of Palatka.
2. To apply for Community Development Block grant funds in the Neighborhood Revitalization category to undertake improvements to the Larimer Arts Center and the Price Martin Center and the construction of a handicapped accessible entrance to City Hall.
3. To explore other possible resources for the purpose of improving the way of life for all citizens, especially those who live in deteriorated housing and neighborhoods.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka this 24<sup>th</sup> day of June, 2010.

**CITY OF PALATKA**

\_\_\_\_\_  
**By: Its MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

**APPROVED AS TO FORM AND CORRECTNESS:**

\_\_\_\_\_  
**CITY ATTORNEY**

*Agenda  
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**RESOLUTION NO. 08 - 73**

**A RESOLUTION OF THE CITY OF PALATKA, FLORIDA  
APPROVING AND ADOPTING THE PUTNAM COUNTY LOCAL  
MITIGATION STRATEGY PLAN.**

**WHEREAS**, this Local Mitigation Strategy Plan is intended to provide a strategy to mitigate dangers and costs associated with weather and man-made hazards and to provide a priority for recovery of hazardous events occurring in Putnam County; and

**WHEREAS**, the Putnam County Local Mitigation Strategy (LMS) Taskforce was created in August 1998 with the responsibility of developing a Local Hazard Mitigation Plan; and

**WHEREAS**, the Putnam County Local Mitigation Strategy Taskforce has completed a Local Mitigation Strategy Plan which has been reviewed by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA) as meeting the criteria for such plans and was approved by the City of Palatka City Commission in 2005; and

**WHEREAS**, the Disaster Mitigation Act of 2000, as a condition for qualifying for and receiving future Federal mitigation assistance funding, requires such governments to have a Federal Emergency Management Agency approved hazard mitigation plan in place that identifies the natural hazards that could impact the City.

**NOW THEREFORE, BE IT RESOLVED** by the City Commission of the City of Palatka, Florida, that: The Putnam County Local Mitigation Strategy/Plan is hereby approved and adopted effective immediately.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka, Florida, on this 24<sup>th</sup> day of June, 2010.

**CITY OF PALATKA**

By: \_\_\_\_\_  
Its **MAYOR**

**ATTEST:**

\_\_\_\_\_  
**CITY CLERK**

## Betsy Driggers

---

**Subject:** FW: Requesting consideration of LMS plan adoption  
**Attachments:** LMS adoption documents.pdf; PUTNAM COUNTY LMS RESOLUTION (GH) 2 (4).doc

---

**From:** ryan simpson [mailto:ryan.simpson@putnam-fl.com]  
**Sent:** Friday, June 11, 2010 12:31 PM  
**To:** 'D'Nel'; Woody Boynton; jjones@welaka-fl.gov; Patrick Kennedy (citymanager@crescentcity-fl.com); 'Pam Wilburn'  
**Cc:** quin romay; jayson southworth; mazle holder  
**Subject:** Requesting consideration of LMS plan adoption

Good afternoon,

The Putnam County Local Mitigation Strategy/Plan (LMS) has been approved pending adoption by the County and Local governments. Attached is documentation that verifies that the LMS plan is in compliance with federal hazard mitigation planning standards. Future FEMA public assistance following disasters and federal mitigation grant funding is contingent on this last step – formal adoption.

As a reminder the LMS plan is available on the internet at [http://www.putnam-fl.com/putnam\\_uploads/uploads/mitigation/DRAFT\\_Final\\_Local\\_Mitigation\\_Strategy\\_Plan.pdf](http://www.putnam-fl.com/putnam_uploads/uploads/mitigation/DRAFT_Final_Local_Mitigation_Strategy_Plan.pdf)

The Putnam County BOCC will review and consider adoption of the updated LMS plan on June 22, 2010. Following the Putnam County BOCC review and consideration of the updated plan, it is encouraged that all municipalities also consider formal adoption of the plan.

Previous adoption documentation from 2004 can be found in the LMS Plan within Appendix G (page 272). Sample/draft adoption language has also been attached to this email for consideration.

**Please reply to this email and indicate if and when your respective municipal council/board may consider adoption of the updated Local Mitigation Strategy/Plan- Thank you.**

If you have any questions please contact me.

Sincerely,  
rs

*Ryan Simpson*

Emergency Management Preparedness Coordinator  
Office Direct: (386) 326-2793  
Nextel Direct: 158\*41\*1588  
Emergency Operations Center: (386) 329-0379  
Office Fax: (386) 329-0897  
Email: [ryan.simpson@putnam-fl.com](mailto:ryan.simpson@putnam-fl.com)

Putnam County Emergency Services  
Division of Emergency Management  
410 S. SR 19 Palatka, Fl. 32177

Prepare. Plan. Stay Informed.  
<http://www.ready.gov/>  
[www.putnamalert.com](http://www.putnamalert.com)



# Emergency Services of Putnam County

## Fire – EMS – Emergency Management

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### Memorandum

---

**Date:** June 3, 2010

**To:** Local Mitigation Strategy Task Force participants, alternates, and interested Individuals

**From:** Ryan Simpson, Emergency Management Coordinator

A handwritten signature in black ink, appearing to be "RS", is written over the name Ryan Simpson.

**RE:** LMS Plan approval update

---

Attached is documentation from FDEM & FEMA that confirms Putnam County Local Mitigation Plan Update is in compliance with Federal Hazard Mitigation planning standards contained in 44 CFR 201.6(b)-d.

Upon submittal of a copy of participating Putnam County jurisdictions adoption resolutions, FEMA will issue formal approval of the County Local Mitigation Plan update.

All jurisdictions are encouraged to adopt the plan by resolution.

A sample adoption resolution has been attached.

Enclosures

U.S. Department of Homeland Security  
FEMA Region IV  
3003 Chambliss Tucker Road  
Atlanta, GA 30341



**FEMA**

March 9, 2010

Mr. David Halstead, Interim Director  
Division of Emergency Management  
2555 Shumard Oak Boulevard  
Tallahassee, Florida 32399-2100

Attention: Mr. Miles Anderson

Reference: Putnam County Local Mitigation Plan Update

Dear Mr. Halstead:

This is to confirm that we have completed a Federal/State review of the Putnam County Local Mitigation Plan Update for compliance with the Federal Hazard Mitigation Planning standards contained in 44 CFR 201.6(b)-(d). Based on our review and comments, Putnam County developed and submitted all the necessary revisions. Our staff has reviewed and approved these revisions.

We have determined the revised Putnam County Local Mitigation Plan is now compliant with Federal standards, subject to formal community adoption. Upon submittal of a copy of all participating jurisdictions documentation of the adoption resolutions to our office, we will issue formal approval of the Putnam County Local Mitigation Plan Update.

For further information, please do not hesitate to contact Gabriela Vigo, of the Hazard Mitigation Assistance Branch, at (229) 225-4546, or Linda L. Byers of my staff, at (770) 220-5498.

Sincerely,

A handwritten signature in black ink, appearing to read "Robert E. Lowe". The signature is written in a cursive style with a long horizontal stroke extending to the right.

Robert E. Lowe, Chief  
Risk Analysis Branch  
Mitigation Division



STATE OF FLORIDA

## DIVISION OF EMERGENCY MANAGEMENT

CHARLIE CRIST  
Governor

DAVID HALSTEAD  
Interim Director

April 13, 2010

Mr. Ryan Simpson  
Putnam County Local Mitigation Strategy Working Group Co-Chair  
410 South SR 19,  
Palatka, Florida 32177

Dear Mr. Simpson:

Congratulations! The enclosed letter constitutes the Federal Emergency Management Agency's (FEMA) "approval pending adoption" of the Putnam County Local Mitigation Strategy Plan. As indicated in the letter from FEMA, the plan is in compliance with the Federal hazard mitigation planning standards resulting from the Disaster Mitigation Act of 2000, as contained in 44 CFR 201.6. A second letter giving formal approval of the plan will be issued as soon as FEMA receives proof of adoption by at least one participating jurisdiction. The plan would then be approved for a period of five years.

The mitigation planning unit would like to thank you for all of your hard work in accomplishing such a feat. Together we can make Florida a safer place to live for all.

If you have any questions regarding this matter, please contact Bill McCusker at 850-487-3211 or [William.McCusker@em.myflorida.com](mailto:William.McCusker@em.myflorida.com).

Respectfully,

Miles E. Anderson, State Hazard Mitigation Officer  
Bureau of Recovery and Mitigation  
Mitigation Section

MEA/WJM

Enclosed: FEMA letter of notification dated March 9, 2010

# PUTNAM COUNTY



# MITIGATION PLAN

2009-2010

A complete copy of this 284 page document is available for viewing and printing at [www.putnam-fl.com/putnam\\_uploads/uploads/mitigation/DRAFT\\_Final\\_Local\\_Mitigation\\_Strategy\\_Plan.pdf](http://www.putnam-fl.com/putnam_uploads/uploads/mitigation/DRAFT_Final_Local_Mitigation_Strategy_Plan.pdf)

**PUTNAM COUNTY LOCAL MITIGATION  
PLAN/STRATEGY (LMS)**

**PUTNAM COUNTY, FLORIDA  
2009-2010**

PREPARED BY:  
THE PUTNAM COUNTY LOCAL MITIGATION  
TASK FORCE/COMMITTEE  
& PUTNAM COUNTY EMERGENCY MANAGEMENT

SPECIAL APPRECIATION TO FLORIDA STATE UNIVERISTY &  
FLORIDA DIVISION OF EMERGENCY MANAGEMENT

# PUTNAM COUNTY LMS PARTICIPATION



## County Departments

Administration  
Emergency Services  
Information Technology  
Library System  
Planning and Development  
Public Works and Engineering  
Parks and Recreation  
Sanitation  
Human Resources  
Fleet Maintenance  
General Services  
Veterans Services  
Agricultural Services

## Municipalities

City of Palatka  
Town of Interlachen  
Town of Pomona Park  
Town of Welaka  
City of Crescent City

## State, Federal, Private & Other

Board of County Commissioners  
Putnam County Clerk of Courts  
Putnam County Property Appraiser  
Putnam County Sheriffs Office  
Putnam County Supervisor of Elections  
Putnam County Tax Collector  
Putnam County School District  
Georgia Pacific  
Seminole Electric Cooperative  
St. Johns River Community College  
Putnam County Community Medical Center  
The American Red Cross  
Putnam County Chamber of Commerce  
Florida Department of Corrections  
Florida Division of Emergency Management  
Florida Department of Health  
St. Johns River Water Management District  
Florida Division of Forestry  
Florida Highway Patrol  
United States Department of Agriculture  
Florida Department of Environmental Protection  
Alachua County Fire Rescue

# Putnam County Local Mitigation Strategy

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## **SECTION 1: Introduction**

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### ***A. Local Mitigation Strategy***

In the spring of 1998, the Florida Department of Community Affairs (DCA) initiated a program to assist local governments in developing plans to reduce or eliminate risks to people and property from natural and man-made hazards. This program is known as the Local Mitigation Strategy or the LMS.

Over the past years, hazard mitigation has gained increased attention due to the large number of natural hazards that have occurred throughout the U.S. and world, and because of the rapid rise in costs associated with disaster recovery. With costs being a major concern, it has become apparent that money spent prior to an event to help mitigate/protect the community and reduce the impacts of a disaster can result in substantial savings in life and property following the event. With the benefit cost ratios being extremely advantageous, the Disaster Mitigation Act of 2000 was developed as U.S. Federal legislation that reinforces the importance of pre-disaster mitigation planning to reduce disaster losses nationwide by calling for local governments to have mitigation plans. With this being one of the central documents for the activities of the Federal Emergency Management Agency (FEMA), states and local governments have increased funding and support to help implement hazard mitigation efforts.

The advantages of developing a local LMS program are numerous including guidance in developing pre- and post-disaster mitigation plans, identifying priority projects and programs for funding, and increasing the likelihood of Federal and State funding for pre- and post-disaster mitigation projects.

This document was created to act as a well thought-out guide for Putnam County and its jurisdictions to use in assessing their risks and identifying actions to reduce their vulnerability to hazards. As a community-driven, living breathing document that reflects a variety of mitigation needs, it is our hope that you will join us in assessing and implementing meaningful hazard mitigation strategies for our communities.

## ***B. Planning Process***

***May 1998 - March 2009***

***The Planning Process from the Original LMS Document until the 2009 LMS Document Update***

The beginning of Putnam County's Local Mitigation Strategies took place in May of 1998, when the Northeast Florida Regional Council (NEFRC) was contracted to facilitate the county's development of the LMS. Through a Memorandum of Agreement, the development of the mitigation strategies was intended to provide one unified program/document for Putnam County and its five jurisdictions (Crescent City, Interlachen, Palatka, Pomona Park, and Welaka). The primary objective behind the LMS both then and now was to reduce vulnerabilities and to mitigate towards limiting losses due to hazardous events. During this time, Putnam County and its jurisdictions agreed that having the NEFRC as their facilitator allowed each community to provide unrestricted input regarding local mitigation needs without appearing biased.

In August of 1998, a county-wide LMS Task Force was organized with members from a vast array of different representations within the county. This including elected officials, county department heads, county and city staff, representatives of the jurisdictions, local businesses, and other interested citizens. The Task Force was responsible for developing all work products for the LMS including the development of a set of guiding principles; identification of potential hazards affecting the community; identification of people and infrastructure that are vulnerable to hazards; identification of critical facilities that are necessary for maintaining health, safety and welfare of residents before, during, and after a catastrophic event; and the development of a prioritized list of pre- and post- hazard mitigation projects eligible for funding.

The LMS Task Force committee has been meeting quarterly every year since 1999. With the work of the regularly scheduled Task Force meetings continuing after the creation of the original LMS document, this permanent committee is now responsible for reviewing new mitigation projects and LMS document updates, for implementing mitigation strategies, for ranking projects, and for contributing in all other areas of the planning process. These Task Force meetings are open for all interested individuals and their participation is encouraged. (For more information on how the community, private businesses, local government offices, etc. were encouraged to participate, see Section 1C, 1D, & 1E following this subsection.)

FEMA approved the 2004 revision of the Putnam County LMS, and it was adopted by the County and all jurisdictions between 2004 through 2006. See Appendix G.

Between May 1998 and March 2009, the Northeast Florida Regional Council staff, in conjunction with Putnam County Emergency Management, served to facilitate all the Task Force meetings and updating the LMS document. This partnership helped the county to get many projects initiated, funded, and completed through the guidance of the LMS. This teaming also worked to bring the LMS into compliance with FEMA regulations through regular maintenance coupled with updates. The Northeast Florida Regional Council staff performed the data collection, analysis, and revisions to the LMS document with the assistance of the Task Force members. When revisions were made to the document, they were brought forth to the Task Force for review, discussion, and approval.

### **March 2009 - Present**

#### ***The Planning Process for the 2009 LMS Document Update***

In March 2009, Putnam County's contract expired with the Northeast Florida Regional Council, giving Putnam County Emergency Management full facilitation of the LMS Task Force meetings and full responsibility to bring the LMS into FEMA regulation compliance with the support of the Task Force members. The public LMS Task Force meetings are still held quarterly (in the months of March, June, September, and December) with meetings taking place inside the Putnam County Emergency Operations Center.

As previously stated, Putnam County has a wide variety of representation within the LMS Task Force. An updated list of agencies and organizations who have attended the Task Force meetings in the last few years has been included; see "Putnam County LMS Participation" on the page in the beginning after the title page, as well as the last two LMS Task Force meeting's minutes and attendance sheets (3/12/09 & 6/11/09) in Appendix D (*To see how agencies, organizations, etc. were involved and participated in the recent 2009 update, go to the following sections, Sections 1C, 1D, 1E*)

The next Task Force meeting will be held on September 10, 2009. This date was given to all LMS Task Force mailing list members three months in advance and will focus on having the LMS Task Force review the document before it is

sent to FEMA for review. Putnam County Emergency Management has reinforced the importance of this meeting multiple times through mass Task Force communications. A public announcement will be made 10 days prior in a local newspaper. All interested Task Force members have been previously welcomed to contribute to any part of the planning stages for the 2009 update.

With Putnam County's 5-year required update of the LMS document arriving shortly, the county participated in an internship program to assist in bringing the LMS document in compliance with FEMA's new and updated regulations. This internship program was established by the Florida State University Urban Planning Department through a Hazard Mitigation Planning Grant. Eleven students between Florida's three university urban planning programs, all working on their master's degree, were trained and sent to work on updating a county's LMS document between the summer months of May 2009 and August 2009. To determine which counties would receive the interns, the Florida Division of Emergency Management made contacts to all counties which had LMS plans due in the near future. In Putnam County, the student intern performed all the data collection, analysis, and revisions needed for the 2009 update of the LMS document with the assistance of Putnam County Emergency Management staff and the Task Force members.

Below is a summary of the process followed, or shortly will be followed, for the 2009 LMS update.

- **May - June 2009:** Putnam County Emergency Management and the intern gathered data needed to update the FEMA risk assessment requirements. This was largely done through information obtained from agency websites, local planning/emergency documents, and by making approximately 30 different email correspondences for related information. Some of the information came from agencies within the LMS Task Force. The intern updated the plan by rewriting and creating new LMS sections that the FEMA risk assessment elements required.
- **June 11, 2009:** The Putnam County LMS Task Force meeting was advertised as a public announcement in the newspaper 10 days prior to the meeting. The focus of this meeting was explaining the LMS updating procedure and the importance of Task Force/community participation. Putnam County Emergency Management and the intern presented reasons why to update the LMS document, how the update process works, a schedule of when things would approximately be completed,

RESOLUTION NO. 2010- \_\_\_\_\_

A RESOLUTION OF THE BOARD OF COUNTY COMMISSIONERS OF PUTNAM COUNTY, FLORIDA APPROVING AND ADOPTING THE PUTNAM COUNTY LOCAL MITIGATION STRATEGY PLAN.

WHEREAS, this Local Mitigation Strategy Plan is intended to provide a strategy to mitigate dangers and costs associated with weather and man made hazards and to provide a priority for recovery of hazardous events occurring in Putnam County; and

WHEREAS, the Putnam County Local Mitigation Strategy (LMS) Taskforce was created in August 1998 with the responsibility of developing a Local Hazard Mitigation Plan; and

WHEREAS, the Putnam County Local Mitigation Strategy Taskforce has completed a Local Mitigation Strategy Plan which has been reviewed by the Florida Division of Emergency Management (FDEM) and the Federal Emergency Management Agency (FEMA) as meeting the criteria for such plans and was approved by the Putnam County Board of County Commissioners in 2004; and

WHEREAS, the Disaster Mitigation Act of 2000, as a condition for qualifying for and receiving future Federal mitigation assistance funding, requires such governments to have a Federal Emergency Management Agency approved hazard mitigation plan in place that identifies the natural hazards that could impact the County.

NOW THEREFORE, BE IT RESOLVED by the Board of County Commissioners of Putnam County that: The Local Mitigation Strategy Plan is hereby approved and adopted effective immediately.

DULY PASSED AND ADOPTED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2010.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
PUTNAM COUNTY, FLORIDA

\_\_\_\_\_  
TIM SMITH, CLERK OF COURTS

BY: \_\_\_\_\_  
CHIP LAIBL, CHAIRMAN

APPROVED AS TO LEGAL FORM AND CORRECTNESS:

BY: \_\_\_\_\_  
RUSSELL CASTLEBERRY, COUNTY ATTORNEY

# *Agenda Item*

9

**CITY OF PALATKA CITY COMMISSION  
AGENDA ITEM**

**ITEM:** Adoption of an ordinance annexing 3310 Crill Avenue into the City, adoption of a related ordinance changing the future land use designation from Putnam County Urban Service to City of Palatka High Density Residential, and the first reading of an ordinance changing the zoning from Putnam County R-1 to City of Palatka R-3/PUD.

**DEPARTMENT:** Building & Zoning

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

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**ATTACHMENTS:**

1. ~~An Ordinance of the City of Palatka annexing 3310 Crill Avenue.~~
2. ~~An Ordinance of the City of Palatka amending the future land use designation from Putnam County Urban Service to City of Palatka High Density Residential.~~
- \* 3. An Ordinance of the City of Palatka changing the zoning from Putnam County R-1 to City of Palatka R-3/PUD.
4. Land Use Restriction Agreement
5. May 4, 2010 Planning Board Minutes.
6. May 4, 2010, Planning Board Packet.

**DATE:** June 10, 2010 and a June 24, 2010 for the 2<sup>nd</sup> reading of the zoning ordinance

*2nd reading*

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**SUMMARY HIGHLIGHTS:**

The identified purpose of these three applications is to allow City water and sewer to a "seniors only" housing project. This is a 2.75 acre parcel of land.

A public hearing was held by the Planning Board on May 4, 2010, at the applicant's request for annexation, change of future land use from County Urban Service to City High Density Residential, and rezoning from Putnam County R-1 (Single Family Residential) to City of Palatka R-3/PUD (Multi-Family Residential/ Planned Unit Development overlay).

There was public testimony opposed to this request at this hearing. The Planning Board voted to recommend approval of the request to annex but voted to deny the requests to amend the future land use map and to rezone (tie vote) based upon incompatibility of surrounding properties, safety due to traffic concerns and the belief that this should be a commercial corridor.

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**RECOMMENDED ACTION:**

Staff recommends approval of the attached ordinances and conducting the first public hearing on the related zoning ordinance. The second public hearing for the zoning ordinance is scheduled for June 24, 2010.

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**AGENDA ITEM NUMBER:**

**AGENDA PAGE NUMBER:**

This instrument prepared by:  
Debbie Banks  
205 N. 2<sup>nd</sup> St.  
Palatka, FL 32177

ORDINANCE NO. 10 - \_\_\_\_\_

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 IN SECTION 11, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY R-1 (SINGLE-FAMILY RESIDENTIAL) TO CITY R-3/PUD (MULTI-FAMILY RESIDENTIAL/PLANNED UNIT DEVELOPMENT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

WHEREAS, application has been made by the owner, Palatka Housing Authority to the City for certain amendments 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 May 4, 2010 and two public hearings before the City Commission of the City of Palatka on June 10, 2010, and June 24, 2010, and

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

Section 2. 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 County R-1 (Single-family Residential) to City R-3/PUD (Multi-family Residential/Planned Unit Development).

**DESCRIPTION OF PROPERTY:**

COMMENCING at the Southwest corner of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East; thence North 520 feet; thence East 258 feet; thence South 520 feet; thence West 258 feet to the PLACE OF BEGINNING, being a part of the Southeast Quarter of the

Northeast Quarter of Section 11, Township 10 South, Range 26 East, Putnam County, Florida. Parcel: 11-10-26-0000-0100-0000

Containing 2.75 acres more or less.

All references are to the records of Putnam County, Florida.

**Section 3.** All ordinances in conflict with the terms and provisions of this ordinance are hereby specifically repealed.

**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 24<sup>th</sup> day of June, 2010.

**CITY OF PALATKA**

BY: \_\_\_\_\_

**Its MAYOR**

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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

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**Case PB 10-11**      **Address:**      109 N 9<sup>th</sup> Street

John Alexander, 919 Carr St., stated that the artist assured them that she would only take up one parking space during some of the painting and advised that Mr. Smothers had asked that the artist be done painting by 2:00 p.m., when his business is at its busiest and that he preferred the painting start late September or early October and further advised that they are working out those details.

**(Regular Meeting)**

**Motion** made by Phil Leary and seconded by Ezekiel Johnson to approve this request. Discussion took place regarding private property issues. All present voted affirmative, motion carried.

**Case 10-14**      **Address:**      1024 State Road 19 South  
                  **Parcel:**      10-10-26-0000-0210-0000  
                  **Owner:**      Wal Mart  
                  **Agent:**      Edna E. Gertz/TNT Fireworks

**Request:**      for a conditional use for a temporary sales event (sparklers)

**(Public Hearing)**

Ms. Banks advised that Ms. Gertz has been ill and is not here today. She advised that this is a reoccurring request with no changes and that they always comply with all of the fire and safety codes. She received no comment from the notices or the advertisement and recommended approval.

**(Regular Meeting)**

**Motion** made by Ken Venables and seconded by Zachary Landis to approve this request for the period of June 23, 2010 through July 4, 2010. All present voted affirmative, motion carried.

\***Case 10-12**      **Address:**      3310 Crill Avenue  
                  **Parcel:**      11-10-26-0000-0100-0000  
                  **Owner:**      Palatka Housing Authority  
                  **Agent:**      John Nelson

**Request:** to annex into the city limits of Palatka, to amend the Future Land Use Map of the City of Palatka from County Urban Service to City High Density Residential and Rezone from County R-1 (Single-family residential) to City R-3/PUD (Multi-family Residential Planned Unit Development for 2.75 +/- acres of property.

**(Public Hearing)**

Ms. Banks advised that the Board had previously heard this request but the applicant had pulled it before it went to the City Commission. It has been resubmitted this time with a request for a Planned Unit Development, which allows for flexibility in planning for the developer and the city.

**Case 10-12** 3310 Crill Avenue – continued.

In his written comments, the Fire Marshal said they would like to see another fire hydrant and the Police Department report stated that it would cost approximately \$21,000.00 per year for their services. This allows the City to ask for some or all of the funds. She advised that none of the staff that reviewed the request had any issues with the request. Additionally, she stated the requested Future Land Use change complies with the Housing Element of the Comprehensive Plan. She stated that our City Traffic Engineer (Mr. Woody Boynton) had no issues and he said that D.OT would put any stipulations in place, if required, for the highway. With regards to the rezoning portion of the request, staff recommends a fire hydrant at the entrance as well as one interior to the parcel; that the police service fees in lieu of taxes should be part of the PUD and there should be another easement along the back of the property for future water and sewer services. Mr. Nelson has been given a copy of this report. She ended by saying that staff had no issues with the codes for the development and this request meets the requirements of the Comprehensive Plan.

John Nelson, Palatka Housing Authority, 400 N. 15<sup>th</sup> St. explained that this site was picked primarily because it was very conveniently located for seniors (ages 60 +) for shopping (within 300 feet), banking and Doctors. He stated that they have selected an Engineer, Rudd Jones and a contractor, Synergy Construction to develop the 36 1-bedroom units for a senior only community. The traffic study indicated no negative impact on the traffic flow for this community. He added the site coverage more than meets the requirements and that the design for the buildings will comply with all the zoning regulations and that where variances are needed, requests will be made.

Ben Bates, 3400 Crill Ave., spoke for himself and Jerry Mattox, he contended that nothing has changed from the last meeting. He stated that it is an excellent project and no one is against the Housing Authority or an adequate place for seniors to live but he does not feel that this is a good location. He stated that he is sorry that the Housing Authority is in the box that they are in but a mistake on their part should not require the City making another mistake to fix theirs. He stated that most of the time when you buy a property it is usually part of the contract that the zoning and land use be in place. He stated concerns of traffic and pedestrians with a busy 4-lane road. He believes a better location can be found for this type of project and has talked to Mr. Nelson about a possible even trade. He stated, that he believed, that if he was asking for the same request, he would be told no and does not understand why government would be treated differently. That a mistake was made with the Frank George High-rise and he would not want to see another mistake like that. He ended by saying that he would question whether this would be considered spot zoning, as the school is not properly zoned and there is no other R-3 in the area.

Phil Leary stated that the Board is required to follow the Comprehensive Plan policies and as staff has reported it meets all of the required criteria.

Rudd Jones, PE & Associates, 209 S 4<sup>th</sup> Street, stated that R-3 is a transitional zoning from commercial to residential or commercial to commercial zoning and is very common to see. He did not believe this location was inappropriate. He stated that the traffic analysis met requirements and the P.U.D. agreement locks in what it's going to be with the approved land use and that additional prohibitions the city may want to place on this project can be made. He added that much of the buildings will be screened from the road.

Mr. Holmes stated that he is a part owner of a parcel in the vicinity. He commented in regards to the staff report that he respects staff's opinion on the various factors that staff evaluates but he also believes that the

**Case 10-12** 3310 Crill Avenue – continued.

purpose of having a Board is for the Board to make decisions about many factors, including those that staff discusses. Some things are fact, such as appropriate zoning - and others are opinions, such as compatibility. He doesn't believe that a non-conforming use of property counts as a like-kind use of property to that which is being proposed. He gave the example of the school being zoned R-3 but is not being used as such, and doesn't believe it can be pointed to as being compatible next door.

Discussion took place regarding buffering requirements, ingress & egress from a safety standpoint, recommended easements and parking and the compatibility of use.

Ken Venables asked how wide the main entrance would be.

Mr. Nelson stated twenty feet, and that it meets the requirements for emergency vehicles and sanitation trucks.

Carl Stewart asked how many parking spots were planned.

Mr. Nelson advised there would be 43.

**(Regular Meeting)**

Mr. Stewart questioned the inconsistent zoning.

Ms. Banks reiterated that this is a transitional (in between commercial and residential zones) zoning designation and you have single-family residential and commercial on either side of this property. That it is her opinion, from research she has done, that the transitional zoning would be appropriate.

Zachary Landis stated that traffic report or no traffic report, he believed it is a catastrophe waiting to happen, to put high school drivers and senior drivers together. That he was against it in the beginning and still stands against it from a safety standpoint.

Anthony Harwell stated that he believed that this property would be more valuable as a commercial property in a commercial corridor to the citizens and the city.

Mr. Holmes commented that Mr. Harwell's comment could fall under the category of compatible land uses.

Mr. Leary stated from a Planner's perspective, he looks at things a little more technically, being a Professional Planner, and complimented Debbie on her staff reports, stating that she does a good job. He agreed with her analysis that this is a mixed commercial & residentially zoned area. Is it the best use for this piece of property - maybe not, but it is like one of those situations we dealt with last month at Crystal Cove where there are going to be times when you are not going to make everyone happy. He believed that there could be some safety issues, but that once D.O.T. puts in the lights and makes some other improvements to that intersection it will work. He ended by pointing out another multi-family type development on the other side of the high school, on the St. Johns Avenue side, and said that looking at the

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**Case 10-12** 3310 Crill Avenue – continued.

staff analysis with respect to Annexation, Future Land Use and Rezoning, as a planner, even if it is not the best scenario, he did not see any reason for the Board to deny any of the three recommendations. That this is a transitional area and R-3 multi-family is a transitional zoning.

Mr. Venables questioned what the typical density for this request with no variances was.

Ms. Banks advised that high-density residential would be 10 – 18 units per acre.

Mr. Holmes stated that is within the parameters of the land use requested, but you are judging it from what is around it.

Ken Venables questioned if this project has anything to do with the loss of units from Frank George apartments.

Mr. Nelson advised that this project was always anticipated to replace some of the units of the Frank George.

Mr. Venables questioned if the cost of Police protection payment in lieu of taxes of \$21,000.00 per year can be made part of the final decision here today and is the Housing Authority amenable to that amount, which would surely increase.

Mr. Nelson advised that those figures were projected by the Police Chief, but in 1962 there was cooperation agreement signed by the City and the State Department of Housing and Urban Development that stated the City would provide services for payment in lieu of taxes, there is a formula for making those payments which are also paid to other communities. It has been projected to be roughly \$4,000.00 per year.

Mr. Venables asked if there was going to be a traffic signal, if so, when would it go in and would there be a turn signal, as a u-turn would be required if coming east on Crill Ave. Would there be a pedestrian signal there as well. He added that looking at the building style for this project it appears to resemble the existing buildings and offices to the west of the proposed that it all seems to fit together that way. Given that this is senior housing he doesn't foresee a lot of night activity there, that they are quiet at night and they are not going to have bon fires, barbeques, loud parties, street dancing, kids or things like that. So given it is a transitional zoning being requested for where it sits, versus what's around it, he does see a significant problem with the request other than some of the technical issues that were raised.

**Motion** made by Phil Leary and seconded by Ken Venables to recommend approval of the request for annexation. With one member voting in opposition, motion carried.

**Motion** made by Ken Venables and seconded by Phil Leary to recommend approval of the requested land use change. With a show of hands, there were three yeas and two nays, motion carried.

Mr. Holmes commented that Mr. Stewart did not vote and reviewed the code book.

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**Case 10-12** 3310 Crill Avenue – continued.

**Motion** made by Ken Venables and seconded by Phil Leary to recommend approval of the requested rezoning. With a show of hands, there were three yeas and two nays, motion carried.

Mr. Holmes cited Section 54-32 membership; ex officio members. He stated that the code requires nine voting members and one non-voting member that it does not specify otherwise and in his opinion, if the Chairman does not vote he would need to abstain.

Discussion took place regarding previous practices and policies of the Board following Roberts Rules of Order.

Mr. Stewart added his vote. He voted no for all three portions of the request; citing the reasons were for the safety standpoints that were mentioned, the inconsistent zoning which could be a problem and come back on us at some time and the usage, as some of us feel it would be better used as a commercial use.

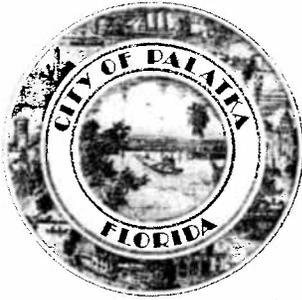
**Resulting votes were as follows:**

Recommendation to approve the request for Annexation into the city limits of Palatka; with 2 nays and 3 yeas, motion carried.

Recommendation to approve the request to amend the Future Land Use Map of the City of Palatka from County Urban Service to City High Density Residential; with 3 nays and 3 yeas, motion tied.

Recommendation to approve the request to rezone from County R-1 (Single-family residential) to City R-3/PUD (Multi-family Residential/Planned Unit Development); with 3 nays and 3 yeas, motion tied.

With no further business, meeting adjourned at 5:45 pm.



**BUILDING AND ZONING STAFF REPORT**  
**May 4, 2010**  
**Public Hearing**  
**Case # 10-12**

**LOCATION:** 3310 Crill Avenue; Parcel Number: 11-10-26-0000-0100-0000

**OWNER:** Palatka Housing Authority

**AGENT:** John Nelson

**REQUEST:** The applicant is requesting to annex into the city limits of Palatka, to amend the City's Future Land Use Map from County Urban Service to City High Density Residential and to Rezone from County R-1 (Single-family Residential) to City R-3/PUD (Multi-family Residential/Planned Unit Development) for 2.75 +/- acres of property. (Case – PB 10-12)

**BACKGROUND & ANALYSIS:** This site is currently vacant and would be developed as "senior-only" public housing units, if approved. The project will consist of nine 4-plexes for a total of 36 units representing a density of 13 units per acre. There is an exemption in the Florida Statutes (163.3187(1) (f) that states "...except that this limitation does not apply to small scale amendments involving the construction of affordable housing units meeting the criteria of s.420-0004(3) on property which will be the subject of a land use restriction agreement...) A land use restriction agreement will reflect the number of units and that the project is for "seniors-only." The applicant is requesting to annex for city services.

Surrounding properties have the following future land use designations: City Other Public Facilities to the north; City Commercial to the south and east and County Urban Service to the east and west. The zoning pattern of the surrounding area is: City R-3 to the north; City C-2 (Intensive Commercial) to the south and east and County R-1 (single-family Residential) to the east; and County Commercial, Professional Offices and County C-2 (General Light Commercial) to the west. The existing land use pattern in the area consists of vacant land; commercial; residential, and school property. The proposed apartment use is consistent with the intent of the R-3 zoning district which state "Parcels in this district are situated so that they are well served by public and commercial services and have convenient access to thoroughfares and collector streets.

Departmental Review Requests were sent to all departments. The Water & Sewer Superintendent stated have discussed the needs of the project with the applicant and have no. The Public Works Director's comments included the need for both Dept. of Transportation (FDOT) and Water Management (SJRWMD) permits as well as reserving the right to approve location of the dumpster prior to final approval. The Fire Marshal had no problem with the location of the hydrant shown but is requesting a second hydrant at the entrance for fire ground tactics reasons. Water Treatment Plant Superintendent and Chief Building Official responded with "No Comment." The Police Chief submitted a "Law Enforcement Impact Review" indicating the need of .23 additional police officers at a first

year cost of \$21,216.29 due to the potential of 106.38 calls for service that would be created as a result of this development. An annual payment in lieu of taxes should be negotiated for this cost.

There was no response received from the notices sent to surrounding property owners or from the advertisement that ran on April 16, 2010.

**SURROUNDING ZONING AND LAND USE:**

	<b>Future Land Use Designation</b>	<b>Zoning</b>	<b>Current Land Uses</b>
<b>North</b>	City Other Public Facilities County Urban Service	City R-3 -Multi-Family Residential County R-1 Single Family Residential	Vacant area of Mellon School parcel Single family homes
<b>South</b>	County Commercial City Commercial	County R1-A Single Family Residential City C-2 (Intensive commercial) & R-1	Single family homes Burger King
<b>East</b>	County Urban Service City Commercial	County R-1 -Single Family Residential City C-1 General Commercial	Single family homes Vacant land
<b>West</b>	County Urban Service	County CPO – Commercial Professional Offices & C-2	Doctor's Office Portion of vacant land

**B. COMPLIANCE WITH CHAPTER 171, FLORIDA STATUTES, ANNEXATIONS**

The request is to annex a 2.75 +/- acre parcel into the City. The subject property is located at 3310 Crill Avenue. Directly north is a City parcel, south and east is both County and City with County to the west of the site.

The proposed annexation decreases the size of an existing enclave and meets the criteria identified in Section 171.043, Florida Statutes. This includes being contiguous to the City's boundaries at this time, is reasonably compact, is not included within the boundary of another incorporated municipality, and is intended to be developed for urban purposes because of the availability of City sewer and water lines that are contiguous to the property.

This request is a voluntary annexation and meets the criteria identified in Section 171.044, Florida Statutes, as it relates to being contiguous to the City, and reasonably compact. Following a recommendation from the Planning Board, an appropriately prepared ordinance will be considered by the City Commission after the correct advertising and scheduling of public hearings.

**STAFF RECOMMENDATION:** Approval of the annexation request.

**COMPREHENSIVE PLAN:**

**The Existing Land Use Designation:**

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

The existing Future Land Use is County Urban Service which recognizes areas where urban infrastructure, such as central water, sewer, stormwater systems, paved major roads, exists or is programmed and available for more urban type of development. Although agricultural activities are allowed as a holding land use, this land use designation allows a broad mix of residential, commercial, industrial, public facility and recreation uses. Residential development can achieve a density of up to 9 dwelling units per acre, the highest in Putnam County, with adequate density bonus points.

No land will be designated as "vacant or undeveloped" on the Future Land Use Map.

**The Proposed Land Use Designation:**

**Policy A.1.9.3.A.1 (9J-5.006(3)(c)7)**

Residential land use is intended to be used primarily for housing and shall be protected from intrusion by land uses that are incompatible with residential density. Residential land use provides for a variety of land use densities and housing types. Medium Density Residential (231 acres) provides for a range of densities up to 10 units per acre.

**Future Land Use Element**

**Objective A.1.1 (9J-5.006(3)(b)1; F.S. 187-201 (161)(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.1.1.3 (9J-5.006(3) (c) 3)**

The City shall as a condition of issuing a building permit or other development order, require proposed developments to hook up to the City central sewer systems in accordance with the revised City zoning code and subdivision regulations based upon Chapter 381, F.S. and Division 64E, FAC.

**Policy A.1.1.7 (9J-5.006(3)(c)2)**

The City Building Official shall not issue a building permit or other final development order, or issue final plat approval, until it has been certified that infrastructure facilities and services exist or shall be available pursuant to an executed development agreement to satisfy demands generated by the development in accordance with the adopted City levels of service standards. By June 1, 2008, the City shall incorporate into the land development regulations a method for establishing transportation proportionate fair share. Availability of infrastructure will be certified through the Building Official issuing a "Certificate of Concurrency."

**Staff Analysis:** The site is flat and not in the 100 Year flood plain. There is one soil type located on the site: Mulat. The Mulat series consists of soils that are deep, nearly level, poorly drained and slowly or moderately slowly permeable.

The proposed use of multi-family housing for seniors is not consistent with adjacent uses, however, R-3 zoning is a transitional zoning district in this type of mixed residential/commercial scenario. There are apartments within 1,400 feet of this parcel and R-3 zoning abuts this parcel to the north but the actual use is a school. Additional buffering requirements are required by the Zoning Code for the site to the north, east and west of the subject site.

City sewer and water lines are located adjacent to the site, and there is sufficient capacity to maintain existing level of service standards. The Water & Sewer Superintendent has discussed the project with the owner. In the Traffic Circulation Element, Public Facilities Element, Recreation and Open Space Element and Public Schools Facilities Element sections of this staff report we will evaluate each adopted level of service standard for this site related to a maximum density of 13 dwelling units per acre and a maximum total of 36 units.

**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:

**Staff Analysis:** This site fronts on Crill Avenue and will serve to fill in an enclave created years ago. It is within 300 feet of a grocery store and other commercial uses and has access to public transportation.

**Housing Element**

**Objective C.1.1 (9J-5.010(3)(a))**

Upon Plan adoption, the City shall promote the provision of adequate and affordable housing in the City.

**Staff Analysis:** Under Rule 9J-5.005 (6), Florida Administrative Code, a need has to be demonstrated for the proposed Future Land Use Amendment. Data and analysis has to be provided that demonstrates that the proposed increase in residential density are necessary. This need will be demonstrated using data from the Housing Element.

Based on the 2000 Census, data in the Housing Element indicates that there were 1,928 owner occupied units and 1,815 rental units in the City. Rental units represented a total of 48% of the total housing stock. With the demolition of the Frank George Apartment complex, 100 units were taken off the inventory of available senior housing available through the Palatka Housing Authority. The Housing Authority has no housing specifically restricted to "seniors only" in their inventory.

This project would provide seniors with new affordable housing within close proximity to grocery stores and pharmacies.

**Traffic Circulation Element**

**Objective B.1.1 (9J-5.007(3)(b)1)**

Upon plan adoption, the City shall provide for a safe, convenient and efficient motorized and non-motorized transportation system by correcting, to the maximum extent feasible, all existing roadway deficiencies identified in this plan and maintain acceptable operating conditions in the future on a priority basis.

**Policy B.1.1.1 (9J-5.007(3)(01))**

The State-wide minimum acceptable operating Level of Service (LOS) standards for the State Highway System and City Street System shall be the base LOS standards listed herein, except for those conditions provided in Policies 1.1.1.A. and 1.1.1.B.

The City hereby adopts the following LOS standards for each listed facility type:

- principal arterials - LOS C

- collectors and minor arterials - LOS D

**Staff Analysis:** The applicant contracted with GMB Engineers & Planner, Inc. to conduct a Traffic Impact Analysis for the development. Traffic counts for the intersections impacted by the proposed development indicate that "all roadways within the project study area operate at an acceptable level of service for the YR 2010 existing conditions." The applicant must obtain a permit from the Florida Dept. of Transportation (FDOT) for submittal with their plans. A letter from the FDOT must be received by the Building Official prior to the issuance of a building permit.

### **Public Facilities Element**

#### **Objective D.1.1 (9J-5.011(2)(b)2)**

Upon Plan adoption, the City of Palatka shall enforce adopted Concurrency Management System procedures to ensure that at the time a building permit or other development order is issued, infrastructure facility capacity is available to meet the demand of development without lowering adopted Levels of Service Standards (LOSS).

#### **Policy D.1.1.1 (9J-5.011(2) (c)2)**

The following level of service standards shall be the basis for determining the availability of facility capacity against the demand generated by development.

- A1. Potable Water, Residential: 130 gallons per capita per day
- B1. Central Sanitary Sewer System, Residential: 125 gallons per capita per day
- C. Solid Waste: 6.4 lbs/person/day
- D. Drainage Facilities: City of Palatka and Ravine State Gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water Management District.

#### **Policy D.1.1.2 (9J-5.011 (2)(c)2)**

All improvements for replacement, expansion, or increase in capacity of facilities shall be compatible with the adopted level of service standards for the facilities and that distribution of these facilities/services is consistent with the Future Land Use Map.

**Staff Analysis:** Throughout the development review process all adopted levels of service standards will be maintained.

- Potable Water: 325 gallons per day (2.5 persons per unit) multiplied by 36 units is 29,250 gallons per day at build-out. A new water plant will be going on line within next couple of months with a capacity of 6 million gallons per day. Current peak usage is approximately 3,200,000 gallons per day. Capacity exists for build-out of the project.
- Central Sanitary Sewer System: 312.5 gallons per day (2.5 persons per unit) multiplied by 36 units is 28,125 gallons per day at build-out. The sewer plant has a capacity of 2.42 million gallons per day with an additional capacity of 600,000 gallons per day. Capacity exists for build-out of the project.
- Solid Waste: 6.4 lbs. per person per day multiplied by persons (2.5 persons per unit multiplied by 36 units) is 576 lbs. per day. The City has a contract with Putnam County to use the Central Landfill. The Central Landfill has 40 permitted acres with an additional 140 acres of raw land. Current capacity is for 8.23 years with existing cells. Capacity exists for build-out of the project.
- Drainage: Consistency with the City of Palatka and Ravine State Gardens Stormwater Quality Master Plan and minimum requirements of the St. Johns River Water

Management District will be evaluated at plan submittal. A permit cannot be issued without the approval of the District.

### **Recreation and Open Space Element**

#### **Objective F.1.1 (9J-5.0143(3)(b)1**

Upon plan adoption, the City shall implement the following policies to ensure public access to all identified recreational facilities.

#### **Policy F.1.1.2 (9J-5.014(3)(c)3**

The City shall adopt the following Level of Service Standards: Regional Park/ 1 acre per 50, Community Park/ 1 acre per 500, Neighborhood Park/ 1 acre per 500, Equipped Play and Tot Lot/ 1 Per 2,000, Baseball/Softball Fields/ 1 per 5,000, Football/Soccer Fields/ 1 per 6,000, Equipped Play area/ 1 play area per 10,000, Basketball Courts/ 1 per 5,000, Boat Ramp (Lanes)/ 1 lane per 5,000, Tennis Court/ 1 court per 2,000, Swimming Pools/1 pool per 25,000, Hiking (miles)/ 1 Mile per 6,750, and Picnic Areas (Tables) 1 Table per 6,000.

**Staff Analysis:** At build-out the project will generate an additional 90 people (2.5 persons per unit multiplied by 36 units). Capacity exists for all recreational Level of Service Standards for this additional population.

### **Public Schools Facilities Element**

#### **Objective 1.1.1 (9J-5.025(3)(b)1**

The City of Palatka shall ensure the correction of existing school facility deficiencies to provide adequate student capacity, which shall not exceed the adopted level of service standards within the Putnam County School District and which will meet future capacity needs.

#### **Policy 1.1.1.1 (9J-5.025(3)(c)7**

The City of Palatka hereby adopts LOSS for Schools of 100% based on permanent FISH capacity for all school types (Elementary, Middle and High)

**Staff Analysis:** The Putnam County School Board approved a moratorium of the school impact fee in February 2009. This project would not be subject to those fees if they were still in place since it is restricted to "seniors-only."

**STAFF RECOMMENDATION:** Staff recommends approval of this request to amend the future land use map from county Urban Service to City High Density Residential.

### **C. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST**

#### **Rezoning requirements**

When pertaining to the rezoning of land, the report and recommendations of the Planning Board to the City Commission shall show that the Planning Board has studied and considered the proposed change in relation to the following, where applicable (from Sec. 94-38(f)(1) of the Palatka Municipal Code):

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

**STAFF ANALYSIS:** The applicant requests rezoning to City R-3 (Multi-family Residential) from County R-1 (Single-family Residential). The proposed change is in conformance with the comprehensive plan as stated in the above comp plan review.

This zoning category is consistent with the requested Commercial Future Land Use designation of High Density Residential. The current land use designation is Putnam County Urban Service.

- b. The existing land use pattern.

**STAFF ANALYSIS:** This rezoning request to City R-3 (Multi-family Residential) is consistent with the existing land use pattern in the area which is mixed commercial and residential development, however it does require a higher density. The applicant qualifies for an exemption from the density requirements. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment request.

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

**STAFF ANALYSIS:** This rezoning request will not create an isolated district in that R-3 zoning is located directly north of the subject parcel.

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

**STAFF ANALYSIS:** This commercial parcel will not overtax public services. The reports from the department heads do not indicate any issues although they reserved specific comment until plans are submitted.

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

**STAFF ANALYSIS:** Staff has no information to indicate that existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.

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

**STAFF ANALYSIS:** In order to obtain water and sewer services, the applicant is required to annex, amend the Future Land Use map and rezone. The proposed amendment is necessary to comply with these requirements.

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

**STAFF ANALYSIS:** This change will increase density for this area, however, since the development is restricted to "seniors only" there will not be as high a density as there would be for non-seniors. Applicant will have to meet City code for screening and buffering prior to the issuance of a Certificate of Occupancy.

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

**STAFF ANALYSIS:** The applicant must have the FDOT's approval to use the curb cut on Crill Avenue and meet their requirements for access. This portion of Crill Avenue is currently operating at a level of service of "C" which is an acceptable level of traffic flow.

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

**STAFF ANALYSIS:** All drainage issues will be reviewed by St. Johns River Water Management at plan submittal.

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

**STAFF ANALYSIS:** It is not anticipated that this site will reduce light and air to adjacent areas but the plans will be reviewed at the time of submittal.

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

**STAFF ANALYSIS:** It is not anticipated that this rezoning request will adversely affect property values, however, a Property Appraiser would have to be consulted for an accurate determination.

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

**STAFF ANALYSIS:** Staff does not have any information to indicate that the proposed zoning change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations. Adjacent property owners were notified of this rezoning request and have the opportunity to appear before the Planning Board.

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

**STAFF ANALYSIS:** This rezoning request does not constitute a grant of special privilege; however, the Statute does provide an exemption for public housing.

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

**STAFF ANALYSIS:** The existing zoning is County zoning. With the proposed requests for annexation and a City future land use designation, it is appropriate to change the zoning to a consistent City zoning designation.

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

**STAFF ANALYSIS:** This change is not out of scale with the needs of the City and would fill an important need for senior housing for both the City and the County. However, neighboring parcels to the east are single family and the parcel fronts on Crill Avenue which is in a corridor with a commercial trend.

- p. Whether it is impossible to find other adequate sites in the city for the proposed

use in districts already permitting such use.

**STAFF ANALYSIS:** There may be other sites that could have been purchased for this use; however, this site is geographically located in an area of the City that would provide for the needs of the residents that would live there.

- 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 ANALYSIS:** This parcel is not located in a Historic District.

**STAFF RECOMMENDATION:** Staff recommends approval of the requested zoning change from County Agriculture (AG) and Single Family Residential (R1-A) to City Multi-family Residential/Planned Unit Development (R-3/PUD). A negotiated agreement for payment in lieu of taxes for police services is recommended. The request complies with the rezoning criteria provided in the Palatka Municipal Code.

**Photographs**



Posting



Facing east: Taco Bell, Handy Way



Facing west

# Application for Annexation

This application must be typed or printed in black ink and submitted with any required attachments and application fee of \$1,000 for Small Scale or \$1,500 for Large Scale (Checks payable to the City of Palatka) to:

Application Number: PB - 10-12  
 Date Received: 4/5/10  
 Hearing date: 5/4/10

City of Palatka Planning & Zoning  
 201 N 2<sup>nd</sup> Street  
 Palatka, FL 32177

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

## TO BE COMPLETED BY APPLICANT

<b>1. Property Address:</b> 3310 CRILL AVENUE		<b>2. Parcel Number:</b> 1-10-26-0000-0100-0000	<b>3. Current Property Use:</b> VACANT
<b>4. Current Land Use Designation:</b> VACANT COMMERCIAL	<b>5. Requested Land Use Designation:</b> RESIDENTIAL		<b>6. Required Attachments:</b> <input checked="" type="checkbox"/> Legal Description <input type="checkbox"/> Letter of Authorization* <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <i>pd</i> <input checked="" type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input checked="" type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan***** <input checked="" type="checkbox"/> Survey
<b>7. Current Zoning Designation:</b> R-1	<b>8. Requested Zoning Designation:</b> R-3		
<b>9. Acreage to be considered for request:</b> 2.75 ACRES	<b>10. Number, types &amp; square footage of structures on property:</b> NONE		

**Reason for annexation request:** ACCESS TO CITY UTILITIES AND OWNERSHIP BY PALATKA HOUSING AUTHORITY

PALATKA HOUSING AUTHORITY	
<b>Owner Name</b>	<i>John Nelson</i> <b>Agent Name</b>
400 N. 15TH STREET, PALATKA, FL 32177	<b>Agent Address</b>
<b>Owner Address</b>	
386-329-0132, EXT. 211	<b>Phone Number</b>
<b>Phone Number</b>	

- \* 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.
- \*\* Project Narrative: Explain present and future use of the property in detail.
- \*\*\* 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 one-hundredth acre), and Topography/Flood Prone Areas.
- \*\*\*\* Site map for ad to be to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.
- \*\*\*\*\* Site Plan: Detailed project drawing

RECEIVED  
 APR 05 2010  
 BY: \_\_\_\_\_

Application Number: PB-10-12

Hearing date: 5-4-10

10. This application submitted by:

Signature of owner(s):

*John Nelson Jr*

Print owner(s) names(s): JOHN NELSON, JR.

EXECUTIVE DIRECTOR, PHA

Signature of Agent(s):

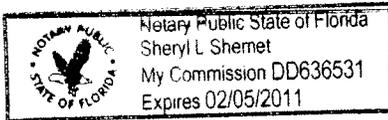
Print Agent(s) names:

STATE OF FLORIDA

County of PUTNAM

Before me this day personally appeared John Nelson, Jr. 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 April A.D. 2010.



*Sheryl L. Shemet*  
Notary Public

My commission expires: 02/05/2011

State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted <u>4/5/10</u>	2. Received By: <u>PS</u>	3. Confirm Zoning: <input checked="" type="checkbox"/>	4. Confirm FLUM <input checked="" type="checkbox"/>	5. Preliminary review by: <u>DB</u>
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: <u>4/7/10</u> By: <u>PS</u>	9. Legal Ad Ran: Date: Date:	10. Attachments Reviewed: <input checked="" type="checkbox"/> Letter of Authorization* <input checked="" type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <input checked="" type="checkbox"/> Project Narrative** <input checked="" type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input checked="" type="checkbox"/> Site Plan***** <input type="checkbox"/> Survey	
City Commission Hearing Date:				

# Application for Small-Scale Land Use Amendment to the Future Land Use Map

This application must be typed or printed in black ink and submitted with any required attachments and application fee of \$450 (Checks payable to the City of Palatka) to:

**City of Palatka Planning & Zoning**  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

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

Application Number: PB - 10-12  
Date Received: 4/5/10  
Hearing date: 5/4/10

## TO BE COMPLETED BY APPLICANT

<b>1. Property Address:</b> 3310 Crill Avenue		<b>2. Parcel Number:</b> 11-10-26-0000-0100-0000		<b>3. Current Property Use:</b> VACANT	
<b>4. Current Land Use Designation:</b> COMMERCIAL (County)		<b>5. Requested Land Use Designation:</b> RESIDENTIAL <u>RHD High Density</u>		<b>6. Required Attachments:</b> <input checked="" type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <u>PH</u> <input checked="" type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input checked="" type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan*****	
<b>7. Current Zoning Designation:</b> R-1 (County)		<b>8. Requested Zoning Designation:</b> R-3 / <u>PUD</u>			
<b>9. Lot size/acreage:</b> 2.75 ACRES		<b>10. Number, types &amp; square footage of structures on property:</b>  NONE			
<b>11. Proposed Number, types &amp; square footage of structures on property: Attach plan</b>					
<b>8. Owner Name:</b> PALATKA HOUSING AUTHORITY					
<b>Owner Address:</b> 400 N. 15TH AVE, PALATKA, FL 32177					
<b>Phone Number:</b> 386-329-0132 EXT. 211					
<b>9. Agent Name:</b> NONE ( <u>John Nelson</u> )					
<b>Agent Address:</b>					
<b>Phone Number:</b>					

- \* 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.
- \*\*Project Narrative: Explain present and future use of the property in detail.
- \*\*\*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 one-hundredth acre), and Topography/Flood Prone Areas.
- \*\*\*\*Site map for ad to be in black & white, no larger than 2 1/2" x 3" with nearest intersecting streets shown and named.
- \*\*\*\*\*Site Plan: Detailed project drawing

**RECEIVED**  
APR 05 2010

BY: \_\_\_\_\_

Application Number: PB - 10-12

Hearing date: 5/4/10

10. This application submitted by:

Signature of owner(s):

John Nelson Jr

Print owner(s) names(s):

JOHN NELSON, JR.

EXECUTIVE DIRECTOR, PHA

Signature of Agent(s):

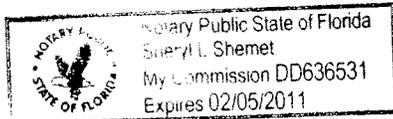
Print Agent(s) names:

STATE OF FLORIDA

County of PUTNAM

Before me this day personally appeared JOHN NELSON, JR. who executed the foregoing application and acknowledged to and before me that JOHN NELSON, JR. executed this document for the purposes therein expressed.

WITNESS my hand and official seal, this 5th day of April A.D. 2010.



Ssheryl L. Shemet  
Notary Public

My commission expires:

02/05/2011

State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted <u>4/5/10</u>	2. Received By: <u>PS</u>	3. Current Zoning: ✓	4. Requested Zoning: ✓	5. Preliminary review by: <u>DB</u>
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: <u>4/7/10</u> By:	9. Legal Ad Ran: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization* <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative** <input type="checkbox"/> Supplementary Information*** <input type="checkbox"/> Site Map for display ad**** <input type="checkbox"/> Site Plan*****	
City Commission Hearing Date:				

## **PROJECT NARRATIVE**

**PARCEL: 11-10-26-0000-0100-0000**

**Property Address: 3310 Crill Ave., Palatka, FL 32177**

Lot is currently zoned commercial, but is vacant. We are requesting zone change to R-3. Upon approval, we will construct 36 units of "senior-only" public housing units. Project will consist of 4-plex units, 9 total. We intend to submit a PUD (Planned Unit Development) to facilitate this.

**LEGAL DESCRIPTION**

**PARCEL: 11-10-26-0000-0100-0000**

**Property Address: 3310 Crill Ave., Palatka, FL 32177**

**COMMENCING at the Southwest corner of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East; thence North 520 feet; thence East 258 feet; thence South 520 feet; thence West 258 feet to the PLACE OF BEGINNING, being a part of the Southeast Quarter of the Northeast Quarter of Section 11, Township 10 South, Range 26 East, Putnam County, Florida.**

2009 Tax Information for Parcel: 11-10-26-0000-0100-0000

**Property Appraiser Information**

**Palatka Housing Authority**  
 PO Box 1277  
 Palatka FL 32178-1277 ( [Putnam County GIS Interactive Mapping](#) )

**Parcel 911 Addresses**  
 3310 Crill Av, Palatka ( [MapQuest map](#) )

**Parcel values...**

Just Value of Land: \$151518	Acreage: 2.75
Improvement Value: \$0	Usage: Vacant Commercial
Market Value: \$151518	Control #: 85437
Just Classified Use: \$0	Exemptions: *WHX02 <input type="checkbox"/>
Classified Use Value: \$0	Classified: (none)
Market Adjusted: \$151518	Location: Putnam County

**Parcel Authority Value Breakdown**

Authority	Assessed/Limited	Minus (-) Exemptions	Taxable Value
County Only:	\$151518		\$151518 \$0
School Only:	\$151518		\$151518 \$0
All Others:	\$151518		\$151518 \$0

**Property Legal Description**  
 PT OF SE 1/4 OF NE 1/4 BK 71 P 46

**Taxing Authority and March Gross Tax**

Auth#	Authority name	Amount
<b>Total Gross Taxes: (discounts or penalties not included)</b>		<b>\$0.00</b>

**No taxes on this parcel**  
 This parcel is wholly exempt or has gross taxes less than one dollar.

**End of parcel data**  
 Click [here](#) to do another search or use your browser's back button to return to previous search results.

STATE OF FLORIDA

County of Putnam

The undersigned personally appeared before me, a Notary Public for the State of Florida, and deposes that the Palatka Daily News is a daily newspaper of general circulation, printed in the English language and published in the City of Palatka in said County and State; and that the attached order, notice, publication and/or advertisement:

Notice is hereby given that t

Was published in said newspaper 1 time(s) with said publication being made on the following dates:

04/16/2010

The Palatka Daily News has been continuously published as a daily newspaper, and has been entered as second class matter at the post office at the City of Palatka, Putnam County, Florida, each for a period of more than one year next preceding the date of the first publication of the above described order, notice and/or advertisement.

Vicki Rafuse

Sworn to and subscribed to before me this 16th day of April, 2010 by Vicki Rafuse, Administrative Assistant, of the Palatka Daily News, a Florida corporation, on behalf of the corporation.

Mary Kay Wells

Mary Kay Wells, Notary Public  
My commission expires July 22, 2011

Notary Seal  
Seal of Office:

\_\_\_\_/\_\_\_\_ Personally known to me, or  
\_\_\_\_/\_\_\_\_ Produced identification:  
\_\_\_\_/\_\_\_\_ Did take an oath



**PUBLIC NOTICE**

Notice is hereby given that the CITY OF PALATKA PLANNING BOARD will hold a public hearing on May 4, 2010 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City High Density Residential and Rezone from County R-1 (Single-family Residential) to City R-3/PUD (Residential Multi-family with a Planned Unit Development Overlay).  
Case: PB 10-12

Owner: Palatka Housing Authority

Location: 3310 Crill Avenue

Parcel #: 11-10-26-0000-0100-0000

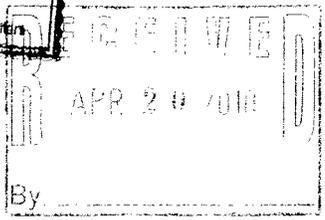
All interested parties are invited to attend this public hearing.

Pam Sprouse  
Planning Board Secretary

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 288.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)328-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 05504578  
04/16/2010



By \_\_\_\_\_



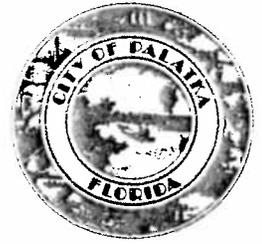
## *City of Palatka*

*Building & Zoning*

*201 N. 2<sup>nd</sup> Street*

*Palatka, Florida 32177*

*386-329-0103 • Fax 386-329-0172*



**As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:**

### **PUBLIC NOTICE**

Notice is hereby given that the **CITY OF PALATKA PLANNING BOARD** will hold a public hearing on May 4, 2010 at 4:00 P.M. at City Hall, 201 N 2nd St. for the purpose of hearing the following matter:

Request to Annex into the Palatka city limits, Amend the Future Land Use Map from County Urban Service to City High Density Residential and Rezone from County R-1 (Single-family Residential) to City R-3 (Multi-family Residential). **Case: PB 10-12**

Owner: Palatka Housing Authority

Location: 3310 Crill Avenue

Parcel #: 11-10-26-0000-0100-0000

All interested parties are invited to attend this public hearing.

Pam Sprouse  
Planning Board Secretary

ANY PERSON WISHING TO APPEAL ANY DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT SUCH MEETING WILL NEED A RECORD OF THE PROCEEDINGS, THAT INCLUDES THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED, AT THE EXPENSE OF THE APPELLANT. F.S. 286.0105

PERSONS WITH DISABILITIES REQUIRING ACCOMMODATIONS IN ORDER TO PARTICIPATE IN THIS MEETING SHOULD CONTACT THE BUILDING DEPT. AT (386)329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

11-10-26-0000-1170-0000  
MILLS MART HEIRS OF  
3313 CRILL AVE  
PALATKA FL 32177  
PB 10-12

11-10-26-0000-1170-0010  
MILLS MICHAEL M SR + DENA L H/W  
3311 CRILL AVE  
PALATKA FL 32177  
PZ 10-12

11-10-26-0000-1190-0000  
DEB-LYN INC  
6916 W UNIVERSITY AVE EXT  
GAINESVILLE FL 32607  
PB 10-12

11-10-26-9101-0000-0010  
MCCOLM VIRGINIA (E)  
622 RIVER ST  
PALATKA FL 32177  
PB 10-12

11-10-26-0000-0300-0000  
WHITE JOHN W+LARUE W GREATHOUSE  
PO BOX 674  
PALATKA FL  
32178  
PB 10-12

11-10-26-0000-0100-0000  
PALATKA HOUSING AUTHORITY  
PO BOX 1277  
PALATKA FL 3177  
PB 10-12

11-10-26-0000-0350-0000  
FEDERAL NATIONAL MORTGAGE ASSO  
PO BOX 650043  
DALLAS TX 75265  
PB 10-12

11-10-26-0000-0340-0000  
MATTOX FOY JERALD REVOC LVG TRUST  
C/O FOY JERALD MATTOX TRUSTEE  
225 BASQUE RD  
ST AUGUSTINE FL  
32080  
PB 10-12

11-10-26-0000-0260-0000,  
11-10-26-0000-0260-0001  
TAYLOR ANDREW R + LISA S H/W  
704 ELMWOOD AVE  
PALATKA FL 32177  
PB 10-12

11-10-26-0000-0030-0020,  
11-10-26-0000-0030-0000  
FINDLATER ERROL N + ANDREA H/W  
PO BOX 1128  
PALATKA FL 32178  
PB 10-12

11-10-26-0000-0030-0010  
C-B PROPERTIES  
3400 CRILL AVE  
PALATKA FL 32177  
PB 10-12

11-10-26-0000-0090-0000  
PUTNAM CO DISTRICT SCHOOL BOARD  
200 S 7TH ST  
PALATKA FL 32177  
PB 10-12

## Departmental Review Request

Address: 3310 Crill Av

Case #: PB 10-12

Parcel # 11-10-26-0000-0100-00000

419

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

<input checked="" type="checkbox"/> <b>Rezoning</b>	<input type="checkbox"/> <b>Site Plan Review</b>
<input checked="" type="checkbox"/> <b>Annexation</b>	<input checked="" type="checkbox"/> <b>Small Scale Amendment ( 9.99 acres or less)</b>
<input type="checkbox"/> <b>Large Scale Amendment(10+ acres)</b>	<input type="checkbox"/> <b>Concurrency Review</b>
<input type="checkbox"/> <b>Conditional Use Request</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Street Closing/Street Name Change</b>	<input type="checkbox"/> <b>Other</b>

Meeting Date: 05-04-10

Response Deadline: 04-16-10

Date submitted by applicant: 04-05-10

Date forwarded to Departments for review: 4-7-10

Submitted to:

- Water/Sewer/Streets/Sanitation
- Police
- Fire
- Chief Building Official

- Sewer Plant
- Water Plant
- Parks
- Weed & Seed

- Cemetery
- Golf
- Airport

Current Property Use: Vacant

Proposed Property Use: "senior only" housing

Current Land Use Designation: County Urban Service

Requested Land Use Designation: High Density Residential

Current Zoning Classification: County R-1

Requested Zoning Classification: City R-3

Acreage: 2.75 acres

# of Units 36 (13 units per acre)

Palatka Housing Authority  
**Owner/Applicant Name**  
 400 N 15<sup>th</sup> Street  
**Owner/Applicant Address**  
 Palatka, FL 32177  
**City/State/Zip**  
 386-329-0132  
**Phone Number**

John Nelson, PHA Director  
**Agent Name**  
  
**Agent Address**  
  
**City/State/Zip**  
  
**Phone Number**

**Planning Dept. Comments:** The applicant is requesting annexation for city services for a proposed Planned Unit Development of 36 residential units for "seniors only" which will consist of (9) 4-plex units.

I will be recycling the packets I am sending you, so please return to me with your comments. The only difference in this submittal and the one you saw a few months ago is that this is for a Planned Unit Development which allows more flexibility in design.

Thank you!

- No Comments
- Comments Attached

Reviewed by: \_\_\_\_\_

Title: CTBO

*[Signature]*  
 4/8/10

## Departmental Review Request

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Parcel # 11-10-26-0000-0100-00000

Case #: PB 10-12

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- Water/Sewer/Streets/Sanitation
- Police
- Fire *Lynady / Lambert*
- Chief Building Official

- Sewer Plant
- Water Plant
- Parks
- Weed & Seed

- Cemetery
- Golf
- Airport

Current Property Use: Vacant

Proposed Property Use: "senior only" housing

Current Land Use Designation: County Urban Service

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Thank you!

*Debbie*

- No Comments
- Comments Attached

Reviewed by: *Maria Lyman*

Title: *Fire Marshal*

*\* Requesting hydrant at entrance for fire ground tactics reasons. 2<sup>nd</sup> hydrant location is OK.*

## Departmental Review Request

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Case #: PB 10-12

Parcel # 11-10-26-0000-0100-00000

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<input checked="" type="checkbox"/> <b>Annexation</b>	<input checked="" type="checkbox"/> <b>Small Scale Amendment ( 9.99 acres or less)</b>
<input type="checkbox"/> <b>Large Scale Amendment(10+ acres)</b>	<input type="checkbox"/> <b>Concurrency Review</b>
<input type="checkbox"/> <b>Conditional Use Request</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Street Closing/Street Name Change</b>	<input type="checkbox"/> <b>Other</b>

Meeting Date: 05-04-10

Response Deadline: 04-16-10

Date submitted by applicant: 04-05-10

Date forwarded to Departments for review: 4-7-10

Submitted to:

- Water/Sewer/Streets/Sanitation *Woody*
- Police
- Fire
- Chief Building Official

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Sewer Plant | <input type="checkbox"/> Cemetery |
| <input type="checkbox"/> Water Plant | <input type="checkbox"/> Golf     |
| <input type="checkbox"/> Parks       | <input type="checkbox"/> Airport  |
| <input type="checkbox"/> Weed & Seed |                                   |

Current Property Use: Vacant

Proposed Property Use: "senior only" housing

Current Land Use Designation: County Urban Service

Requested Land Use Designation: High Density Residential

Current Zoning Classification: County R-1

Requested Zoning Classification: City R-3

Acreage: 2.75 acres

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Thank you!

*Debbie*

- No Comments
- Comments Attached

Reviewed by: *[Signature]*

Title: *PW Director*

1010 Ocean Street  
Palatka, FL 32177  
Tel. (386) 329-0107  
Fax (386) 326-2788

*City of Palatka Public Works*  
*Sanitation/Streets Division*

**To:** Debbie Banks, Director PZ & B  
**From:** Woody Boynton, Public Works Director  
**Date:** April 14, 2010  
**RE:** 3310 Crill Avenue – Crill Avenue Housing Project

We have reviewed the subject preliminary plans and traffic analysis submitted to us on April 7, 2010 and although we take no exception to the overall information submitted, we do have several comments that need to be addressed:

1. This project is shown having access from SR-20, this is a state roadway and access permitting will be granted by the FDOT. Proper signage and striping will need to be approved by the FDOT. The FDOT should also address U-turns at the SR-20 / Elmwood Avenue intersection for traffic heading west on SR- 20 but wanting access to the property and U-turns at the intersection immediately west of the site for traffic leaving the site but wanting to head east.
2. The intersection of SR-20 and Elmwood Avenue is scheduled to be signalized by the FDOT, the project access location should also be coordinated with the FDOT Traffic Operations Division (this may be coordinated through St. Augustine Maintenance). There may not be an issue but this division needs to be made aware of access improvements in this location.
3. A permit from the SJRWMD will suffice as it relates to the stormwater management system proposed. A copy of the stormwater calculations should be submitted for file purposes. Maintenance of the system needs to be by the homeowners association or other entity and not held in private ownership
4. It appears from the drawings that only one dumpster pad will be provided, the present location is acceptable; however we would like to review the design of the structure prior to final approval.

Should you have any questions, please call.

## Departmental Review Request

Address: 3310 Crill Av

Case #: PB 10-12

Parcel # 11-10-26-0000-0100-00000

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

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<input checked="" type="checkbox"/> <b>Annexation</b>	<input checked="" type="checkbox"/> <b>Small Scale Amendment ( 9.99 acres or less)</b>
<input type="checkbox"/> <b>Large Scale Amendment(10+ acres)</b>	<input type="checkbox"/> <b>Concurrency Review</b>
<input type="checkbox"/> <b>Conditional Use Request</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Street Closing/Street Name Change</b>	<input type="checkbox"/> <b>Other</b>

Meeting Date: 05-04-10 Response Deadline: 04-16-10

Date submitted by applicant: 04-05-10 Date forwarded to Departments for review: 4-7-10

Submitted to:

<input checked="" type="checkbox"/> Water/Sewer/Streets/Sanitation <i>Rhett</i> <input type="checkbox"/> Police <input type="checkbox"/> Fire <input type="checkbox"/> Chief Building Official	<input type="checkbox"/> Sewer Plant <input type="checkbox"/> Water Plant <input type="checkbox"/> Parks <input type="checkbox"/> Weed & Seed <input type="checkbox"/> Cemetery <input type="checkbox"/> Golf <input type="checkbox"/> Airport
---	--

Current Property Use: Vacant Proposed Property Use: "senior only" housing

Current Land Use Designation: County Urban Service Requested Land Use Designation: High Density Residential

Current Zoning Classification: County R-1 Requested Zoning Classification: City R-3

Acreage: 2.75 acres # of Units 36 (13 units per acre)

Palatka Housing Authority <b>Owner/Applicant Name</b> 400 N 15 <sup>th</sup> Street <b>Owner/Applicant Address</b> Palatka, FL 32177 <b>City/State/Zip</b> 386-329-0132 <b>Phone Number</b>	John Nelson, PHA Director <b>Agent Name</b>  <b>Agent Address</b>  <b>City/State/Zip</b>  <b>Phone Number</b>
--	--

**Planning Dept. Comments:** The applicant is requesting annexation for city services for a proposed Planned Unit Development of 36 residential units for "seniors only" which will consist of (9) 4-plex units.

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Thank you!  
*Debbie*

No Comments Reviewed by: *Rhett H. McGhee*

Comments Attached Title: *Utilities Superintendent*

## Departmental Review Request

411

Address: 3310 Crill Av

Case #: PB 10-12

Parcel # 11-10-26-0000-0100-00000

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> <b>Rezoning</b>               | <input type="checkbox"/> <b>Site Plan Review</b>                                       |
| <input checked="" type="checkbox"/> <b>Annexation</b>             | <input checked="" type="checkbox"/> <b>Small Scale Amendment ( 9.99 acres or less)</b> |
| <input type="checkbox"/> <b>Large Scale Amendment(10+ acres)</b>  | <input type="checkbox"/> <b>Concurrency Review</b>                                     |
| <input type="checkbox"/> <b>Conditional Use Request</b>           | <input type="checkbox"/> <b>Variance</b>   |
| <input type="checkbox"/> <b>Street Closing/Street Name Change</b> | <input type="checkbox"/> <b>Other</b>  |

Meeting Date: 05-04-10

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Submitted to:

- Water/Sewer/Streets/Sanitation
- Police *Getchell*
- Fire
- Chief Building Official

- |                                      |                                   |
|--------------------------------------|-----------------------------------|
| <input type="checkbox"/> Sewer Plant | <input type="checkbox"/> Cemetery |
| <input type="checkbox"/> Water Plant | <input type="checkbox"/> Golf     |
| <input type="checkbox"/> Parks       | <input type="checkbox"/> Airport  |
| <input type="checkbox"/> Weed & Seed |                                   |

Current Property Use: Vacant

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Requested Land Use Designation: High Density Residential

Current Zoning Classification: County R-1

Requested Zoning Classification: City R-3

Acreage: 2.75 acres

# of Units 36 (13 units per acre)

Palatka Housing Authority  
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 Palatka, FL 32177  
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John Nelson, PHA Director  
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Thank you!

*Debra*

- No Comments
- Comments Attached

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

*Greg S. Getchell*  
*Chief of Police*

# PALATKA POLICE DEPARTMENT

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## LAW ENFORCEMENT IMPACT REVIEW



## PALATKA HOUSING AUTHORITY

ANNEXATION, REZONING & SMALL  
SCALE AMENDMENT OF 3310 CRILL  
AVENUE

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REVISED REVIEW 04/14/10

## PALATKA HOUSING AUTHORITY

### 3310 CRILL AVENUE – R-3 MULTIHOUSING

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#### PURPOSE

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The Police Department's review of the proposed development/annexation is designed to provide City staff, planners, reviewers, elected officials, and citizens with projected impacts to municipal law enforcement services. This review is designed to promote the City's strategic public safety goals, which include crime prevention and reduction, call-for-service management, and timely response to the needs of citizens.

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#### IMPACTS TO POLICE DEPARTMENT STAFFING

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##### ❖ Sworn officer (Police)

- Police Department (PPD) service standard = 469.20<sup>1</sup> calls-for-service (CFS) per year per officer.
- On average, every citizen generates 1.60<sup>2</sup> CFS per year.
- Every 1,000 new residents generate 1,600 additional CFS per year.
- Every 1,600 additional citizen generated CFS would equate to 3.41 additional police officer positions.
- **The owner has proposed annexation, rezoning and small scale amendment of 2.75 acres of property located at 3310 Crill Avenue. Currently, there are no structures on said property; however the owner is asking to develop 36 residential units, or 9 quad (4) plex units under the multi-housing classification.**<sup>3</sup>
- Based on the City of Palatka Impact Fee Study, published in March of 2007, the "Annual Law Enforcement Incidents Per Unit of Development" factor is **2.9549** incidents per unit for residential. Note multi-housing does generate a higher number of incidents than single family structures.
- A review conducted by the Police Department, once this project has been completed and functional, the development/annexation has the potential of generating **106.38 CFS** additional law enforcement calls-for-service per year, which would result in the need of **.23** additional police officers, at a first year cost of **\$21,216.29**

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<sup>1</sup> Source: City of Palatka Police Department Staffing Standards; 2003

<sup>2</sup> Source: City of Palatka Police Department Staffing Average CFS; 2003

<sup>3</sup> Source: City of Palatka Planning Department related to 3310 Crill Avenue; B&Z Case # 10-12.

❖ **Non-Sworn Personnel (Support)**

- Currently, the Palatka Police Department utilizes a formula of one (1) support position for every five (5) sworn positions.
- With an overall increase of .18 police officers, there will be a need for 0 additional support personnel.

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**POLICE DEPARTMENT SPACE NEEDS REQUIREMENTS**

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- ❖ The current Police Department building located at 110 N. 11<sup>th</sup> Street was opened in 1967.
- ❖ There exist 7,000 +/- sq ft of office/storage space under roof.
- ❖ In 2007, the City purchased 1209 Reid Street for a Police Department annex.. This space will yielded 2,200 +/- addition sq ft.
- ❖ Since NO major renovations or additions have been made to the current building and parking, there is a need for additional office and parking. Additional staff will only compound the current space needs.

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**OTHER IMPACTS/ISSUES**

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- ❖ N/A

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**STRATEGIES FOR REDUCING IMPACTS TO LAW ENFORCEMENT**

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Although not required by ordinance, the Police Department does suggest the developer utilize a CPTED (*Crime Prevention Through Environmental Design*) approach to minimizing the impact to City of Palatka Police resources. We suggest the use of *Crime Prevention Through Environmental Design* (CPTED - "sep-ted") as one such tool to minimize the potential for crime and impact to City resources.

CPTED approach involves the use and design of space inside and outside of buildings, the positioning of buildings in relation to one another and the street, lighting, entrances and exits, and landscaping.

CPTED is based on two main assumptions...

- ❖ Offenders commit crime when there are not many people around, where they are unlikely to be seen, and where they can easily and quickly get in and out.
- ❖ Crime is related to daily routines and activities in the area, such flow of traffic and pedestrians (or lack of flow) on nights and weekends.
- ❖ Keeping possible offenders out and away from your business will reduce your likelihood of being victimized.

Usually, we use locks on doors, alarms and bars on windows to prevent burglars from entering, thus controlling their *access*. However, there are different ways of keeping people and offenders out.

Natural Access Control refers to the use of doors, fences and gates to control access to your business or property. The intention is not to necessarily physically stop the offender, but rather make your business look like a riskier crime target.

Elsewhere on this web site we've discussed cameras and how they can be used to watch over potential offenders. It's also possible to have customers, neighbors, passers-by, and other people watch over your business while they're going about their daily activities.

Natural Surveillance involves designing windows, lighting and landscaping to improve your ability, and everyone else's ability, to observe what is going on inside and around your business. Through clever design you can not only make your business a less attractive target, you can increase the likelihood of detecting a criminal at work.

## **Design Recommendations**

The objective is to maximize the number of "eyes" watching over the business. So create a visual connection between the street, the sidewalk, and the business. It is always good to have people around -- so make sure your business is not isolated and that the entry is not at the back on the building.

Territorial reinforcement uses design and use of sidewalks, landscaping, and porches to create a border between private and public property. These are not meant to prevent anyone from physically entering, but to create a feeling of territoriality and send a message to offenders that the property belongs to someone and they should stay out.

Use landscaping as a natural barrier between private and public areas. Use low fences to mark your property. Use different color bricks or different materials for driveways, so as to separate them visually from the street. Landscaping and bushes can be also used to mark territory, but you have to make sure that they do not obstruct the view, or provide hiding spots for offenders.

**Palatka Housing Authority – 3310 Crill Avenue Project  
Police Impact Projections**

Property Category	Annual Law Enforcement Incidents Per Unit of development	Projected growth by Sq Ft or Units	Annual CFS
<i>Residential</i>	2.9549	36	106.38
<i>Bank</i>	0.0073	0	0.00
<i>General Commercial</i>	0.0182	0	0.00
<i>General Office</i>	0.0018	0	0.00
<i>General Retail</i>	0.0018	0	0.00
<i>Hotel/Motel</i>	0.0052	0	0.00
<i>Rest/Bar/Entertainment</i>	0.0055	0	0.00
<i>Industrial/Warehouse</i>	0.0004	0	0.00
<i>Institutional</i>	0.0028	0	0.00
			<b>106.38</b>
			<u>Average CFS Per Officer Per year</u> 469.2
			Officers needed to manage increased CFS 0.23

**START UP COST:**

Police Officer(s) (salary & benefits)	56,908.83
	x <u>0.23</u>
	<b>12,902.29</b>
Vehicle (w/Equipment)	32,000.00
	x <u>0.23</u>
	<b>7,255.00</b>
Other Equipment	x 4,671.00
	0.23

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1,059.00

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Total Cost to City to Provide LEO(s); (first year) 21,216.29

*Agenda  
Item*

**10**

# CITY OF PALATKA CITY COMMISSION

## AGENDA ITEM

**ITEM:** A public hearing for adoption of a large scale land use amendment amending the Future Land Use map of the Future Land Use element from County Industrial to City Industrial and to rezone from Putnam County Agriculture to City of Palatka M-1/PID (Industrial/ Planned Industrial Development) (1<sup>st</sup> reading)

**DEPARTMENT:** Building & Zoning

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

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**ATTACHMENTS:**

1. <del>Future Land Use Amendment Ordinance</del>	<b>DATE:</b> June 10, 2010
2. <del>Dept. of Community Affairs (DCA) Objections, Recommendations and Comments Report dated May 17, 2010</del>	June 24, 2010 (2 <sup>nd</sup> reading)
3. Rezoning Ordinance	
4. Planning Board Report (June 1, 2010)	
5. Planning Board minutes (June 1, 2010)	

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### SUMMARY HIGHLIGHTS:

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On February 25, 2010 the City Commission approved a request to transmit an amendment to the Future Land Use Map of the Future Land Use Element for parcel 05-10-26-0000-0010-0000 from County Industrial to City Industrial to include a site specific policy capping Phase I development of industrial space to 180,000 square feet. This parcel is owned by Plum Creek Timberlands L. P.

On May 17, 2010, DCA issued their Objections, Recommendations and Comments Report which included two comments – one to correct a square footage amount on the policy included on the map; and the other to include the Florida Dept. of Transportation as a recipient of the traffic analysis for the any development exceeding the 180,000 square foot cap.

After discussion with Ray Spofford (Agent for the applicant), it was agreed that Plum Creek had no problem with amending the ordinance to reflect DCA's comments and the ordinance was amended accordingly.

The Planning Board approved the request to rezone from Putnam County Agriculture to City of Palatka M-1/PID (Industrial/ Planned Industrial Development) on June 1, 2010.

---

### RECOMMENDED ACTION:

Staff recommends approval of the adoption of the large scale amendment amending the Future Land Use map of the Future Land Use element from County Industrial to City Industrial with the site specific policy.

Staff recommends approval of the request to rezone from Putnam County Agriculture to City of Palatka M-1/PID (Industrial/ Planned Industrial Development).

---

AGENDA ITEM NUMBER:

AGENDA PAGE NUMBER:

This instrument prepared by:  
Debbie Banks  
205 N. 2<sup>nd</sup> St.  
Palatka, FL 32177

ORDINANCE NO. 10-\_\_\_\_\_

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 IN SECTION 05, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY AG (AGRICULTURE) TO CITY M-1/PID (LIGHT INDUSTRIAL/PLANNED INDUSTRIAL DEVELOPMENT); REPEALING ANY ORDINANCE IN CONFLICT HEREWITH; AND PROVIDING AN EFFECTIVE DATE.

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

Section 1.

**WHEREAS**, application has been made by the owner, Plum Creek Timberlands, LLC to the City for certain amendments 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 June 1, 2010, and two public hearings before the City Commission of the City of Palatka on June 10, 2010 and June 24, 2010, and

**WHEREAS**, the City Commission of the City of Palatka has determined that said amendment should be adopted, now therefore,

Section 2. 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 County AG (Agriculture) to City M-1/PID (Light Industrial/Planned Industrial Development.)

**DESCRIPTION OF PROPERTY:**

All of Section 5, Township 10 South, Range 26 East, Putnam County, Florida, less and except the Road recorded in Official Record book 884 Page 1406 and the right-of-way along County Road 309-C recorded in Official Record book 1062 Pg 438. Subject to Seminole right-of-way utility easement recorded in Official Record book 412 Page 1757. Parcel (05-10-26-0000-0010-0000)

All references are to the records of Putnam County, Florida.

**Section 3.** All ordinances in conflict with the terms and provisions of this ordinance are hereby specifically repealed.

**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 24<sup>th</sup> day of June, 2010.

**CITY OF PALATKA**

**BY:**

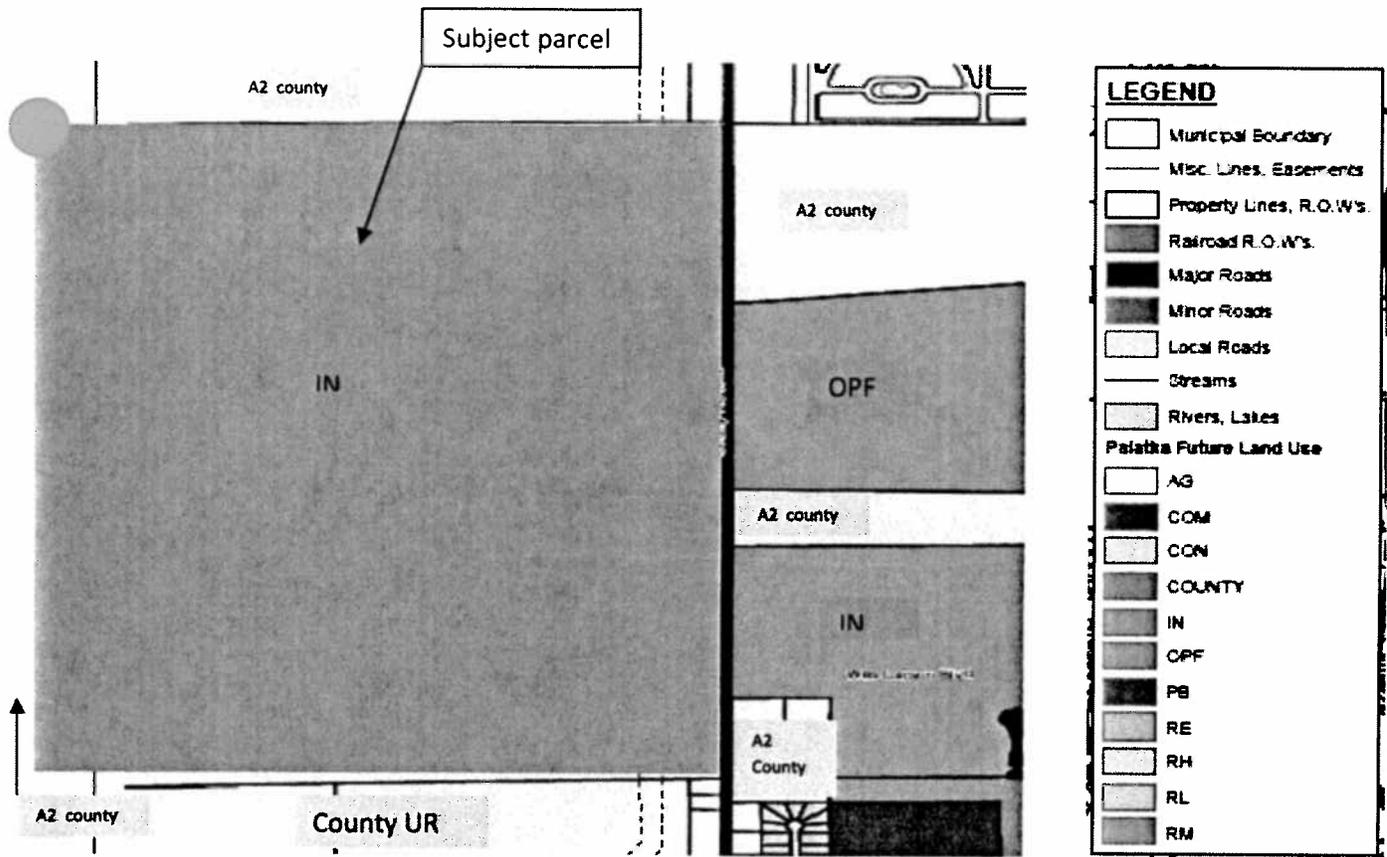
\_\_\_\_\_  
**IT'S MAYOR**

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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



City of Palatka Case PB 10-01                      Map Amendment 10-01                      DCA No. 10-1

Parcel 05-10-26-0000-0010-0000 (all of parcel)

Owner: Plum Creek Timberlands L.P.

Transmittal of a large scale amendment amending the Future Land Use map of the Future Land Use element from County Industrial to City Industrial

**1. Future Land Use Map Notation:**

A footnote shall be added to the Future Land Use Map that reflects the Ordinance Number and that provides an intensity limitation of the property to a maximum of one hundred and eighty thousand (180,000) square feet of industrial building space in Phase I (beginning in 2010 and running to 2015), and two million, two hundred and eighty thousand (2,280,000) square feet of industrial space in Phase II (beginning in 2015 and running to 2020).

**PUBLIC NOTICE**

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, will consider the enactment of the following entitled Ordinance: 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 IN SECTION 08, TOWNSHIP 10 SOUTH, RANGE 26 EAST; FROM COUNTY AG (AGRICULTURE) TO CITY M-1/PID (LIGHT INDUSTRIAL/PLANNED INDUSTRIAL DEVELOPMENT); REPEALING ANY ORDINANCE IN CONFLICT HERewith; AND PROVIDING AN EFFECTIVE DATE (Plum Creek) at its next regular meetings to be held at 6:00 p.m. on the 10th day of June, 2010, and on the 24th day of June, 2010, at City Hall, 201 N. 2nd St., Palatka, Florida. Said proposed ordinance may be inspected by the public at City Hall during regular hours of business. 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. 166.041.

*ok to run  
5/26/10  
B Driggers*

**PLEASE GOVERN YOURSELVES ACCORDINGLY.**

**/s/ BETSY J. DRIGGERS  
CITY CLERK**

Legal No. 06505415  
05/28/2010



STATE OF FLORIDA

DEPARTMENT OF COMMUNITY AFFAIRS

*"Dedicated to making Florida a better place to call home"*

CHARLIE CRIST  
Governor

THOMAS G. PELHAM  
Secretary

May 17, 2010

The Honorable Karl N. Flagg, Mayor  
City of Palatka  
201 North Second Street  
Palatka, Florida 32711

Dear Mayor Flagg:

The Department has reviewed the proposed Comprehensive Plan Amendment for the City of Palatka (DCA No. 10-1), which was received on March 12, 2010. Copies of the proposed amendment have been distributed to appropriate state, regional and local agencies for their review and their comments are enclosed.

The Department has reviewed the amendment for consistency with Chapter 163, Part II, Florida Statutes, Rule 9J-5, Florida Administrative Code, and the adopted City of Palatka's Comprehensive Plan. The Department raises no objections to the proposed amendment, and this letter serves as the Department's Objections, Recommendations, and Comments Report. For your assistance, our report outlines procedures for the final adoption and transmittal of the comprehensive plan amendment are attached. The Department does have two comments that we would like the City to consider acting upon.

1. The City should consider revising FLUE Policy A1.11.6 to include the FDOT as a recipient of the traffic analysis for the provision where "development above 180,000 square feet approved for Phase I, may be approved following the submittal of an updated traffic analysis to the City".
2. The City should revise the proposed notations on the FLUM to be consistent with the language of the site-specific Policy A.1.11.6 by revising the provision that limits the development to 180,000 square feet within the Phase I development period rather than 1,180,000 sf.

2555 SHUMARD OAK BOULEVARD ♦ TALLAHASSEE, FL 32399-2100  
850-488-8466 (p) ♦ 850-921-0781 (f) ♦ Website: [www.dca.state.fl.us](http://www.dca.state.fl.us)

♦ COMMUNITY PLANNING 850-488-2356 (p) 850-488-3309 (f) ♦ FLORIDA COMMUNITIES TRUST 850-922-2207 (p) 850-921-1747 (f) ♦  
♦ HOUSING AND COMMUNITY DEVELOPMENT 850-488-7956 (p) 850-922-5623 (f) ♦

The Honorable Karl N. Flagg  
May 17, 2010  
Page 2

This letter should be made available for public inspection. If you have any questions concerning this matter, please contact Tom Tumminia, Planner, Division of Community Planning at 850-922-1824.

Sincerely,



Mike McDaniel, Chief  
Office of Comprehensive Planning

MM/tjt

Enclosures: Transmittal Procedures  
Review Agency Comments

cc: Ms. Debbie Banks, Director of Building and Zoning  
Mr. Ed Lehman, Director of Growth Management, Northeast Florida RPC

PLANNING BOARD REPORT

June 1, 2010

**SUBJECT:** Parcel #05-10-26-0000-0010-0000 (On the west side of CR 309C west of the Kay Larkin Airport) 680± acres

**Owner:** Plum Creek Timberlands L.P.      **Case:** PB 10-19

**Agent:** England-Thims & Miller, Inc. (Ray Spofford)

**A. REQUEST:**

Request to rezone from Putnam County Agriculture to City of Palatka M-1/PID (Light Industrial/Planned Industrial Development)

**B. BACKGROUND:**

The applicant annexed this 680.12± acre parcel and amended the Future Land Use Map to Industrial on February 2, 2010. The property has almost 6,000 feet of frontage on CR 309C and is currently zoned County AG (Agriculture). The proposed use of this parcel is to phase in an Industrial Park that includes a maximum square footage of 3,460,000 and lists the type of uses that will be allowed on the subject parcel utilizing a Planned Industrial Development overlay (PID).

Phase 1 will include the development of 180,000 square feet of space between 2010 and 2015 with a traffic analysis required for any development in Phase 1 exceeding 180,000 square feet. Phase 2 would add an additional 3,280,000 square feet of space for a total square footage at build-out of 3,460,000 square feet.

The applicant indicates on page 1 of their PID Written Description that development of the subject property will include... light industrial, office, and supporting retail uses in an industrial park setting with the retail use occupying a maximum of 35,000 square feet.

The site is immediately west of the Kay Larkin Airport and directly on the approach path to its east-west runway which the City has applied to extend. There is a Seminole Electric transmission line that runs in a north-south direction approximately 500 feet west and parallel to CR 309C.

In their request to annex and amend the Future Land Use Map previously approved, Environmental Services, Inc. had performed a review and analysis of various physical features and made an on-site inspection to determine the extent of wetlands on the property. They estimated that there are 346.7 acres of jurisdictional wetlands or just slightly more than 50 percent of the total land area. There are no floodplain areas on the property. The wetlands are located from the central to the western side of the property, as well as the greater part of the southeast quadrant with other isolated small wetland areas scattered throughout the site.

Department review requests were sent to the Public Works, Water, Sewer, Streets, Sanitation, Police, Fire and Building departments. Water Plant Superintendent Melvin Register provided comments stating he did not believe the city would have any problems supplying the water needs of this development.

Airport Manager John Youell requested (in his written comments) that the applicant modify the height restriction as written to accommodate the future lengthening of runway 09/27. Staff has worked with Mr. Spofford and their submittal was amended to comply with Mr. Youell's request.

The Chief Building Official stated concerns with the number of parking spaces indicated not meeting the Municipal Code and also that any ingress/egress should be via an interior PID roadway.

The City Manager responded with no comments.

The Police Dept. provided a “Law Enforcement Impact Review” which stated a need for 3 police officers at build-out of the project. As the project develops, the applicant will be required to pay any impact fees the City has adopted at the time of building permit issuance.

The Utilities Superintendent commented previously that he agreed with the applicant’s analysis of where the current points of connection are and the line size. The applicant will be responsible for all costs associated with water and sewer connections as plans are submitted.

Surrounding properties are designated County Industrial to the north and west of the property; County Agriculture II (A2) and City Other Public Facilities to the east; and County Urban Reserve to the south. The zoning of the site and surrounding area is AG (Agriculture). The existing land use pattern in the area is one that includes the Kay Larkin Airport and the Putnam County Business Park to the east and scattered residences along CR 309C to the south and east; and vacant and undeveloped land to the south, west and north of the site.

**C. CURRENT SURROUNDING ZONING AND LAND USE**

	<b>Current Future Land Use Designation</b>	<b>Current Zoning</b>	<b>Current Land Uses</b>
<b>North</b>	Agriculture II (A2)	Ag (Agriculture)	Open Land
<b>South</b>	Urban Reserve (UR)	Ag (Agriculture)	Open Land and Scattered Residential
<b>East</b>	Agriculture II (A2) County PUD (in City) Other Public Facilities	Ag (Agriculture) City Industrial County Urban Reserve	Open Land, Airport, Business Park, Scattered Residential
<b>West</b>	Agriculture II (A2)	Ag (Agriculture)	Open Land

**D. COMPLIANCE WITH THE PALATKA MUNICIPAL CODE, REZONING REQUEST**

**Rezoning requirements**

When pertaining to the rezoning of land, the report and recommendations of the Planning Board to the City Commission shall show that the Planning Board has studied and considered the proposed change in relation to the following, where applicable (from Sec. 94-38(f)(1) of the Palatka Municipal Code):

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

Policy A.1.9.3 of the City of Palatka Comprehensive Plan states:

“Land designated for industrial use is intended for activities that are predominantly associated with the manufacturing, assembly, processing, or storage of products. Industrial land use provides for a variety of intensities of use including heavy industry, light industry, and industrial park operations. Land Development Regulations shall provide requirements for buffering industrial land uses (i.e., sight, access noise) from adjacent land uses of lesser density or intensity of use. The intensity of industrial land use, as measured by impervious surface shall not exceed 90 percent of the parcel. The maximum height of development shall not exceed 45 feet.”

**Staff Analysis:** The applicant requests rezoning to the M-1/PID (Light Industrial/Planned Unit Development overlay) district from Putnam County Industrial. This zoning category is consistent with the Industrial Future Land Use Map designation.

- b. The existing land use pattern.

**Staff Analysis:** This rezoning request to M-1/PID is consistent with the existing and proposed land use pattern in the area which is mainly industrial/commercial development. This request changes the zoning jurisdiction from County to City to accompany the annexation and future land use map amendment previously approved.

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

**Staff Analysis:** This rezoning request will not create an isolated district since the City and County have adjacent parcels with zoning that allows a variety of compatible industrial/commercial uses.

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

**Staff Analysis:** There is no anticipated overtaxing of utilities or streets, however, each request for construction will be evaluated for concurrency at the time of plan submittal. The Water Superintendent stated he did not believe the city would have any problems supplying the water needs of this development. Streets will be subject to the Putnam County Land Development Code since 309C is a county facility. Since this is not residential, the school impact does not apply.

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

**Staff Analysis:** Staff has no information to indicate that existing district boundaries are illogically drawn in relation to existing conditions on the property proposed for change.

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

**Staff Analysis:** This M-1/PID makes this request consistent with the approved Future Land Use designation.

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

**Staff Analysis:** Through setbacks, buffering and screening, the development should not negatively impact the area.

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

**STAFF ANALYSIS:** The development of this site is capped at 180,000 square feet in Phase I. The County and the State had no issue with Phase I. If the applicant wishes to exceed 180,000 square feet in Phase I or prior to Phase II, a traffic analysis demonstrating adequate roadway capacity must be conducted. There were no issues raised by the Dept. of Transportation or Putnam County.

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

**STAFF ANALYSIS:** Development will be required to retain all stormwater on site as part of the St. Johns River Water Management District permitting process.

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

**STAFF ANALYSIS:** Lighting is addressed on Page 2C. (1) of the applicant's submittal. Lighting

must comply with FAA standards (as required).

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

**STAFF ANALYSIS:** It is not anticipated that this rezoning request will adversely affect property values.

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

**STAFF ANALYSIS:** Staff does not have any information to indicate that the proposed zoning change will be a deterrent to the improvement or development of adjacent property in accord with existing regulations. Adjacent property owners were notified of this rezoning request and have the opportunity to appear before the Planning Board.

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

**STAFF ANALYSIS:** This rezoning request does not constitute a grant of special privilege.

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

**STAFF ANALYSIS:** The existing zoning is County zoning. It is appropriate to change the zoning to a consistent City zoning designation since this was annexed into the city limits and has a city future land use designation.

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

**Staff Analysis:** This change is not out of scale with the needs of the City.

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

**Staff Analysis:** There are no similar sites to this in the City limits for the intended use of this parcel.

- 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 Analysis:** This parcel is not located in a Historic District.

**D. Conditional use:**

*Before any conditional use shall be approved, the Planning Board shall make a written finding that the granting of the conditional use will not adversely affect the public interest and certifying that the specific requirements governing the individual conditional use, if any, have been met by the petitioner and that, further, satisfactory provision and arrangement has been made concerning the following matters, where applicable:*

- a. Compliance with all applicable elements of the comprehensive plan.

**STAFF ANALYSIS:** *The comprehensive plan implements the Land Development Regulations. This request is in compliance with the limitation on intensity of the development, height limitations, airport development restrictions and open spaces/wetland requirements.*

- b. Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.

**STAFF ANALYSIS:** *Ingress/egress to the property is via two (2) access points off County Road 309C for Phase 1. The applicant has reserved future access through the adjoining properties to the north and west for future development. All approvals for County Rd. 309 C access must be approved by Putnam County.*

- c. Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.

**STAFF ANALYSIS:** *While the proposed parking spaces do not meet the City of Palatka's current requirements, an analysis of other jurisdictions with more up to date standards indicates a standard is being met. The PID allows flexibility from the required parking standards.*

- d. Refuse and service areas, with particular reference to the items mentioned in subsections (4)b and c of this section.

**STAFF ANALYSIS:** *Dumpster locations will be evaluated as plans are submitted.*

- e. Utilities, with reference to location, availability and compatibility.

**STAFF ANALYSIS:** *Utilities are available across 309C and will be evaluated for extension to the site upon plan submittal. The applicant is responsible for all costs to provide the site with City services.*

- f. Screening and buffering, with reference to type, dimensions and character.

**STAFF ANALYSIS:** *All screening and buffering requirements will be met prior to the issuance of a Certificate of Occupancy.*

- g. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.

**STAFF ANALYSIS:** *A sign permit will be required for all signage to ensure codes are complied with.*

- h. Required yards and other open space.

**STAFF ANALYSIS:** *The applicant states on page 7 item H that the proposed development will exceed the minimum yard requirements. The site plan indicates a 50 ft. setback along all sides. This meets or exceeds (through wetlands/open space indicated) requirements. Open space requirements are also exceeded.*

- i. General compatibility with adjacent properties and other property in the district.

**STAFF ANALYSIS:** *Adjacent properties are vacant, undeveloped land. The one nearby residential to the southeast will abut an area the applicant has reserved as open space.*

- j. Any special requirements set out in the schedule of district regulations for the particular use involved.

**STAFF ANALYSIS:** Any plans must comply with the FAA, Putnam County Land Development Code, City of Palatka Municipal Code, FDOT, and SJRWMD. Requested uses must comply with those set forth on page 1 and 2 in the PID written description submitted.

**k. The recommendation and any special requirements of the historic preservation board for uses within the HD zoning district.** This parcel is not located in an historic district.

**SUMMARY:** The PID allows flexibility in design and development of this parcel while still adhering to those specific standards listed. Staff believes this request meets the intent of the PID ordinance. The potential economic value to the City will be realized through increased real property taxes, personal property taxes and the creation of jobs. There are currently no “ready to build” industrial sites in the City limits. Moving forward with this project will allow pursuit of an industrial market in need of water and sewer service.

**STAFF RECOMMENDATION:** Staff recommends approval of this request to rezone from County Industrial (IN) to City Industrial with a Planned Industrial Development overlay (M-1/PID).

**D. PHOTOGRAPHS**



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

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

**To:** Debbie Banks, Building & Zoning Director

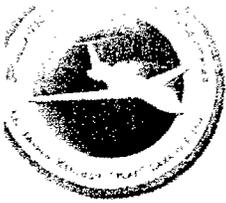
**From:** Melvin Register, Water Plant Superintendent

**Date:** May 6, 2010

**RE:** Plum Creek Rezoning

---

I have reviewed the rezoning request for the Plum Creek Timberlands project. While it is difficult to estimate the future potable water requirements for a development of this size, Based on the City's permitted treatment capacity of 6 MGD and our current actual treatment of slightly over 2 MGD, I do not believe that the City of Palatka will have any problems supplying their needs.



*PALATKA MUNICIPAL AIRPORT*  
*Lt. Jasper Kennedy "Kay" Larkin Field (28J)*

---

May 18, 2010

FROM: John E. Youell, Manager  
Palatka Municipal Airport

Re: Response to Rezoning Parcel # 05-10-26-0000-0010-0000

To: Ms. Debbie Banks, Planning Director  
City of Palatka

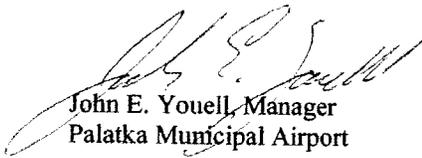
Dear Ms. Banks,

In response to the rezoning of subject parcel for industrial development, Section II, Para. C (3) of the PID submitted by Plum Creek Timberlands, L.P. describes the positioning of buildings the height of which will not be compatible with future plans to extend the length of runway 09/27.

In referenced paragraph, titled "Airport Height Notification Zone," the extension of runway 09/27 was not taken into consideration. I have been assured by Mr. Ray Spofford, England, Thims, and Miller Inc, that the text in this paragraph is in the process of being modified to allow for the extension as described in the Airport Master Plan dated December 2003. On the condition the PID is modified to include this extension, I have no objection to rezoning subject parcel for industrial use. In addition, construction planned for this parcel that affects any Federal Aviation Administration (FAA) land use protection zone and/or airspace protection boundary on or over the parcel must be coordinated through the City of Palatka and the FAA in accordance with 14 CFR, Part 77, for land issues, and the regulations governing airspace protection for terminal instrument approach procedures.

If you have any questions or need more information, please call me at (386) 329-0149 or e-mail [jyouell@palatka-fl.gov](mailto:jyouell@palatka-fl.gov).

Sincerely,

  
John E. Youell, Manager  
Palatka Municipal Airport

## Departmental Review Request

Address: CR 309C

Case #: PB 10-19

Parcel # 05-10-26-0000-0010-0000

**Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.**

<input checked="" type="checkbox"/> <b>Rezoning</b>	<input type="checkbox"/> <b>Site Plan Review</b>
<input type="checkbox"/> <b>Annexation</b>	<input type="checkbox"/> <b>Small Scale Amendment ( 9.99 acres or less)</b>
<input type="checkbox"/> <b>Large Scale Amendment(10+ acres)</b>	<input type="checkbox"/> <b>Concurrency Review</b>
<input type="checkbox"/> <b>Conditional Use Request</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Street Closing/Street Name Change</b>	<input type="checkbox"/> <b>Other</b>

**Meeting Date: 6-1-10**

**Response Deadline: 5-14-10**

**Date submitted by applicant: 5-3-10**

**Date forwarded to Departments for review: 5-4-10**

**Submitted to:**

- Water/Sewer/Streets/Sanitation
- Police
- Fire
- Chief Building Official

- Sewer Plant
- Water Plant
- Parks
- Weed & Seed

- Cemetery
- Golf
- Airport

**Current Property Use: Vacant**

**Proposed Property Use: Industrial Park ( no actual occupant has been identified)**

**Current Land Use Designation: Industrial**

**Requested Land Use Designation: NA**

**Current Zoning Classification: County AG**

**Requested Zoning Classification: M-1/PID (Industrial/Planned Industrial Development)**

**Acreage: 680.12 acres**

**# of Units**

Plum Creek Timberlands L. P. Gregory F. Galpin  
**Owner/Applicant Name**

161 N Macon St.

**Owner/Applicant Address**

Jesup, GA 31545

**City/State/Zip**

**Phone Number**

England-Thims & Miller, Inc. - Ray Spofford

**Agent Name**

14775 Old St. Augustine Rd

**Agent Address**

Jacksonville, FL 32258

**City/State/Zip**

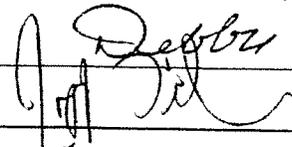
904.642.8990

**Phone Number**

**Planning Dept. Comments:** The applicant is requesting rezoning this parcel to industrial for a Planned Industrial Development (PID). The PID allows more flexibility in design than straight M-1 zoning would allow. Please review and comment as to your area of expertise. PLEASE return entire packet - they will be recycled to the Planning Board and then to the Commission.

Thank you,

- No Comments**
- Comments Attached**

Reviewed by: 

Title: CPD

Memorandum

May 11, 2010

To: Debbie Banks

Fm: ~~CBO~~

Re: Plum Creek PID review  
Case PB 10-19

The following items are of concern:

1. Items B (1) (a) thru (d) of paragraph III. Design Guidelines, all decrease the parking space requirements of Sec 94-262 of the Palatka Municipal Code.
  - (a) Business, commercial or personal service, item (6) of the code, requires one space for each 200 square feet of non-storage floor area. The PID **decreased** the requirement to one per 300 square feet of **gross** floor area. The PID wants one space per 1000 of display area. Parking space requirements for outside display area is **not addressed** in the code but left to the Planning Board to determine.
  - (b) Non-retail space is addressed in item (4) of the code at one space per 1000 square feet of floor area plus one space for each company vehicle operating from the premises. The PID **decreases** the requirement to one space per 5000 square feet of **gross** floor area or one space per employee on the peak shift, which is greater.
  - (c) For all other industrial uses not listed, the parking space requirements are to be determined by the Planning Board. The PID has one space per employee on peak shifts plus one space for each company vehicle operating from the premises plus one space for each 5000 square feet of **gross** floor area.
  - (d) Professional and business offices (other than medical) as identified in the PID allocates two spaces for each 500 square feet of gross floor space. 94-262 (15) allocate seven spaces for each 1000 square feet.

I recommend we require that the PID closely adhere to 94-262. In buildings where we have a mixed occupancy (two or more separate business tenants with different occupancies) then parking space requirements will have to address for each occupancy. There was no mention of loading spaces but that can be addressed by the architect during actual building design.

2. As I read the submission I believe that business fronting on CR 309C can have access directly to that road and not be required to enter or exit via an interior PID roadway. I feel that for safety, aesthetics and continuity all development should be directed to the PID established ingress and egress roadways.

## Departmental Review Request

Address: CR 309C

Case #: PB 10-19

Parcel # 05-10-26-0000-0010-0000

Please review the enclosed request and make any comments in writing to Building & Zoning; Fax 329-0172 or put in box. Call 329-0103 with any questions.

<input checked="" type="checkbox"/> <b>Rezoning</b>	<input type="checkbox"/> <b>Site Plan Review</b>
<input type="checkbox"/> <b>Annexation</b>	<input type="checkbox"/> <b>Small Scale Amendment ( 9.99 acres or less)</b>
<input type="checkbox"/> <b>Large Scale Amendment(10+ acres)</b>	<input type="checkbox"/> <b>Concurrency Review</b>
<input type="checkbox"/> <b>Conditional Use Request</b>	<input type="checkbox"/> <b>Variance</b>
<input type="checkbox"/> <b>Street Closing/Street Name Change</b>	<input type="checkbox"/> <b>Other</b>

**Meeting Date: 6-1-10** **Response Deadline: 5-14-10**

**Date submitted by applicant: 5-3-10** **Date forwarded to Departments for review: 5-4-10**

Submitted to:

<input checked="" type="checkbox"/> Water/Sewer/Streets/Sanitation <i>W. rd</i>	<input type="checkbox"/> Sewer Plant	<input type="checkbox"/> Cemetery
<input type="checkbox"/> Police	<input type="checkbox"/> Water Plant	<input type="checkbox"/> Golf
<input type="checkbox"/> Fire	<input type="checkbox"/> Parks	<input type="checkbox"/> Airport
<input type="checkbox"/> Chief Building Official	<input type="checkbox"/> Weed & Seed	

**Current Property Use: Vacant** **Proposed Property Use: Industrial Park ( no actual occupant has been identified)**

**Current Land Use Designation: Industrial** **Requested Land Use Designation: NA**

**Current Zoning Classification: County AG** **Requested Zoning Classification: M-1/PID (Industrial/Planned Industrial Development)**

**Acreage: 680.12 acres** **# of Units**

Plum Creek Timberlands L. P. Gregory F. Galpin <b>Owner/Applicant Name</b> 161 N Macon St. <b>Owner/Applicant Address</b> Jesup, GA 31545 <b>City/State/Zip</b>  <b>Phone Number</b>	England-Thims & Miller, Inc. - Ray Spofford <b>Agent Name</b> 14775 Old St. Augustine Rd <b>Agent Address</b> Jacksonville, FL 32258 <b>City/State/Zip</b> 904.642.8990 <b>Phone Number</b>
---	--

**Planning Dept. Comments:** The applicant is requesting rezoning this parcel to industrial for a Planned Industrial Development (PID). The PID allows more flexibility in design than straight M-1 zoning would allow. Please review and comment as to your area of expertise. PLEASE return entire packet - they will be recycled to the Planning Board and then to the Commission.

Thank you,

*[Signature]*  
 \_\_\_\_\_  
 Title: *PW Director*

No Comments  
 Comments Attached

Reviewed by: \_\_\_\_\_

Title: \_\_\_\_\_

PALATKA  
POLICE DEPARTMENT

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LAW ENFORCEMENT IMPACT REVIEW



PLANNED INDUSTRIAL  
DEVELOPMENT (PID)

REZONING OF PROPERTY

PARCEL # 05-10-26-0000-0010-0000

LOCATED ON CR 309C

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SUBMITTED MAY 7, 2010

## PLUM CREEK – PLANNED INDUSTRIAL DEVELOPMENT (PID)

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### PURPOSE

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The Police Department's review of the proposed development/annexation is designed to provide City staff, planners, reviewers, elected officials, and citizens with projected impacts to municipal law enforcement services. This review is designed to promote the City's strategic public safety goals, which include crime prevention and reduction, call-for-service management, and timely response to the needs of citizens.

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### IMPACTS TO POLICE DEPARTMENT STAFFING

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#### ❖ Sworn officer (Police)

- Police Department (PPD) service standard = 469.20<sup>1</sup> calls-for-service (CFS) per year per officer.
- The Police Department utilizes a formula to determine growth related impacts to law enforcement services which derives from average police calls-for-service per land use designation.
- **The Developer has proposed, rezoning and a Planned Industrial Development (PID) consisting of 3,460,000 square feet of light industrial, office, and supporting retail space, with a maximum of 35,000 square feet of retail.**
- Based on the City of Palatka Impact Fee Study, published in March of 2007, the "Annual Law Enforcement Incidents Per Unit of Development" factor is **0.0018** incidents per square feet of retail space; **0.0004** incidents per square feet of industrial/warehouse space.
- Once this project has been completed and functional, the development has the potential of generating 1,370 CFS additional law enforcement calls-for-service per year, which would result in the need of 3.05 additional police officers, with a first year start up cost of \$285,805.41 and \$173,807.23 reoccurring annual cost.
- This project will have significant impact to police related services; without additional police officers, the current level of services provided by the Police Department would diminish. The Police Department recommends the developer fund three (3) fulltime police officers with associated start up and reoccurring costs; prorated based on project start dates.

#### ❖ Non-Sworn Personnel (Support)

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<sup>1</sup> Source: City of Palatka Police Department Staffing Standards; 2003

- Currently, the Palatka Police Department utilizes a formula of one (1) support position for every five (5) sworn positions.
- With an overall increase of **3.05** police officers, there will be a need for **.61** additional support personnel.

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#### POLICE DEPARTMENT SPACE NEEDS REQUIREMENTS

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- ❖ The current Police Department building located at 110 N. 11<sup>th</sup> Street was opened in 1967.
- ❖ There exist 7,000 +/- sq ft of office/storage space under roof.
- ❖ In 2007, the City purchased 1209 Reid Street for a Police Department annex.. This space will yield 2,200 +/- addition sq ft.
- ❖ Since NO major renovations or additions have been made to the current building and parking, there is a need for additional office and parking. Additional staff will only compound the current space needs.

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#### OTHER IMPACTS/ISSUES

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- ❖ Road infrastructure(s) within development:
  - **The Police Department recommends ownership of road(s) within the new development remains with the property owner(s).** If roads are privately owned, the City of Palatka would NOT be responsible for traffic control, traffic accidents, or traffic related complaints; thus decreasing the impacts to the City's police resources. Additionally, the City would not be responsible for maintenance of the new roads within the development, thereby, eliminating reoccurring expenses for road maintenance/improvements.
- ❖ Road Infrastructure(s) outside development:
  - Annexations of roads – The City's current procedures for annexations are strictly limited to specific properties contiguous with properties already within the corporate City limits of Palatka, and there are NO considerations or review of adjacent (egress/ingress) roadway annexation. Due to the proximity of non-annexed roads to stated properties within the City limits, the Police Department is dispatched to handle calls-for-service outside the City limits on non-annexed roads. To eliminate the confusion for the police officers, dispatchers, and provide a more appropriate urban service area, the **Police Department strongly recommends the City annex all roads leading to the access of the proposed development. We suggest the City annex St Johns Avenue from the west City limits through and including CR 309C; and CR 309C from Highway 100 to the intersection of St. Johns Avenue.**
  - Neighborhood Quality – Trip generation report was not included in developer's packet. Roads are under the jurisdiction of Putnam County.

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## STRATEGIES FOR REDUCING IMPACTS TO LAW ENFORCEMENT

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Although not required by ordinance, the Police Department does suggest the developer utilize a CPTED (*Crime Prevention Through Environmental Design*) approach to minimizing the impact to City of Palatka Police resources. We suggest the use of *Crime Prevention Through Environmental Design* (CPTED - "sep-ted") as one such tool to minimize the potential for crime and impact to City resources.

CPTED approach involves the use and design of space inside and outside of buildings, the positioning of buildings in relation to one another and the street, lighting, entrances and exits, and landscaping.

CPTED is based on two main assumptions...

- ❖ Offenders commit crime when there are not many people around, where they are unlikely to be seen, and where they can easily and quickly get in and out.
- ❖ Crime is related to daily routines and activities in the area, such as flow of traffic and pedestrians (or lack of flow) on nights and weekends.
- ❖ Keeping possible offenders out and away from your business will reduce your likelihood of being victimized.

Usually, we use locks on doors, alarms and bars on windows to prevent burglars from entering, thus controlling their *access*. However, there are different ways of keeping people and offenders out.

Natural Access Control refers to the use of doors, fences and gates to control access to your business or property. The intention is not to necessarily physically stop the offender, but rather make your business look like a riskier crime target.

Natural Surveillance involves designing windows, lighting and landscaping to improve your ability, and everyone else's ability, to observe what is going on inside and around your business. Through clever design you can not only make your business a less attractive target, you can increase the likelihood of detecting a criminal at work.

Territorial reinforcement uses design and use of sidewalks, landscaping, and porches to create a border between private and public property. These are not meant to prevent anyone from physically entering, but to create a feeling of territoriality and send a message to offenders that the property belongs to someone and they should stay out.

Use landscaping as a natural barrier between private and public areas. Use low fences to mark your property. Use different color bricks or different materials for driveways, so as to separate them visually from the street. Landscaping and bushes can be also used to mark territory, but you have to make sure that they do not obstruct the view, or provide hiding spots for offenders.

### Design Recommendations

The objective is to maximize the number of "eyes" watching over the business. The remote location and surrounding undeveloped land will create opportunities for criminals to perpetrate property crimes. **The Police Department recommends the following crime prevention mitigation strategies:**

- One entrance/exit (minimizes access to property);
- Entrance/exit should be gated and secured after hours with restricted access ability; for tenants/owners;
- Concrete reinforced or concrete block wall be used around the perimeter of the property (restrict unauthorized access);
- All buildings should have burglary/panics alarms install (prevention and apprehension strategy
- All building entrance/exits and perimeter should have security cameras installed capable of immediate and time lapse playback for a minimum of five(5) days (prevention and apprehension strategy;
- All windows should be a minimum of six (6) feet from the slab (prevent easy illegal entry into building)
- Doors should be metal and designed to withstand blunt force entries (forced burglary) and have installed a sufficient pry panels.

Plum Creek Planned Industrial Development  
Police Impact Projections

Property Category	Annual Law Enforcement Incidents Per Unit of development	Projected growth by Sq Ft or Units	Annual CFS
<i>Residential</i>	2.9549	0	0.00
<i>Bank</i>	0.0073	0	0.00
<i>General Commercial</i>	0.0182	0	0.00
<i>General Office</i>	0.0018	0	0.00
<i>General Retail</i>	0.0018	35,000	63.00
<i>Hotel/Motel</i>	0.0052	0	0.00
<i>Rest/Bar/Entertainment</i>	0.0055	0	0.00
<i>industrial/Warehouse</i>	0.0004	3,425,000	1,370
<i>Institutional</i>	0.0028	0	0.00
			<b>106.38</b>
<b>Average CFS Per Officer Per year</b>			<b>469.2</b>
<b>Officers needed to manage increased CFS</b>			<b>0.23</b>

START UP COST:

Police Officer(s) (salary & benefits)	56,908.83
	x 0.23
	<b>173,807.23</b>
Vehicle (w/Equipment)	32,000.00
	x 3.05
	<b>97,732.31</b>
Other Equipment	4,671.00
	x 3.05

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14265.86

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Total Cost to City to Provide LEO(s); (first year)

285,805.41

# Advertising Receipt

Palatka Daily News  
 P.O. Box 777  
 Palatka, FL 32178-0777  
 Phone: (386) 312-5200  
 Fax: (386) 312-5209

City of Palatka  
 201 N. 2nd Street  
 PALATKA, FL 32177

Cust#: 04100018-000  
 Ad#: 05505076  
 Phone: (386)329-0100  
 Date: 05/04/10

Ad taker: vic Salesperson: mkw Classification: 0360

Description	Start	Stop	Ins.	Cost/Day	Surcharges	Total
01 Palatka Daily News Affidavit	05/15/10	05/15/10	1	84.56		84.57
						2.50

**Payment Reference:**

Total: 87.07  
 Tax: 0.00  
 Net: 87.07  
 Prepaid: 0.00

Notice is hereby given that the City of Palatka Planning Board will hold a public hearing on June 1, 2010 at 4:00 P.M. at City Hall, 201 N. 2nd Street to hear a request:

To rezone from Putnam County Agriculture to City of Palatka M-1/PID (Industrial/ Planned Industrial Development)

Location: Parcel #05-10-26-0000-0010-0000 (On the west side of CR 309C west of the Kay Larkin Airport) 680 +/- acres

Applicant: Plum Creek Timberlands L.P  
 Case: PB 10-19  
 Agent: England-Thims & Miller, Inc.

The proposed amendment may be inspected by the public during regular business hours at 205 N 2nd St. Palatka, FL. All interested parties are invited to attend this public hearing.

**Total Due 87.07**

**PUBLIC NOTICE**

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Debbie Banks  
Director of Building & Zoning

PURSUANT TO SECTION 286.0105, FLORIDA STATUTES, IF ANY PERSON DECIDES TO APPEAL DECISION MADE BY THE PLANNING BOARD WITH RESPECT TO ANY MATTER CONSIDERED AT THIS PUBLIC MEETING, SUCH PERSON WILL NEED A RECORD OF THE PROCEEDINGS AND FOR SUCH PURPOSE, SUCH PERSON MAY NEED TO ENSURE THAT A VERBATIM RECORD OF THE PROCEEDING IS MADE, INCLUDING THE TESTIMONY AND EVIDENCE UPON WHICH THE APPEAL IS TO BE BASED.

PERSONS WITH DISABILITIES INTERESTED IN ATTENDING THIS MEETING AND REQUIRING ACCOMMODATIONS SHOULD CONTACT THE CITY BUILDING DEPT. AT (386) 329-0103 AT LEAST 24 HOURS IN ADVANCE TO REQUEST SUCH ACCOMMODATIONS.

Legal No. 05808076  
06/15/2010

*ok  
DB  
7:30 AM 5/5/10*



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



As an owner of adjacent property, you are hereby notified of a pending action before the Planning Board which may be of concern to you:

### **PUBLIC NOTICE**

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08-10-26-0000-0000-0000

MOTES WALTER B TRUST  
141 FRANCIS CHURCH RD  
PALATKA FL 32177

PB 10-19

LOFTON E + JESSE PRINCE  
132 MAT TR  
PALATKA FL 32177

PB 10-19

04-10-26-0000-0020-0000 & 0020-0001

WALTON ALBERT S JR + ANN W CORDOBA  
10012 LIANA LN  
RALEIGH NC 27613

PB 10-19

05-10-26-0000-0050-0000

MEDLOCK CURTIS R + KATHY JO  
101 R AND R RANCH RD  
PALATKA FL 32177

PB 10-19

03-10-26-0000-0010-0000

CITY OF PALATKA  
201 N 2ND ST  
PALATKA FL 32177

PB 10-19

04-10-26-0000-0010-0000

PUTNAM COUNTY PORT AUTHORITY  
PO BOX 758  
PALATKA FL 32178

PB 10-19

32-09-26-0000-0040-0010

MOTES ROSEMARY  
126 RADCLIFF RD  
PALATKA FL 32177

PB 10-19

04-10-26-0000-0030-0000

SQUIRES THOMAS H + KATHY  
206 COUNTY RD 309C  
PALATKA FL 32177

PB 10-19

09-10-26-0000-0090-0010

MARY JANE SCAFF  
130 CONFEDERATE POINT RD  
PALATKA FL 32177

PB 10-19

08-10-26-0000-0110-0000

THURMAN L + ALICE L RIDDICK LIFE EST  
197 COUNTY RD 309C  
PALATKA FL 32177

PB 10-19

08-10-26-0000-0050-0000

BRENDA L + DON C BOND  
141 S OAKLAND AVE  
SAN MATEO FL 32187

PB 10-19

JANET DRIGGERS  
191-B COUNTY ROAD 309C  
PALATKA FL 32177

PB 09-19

BATES BEN + MARC SPALDING PB10-19  
3400 CRILL AVE  
PALATKA FL 32177

JANUS MARTIN  
210 COUNTY RD 309C  
PALATKA FL 32177

PB 10-19



## Plum Creek Planned Industrial Development Fiscal Benefits

Employment and Wages					
Land Use	Employment Rate	Square Feet	Employees	Average Wage	Total Wages
Industrial	1/750 SF	3,425,000	4,567	\$33,692	\$153,860,133.33
Retail	1/600 SF	35,000	58	\$20,860	\$1,216,833.33
<b>Totals</b>		<b>3,460,000</b>	<b>4,625</b>		<b>\$155,076,966.67</b>

Total Taxable Value			
Land Use	Value/SF	Square Feet	Annual Taxable Value
Industrial	\$75/SF	3,425,000	\$256,875,000
Retail	\$125/SF	35,000	\$4,375,000
<b>Totals</b>		<b>3,460,000</b>	<b>\$261,250,000</b>

Annual Ad Valorem Revenue			
	Millage	Taxable Value	Ad Valorem Revenue
County	8.5765 mills	\$ 261,250,000.00	\$2,240,610.63
City	8.65 mills	\$ 261,250,000.00	\$2,259,812.50
<b>Total</b>			<b>\$4,500,423.13</b>

Sources: Putnam County Property Appraiser, 2010.  
 State of Florida Agency for Workforce Innovation, Quarterly Census of Employment and Wages (ES-202), 2010.



**England-Thims & Miller, Inc.**

14775 Old St. Augustine Road • Jacksonville, Florida 32258  
tel 904.642.8990 • fax 904.646.9485 • www.etminc.com

**PRINCIPALS**  
Douglas C. Miller, PE, CEO  
N. Hugh Mathews, PE, President  
Joseph A. Tarver, Exec. V.P.  
Juanitta Bader Ciam, PE, V.P.  
Scott A. Wild, PE, PSM, V.P.  
Samuel R. Crissinger, CFO, V.P.  
Robert A. Mizell, Jr., PE, V.P.  
Thomas N. Fallin, PE, V.P.  
Buckley K. Williams, C.C.C.A., V.P.  
K.T. Peter Ma, PE, V.P.

**EMERITUS**  
James E. England, PE  
Robert E. Thims

May 3, 2010

Ms. Debbie Banks  
Planning Director  
City of Palatka  
205 N. 2<sup>nd</sup> Street  
Palatka, FL 32177

**RE: Proposed Rezoning for Plum Creek Property  
ETM No. 05-260-01**

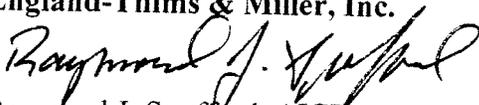
Dear Ms. Banks:

Enclosed are twelve (12) copies of a rezoning application for land owned by Plum Creek Timberlands, L.P., which was recently annexed into the City of Palatka. A large scale land use amendment was transmitted by the City for state agency review on March 4, 2010. An objections, recommendations and comments report on the large scale land use amendment is anticipated to be mailed to us on or about May 17, 2010. We are requesting that this rezoning application be scheduled for consideration at the same adoption public hearings as the companion large scale land use amendment.

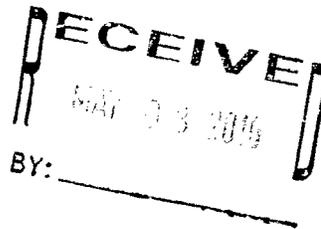
Should you have any questions or need more information, please call me at (904) 265-3189 or e-mail to [spoffordr@etminc.com](mailto:spoffordr@etminc.com). We look forward to your review.

Sincerely,

**England-Thims & Miller, Inc.**

  
Raymond J. Spofford, AICP  
Senior Planner

cc: Greg Galpin  
Alex McCoy



# Application for Rezoning

This application must be typed or printed in black ink and submitted with any required attachments and application fee of \$130 (Checks payable to the City of Palatka) to:

**City of Palatka Planning & Zoning**  
**201 N 2<sup>nd</sup> Street**  
**Palatka, FL 32177**

Application Number: PB - _____
Date Received: _____
Hearing date: _____

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

TO BE COMPLETED BY APPLICANT		
<b>1. Property Address:</b>  <div style="font-size: 1.2em; font-family: cursive;">CR 309C - Number not assigned</div>	<b>2. Current Property Use:</b>  <div style="font-size: 1.2em; font-family: cursive;">Timberland / Vacant</div>	
<b>3. Parcel Number:</b>  <div style="font-size: 1.2em; font-family: cursive;">05-10-26-0000-0010-0020</div>	<b>4. Lot size/acreage:</b>  <div style="font-size: 1.2em; font-family: cursive;">680.12 acres</div>	<b>5. Proposed Use:</b>  <div style="font-size: 1.2em; font-family: cursive;">City Industrial</div>
<b>6. Current Zoning Designation:</b>  <div style="font-size: 1.2em; font-family: cursive;">County Agriculture</div>	<b>7. Requested Zoning Designation:</b>  <div style="font-size: 1.2em; font-family: cursive;">City PID</div>	<b>8. Required Attachments:</b> <input checked="" type="checkbox"/> Letter of Authorization* <input checked="" type="checkbox"/> Legal Description <input checked="" type="checkbox"/> Copy of Recorded Deed <input checked="" type="checkbox"/> Fees <input checked="" type="checkbox"/> Project Narrative** <input type="checkbox"/> If applicable, attach Small or Large Scale Future Land Use Amendment application
<b>9. Square footage of any proposed structures:</b>  <div style="font-size: 1.2em; font-family: cursive;">3,460,000</div>	<b>10. Number &amp; types of structures on property:</b>  <div style="font-size: 1.2em; font-family: cursive;">Vacant + Undeveloped</div>	
<b>8. Owner Name:</b> <u>Plum Creek Timberlands, L.P.</u>		
<b>Owner Address:</b> <u>161 N. Macon St.</u> <u>Jesup, GA 31545</u>		
<b>Phone Number:</b> <u>352-333-3733 ext. 204</u>		
<b>9. Agent Name:</b> <u>England-Thims + Miller, Inc. Attn: Ray Spofford</u>		
<b>Agent Address:</b> <u>14775 Old St. Augustine Road</u> <u>Jacksonville, FL 32258</u>		
<b>Phone Number:</b> <u>904-642-8990</u>		

\*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.

\*\*Project Narrative: Explain present and future use of the property detailing project.

Application Number: PB - \_\_\_\_\_

Hearing date: \_\_\_\_\_

10. This application submitted by: Flum Creek Land Company

Signature of owner(s): [Signature]

Print owner(s) names(s): Gregory F. Galpin Sr. Manager, Planning

Signature of Agent(s): \_\_\_\_\_

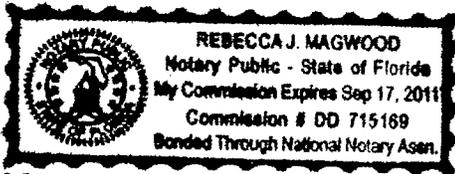
Print Agent(s) names: \_\_\_\_\_

STATE OF Florida

County of Levy

Before me this day personally appeared Gregory F. Galpin 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 27<sup>th</sup> day of April A.D. 2010.



Rebecca J. Magwood  
Notary Public

My commission expires: \_\_\_\_\_

State of Florida at Large

FOR OFFICIAL USE ONLY				
1. Date Submitted	2. Received By:	3. Current Zoning:	4. Requested Zoning:	5. Preliminary review by:
7. Sign(s) Posted Date: By:	8. Surrounding property owners notices sent: Date: By:	9. Legal Ad Ran: Date:	10. Attachments Reviewed: <input type="checkbox"/> Letter of Authorization** <input type="checkbox"/> Legal Description <input type="checkbox"/> Copy of Recorded Deed <input type="checkbox"/> Fees <input type="checkbox"/> Project Narrative	
City Commission Meeting Date:				

**AGENT DESIGNATION FORM**

Plum Creek Timberlands LP is the legal owner of Parcel No. 0540-26-000-0010-0000, Putnam County, Florida. Plum Creek Land Company (the "Applicant") is the equitable owner of Parcel No. 0540-26-000-0010-0000, Putnam County, Florida (the "Property"). Until such time as this notice is revoked by written notice to the Planning Board of the City of Palatka and the City Commission of the City of Palatka, the Applicant does hereby appoint and designate; England, Thims & Miller, Inc and Putnam County Development Authority as agent in fact to present an application for; annexation, land use and zoning which may include an amendment to the City's Comprehensive Plan and/or its Future Land Use Map for all of the Property and to present all evidence in support thereof to the Planning Board of the City of Palatka and the City Commission of the City of Palatka, and to respond to and furnish all information and data requested by said Boards, and Plum Creek Timberlands LP consents to such appointment.

Print name of Applicant:  
Plum Creek Land Company

Signature of equitable property owner:

Plum Creek Land Company

By:

Adam Smith  
Name: Adam Smith

Title: Manager, Entitlements

ALAN TODD HICKS

Notary Public, State of Florida

My comm. exp. Mar. 11, 2013

Comm. No. DD 868718

State of Florida

County of Alachua

Alan Todd Hicks

Notary Public

Dated this 22 day of December, 2009. Date Commission Expires: Mar 11 2013

Personally known/Produced ID

Type of ID: FDL

Plum Creek Timberlands LP, legal owner of the Property hereby consents to the foregoing.

Signature of legal property owner:

Plum Creek Timberlands, LP

By: Plum Creek Timber LP, its general partner

By:

Gregory F. Galpin  
Name: Gregory F. Galpin

Title: Sr. Manager, Planning

State of Florida

County of Levy

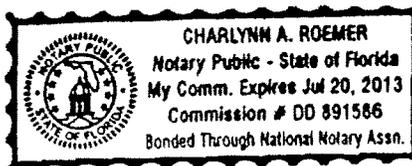
Charlynn A. Roemer

Notary Public

Dated this 28 day of December, 2009. Date Commission Expires: 7-20-13

Personally known/Produced ID

Type of ID: FLDL B 415 236561710



## PID Written Description

### Plum Creek Planned Industrial Development (PID)

April 30, 2010

#### I. PROJECT DESCRIPTION

The Plum Creek Planned Industrial Development (PID) is located on approximately 680 acres of land on the west side of CR 309C between State Road 100 to the north and State Road 20 to the south as shown on the General Location Map Exhibit A. The property was recently annexed into the City of Palatka. The subject property is currently vacant and undeveloped, and in silvicultural use as shown on the Aerial Map Exhibit B. An overhead electric transmission line traverses the eastern portion of the site from north to south. The subject property is surrounded by vacant and undeveloped land to the north and west; vacant land to the south except for a few residences along CR 309C; and the Putnam County Business Park, Kay Larkin Airport, and the Youth Sports Complex to the east. The subject property has existing access to County Road 309C, a two-lane minor collector roadway that connects to State Road 100 to the north, and St. Johns Avenue and State Road 20 to the south.

Development of the subject property will include a total of up to 3,460,000 square feet of light industrial, office and supporting retail uses in an industrial park setting in two (2), five-year phases. The subject property shall be developed in substantial compliance with the PID Master Plan Map, Exhibit C. A maximum of 35,000 square feet of supporting retail uses may be developed within the PID. The first phase (2010-2015) will include up to 1,800,000 square feet and the second phase (2015-2020) will include up to 1,660,000 square feet. Development of more than 180,000 square feet of building area within the first phase through 2015 is subject to a traffic analysis demonstrating adequate roadway capacity pursuant to Future Land Use Element Policy A.1.11.6. of the City Comprehensive Plan. Development of the subject property shall commence within five (5) years of rezoning approval to PID. Commencement of construction shall be defined as construction plan approval and construction of horizontal infrastructure to serve any portion of the PID. Completion shall be defined as approval of as-built surveys for all horizontal infrastructure.

#### II. USES AND RESTRICTIONS

##### A. Permitted Uses:

- (1) Wholesaling, warehousing, storage or distribution establishments and similar uses.
- (2) Light manufacturing, processing (including food processing, but not slaughterhouse), packaging or fabricating in completely enclosed buildings.
- (3) Printing, lithographing, publishing or similar establishments.

- (4) Business and professional offices.
- (5) Restaurants.
- (6) Services establishments catering to commerce and industry, including linen supply, laundry and dry cleaning plants, freight movers, communications services, business machine services, hiring and union halls, employment agencies, sign companies.
- (7) Vocational, technical, trade or industrial schools and similar uses.
- (8) Outdoor storage yards and lots; provided that such outdoor storage yard shall not be located closer than 25 feet to any public street and that such yard shall be completely enclosed, except for necessary ingress and egress, by an opaque fence or wall not less than six feet high; and provided further that this provision shall not permit wrecking yards (including automobile wrecking yards), junkyards, or yards used in whole or in part for scrap or salvage operations or for processing, storage, display or sales of any scrap, salvage or secondhand building materials, junk automotive vehicles, or secondhand automotive vehicle parts.
- (9) Aviation-related uses such as aircraft manufacturing and repair.
- (10) Building trades contractors with outside storage yards and heavy construction equipment if storage, including heavy construction machinery, not within a completely enclosed building or structure, is visually screened by a six-foot fence or wall not less than 95 percent opaque.

**B. Accessory Structures:**

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

**C. Restrictions on Uses:**

- (1) Lighting: The lighting for the facility shall be designed and installed so as to prevent glare or excessive light on adjacent property and rights of way. All light fixtures, including security lighting, shall be cutoff fixtures and should be incorporated as an integral design element that complements the design of the building and project through its design style, materials, and color.
- (2) Airport Compatibility: The subject property shall be developed so as to not adversely affect airport operations or create a hazard due to smoke, steam, lighting, electrical interference, dust, height, or attraction of birds. Wet detention ponds, commercial offices, and schools are not permitted within the Airport Overlay and Accident Potential

Zone (AOAP) Outer Zone West as shown on the PID Master Plan Map Exhibit C. In addition, above ground storage of volatile, explosive, toxic, radioactive or other hazardous material is not permitted.

- (3) Airport Height Notification Zone (AHNZ): The AHNZ extends outward 20,000 feet from the ends and each side of all active runways. Any proposed structure that exceeds a height of an imaginary surface that has a slope of 1 vertical foot for every 100 horizontal feet (100:1) is considered a "potential airport obstruction". Any development determined to be a potential airport obstruction must obtain a written determination from the FAA that the proposed development does not exceed the obstruction standards in 14 CFR Part 77. The AHNZ shall be measured from the end of the proposed extension of Runway 9-27 as shown on the current, adopted Airport Layout Plan (ALP) dated December 2003.
- (4) Wastewater: The Owner or its successors or assigns shall enter into a separate service agreement with the City of Palatka for the provision of centralized wastewater service to the site. A gravity sewer system currently exists within the County Business Park located east across CR 309C, which will need to be extended west along the right of way of Wes Larson Boulevard to CR 309C and the subject property. Prior to occupancy of the first building, Owner or its successors or assigns shall be responsible for extending City of Palatka wastewater lines to the site and make any other improvements deemed necessary by the City of Palatka.
- (5) Potable Water: The Owner or its successors or assigns shall enter into a separate service agreement with the City of Palatka for the provision of centralized potable water to the site. A potable water main currently exists just south of the subject property within the CR 309C right of way. Prior to occupancy of the first building, Owner or its successors or assigns shall be responsible for extending City of Palatka potable water lines to the site and make any other improvements deemed necessary by the City of Palatka.
- (6) Roadway Improvements: Access to CR 309C shall require a connection permit from the County Engineer consistent with the access management standards contained in Section 7.11 of the County Land Development Code, which are included herein as Exhibit D. Owner or its successors and assigns shall be responsible for all necessary improvements such as any required turn/auxiliary lanes on CR 309C consistent with Section 7.11.05 of the County Land Development Code.
- (7) Outdoor storage and display: Outside storage of articles, goods, or materials shall not be permitted unless completely screened from public rights-of-way and adjacent properties. Utility fixtures and mechanical equipment, when outside a structure, shall be screened with dense plant materials, approved fences or berms or a combination of both, or within a completely enclosed area.

### III. DESIGN GUIDELINES

#### A. Lot Requirements:

- (1) Minimum lot area: 10,000 square feet.
- (2) Minimum lot width: 100 feet.
- (3) Maximum lot coverage: 60 percent.
- (4) Maximum impervious surface area: 85 percent.
- (5) Minimum front yard: 25 feet.
- (6) Minimum side yard: 10 feet.
- (7) Minimum rear yard: 10 feet.
- (8) Maximum height of structures: 45 feet, except as provided in II.C.(3) above.
- (9) Additional Building Setback: The minimum building setback from the perimeter of the site including the CR 309C frontage shall be 50 feet.

#### B. Ingress, Egress, Parking and Circulation:

- (1) Off-street parking requirements: Off-street parking requirements for uses within the Plum Creek Planned Industrial Development (PID) shall be as follows:
  - (a) Business, commercial or personal service establishments (not otherwise listed)--One space for each 300 square feet of gross floor area plus, where applicable, one space for each 1,000 square feet or lot or ground area outside buildings used for any type of sales or display.
  - (b) Wholesale, warehouse or storage use--One space per 5,000 square feet of gross floor area or major fraction thereof, or one per employee on the peak shift, whichever is greater.
  - (c) All other industrial uses (not otherwise listed)--One space for each employee on peak shifts plus one space for each company vehicle operating from the premises plus one space for each 5,000 square feet of gross floor area.
  - (d) Professional and business offices (other than medical or dental offices)--Two spaces for each 500 square feet of gross floor space.

(e) Restaurants--One space for each four seats in public rooms plus one space for each two employees.

(f) Vocational, technical, trade and industrial schools--One space for each 300 square feet of gross floor area.

(2) Loading requirements: The minimum number of off-street loading spaces shall be as required by Chapter 94 of the Municipal Code.

(3) Vehicular Access: The internal traffic circulation pattern is generally shown on the PID Master Plan Map Exhibit C. The final location of all access points to CR 309C is subject to review and approval of the County Engineer.

(4) Pedestrian Access: Pedestrian access shall be provided by a sidewalk installed along one side of the internal roads to connect each place of business to a future sidewalk and/or multi-use trail to be provided by others on CR 309C.

**C. Signs:** Signage within the Plum Creek PID will comply with the standards in Chapter 62 of the City Municipal Code except as modified below:

(1) Project Identification Signage: No more than two (2) project identification signs shall be allowed within the general locations shown on the PID Master Plan Map Exhibit C. Each sign may be internally or externally illuminated, double-faced and shall not exceed 120 square feet in area. Maximum height of the project identification signage is 20 feet.

(2) Monument, Ground or Pole Signs: Monument, ground or pole signs are permitted for each place of business. Each place of business will be permitted one (1) externally or internally illuminated monument sign with two sides. These signs may not exceed fifteen (15) feet in height and one square foot per linear foot of frontage, up to ninety six (96) square feet, in area. These signs will be oriented to the street on which the lot has frontage, identifying the building (tenant) as a whole and/or its predominant use. Multiple tenants within one building or a connected series of buildings on a lot may be identified with one shared monument sign.

(3) Wall Signs: Wall signs are also permitted and shall not exceed ten (10) percent of the square footage of the occupancy frontage or respective side of the building abutting a public right-of-way or approved private street. Wall signs shall be similar in size and appearance, using similar materials and shapes.

(4) Prohibited Signs: Billboards, projecting signs, roof signs, flashing signs, portable signs and any other type of sign not permitted by Chapter 62 of the Municipal Code.

**D. Tree Protection, Landscaping and Buffering:**

The Property shall be developed in accordance with Chapter 94, Article VI of the Municipal Code. The property is currently being managed for silviculture and will

continue in that use until a building permit is approved on a specific parcel that will signify a change in use and the commencement of construction for that specific parcel. All other parcels may continue to be managed for silviculture use until a building permit is issued for that parcel.

**E. Open Space:**

The PID Master Plan Map Exhibit C shows the general location and extent of the wetland and upland conservation open space. The wetlands and upland conservation open space will not be developed. Permitted use will continue to be silvicultural and passive recreational uses such as trails and picnic areas.

**F. Utilities**

Water will be provided by the City of Palatka.  
Sanitary sewer will be provided by the City of Palatka.  
Electric will be provided by Clay Electric Cooperative.

**G. Wetlands**

Wetland impacts will be permitted according to local, state and federal requirements. A minimum, average 25-foot upland buffer will be established between development areas and conserved wetlands.

**H. Solid Waste**

Solid waste collection may be provided by a City/County contractor or may be provided by a private contractor. Refuse storage areas and dumpsters shall be to the side or rear of buildings and screened from public view by an opaque fence, wall and/or landscaping.

**IV. PID/CONDITIONAL USE REVIEW CRITERIA**

The Plum Creek PID will be consistent with the following conditional use criteria.

**A. Compliance with all applicable elements of the Comprehensive Plan.**

The proposed PID is consistent with the City's Comprehensive Plan including the uses and intensities allowed within the Industrial future land use classification, maximum height limitations, airport-related regulatory constraints and natural resource protection standards.

**B. Ingress and egress to property and proposed structures thereon, with particular reference to automotive and pedestrian safety and convenience, traffic flow and control, and access in case of fire or catastrophe.**

The proposed PID will include multiple access points from CR 309C with provision for pedestrian access. Current access as well as future access through the site to adjoining properties to the north and west will also be reserved.

**C. Off-street parking and loading areas, where required, with particular attention to the items mentioned in subsection (4)b of this section and the economic, noise, glare or odor effects of the special exception on adjoining properties and properties generally in the district.**

Off-street parking and loading areas will meet or exceed the minimum requirements of the Municipal Code, and the planned development of the site will be compatible with the adjoining uses, which is primarily vacant and undeveloped land.

**D. Refuse and service areas.**

The proposed PID contains minimum development standards for the location and buffering of refuse storage and dumpsters.

**E. Utilities, with reference to location, availability and compatibility.**

Central water and sewer, and electrical service are available to the site. The Owner or its successors or assigns shall enter into a separate service agreement with the City of Palatka for the provision of centralized potable water and wastewater service to the site.

**F. Screening and buffering, with reference to type, dimensions and character.**

Screening, buffering, landscaping and tree protection will comply with the Municipal Code.

**G. Signs, if any, and proposed exterior lighting, with reference to glare, traffic safety, economic effects, and compatibility and harmony with properties in the district.**

Signage and landscaping standards of the proposed PID will exceed the minimum standards of the Municipal Code.

**H. Required yards and other open space.**

The minimum building setbacks in the proposed PID will exceed the minimum yard requirements of the Municipal Code. Approximately one-half (1/2) the project site will remain in preserved open space.

**I. General compatibility with adjacent properties and other property in the district.**

The property is surrounded by vacant and undeveloped land with the exception of the area near the southeast corner. As can be seen on the PID Master Plan Map Exhibit C, a large area in the southeast corner of the property will be preserved as open space and will not be developed.

**EXHIBIT A**  
**GENERAL LOCATION MAP**

*Agenda  
Item*

**11**

This instrument prepared by:  
Betsy Jordan Driggers  
201 N 2<sup>nd</sup> Street  
Palatka, Florida 32177

ORDINANCE NO. 10-12

AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 70, ENTITLED STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, BY AMENDING ARTICLE III, HOUSE NUMBERING, TO AMEND THE TITLE OF THE ARTICLE TO PREMISES IDENTIFICATION; AMENDING SECTION 70-81, NUMBERING SYSTEM; AMENDING SECTION 70-83, SIZE DESIGN AND LOCATION OF NUMBERS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.

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

**WHEREAS**, the City Commission has recognized the need to revise the Code of Ordinances to provide improved regulations for premises identification in order to better enable public safety officials to identify and find residences during emergency response in accordance with the 911 Emergency Response System requirements.

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

**Section 1.** That Chapter 70, Article III, House Numbering, be hereby renamed "PREMISES IDENTIFICATION"

**Section 2.** That Section 70-81, entitled Numbering System, paragraph 1, be revised to read as follows:

The streets and public ways and the premises thereon shall be numbered and designated according to the following system and plan:

(Note: Sections 70-81(1), 70-81(2) and 70-81(3) shall remain unchanged.)

**Section 3.** That Section 70-83, entitled Size, design and location of numbers, shall be amended to read as follows:

Numerals shall be not less than 3 inches in height for residential building, structures or portions thereof, and at least six (6) inches in height for all other buildings, structures, or portions thereof. Address numbers shall contrast with their background, be in Arabic numeral or alphabet letters, and shall be placed on the front of the building so that they can be easily discernible from the street.

Existing numbers, when approved by the Fire Marshal, shall be permitted to remain.

**Section 4.** 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.** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

**Section 6.** This Ordinance shall become effective upon passage as provided by law.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 24<sup>th</sup> day of June, 2010.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS**

Language being deleted is shown in ~~strikethrough~~; new language is underlined

### ARTICLE III. ~~HOUSE NUMBERING~~ PREMISES IDENTIFICATION\*

\***Cross references:** Buildings and building regulations, ch. 18.

Sec. 70-81. Numbering system.

The streets and public ways and the ~~houses~~ premises thereon shall be numbered and designated according to the following system and plan:

(1) On all streets running east and west the numbers shall start with 1 at the St. Johns River, and increase thereon westward at the rate of 100 numbers to each block, and beginning each consecutive hundred at every street intersection as follows: the first block shall begin with 1, the second block shall begin with 100, the third block shall begin with 200, the fourth block shall begin with 300, and so on.

(2) On all streets running north and south the numbers shall start at St. Johns Avenue with 100 and increase there from northward and southward at the rate of 100 numbers to each block and beginning each consecutive hundred at every street intersection as provided in subsection (1) of this section.

(3) One number shall be allotted to every 25 feet of frontage on all streets. The odd numbers shall be placed on the east and south sides of all streets, and the even numbers on the west and north sides.

(Code 1981, § 18-40)

Sec. 70-82. Responsibility of owner or occupant.

The owners or occupants of all dwellings, stores and all other buildings of the city are hereby required to have the building properly numbered, in accordance with provisions of this article.

(Code 1981, § 18-41)

**Sec. 70-83. Size, design and location of numbers.**

~~Building numbers shall not be less than three inches high and of design and material approved by the city commission, and~~ Numerals shall be not less than 3 inches in height for residential buildings, structures, or portions thereof, and at least 6 inches in height for all other buildings, structures, or portions thereof. Address numbers shall contrast with their background, be in Arabic numeral or alphabet letters and shall be placed on the front of the building so that they can be easily discernible from the sidewalks street.

Existing numbers, when approved by the Fire Official, shall be permitted to remain.

(Code 1981, § 18-42)

Secs. 70-84--70-100. Reserved.

### Chapter 18 BUILDINGS AND BUILDING REGULATIONS\*

\***Cross references:** Environment, ch. 30; fire prevention and protection, ch. 34; floods, ch. 38; planning, ch. 54; signs, ch. 62; solid waste, ch. 66; streets, sidewalks and other public places, ch. 70; ~~house numbering, premises identification § 70-81 et seq.~~ NFPA 1, Uniform Fire Code 10.12.1; subdivisions, ch. 74; utilities, ch. 86; zoning, ch. 94.

**PUBLIC NOTICE**

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, will consider the enactment of the following entitled Ordinance: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING CHAPTER 70, ENTITLED STREETS, SIDEWALKS AND OTHER PUBLIC PLACES, BY AMENDING ARTICLE III, HOUSE NUMBERING, TO AMEND THE TITLE OF THE ARTICLE TO PREMISES IDENTIFICATION; AMENDING SECTION 70-81, NUMBERING SYSTEM; AMENDING SECTION 70-83, SIZE, DESIGN AND LOCATION OF NUMBERS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE at its next regular meetings to be held at 6:00 p.m. on the 10th day of June, 2010, and on the 24th day of June, 2010, at City Hall, 201 N. 2nd St., Palatka, Florida. Said proposed ordinance may be inspected by the public at City Hall during regular hours of business. 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. 168.041.

*insert " "*

*insert comma  
ok to run w/changes  
B. Driggers  
5/26/10*

**PLEASE GOVERN YOURSELVES ACCORDINGLY.**

**/s/ BETSY J. DRIGGERS  
CITY CLERK**

Legal No. 05505412  
5/26/2010

*Agenda  
Item*

**12**

This instrument prepared by:  
Betsy Jordan Driggers  
201 N 2<sup>nd</sup> Street  
Palatka, Florida 32177

**ORDINANCE NO. 10-13**

**AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE OFFICIAL ZONING REGULATIONS OF THE CITY OF PALATKA, FLORIDA, BY AMENDING SECTION 94-198 (a) AND (b), BALCONIES EXTENDING BEYOND PROPERTY LINES, TO ALLOW BALCONIES EXTENDING BEYOND PROPERTY LINES IN DB (DOWNTOWN BUSINESS) AND DR (DOWNTOWN RIVERFRONT) ZONING DISTRICTS; TO PROVIDE FOR BALCONY CONSTRUCTION STANDARDS; PROVIDING FOR SEVERABILITY AND PROVIDING AN EFFECTIVE DATE.**

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

**WHEREAS**, the City Commission has recognized the need to revise the zoning regulations in the downtown area of the City of Palatka to conform with new zoning classifications.

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

**Section 1.** That Section 94-198, Balconies extending beyond property lines, Sections (a) and (b), be amended to read as follows:

- (a) **Balconies extending beyond property lines are allowed only in the DB and DR zoning district.**
- (b) **Balcony Construction must be consistent with the requirements of the Florida Building Code as adopted by the City of Palatka.**

**Section 3.** Should any section, subsection, sentence, clause, phrase or portion of this Ordinance be held invalid or unconstitutional by any Court of competent jurisdiction, such portion shall be deemed a separate distinct and independent provision and shall not affect the validity of the remaining portion.

**Section 4.** A copy of this Ordinance shall be furnished to the Municipal Code Corporation for insertion in the Code of Ordinances for the City of Palatka, Florida.

**Section 5.** This Ordinance shall become effective upon passage as provided by law.

**PASSED AND ADOPTED** by the City Commission of the City of Palatka on this 24<sup>th</sup> day of June, 2009.

**CITY OF PALATKA**

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

**ATTEST:**

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

**APPROVED AS TO FORM AND CORRECTNESS:**

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

**Sec. 94-198. Balconies extending beyond property lines.**

- (a) Balconies extending beyond property lines are allowed only in the ~~C-3~~ DB and DR zoning district.
  - (b) Balcony construction must be consistent with the requirements of the ~~Standard Building Code~~ Florida Building Code as adopted by the city.
  - (c) Balconies must be built so that a perpendicular line from any outside edge of the balcony to the ground is not closer than three feet to the nearest paved roadway. Balconies may not be built so as to create an obstruction to vehicular or pedestrian traffic.
  - (d) A building permit will not be issued for any balcony extending beyond a person's property line over a public right-of-way until such time as the person indemnifies and hold harmless the city for any and all damages, in perpetuity, via an agreement running with the land recorded in the county public records. A building permit will not be issued for any balcony extending beyond a person's property line over private right-of-way or property without a notarized letter from the owner of the adjacent property or right-of-way authorizing such construction.
- (Code 1981, app. C, § 26-7(18))

**PUBLIC NOTICE**

NOTICE is hereby given that the City Commission of the City of Palatka, Florida, will consider the enactment of the following entitled Ordinance: AN ORDINANCE OF THE CITY OF PALATKA, FLORIDA, AMENDING THE OFFICIAL ZONING REGULATION OF THE CITY OF PALATKA, FLORIDA, BY AMENDING SECTION 94-198 (c) AND (b), BALCONIES EXTENDING BEYOND PROPERTY LINES TO ALLOW BALCONIES EXTENDING BEYOND PROPERTY LINES IN DB AND DR ZONING DISTRICTS; TO PROVIDE FOR BALCONY CONSTRUCTION STANDARDS; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE at its next regular meetings to be held at 6:00 p.m. on the 10th day of June, 2010, and on the 24th day of June, 2010, at City Hall, 201 N. 2nd St., Palatka, Florida. Said proposed ordinance may be inspected by the public at City Hall during regular hours of business. 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. 168.041.

*space of s/b "regulations of"*

*5/24/10  
ok to  
run  
w/  
corrections  
Betsy*

PLEASE GOVERN YOURSELVES ACCORDINGLY.

/s/ BETSY J. DRIGGERS  
CITY CLERK

Legal No. 05805240  
05/28/2010

*Agenda  
Item*

**13**



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



**June 16, 2010**

**TO:** Mayor Flagg, Vice Mayor Brown, Commissioners Kitchens, Myers & Norwood

**FROM:** Debbie Banks, Director of Building & Zoning 

**RE:** Merchandise on sidewalks downtown

The Building & Zoning Dept. has received multiple complaints concerning merchandise being displayed on the sidewalks downtown. On April 7, 2010 a letter was hand delivered by Code Enforcement Officer Liz Hearn requesting all merchandise be removed from the sidewalk. The letter allowed 2 weeks to comply or we would follow up with a warning. A call from Sam Deputy, President of the downtown merchants association requesting a meeting to discuss the code resulted in a reprieve from the warning, however, it was requested that the owners not push the envelope by placing more and more merchandise on the sidewalk. No meeting has occurred and complaints continue that downtown is looking like a "flea market" or "yard sale." City Code does allow businesses located in the Downtown Business and Riverfront district to have one a-frame type sign on the sidewalk.

The City's Municipal Code pertaining to sidewalks is included below for reference:

**ARTICLE II. SIDEWALKS**

**DIVISION 1. GENERALLY**

**Sec. 70-31. Placing merchandise, benches or other obstructions in sidewalk.**

Except as otherwise provided in section 70-1, it shall be unlawful for any person to place, put or leave any goods, wares, merchandise, boxes, benches or other obstructions of any nature whatsoever on any part of the sidewalks along the streets of the city outside the property line of the streets; provided that benches or seats for occupancy by persons may be placed and maintained on and along the sidewalks of the city provided they are maintained by the owner or occupant of the abutting property in a safe and sightly condition and no part thereof extends more than 24 inches outside of and beyond the property line of such owner, and provided further that goods and merchandise delivered to duly licensed merchants and operators of places of business in the city may be deposited and left on the sidewalks immediately in front of the places of business of such merchants and operators between the hours of 12:00 midnight and 8:00 a.m. of the next morning when and where any such place of business is not then open or has no storage area to receive such goods and merchandise at the time of delivery. The leaving of any goods or merchandise on the sidewalks of the city after 8:00 a.m. of the morning of delivery shall be and constitute a violation of this section by the merchant or operator of the place of business to whom such delivery is made. (Code 1981, § 18-16)

# City of Palatka

## Memo

**Date:** April 7, 2010  
**To:** Downtown Businesses  
**From:** Elizabeth Hearn  
**RE:** Obstruction of Sidewalks

---

Our office has been fielding complaints about merchandise and other objects being placed on the sidewalks in the downtown business area. The following are excerpts from the municipal code for the City of Palatka:

### Chapter 70 STREETS, SIDEWALKS AND OTHER PUBLIC PLACES

#### Sec. 70-31. Placing merchandise, benches or other obstructions in sidewalk.

Except as otherwise provided in section 70-1, it shall be unlawful for any person to place, put or leave any goods, wares, merchandise, boxes, benches or other obstructions of any nature whatsoever on any part of the sidewalks along the streets of the city outside the property line of the streets; provided that benches or seats for occupancy by persons may be placed and maintained on and along the sidewalks of the city provided they are maintained by the owner or occupant of the abutting property in a safe and sightly condition and no part thereof extends more than 24 inches outside of and beyond the property line of such owner, and provided further that goods and merchandise delivered to duly licensed merchants and operators of places of business in the city may be deposited and left on the sidewalks immediately in front of the places of business of such merchants and operators between the hours of 12:00 midnight and 8:00 a.m. of the next morning when and where any such place of business is not then open or has no storage area to receive such goods and merchandise at the time of delivery. The leaving of any goods or merchandise on the sidewalks of the city after 8:00 a.m. of the morning of delivery shall be and constitute a violation of this section by the merchant or operator of the place of business to whom such delivery is made.

#### Chapter 94 ZONING

Sec. 94-161. DR downtown riverfront district.

and

Sec. 94-162. DB downtown business district.

(j) *Permitted signs.* In addition to the requirements of chapter 62 – signs, this district also allows one A-frame, sandwich sign, or menu board per building front placed on a public sidewalk provided that such sign shall be a uniform size of two feet in width and three feet in height, as measured by any single face, and that such signs are placed on the sidewalk in such a manner so as to maintain a minimum of 48 inches of clear area on the adjacent sidewalk. These signs are to be of rigid, weather resistant material such as wood, metal, or plastic.

I would greatly appreciate your cooperation in working within the parameters of our municipal codes and if applicable, please remove your merchandise and signs from the sidewalks no later than April 16, 2010. I will re-inspect the area at that time and any business not in compliance will be cited in violation of the municipal code and a subsequent Warning Notice of Code Violation will be issued.

Sincerely,

Elizabeth Hearn  
Code Enforcement Officer  
City of Palatka